

May 21, 2024
City Commission Room, 701 N. Jefferson, Junction City KS 66441

Mayor Pat Landes
Vice Mayor Ronna Larson
Commissioner Jeff Underhill
Commissioner Al Gordon
Commissioner Richard Pinaire
City Manager Allen Dinkel
City Attorney Britain Stites
City Clerk Tammy Melton

1. 7:00 P.M. - CALL TO ORDER:

a. Pledge of Allegiance.

2. PUBLIC COMMENT: The Commission requests that comments be limited to a maximum of five minutes for each person. Please state your name and address for the record.

3. CONSENT AGENDA: All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a majority of the Commission agrees, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.

a. Consideration of Appropriation Ordinance A-10 dated – May 7th, 2024 – May 22nd, 2024, in the amount of \$962,707.95 & pre-approval for items listed below in the amount \$6,397.02. (p.3)

Verizon \$6,397.02

b. Consideration of April 2024 ambulance contractual obligation adjustments for \$12,047.60 & bad debt adjustments for \$12,082.82. (p.32)

c. Consideration of City Commission Minutes from the May 7th, 2024 Meeting. (p.33)

d. Consideration of the request to apply for the 2024 Bulletproof Vest Partnership Grant (JAG). (p.41)

4. SPECIAL PRESENTATIONS:

a. Freedom Fest Presentation. (p.44)

b. Presentation by the Geary County Food Pantry Regarding their Planned New Facility at the Northwest Corner of 7th Street & Clay Street. (p.45)

c. Proclamation declaring June 15th, 2024 as Juneteenth in the City of Junction City by Mayor Landes. (p.47)

d. Proclamation declaring the month of May as Haitian American Heritage Month. (p.48)

5. NEW BUSINESS:

- a. Consideration of the Brownsfield Grant Writing Services Proposal. (p.49)
- b. Consideration of the Award of Bid for the 2024 Water System Improvements to J & K Contracting, LC in the amount of \$1,022,515.00. (p.53)
- c. Consideration of Change Order #1 for the 2023 Alley Repairs to Stallbaumer Contracting, LLC in the amount of \$8,587.56. (p.57)
- d. Consideration of Ordinance No. S-3292, rezone from Mobile Home District to General Commercial District at 1510 Rucker Road. (p.61)
- e. Consideration of Resolution No. R-3095, authorizing IRB Series 2018. (p.94)
- f. Consideration of Ordinance No. S-3293, authorizing acquisition of a temporary construction easement at 1014 South Spring Valley Road. (p.108)
- g. Consideration of Ordinance No. S-3294, authorizing acquisition of a permanent drainage easement at 1014 South Spring Valley Road. (p.119)
- h. Discussion on the KHITC Resolution. (p.128)
- i. Discussion on ARPA Funds. (p.131)
- j. Discussion on the 2025 City Budget. (p.136)
- k. Consideration of the request to select an Executive Recruitment firm for a City Manager. (p.138)

6. COMMISSIONER COMMENTS & COMMITTEE REPORTS:

7. STAFF COMMENTS:

8. ADJOURNMENT:

City of Junction City

City Commission

Agenda Memo

May 15, 2024

From: Libbi Hamilton, Customer Service Manager

To: City Commissioners

Subject: Consideration of Appropriation Ordinance A-10 dated – May 7, 2024 – May 22, 2024, in the amount of \$962,707.95 and pre-approval for items listed below in the amount \$6,397.02.

Background: Attached is a Listing and Checks - Appropriations for May 7, 2024– May 22, 2024

Appropriations: May 7, 2024– May 22, 2024

Payments due before next meeting –Total \$6,397.02

Verizon \$6,397.02



Junction City, KS

Appropriations May 7 - 22, 2024

By Fund

Post Dates 5/7/2024 - 5/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Fund: 001 - GENERAL FUND				
Department: 001 - GENERAL EXPENSES				
Vendor: 061198 - OMNI BILLING				
OMNI BILLING	04302024CM	05/10/2024	APRIL 2024 CREDIT CARD PA...	-3,714.05
Vendor 061198 - OMNI BILLING Total:				-3,714.05
Department 001 - GENERAL EXPENSES Total:				-3,714.05
Department: 002 - INFORMATION TECHNOLOGY SYSTEMS				
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	May 24	05/08/2024	Channel 3 Digital Music	38.22
COX BUSINESS SERVICES	May 24	05/08/2024	PD Internet - Server Room	150.00
COX BUSINESS SERVICES	May 24	05/08/2024	City - Fiber Internet	2,649.99
Vendor 01604 - COX BUSINESS SERVICES Total:				2,838.21
Vendor: 02979 - DARTPOINTS LLC				
DARTPOINTS LLC	128335	05/07/2024	VXRail - Cloud Witness	376.80
Vendor 02979 - DARTPOINTS LLC Total:				376.80
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	GVPD - Barracuda Essentials	72.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	GVPD - Office 365 Mailboxes	311.88
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	18.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	77.97
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				479.85
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - spare	60.00
Vendor 086462 - XEROX CORPORATION Total:				60.00
Department 002 - INFORMATION TECHNOLOGY SYSTEMS Total:				3,754.86
Department: 003 - ADMINISTRATION				
Vendor: 01323 - COLUMBIA CAPITAL MANAGEMENT LLC				
COLUMBIA CAPITAL MANAG...	2435004	05/10/2024	INVESTMENT MANAGEMENT ...	1,290.00
Vendor 01323 - COLUMBIA CAPITAL MANAGEMENT LLC Total:				1,290.00
Vendor: 053896 - COMPLIANCEONE				
COMPLIANCEONE	316289	05/14/2024	MAY MONTHLY CHARGE 13 P...	78.00
COMPLIANCEONE	316290	05/14/2024	MAY MONTHLY CHARGE 94 P...	564.00
Vendor 053896 - COMPLIANCEONE Total:				642.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030058	05/08/2024	700 N JEFFERSON-	312.78
Vendor 043271 - KANSAS GAS SERVICE Total:				312.78
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-CITY MANAG...	219.84
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-ACCOUNTS P...	219.84
Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:				439.68
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	415.84
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Baracuda Essentials	96.00
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				511.84
Vendor: 01345 - WOODRIVER ENERGY LLC				
WOODRIVER ENERGY LLC	389370	05/13/2024	CITY HALL-700 N JEFFERSON	986.54
Vendor 01345 - WOODRIVER ENERGY LLC Total:				986.54

Appropriations May 7 - 22, 2024
Post Dates: 5/7/2024 - 5/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	242.06
			Vendor 086462 - XEROX CORPORATION Total:	242.06
			Department 003 - ADMINISTRATION Total:	4,424.90
Department: 008 - BUILDING MAINTENANCE				
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	51.98
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	12.00
			Vendor 03014 - TRUSTED TECH TEAM, INC. Total:	63.98
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	BUILDING MAINT-FUEL	410.58
			Vendor 01868 - WEX BANK Total:	410.58
			Department 008 - BUILDING MAINTENANCE Total:	474.56
Department: 010 - PARKS DEPARTMENT				
Vendor: 02754 - ATHCO, LLC				
ATHCO, LLC	0026042	05/09/2024	PICNIC TABLES, PLAYGROUND...	1,344.00
ATHCO, LLC	0026042-IN	05/09/2024	NEW SHELTER, PLAYGROUND ...	6,781.25
			Vendor 02754 - ATHCO, LLC Total:	8,125.25
Vendor: 03087 - BRADY INDUSTRIES OF KANSAS, LLC				
BRADY INDUSTRIES OF KANSAS...	8838804	05/14/2024	GLOVES, DISINFECTANT	257.79
			Vendor 03087 - BRADY INDUSTRIES OF KANSAS, LLC Total:	257.79
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	530841	05/10/2024	BRAKE CYLINDER, BRAKE BOO...	363.44
			Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:	363.44
Vendor: 02808 - COMMERCE BANK				
COMMERCE BANK	152012	05/14/2024	LP - 5000181005 BUCKET TRU...	1,447.95
COMMERCE BANK	152012	05/14/2024	LP - 5000181005 BUCKET TRU...	27,244.19
			Vendor 02808 - COMMERCE BANK Total:	28,692.14
Vendor: 018500 - DAVE'S ELECTRIC, INC.				
DAVE'S ELECTRIC, INC.	2024174	05/14/2024	CHECK ISSUES ON GENERATOR..	300.00
			Vendor 018500 - DAVE'S ELECTRIC, INC. Total:	300.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030060	05/08/2024	2307 N JACKSON-PARKS	259.74
			Vendor 043271 - KANSAS GAS SERVICE Total:	259.74
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-PARKS	219.84
			Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:	219.84
Vendor: 02511 - TERRY GRAHAM				
TERRY GRAHAM	2175	05/14/2024	CONTRACT MOWING 4/26-5/...	981.00
TERRY GRAHAM	2176	05/14/2024	CONTRACT MOWING 5/6-5/10	5,449.00
			Vendor 02511 - TERRY GRAHAM Total:	6,430.00
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	24.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	103.96
			Vendor 03014 - TRUSTED TECH TEAM, INC. Total:	127.96
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	PARKS--FUEL	1,243.26
			Vendor 01868 - WEX BANK Total:	1,243.26
Vendor: 084107 - WHITE STAR				
WHITE STAR	24060350	05/10/2024	AIR FILTER, TRACTOR	718.35
			Vendor 084107 - WHITE STAR Total:	718.35
Vendor: 01345 - WOODRIVER ENERGY LLC				
WOODRIVER ENERGY LLC	389370	05/13/2024	PARKS-2307 N JACKSON	308.29
			Vendor 01345 - WOODRIVER ENERGY LLC Total:	308.29

Appropriations May 7 - 22, 2024
Post Dates: 5/7/2024 - 5/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	60.00
Vendor 086462 - XEROX CORPORATION Total:				60.00
Department 010 - PARKS DEPARTMENT Total:				47,106.06
Department: 011 - SWIMMING POOL				
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	25.99
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	6.00
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				31.99
Department 011 - SWIMMING POOL Total:				31.99
Department: 013 - SPIN CITY				
Vendor: 02912 - INNOVATIVE CONCESSIONS ENTERPRISES, LLC				
INNOVATIVE CONCESSIONS E...	302001830	05/14/2024	DIPPIN DOTS, SPIN CITY	864.00
Vendor 02912 - INNOVATIVE CONCESSIONS ENTERPRISES, LLC Total:				864.00
Department 013 - SPIN CITY Total:				864.00
Department: 014 - JUNCTION CITY AIRPORT				
Vendor: 02686 - HAMPEL OIL DISTRIBUTORS INC				
HAMPEL OIL DISTRIBUTORS I...	91806651	05/14/2024	EQUIPMENT RENTAL FEE	750.00
Vendor 02686 - HAMPEL OIL DISTRIBUTORS INC Total:				750.00
Department 014 - JUNCTION CITY AIRPORT Total:				750.00
Department: 017 - ROLLING MEADOWS GOLF COURSE				
Vendor: 00952 - CASH-WA DISTRIBUTING				
CASH-WA DISTRIBUTING	14200723	05/10/2024	FOOD RESALE	493.06
Vendor 00952 - CASH-WA DISTRIBUTING Total:				493.06
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	May 24	05/08/2024	TV Charges	13.99
Vendor 01604 - COX BUSINESS SERVICES Total:				13.99
Vendor: 017410 - CROWN DISTRIBUTORS, INC.				
CROWN DISTRIBUTORS, INC.	W-794128	05/10/2024	BEER FOR RESALE	159.41
Vendor 017410 - CROWN DISTRIBUTORS, INC. Total:				159.41
Vendor: 02996 - DAVIS EQUIPMENT CORPORATION				
DAVIS EQUIPMENT CORPORAT..	WE046671	05/10/2024	IRRIGATION CONTROLLER PA...	1,011.00
Vendor 02996 - DAVIS EQUIPMENT CORPORATION Total:				1,011.00
Vendor: 017700 - DS&O RURAL ELECTRIC				
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	GOLF CLUB HOUSE	1,274.97
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	GOLF COURSE-CART SHED	79.58
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	GOLF COURSE	2,811.53
Vendor 017700 - DS&O RURAL ELECTRIC Total:				4,166.08
Vendor: 026399 - FLINT HILLS BEVERAGE LLC				
FLINT HILLS BEVERAGE LLC	789518	05/10/2024	BEER FOR RESALE	224.68
Vendor 026399 - FLINT HILLS BEVERAGE LLC Total:				224.68
Vendor: 026585 - FOOTJOY/TITLEIST				
FOOTJOY/TITLEIST	917964983	05/10/2024	SPECIAL ORDER FOR RESALE	103.30
Vendor 026585 - FOOTJOY/TITLEIST Total:				103.30
Vendor: 02855 - FRONTIER SPIRITS				
FRONTIER SPIRITS	FRONTIERAPRIL2024	05/13/2024	LIQOUR FOR RESALE	77.71
FRONTIER SPIRITS	FRONTIERAPRIL2024	05/13/2024	LIQOUR FOR RESALE	322.05
Vendor 02855 - FRONTIER SPIRITS Total:				399.76
Vendor: 028140 - GEARY COUNTY RWD #4				
GEARY COUNTY RWD #4	WATERAPRIL2024	05/10/2024	WATER BILL	37.20
Vendor 028140 - GEARY COUNTY RWD #4 Total:				37.20
Vendor: 03600 - JOSEPH T GIPSON				
JOSEPH T GIPSON	988647312	05/13/2024	FOOD FOR RESALE	208.83
JOSEPH T GIPSON	988647313	05/13/2024	FOOD FOR RESALE	132.42

Appropriations May 7 - 22, 2024
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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
JOSEPH T GIPSON	988647315	05/13/2024	FOOD FOR RESALE	78.00
Vendor 03600 - JOSEPH T GIPSON Total:				419.25
Vendor: 00762 - KANSAS GOLF AND TURF				
KANSAS GOLF AND TURF	01-322255	05/10/2024	BEDBAR AND REEL PARTS	518.27
KANSAS GOLF AND TURF	01-322535	05/10/2024	PARTS FOR GREENS MOWERS	58.64
Vendor 00762 - KANSAS GOLF AND TURF Total:				576.91
Vendor: 03815 - KLMM-66 LLC				
KLMM-66 LLC	ORKINAPRIL24	05/10/2024	PEST CONTROL	137.50
Vendor 03815 - KLMM-66 LLC Total:				137.50
Vendor: 03008 - LISA JANE GREEN				
LISA JANE GREEN	24-02	05/10/2024	UNIFORM SHIRTS	716.00
Vendor 03008 - LISA JANE GREEN Total:				716.00
Vendor: 03283 - PRAIRIEFIELD WATER, INC.				
PRAIRIEFIELD WATER, INC.	INV395615	05/10/2024	WATER SOFTENER MAINTEN...	251.00
Vendor 03283 - PRAIRIEFIELD WATER, INC. Total:				251.00
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	30.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	129.95
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				159.95
Department 017 - ROLLING MEADOWS GOLF COURSE Total:				8,869.09
Department: 018 - EMERGENCY MEDICAL SERVICES				
Vendor: 02444 - BOUND TREE MEDICAL, LLC				
BOUND TREE MEDICAL, LLC	85333525	05/10/2024	MEDICAL SUPPLIES	933.64
BOUND TREE MEDICAL, LLC	85339655	05/10/2024	MEDICAL SUPPLIES	20.06
BOUND TREE MEDICAL, LLC	85341207	05/10/2024	MEDICAL SUPPLIES	2,986.39
Vendor 02444 - BOUND TREE MEDICAL, LLC Total:				3,940.09
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	May 24	05/08/2024	TV Charges - FS2	39.37
COX BUSINESS SERVICES	May 24	05/08/2024	TV Charges - FS1	44.07
Vendor 01604 - COX BUSINESS SERVICES Total:				83.44
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030058	05/08/2024	700 N JEFFERSON-	156.38
Vendor 043271 - KANSAS GAS SERVICE Total:				156.38
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-AMBULANCE	219.84
Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:				219.84
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	197843	05/10/2024	BLOWER MOTOR, MOTOR, BL...	570.30
THERMAL COMFORT AIR, INC	197843	05/10/2024	BLOWER MOTOR, MOTOR, BL...	322.00
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				892.30
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	779.70
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	180.00
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				959.70
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	AMBULANCE-FUEL	1,272.22
Vendor 01868 - WEX BANK Total:				1,272.22
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS2 - Class	30.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS1 - Kelly	30.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS1 - EMS	30.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS2 - EMS	30.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS1	98.50
Vendor 086462 - XEROX CORPORATION Total:				218.50
Department 018 - EMERGENCY MEDICAL SERVICES Total:				7,742.47

Appropriations May 7 - 22, 2024

Post Dates: 5/7/2024 - 5/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 019 - ANIMAL SHELTER				
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY,...	INV0027845	05/14/2024	INV0027845-May2024-Animal...	35.00
Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:				35.00
Vendor: 043802 - EVERGY				
EVERGY	INV0030064	05/10/2024	2424 N JACKSON -	382.47
Vendor 043802 - EVERGY Total:				382.47
Vendor: 03282 - MIDWEST VETERINARY SUPPLY, INC.				
MIDWEST VETERINARY SUPPL...	22047154 000	05/14/2024	22047154-000-SYR-100CT Exel	36.70
MIDWEST VETERINARY SUPPL...	22135165 000	05/14/2024	22135165-000-Suspension-Fe...	301.05
Vendor 03282 - MIDWEST VETERINARY SUPPLY, INC. Total:				337.75
Vendor: 065885 - RAM EXTERMINATORS, LLC				
RAM EXTERMINATORS, LLC	16261	05/14/2024	16261-May 2024-Monthly Spr...	54.00
Vendor 065885 - RAM EXTERMINATORS, LLC Total:				54.00
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	ANIMAL SHELTER	212.65
Vendor 01868 - WEX BANK Total:				212.65
Department 019 - ANIMAL SHELTER Total:				1,021.87
Department: 022 - BUILDING CODES & INSPECTIONS				
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	531307	05/10/2024	REAR BRAKE ROTORS, BRAKE ...	293.00
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				293.00
Vendor: 01516 - COLLECTION BUREAU OF KANSAS INC				
COLLECTION BUREAU OF KAN...	111929	05/13/2024	April Collections	39.53
Vendor 01516 - COLLECTION BUREAU OF KANSAS INC Total:				39.53
Vendor: 01803 - GLESSNER DIRT LLC				
GLESSNER DIRT LLC	1218	05/13/2024	Demolition of 436 W 13th St	16,000.00
Vendor 01803 - GLESSNER DIRT LLC Total:				16,000.00
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-BLIGHTS	219.84
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-CODES	219.84
Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:				439.68
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Baracudda Eentials	36.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	155.94
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				191.94
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	B & C--FUEL	350.62
Vendor 01868 - WEX BANK Total:				350.62
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	197.00
Vendor 086462 - XEROX CORPORATION Total:				197.00
Department 022 - BUILDING CODES & INSPECTIONS Total:				17,511.77
Department: 023 - LAW ENFORCEMENT DEPARTMENT				
Vendor: 01503 - CATHY FAHEY				
CATHY FAHEY	April 2024	05/14/2024	April 2024-Mileage	30.82
Vendor 01503 - CATHY FAHEY Total:				30.82
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	530782	05/14/2024	530782-Cabin Air Filter	16.99
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				16.99
Vendor: 03438 - COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES, INC.				
COMMISSION ON ACCREDITAT..	INV43169	05/14/2024	10/13/2024-10/12/2025-Exte...	3,978.00
Vendor 03438 - COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES, INC. Total:				3,978.00

Appropriations May 7 - 22, 2024
Post Dates: 5/7/2024 - 5/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	May 24	05/08/2024	TV Charges	161.06
Vendor 01604 - COX BUSINESS SERVICES Total:				161.06
Vendor: 043802 - EVERGY				
EVERGY	INV0030056	05/08/2024	230 E 9TH	802.11
Vendor 043802 - EVERGY Total:				802.11
Vendor: 028442 - GEARY COUNTY SHERIFF				
GEARY COUNTY SHERIFF	April 2024	05/14/2024	April 2024-Jail Expenses	30,000.00
Vendor 028442 - GEARY COUNTY SHERIFF Total:				30,000.00
Vendor: 04148 - GLORIA YOUNG				
GLORIA YOUNG	IN 1713205742	05/14/2024	Reimburse for locksmith-Unit...	126.00
Vendor 04148 - GLORIA YOUNG Total:				126.00
Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC				
GODFREY'S INDOOR SHOOTI...	S170813	05/14/2024	S170813-AXBIIIA Vest.Hewins...	620.29
Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:				620.29
Vendor: 03894 - INTERNATIONAL BUSINESS INFORMATION TECHNOLOGIES, INC.				
INTERNATIONAL BUSINESS IN...	INV-002997	05/14/2024	05/15/2024-05/14/2025-Ann...	6,643.50
Vendor 03894 - INTERNATIONAL BUSINESS INFORMATION TECHNOLOGIES, INC. Total:				6,643.50
Vendor: 015300 - KA-COMM				
KA-COMM	192740	05/14/2024	192740-May 2024-Tower Rent...	300.00
Vendor 015300 - KA-COMM Total:				300.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030059	05/08/2024	210 E 9TH-POLICE DEPARTME...	206.02
KANSAS GAS SERVICE	INV0030059	05/08/2024	312 E 9TH-WAREHOUSE	290.44
Vendor 043271 - KANSAS GAS SERVICE Total:				496.46
Vendor: 041336 - KEY OFFICE PRODUCTS				
KEY OFFICE PRODUCTS	AR124492	05/14/2024	AR124492-Stamp-ChiefNichols...	75.35
Vendor 041336 - KEY OFFICE PRODUCTS Total:				75.35
Vendor: 03565 - KRISPY CLEAN INC.				
KRISPY CLEAN INC.	April 2024	05/14/2024	April 2024-Uniform Cleaning	458.29
Vendor 03565 - KRISPY CLEAN INC. Total:				458.29
Vendor: 03148 - LEXISNEXIS RISK DATA MANAGEMENT INC.				
LEXISNEXIS RISK DATA MANA...	1758217 20240430	05/14/2024	1758217-20240430-April 2024...	774.02
Vendor 03148 - LEXISNEXIS RISK DATA MANAGEMENT INC. Total:				774.02
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-POLICE	219.84
Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:				219.84
Vendor: 03705 - SPECIALTY VEHICLE SOURCE CORP.				
SPECIALTY VEHICLE SOURCE C...	1430	05/14/2024	1430-2024 Lenco Bearcat-Ca...	120.00
Vendor 03705 - SPECIALTY VEHICLE SOURCE CORP. Total:				120.00
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6002142056	05/14/2024	6002142056-Toilet Paper	67.94
STAPLES ADVANTAGE	6002142056	05/14/2024	6002142056- File Letters	32.96
Vendor 01167 - STAPLES ADVANTAGE Total:				100.90
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	432.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	1,871.28
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	78.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	337.87
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				2,719.15
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	POLICE-FUEL	8,165.86
Vendor 01868 - WEX BANK Total:				8,165.86
Vendor: 01345 - WOODRIVER ENERGY LLC				
WOODRIVER ENERGY LLC	389370	05/13/2024	JCPD-210 E 9TH	208.69

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
WOODRIVER ENERGY LLC	389370	05/13/2024	JCPD-WAREHOUSE--312 E 9TH	365.19
Vendor 01345 - WOODRIVER ENERGY LLC Total:				573.88
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - Investigations	197.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - Patrol SGT	60.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - Chief	60.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - DTF	60.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - Report Writing	60.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - Records	242.06
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - Dispatch 2	60.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - Dispatch 1	60.00
Vendor 086462 - XEROX CORPORATION Total:				799.06
Department 023 - LAW ENFORCEMENT DEPARTMENT Total:				57,181.58
Department: 024 - FIRE DEPARTMENT				
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	May 24	05/08/2024	TV Charges - FS1	44.07
COX BUSINESS SERVICES	May 24	05/08/2024	TV Charges - FS2	39.38
Vendor 01604 - COX BUSINESS SERVICES Total:				83.45
Vendor: 02327 - HAYS FIRE AND RESCUE SALES AND SERVICE, LLC				
HAYS FIRE AND RESCUE SALES...	7038D	05/10/2024	HALE CLASS 1 AUTO DRAIN/E3	88.57
HAYS FIRE AND RESCUE SALES...	7040D	05/10/2024	OVERHEATING PROTECTION ...	286.32
Vendor 02327 - HAYS FIRE AND RESCUE SALES AND SERVICE, LLC Total:				374.89
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030058	05/08/2024	700 N JEFFERSON-	156.39
Vendor 043271 - KANSAS GAS SERVICE Total:				156.39
Vendor: 063239 - PAXTON WELDING				
PAXTON WELDING	1508	05/13/2024	FABRICATE 2 SCBA BOTTLE FIL...	600.00
Vendor 063239 - PAXTON WELDING Total:				600.00
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-FIRE	219.84
Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:				219.84
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	197843	05/10/2024	BLOWER MOTOR, MOTOR, BL...	570.30
THERMAL COMFORT AIR, INC	197843	05/10/2024	BLOWER MOTOR, MOTOR, BL...	322.00
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				892.30
Vendor: 01850 - TLC MOBILE SERVICES				
TLC MOBILE SERVICES	15154	05/10/2024	TOWING ENGINE 2	734.00
Vendor 01850 - TLC MOBILE SERVICES Total:				734.00
Vendor: 069485 - TRUCK CENTERS, INC.				
TRUCK CENTERS, INC.	RA100009861	05/10/2024	BRAKE REPAIR, TIRE, WHEEL/...	1,550.89
TRUCK CENTERS, INC.	RA100009861	05/10/2024	BRAKE REPAIR, TIRE, WHEEL/...	2,164.61
Vendor 069485 - TRUCK CENTERS, INC. Total:				3,715.50
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	180.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	779.70
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				959.70
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	FIRE-FUEL	1,984.65
Vendor 01868 - WEX BANK Total:				1,984.65
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS2 - Class	30.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS2 - EMS	30.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS1 - EMS	30.00
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS1 - Kelly	30.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - FS1	98.50
Vendor 086462 - XEROX CORPORATION Total:				218.50
Department 024 - FIRE DEPARTMENT Total:				9,939.22
Department: 025 - STREET DEPARTMENT				
Vendor: 006660 - BAYER CONSTRUCTION CO.				
BAYER CONSTRUCTION CO.	SMS673462	05/07/2024	COMMERCIAL ROAD ROCK	503.16
Vendor 006660 - BAYER CONSTRUCTION CO. Total:				503.16
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	530386	05/14/2024	MUD FLAP STOCK	38.56
CATLETT AUTOMOTIVE, INC.	531241	05/14/2024	AIR HOSE ENDS	20.38
CATLETT AUTOMOTIVE, INC.	531441	05/14/2024	NOTROGEN OXIDE SENSOR E...	305.26
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				364.20
Vendor: 02808 - COMMERCE BANK				
COMMERCE BANK	152012	05/14/2024	LP - 5000181005 BUCKET TRU...	654.00
COMMERCE BANK	152012	05/14/2024	LP - 5000181005 BUCKET TRU...	12,305.48
Vendor 02808 - COMMERCE BANK Total:				12,959.48
Vendor: 018500 - DAVE'S ELECTRIC, INC.				
DAVE'S ELECTRIC, INC.	2024167	05/09/2024	EAST STREET TORNADO SIREN...	1,884.14
DAVE'S ELECTRIC, INC.	2024171	05/09/2024	K 18 AND SPRING VALLEY TRA...	405.00
Vendor 018500 - DAVE'S ELECTRIC, INC. Total:				2,289.14
Vendor: 017700 - DS&O RURAL ELECTRIC				
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	QUINTON POINT SIREN	55.02
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	1807 LYDIA LN-WARNING SIR...	54.69
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS ALONG SVR	328.18
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	NORTH 1/2 BLUE JAY WAY	276.36
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT HARGRAVES#5	172.73
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT OLIVIA FARMS	252.47
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT RUSSUEL JOHNSON...	36.75
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT INDIAN RIDGE/J.Cl...	55.86
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	SOUTH 1/2 BLUE JAY WAY	190.00
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	ROUNABOUT LIGHTING	94.64
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT SUTTER HIGHLANDS	341.04
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT HARGRAVES #3	49.35
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT HARGRAVES #1	32.90
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT SUTTERWOODS	412.70
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT HUNTERS RIDGE	769.49
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT MANN'S RANCH #2	24.50
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT HARGRAVES #4	16.45
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT HILLTOP #5	10.85
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT MANN'S RANCH	116.50
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIGHTS AT HARGRAVES #2	86.36
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	2404 K-18 HWY	110.36
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	K-18 HWY/SPRING VALLEY RD	84.81
Vendor 017700 - DS&O RURAL ELECTRIC Total:				3,572.01
Vendor: 043802 - EVERGY				
EVERGY	INV0030054	05/08/2024	2031 S US HIGHWAY 77	43.95
EVERGY	INV0030055	05/08/2024	601 E CHESTNUT-ST LIGHT	332.57
EVERGY	INV0030055	05/08/2024	1423 N WASHINGTON-ST LIG...	26.62
EVERGY	INV0030057	05/08/2024	133 E 6TH	47.85
EVERGY	INV0030073	05/13/2024	1920 Lacy Dr Siren	30.79
EVERGY	INV0030074	05/13/2024	1204 W 8TH ST	38.27
Vendor 043802 - EVERGY Total:				520.05
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z20264	05/14/2024	BATTERY CORE AND BATTERY ...	197.78
Vendor 02138 - FACTORY MOTOR PARTS Total:				197.78

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Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030060	05/08/2024	2324 N JACKSON-PUBLIC WO...	61.10
Vendor 043271 - KANSAS GAS SERVICE Total:				61.10
Vendor: 041336 - KEY OFFICE PRODUCTS				
KEY OFFICE PRODUCTS	AR125103	05/07/2024	PAPER FOR PW	78.15
Vendor 041336 - KEY OFFICE PRODUCTS Total:				78.15
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	6865338003	05/14/2024	STOCK ALARM BACKUPS	31.39
Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:				31.39
Vendor: 00461 - O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	0208306136	05/14/2024	FUEL FILTER FOR #613	87.10
Vendor 00461 - O'REILLY AUTO PARTS Total:				87.10
Vendor: 02699 - PETROCHOICE HOLDINGS INC				
PETROCHOICE HOLDINGS INC	9711790349	05/14/2024	DEF STOCK	284.64
PETROCHOICE HOLDINGS INC	9711807658	05/14/2024	DEF STOCK	284.64
Vendor 02699 - PETROCHOICE HOLDINGS INC Total:				569.28
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-PUBLIC WOR...	219.84
Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:				219.84
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	49	05/14/2024	49 SERVICE CHARGE	0.66
POMP'S TIRE SERVICE, INC.	50	05/14/2024	50 SERVICE CHARGE	0.98
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				1.64
Vendor: 03511 - RUSH TRUCK CENTERS OF KANSAS, INC.				
RUSH TRUCK CENTERS OF KA...	3036943052	05/14/2024	STOCK SOFTWARE AUTHORIZ...	215.82
Vendor 03511 - RUSH TRUCK CENTERS OF KANSAS, INC. Total:				215.82
Vendor: 01508 - SHILLING ASPHALT INC				
SHILLING ASPHALT INC	4932	05/14/2024	ASPHALT BASE MIX FOR STRE...	783.12
Vendor 01508 - SHILLING ASPHALT INC Total:				783.12
Vendor: 04018 - STALLBAUMER CONTRACTING LLC				
STALLBAUMER CONTRACTING...	A23D1360.5	05/10/2024	2023 ALLEY REPAIRS	26,266.43
Vendor 04018 - STALLBAUMER CONTRACTING LLC Total:				26,266.43
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6001738235	05/14/2024	PW SUGAR PACKETS AND COF...	12.96
STAPLES ADVANTAGE	6001738237	05/14/2024	PW DISINFECTANT WIPES	9.22
Vendor 01167 - STAPLES ADVANTAGE Total:				22.18
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	197827	05/07/2024	FREON AND MAINTENANCE F...	59.00
Vendor 076635 - THERMAL COMFORT AIR, INC Total:				59.00
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	66.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	285.89
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				351.89
Vendor: 00654 - ULINE				
ULINE	176605912	05/14/2024	STOCK FUNNELS, GAS CANS, ...	147.04
ULINE	177143243	05/14/2024	36" DELINEATORS AND SQUA...	912.56
Vendor 00654 - ULINE Total:				1,059.60
Vendor: 03911 - VERIZON CONNECT FLEET USA LLC				
VERIZON CONNECT FLEET USA...	302000056462	05/07/2024	Public Works Vehicle Cameras	214.64
Vendor 03911 - VERIZON CONNECT FLEET USA LLC Total:				214.64
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	STREET-FUEL	4,955.14
Vendor 01868 - WEX BANK Total:				4,955.14

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Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	49.25
			Vendor 086462 - XEROX CORPORATION Total:	49.25
			Department 025 - STREET DEPARTMENT Total:	55,431.39
Department: 029 - LEGAL DEPARTMENT				
Vendor: 048780 - LEAGUE OF KANSAS MUNICIPALITIES				
LEAGUE OF KANSAS MUNICI...	Inv9267	05/09/2024	City Att Assc of KS Spring CLE ...	65.00
			Vendor 048780 - LEAGUE OF KANSAS MUNICIPALITIES Total:	65.00
Vendor: 03107 - MICHAEL P. HINKIN ATTORNEY-AT-LAW, LLC				
MICHAEL P. HINKIN ATTORNE...	05212024	05/13/2024	TWICE MONTHLY	2,333.00
			Vendor 03107 - MICHAEL P. HINKIN ATTORNEY-AT-LAW, LLC Total:	2,333.00
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-LEGAL	219.84
			Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:	219.84
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	129.95
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	30.00
			Vendor 03014 - TRUSTED TECH TEAM, INC. Total:	159.95
			Department 029 - LEGAL DEPARTMENT Total:	2,777.79
Department: 030 - MUNICIPAL COURT				
Vendor: 01516 - COLLECTION BUREAU OF KANSAS INC				
COLLECTION BUREAU OF KAN...	042024	05/13/2024	Court CBK- April 2024	39.53
			Vendor 01516 - COLLECTION BUREAU OF KANSAS INC Total:	39.53
Vendor: 01604 - COX BUSINESS SERVICES				
COX BUSINESS SERVICES	May 24	05/08/2024	TV - Municipal Court	15.74
			Vendor 01604 - COX BUSINESS SERVICES Total:	15.74
Vendor: 028442 - GEARY COUNTY SHERIFF				
GEARY COUNTY SHERIFF	April 2024 Booking	05/14/2024	April 2024-Booking Fees	1,350.00
			Vendor 028442 - GEARY COUNTY SHERIFF Total:	1,350.00
Vendor: 04149 - HOPPY'S DISCOUNT LIQUOR				
HOPPY'S DISCOUNT LIQUOR	Case#22-22288 Patcheak REST	05/13/2024	Case#22-22288 Patcheak REST	3.09
			Vendor 04149 - HOPPY'S DISCOUNT LIQUOR Total:	3.09
Vendor: 01469 - JOSHUA DOUGLASS				
JOSHUA DOUGLASS	05212024	05/13/2024	PAYMENT-TWICE MONTHLY	3,229.16
			Vendor 01469 - JOSHUA DOUGLASS Total:	3,229.16
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-COURT	219.84
			Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:	219.84
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	181.93
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Baracudda Eentials	42.00
			Vendor 03014 - TRUSTED TECH TEAM, INC. Total:	223.93
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	197.00
			Vendor 086462 - XEROX CORPORATION Total:	197.00
			Department 030 - MUNICIPAL COURT Total:	5,278.29
Department: 040 - C.L. HOOVER OPERA HOUSE				
Vendor: 018500 - DAVE'S ELECTRIC, INC.				
DAVE'S ELECTRIC, INC.	2024125	05/09/2024	RAN CABLE, OPERA HOUSE	632.48
			Vendor 018500 - DAVE'S ELECTRIC, INC. Total:	632.48
Vendor: 03795 - JOHNSON CONTROLS US HOLDING LLC				
JOHNSON CONTROLS US HOLD..	51884189	05/09/2024	REPAIR FIRE ALARM PANEL, O...	1,297.53
			Vendor 03795 - JOHNSON CONTROLS US HOLDING LLC Total:	1,297.53

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Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030058	05/08/2024	133 W 7TH-CL HOOVER OPERA...	103.70
Vendor 043271 - KANSAS GAS SERVICE Total:				103.70
Vendor: 03732 - R DAVID SEAY				
R DAVID SEAY	03222024	05/08/2024	REPAIRS ON OPERA HOUSE BE...	889.00
Vendor 03732 - R DAVID SEAY Total:				889.00
Vendor: 03136 - ROBERT DAVID SEAY				
ROBERT DAVID SEAY	03222024-R	05/08/2024	REPAIRS ON OPERA HOUSE BE...	-970.34
Vendor 03136 - ROBERT DAVID SEAY Total:				-970.34
Vendor: 01345 - WOODRIVER ENERGY LLC				
WOODRIVER ENERGY LLC	390770	05/13/2024	OPERA HOUSE-133 W 7TH - 6...	9.14
Vendor 01345 - WOODRIVER ENERGY LLC Total:				9.14
Department 040 - C.L. HOOVER OPERA HOUSE Total:				1,961.51
Department: 048 - RECREATION DEPARTMENT				
Vendor: 03997 - EMILYN P SMILEY				
EMILYN P SMILEY	05.13.2024	05/14/2024	Fitness Instruction	28.00
Vendor 03997 - EMILYN P SMILEY Total:				28.00
Vendor: 04124 - GAGE PICKING				
GAGE PICKING	5.14.2024	05/14/2024	Flag Football Officiating	80.00
Vendor 04124 - GAGE PICKING Total:				80.00
Vendor: 01589 - KRISTA BLAISDELL				
KRISTA BLAISDELL	05.07.2024	05/07/2024	T-Ball Sign-up fee	2,094.75
Vendor 01589 - KRISTA BLAISDELL Total:				2,094.75
Vendor: 03496 - MARITZA RINEHART				
MARITZA RINEHART	05.13.2024	05/14/2024	Fitness Instruction	45.00
Vendor 03496 - MARITZA RINEHART Total:				45.00
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-RECREATION	219.83
Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:				219.83
Vendor: 04130 - TALON DECKER				
TALON DECKER	05.14.2024	05/14/2024	Flag Football Officiating	80.00
Vendor 04130 - TALON DECKER Total:				80.00
Vendor: 03301 - TATIANA FERRACIOLI-SILVA				
TATIANA FERRACIOLI-SILVA	05.13.2024	05/14/2024	Fitness Instruction	270.00
Vendor 03301 - TATIANA FERRACIOLI-SILVA Total:				270.00
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Barracuda Essentials	48.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	207.92
Vendor 03014 - TRUSTED TECH TEAM, INC. Total:				255.92
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	60.00
Vendor 086462 - XEROX CORPORATION Total:				60.00
Department 048 - RECREATION DEPARTMENT Total:				3,133.50
Fund 001 - GENERAL FUND Total:				224,540.80
Fund: 002 - GRANT FUND				
Department: 210 - PARK PROJECTS				
Vendor: 00066 - DIGITAL ALLY, INC				
DIGITAL ALLY, INC	FUL10147132	05/14/2024	BWC2023-Installation.Equipm...	10,185.00
Vendor 00066 - DIGITAL ALLY, INC Total:				10,185.00
Department 210 - PARK PROJECTS Total:				10,185.00

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 279 - BULLETPROOF VEST GRANTS				
Vendor: 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC				
GODFREY'S INDOOR SHOOTI...	S170813	05/14/2024	S170813-AXBIIIA Vest.Hewins...	620.29
Vendor 02621 - GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LLC Total:				620.29
Department 279 - BULLETPROOF VEST GRANTS Total:				620.29
Fund 002 - GRANT FUND Total:				10,805.29
Fund: 014 - WATER UTILITY FUND				
Department: 532 - WATER DISTRIBUTION SYSTEM				
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	530386	05/14/2024	MUD FLAP STOCK	32.13
CATLETT AUTOMOTIVE, INC.	531241	05/14/2024	AIR HOSE ENDS	16.98
CATLETT AUTOMOTIVE, INC.	531543	05/14/2024	BRAKE WHEEL CYLINDER FOR ...	20.80
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				69.91
Vendor: 018500 - DAVE'S ELECTRIC, INC.				
DAVE'S ELECTRIC, INC.	2024166	05/07/2024	LOCATES FOR UNDERGROUND...	187.50
DAVE'S ELECTRIC, INC.	2024173	05/10/2024	UNDERGROUND LOCATES FOR...	150.00
Vendor 018500 - DAVE'S ELECTRIC, INC. Total:				337.50
Vendor: 01642 - ELLIOTT EQUIPMENT CO.				
ELLIOTT EQUIPMENT CO.	177971	05/14/2024	FILTER FOR 914	53.19
ELLIOTT EQUIPMENT CO.	178086	05/14/2024	NOZZLES FOR PRESSURE WA...	687.62
ELLIOTT EQUIPMENT CO.	179131	05/14/2024	CHAIN GUARD COVER FOR 914	115.24
ELLIOTT EQUIPMENT CO.	380819, 07102023	05/09/2024	OVERPAYMENT DATED 07102...	-429.73
Vendor 01642 - ELLIOTT EQUIPMENT CO. Total:				426.32
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z20264	05/14/2024	BATTERY CORE AND BATTERY ...	164.82
Vendor 02138 - FACTORY MOTOR PARTS Total:				164.82
Vendor: 04147 - GRISWOLD INDUSTRIES				
GRISWOLD INDUSTRIES	892157	05/08/2024	MAINTAINANCE, PARTS FOR P...	930.00
GRISWOLD INDUSTRIES	892157	05/08/2024	MAINTAINANCE, PARTS FOR P...	1,543.50
Vendor 04147 - GRISWOLD INDUSTRIES Total:				2,473.50
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030060	05/08/2024	2324 N JACKSON-PUBLIC WO...	61.10
Vendor 043271 - KANSAS GAS SERVICE Total:				61.10
Vendor: 01528 - KANSAS ONE-CALL SYSTEMS, INC.				
KANSAS ONE-CALL SYSTEMS, ...	4040329	05/14/2024	APRIL LOCATES 499 \$1.20	299.40
Vendor 01528 - KANSAS ONE-CALL SYSTEMS, INC. Total:				299.40
Vendor: 041336 - KEY OFFICE PRODUCTS				
KEY OFFICE PRODUCTS	AR125103	05/07/2024	PAPER FOR PW	78.15
Vendor 041336 - KEY OFFICE PRODUCTS Total:				78.15
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	6865338003	05/14/2024	STOCK ALARM BACKUPS	31.39
Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:				31.39
Vendor: 02699 - PETROCHOICE HOLDINGS INC				
PETROCHOICE HOLDINGS INC	9711790349	05/14/2024	DEF STOCK	237.20
PETROCHOICE HOLDINGS INC	9711807658	05/14/2024	DEF STOCK	237.20
Vendor 02699 - PETROCHOICE HOLDINGS INC Total:				474.40
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	49	05/14/2024	49 SERVICE CHARGE	0.66
POMP'S TIRE SERVICE, INC.	50	05/14/2024	50 SERVICE CHARGE	0.98
Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:				1.64
Vendor: 066189 - REEVES-WIEDEMAN CO.				
REEVES-WIEDEMAN CO.	6382335	05/07/2024	5TH AND REYNOLDS CORE PIP...	35.15
REEVES-WIEDEMAN CO.	6382675	05/07/2024	PVC 90 ELBOW	19.58
REEVES-WIEDEMAN CO.	6382946	05/08/2024	PRIMER, CEMENT, PVC TEE, P...	60.33
Vendor 066189 - REEVES-WIEDEMAN CO. Total:				115.06

Appropriations May 7 - 22, 2024
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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03511 - RUSH TRUCK CENTERS OF KANSAS, INC.				
RUSH TRUCK CENTERS OF KA...	3036943052	05/14/2024	STOCK SOFTWARE AUTHORIZ...	179.85
			Vendor 03511 - RUSH TRUCK CENTERS OF KANSAS, INC. Total:	179.85
Vendor: 069498 - SALINA SUPPLY COMPANY				
SALINA SUPPLY COMPANY	S100264592.001	05/07/2024	3" MJ BEND AND 3" ACCESSO...	365.47
			Vendor 069498 - SALINA SUPPLY COMPANY Total:	365.47
Vendor: 01740 - SCHULTE SUPPLY CORP.				
SCHULTE SUPPLY CORP.	S1212909.001	05/14/2024	HINGED PIPE CUTTER AND W...	947.50
			Vendor 01740 - SCHULTE SUPPLY CORP. Total:	947.50
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6001738235	05/14/2024	PW SUGAR PACKETS AND COF...	12.96
STAPLES ADVANTAGE	6001738237	05/14/2024	PW DISINFECTANT WIPES	9.22
			Vendor 01167 - STAPLES ADVANTAGE Total:	22.18
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	197827	05/07/2024	FREON AND MAINTENANCE F...	59.00
			Vendor 076635 - THERMAL COMFORT AIR, INC Total:	59.00
Vendor: 00654 - ULINE				
ULINE	176605912	05/14/2024	STOCK FUNNELS, GAS CANS, ...	122.53
			Vendor 00654 - ULINE Total:	122.53
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	WATER DIST--FUEL	1,184.56
			Vendor 01868 - WEX BANK Total:	1,184.56
Vendor: 01345 - WOODRIVER ENERGY LLC				
WOODRIVER ENERGY LLC	389370	05/13/2024	PUBLIC WORKS-2324 N JACKS...	279.80
			Vendor 01345 - WOODRIVER ENERGY LLC Total:	279.80
			Department 532 - WATER DISTRIBUTION SYSTEM Total:	7,694.08
Department: 533 - WATER PLANT OPERATIONS				
Vendor: 038040 - J & K CONTRACTING L.C.				
J & K CONTRACTING L.C.	A22D1062.9	05/10/2024	2023 WATER SYSTEM IMPRO...	37,312.65
			Vendor 038040 - J & K CONTRACTING L.C. Total:	37,312.65
Vendor: 080297 - VEOLIA WATER NORTH AMERICA				
VEOLIA WATER NORTH AMER...	9000154583	05/10/2024	2023 BUDGET RECONCILIATI...	191,600.37
			Vendor 080297 - VEOLIA WATER NORTH AMERICA Total:	191,600.37
			Department 533 - WATER PLANT OPERATIONS Total:	228,913.02
Department: 534 - WATER ADMINISTRATION				
Vendor: 03441 - AMERICAN DIGITAL SECURITY, LLC				
AMERICAN DIGITAL SECURITY,...	INV0027842	05/13/2024	Customer Service Monthly	35.00
AMERICAN DIGITAL SECURITY,...	INV0027844	05/13/2024	CS Panic Button	18.00
AMERICAN DIGITAL SECURITY,...	INV0028486	05/13/2024	Replacement camera installed	130.00
			Vendor 03441 - AMERICAN DIGITAL SECURITY, LLC Total:	183.00
Vendor: 01516 - COLLECTION BUREAU OF KANSAS INC				
COLLECTION BUREAU OF KAN...	2024-04-30-LC190-1-C	05/13/2024	COLLECTION FEES April 2024	2,373.66
			Vendor 01516 - COLLECTION BUREAU OF KANSAS INC Total:	2,373.66
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-CUSTOMER S...	54.96
			Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:	54.96
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6001738233	05/13/2024	Office Supplies- moniter stand...	28.19
STAPLES ADVANTAGE	6001738234	05/13/2024	Office Supplies- 8.5x14 paper, ...	25.42
STAPLES ADVANTAGE	6001774728	05/13/2024	Office Supplies- speakers	28.40
			Vendor 01167 - STAPLES ADVANTAGE Total:	82.01
Vendor: 03014 - TRUSTED TECH TEAM, INC.				
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Baracudda Esentials	30.00
TRUSTED TECH TEAM, INC.	cb-116455	05/07/2024	Office 365 Mailboxes	129.95
			Vendor 03014 - TRUSTED TECH TEAM, INC. Total:	159.95

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 03911 - VERIZON CONNECT FLEET USA LLC				
VERIZON CONNECT FLEET USA...	302000056462	05/07/2024	Public Works Vehicle Cameras	214.64
Vendor 03911 - VERIZON CONNECT FLEET USA LLC Total:				214.64
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5713617	05/07/2024	Copier Lease Payment 3/20 - 5...	107.74
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - CS - Printer	20.40
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	49.25
Vendor 086462 - XEROX CORPORATION Total:				177.39
Department 534 - WATER ADMINISTRATION Total:				3,245.61
Fund 014 - WATER UTILITY FUND Total:				239,852.71
Fund: 015 - WASTEWATER UTILITY FUND				
Department: 540 - WASTEWATER DISTRIBUTION SYSTEM				
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	530386	05/14/2024	MUD FLAP STOCK	32.13
CATLETT AUTOMOTIVE, INC.	531241	05/14/2024	AIR HOSE ENDS	16.98
CATLETT AUTOMOTIVE, INC.	531543	05/14/2024	BRAKE WHEEL CYLINDER FOR ...	20.80
Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:				69.91
Vendor: 018500 - DAVE'S ELECTRIC, INC.				
DAVE'S ELECTRIC, INC.	2024166	05/07/2024	LOCATES FOR UNDERGROUND...	187.50
DAVE'S ELECTRIC, INC.	2024173	05/10/2024	UNDERGROUND LOCATES FOR...	150.00
Vendor 018500 - DAVE'S ELECTRIC, INC. Total:				337.50
Vendor: 01642 - ELLIOTT EQUIPMENT CO.				
ELLIOTT EQUIPMENT CO.	177971	05/14/2024	FILTER FOR 914	53.19
ELLIOTT EQUIPMENT CO.	178086	05/14/2024	NOZZLES FOR PRESSURE WA...	687.61
ELLIOTT EQUIPMENT CO.	179131	05/14/2024	CHAIN GUARD COVER FOR 914	115.24
ELLIOTT EQUIPMENT CO.	380819, 07102023	05/09/2024	OVERPAYMENT DATED 07102...	-429.73
Vendor 01642 - ELLIOTT EQUIPMENT CO. Total:				426.31
Vendor: 043802 - EVERGY				
EVERGY	INV0030055	05/08/2024	1452 CANDLELIGHT LIFT PUMP	56.43
EVERGY	INV0030055	05/08/2024	1121 CYPRESS-LIFT PUMP	61.67
EVERGY	INV0030055	05/08/2024	500 E ASH LIFT PUMP	29.43
EVERGY	INV0030055	05/08/2024	2309 N JACKSON- LIFT PUMP	68.42
EVERGY	INV0030055	05/08/2024	948 GRANT AVE LIFT PUMP	40.50
EVERGY	INV0030055	05/08/2024	400 E CHESTNUT LIFT PUMP	173.57
EVERGY	INV0030055	05/08/2024	100 HOOVER LIFT PUMP	121.13
EVERGY	INV0030055	05/08/2024	1001 GOLDENBELT LIFT PUMP	119.49
EVERGY	INV0030055	05/08/2024	1935 NORTHWIND-LIFT PUMP	74.87
EVERGY	INV0030055	05/08/2024	1701 GOLDENBELT BLVD LIFT ...	72.20
EVERGY	INV0030055	05/08/2024	630 E ST LIFT PUMP	69.53
Vendor 043802 - EVERGY Total:				887.24
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z20264	05/14/2024	BATTERY CORE AND BATTERY ...	164.82
Vendor 02138 - FACTORY MOTOR PARTS Total:				164.82
Vendor: 00299 - KANSAS DEPT OF HEALTH AND ENVIRONMENT				
KANSAS DEPT OF HEALTH AND..	WW PERMIT KS0092151/M-S...	05/10/2024	WASTEWATER PERMIT NO.KS...	555.00
Vendor 00299 - KANSAS DEPT OF HEALTH AND ENVIRONMENT Total:				555.00
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030060	05/08/2024	2324 N JACKSON-PUBLIC WO...	61.10
Vendor 043271 - KANSAS GAS SERVICE Total:				61.10
Vendor: 01528 - KANSAS ONE-CALL SYSTEMS, INC.				
KANSAS ONE-CALL SYSTEMS, ...	4040329	05/14/2024	APRIL LOCATES 499 \$1.20	299.40
Vendor 01528 - KANSAS ONE-CALL SYSTEMS, INC. Total:				299.40
Vendor: 041336 - KEY OFFICE PRODUCTS				
KEY OFFICE PRODUCTS	AR125103	05/07/2024	PAPER FOR PW	78.15
Vendor 041336 - KEY OFFICE PRODUCTS Total:				78.15

Appropriations May 7 - 22, 2024
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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	6865338003	05/14/2024	STOCK ALARM BACKUPS	31.39
			Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:	31.39
Vendor: 02699 - PETROCHOICE HOLDINGS INC				
PETROCHOICE HOLDINGS INC	9711790349	05/14/2024	DEF STOCK	237.20
PETROCHOICE HOLDINGS INC	9711807658	05/14/2024	DEF STOCK	237.20
			Vendor 02699 - PETROCHOICE HOLDINGS INC Total:	474.40
Vendor: 03078 - POMP'S TIRE SERVICE, INC.				
POMP'S TIRE SERVICE, INC.	49	05/14/2024	49 SERVICE CHARGE	0.65
POMP'S TIRE SERVICE, INC.	50	05/14/2024	50 SERVICE CHARGE	0.97
			Vendor 03078 - POMP'S TIRE SERVICE, INC. Total:	1.62
Vendor: 03511 - RUSH TRUCK CENTERS OF KANSAS, INC.				
RUSH TRUCK CENTERS OF KA...	3036943052	05/14/2024	STOCK SOFTWARE AUTHORIZ...	179.85
			Vendor 03511 - RUSH TRUCK CENTERS OF KANSAS, INC. Total:	179.85
Vendor: 01740 - SCHULTE SUPPLY CORP.				
SCHULTE SUPPLY CORP.	S1212909.001	05/14/2024	HINGED PIPE CUTTER AND W...	947.50
			Vendor 01740 - SCHULTE SUPPLY CORP. Total:	947.50
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6001738235	05/14/2024	PW SUGAR PACKETS AND COF...	12.96
STAPLES ADVANTAGE	6001738237	05/14/2024	PW DISINFECTANT WIPES	9.22
			Vendor 01167 - STAPLES ADVANTAGE Total:	22.18
Vendor: 076635 - THERMAL COMFORT AIR, INC				
THERMAL COMFORT AIR, INC	197827	05/07/2024	FREON AND MAINTENANCE F...	59.00
			Vendor 076635 - THERMAL COMFORT AIR, INC Total:	59.00
Vendor: 00654 - ULINE				
ULINE	176605912	05/14/2024	STOCK FUNNELS, GAS CANS, ...	122.53
			Vendor 00654 - ULINE Total:	122.53
Department 540 - WASTEWATER DISTRIBUTION SYSTEM Total:				4,717.90
Department: 541 - WASTEWATER ADMINISTRATION				
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-CUSTOMER S...	54.96
			Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:	54.96
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6001738233	05/13/2024	Office Supplies-moniter stand ...	28.19
STAPLES ADVANTAGE	6001738234	05/13/2024	Office Supplies- - 8.5x14 paper...	25.42
STAPLES ADVANTAGE	6001774728	05/13/2024	Office Supplies- speakers	28.40
			Vendor 01167 - STAPLES ADVANTAGE Total:	82.01
Vendor: 03911 - VERIZON CONNECT FLEET USA LLC				
VERIZON CONNECT FLEET USA...	302000056462	05/07/2024	Public Works Vehicle Cameras	214.64
			Vendor 03911 - VERIZON CONNECT FLEET USA LLC Total:	214.64
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5713617	05/07/2024	Copier Lease Payment 3/20 - 5...	104.57
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	49.25
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - CS - Printer	19.80
			Vendor 086462 - XEROX CORPORATION Total:	173.62
Department 541 - WASTEWATER ADMINISTRATION Total:				525.23
Department: 547 - WASTEWATER PLANT OPERATIONS				
Vendor: 017700 - DS&O RURAL ELECTRIC				
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	SEWER LIFT	59.52
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	2515 WILMA-OLIVIA FARMS-L...	78.84
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	2326/2321 OSPREY SWR LIFT	90.46
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	2542/2548 JAGER DR SWR LIFT	117.89
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	LIFT STATION- HILLTOP #5	131.53
DS&O RURAL ELECTRIC	INV0030072	05/13/2024	BROOKEBEND LIFT STATION	96.41
			Vendor 017700 - DS&O RURAL ELECTRIC Total:	574.65

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 080297 - VEOLIA WATER NORTH AMERICA				
VEOLIA WATER NORTH AMER...	9000154583	05/10/2024	2023 BUDGET RECONCILIATI...	299,211.11
			Vendor 080297 - VEOLIA WATER NORTH AMERICA Total:	299,211.11
			Department 547 - WASTEWATER PLANT OPERATIONS Total:	299,785.76
			Fund 015 - WASTEWATER UTILITY FUND Total:	305,028.89
Fund: 018 - STORM WATER UTILITY FUND				
Department: 618 - STORM WATER ADMINISTRATION				
Vendor: 038040 - J & K CONTRACTING L.C.				
J & K CONTRACTING L.C.	A22D1219.1	05/10/2024	STORM SEWER IMPROVEMEN...	138,308.40
			Vendor 038040 - J & K CONTRACTING L.C. Total:	138,308.40
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-CUSTOMER S...	54.96
			Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:	54.96
			Department 618 - STORM WATER ADMINISTRATION Total:	138,363.36
			Fund 018 - STORM WATER UTILITY FUND Total:	138,363.36
Fund: 023 - SANITATION FUND				
Department: 644 - SANITATION OPERATIONS				
Vendor: 03042 - CATLETT AUTOMOTIVE, INC.				
CATLETT AUTOMOTIVE, INC.	530386	05/14/2024	MUD FLAP STOCK	25.70
CATLETT AUTOMOTIVE, INC.	531241	05/14/2024	AIR HOSE ENDS	13.60
			Vendor 03042 - CATLETT AUTOMOTIVE, INC. Total:	39.30
Vendor: 02138 - FACTORY MOTOR PARTS				
FACTORY MOTOR PARTS	8-Z20264	05/14/2024	BATTERY CORE AND BATTERY ...	131.86
			Vendor 02138 - FACTORY MOTOR PARTS Total:	131.86
Vendor: 028441 - GEARY COUNTY PUBLIC WORKS				
GEARY COUNTY PUBLIC WOR...	3996	05/14/2024	APRIL TRANSFER STATION FEE...	46,188.16
			Vendor 028441 - GEARY COUNTY PUBLIC WORKS Total:	46,188.16
Vendor: 043271 - KANSAS GAS SERVICE				
KANSAS GAS SERVICE	INV0030060	05/08/2024	2324 N JACKSON-PUBLIC WO...	61.09
			Vendor 043271 - KANSAS GAS SERVICE Total:	61.09
Vendor: 041336 - KEY OFFICE PRODUCTS				
KEY OFFICE PRODUCTS	AR125103	05/07/2024	PAPER FOR PW	78.15
			Vendor 041336 - KEY OFFICE PRODUCTS Total:	78.15
Vendor: 01554 - MSC INDUSTRIAL SUPPLY CO				
MSC INDUSTRIAL SUPPLY CO	6865338003	05/14/2024	STOCK ALARM BACKUPS	31.38
			Vendor 01554 - MSC INDUSTRIAL SUPPLY CO Total:	31.38
Vendor: 02699 - PETROCHOICE HOLDINGS INC				
PETROCHOICE HOLDINGS INC	9711790349	05/14/2024	DEF STOCK	189.76
PETROCHOICE HOLDINGS INC	9711807658	05/14/2024	DEF STOCK	189.76
			Vendor 02699 - PETROCHOICE HOLDINGS INC Total:	379.52
Vendor: 03511 - RUSH TRUCK CENTERS OF KANSAS, INC.				
RUSH TRUCK CENTERS OF KA...	3036943052	05/14/2024	STOCK SOFTWARE AUTHORIZ...	143.88
			Vendor 03511 - RUSH TRUCK CENTERS OF KANSAS, INC. Total:	143.88
Vendor: 01167 - STAPLES ADVANTAGE				
STAPLES ADVANTAGE	6001738235	05/14/2024	PW SUGAR PACKETS AND COF...	12.97
STAPLES ADVANTAGE	6001738237	05/14/2024	PW DISINFECTANT WIPES	9.22
			Vendor 01167 - STAPLES ADVANTAGE Total:	22.19
Vendor: 00654 - ULINE				
ULINE	176605912	05/14/2024	STOCK FUNNELS, GAS CANS, ...	98.02
			Vendor 00654 - ULINE Total:	98.02
Vendor: 01868 - WEX BANK				
WEX BANK	INV0030160	05/15/2024	SOLID WASTE-FUEL	3,804.31
			Vendor 01868 - WEX BANK Total:	3,804.31
			Department 644 - SANITATION OPERATIONS Total:	50,977.86

Appropriations May 7 - 22, 2024

Post Dates: 5/7/2024 - 5/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Department: 645 - SANITATION ADMINISTRATION				
Vendor: 063663 - PITNEY BOWES PURCHASE POWER				
PITNEY BOWES PURCHASE P...	INV0030071	05/13/2024	POSTAGE REFILL-CUSTOMER S...	54.95
Vendor 063663 - PITNEY BOWES PURCHASE POWER Total:				54.95
Vendor: 03911 - VERIZON CONNECT FLEET USA LLC				
VERIZON CONNECT FLEET USA...	302000056462	05/07/2024	Public Works Vehicle Cameras	214.63
Vendor 03911 - VERIZON CONNECT FLEET USA LLC Total:				214.63
Vendor: 086462 - XEROX CORPORATION				
XEROX CORPORATION	5713617	05/07/2024	Copier Lease Payment 3/20 - 5...	104.57
XEROX CORPORATION	5737076	05/13/2024	Copier Lease	49.25
XEROX CORPORATION	5737076	05/13/2024	Copier Lease - CS - Printer	19.80
Vendor 086462 - XEROX CORPORATION Total:				173.62
Department 645 - SANITATION ADMINISTRATION Total:				443.20
Fund 023 - SANITATION FUND Total:				51,421.06
Fund: 075 - JUNCTION CITY LAND BANK FUND				
Department: 000 - NON-DEPARTMENTAL				
Vendor: 04146 - US MAIL SUPPLY, INC.				
US MAIL SUPPLY, INC.	59683	05/09/2024	MAILBOXES FOR LANDBANK ...	9,730.00
Vendor 04146 - US MAIL SUPPLY, INC. Total:				9,730.00
Department 000 - NON-DEPARTMENTAL Total:				9,730.00
Fund 075 - JUNCTION CITY LAND BANK FUND Total:				9,730.00
Grand Total:				979,742.11

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	225,511.14
002 - GRANT FUND	10,805.29
014 - WATER UTILITY FUND	239,852.71
015 - WASTEWATER UTILITY FUND	305,028.89
018 - STORM WATER UTILITY FUND	138,363.36
023 - SANITATION FUND	51,421.06
075 - JUNCTION CITY LAND BANK FUND	9,730.00
Grand Total:	980,712.45

Account Summary

Account Number	Account Name	Payment Amount
001-1-00100-0107	ACCOUNTS RECEIVABLE	-3,714.05
001-2-03000-0198	CBK COLLECTION FEES	39.53
001-2-03000-0204	BOOKING FEE	1,350.00
001-2-03000-9203	COURT REFUNDS	3.09
001-4-04800-0000-0451	SPORTS	2,094.75
001-5-00200-0000-0705	OUTSIDE AGENCY EQUI...	383.88
001-5-00200-0000-0710	SOFTWARE MAINTENAN...	95.97
001-5-00200-0000-0714	REP & MAINT OF DATA ...	2,838.21
001-5-00200-0000-0749	OTHER SERVICES	376.80
001-5-00200-0000-0755	OFFICE EQUIP. SVC. (SVC...	60.00
001-5-00300-0000-0668	POSTAGE & DELIVERY C...	439.68
001-5-00300-0000-0710	SOFTWARE MAINTENAN...	511.84
001-5-00300-0000-0737	GAS UTILITIES	1,299.32
001-5-00300-0000-0749	OTHER SERVICES	1,290.00
001-5-00300-0000-0755	OFFICE EQUIP. SVC. (SVC...	242.06
001-5-00302-0000-0749	OTHER SERVICES	642.00
001-5-00800-0000-0648	MOTOR FUEL	410.58
001-5-00800-0000-0710	SOFTWARE MAINTENAN...	63.98
001-5-01000-0000-0603	BUILDING MAINTENANC...	257.79
001-5-01000-0000-0648	MOTOR FUEL	1,243.26
001-5-01000-0000-0651	PARTS FOR VEHICLES, E...	1,081.79
001-5-01000-0000-0668	POSTAGE & DELIVERY C...	219.84
001-5-01000-0000-0710	SOFTWARE MAINTENAN...	127.96
001-5-01000-0000-0737	GAS UTILITIES	568.03
001-5-01000-0000-0749	OTHER SERVICES	300.00
001-5-01000-0000-0755	OFFICE EQUIP. SVC. (SVC...	60.00
001-5-01000-0000-0798	CONTRACT MOWING	6,430.00
001-5-01000-0000-0803	BUILDING AND STRUCT...	8,125.25
001-5-01000-0000-0910	INTEREST EXPENSE	1,447.95
001-5-01000-0000-0985	LEASE PURCHASE	27,244.19
001-5-01100-0000-0710	SOFTWARE MAINTENAN...	31.99
001-5-01300-0000-0673	FOOD SUPPLIES	864.00
001-5-01400-0000-0749	OTHER SERVICES	750.00
001-5-01700-0000-0603	BUILDING MAINTENANC...	251.00
001-5-01700-0000-0651	PARTS FOR VEHICLES, E...	576.91
001-5-01700-0000-0673	FOOD SUPPLIES	912.31
001-5-01700-0000-0675	SUNDRIES/ BEER PURCH...	783.85
001-5-01700-0000-0677	MERCHANDISE FOR RES...	103.30
001-5-01700-0000-0680	IRRIGATION REPAIR	1,011.00
001-5-01700-0000-0682	UNIFORMS	716.00
001-5-01700-0000-0710	SOFTWARE MAINTENAN...	159.95
001-5-01700-0000-0736	ELECTRIC UTILITIES	4,166.08
001-5-01700-0000-0749	OTHER SERVICES	188.69
001-5-01800-0000-0603	BUILDING MAINTENANC...	570.30
001-5-01800-0000-0648	MOTOR FUEL	1,272.22
001-5-01800-0000-0659	MEDICAL SUPPLIES	3,940.09

Account Summary

Account Number	Account Name	Payment Amount
001-5-01800-0000-0668	POSTAGE & DELIVERY C...	219.84
001-5-01800-0000-0710	SOFTWARE MAINTENAN...	959.70
001-5-01800-0000-0714	REP & MAINT OF DATA ...	83.44
001-5-01800-0000-0715	BUILDING MAINT. & RE...	322.00
001-5-01800-0000-0737	GAS UTILITIES	156.38
001-5-01800-0000-0755	OFFICE EQUIP. SVC. (SVC...	218.50
001-5-01900-0000-0616	ANIMAL MED SUPPLIES ...	337.75
001-5-01900-0000-0648	MOTOR FUEL	212.65
001-5-01900-0000-0736	ELECTRIC UTILITIES	382.47
001-5-01900-0000-0749	OTHER SERVICES	89.00
001-5-02200-0000-0646	OPERATIONAL SUPPLIES	293.00
001-5-02200-0000-0648	MOTOR FUEL	350.62
001-5-02200-0000-0668	POSTAGE & DELIVERY C...	439.68
001-5-02200-0000-0706	DEMOLITION REMOVAL	16,000.00
001-5-02200-0000-0710	SOFTWARE MAINTENAN...	191.94
001-5-02200-0000-0749	OTHER SERVICES	39.53
001-5-02200-0000-0755	OFFICE EQUIP. SVC. (SVC...	197.00
001-5-02300-0000-0603	BUILDING MAINTENANC...	67.94
001-5-02300-0000-0635	JAIL & PRISONER EXPEN...	30,000.00
001-5-02300-0000-0648	MOTOR FUEL	8,196.68
001-5-02300-0000-0651	PARTS FOR VEHICLES, E...	16.99
001-5-02300-0000-0666	SUBSCRIPTIONS, BOOKS...	4,752.02
001-5-02300-0000-0667	OFFICE SUPPLIES	108.31
001-5-02300-0000-0668	POSTAGE & DELIVERY C...	219.84
001-5-02300-0000-0682	UNIFORMS	620.29
001-5-02300-0000-0710	SOFTWARE MAINTENAN...	8,946.78
001-5-02300-0000-0713	REP. & MAINT. OF COM...	300.00
001-5-02300-0000-0714	REP & MAINT OF DATA ...	161.06
001-5-02300-0000-0736	ELECTRIC UTILITIES	802.11
001-5-02300-0000-0737	GAS UTILITIES	1,070.34
001-5-02300-0000-0746	MAINTAIN & REPAIR VEH..	120.00
001-5-02300-0000-0749	OTHER SERVICES	126.00
001-5-02300-0000-0750	LAUNDRY SERVICES	458.29
001-5-02300-0000-0755	OFFICE EQUIP. SVC. (SVC...	437.00
001-5-02310-0000-0710	SOFTWARE MAINTENAN...	415.87
001-5-02310-0000-0755	OFFICE EQUIP. SVC. (SVC...	362.06
001-5-02400-0000-0603	BUILDING MAINTENANC...	570.30
001-5-02400-0000-0648	MOTOR FUEL	1,984.65
001-5-02400-0000-0651	PARTS FOR VEHICLES, E...	1,925.78
001-5-02400-0000-0668	POSTAGE & DELIVERY C...	219.84
001-5-02400-0000-0710	SOFTWARE MAINTENAN...	959.70
001-5-02400-0000-0714	REP & MAINT OF DATA ...	83.45
001-5-02400-0000-0715	BUILDING MAINT. & RE...	922.00
001-5-02400-0000-0737	GAS UTILITIES	156.39
001-5-02400-0000-0746	MAINTAIN & REPAIR VEH..	2,164.61
001-5-02400-0000-0749	OTHER SERVICES	734.00
001-5-02400-0000-0755	OFFICE EQUIP. SVC. (SVC...	218.50
001-5-02500-0000-0603	BUILDING MAINTENANC...	59.00
001-5-02500-0000-0632	STREET MAINTENANCE(...	1,286.28
001-5-02500-0000-0645	OIL, ANTI-FREEZE, GRE...	569.28
001-5-02500-0000-0648	MOTOR FUEL	4,955.14
001-5-02500-0000-0651	PARTS FOR VEHICLES, E...	829.15
001-5-02500-0000-0667	OFFICE SUPPLIES	100.33
001-5-02500-0000-0668	POSTAGE & DELIVERY C...	219.84
001-5-02500-0000-0672	SIGNS	912.56
001-5-02500-0000-0710	SOFTWARE MAINTENAN...	567.71
001-5-02500-0000-0728	ENGINEERING SERVICES	26,266.43
001-5-02500-0000-0734	TRAFFIC SIGNAL MAINT...	405.00

Account Summary

Account Number	Account Name	Payment Amount
001-5-02500-0000-0737	GAS UTILITIES	61.10
001-5-02500-0000-0739	SIREN ELECTRICITY	140.50
001-5-02500-0000-0749	OTHER SERVICES	2,098.78
001-5-02500-0000-0755	OFFICE EQUIP. SVC. (SVC...	49.25
001-5-02500-0000-0762	STREET LIGHTING	3,774.95
001-5-02500-0000-0769	TRAFFIC LIGHT ELECTRIC...	176.61
001-5-02500-0000-0910	INTEREST EXPENSE	654.00
001-5-02500-0000-0985	LEASE PURCHASE	12,305.48
001-5-02900-0000-0668	POSTAGE & DELIVERY C...	219.84
001-5-02900-0000-0702	CONTRACTOR SERVICES ...	2,333.00
001-5-02900-0000-0710	SOFTWARE MAINTENAN...	159.95
001-5-02900-0000-0765	TRAVEL & TRAINING EXP...	65.00
001-5-03000-0000-0668	POSTAGE & DELIVERY C...	219.84
001-5-03000-0000-0702	CONTRACTOR SERVICES ...	3,229.16
001-5-03000-0000-0710	SOFTWARE MAINTENAN...	223.93
001-5-03000-0000-0714	REP & MAINT OF DATA ...	15.74
001-5-03000-0000-0755	OFFICE EQUIP. SVC. (SVC...	197.00
001-5-04000-0000-0715	BUILDING MAINT. & RE...	2,819.01
001-5-04000-0000-0737	GAS UTILITIES	112.84
001-5-04800-0000-0668	POSTAGE & DELIVERY C...	219.83
001-5-04800-0000-0710	SOFTWARE MAINTENAN...	255.92
001-5-04800-0000-0720	REC INSTRUCTORS FEE	343.00
001-5-04800-0000-0721	OFFICIALS FEES	160.00
001-5-04800-0000-0755	OFFICE EQUIP. SVC. (SVC...	60.00
002-5-21000-0000-0749	OTHER SERVICES	10,185.00
002-5-27900-0000-0682	UNIFORMS	620.29
014-5-53200-0000-0603	BUILDING MAINTENANC...	59.00
014-5-53200-0000-0645	OIL, ANTI-FREEZE, GRE...	474.40
014-5-53200-0000-0646	OPERATIONAL SUPPLIES	1,410.53
014-5-53200-0000-0648	MOTOR FUEL	1,184.56
014-5-53200-0000-0651	PARTS FOR VEHICLES, E...	816.61
014-5-53200-0000-0652	TOOLS	947.50
014-5-53200-0000-0667	OFFICE SUPPLIES	100.33
014-5-53200-0000-0684	FLAGS	636.90
014-5-53200-0000-0710	SOFTWARE MAINTENAN...	179.85
014-5-53200-0000-0737	GAS UTILITIES	340.90
014-5-53200-0000-0749	OTHER SERVICES	1,543.50
014-5-53300-0000-0797	CONTRACT OPERATIONS	228,913.02
014-5-53400-0000-0667	OFFICE SUPPLIES	82.01
014-5-53400-0000-0668	POSTAGE & DELIVERY C...	54.96
014-5-53400-0000-0710	SOFTWARE MAINTENAN...	159.95
014-5-53400-0000-0749	OTHER SERVICES	2,771.30
014-5-53400-0000-0755	OFFICE EQUIP. SVC. (SVC...	177.39
015-5-54000-0000-0603	BUILDING MAINTENANC...	59.00
015-5-54000-0000-0645	OIL, ANTI-FREEZE, GRE...	474.40
015-5-54000-0000-0651	PARTS FOR VEHICLES, E...	816.58
015-5-54000-0000-0652	TOOLS	947.50
015-5-54000-0000-0667	OFFICE SUPPLIES	100.33
015-5-54000-0000-0684	FLAGS	636.90
015-5-54000-0000-0710	SOFTWARE MAINTENAN...	179.85
015-5-54000-0000-0736	ELECTRIC UTILITIES	887.24
015-5-54000-0000-0737	GAS UTILITIES	61.10
015-5-54000-0000-0749	OTHER SERVICES	555.00
015-5-54100-0000-0667	OFFICE SUPPLIES	82.01
015-5-54100-0000-0668	POSTAGE & DELIVERY C...	54.96
015-5-54100-0000-0749	OTHER SERVICES	214.64
015-5-54100-0000-0755	OFFICE EQUIP. SVC. (SVC...	173.62
015-5-54700-0000-0736	ELECTRIC UTILITIES	574.65

Account Summary

Account Number	Account Name	Payment Amount
015-5-54700-0000-0797	CONTRACT OPERATIONS	299,211.11
018-5-61800-0000-0668	POSTAGE & DELIVERY C...	54.96
018-5-61800-0000-0797	CONTRACT OPERATIONS	138,308.40
023-5-64400-0000-0645	OIL, ANTI-FREEZE, ETC	379.52
023-5-64400-0000-0648	MOTOR FUEL	3,804.31
023-5-64400-0000-0651	PARTS FOR VEHICLES	300.56
023-5-64400-0000-0667	OFFICE SUPPLIES	100.34
023-5-64400-0000-0710	SOFTWARE MAINTENAN...	143.88
023-5-64400-0000-0737	GAS UTILITIES	61.09
023-5-64400-0000-0749	OTHER SERVICES	46,188.16
023-5-64500-0000-0668	POSTAGE & DELIVERY C...	54.95
023-5-64500-0000-0749	OTHER SERVICES	214.63
023-5-64500-0000-0755	OFFICE EQUIP. SVC. (SVC...	173.62
075-5-00000-0000-0646	OPERATIONAL SUPPLIES	9,730.00
Grand Total:		980,712.45

Project Account Summary

Project Account Key	Payment Amount
None	962,402.20
BWC2023 00252100000000749	10,185.00
SHELTER UPGRADE 00150100000000803	8,125.25
Grand Total:	980,712.45



Junction City, KS

Bank Transaction Report

Transaction Detail

Issued Date Range: 05/07/2024 - 05/22/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Outstanding							
Check							
05/07/2024		383593	ALL COPY PRODUCTS, INC.	Accounts Payable	Outstanding	Check	-618.60
05/07/2024		383594	AMERICAN DIGITAL SECURITY, LLC	Accounts Payable	Outstanding	Check	-130.00
05/07/2024		383595	ARMED FORCES BANK	Accounts Payable	Outstanding	Check	-5,283.72
05/07/2024		383596	BAYER CONSTRUCTION CO.	Accounts Payable	Outstanding	Check	-3,043.82
05/07/2024		383597	BOUND TREE MEDICAL, LLC	Accounts Payable	Outstanding	Check	-709.77
05/07/2024		383598	BRAMLAGE PROPERTIES, LLC	Accounts Payable	Outstanding	Check	-350.00
05/07/2024		383599	C & H GOLF BALL	Accounts Payable	Outstanding	Check	-1,548.00
05/07/2024		383600	CALLAWAY GOLF	Accounts Payable	Outstanding	Check	-375.66
05/07/2024		383601	CASH-WA DISTRIBUTING	Accounts Payable	Outstanding	Check	-2,353.58
05/07/2024		383602	CAT CANS PORTABLE SERVICES OF MANHATTAN, LLC	Accounts Payable	Outstanding	Check	-104.23
05/07/2024		383603	CATLETT AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-552.76
05/07/2024		383604	CHAMBER OF COMMERCE	Accounts Payable	Outstanding	Check	-46,250.00
05/07/2024		383605	CHENEY DOOR CO. INC.	Accounts Payable	Outstanding	Check	-2,170.00
05/07/2024		383606	CINTAS CORPORATION NO 2	Accounts Payable	Outstanding	Check	-7,146.05
05/07/2024		383607	COLLECTION BUREAU OF KANSAS INC	Accounts Payable	Outstanding	Check	-8,730.06
05/07/2024		383608	COMMERCE BANK	Accounts Payable	Outstanding	Check	-42,589.25
05/07/2024		383609	CORYELL INSURORS, INC.	Accounts Payable	Outstanding	Check	-75.00
05/07/2024		383610	CRAFCO, INC.	Accounts Payable	Outstanding	Check	-600.00
05/07/2024		383611	CROWN DISTRIBUTORS, INC.	Accounts Payable	Outstanding	Check	-1,003.25
05/07/2024		383612	DAVE'S ELECTRIC, INC.	Accounts Payable	Outstanding	Check	-2,308.86
05/07/2024		383613	DELTA FIRE & SAFETY INC.	Accounts Payable	Outstanding	Check	-29,467.31
05/07/2024		383614	DIGITAL ALLY, INC	Accounts Payable	Outstanding	Check	-6,900.00
05/07/2024		383615	ELLIOTT EQUIPMENT CO.	Accounts Payable	Outstanding	Check	-8,349.32
05/07/2024		383616	FACTORY MOTOR PARTS	Accounts Payable	Outstanding	Check	-461.66
05/07/2024		383617	FIRST-CITIZENS BANK & TRUST COMPANY	Accounts Payable	Outstanding	Check	-4,266.35
05/07/2024		383618	FLINT HILLS BEVERAGE LLC	Accounts Payable	Outstanding	Check	-1,559.11
05/07/2024		383619	FLOCK GROUP, INC.	Accounts Payable	Outstanding	Check	-750.00
05/07/2024		383620	FOOTJOY/TITLEIST	Accounts Payable	Outstanding	Check	-1,899.86
05/07/2024		383621	FREEDOM FEST J.C.	Accounts Payable	Outstanding	Check	-10,000.00
05/07/2024		383622	FRONTIER SPIRITS	Accounts Payable	Outstanding	Check	-1,058.78
05/07/2024		383623	GADES SALES CO.	Accounts Payable	Outstanding	Check	-676.30
05/07/2024		383624	GAGE PICKING	Accounts Payable	Outstanding	Check	-80.00
05/07/2024		383625	GALLS INC	Accounts Payable	Outstanding	Check	-1,459.07
05/07/2024		383626	GAME TIME ATHLETICS	Accounts Payable	Outstanding	Check	-1,320.97

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/07/2024		383627	GEARY COUNTY K-STATE RESEARCH & EXTENSION OFFICE	Accounts Payable	Outstanding	Check	-50.00
05/07/2024		383628	GENE N. PARRISH	Accounts Payable	Outstanding	Check	-10,500.00
05/07/2024		383629	GLENN'S PLUMBING	Accounts Payable	Outstanding	Check	-1,389.50
05/07/2024		383630	GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LL	Accounts Payable	Outstanding	Check	-4,960.96
05/07/2024		383631	HAMPEL OIL DISTRIBUTORS INC	Accounts Payable	Outstanding	Check	-10,176.28
05/07/2024		383632	HEARTLAND TITLE SERVICES, INC.	Accounts Payable	Outstanding	Check	-1,750.00
05/07/2024		383633	HESS & SONS SALVAGE INC	Accounts Payable	Outstanding	Check	-50.00
05/07/2024		383634	IMAGEQUEST INC.	Accounts Payable	Outstanding	Check	-17.33
05/07/2024		383635	INA ALERT, INC.	Accounts Payable	Outstanding	Check	-65,025.38
05/07/2024		383636	INLAND TRUCK PARTS COMPANY	Accounts Payable	Outstanding	Check	-313.52
05/07/2024		383637	J. & M. GOLF INC.	Accounts Payable	Outstanding	Check	-64.39
05/07/2024		383638	JEFFREY ROETHER	Accounts Payable	Outstanding	Check	-3,000.00
05/07/2024		383639	JIM CLARK AUTO CENTER	Accounts Payable	Outstanding	Check	-386.47
05/07/2024		383640	JOSEPH T GIPSON	Accounts Payable	Outstanding	Check	-645.24
05/07/2024		383641	KA-COMM	Accounts Payable	Outstanding	Check	-677.00
05/07/2024		383642	KANSAS GOLF AND TURF	Accounts Payable	Outstanding	Check	-1,902.63
05/07/2024		383643	KANSAS LOGOS, INC	Accounts Payable	Outstanding	Check	-960.00
05/07/2024		383644	KANSAS ONE-CALL SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-504.00
05/07/2024		383645	KEY OFFICE PRODUCTS	Accounts Payable	Outstanding	Check	-148.79
05/07/2024		383646	KRISPY CLEAN INC.	Accounts Payable	Outstanding	Check	-392.08
05/07/2024		383647	MICHAEL P. HINKIN ATTORNEY-AT-LAW, LLC	Accounts Payable	Outstanding	Check	-2,333.00
05/07/2024		383648	MID KANSAS COOPERATIVE ASSOCIATION	Accounts Payable	Outstanding	Check	-1,441.53
05/07/2024		383649	MID-STATES MATERIALS, LLC	Accounts Payable	Outstanding	Check	-2,354.01
05/07/2024		383650	MIDWEST CONCRETE MATERIALS	Accounts Payable	Outstanding	Check	-9,856.74
05/07/2024		383651	MIDWEST RADAR & EQUIPMENT	Accounts Payable	Outstanding	Check	-1,040.00
05/07/2024		383652	MIDWEST VETERINARY SUPPLY, INC.	Accounts Payable	Outstanding	Check	-35.51
05/07/2024		383653	MINNESOTA ELEVATOR, INC.	Accounts Payable	Outstanding	Check	-1,919.50
05/07/2024		383654	MSC INDUSTRIAL SUPPLY CO	Accounts Payable	Outstanding	Check	-1,271.56
05/07/2024		383655	MUNICIPAL SUPPLY, INC. OF NEBRASKA	Accounts Payable	Outstanding	Check	-1,412.00
05/07/2024		383656	NATIONWIDE FIXTURE INSTALLATIONS, INC.	Accounts Payable	Outstanding	Check	-12,500.00
05/07/2024		383657	OFFICE PLUS OF KANSAS	Accounts Payable	Outstanding	Check	-839.00
05/07/2024		383658	PENN ENTERPRISES	Accounts Payable	Outstanding	Check	-213.00
05/07/2024		383659	PEPSI COLA BOTTLING COMPANY OF MARYSVILLE, INC.	Accounts Payable	Outstanding	Check	-161.25
05/07/2024		383660	PETROCHOICE HOLDINGS INC	Accounts Payable	Outstanding	Check	-1,245.26
05/07/2024		383661	PITNEY BOWES INC	Accounts Payable	Outstanding	Check	-265.59
05/07/2024		383662	POMP'S TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-1,199.80
05/07/2024		383663	POSTMASTER	Accounts Payable	Outstanding	Check	-10,000.00
05/07/2024		383664	PRIMROSE OIL COMPANY, INC.	Accounts Payable	Outstanding	Check	-2,150.10
05/07/2024		383665	PROCOPY, INC.	Accounts Payable	Outstanding	Check	-2,659.85
05/07/2024		383666	RAM EXTERMINATORS, LLC	Accounts Payable	Outstanding	Check	-50.00
05/07/2024		383667	RANDY S RIKORIC	Accounts Payable	Outstanding	Check	-4,131.70
05/07/2024		383668	RED EQUIPMENT, LLC	Accounts Payable	Outstanding	Check	-4,381.40
05/07/2024		383669	REEVES-WIEDEMAN CO.	Accounts Payable	Outstanding	Check	-623.75

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/07/2024		383670	REHRIG PACIFIC COMPANY	Accounts Payable	Outstanding	Check	-15,430.90
05/07/2024		383671	ROBERT DAVID SEAY	Accounts Payable	Outstanding	Check	-970.34
05/07/2024		383672	RUSH TRUCK CENTERS OF KANSAS, INC.	Accounts Payable	Outstanding	Check	-2,397.48
05/07/2024		383673	SALINA SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-8,193.57
05/07/2024		383674	SALISBURY SUPPLY COMPANY, INC.	Accounts Payable	Outstanding	Check	-716.81
05/07/2024		383675	SAPP BROS INC.	Accounts Payable	Outstanding	Check	-3.24
05/07/2024		383676	SCHULTE SUPPLY CORP.	Accounts Payable	Outstanding	Check	-4,517.65
05/07/2024		383677	SIR SPEEDY	Accounts Payable	Outstanding	Check	-49.26
05/07/2024		383678	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	Accounts Payable	Outstanding	Check	-3,143.10
05/07/2024		383679	STANARD & ASSOCIATES, INC.	Accounts Payable	Outstanding	Check	-925.00
05/07/2024		383680	STANION WHOLESALE ELECTRIC CO	Accounts Payable	Outstanding	Check	-110.28
05/07/2024		383681	STAPLES ADVANTAGE	Accounts Payable	Outstanding	Check	-639.45
05/07/2024		383682	STORMONT VAIL HEALTH FLINT HILLS LLC	Accounts Payable	Outstanding	Check	-868.00
05/07/2024		383683	SUPERIOR EMERGENCY RESPONSE VEHICLES LLC	Accounts Payable	Outstanding	Check	-1,636.00
05/07/2024		383684	TALON DECKER	Accounts Payable	Outstanding	Check	-80.00
05/07/2024		383685	TAYLOR MADE GOLF	Accounts Payable	Outstanding	Check	-535.32
05/07/2024		383686	TERRY GRAHAM	Accounts Payable	Outstanding	Check	-9,018.00
05/07/2024		383687	TFMCOMM INC.	Accounts Payable	Outstanding	Check	-460.00
05/07/2024		383688	THERMAL COMFORT AIR, INC	Accounts Payable	Outstanding	Check	-276.00
05/07/2024		383689	TLC MOBILE SERVICES	Accounts Payable	Outstanding	Check	-435.00
05/07/2024		383690	TNEMEC	Accounts Payable	Outstanding	Check	-1,095.80
05/07/2024		383691	TWIN VALLEY TELEPHONE, INC.	Accounts Payable	Outstanding	Check	-71.30
05/07/2024		383692	ULINE	Accounts Payable	Outstanding	Check	-74.92
05/07/2024		383693	VANDERBILTS	Accounts Payable	Outstanding	Check	-499.97
05/07/2024		383694	W SQUARED LLC	Accounts Payable	Outstanding	Check	-13,400.00
05/07/2024		383695	XEROX CORPORATION	Accounts Payable	Outstanding	Check	-2,806.00
05/07/2024		383696	ZM PROPERTIES LLC	Accounts Payable	Outstanding	Check	-600.00
05/07/2024		383697	ZOETIS US LLC	Accounts Payable	Outstanding	Check	-2,043.00
05/08/2024		383735	R DAVID SEAY	Accounts Payable	Outstanding	Check	-889.00
05/10/2024		383737	PETROCHOICE HOLDINGS INC	Accounts Payable	Outstanding	Check	-2,646.00
05/13/2024		383738	DS&O RURAL ELECTRIC	Accounts Payable	Outstanding	Check	-8,312.74
05/13/2024		383739	EVERGY	Accounts Payable	Outstanding	Check	-2,591.87
05/13/2024		383740	KANSAS GAS SERVICE	Accounts Payable	Outstanding	Check	-1,729.84
05/13/2024		383741	WOODRIVER ENERGY LLC	Accounts Payable	Outstanding	Check	-2,157.65
05/13/2024		383742	HOPPY'S DISCOUNT LIQOUR	Accounts Payable	Outstanding	Check	-3.09
05/14/2024		383743	GLORIA YOUNG	Accounts Payable	Outstanding	Check	-126.00
05/14/2024		383744	COMMERCE BANK	Accounts Payable	Outstanding	Check	-87,549.70
05/21/2024		383745	AMERICAN DIGITAL SECURITY, LLC	Accounts Payable	Outstanding	Check	-4,482.13
05/21/2024		383746	BAYER CONSTRUCTION CO.	Accounts Payable	Outstanding	Check	-2,194.08
05/21/2024		383747	BOUND TREE MEDICAL, LLC	Accounts Payable	Outstanding	Check	-3,940.09
05/21/2024		383748	BRADY INDUSTRIES OF KANSAS, LLC	Accounts Payable	Outstanding	Check	-257.79
05/21/2024		383749	CASH-WA DISTRIBUTING	Accounts Payable	Outstanding	Check	-1,395.53
05/21/2024		383750	CATHY FAHEY	Accounts Payable	Outstanding	Check	-30.82

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/21/2024		383751	CATLETT AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-1,584.65
05/21/2024		383752	CENTRAL LINKS GOLF	Accounts Payable	Outstanding	Check	-60.00
05/21/2024		383753	COLLECTION BUREAU OF KANSAS INC	Accounts Payable	Outstanding	Check	-2,452.72
05/21/2024		383754	COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT	Accounts Payable	Outstanding	Check	-3,978.00
05/21/2024		383755	COMPLIANCEONE	Accounts Payable	Outstanding	Check	-642.00
05/21/2024		383756	COX BUSINESS SERVICES	Accounts Payable	Outstanding	Check	-3,195.89
05/21/2024		383757	CROWN DISTRIBUTORS, INC.	Accounts Payable	Outstanding	Check	-763.73
05/21/2024		383758	DAVE'S ELECTRIC, INC.	Accounts Payable	Outstanding	Check	-4,803.47
05/21/2024		383759	DAVIS EQUIPMENT CORPORATION	Accounts Payable	Outstanding	Check	-1,011.00
05/21/2024		383760	DIGITAL ALLY, INC	Accounts Payable	Outstanding	Check	-10,185.00
05/21/2024		383761	ELLIOTT EQUIPMENT CO.	Accounts Payable	Outstanding	Check	-852.63
05/21/2024		383762	FACTORY MOTOR PARTS	Accounts Payable	Outstanding	Check	-659.28
05/21/2024		383763	FLINT HILLS BEVERAGE LLC	Accounts Payable	Outstanding	Check	-2,025.67
05/21/2024		383764	FOOTJOY/TITLEIST	Accounts Payable	Outstanding	Check	-103.30
05/21/2024		383765	FRONTIER SPIRITS	Accounts Payable	Outstanding	Check	-399.76
05/21/2024		383766	GAGE PICKING	Accounts Payable	Outstanding	Check	-80.00
05/21/2024		383767	GEARY COUNTY PUBLIC WORKS	Accounts Payable	Outstanding	Check	-46,188.16
05/21/2024		383768	GEARY COUNTY RWD #4	Accounts Payable	Outstanding	Check	-37.20
05/21/2024		383769	GEARY COUNTY SHERIFF	Accounts Payable	Outstanding	Check	-31,350.00
05/21/2024		383770	GLESSNER DIRT LLC	Accounts Payable	Outstanding	Check	-16,000.00
05/21/2024		383771	GODFREY'S INDOOR SHOOTING AND ARCHERY RANGES, LL	Accounts Payable	Outstanding	Check	-1,240.58
05/21/2024		383772	GOLF SCORECARDS LLC	Accounts Payable	Outstanding	Check	-1,317.62
05/21/2024		383773	GRISWOLD INDUSTRIES	Accounts Payable	Outstanding	Check	-2,473.50
05/21/2024		383774	HAMPEL OIL DISTRIBUTORS INC	Accounts Payable	Outstanding	Check	-750.00
05/21/2024		383775	HAYS FIRE AND RESCUE SALES AND SERVICE, LLC	Accounts Payable	Outstanding	Check	-374.89
05/21/2024		383776	INNOVATIVE CONCESSIONS ENTERPRISES, LLC	Accounts Payable	Outstanding	Check	-864.00
05/21/2024		383777	INTERNATIONAL BUSINESS INFORMATION TECHNOLOGIES	Accounts Payable	Outstanding	Check	-6,643.50
05/21/2024		383778	J & K CONTRACTING L.C.	Accounts Payable	Outstanding	Check	-175,621.05
05/21/2024		383779	JOHNSON CONTROLS US HOLDING LLC	Accounts Payable	Outstanding	Check	-1,297.53
05/21/2024		383780	JOSEPH T GIPSON	Accounts Payable	Outstanding	Check	-419.25
05/21/2024		383781	KA-COMM	Accounts Payable	Outstanding	Check	-300.00
05/21/2024		383782	KANSAS DEPT OF HEALTH AND ENVIRONMENT	Accounts Payable	Outstanding	Check	-555.00
05/21/2024		383783	KANSAS GOLF AND TURF	Accounts Payable	Outstanding	Check	-576.91
05/21/2024		383784	KANSAS ONE-CALL SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-598.80
05/21/2024		383785	KEY OFFICE PRODUCTS	Accounts Payable	Outstanding	Check	-387.95
05/21/2024		383786	KLMM-66 LLC	Accounts Payable	Outstanding	Check	-137.50
05/21/2024		383787	KRISPY CLEAN INC.	Accounts Payable	Outstanding	Check	-458.29
05/21/2024		383788	KRISTA BLAISDELL	Accounts Payable	Outstanding	Check	-2,094.75
05/21/2024		383789	LEAGUE OF KANSAS MUNICIPALITIES	Accounts Payable	Outstanding	Check	-65.00
05/21/2024		383790	LEXISNEXIS RISK DATA MANAGEMENT INC.	Accounts Payable	Outstanding	Check	-774.02
05/21/2024		383791	LISA JANE GREEN	Accounts Payable	Outstanding	Check	-716.00
05/21/2024		383792	MICHAEL P. HINKIN ATTORNEY-AT-LAW, LLC	Accounts Payable	Outstanding	Check	-2,333.00
05/21/2024		383793	MIDWEST CONCRETE MATERIALS	Accounts Payable	Outstanding	Check	-694.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/21/2024		383794	MIDWEST VETERINARY SUPPLY, INC.	Accounts Payable	Outstanding	Check	-337.75
05/21/2024		383795	MSC INDUSTRIAL SUPPLY CO	Accounts Payable	Outstanding	Check	-125.55
05/21/2024		383796	OMNI BILLING	Accounts Payable	Outstanding	Check	-385.06
05/21/2024		383797	O'REILLY AUTO PARTS	Accounts Payable	Outstanding	Check	-87.10
05/21/2024		383798	PAXTON WELDING	Accounts Payable	Outstanding	Check	-600.00
05/21/2024		383799	PENN ENTERPRISES	Accounts Payable	Outstanding	Check	-106.50
05/21/2024		383800	PETROCHOICE HOLDINGS INC	Accounts Payable	Outstanding	Check	-1,847.60
05/21/2024		383801	POMP'S TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-1,444.90
05/21/2024		383802	RAM EXTERMINATORS, LLC	Accounts Payable	Outstanding	Check	-54.00
05/21/2024		383803	REEVES-WIEDEMAN CO.	Accounts Payable	Outstanding	Check	-189.30
05/21/2024		383804	RUSH TRUCK CENTERS OF KANSAS, INC.	Accounts Payable	Outstanding	Check	-719.40
05/21/2024		383805	SALINA SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-365.47
05/21/2024		383806	SCHULTE SUPPLY CORP.	Accounts Payable	Outstanding	Check	-1,895.00
05/21/2024		383807	SHILLING ASPHALT INC	Accounts Payable	Outstanding	Check	-783.12
05/21/2024		383808	SPECIALTY VEHICLE SOURCE CORP.	Accounts Payable	Outstanding	Check	-120.00
05/21/2024		383809	STALLBAUMER CONTRACTING LLC	Accounts Payable	Outstanding	Check	-26,266.43
05/21/2024		383810	STAPLES ADVANTAGE	Accounts Payable	Outstanding	Check	-353.65
05/21/2024		383811	TALON DECKER	Accounts Payable	Outstanding	Check	-80.00
05/21/2024		383812	TERRY GRAHAM	Accounts Payable	Outstanding	Check	-6,430.00
05/21/2024		383813	THERMAL COMFORT AIR, INC	Accounts Payable	Outstanding	Check	-2,020.60
05/21/2024		383814	TLC MOBILE SERVICES	Accounts Payable	Outstanding	Check	-734.00
05/21/2024		383815	TRUCK CENTERS, INC.	Accounts Payable	Outstanding	Check	-3,715.50
05/21/2024		383816	TRUSTED TECH TEAM, INC.	Accounts Payable	Outstanding	Check	-7,645.61
05/21/2024		383817	ULINE	Accounts Payable	Outstanding	Check	-1,402.68
05/21/2024		383818	US MAIL SUPPLY, INC.	Accounts Payable	Outstanding	Check	-9,730.00
05/21/2024		383819	VAN WALL EQUIPMENT	Accounts Payable	Outstanding	Check	-169.35
05/21/2024		383820	VERIZON CONNECT FLEET USA LLC	Accounts Payable	Outstanding	Check	-858.55
05/21/2024		383821	WHITE STAR	Accounts Payable	Outstanding	Check	-718.35
05/21/2024		383822	XEROX CORPORATION	Accounts Payable	Outstanding	Check	-2,806.00
Check Total: (192)							-947,549.25
EFT							
05/08/2024		10002642	CENTRAL POWER SYSTEMS & SERVICES	Accounts Payable	Outstanding	EFT	-3,768.23
05/08/2024		10002643	CIVICPLUS, INC	Accounts Payable	Outstanding	EFT	-17,248.63
05/08/2024		10002644	EMILYN P SMILEY	Accounts Payable	Outstanding	EFT	-56.00
05/08/2024		10002645	HDR ENGINEERING INC	Accounts Payable	Outstanding	EFT	-143,252.85
05/08/2024		10002646	JOSHUA DOUGLASS	Accounts Payable	Outstanding	EFT	-3,229.16
05/08/2024		10002647	KAW VALLEY ENGINEERING, INC	Accounts Payable	Outstanding	EFT	-158,543.95
05/08/2024		10002648	LATHROP GPM, LLP	Accounts Payable	Outstanding	EFT	-15,789.48
05/08/2024		10002649	MARITZA RINEHART	Accounts Payable	Outstanding	EFT	-120.00
05/08/2024		10002650	MUNICIPAL EMERGENCY SERVICES INC.	Accounts Payable	Outstanding	EFT	-1,534.41
05/08/2024		10002651	Nomic Networks, INC.	Accounts Payable	Outstanding	EFT	-2,097.00
05/08/2024		10002652	PRAIRIEFIELD WATER, INC.	Accounts Payable	Outstanding	EFT	-62.25

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/08/2024		10002653	RAVEN AERO SERVICE,INC.	Accounts Payable	Outstanding	EFT	-850.00
05/08/2024		10002654	TATIANA FERRACIOLI-SILVA	Accounts Payable	Outstanding	EFT	-600.00
05/08/2024		10002655	UNDERGROUND VAULTS & STORAGE, INC.	Accounts Payable	Outstanding	EFT	-60.00
05/08/2024		10002656	VC3 Inc	Accounts Payable	Outstanding	EFT	-4,380.30
05/08/2024		10002657	VEOLIA WATER NORTH AMERICA	Accounts Payable	Outstanding	EFT	-319,185.19
05/08/2024		10002666	INA ALERT, INC.	Accounts Payable	Outstanding	EFT	-65,025.38
05/22/2024		10002667	ATHCO, LLC	Accounts Payable	Outstanding	EFT	-16,250.50
05/22/2024		10002668	COLUMBIA CAPITAL MANAGEMENT LLC	Accounts Payable	Outstanding	EFT	-1,290.00
05/22/2024		10002669	DARTPOINTS LLC	Accounts Payable	Outstanding	EFT	-376.80
05/22/2024		10002670	EMILYN P SMILEY	Accounts Payable	Outstanding	EFT	-28.00
05/22/2024		10002671	JOSHUA DOUGLASS	Accounts Payable	Outstanding	EFT	-3,229.16
05/22/2024		10002672	KANSAS STATE TREASURER	Accounts Payable	Outstanding	EFT	-5,959.73
05/22/2024		10002673	MARITZA RINEHART	Accounts Payable	Outstanding	EFT	-45.00
05/22/2024		10002674	PITNEY BOWES PURCHASE POWER	Accounts Payable	Outstanding	EFT	-2,857.90
05/22/2024		10002675	PRAIRIEFIELD WATER, INC.	Accounts Payable	Outstanding	EFT	-251.00
05/22/2024		10002676	TATIANA FERRACIOLI-SILVA	Accounts Payable	Outstanding	EFT	-270.00
05/22/2024		10002677	VEOLIA WATER NORTH AMERICA	Accounts Payable	Outstanding	EFT	-490,811.48
05/22/2024		10002678	WEX BANK	Accounts Payable	Outstanding	EFT	-23,583.85
EFT Total: (29)							-1,280,756.25
Outstanding Total: (221)							-2,228,305.50
Accounts Payable Total: (221)							-2,228,305.50

Payroll

Outstanding

EFT						
05/17/2024	EFT0000308	Payroll EFT	Payroll	Outstanding	EFT	-10,233.03
05/17/2024	EFT0000309	Payroll EFT	Payroll	Outstanding	EFT	-313,553.15
05/17/2024	EFT0000310	Payroll EFT	Payroll	Outstanding	EFT	-196.22
05/17/2024	EFT0000311	Payroll EFT	Payroll	Outstanding	EFT	-4,002.99
EFT Total: (4)						-327,985.39
Outstanding Total: (4)						-327,985.39
Payroll Total: (4)						-327,985.39
Report Total: (225)						-2,556,290.89

Summary

Bank Account	Count	Amount
1074318 POOLED CASH MASTER	225	-2,556,290.89
Report Total:	225	-2,556,290.89

Cash Account	Count	Amount
999 999-1-00000-0101 POOLED CASH MASTER	225	-2,556,290.89
Report Total:	225	-2,556,290.89

Transaction Type	Count	Amount
Check	192	-947,549.25
EFT	33	-1,608,741.64
Report Total:	225	-2,556,290.89

City of Junction City

City Commission

Agenda Memo

May 3, 2024

From: Kelly Heindel, Office Manager
To: City Commission and City Manager
Subject: April 2024 Ambulance Adjustments

Objective: Approval of ambulance contractual obligation adjustments and bad debt adjustments.

Explanation of Issue: Contractual obligations are required write-off adjustments by contractual insurance providers such as Medicare, Medicaid, Blue Cross, etc. Bad debt adjustments are accounts in which we have exhausted billing efforts to collect. After the bad debt adjustments, these accounts are forwarded to a collection agency who may also forward the debts onto the Kansas Setoff Program.

Budget Impact:

Contractual Obligation Adjustment	\$ 12,047.60
Bad Debt Adjustment	\$ 12,082.82

Staff Recommendation: Staff recommends approval of adjustments as listed

Suggested Motion: I move to approve the ambulance contractual obligation and bad debt adjustments in the amounts listed above.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Deny the request
2. Table the request
3. Modify the request

Enclosures: None

CITY COMMISSION MINUTES

May 7, 2024

7:00 p.m.

CALL TO ORDER

The scheduled meeting of the Junction City Commission was held on Tuesday, May 7th, 2024 with Mayor Pat Landes presiding.

The following members of the Commission were present: Pat Landes, Ronna Larson, Jeff Underhill, Al Gordon and Richard Pinaire. Staff present was: City Manager Dinkel, City Clerk Melton, and City Attorney Stites.

PUBLIC COMMENT

Jay Nuzlem, 1436 Rucker Road, Junction City, Kansas spoke asking for a six-to-eight-month extension to put a roof on the limestone foundation.

Melanie Davis, 722 West 10th Street, Junction City, Kansas spoke on concerns with the group home near her house with men on their sobriety journey. Concerns on the conditional use permit allowing these and requesting documentation on their application.

Randy & Diana Dean, 447 South Spring Valley Road, Junction City, Kansas spoke on the landbank lot next to a lot they purchased that is currently reserved for a city park. They would like to build an additional two car garage with a workshop. Offered to split the lot for the trail.

Mary Snipes, 222 East 15th Street, Junction City, Kansas requested that the city shut down two blocks on June 2nd, 2024, at 6:00 p.m. to bring the community together to walk with her in honor of Wear Orange for Gun Violence Awareness.

Lance Karmann, 1511 Johnson Drive, Junction City, Kansas spoke on rebates being available for the electricity on each lot and urge the landbank to push the lots.

Niket Patel, 1001 East 6th Street, Junction City, Kansas spoke on concerns with the constant issues outside of the hotel. There is a water leak outside the property, no water currently and issues with potholes.

Vic Davis on behalf of Marth Toth, 338 West 15th Street, Junction City, Kansas spoke on the homeowner for 338 West 15th Street having made progress, purchased materials and secured the building.

May 7, 2024

CONSENT AGENDA

Commissioner Gordon moved, seconded by Commissioner Larson to approve the consent agenda as presented. Ayes: Landes, Larson, Underhill, Pinaire & Gordon. Nays: None. Motion carried.

- a. Consideration of Appropriation Ordinance A-9 dated – April 16th, 2024 – May 8th, 2024, in the amount of \$1,111,710.80 and pre-approval for items listed below in the amount \$10,747.50.

LEFTA \$6,643.50, Gloria Young \$126.00, & CALEA \$3,978.00.

- b. Consideration of City Commission Minutes from the April 16th, 2024 Meeting.
- c. Consideration of the Memorandum of Understanding (MOU) with Fort Riley Fire Department & the Junction City Fire Department (JCFC).
- d. Consideration of the request from the Junction City Community Baseball Club for a noise waiver & fireworks waiver at Rathert Field for the season from May 26th, 2024 to August 3rd, 2024.

PUBLIC HEARING

Public Hearing for the Mallard Attainable Homes RHID was opened by Mayor Landes at 7:43 p.m.

Brad Chauncey, 1161 Saint Mary's Road, Junction City, KS spoke on concerns with the Mallard Attainable Homes RHID.

Shawn Chauncey, 2728 Samantha Drive, Junction City, KS spoke on concerns with the Mallard Attainable Homes RHID asked why it was not proposed to other contractors.

Desree Petera, spoke on concerns with the Mallard Attainable Homes RHID asked for support of small businesses.

Casey Maransani, spoke on concerns with the Mallard Attainable Homes RHID.

Anne Marie Doyle, spoke on concerns with the Mallard Attainable Homes RHID and wants the city to look into more green space and quality of life amenities.

Krysten Ross, with Homefront Realty gave a realtor's viewpoint and expressed concerns with the value of future sales.

Kelsey Mann, spoke on concerns with the Mallard Attainable Homes RHID and does not see the value.

Ross Fogel, has worked with RHIDs across the state and spoke on the positive aspects of it.

Shawn Wadsworth, spoke on concerns with the Mallard Attainable Homes RHID.

Scott Kellogg, spoke on concerns with the Mallard Attainable Homes RHID and wants the city to look at quality of life concerns.

Lance Karmann, asked questions about the housing study and what happens if the County and School District oppose it.

May 7, 2024

The Public Hearing for the Mallard Attainable Homes RHID was closed by Mayor Landes at 8:53 p.m.

SPECIAL PRESENTATION

Presentation by USD #475 Students & Staff about JAG-K. Mr. Melton and the Junction City Middle School JAG-K students presented.

Proclamation declaring May 2024 as Mental Health Month in the City of Junction City by Mayor Landes.

Proclamation declaring May 19th - 25th, 2024 Emergency Medical Services Week in the City of Junction City by Mayor Landes presented to EMS Chief Vosburg.

Proclamation declaring May 22nd, 2024 as Emergency Medical Services for Children (EMSC) Day in the City of Junction City by Mayor Landes presented to EMS Chief Vosburg.

Proclamation declaring May 15th, 2024 Peace Officers' Memorial Day & May 12th-18th, 2024 Police Week in the City of Junction City by Mayor Landes presented to Assistant Police Chief Odell.

Proclamation declaring May 19th-25th, 2024 as National Public Works Week in the City of Junction City by Mayor Landes presented to Public Works Director Ibarra.

Proclamation declaring May 18th, 2024 as Kids to Parks Day in the City of Junction City by Mayor Landes presented to Parks & Recreation Director Gray.

Proclamation declaring May 10th, 2024 as Child Care Provider Appreciation Day in the City of Junction City by Mayor Landes.

NEW BUSINESS

Payroll No. 7 & No. 8 was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to publish the detailed employee record of payment for payroll, seconded by Commissioner Pinaire. Ayes: Gordon & Pinaire. Nays: Landes, Larson, & Underhill. Motion failed. Commissioner Underhill moved to approve Payroll No. 7 & No. 8, seconded by Commissioner Larson. Ayes: Landes, Larson, & Underhill. Nays: Gordon & Pinaire. Motion carried.

The 2023 Veolia Water Reconciliation was presented. City Manager Dinkel and Dustin Lingenfelter with Veolia Water gave details and answered questions.

May 7, 2024

The request from Fresh Start Emergency Shelter, Inc. for the Emergency Solutions Grant (ESG) Application was presented. City Manager Dinkel and Debbie Savage gave details and answered questions. Commissioner Underhill moved to approve the request from Fresh Start Emergency Shelter, Inc. for the Emergency Solutions Grant (ESG) Application as well as allow the city utilities for water, wastewater, storm water and trash up to \$500.00 per month as a match, seconded by Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Ordinance No. G-1305, establishing the Mallard Attainable Homes RHID was presented. City Attorney Stites gave details and answered questions. Commissioner Gordon moved to deny Ordinance No. G-1305, establishing the Mallard Attainable Homes RHID, seconded by Commissioner Larson. Ayes: Landes, Larson, Pinaire, & Gordon. Nays: Underhill. Motion carried.

The Development Agreement with Drippe Homes & Mission Properties concerning the Mallard Attainable Homes RHID was pulled due to Ordinance No. G-1305 being denied.

Resolution No. R-3093, a temporary construction easement located at 1014 South Spring Valley Road was presented. City Attorney Stites gave details and answered questions. Commissioner Pinaire moved to approve Resolution No. R-3093, a temporary construction easement located at 1014 South Spring Valley Road, seconded Commissioner Larson. Ayes: Landes, Larson, Underhill, Gordon, & Pinaire. Nays: None. Motion carried.

Resolution No. R-3094, a permanent drainage easement located at 1014 South Spring Valley Road was presented. City Attorney Stites gave details and answered questions. Commissioner Pinaire moved to approve Resolution No. R-3094, a permanent drainage easement located at 1014 South Spring Valley Road, seconded Commissioner Larson. Ayes: Landes, Larson, Underhill, Gordon, & Pinaire. Nays: None. Motion carried.

Ordinance No. S-3292, rezone property from "MH" Mobile Home District to "CG" General Commercial District at 1510 Rucker Road was presented. City Manager Dinkel gave details and answered questions. Commissioner Underhill moved to deny Ordinance No. S-3292, rezone property from "MH" Mobile Home District to "CG" General Commercial District at 1510 Rucker Road, motion failed due to a lack of a second. Commissioner Pinaire moved to send Ordinance No. S-3292, rezone property from "MH" Mobile Home District to "CG" General Commercial District at 1510 Rucker Road back to the Planning Commission for further clarification, seconded Commissioner Larson. Ayes: Landes, Larson, Gordon, & Pinaire. Nays: Underhill. Motion carried.

The request to exchange federal funds under the Federal-Aid Exchange Master Agreement was presented. City Manager Dinkel gave details and answered

May 7, 2024

questions. Commissioner Gordon moved to approve the request to exchange federal funds under the Federal-Aid Exchange Master Agreement, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

The residential lot proposal was presented.

There was a discussion of the ARPA Funds.

Resolution No. R-3084, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structures located at 211 East 5th Street was presented. City Manager Dinkel gave details and answered questions. Commissioner Pinaire moved to approve R-3084, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structures located at 211 East 5th Street, seconded Commissioner Larson. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Resolution No. R-3085, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structures located at 224 East 5th Street was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to approve Resolution No. R-3085, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structures located at 224 East 5th Street, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Resolution No. R-3086, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 330 West 12th Street was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to approve Resolution No. R-3086, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 330 West 12th Street, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Resolution No. R-3087, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 428 West 13th Street was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to approve Resolution No. R-3087, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 428 West 13th Street, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Resolution No. R-3088, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 439 West 4th Street was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to approve Resolution No. R-3088, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure

May 7, 2024

located at 439 West 4th Street, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Resolution No. R-3089, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structures located at 508 South Adams Street was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to approve Resolution No. R-3089, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structures located at 508 South Adams Street, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Resolution No. R-3090, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 617 North Washington Street was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to approve Resolution No. R-3090, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 617 North Washington Street, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Resolution No. R-3091, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 1024 South Washington Street was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to approve Resolution No. R-3091, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 1024 South Washington Street, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

Resolution No. R-3092, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 1402 Rucker Road was presented. City Manager Dinkel gave details and answered questions. Commissioner Gordon moved to approve Resolution No. R-3092, setting a public hearing date of July 2nd, 2024, to address the dangerous & unsafe structure located at 1402 Rucker Road, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

There was discussion of a dangerous & unsafe structure located at 204 East 2nd Street. Fire Chief Lankas gave details and answered questions. Commissioner Pinaire moved to give an extension to the homeowner until October 22nd, 2024, seconded by Commissioner Larson. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

There was discussion of a dangerous & unsafe structure located at 338 West 15th Street. Fire Chief Lankas gave details and answered questions. Commissioner Larson moved to give an extension to the homeowner until August May 7, 2024

6th, 2024, seconded by Commissioner Underhill. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

There was discussion of a dangerous & unsafe structure located at 408 West 7th Street. Fire Chief Lankas gave details and answered questions. Commissioner Underhill moved to give an extension to the homeowner until November 5th, 2024, seconded by Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Pinaire, & Gordon. Nays: None. Motion carried.

There was a report on the dangerous & unsafe accessory structure located at 1436 Rucker Road. Fire Chief Lankas gave details and answered questions. Commissioner Underhill moved to go forward with the award of bid for demolition as previously awarded, seconded by Commissioner Larson. Ayes: Landes, Larson, Underhill, & Gordon. Nays: Pinaire. Motion carried.

The Award of Bid for the 2024 Alley Repairs to T & M Concrete Construction Company in the amount of \$423,100.68 was presented. Public Works Director Ibarra gave details and answered questions. Commissioner Pinaire moved to approve the Award of Bid for the 2024 Alley Repairs to T & M Concrete Construction Company in the amount not to exceed \$423,100.68, seconded Commissioner Larson. Ayes: Landes, Larson, Underhill, Gordon & Pinaire. Nays: None. Motion carried.

The Award of Bid for the 2025 24 Cubic Yard Side Load Sanitation Truck with the Freightliner chassis to Elliott Equipment, Co. in the amount of \$289,717.00 was presented. Public Works Director Ibarra gave details and answered questions. Commissioner Larson moved to approve the Award of Bid for the 2025 24 Cubic Yard Side Load Sanitation Truck with the Freightliner chassis to Elliott Equipment, Co. in the amount not to exceed \$289,717.00, seconded Commissioner Gordon. Ayes: Landes, Larson, Underhill, Gordon & Pinaire. Nays: None. Motion carried.

The KDOT Transportation Alternatives (TA) Supplemental Agreement No. 1 for Project 031 TE-0522-01, the Spring Valley Road Sidewalk Improvements was presented. Public Works Director Ibarra gave details and answered questions. Commissioner Gordon moved to approve the KDOT Transportation Alternatives (TA) Supplemental Agreement No. 1 for Project 031 TE-0522-01, the Spring Valley Road Sidewalk Improvements, seconded Commissioner Larson. Ayes: Landes, Larson, Underhill, Gordon & Pinaire. Nays: None. Motion carried.

The Police Department Server Upgrade Licensing with CDWG in the amount of \$66,019.88 was presented. Interim IT Director Vacanti gave details and answered questions. Commissioner Gordon moved to approve the Police Department Server Upgrade Licensing with CDWG in the amount not to exceed \$66,019.88, seconded Commissioner Pinaire. Ayes: Landes, Larson, Underhill, Gordon & Pinaire. Nays: None. Motion carried.

May 7, 2024

The High Hazard Potential Dam Rehabilitation Cost-Share agreement with the Kansas Department of Agriculture was presented. City Manager Dinkel gave details and answered questions. Commissioner Larson moved to approve the High Hazard Potential Dam Rehabilitation Cost-Share agreement with the Kansas Department of Agriculture, seconded Commissioner Gordon. Ayes: Landes, Larson, Underhill, Gordon & Pinaire. Nays: None. Motion carried.

MAYOR, COMMISSIONER & STAFF COMMENTS

Mayor, Commissioners and Staff provided reports on Committees and Community Events.

ADJOURNMENT

Commissioner Underhill moved, seconded by Commissioner Larson to adjourn at 11:33 p.m. Ayes: Landes, Larson, Underhill, Gordon & Pinaire. Nays: None. Motion carried.

APPROVED AND ACCEPTED THIS 21ST DAY OF MAY AS THE OFFICIAL COPY OF THE JUNCTION CITY COMMISSION MINUTES FOR MAY 7TH, 2024.

Tammy Melton, City Clerk

Pat Landes, Mayor

City of Junction City

City Commission

Agenda Memo

05-21-2024

From: Kirt D. Nichols, Chief of Police
To: Governing Body
Subject: 2024 Bulletproof Vest Grant

Objective: The Police Department seeks approval to apply for the 2024 Bulletproof Vest Partnership Grant (JAG) through the U.S. Department of Justice – Office of Justice Programs – Bureau of Justice Assistance.

Explanation of Issue: The Police Department is eligible to apply for grant funding through the 2024 Bulletproof Vest Partnership Grant. The Police Department is mandated by Agreement with the Junction City Police Officers Association to replace body armor every five years. The department needs to replace seventeen (17) bulletproof vests in the fiscal year covered by the grant. Total cost of the vests is \$21,089.86. The amount of the grant application is \$10,544.93.

Budget Impact: The grant requires 50% in matching funds. The 50% match is budgeted in the General Fund in the Police Department's uniform account number 001-5-02300-0000-0682.

Alternatives: The Commission may approve or deny the application.

Special Considerations: There are no special considerations.

Recommendation: Staff recommends a motion to proceed with the application for the 2024 Bulletproof Vest Partnership Grant.

Approve request for permission to proceed with application for the 2024 Bulletproof Vest Partnership Grant.

Deny Request.

Enclosures: Application for the 2024 Bulletproof Vest Partnership Grant.

MANAGE APPLICATION



Application Profile



Application



NIJ Approved Vests

Submit Application

Listed below is each of the vests which you included in your application. You may view, change or delete the information shown for each type of vests listed by clicking on its 'Model Name'. To add more vests to your application, please select the "Add Vests To Application" button. If all information is correct, please select the "Proceed To Submit Application" button to continue with the application process.

APPLICATION PROFILE

Participant	JUNCTION CITY
Fiscal Year	2024
Number of Agencies Applied	1
Total Number of Officers for Application	41
Number of Officers on Approved Applications	41

APPLICATION PROFILE

Fiscal Year	2024
Vest Replacement Cycle	5
Number of Officers	41
Number of Emergency Stolen or	0

Replacement Damaged
Needs ⓘ

Number of
Officer 7
Turnover

[VIEW/UPDATE APPLICATION](#)

Vests for 2024 Regular Fund

Model Name	Quantity	Specification	Gender	Unit Price	Total Cost
— <u>AXIIIA-1</u>	17	IIIA	M	\$1,240.58	\$21,089.86
Extended Cost: \$21,089.86					
Tax/S&H: \$0.00					
✚ Grand Totals	17				\$21,089.86

[PROCEED TO REVIEW APPLICATION](#)

[ADD VESTS TO APPLICATION](#)

City of Junction City

City Commission

Agenda Memo

05/21/2024

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Freedom Fest Presentation

Objective: The Freedom Fest JC organization will make a presentation about their 2024 event that is scheduled for July 3 to July 7. The City makes an annual donation in the amount of \$50,000 for this event.

City of Junction City
City Commission - Agenda Memo
May 21, 2024

From: Allen Dinkel, City Manager

To: City Commissioners

Subject: Presentation by the Geary County Food Pantry Regarding
their Planned New Facility at the Northwest Corner of 7th
Street and Clay Street

Background: Last fall the Geary County Food Pantry presented plans for the facility they plan to build on Land that has been purchased at the Northwest Corner of 7th Street and Clay Street. They will attend the City Commission meeting to present an update and ask for additional funding as well as a waiver of building and permit fees.

Budget Impact: Impact is unknown until a decision is made. Funding would be taken from the General Fund.

Recommendation: No doubt the Food Pantry is a viable asset in the Junction City Community and there is a demand for the service they provide. The issue that the City Commission has to decide is if this is a good use for City Funds and will a precedent be set. Funding would come from the General Fund.

Attachments: Note from the Geary County Food Pantry

Geary County Food Pantry

Presentation to the City Commission on 21 May 2024

Request

-Additional \$50K from the City of Junction City toward the construction of a 3,840 sq ft pantry facility at the corner of 7th and Clay Street.

-Waive building permit fee and plan review fee.

Background

-We sincerely appreciate the \$50K the City provided in December 2023.

-Our Fundraising stands at \$320K. Our goal remains at \$500K.

-Would like to break ground mid to late summer. We may apply for a small bridge loan from a local bank.

-We signed a contract with Brett Deam to design the structure. KVE is doing Civil Engineering.

-Expect to sign a contract with Hutton Construction to be our General.

-Bayer Construction has offered to do the grading, building pad and construct the parking lot as a donation in-kind.

-Working with other Hutton subcontractors and suppliers for donations in kind.

-At the meeting we attended in December the City Council was inclined to provide the entire \$100K we requested but wanted to wait until the year progressed to resolve some potential shortfalls.

-The pantry has a strong financial donor base which provides a steady stream of income - we do not intend to request further contributions from the city for this project or for operational costs.

Thank you for your continued involvement in this critical community project.

Latest statistics

We served 4,750 children under 18 years in 2023.

Total served was 10,548.

Food insecurity for children in our community stands at 22.2%. State average is 13.%.

Brad Carlton
785-375-3085
brad.carlton@gmail.com

Juneteenth City Proclamation

Junction City, Kansas

Whereas President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring enslaved people in Confederate territory free, paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States of America; and

Whereas word about the signing of the Emancipation Proclamation was delayed some two and one-half years, to June 19, 1865, in reaching authorities and African Americans in the South and Southwestern United States; and

Whereas, Emancipation Day observations are held on different days in different states in the South and Southwest, and in other parts of the nation; and

Whereas June 19th has a special meaning to African Americans, and is called "JUNETEENTH" combining the words June and Nineteenth, and has been celebrated by the African American community for over 150 years; and

Whereas the annual Juneteenth celebration in the City of Junction City will take place at Heritage Park on June 15th, 2024:

NOW, THEREFORE, I, Pat Landes, Mayor of the City of Junction City, Kansas, do hereby declare June 15th, 2024, as JUNETEENTH in the City of Junction City, Kansas, and urge all citizens to become more aware of the significance of this celebration in African American History and in the heritage of our nation and City;

NOW, THEREFORE, I have hereunto set my hand and signature for the City of Junction City, Kansas.

Pat Landes, Mayor
Junction City, Kansas

Date: _____



HAITIAN AMERICAN HERITAGE MONTH MAY 2024

WHEREAS, the Haitian people have a magnificent and rich culture, and their contribution to the fabric of our nation is immeasurable; and

WHEREAS, their descendants have played a vital role in enriching our culture and shaping the diversity woven inside the tapestry of our city and economy, from arts and sciences, to politics and literature, to technology, and entrepreneurship; and

WHEREAS, through their enduring spirit and unwavering commitment to freedom, justice, and equality, Haitians has played a vital role in Kansas history due to their victory during the Haitian revolution which led to the Louisiana purchase; and

WHEREAS, the month of May holds special significance nationally as it marks Haitian Heritage Month, providing an opportunity for Haitian Americans to come together during the month of May to celebrate their Flag Day and show their pride in their historical and cultural identity; and

WHEREAS, Junction City values the promotion of cultural understanding, appreciation, and inclusivity within our community; and

NOW, THEREFORE, I, Pat Landes, Mayor of Junction City, Kansas do hereby proclaim the month of May as Haitian-American Heritage Month in Junction City, Kansas. I encourage all residents to celebrate and honor the vibrant and rich heritage, resilience, and achievements of Haitian Americans, to acknowledge the enduring legacy, and to note the invaluable historic, cultural, social and economic contributions of Haitians to the wellbeing of our community.

MAY 21ST, 2024

Pat Landes, Mayor

City of Junction City

City Commission

Agenda Memo

05/21/2024

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Consideration of Brownfields Grant Writing Services Proposal

Objective: Consider a proposal from Terracon for Grant Writing Services for a Brownfields grant application.

Explanation of Issue: Earleir this year, staff members of Terracon reached out to me regarding grants which are available from the Environmental Protection Agency (EPA for Brownfield projects. As you may remember, Stantec has completed 2 studies through a grant that was applied for by the Flint Hills Regional Council. Even though there was many concepts studied and community impact was taken, I feel that the contaminated sites were not identified, and plans put in place to remediate those areas.

Terracon proposes to write the grant on behalf of the City at no cost to the City. Melissa Dowling, Group Manager, Environmental Services will be at the meeting to explain more about their proposal and to answer questions.

Budget Impact: No impact.

Staff Recommendation: I understand there are funds available for Brownfield projects at this time. The challenge is to identify the areas and remediate any issues and to identify funding to make the changes that are desired. I am concerned that the public saw this activity with the Stantec work and nothing has occurred. On the other hand, this could be a way to move forward and identify projects and funding sources to make changes.

Attachments: Terracon Proposal



15620 W. 113th Street
Lenexa, KS 66219
P (913) 998-7476
F (913) 492-7743
Terracon.com

March 26, 2024

City of Junction City, Kansas
700 N. Jefferson Street, 2nd Floor
Junction City, KS 66441

Attn: Allen Dinkel
City Manager
P: (785) 238-3103
E: allen.dinkel@jcks.com

RE: Proposal to Provide Brownfields Grant Writing Services
City of Junction City, Kansas
Terracon Work Authorization Proposal Number P02247123

Allen,

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this Work Authorization Proposal for Professional Brownfields Services which includes Environmental Protection Agency (EPA) Grant Writing to the City of Junction City (City).

Terracon has been assisting communities with their Environmental Protection Agency (EPA) Brownfield grant preparation since the inception of the Program in 1995. Terracon's local Project Managers work closely with a community to promote redevelopment in the communities that we live and work. We strategize with our clients, so their grant application depicts the required factors that provides the EPA reviewer a clear understanding as to why a community needs the federal funding to support local redevelopment needs.

Our staff has assisted clients in obtaining over \$71 million in EPA brownfields grants. For the recent FY 2023 EPA Brownfields Grant cycle, Terracon staff assisted clients in obtaining \$12.1 million in EPA Brownfield Assessment grant funds. During the last five years, Terracon staff has assisted clients nationwide in obtaining over \$27 million in EPA Assessment, Multipurpose and Cleanup grants, with an overall grant writing success rate for our clients of 72 percent; making Terracon one of the most successful firms in assisting communities with building their brownfields programs.

A. PROJECT INFORMATION

In support of a FY 2025 EPA Brownfield Grant, Terracon will work closely with the City to assist in writing a grant application.

B. SCOPE OF SERVICES

Terracon will provide grant writing services and assist with the preparation of one (additional grant applications can be negotiated via separate contract) EPA Brownfields Assessment Grant. The application funding amount will be determined based on FY 2025 EPA Guidelines when posted. Terracon will assist the City with its EPA Brownfields Grant application process in accordance with the FY 2025 EPA Brownfields Grant Proposal Guidelines, as well as the completion of all required webforms

Proposal for Brownfield Grant Writing Services

City of Junction City, Kansas

March 26, 2024 ■ Terracon Proposal No. P02247123



and submittal of the application document through grants.gov. The information and documentation required for applications consists of the following components:

- Narrative Information Sheet: Terracon will provide a draft to the City for review.
- Narrative Proposal: Terracon will provide a draft; information will be requested from the City to support preparation.
- Support Letter from the State Environmental Authority: Terracon will request on behalf of the City.
- Threshold Documentation: Terracon will provide a draft; information will be requested from the City to support preparation.
- Special Considerations Checklist: Terracon will provide a draft; information will be requested from the City to support preparation.
- Other Items: Additional items such as community-based organization support and information on leveraged funding have historically been required. Terracon will provide a specific list of required documentation and assistance needed, if any, after FY 2025 Guidelines are posted.

Any additional information based on the FY 2025 Grant Proposal Guidelines, will be requested once EPA posts the current guidelines.

C. REQUIRED INFORMATION

Terracon will provide support to the City (applicant) in presenting the above listed information in the grant application. To produce a competitive grant application, the applicant is an active participant and take a significant role in gathering the EPA required information, soliciting community support, and providing information to best present the community in a way that strengthens the grant proposal.

Based on the FY 2024 grant application and EPA requirements, responsibilities of the City include:

- Identification of a smaller geographic focus area that exhibits an area of need, and correlates to the brownfields inventory (sites).
- Conduct community outreach (online or in person following COVID-19 social distancing requirements) within the defined focus areas in the form of meetings that solicits input from the community on the properties included in the grant application within each focus area.
- Develop and present partnerships with local community-based organizations.
- Provide access to planning documents that align with focus area(s) (web links or names for web search).
- Provide information regarding quantification of private job loss numbers or specific business closures since 2013/2014 if available.
- Provide information regarding quantification of any public job reductions or lower municipal operating budgets since 2013/2014 if available.
- Provide additional information as requested in support of the grant application. Additional items may be needed to develop the need of the community and in the event additional items are required when the FY 2025 EPA Grant Guidelines are released.
- Provide timely review and comments of draft materials.

D. SCHEDULE

The EPA FY 2025 Grant Proposal Guidelines are anticipated to be released in September 2024. Upon the release of the guidelines, Terracon will provide a detailed schedule for coordination pertaining to the completion of the specific components of the grant proposal.

Terracon will provide final grant and supporting documents to the City and assist the City in submitting their application and all required online forms to the EPA through grants.gov.

E. COMPENSATION

It has been Terracon's experience in writing EPA Brownfield Grants that our cost to assist in the preparation typically ranges from \$9,000 to \$12,000. Terracon is an employee-owned company with employees that live and work in the communities they serve and are committed to the success of those communities. We understand that our success depends on the success of these communities; therefore, we propose to provide the services described herein **at no cost** to the City.

Note that this proposal includes updating and resubmitting the grant application for the FY 2026 should the grant application not be selected by EPA for funding as part of the FY 2025 submittal process.

F. AUTHORIZATION

If this Work Authorization Proposal meets your approval, work may be initiated by completing the Authorization to Proceed below and returning to us via email at melissa.dowling@terracon.com.

The terms, conditions, and limitations stated in this Work Authorization Proposal shall constitute the exclusive terms and conditions and services to be performed for this project. This Work Authorization Proposal is valid only if authorized within 30-days from the Work Authorization Proposal date.

We appreciate the opportunity to assist you with Brownfield grant writing services. If you have any questions or comments regarding this proposal or require additional services, please do not hesitate to call, or email Melissa Dowling.

Sincerely,
Terracon Consultants, Inc.



Melissa Dowling, R.G.
Group Manager, Environmental Services



Becky Horace, MPA
Brownfield Grant Manager

Authorization to Proceed:

Accepted this _____ day of _____, 2024

Signature

Print

City of Junction City

City Commission

Agenda Memo

May 15, 2024

From: Ray Ibarra, Public Works Director
To: Allen Dinkel, City Manager and City Commission
Subject: **Award of Bid for the 2024 Water System Improvements**

Objective: The consideration and approval of the award of bid for the 2024 Water System Improvements in the amount of \$1,022,515.00.

Explanation of Issue: Public Works continues to identify issues in the City's water distribution system and has worked with Kaw Valley Engineering to address correcting the problem areas. This project will be the third phase in improving the City's water distribution system.

Kaw Valley Engineering developed the preliminary plans, construction estimates and material quantities for the project. Kaw Valley Engineering advertised for bids through the Daily Union, City website and direct solicitation and the City held a formal bid opening on May 8, 2024.

Kaw Valley Engineering received three qualified bids for the 2024 Water System Improvements project. The three bidders were J & K Contracting, LC, Junction City, KS; Ditch Diggers, Salina, KS; and Olgoonik Enterprises, Ft. Riley, KS. Listed below are the three bidders and their base bid price:

BIDDER	BID AMOUNT
J & K Contracting, LC	\$1,022,515.00
Ditch Diggers	\$1,357,435.00
Olgoonik Enterprises	\$1,790,205.00

The Engineer's estimate for the project was \$1,445,380.00 and J & K Contracting bid is below the Engineer's estimate.

Budget Impact: Funding for this project is available within the Water Fund

Alternatives: The City Commission may approve, modify, table, or deny the bid request

Recommendation: City Staff recommends approval to award the bid to J & K Contracting, LC in the amount of \$1,022,515.00 for the 2024 Water System Improvements.

Suggested Motion: Commissioner _____ moves to approve the award of the 2024 Water System Improvements in the amount of \$1,022,515.00 to J & K Contracting, LC as presented.

Commissioner _____ seconded the motion.

Enclosures: Kaw Valley Engineering letter dated 5/9/2024, Bid Tabulation Sheet, and Notice of Award



KAW VALLEY ENGINEERING, INC.

Office: 785.762.5040
Web: www.kveng.com
Address: 2319 N. Jackson
P.O. Box 1304
Junction City, KS 66441

May 9, 2024
A23D1572

Mr. Ray Ibarra, Public Works Director
City of Junction City
700 N. Jefferson Street
Junction City, Kansas 66441

**RE: Recommendation of Award of Contract
2024 Water System Improvements – Junction City, Kansas**

Dear Mr. Ibarra:

Please find enclosed the Bid Tabulation Sheet for the above-referenced improvements.

J & K Contracting, L.C. is the low bidder and is below the Engineer's Estimate.

We, therefore, recommend award of this contract to **J & K Contracting, L.C.** in the amount of **\$1,022,515.00.**

If you could present this to the City Commission for award of contract at their next regular meeting, it would be appreciated.

Sincerely,

Randy Purdue, P.E.
Project Manager

Attachment: Bid Tabulation Sheet

XC: J & K Contracting, L.C.
Ditch Diggers, Inc.
Olgoonik Enterprises, LLC

RCP:bt

\\\\VMJC-FILE\\Projects\\A23_1572\\DSN\\Ltr To R Ibarra City Of JC Re Recommendation Of Award.Docx

KAW VALLEY ENGINEERING, INC.
2319 North Jackson, PO Box 1304
Junction City, KS 66441
Tel: 785-762-5040

2024 WATER SYSTEM IMPROVEMENTS
JUNCTION CITY, KANSAS

Project No.:

A23D1572

Date:

05/08/24

Page:

1 of 1

Item	Qty	Unit	Engineer's Estimate		J & K Contracting LC		Ditch Diggers, Inc.		Olgoonik Enterprises, LLC	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1. Mobilization	1	L.S.	\$25,000.00	\$25,000.00	\$14,000.00	\$14,000.00	\$30,000.00	\$30,000.00	\$200,000.00	\$200,000.00
2. Connect to Existing Water Main	6	Each	\$5,200.00	\$31,200.00	\$2,600.00	\$15,600.00	\$4,265.00	\$25,590.00	\$3,200.00	\$19,200.00
3. 6" C900 Water Main (open cut)	182	L.F.	\$80.00	\$14,560.00	\$68.00	\$12,376.00	\$60.00	\$10,920.00	\$120.00	\$21,840.00
4. 4" C900 Water Main (open cut)	203	L.F.	\$70.00	\$14,210.00	\$60.00	\$12,180.00	\$52.00	\$10,556.00	\$100.00	\$20,300.00
5. 6" C900 Water Main (directional drill)	1,880	L.F.	\$120.00	\$225,600.00	\$69.00	\$129,720.00	\$60.00	\$111,520.00	\$95.00	\$178,600.00
6. 4" C900 Water Main (directional drill)	1,329	L.F.	\$120.00	\$159,480.00	\$45.00	\$59,805.00	\$52.00	\$69,108.00	\$80.00	\$106,320.00
7. 1" Copper Service Line	2,077	L.F.	\$40.00	\$83,080.00	\$32.00	\$66,464.00	\$48.00	\$99,696.00	\$110.00	\$228,470.00
8. Service Line Tap and Meter Connections	95	Each	\$1,200.00	\$114,000.00	\$800.00	\$76,000.00	\$1,200.00	\$114,000.00	\$600.00	\$57,000.00
9. Meter Can Relocation	10	Each	\$500.00	\$5,000.00	\$650.00	\$6,500.00	\$750.00	\$7,500.00	\$1,450.00	\$14,500.00
10. Fire Hydrant with Gate Valve	5	Each	\$7,500.00	\$37,500.00	\$6,900.00	\$34,500.00	\$7,200.00	\$36,000.00	\$11,000.00	\$55,000.00
11. Fittings	1	L.S.	\$34,000.00	\$34,000.00	\$18,000.00	\$18,000.00	\$15,000.00	\$15,000.00	\$40,000.00	\$40,000.00
12. 12" Gate Valve	1	Each	\$9,000.00	\$9,000.00	\$5,750.00	\$5,750.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
13. 10" Gate Valve	5	Each	\$5,500.00	\$27,500.00	\$3,950.00	\$19,750.00	\$4,000.00	\$20,000.00	\$4,000.00	\$20,000.00
14. 8" Gate Valve	3	Each	\$2,500.00	\$7,500.00	\$2,700.00	\$8,100.00	\$3,000.00	\$9,000.00	\$3,000.00	\$9,000.00
15. 6" Gate Valve	19	Each	\$2,000.00	\$38,000.00	\$1,850.00	\$35,150.00	\$2,000.00	\$38,000.00	\$2,000.00	\$38,000.00
16. 4" Gate Valve	26	Each	\$1,500.00	\$39,000.00	\$1,450.00	\$37,700.00	\$1,500.00	\$39,000.00	\$1,500.00	\$39,000.00
17. 2" Gate Valve	4	Each	\$1,200.00	\$4,800.00	\$1,000.00	\$4,000.00	\$1,000.00	\$4,000.00	\$1,000.00	\$4,000.00
18. Riser Only Repair	6	Each	\$1,200.00	\$7,200.00	\$1,200.00	\$7,200.00	\$1,200.00	\$7,200.00	\$2,600.00	\$15,600.00
19. Missing Valve Locate	21	Each	\$2,000.00	\$42,000.00	\$1,000.00	\$21,000.00	\$2,000.00	\$42,000.00	\$2,500.00	\$52,500.00
20. Valve Installation (10" through 14")	6	Each	\$4,000.00	\$24,000.00	\$3,500.00	\$21,000.00	\$8,000.00	\$48,000.00	\$8,000.00	\$48,000.00
21. Valve Installation (2" through 8")	52	Each	\$4,000.00	\$208,000.00	\$3,100.00	\$161,200.00	\$6,000.00	\$312,000.00	\$5,300.00	\$275,600.00
22. Erosion Control	1	L.S.	\$18,000.00	\$18,000.00	\$6,500.00	\$6,500.00	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00
23. Traffic Control	1	L.S.	\$22,000.00	\$22,000.00	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$24,000.00	\$24,000.00
24. Seeding	1	L.S.	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$1,000.00	\$1,000.00	\$16,000.00	\$16,000.00
25. Concrete Curb and Gutter	85	L.F.	\$75.00	\$6,375.00	\$80.00	\$6,800.00	\$100.00	\$8,500.00	\$125.00	\$10,625.00
26. Asphalt Paving Patch (6")	186	S.Y.	\$150.00	\$27,900.00	\$125.00	\$23,250.00	\$250.00	\$46,500.00	\$105.00	\$19,530.00
27. Asphalt Paving Patch (8")	25	S.Y.	\$150.00	\$3,750.00	\$150.00	\$3,750.00	\$250.00	\$6,250.00	\$155.00	\$3,875.00
28. Concrete Paving Patch (6")	210	S.Y.	\$230.00	\$48,300.00	\$125.00	\$26,250.00	\$250.00	\$52,500.00	\$100.00	\$21,000.00
29. Concrete Paving Patch (8")	29	S.Y.	\$230.00	\$6,670.00	\$150.00	\$4,350.00	\$250.00	\$7,250.00	\$140.00	\$4,060.00
30. Off Season Asphalt Patch	57	C.Y.	\$120.00	\$6,840.00	\$300.00	\$17,100.00	\$100.00	\$5,700.00	\$600.00	\$34,200.00
31. Sidewalk	25	S.Y.	\$100.00	\$2,500.00	\$90.00	\$2,250.00	\$100.00	\$2,500.00	\$240.00	\$6,000.00
32. Sidewalk Ramp	15	S.Y.	\$100.00	\$1,500.00	\$250.00	\$3,750.00	\$350.00	\$5,250.00	\$380.00	\$5,700.00
33. Pavement Removal	469	S.Y.	\$35.00	\$16,415.00	\$30.00	\$14,070.00	\$35.00	\$16,415.00	\$15.00	\$7,035.00
34. Abandon Existing Line	3	Each	\$1,500.00	\$4,500.00	\$1,500.00	\$4,500.00	\$4,100.00	\$12,300.00	\$2,600.00	\$7,800.00
35. Abandon Existing Valve	2	Each	\$1,500.00	\$3,000.00	\$1,200.00	\$2,400.00	\$1,000.00	\$2,000.00	\$2,400.00	\$4,800.00
36. Abandoned Valve/Hydrant Retrieval	11	Each	\$1,500.00	\$16,500.00	\$800.00	\$8,800.00	\$1,500.00	\$16,500.00	\$2,400.00	\$26,400.00
37. Granular Fill	250	C.Y.	\$110.00	\$27,500.00	\$75.00	\$18,750.00	\$75.00	\$18,750.00	\$165.00	\$41,250.00
38. 14" Inserta Valve	1	Each	\$40,000.00	\$40,000.00	\$42,000.00	\$42,000.00	\$40,000.00	\$40,000.00	\$50,000.00	\$50,000.00
39. 12" Inserta Valve	1	Each	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$28,000.00	\$28,000.00
40. 10" Inserta Valve	1	Each	\$19,000.00	\$19,000.00	\$18,000.00	\$18,000.00	\$18,250.00	\$18,250.00	\$22,000.00	\$22,000.00
41. 8" Inserta Valve	1	Each	\$15,000.00	\$15,000.00	\$14,800.00	\$14,800.00	\$15,400.00	\$15,400.00	\$18,000.00	\$18,000.00
Total Bid For Improvements				\$1,445,380.00		\$1,022,515.00		\$1,357,435.00		\$1,790,205.00

Denotes adjusted total due to mathematical error.

00410
NOTICE OF AWARD

To: J & K Contracting, L.C.

PO Box 306

Junction City, Kansas 66441

PROJECT Description: 2024 Water System Improvements – Junction City, Kansas

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for Bids dated April 19, 2024, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$1,022,515.00.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND, and Statutory BOND and certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return and acknowledge copy of this NOTICE OF AWARD to the OWNER.

City of Junction City

Owner

By: _____

By: _____

Title: Mayor

Title: City Clerk

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged.

By J & K Contracting, L.C.

This the _____ day of _____ 20 _____

By _____

Title _____

END OF SECTION 00410

City of Junction City

City Commission

Agenda Memo

May 15, 2024

From: Ray Ibarra, Public Works Director
To: Allen Dinkel, City Manager and City Commission
Subject: **Change Order #1 for the 2023 Alley Repairs**

Objective: The consideration and approval for Change Order #1 for the 2023 Alley Repairs in the amount of \$8,587.56.

Explanation of Issue: On September 5th the City Commission approved the 2023 Alley Repairs to Stallbaumer Contracting, LLC in the amount of \$250,874.06. During construction additional work needed to be done to match existing grades for one of the alley entrances and the drainage for the curb & gutter.

Attached is Change Order #1 and Change Order #1 Justification sheet.

Budget Impact: Funding for the project will come from the Street Fund

Alternatives: The City Commission may approve, modify, table, or deny the request

Recommendation: City Staff recommends approval of Change Order #1 to Stallbaumer Contracting, LLC in the amount of \$8,587.56.

Suggested Motion: Commissioner _____ moves to approve Change Order #1 for the 2023 Alley Repairs the amount not to exceed \$8,587.56 to Stallbaumer Contracting, LLC as presented.

Commissioner _____ seconded the motion.

Enclosures: Change Order #1, Change Order #1 Justification, and Pay Request No. 5

**00430
CHANGE ORDER**

Order No. One (1)

Date: May 1, 2024

Agreement Date: October 5, 2023

Name of Project: 2023 Alley Repairs

Owner: City of Junction City

Contractor: Stallbaumer Contracting, LLC

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification:

See attached "Change Order No. 1 Justification".

Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$250,874.06

Current CONTRACT PRICE adjusted by previous CHANGE ORDER: \$ n/a

The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$8,587.56

The new Contract Price including this CHANGE ORDER will be \$259,461.62

Change to CONTRACT TIME:

The CONTRACT TIME will be increased by 0 calendar days.

The date for completion of all work will be _____ (Date).

Requested by: Stallbaumer Contracting, LLC Joshua Engelken
(Signature) (Date)

Recommended by: Kaw Valley Engineering, Inc. [Signature] 5/2/24
(Signature) (Date)

Accepted by: City of Junction City
(Signature) (Date)

END OF SECTION 00430

Change Order No. 1 Justification

2023 Alley Repairs
Junction City, Kansas

1. Bid item increases due to additional work, as needed for repairs.

Bid Item No. 7	Concrete Pavement (8" Uniform) (NRDJ) (AE)	67	S.Y.	@	\$58.16	\$3,896.72
Bid Item No. 9	Curb and Gutter, Combined (AE)	66	L.F.	@	\$25.88	\$1,708.08
Bid Item No. 10	HMA Commercial Grade (Class A) (Patch)	22	Ton	@	\$135.58	\$2,982.76

Total for Change Order No. 1\$8,587.56

**CITY OF JUNCTION CITY, KANSAS
Request for Payment**

Date: May 1, 2024 Page: 1
 Request No.: Five (5) From: 02/05/24 To: 04/30/24 Project No.: A23D1360
 Location: Junction City, Kansas
 Contractor: Stallbaumer Contracting, LLC
 Improvement: 2023 Alley Repairs

No.	Item	Bid Schedule Quantity	Unit	Unit Price	Contract Price	Units Completed	Value of Work Completed
1.	Mobilization	1	L.S.	\$5,000.00	\$5,000.00	1	\$5,000.00
2.	Erosion Control	1	L.S.	\$1,500.00	\$1,500.00	1	\$1,500.00
3.	Common Excavation	841	C.Y.	\$46.46	\$39,072.86	841	\$39,072.86
4.	Sidewalk Construction (4") (AE)	15	S.Y.	\$90.97	\$1,364.55	15	\$1,364.55
5.	Sidewalk Ramp	9	S.Y.	\$98.21	\$883.89	9	\$883.89
6.	Concrete Pavement (8" Uniform) (AE)	218	S.Y.	\$66.83	\$14,568.94	218	\$14,568.94
7.	Concrete Pavement (8" Uniform) (NRDJ) (AE)	1,945	S.Y.	\$58.16	\$113,121.20	1,945	\$113,121.20
8.	Aggregate Base (AB-3) (6")	2,163	S.Y.	\$14.04	\$30,368.52	2,163	\$30,368.52
9.	Curb and Gutter, Combined (AE)	190	L.F.	\$25.88	\$4,917.20	190	\$4,917.20
10.	HMA Commercial Grade (Class A) (Patch)	20	Ton	\$135.58	\$2,711.60	20	\$2,711.60
11.	Traffic Control	1	L.S.	\$37,385.30	\$37,385.30	1	\$37,385.30
CO1	Overrun to show actual quantities used	1	L.S.	\$8,587.56	\$8,587.56	1	\$8,587.56
					Unused and Accepted Material on Hand		\$0.00

Amount of Contract: \$259,461.62 Value of Work Done & Materials on Hand: \$259,461.62
 Contract Time: MUST BE Percent to be Retained (5% or 10%): \$25,946.16
 Time Expired: COMPLETED BY Other Deductions: _____
 Time Remain'g: APRIL 1, 2024 Previous Payments: \$207,249.03
100.0% Complete as of this Request **TOTAL DEDUCTIONS:** \$233,195.19
 Amount Due Contractor this Request: \$26,266.43

Approved:

By: 
Raw Valley Engineering, Inc.

Date: 5/2/24

By: _____
 City Manager

Accepted by Contractor:

By: Joshua Engelken
Stallbaumer Contracting, LLC

Date: _____

Date: _____

Date Request Approved by City Commission: _____

City of Junction City

City Commission

Agenda Memo

05/21/2024

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Ordinance S-3292

Objective: Consider adopting Ordinance No. S-3292.

Explanation of Issue: The Planning Commission received a request to rezone a tract of land with a common address of 1510 Rucker Road.

The Planning Commission recommended that the property be rezoned, however at the May 7, 2024 City Commission meeting the City Commission sent this back to the Planning Commission for review and clarification.

This topic was again discussed at the May 14, 2024, Planning Commission meeting. The Planning Commission felt that the change in zoning should be approved as this is a much better use of the property than it was as a Mobile home park or as the vacant lot it is now. They talked about plans of the owner to landscape the area as well as a good way to utilize this property that is unique and has limited uses. They also felt the location to Rucker Road allows for great access.

They again made a motion to recommend to the City Commission to approve this zoning change to allow an RV Park.

Budget Impact: No impact.

Staff Recommendation: This property was a mobile home park that has been cleaned up and has limited uses due to the location and size and shape of the property. The new owner wished to have an RV Park at that location. To have an RV Park at this location the zoning needs to change from "MH"

Mobile Home District to "CG" General Commercial District.

Options: The following actions may be taken.

a. Approve the Ordinance.

b. Disapprove the Ordinance.

Attachments: Ordinance No. S-3292, packet from Planning Commission, minutes of April 9 Planning Commission Meeting, and unapproved minutes of the May 14, Planning Commission Meeting.

ORDINANCE NO. S-3292

AN ORDINANCE REZONING CERTAIN PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, application has been made by Heather Mann, agent for Douglas Mann, owner, to rezone property from “MH” Mobile Home District to “CG” General Commercial District at a common address of 1510 Rucker Road, and,

WHEREAS, the Metropolitan Planning Commission of Junction City/Geary County conducted a public hearing on this case , following published notification in accordance with K.S.A. 12-741, et. seq., as amended, on Tuesday, April 9, 2024; and

WHEREAS, THE Metropolitan Planning Commission has recommended the City Commission of the City of Junction City, Kansas, approve the rezoning of the property from “MH” Mobile Home District to “CG” General Commercial District at a common address of 1510 Rucker Road,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF JUNCTION CITY, KANSAS, that:

Section 1. The property located at a common address of 1510 Rucker Road, be rezoned from “MH” Mobile Home District to “CG” General Commercial District.

Section 2. The Zoning Administrator of the City of Junction City, Kansas, is hereby ordered and directed to cause said designation to be made on the Official Zoning Map of said City and to show the property herein described to be zoned as “CG” General Commercial District

Section 3. This Ordinance shall be in full force and effect upon its publication as required by law.

PASSED AND ADOPTED THIS 21st DAY OF MAY 2024.

Pat Landes, Mayor

ATTEST:

Tammy Melton, City Clerk

AGENDA

**Junction City Planning Commission/Board of Zoning Appeals Meeting
Second Floor Training Room
City Building
700 N. Jefferson Street
Junction City, KS
May 14, 2024
5:00 P.M.**

Planning Commissioners:

**Kendall Schoenrock, Chairman
George Savage, Vice-Chairman
Mary Snipes
Brad Chauncey
Stuart Wells**

- A. Call to Order**
- B. Approve Minutes of Previous Meetings**
- C. Old Business: Reconsider and Discussion of a Request to Consider a Zoning Change from "MH" Mobile Home District to "CG" General Commercial District at a common address of 1510 Rucker Road.**
- D. Public Hearing to Consider a Request for a final plat on property with a common address of 1307 Forest Park Lane.**
- E. Public Hearing to Consider a Request for Special Use Permit at a common address of 2032 Northwind Drive.**
- F. Public Hearing to Consider a Request for a Zoning Change from Service Commercial District "CS" to Multiple Family Residential District "RM" at a common address of 129 East Home Street.**
- G. Other Items for the Good of the Cause.**
- H. Adjourn.**

Next meeting will be on Tuesday, June 11, 2024, if there are any cases filed by May 16, 2024.

**Junction City Planning Commission/Board of Zoning Appeals Meeting
May 14, 2024**

B Approve of Minutes of Previous Meetings

**Junction City Planning Commission/Board of Zoning Appeals Meeting
May 14, 2024**

- C. Old Business: Reconsider and Discussion of a Request to Consider a Zoning Change from "MH" Mobile Home District to "CG" General Commercial District at a common address of 1510 Rucker Road.**

Description of Request: At the April 9, 2024, Planning Commission Meeting, it was voted to recommend the zoning change to the City Commission. At the May 7, 2024, City Commission meeting a motion was made to send this back to the Planning Commission for further discussion.

Since I was not at the Planning Commission last month, I did not hear all of the discussions and I feel the Planning Commission needs to review this matter and we can report back to the City Commission. There are some issues that need to be clarified.

Staff Review and Recommendation: This is a unique piece of property that once was a mobile home court and other uses other than and RV Park may be limited. Of course, the big issue may be the appearance of some RV Parks, but there are others who are very good businesses and have attractive properties.

Action to be Taken:

- 1) Approve or Modify the decision and return to the City Commission
- 2) Table for further discussion.

**JUNCTION CITY PLANNING COMMISSION
And
BOARD OF ZONING APPEALS**

APPLICATION FORM

DATE: 03/14/2020Case No. _____
(Assigned by Staff)Applicant/Prop. Owner: HEATHER MANN
(please print name)Phone: 785-706-8262Email: JCRVPARKLLC@GMAIL.COMAddress: 1510 RUCKER RD TC KS 66441
Street/City/State/Zip --- Please PrintSignature: Heather Mann
(Printed Signature)Agent (if applicable) DOUGLAS MANN
Print NamePhone: 931-220-4175Address: 11101 CEDAR COVE MILFORD KS 66514
Street/City/State/Zip --- Please PrintSignature: Douglas Mann
(Printed Signature)

This form MUST be completed and filed at the City Codes Department, located in the Municipal Building at 700 N. Jefferson, Junction City, KS 66441, in accordance with directions on the accompanying instruction sheet. Check the appropriate box below for type of application being submitted.

SECTION 1

This property is located within: ☒ Junction City

Planning Commission

- ☒ Zone Change from MOBILE to GENERAL COMMERCIAL
- ☐ Special Use Permit
- ☐ Site Plan/Development Plan
- ☐ Plat - preliminary ___; or final ___
- ☐ Vacation
- ☐ Other _____

Board of Zoning Appeals

- ☐ Conditional Use Permit
- ☐ Variance
- ☐ Appeal (e.g. decision/interpretation of Person administering zoning regulations.)
- ☐ Special Exception
- ☐ Other _____

SECTION II

1. Legal description: ATTACHED EXHIBIT A
(If appropriate, a meets and bounds description may be attached.)
2. Property is located at (address) 1510 RUCKER RD which is
generally located at (relation to nearest streets/roads) WESTWOOD
3. Application area contains 2.01 acres or square footage.
4. Request filed for the following reasons: FROM MHP TO
RV PARK / LIGHT COMMERCIAL

(Attach additional sheets, if need, and any supporting documentation (e.g., site plan or drawing) or other applicable information.)

6. Applicant acknowledges receipt of the *instruction sheet* explaining the method of submitting this application. Applicant realizes this application cannot be processed unless it is completely filled in; is accompanied by all required documents (e.g., *written statement explaining reason for request; authorization letter; development plan, etc.*); and the *appropriate fee*. Applicant further certifies that the foregoing information is true and correct to the best of his knowledge. Applicant authorizes unannounced inspections of the subject property by City staff for the purpose of collecting information to review and analyze this request. Applicant further acknowledges that the Planning Commission, Board of Zoning Appeals or Governing Body shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare. Applicant further acknowledges he has been advised of his *right to appeal* a decision of the Board of Zoning Appeals to the District Court.

John Maw
Signature of applicant or agent or property owner

14 MAR 2024
Date

SECTION III - Office Use Only

This application was received at the office of the City Codes Department on the _____ day of _____, 20____; at _____ (time). This application has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$_____.

Case No. Assigned: _____

Name

Title

Last Updated 10/06/2023

Commitment No : KS-R3063286-2

Exhibit A

Tract 1:

Lot One (1), Block One (1), Wright Addition Unit No. 1 to Junction City, Geary County, Kansas

Tract 2:

A tract of land located in the East Half of Section 3, Township 12 South, Range 5 East of the 6th P.M., Geary County, Kansas being described as follows: Beginning at the center of said Section 3, thence South 07°54'00" West a distance of 271.40 feet to a point on the centerline of West 8th Street County Road; thence South 34°36'00" East on said centerline a distance of 250.00 feet; thence South 38°21'00" East on said centerline a distance of 36.30 feet; thence North 81°53'00" East a distance of 138.55 feet; thence South 34°53'00" East a distance of 681.02 feet; thence South 38°21'00" West a distance of 26.14 feet to a point on the Easterly line of said 8th Street County Road; thence South 38°01'14" East on said Easterly line, a distance of 87.07 feet; thence North 15°27'21" East a distance of 126.67 feet; thence North 82°44'25" East a distance of 138.17 feet to a point being the intersection of the Westerly line of the Replat of Unit No. 2 of the First Addition to Lawndale Plaza Addition to Junction City, Kansas with the Northerly Right-of-way line of Westwood Boulevard extended; thence North 38°14'00" West on the Westerly line of said Lawndale Plaza Addition a distance of 226.26 feet; thence continuing on said Westerly line North 19°37'00" West a distance of 435.78 feet; thence, continuing on said Westerly line, South 49°46'00" West a distance of 125.75 feet; thence continuing on said Westerly line, North 40°35'00" West a distance of 302.60 feet; thence, continuing on said Westerly line, North 34°52'00" West a distance of 310.82 feet; thence, continuing on said Westerly line, North 04°58'00" West a distance of 445.69 feet; thence continuing on said Westerly line, North 06°39'00" East a distance of 224.85 feet; thence South 07°54'00" West a distance of 673.85 feet to the point of beginning.

LESS AND EXCEPT: That portion of the above described tract now platted as:

Lot One (1), Block One (1), Wright Addition Unit No. 1 to Junction City, Geary County, Kansas

Tract 3:

A tract of land in the Northwest Quarter of the Southeast Quarter (NW 1/4 SE 1/4) of Section Three (3), Township Twelve (12) South, Range Five (5) East of the 6th P.M., Geary County, Kansas, described as follows: Beginning at a point which is located as follows: Beginning at a point on the North South Quarter line of Section Three (3), Township Twelve (12) South, Range Five (5) East of the 6th P.M., said point begin 271.4 feet South of the center of said Section 3, said point also being in the center of a County Highway, thence South 34°36' East along the center of the County Highway a distance of 250 feet; thence South 38°21' East along the center of the County Highway a distance of 36.3 feet; thence North 81°53' East a distance of 23.5 feet to the right-of-way line of said highway; thence South 38°21' East along said right-of-way a distance of 117 feet which point is the point of beginning of the tract conveyed; thence South 38°21' East a distance of 600.63 feet; thence North 38°21' East a distance of 58 feet; thence North 34°53' West a distance of 564.02 feet; thence in a straight line and in a westerly direction to the point of beginning.

LESS AND EXCEPT: That portion of the above described tract now platted as

This page is only a part of a 2021 ALTA Commitment for Title Insurance issued by First American Title Insurance Company. This Commitment is not valid without the Notice of Commitment to Issue Policy, the Commitment Conditions, Schedule A, Schedule B, Part I—Requirements, and Schedule B, Part II—Exceptions.

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SURVAYOR'S CERTIFICATE

I, the undersigned, being a duly qualified Surveyor of the County of Clay, Missouri, do hereby certify that the foregoing is a true and correct copy of the original record of the same as the same appears in the books of the County of Clay, Missouri.

OWNER'S CERTIFICATE

I, the undersigned, being the owner of the above described land, do hereby certify that the foregoing is a true and correct copy of the original record of the same as the same appears in the books of the County of Clay, Missouri.

NOTARY CERTIFICATE

I, the undersigned, being a duly qualified Notary Public for the State of Missouri, do hereby certify that the foregoing is a true and correct copy of the original record of the same as the same appears in the books of the County of Clay, Missouri.

COUNTY TREASURER CERTIFICATE

I, the undersigned, being the County Treasurer of the County of Clay, Missouri, do hereby certify that the foregoing is a true and correct copy of the original record of the same as the same appears in the books of the County of Clay, Missouri.

CERTIFICATE AS TO SPECIAL ASSESSMENTS

I, the undersigned, being the County Assessor of the County of Clay, Missouri, do hereby certify that the foregoing is a true and correct copy of the original record of the same as the same appears in the books of the County of Clay, Missouri.

CERTIFICATE OF CITY COMMISSION

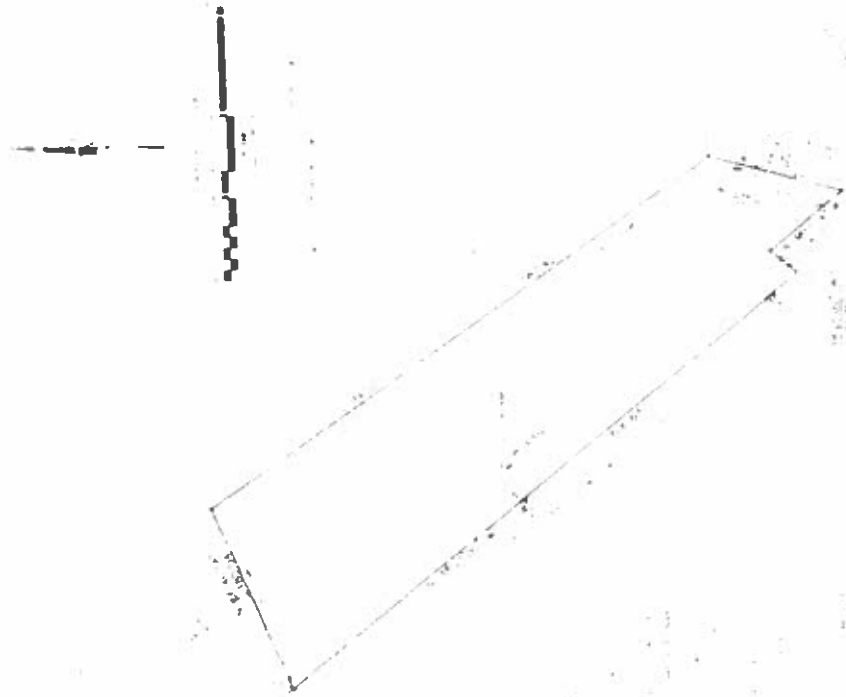
I, the undersigned, being the City Commissioner of the City of Springfield, Missouri, do hereby certify that the foregoing is a true and correct copy of the original record of the same as the same appears in the books of the County of Clay, Missouri.

CERTIFICATE OF REGISTER OF DEEDS

I, the undersigned, being the Register of Deeds of the County of Clay, Missouri, do hereby certify that the foregoing is a true and correct copy of the original record of the same as the same appears in the books of the County of Clay, Missouri.

JUNCTION CITY-CLAY COUNTY METROPOLITAN PLANNING COMMISSION CERTIFICATE

I, the undersigned, being the Chairman of the Junction City-Clay County Metropolitan Planning Commission, do hereby certify that the foregoing is a true and correct copy of the original record of the same as the same appears in the books of the County of Clay, Missouri.



**Junction City Planning Commission/Board of Zoning Appeals Meeting
May 14, 2024**

D. Public Hearing to Consider a Request for a final plat on property with a common address of 1307 Forest Park Lane.

Description of Request: The applicant has purchased the lot adjacent to his home and has the desire to contract an accessory building on that property. However, in accordance with City Codes he has to replat the property into one parcel.

Staff Review and Recommendation: I recommend approval of the plat as this property owner has purchased a second lot and wishes to replat to allow the construction of an accessory structure.

Action to be Taken:

- 1) Approve the Replat and Recommend Approval to the City Commission
- 2) Table for further discussion.

**JUNCTION CITY PLANNING COMMISSION
And
BOARD OF ZONING APPEALS**

APPLICATION FORM

DATE: 04-16-2024

Case No. _____
(Assigned by Staff)

Applicant/Prop. Owner: Frank Cameron **Phone:** 808-221-6046
(please print name)

Email: fwc327@yahoo.com

Address: 1307 Forest Park Lane - Junction City, Kansas 66441

Signature: _____
Street/City/State/Zip --- Please Print

Frank Cameron

(Printed Signature)

Agent (if applicable) Kaw Valley Engineering - Patrick Siebert

Phone: 785-762-5040

Print Name

Address: 2319 N Jackson St. - Junction City, Kansas 66441

Street/City/State/Zip --- Please Print

Signature: _____

Patrick Siebert

(Printed Signature)

This form MUST be completed and filed at the City Codes Department, located in the Municipal Building at 700 N. Jefferson, Junction City, KS 66441, in accordance with directions on the accompanying instruction sheet. Check the appropriate box below for type of application being submitted.

SECTION 1

This property is located within: X Junction City

Planning Commission

 Zone Change from to

 Special Use Permit

 Site Plan/Development Plan

 Plat ~ preliminary ; or final X

 Vacation

 Other

Board of Zoning Appeals

 Conditional Use Permit

 Variance

 Appeal (e.g. decision/interpretation of
Person administering zoning regulations.)

 Special Exception

 Other

SECTION II

1. Legal description: Lots 21 & 22, Block 6, Spring Valley Add #2
(If appropriate, a meets and bounds description may be attached.)
2. Property is located at (address) 1307 Forest Park Lane - JC Kansas 66441 which is
generally located at (relation to nearest streets/roads) Forest Park Lane & Valley Drive
3. Application area contains 34,038 acres or square footage.
4. Request filed for the following reasons: Construction of garage

(Attach additional sheets, if need; and any supporting documentation {e.g., site plan or drawing}
or other applicable information.)

6. Applicant acknowledges receipt of the **instruction sheet** explaining the method of submitting this application. Applicant realizes this application cannot be processed unless it is completely filled in; is accompanied by all required documents (e.g., **written statement explaining reason for request; authorization letter; development plan, etc.**); and the **appropriate fee**. Applicant further certifies that the foregoing information is true and correct to the best of his knowledge. Applicant authorizes unannounced inspections of the subject property by City staff for the purpose of collecting information to review and analyze this request. Applicant further acknowledges that the Planning Commission, Board of Zoning Appeals or Governing Body shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare. Applicant further acknowledges he has been advised of his **right to appeal** a decision of the Board of Zoning Appeals to the District Court.



Signature of applicant or agent or property owner

04-16-2024

Date

SECTION III - Office Use Only

This application was received at the office of the City Codes Department on the _____ day of _____, 20____; at _____ (time). This application has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$_____.

Case No. Assigned: _____

Name

Title

Last Updated 10/06/2023

AUTHORIZATION LETTER

Date: 16 April 2024

For Case No. _____

Land owner's name and address: (please print)

Name: FRANCIS W. CAMERON III

Phone No. 808-221-6046

YVONNE M. CAMERON

808-221-6146

Address: 1307 Forest Park Lane

Junction City, Kansas 66441

(City/State/Zip)

I, FRANCIS W. CAMERON III and YVONNE M. CAMERON, hereby
authorize Kaw Valley Engineering - Patrick Siebert to
act as my agent in the pursuit of a (rezoning/variance/conditional use/special use/other)
for my property at 1307 Forest Park Lane, Junction City, KS 66441.

Francis W. Cameron
Landowner's signature

Yvonne M. Cameron
Landowner's signature

**Junction City Planning Commission/Board of Zoning Appeals Meeting
May 14, 2024**

E: Public Hearing to Consider a Request for a Special Use Permit at a common address of 2032 Northwind Drive.

Description of Request: The applicant is requesting a Special Use Permit to construct an accessory building on this property. This property is a separate parcel, and an accessory building is not allowed unless there is a primary structure. We have suggested replating, but she does not wish to do so for personal and family reasons. This is an interesting area as it Planned Unit Development (PUD) and there are a mixture of uses in the zone. The Special Use Permit would allow this structure to be built on this lot as the primary structure.

Staff Review and Recommendation: Planned Unit Developments in this City are interesting as there was not a plan other than to allow a mixture of uses in an area. My concern is that since this lot and adjacent lots are residential and it appears other parcels in this neighborhood may have been replatted at some point. I understand the desire to construct this structure for their use but am concerned it sets an exception where others have followed the code to replat and combine properties. With all of this in mind, I recommend denial.

Action to be Taken:

- 1) Recommend Approval of the Special Use Permit to the City Commission
- 2) Recommend Denial of the Special Use Permit to the City Commission
- 3) Table for further discussion.

JUNCTION CITY PLANNING COMMISSION
And
BOARD OF ZONING APPEALS

APPLICATION FORM

DATE: 3-27-2024

Case No. _____
(Assigned by Staff)

Applicant/Prop. Owner: Rhoda G. Wilson Phone: 785375 7652
(please print name)

Email: rhodawilson53@gmail.com

Address: 2032 Northwind Drive Junction City KS 66441

Signature: Rhoda G. Wilson Rhoda G. Wilson
Street/City/State/Zip --- Please Print
(Printed Signature)

Agent (if applicable) _____ Phone: _____
Print Name

Address: _____
Street/City/State/Zip --- Please Print

Signature: _____
(Printed Signature)

This form MUST be completed and filed at the City Codes Department, located in the Municipal Building at 700 N. Jefferson, Junction City, KS 66441, in accordance with directions on the accompanying instruction sheet. Check the appropriate box below for type of application being submitted.

SECTION 1

This property is located within: _____ Junction City

Planning Commission

- ☐ Zone Change from _____ to _____
☒ Special Use Permit
☐ Site Plan/Development Plan
☐ Plat - preliminary ____; or final ____
☐ Vacation
☐ Other _____

Board of Zoning Appeals

- ☐ Conditional Use Permit
☐ Variance
☐ Appeal (e.g. decision interpretation of
Person administering zoning regulations.)
☐ Special Exception
☐ Other _____

SECTION II

1. Legal description: LOT 26, BLOCK 2, NORTHWIND PLE
(If appropriate, a meets and bounds description may be attached.)
2. Property is located at (address) 2032 Northwind Drive which is
generally located at (relation to nearest streets roads) OFF OF E Lindale Road

3. Application area contains _____ acres or square footage.
4. Request filed for the following reasons: To use the property to store and protect my vehicles inside of a structured building.

(Attach additional sheets, if need, and any supporting documentation (e.g., site plan or drawing) or other applicable information.)

6. Applicant acknowledges receipt of the *instruction sheet* explaining the method of submitting this application. Applicant realizes this application cannot be processed unless it is completely filled in; is accompanied by all required documents (e.g., *written statement explaining reason for request; authorization letter; development plan, etc.*); and the *appropriate fee*. Applicant further certifies that the foregoing information is true and correct to the best of his knowledge. Applicant authorizes unannounced inspections of the subject property by City staff for the purpose of collecting information to review and analyze this request. Applicant further acknowledges that the Planning Commission, Board of Zoning Appeals or Governing Body shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare. Applicant further acknowledges he has been advised of his *right to appeal* a decision of the Board of Zoning Appeals to the District Court.

Signature of applicant or agent or property owner

Date

SECTION III - Office Use Only

This application was received at the office of the City Codes Department on the _____ day of _____, 20____; at _____ time. This application has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$_____.

Case No. Assigned: _____

Name

Title

Last Updated 10/06/2023



Shed America
5704 West 7th St
Texarkana, TX 75501
903-277-9966
gabe@shedamerica.com

Customer Order - Feb 12, 2024

Name RHODA WILSON		Order #	
Billing Address			
City		State	Zip Code
Install Address 2028 NORTHWIND DR			
City JUNCTION CITY		State KS	Zip Code 66441
Email RHODAWILSON53@GMAIL.COM		Phone # 7853757652	Mobile #

Building Info		Size		Color		Options	
Style	Garage	Roof	Black ☒	Installation Surface	Gravel		
Roof Overhang	6"	Trim	White ☐	Power Available	☒		
Roof Style	A-Frame Vertical	Gable End Siding	Zinc Gray ☒	Site Ready	☒		
Leg Style	Standard	Side Wall Siding	Zinc Gray ☒	Job Site Level	☒		
Brace	Standard Brace			Permit Required	☐		
20' Width	X	30' Frame Length	X	10' Leg Height			

Job Site Images I agree to send pictures of the job site via e-mail to info@easttexascarport.com prior to building installation



Perspective View



Front



Left Side



Right Side



Back

**Junction City Planning Commission/Board of Zoning Appeals Meeting
May 14, 2024**

F: Public Hearing to Consider a Request for a Zoning Change from Service Commercial District "CS" to Multiple Family Residential District "RM" at a common address of 129 East Home Street.

Description of Request: The applicant is requesting a Change in Zoning for this property. The parcel has a single-family home that he is trying to sell. There is an issue that there is a concern from lending institutions as since this is a non-conforming use and if the house was ever destroyed a single-family home could not be built. The request was for either a Zoning Change or a Special Use Permit. Even though the public notice was just for a zoning change, the Special Use Permit could be done as well.

Staff Review and Recommendation: This situation is quite unique. We have a home that is very useful, and the owner wishes to sell the property and has had potential buyers. This would be a "spot zoning" issue, but may be one option to consider. The other option is a Special Use Permit to allow that use on this parcel. I am not a big fan of these permits, as we would have to allow a home to be rebuilt in case the present being destroyed. Without any action the selling of the home may be limited.

Action to be Taken:

- 1) Recommend Approval of a Zoning Change or a Special Use Permit to the City Commission
- 2) Recommend Denial of a Zoning Change or a Special Use Permit to the City Commission
- 3) Table for further discussion.

**JUNCTION CITY PLANNING COMMISSION
And
BOARD OF ZONING APPEALS**

APPLICATION FORM

DATE: 4-1-24

Case No. _____
(Assigned by Staff)

Applicant/Prop. Owner: CIM ENTERPRISES LLC Phone: 785-341-3738
(please print name)

Email: CHRIS@WILSONMOTORSKS.COM

Address: 129 E. HOME Junction City KS 66441
Street/City/State/Zip --- Please Print

Signature: [Signature] CHRIS M. MIRAN
(Printed Signature)

Agent (if applicable) KYRSTEN ROSS Phone: 785-327-3977
Print Name

Address: 720 Caroline Ave, JC KS 66441
Street/City/State/Zip --- Please Print

Signature: [Signature] Kyrsten Ross
(Printed Signature)

This form MUST be completed and filed at the City Codes Department, located in the Municipal Building at 700 N. Jefferson, Junction City, KS 66441, in accordance with directions on the accompanying instruction sheet. Check the appropriate box below for type of application being submitted.

SECTION 1

This property is located within: X Junction City

Planning Commission

- OV X Zone Change from CS to RS
X Special Use Permit
____ Site Plan/Development Plan
____ Plat ~ preliminary ____; or final ____
____ Vacation
____ Other _____

Board of Zoning Appeals

- ____ Conditional Use Permit
____ Variance
____ Appeal (e.g. decision/interpretation of
Person administering zoning regulations.)
____ Special Exception
____ Other _____

COPY

Last Updated 10/06/2023

SECTION II

1. Legal description: See attached legal
(If appropriate, a meets and bounds description may be attached.)
2. Property is located at (address) 129 E. 16th St Junction City KS 66411 which is
generally located at (relation to nearest streets roads) Home / Franklin
3. Application area contains _____ acres or square footage.
4. Request filed for the following reasons: _____

CURRENTLY ZONED AS COMMERCIAL. SELLING THE HOUSE AND NEEDS
TO BE ZONED AS RESIDENTIAL TO REBUILD IF HOUSE IS A
TOTAL LOSS IN THE FUTURE. PROPERTY IS ALREADY TAXED
AS RESIDENTIAL. Special use to rebuild structure if not

(Attach additional sheets, if need; and any supporting documentation (e.g., site plan or drawing) or other applicable information.)

6. Applicant acknowledges receipt of the *instruction sheet* explaining the method of submitting this application. Applicant realizes this application cannot be processed unless it is completely filled in: is accompanied by all required documents (e.g., *written statement explaining reason for request; authorization letter; development plan, etc.*); and the *appropriate fee*. Applicant further certifies that the foregoing information is true and correct to the best of his knowledge. Applicant authorizes unannounced inspections of the subject property by City staff for the purpose of collecting information to review and analyze this request. Applicant further acknowledges that the Planning Commission, Board of Zoning Appeals or Governing Body shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare. Applicant further acknowledges he has been advised of his *right to appeal* a decision of the Board of Zoning Appeals to the District Court.

[Signature]
Signature of applicant or agent or property owner

4-1-24
Date

SECTION III - Office Use Only

This application was received at the office of the City Codes Department on the _____ day of _____, 20____; at _____ (time). This application has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$_____.

Case No. Assigned: _____

Name

Title

Lot Twenty (20), Replat of Blocks Eleven (11) and Twelve (12), Railroad Addition to Junction City, Geary County, Kansas

County tax rolls show property address listed as: 129 E Home Street, Junction City, Kansas 66441

AUTHORIZATION LETTER

Date: 4-1-24

For Case No. _____

Land owner's name and address: (please print)

Name: COMM ENTERPRISES LLC Phone No. 765 341-3736
CHAS MORAN

Address: 129 E. HOME
JUNCTION CITY KS 66441
(City State Zip)

I, COMM ENTERPRISES LLC and _____, hereby
authorize KRYSTEN ROSS to
act as my agent in the pursuit of a (rezoning variance conditional use special use other)
for my property at 129 E HOME, Junction City, KS 66441.


Landowner's signature

Landowner's signature

Print

PARCEL ID: 031-111-01-0-20-11-004-00-0		QUICK REF ID: R3743		TAX YEAR: 2023		AS OF: 2/18/2023 11:03:07 PM																																																																
CMW ENTERPRISES LLC 1725 N WASHINGTON ST JUNCTION CITY, KS 66441 129 E HOME ST, Junction City, KS 66441		FUNCTION: Single family residence (detached) ACTIVITY: Household activities OWNERSHIP: Private-fee simple SITE: Developed site - with buildings SFX: 0		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>DATE</th> <th>TIME</th> <th>CODE</th> <th>REASON</th> <th>APPRAISER</th> <th>CONTACT</th> <th>CODE</th> </tr> </thead> <tbody> <tr><td>06/12/2020</td><td>9:47 AM</td><td>10</td><td>17</td><td>KM</td><td></td><td></td></tr> <tr><td>06/12/2020</td><td>9:47 AM</td><td>1</td><td>17</td><td>KM</td><td></td><td></td></tr> <tr><td>10/23/2019</td><td>9:54 AM</td><td>5</td><td>P</td><td>KM</td><td></td><td></td></tr> <tr><td>08/15/2014</td><td>11:50 AM</td><td>5</td><td>FM</td><td>TMI</td><td></td><td></td></tr> <tr><td>11/18/2013</td><td>11:43 AM</td><td>7</td><td>CDU</td><td>MLA</td><td></td><td></td></tr> <tr><td>05/12/2008</td><td>12:45 PM</td><td>7</td><td></td><td>TLE</td><td></td><td></td></tr> <tr><td>05/12/2008</td><td>12:45 PM</td><td>5</td><td></td><td>TLE</td><td></td><td></td></tr> <tr><td>08/07/2002</td><td>9:30 AM</td><td>1</td><td></td><td>ADV</td><td>AIR HACKING</td><td>6</td></tr> </tbody> </table>		DATE	TIME	CODE	REASON	APPRAISER	CONTACT	CODE	06/12/2020	9:47 AM	10	17	KM			06/12/2020	9:47 AM	1	17	KM			10/23/2019	9:54 AM	5	P	KM			08/15/2014	11:50 AM	5	FM	TMI			11/18/2013	11:43 AM	7	CDU	MLA			05/12/2008	12:45 PM	7		TLE			05/12/2008	12:45 PM	5		TLE			08/07/2002	9:30 AM	1		ADV	AIR HACKING	6		
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PROP CLASS: Residential - R LIVING UNITS: 1 ZONING: CS NEIGHBORHOOD: 115.H ECONOMIC ADJ FACTOR: MAP / ROUTING: 111 / TAX UNIT GROUP: 001 SECTION: 01 TOWNSHIP: 12 RANGE: 05 ACRES: 0.00 MARKET ACRES: 0.07		RAILROAD RP: Lot 20, SS 11 SECTION 01 TOWNSHIP 12 RANGE 05 TOPOGRAPHY: Level - 1 UTILITIES: All Public - 1 ACCESS: Paved Road - 1 FRONTING: Residential Street - 4 LOCATION: Neighborhood on Spot - 6 PARKING TYPE: On Street - 2 PARKING QUANTITY: Adequate - 2 PARKING PROXIMITY: Adjacent - 2 PARKING COVERED: PARKING UNCOVERED:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>NUMBER</th> <th>AMOUNT</th> <th>TYPE</th> <th>ISSUE DATE</th> <th>STATUS</th> <th>% COMP</th> </tr> </thead> <tbody> <tr><td>16432</td><td>\$2,000</td><td>Roof</td><td>9/3/2019 12:00:00 AM</td><td>Closed</td><td>%</td></tr> <tr><td>93122</td><td>\$10,000</td><td></td><td>6/14/1993 12:00:00 AM</td><td>Closed</td><td>100 %</td></tr> </tbody> </table>		NUMBER	AMOUNT	TYPE	ISSUE DATE	STATUS	% COMP	16432	\$2,000	Roof	9/3/2019 12:00:00 AM	Closed	%	93122	\$10,000		6/14/1993 12:00:00 AM	Closed	100 %																																															
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TOTAL MARKET LAND VALUE																		\$8,060																																																				

PARCEL ID: 031-111-01-0-20-11-004.00-0

QUICK REF ID: R3743

TAX YEAR: 2023

AS OF: 2/18/2023 11:03:07 PM

RESTYPE: Single-family Residence

QUALITY: FR

YEAR BUILT: 1930

EST: YES

EFF YEAR: 0

MS STYLE: One Story

LBCS STRUCT: Detached SFR unit

NO. OF UNITS: 0

TOTAL LIVING AREA: 0

CALCULATED AREA: 1070

MAIN FLR LIVING AREA: 1070

UPPER FLR LIVING AREA %: 0%

CDU: FR

PHYS/FUNC/ECON: FR

OVR % GD/RSN: 1

REMODEL: 1

% COMPLETE: 100

ASSESSMENT CLASS: 1

MU CLS/PCT: 1

ARCH STYLE: Bungalow

BSMT TYPE: Crawl - 2

TOTAL ROOMS: 5

BEDROOMS: 3

FAMILY ROOMS: 0

FULL BATHROOMS: 1

HALF BATHROOMS: 0

GARAGE CAP: 0

FOUNDATION: Block - 3

REMODEL DESC: 1

RESIDENTIAL BLDG: 1

RESIDENTIAL COMP: 1

COMMERCIAL BLDG: 0

COMMERCIAL COMP: 0

RESTYPE: 0

STYLE: 0

YEAR BUILT: 0

EFF YEAR: 0

QUALITY: 0

LBCS STRUCT: 0

WIDTH: 0

LENGTH: 0

CDU: 0

CLASS: 0

PHYS/FUNC/ECON: 0

OVR % GD/RSN: 0

TAG ALONG STYLE: 0

TAG ALONG WIDTH: 0

TAG ALONG LENGTH: 0

POST VALUE: Yes

VALUE METHOD: COST

LAND VALUE: \$8,060

BUILDING VALUE: \$55,140

FINAL VALUE: \$63,200

PRIOR VALUE: \$55,400

DWELLING RCN: \$124,869

PERCENT GOOD: 44%

MKT ADJ: 100%

ECO ADJ: 100%

BUILDING VALUE: \$54,940

OTHER IMPROVEMENT RCN: \$6,560

OTHER IMPROVEMENT VALUE: \$200

DWELLING RCN: \$0

PERCENT GOOD: 0%

MKT ADJ: 0%

ECO ADJ: 0%

BUILDING VALUE: \$0

COST LAND: \$8,060

COST BUILDING: \$55,140

COST TOTAL: \$63,200

INCOME VALUE: \$0

MARKET VALUE: \$64,100

MRA VALUE: \$74,300

OCCUPANCY MSCIS RANK QTY YEAR EFF LBCS AREA PERIM HEIGHT DIMENSIONS STORIES PHYS FUNC ECON OVR RSN CLS RCN %GD VALUE

Prefabricated Storage Shed

D

FR

1

1930

0

400

0

8.0

0 x 0

1

PR

0%

\$6,564

3%

\$200

CODE DESCRIPTION

106 Frame, Siding, Metal

208 Composition Shingle

351 Warmed & Cooled Air

402 Automatic Floor Cover Allowance

601 Plumbing Fixtures

602 Plumbing Rough-ins

622 Raised Subfloor

915 Enclosed Wood Deck, Solid Wall

UNITS

0

0

0

0

5

1

1070

96

PCT

100

100

100

0

0

0

0

QUALITY

0.00

0.00

0.00

0.00

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YEAR

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CODE DESCRIPTION

UNITS

PCT

SIZE

OTHER

RANK

YEAR

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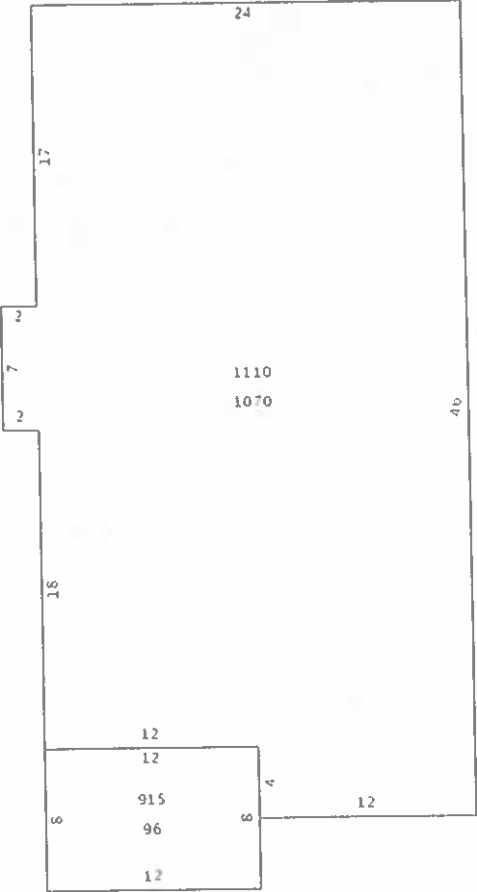
https://www.atcimaps.com/PropertyRecords?CountyCode=KS GE&PID=0311110102011004000&TaxYear=2023

2/4

Page 86 of 383

PARCEL ID: 031-111-01-0-20-11-004.00-0		QUICK REF ID: R3743		TAX YEAR: 2023		AS OF: 2/18/2023 11:03:07 PM																																					
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OTHER IMPROVEMENT VALUE:																																											
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NATIVE GRASS:		0.00		NATIVE GRASS:		50																																					
TAME GRASS:		0.00		TAME GRASS:		50																																					
TOTAL:		0.00		TOTAL:		50																																					

PARCEL ID: 031-111-01-0-20-11-004.00-0 QUICK REF ID: R3743 TAX YEAR: 2023 AS OF: 2/18/2023 11:03:07 PM



Minutes
Junction City Planning Commission/Board of Zoning Appeals
April 9, 2024

The meeting of the Junction City Planning Commission/Board of Appeals was called to order by Chairman, Kendall Schoenrock on Tuesday, April 9, 2024, at 5:00 P.M in the Second Floor Training Room of the City Office. Members present were Kendall Schoenrock, George Savage, Mary Snipes, Brad Chauncey, and Stuart Wells. City Administrative Assistant Airana Lorenzo was also present.

A public hearing was held for a Request to Consider a Zoning Change from "CCS" Central Commercial Service District to "IL" Light Industrial District "MH" Mobile Home District to "CG" General Commercial District at a common address of 1510 Rucker Road was held.

Doug Mann explained his intentions to build an RV Park for up to 16 units. He said the wants to make it aesthetically pleasing.

Kendell Schoenrock moved, seconded by Mary Snipes, to recommend to the City Commission to approve this zoning change. Motion passed unanimously.

The Planning Commission temporarily adjourned and called to Order the Board of Zoning Appeals.

The Board of Considered a Request to Vacate Easements for Property with a Common Address of 2500 Oriole Lane that had been tabled from past meetings to gather more information. There was a discussion about a utility easement on the property. They also discussed fence going over the utility easement.

Brad Chauncey moved, seconded by Stuart Wells, to approve this site map and that no vacation of the easement is needed. Motion passed unanimously. Brad Chauncey suggested a gate be placed in the fence to allow any future access to the easement.

A public hearing to consider a request for a variance of setbacks on property at a common address of 434 and 440 West 14th Street and 1409, 1413, and 1417 N. Jackson Street. This property will be used for the Jackson Landing Affordable Housing Project. No issues were seen, and street visibility will not be affected. The structure will not be closer to the property on 14th Street than other structures presently there.

George Savage moved, seconded by Brad Chauncey, to approve this variance request. Motion passed unanimously.

A public Hearing to consider a Request on a request for a variance of setbacks on property at a common address of 405 Maple Street. The owner wishes to build an accessory building nearer to the east property line as the street right-of-way is wider in this block than it is two blocks further north. The structure would not encroach the street further than other structures in this vicinity.

Stuart Wells moved, seconded by Brad Chauncey, to approve this variance request as long as the east building line does not extend past the building line for the structure at 402 Maple Street. Motion passed unanimously.

Being no further business, the meeting was adjourned.

The next meeting will be held on Tuesday, May 14, 2024, at 5:00 P.M.

Respectfully Submitted,

Allen J. Dinkel
City Manager

Minutes
Junction City Planning Commission/Board of Zoning Appeals
May 14, 2024

The meeting of the Junction City Planning Commission/Board of Appeals was called to order by Chairman, Kendell Schoenrock on Tuesday, May 14, 2024, at 5:00 P.M in the Second Floor Training Room of the City Office. Members present were Kendall Schoenrock, George Savage, Mary Snipes, Brad Chauncey, and Stuart Wells. City Manager Allen Dinkel was also present.

The continued discussion for a Request to Consider a Zoning Change from "CCS" Central Commercial Service District to "IL" Light Industrial District "MH" Mobile Home District to "CG" General Commercial District at a common address of 1510 Rucker Road was held. This matter had been recommended for approval to the City Commission however the City Commission sent the item back to the Planning Commission for further discussion and clarification.

It was clarified that the applicant does have other RV Parks, but none here in Junction City or Grandview Plaza as had been said.

Members of the Planning Commission felt the RV Park usage would be a major improvement from the former trailer park and the idle property. They felt that this is a unique property, and this would be the best use. They also think that the plans for the 16 units is a well-designed plan with landscaping included.

Suart Wells moved, seconded by George Savage, to recommend to the City Commission to approve this zoning change. Motion passed unanimously.

A Public Hearing was held to Consider a Request for a final plat on property with a common address of 1307 Forest Park Lane. The property owner has purchased a lot adjacent to his home and wish to combine it into one lot and requested the replat to be approved. No issues were identified.

George Savage moved, seconded by Brad Chauncey to recommend to the City Commission to approve the final plat of this combined lot. Motion passed unanimously.

A Public Hearing was held to Consider a Request for Special Use Permit at a common address of 2032 Northwind Drive. The owner of this property owns two lots with a residential structure on

lot but wants to build a garage where a trailer home had been removed on the adjacent lot. City staff had recommended to the owner to replat the 2 lots into 1 lot as is required by City codes, however the owner wants to split the property between her two sons in the future. It was noted that apparently others in the neighborhood had replatted their lots.

City Manager Dinkel said that this area is zoned as a Planned Unit Development (PUD) and multiple uses are allowed. It was noted there was a large building adjacent to this property that has a commercial use.

Brad Chauncey moved, seconded by Mary Snipes to recommend to the City Commission to approve a Special Use Permit for the construction of a garage on this property of this combined lot with the restriction that the building have an 8-foot side yard setback from the property line and that there will be no commercial use of the building allowed. Motion passed unanimously.

A Public Hearing was held to Consider a Request for a Zoning Change from Service Commercial District "CS" to Multiple Family Residential District "RM" at a common address of 129 East Home Street.

City Manager Allen Dinkel Said this entire block is presently zoned as Commercial including the area where there are 3 homes. This is not normally an issue as these can be considered a non-conforming use. The only issues if the home is destroyed or removed, one cannot be rebuilt back at that location. The owner is trying to sell the property and the buyer was ready to close on the sale, but the bank would not do the mortgage since the house could not be rebuilt if destroyed. Either a change in zoning or a Special Use Permit is needed, but most felt the Permit was not the practical thing to do. It was agreed that if rezoning is completed to initiate the process to rezone the other residential structures on this block.

Brad Chauncey moved, seconded by George Savage to recommend to the City Commission to approve the rezoning. Motion passed unanimously.

Melanie Davis of 722 W. 10 Street spoke to the board regarding the property adjacent to her property at 726 W. 10th Street that was issued a Conditional Use Permit by the former Metropolitan Planning Commission. After discussion it was requested to have

the City Attorney review this matter and any applicable State and Federal laws.

Being no further business, the meeting was adjourned.

The next meeting will be held on Tuesday, June 11, 2024, at 5:00 P.M.

Respectfully Submitted,

Allen J. Dinkel
City Manager

City of Junction City
City Commission Agenda Memo
May 16, 2024

From: Britain D. Stites, City Attorney

To: City Commission

Subject: IRB Assignment

Background: The City issued industrial revenue bonds (“IRBs”) for the remodeling, construction, and other aspects of the CAMSO/Michelin usage of its current location in Junction City. Those were issued in 2018.

Now, the current landowner is assigning the responsibilities from himself to CAMSO.

Discussion of Issue: The assigning, or shifting, of the responsibilities is contractually between Mr. Steve Struebing and CAMSO. It does not affect the responsibilities, obligations, or anything else for the City. The IRBs stay in place for their remainder, approximately 4 years or less as IRBs should terminate after ten (10) years.

Recommendation: Staff recommends agreeing and consenting to the consent resolution and accompanying agreement.

Possible Motions:

For the resolution:

- Move to adopt the resolution and sign the agreement.

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF JUNCTION CITY, KANSAS
HELD ON MAY 21, 2024**

The governing body of the City of Junction City, Kansas met in regular session at the usual meeting place in the City, at 7:00 p.m., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

* * * * *

(Other Proceedings)

There was presented a Resolution entitled:

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF
JUNCTION CITY, KANSAS AUTHORIZING THE CITY TO
CONSENT TO THE ASSIGNMENT OF CERTAIN DOCUMENTS
IN CONNECTION WITH TAXABLE INDUSTRIAL REVENUE
BONDS, SERIES 2018 (JC INDUSTRIAL PROPERTIES, LLC) OF
THE CITY OF JUNCTION CITY, KANSAS**

Commissioner _____ moved that the Resolution be adopted. The motion was seconded by Commissioner _____. The Resolution was duly read and considered, and upon being put, the motion for the adoption of the Resolution was carried by the vote of the governing body as follows:

Aye: _____.

Nay _____.

Thereupon, the Mayor declared the Resolution duly adopted and the Resolution was then duly numbered Resolution No. _____ and was signed by the Mayor and attested by the Clerk.

* * * * *

(Other Proceedings)

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

CERTIFICATE

I certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of Junction City, Kansas held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

[SEAL]

Tammy Melton, City Clerk

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF
JUNCTION CITY, KANSAS AUTHORIZING THE CITY TO
CONSENT TO THE ASSIGNMENT OF CERTAIN DOCUMENTS
IN CONNECTION WITH TAXABLE INDUSTRIAL REVENUE
BONDS, SERIES 2018 (JC INDUSTRIAL PROPERTIES, LLC) OF
THE CITY OF JUNCTION CITY, KANSAS**

WHEREAS, the City of Junction City, Kansas (the “City”) has issued its Taxable Industrial Revenue Bonds, Series 2018 (JC Industrial Properties, LLC) in the aggregate principal amount not to exceed \$6,000,000 (the “Bonds”) pursuant to a Bond Agreement dated December 6, 2018 (the “Bond Agreement”), by and between the City and Central National Bank, as Fiscal and Paying Agent (the “Fiscal and Paying Agent”), to finance the costs of the acquisition and construction of a certain manufacturing facility (the “Improvements”); and

WHEREAS, pursuant to a Site Lease dated December 6, 2018, between JC Industrial Properties, LLC, a Kansas limited liability company (“Assignor”) and the City (the “Site Lease”), Assignor leased the Improvements and the real property on which the Improvements were constructed and installed (the “Site”) to the City; and

WHEREAS, the City leased the Project (as defined in the Site Lease) to Assignor pursuant to a Project Lease dated December 6, 2018, between the City and Assignor (the “Project Lease”); and

WHEREAS, the City, the Fiscal and Paying Agent, and Assignor entered into various other documents relating to the Bonds (collectively, the “Other Bond Documents”), a complete set of which are contained in the Transcript of proceedings relating to the issuance of the Bonds; and

WHEREAS, Assignor is selling all of its right, title, and interest in the Site and the Project to CAMSO Manufacturing USA, Ltd., a Delaware corporation (“Assignee”); and

WHEREAS, Assignor has proposed to assign its interest in the Bonds, the Bond Agreement, the Site Lease, the Project Lease, and the Other Bond Documents, to Assignee pursuant to an Assignment and Assumption of Bonds, Leases and Related Bond Documents among Assignor, Assignee, and the City (the “Assignment and Assumption Agreement”); and

WHEREAS, pursuant to *Section 9.2* of the Project Lease, the City is required to consent to the transfer of Assignor’ interest in the Project Lease; and

WHEREAS, the City desires to authorize the execution and delivery of the Assignment and Assumption Agreement and to consent to the assignment provided for therein;

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

Section 1. Approval of Assignment and Assumption Agreement. The Governing Body of the City hereby approves the Assignment and Assumption Agreement in substantially the form presented to the Governing Body on this date, and consents to the assignment provided for therein. Notwithstanding such consent to said assignment, the City expressly reserves to itself and its assignees all rights and privileges accruing to it under the terms of the Project Lease. The Mayor is hereby authorized and directed to execute and deliver such document with such changes therein as shall be approved by the officials of the City

executing such documents, such officials' signatures thereon being conclusive evidence of their approval and the City's approval thereof.

Section 2. Further Authority. The Mayor is hereby authorized and directed to execute and deliver such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution for and on behalf of and as the act and deed of the City. The City Clerk is hereby authorized and directed to attest to and affix the seal of the City to the aforementioned document and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. Effective Date. This Resolution shall take effect and be in full force immediately after its adoption by the governing body of the City.

[BALANCE OF PAGE INTENTIONALLY BLANK]

ADOPTED by the City Commission of the City of Junction City, Kansas, on May 21, 2024.

[SEAL]

Mayor

ATTEST:

City Clerk

**ASSIGNMENT AND ASSUMPTION OF BONDS,
LEASES AND RELATED BOND DOCUMENTS**

THIS ASSIGNMENT AND ASSUMPTION OF BONDS, LEASES AND RELATED BOND DOCUMENTS (this “Agreement”) is made and entered into as of June ____, 2024 (the “Effective Date”), among **JC INDUSTRIAL PROPERTIES, LLC**, a Kansas limited liability company (“Assignor”), **CAMSO MANUFACTURING USA, LTD.**, a Delaware corporation (the “Assignee”) and the **CITY OF JUNCTION CITY, KANSAS**, a municipal corporation organized and existing under the laws of the State of Kansas (the “City”).

Recitals:

A. The City has previously issued not to exceed \$6,000,000 aggregate principal amount of Taxable Industrial Revenue Bonds, Series 2018 (JC Industrial Properties, LLC) (the “Bonds”), pursuant to a Bond Agreement dated as of December 6, 2018 (the “Indenture”), between the City and Central National Bank, as fiscal and paying agent (the “Fiscal and Paying Agent”), and used the proceeds of the Bonds to construct a Project (as defined in the Indenture).

B. JC Industrial Properties, LLC, the Assignor, purchased all of the Bonds and is the sole owner of 100% of the Outstanding Bonds.

C. Pursuant to a Site Lease dated December 6, 2018, between the Assignor and the City (the “Site Lease”), Assignor leased the real property described on Schedule I hereto (the “Real Property”) and the Improvements (as defined in the Site Lease) to the City.

D. Pursuant to a Project Lease dated as of December 6, 2018 (the “Project Lease”), between the Assignor and the City, the City leased the Project (as defined in the Project Lease) to the Assignor, and the Assignor and the City filed for record a Notice of Lease in the Office of the Register of Deeds of Geary County, Kansas at Book 98, Pages 544-546.

E. Assignor is transferring ownership to the Assignee by special warranty deed of the Real Property and existing improvements on the Real Property.

F. The Assignor, the City and the Fiscal and Paying Agent entered into various other documents relating to the Bonds, including an Assignment of Lease and Security Agreement which was recorded in the Office of the Register of Deeds of Geary County, Kansas at Book 98, Pages 547-551, a

complete set of which is contained in the Transcript of proceedings relating to the issuance of the Bonds (the "Transcript").

G. In conjunction with the transfer of ownership of the Real Property and existing improvements on the Real Property, Assignor desires to assign and to transfer to Assignee all of Assignor's right, title, and interest in, to and under the Indenture, the Site Lease, the Project Lease, the Bonds, and any other instruments to which Assignor is a party with respect to the Bonds (collectively, the "IRB Documents").

H. Assignee desires to accept such assignment and assume and agree to keep, perform and observe all of the terms, covenants, agreements and conditions contained in the IRB Documents on Assignor's part to be kept, performed and observed with respect to any fact, event or circumstance that first occurs from and after the Effective Date, subject to the terms, covenants and conditions contained herein and in the IRB Documents.

I. The Assignor, as the sole bondowner, authorizes the execution of a consent to the assignment of the IRB Documents.

Agreement:

NOW, THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto, intending to be legally bound, mutually agree as follows:

1. Representation. As of the Effective Date, Assignor and Assignee represent that Assignor has conveyed to Assignee its interest in the Real Property and existing improvements on the Real Property.

2. Assignment. Assignor hereby assigns to Assignee all right, title and interest of Assignor in, to and under the IRB Documents, subject to the terms, covenants and conditions contained in the IRB Documents and this Agreement (the "Assigned Interests").

3. Assumption. Assignee, for itself and its successors and permitted assigns, does hereby accept the assignment of the Assigned Interests as of the Effective Date, and agrees to assume and perform, observe and discharge all of the obligations, terms, covenants and conditions to be performed or observed by Assignor under the IRB Documents which accrue on or after the Effective Date, including, but not limited to, the obligation to pay rent, additional rent and any other charges payable thereunder. Assignor shall remain responsible for all such obligations accruing prior to the Effective Date.

4. Waiver of Notice Requirements. The Assignor, as the sole bondowner, hereby waives any notice requirements contained in the Project Lease and any other IRB Documents.

5. No Event of Default. The Assignor represents that, to Assignor's actual knowledge and without independent investigation: (i) there has been no damage or destruction to the Project that has not been repaired, restored and replaced in accordance with the terms of the Project Lease, and (ii) there is no Event of Default (as defined and/or described in the Project Lease) under the terms of the Project Lease, and (iii) no conditions currently exist that with the passage of time would result in an Event of Default.

6. Consent and Release. Pursuant to *Section 9.2* of the Project Lease, the City hereby consents to the assignment of the IRB Documents from the Assignor to the Assignee as set forth in this Agreement. The City hereby releases the Assignor from all liability under the IRB Documents occurring on and after the Effective Date.

6. Notice Address. The Assignee represents that the notice address of the Assignee for purposes of the IRB Documents is:

CAMSO Manufacturing USA, LTD.

[INSERT ADDRESS]

Attn:

7. Successors and Assigns. This Agreement shall be binding upon, and shall inure to the benefit of, Assignor and Assignee and their respective successors and assigns.

8. Receipt of Transcript. Assignee hereby represents that it has received and reviewed the copy of the Transcript delivered to it by Assignor.

9. Recording. Assignee shall submit this Agreement for recording in the Office of the Register of Deeds of Geary County, Kansas on or about the date hereof.

10. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Kansas and each party agrees to jurisdiction and venue in said state and the federal and state courts located in such state.

11. Counterparts. This Agreement may be executed and delivered in any number of counterparts, or by the parties on separate counterpart signature pages, all of which shall constitute one and the same instrument.

[Remainder of page intentionally blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date.

ASSIGNOR:

JC INDUSTRIAL PROPERTIES, LLC
a Kansas limited liability company

By: _____
Name: Steven R. Struebing
Title: Manager

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss
COUNTY OF GEARY)

On this ____ day of _____, 2024, before me personally appeared Steven R. Struebing, the Manager of JC Industrial Properties, LLC, a Kansas limited liability company, whose identity was proven to me on the basis of satisfactory evidence to be the person who he claims to be and acknowledged that he signed the foregoing instrument.

Notary Public

Typed Name: _____

My Commission Expires:

[Affix Notary Seal]

ASSIGNEE:

CAMSO MANUFACTURING USA, LTD.
a Delaware corporation

By: _____
Name: _____
Title: _____

ACKNOWLEDGMENT

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 2024, before me personally appeared _____, the
_____ of CAMSO Manufacturing USA, LTD., a Delaware corporation, whose identity was
proven to me on the basis of satisfactory evidence to be the person who he claims to be and acknowledged
that he signed the foregoing instrument.

Notary Public

Typed Name: _____

My Commission Expires:

[Affix Notary Seal]

CITY OF JUNCTION CITY, KANSAS

[SEAL]

Pat Landes, Mayor

ATTEST:

Tammy Melton, City Clerk

ACKNOWLEDGMENT

STATE OF KANSAS)
) SS.
COUNTY OF GEARY)

BE IT REMEMBERED, that on this ____ day of May, 2024, before me the undersigned, a Notary Public in and for the County and State aforesaid, came Pat Landes, the Mayor of the City of Junction City, Kansas, a municipal corporation and Tammy Melton, the City Clerk, who are each personally known to me to be such officers, and who are personally known to me to be the same persons who executed, as such officers, the within instrument on behalf of said municipal corporation, and such officers duly acknowledged the execution of the same to be the act and deed of said municipal corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

[SEAL]

Notary Public

Typed Name:_____

My commission expires _____.

CONSENT AND WAIVER OF FISCAL AND PAYING AGENT

Central National Bank, as fiscal and paying agent (the "Fiscal and Paying Agent"), hereby acknowledges and consents to the execution and delivery of this Assignment and Assumption of Bonds, Leases and Related Bond Documents dated _____, 2024, among JC Industrial Properties, LLC, CAMSO Manufacturing USA, LTD., and the City of Junction City, Kansas and waives any related notice requirements contained in the Project Lease and any other IRB Documents.

CENTRAL NATIONAL BANK

By: _____
Name: _____
Title: _____

STATE OF _____)
) ss
COUNTY OF _____)

BE IT REMEMBERED, that on this ____ day of _____, 2024, before me the undersigned, a Notary Public in and for the County and State aforesaid, came _____, the _____ of Central National Bank, a national banking association, who is personally known to me to be such officer, and who is personally known to me to be the same person who executed, as such officer, the within instrument on behalf of said banking association, and such officer duly acknowledged the execution of the same to be the act and deed of said banking association.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

[SEAL]

Notary Public

Typed Name: _____

My commission expires _____.

SCHEDULE I

Legal Description

A leasehold interest in the following described real estate located in Geary County, Kansas, to wit:

Lot One (1), I-70 Business Park, being a replat of a portion of the North Central Foundry Addition and a portion of the replat of I-70 Industrial Park West Addition to the City of Junction City, Geary County, Kansas, except the dedicated road right-of-way, according to the plat filed in Plat Book F, Pages 85 – 87.

City of Junction City
City Commission Agenda Memo
May 16, 2024

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Eminent Domain Ordinance on Spring Valley Road

Background: The Commission approved a resolution to look at taking by eminent domain the land required to fix or repair the culvert and its drainage system by the 4H Building/Senior Center along South Spring Valley Road. City Clerk Melton caused notice to be published in the local newspaper as required by statute.

I informed the landowner through his attorney. They have not changed their perspective on the City's previous discussions yet.

Discussion of Issue: This is the next step to the taking of the easements required to place, maintain, and construct the sanitary sewer.

Section C gives a number of \$2,000. That is the maximum negotiating authority granted to the City Manager and/or City Attorney concerning either easement. The current estimated values for either temporary or permanent easement is approximately or below \$1,000.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Approve the ordinance; or,
2. Disapprove of the ordinance.

Recommendation: I recommend that the governing body approve the ordinance if it seeks to do a taking of the property.

Possible Motions:

1. Approve and adopt the proposed ordinance.
2. Disapprove the proposed ordinance.

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Kevin King, being first duly sworn, deposes and says:
That (s)he is a duly authorized signatory of Column
Software, PBC, duly authorized agent of Junction City
Union, a newspaper printed and published in the City of
Junction City, County of Geary, State of Kansas, and that
this affidavit is Page 1 of 2 with the full text of the sworn-to
notice set forth on the pages that follow, and the hereto
attached:

Publication Dates:

- May 15, 2024

Notice ID: a8B9MztfVd6TlpKLrJv6

Publisher ID: J10567

Notice Name: R-3093

Publication Fee: \$56.70

(signed) Kevin King

VERIFICATION

State of Pennsylvania
County of Lancaster

Subscribed in my presence and sworn to before me on
this: 05/16/2024

Nicole Burkholder
Notary Public

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Notarized remotely online using communication technology via Proof.

RESOLUTION R-3093

A RESOLUTION SEEKING CONDEMNATION OF CERTAIN REAL PROPERTY FOR A TEMPORARY CONSTRUCTION EASEMENT LOCATED AT 1014 S SPRING VALLEY ROAD, JUNCTION CITY, GEARY COUNTY, KANSAS

Whereas , the City of Junction City is committed to maintaining and promoting a safe municipality for its residents; and

Whereas , the City of Junction City is working upon a project to maintain and improve the drainage system; and

Whereas , K.S.A. 26-201 *et sequential* authorizes the condemnation of any interest in real property, including a temporary construction easement thereto, by the City; and

Whereas , a portion of the property at 1014 S Spring Valley Road, Junction City, Kansas, is required for the sewer system construction; and

Whereas , the property needs to be surveyed; and

Whereas , notice must be given to any and all owners or others with interest in said property.

Now, therefore, be it resolved by the governing body of the City of Junction City, Kansas:

Section 1. The City Commission authorized the hiring or utilization of a licensed land surveyor or a professional engineer who is competent to conduct a land survey. The land survey shall be filed with the City Clerk.

Section 2 The City Clerk shall file a publication notice once in the official city newspaper per K.S.A. 26-201.

Section 3 After the publication in Section 2, the City Commission shall revisit the acquisition of land and consider an ordinance.

ADOPTED AND APPROVED by the governing body of the City of Junction City, Kansas this 7th day of May, 2024.

CITY OF JUNCTION CITY, KANSAS

Pat Landes

Mayor

ATTEST:

Tammy Melton, City Clerk

J10567

ORDINANCE NO. S-3293

AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE ACQUISITION OF LANDS OR INTERESTS THEREIN BY CONDEMNATION FOR THE PURPOSE OF CONSTRUCTING, USING, MAINTAINING, REPLACING, AND/OR REPAIRING WITH A TEMPORARY CONSTRUCTION EASEMENT IN THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, the Governing Body of the City of Junction City, Kansas, did by Resolution No. R-3093 declare the necessity for, and authorize the completion of a survey and preparation of a description of the lands or interests therein to be condemned by the City for the following improvements:

The construction, use, maintenance, placement, and repair of a permanent drainage easement at 1014 S Spring Valley Rd, in the City of Junction City, Kansas (“Improvements”).

WHEREAS, the Resolution was published once in the official City newspaper as shown in Exhibit B, which is attached hereto and incorporated herein by reference; and

WHEREAS, a survey and legal description of the land or interests therein to be condemned have been made and prepared by a professional engineer and filed with the Clerk of the City of Junction City, Kansas;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS:

SECTION 1. It is hereby authorized and provided that the lands or interests described on Exhibits A & C be acquired by condemnation pursuant to K.S.A. 26-201 and K.S.A. 26-501, *et seq.* for the purpose of constructing, using, maintaining, replacing, and repairing the Improvements. The City Commission authorizes the City Attorney to initiate legal proceedings to effect the aforementioned condemnation.

SECTION 2. Take Effect. This Ordinance shall be in full force and effect from and after the date of its passage, approval, and publication as provided by law.

SECTION 3. Settlement. The City Commission authorizes the City Manager and City Attorney to resolve the matter prior to or during litigation up-to-but-no-more than \$2,000.00 for the lands or interests described in Exhibits A & C.

ADOPTED by the Governing Body of the City of Junction, Kansas, on the 21st day of May, 2024.

APPROVED by the Mayor on the 21st day of May 2024.

PAT LANDES, Mayor

(SEAL)

ATTEST:

Tammy Melton, City Clerk

APPROVED AS TO FORM:

Britain D. Stites, City Attorney

TEMPORARY CONSTRUCTION EASEMENTS

KNOW ALL MEN BY THESE PRESENTS, that ***Wayne S. Chesterman*** their heirs, successors and assigns, hereinafter known as the ***Grantor(s)***, owner of real property herein described, do hereby give, grant and convey unto the ***City of Junction City***, Geary County, Kansas, a municipal corporation, its successors and assigns, hereinafter referred to as the ***Grantee, Temporary Construction Easements*** for the purposes of constructing the Spring Valley Road Sidewalk Improvement project on the property owned by said Grantor across the following lands to wit for the sum of One Dollar (\$1.00) and other valuable considerations, the receipt of which is hereby acknowledged:

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 12 SOUTH, RANGE 5 EAST OF THE 6TH PRINCIPAL MERIDIAN, LOCATED IN THE CITY OF JUNCTION CITY, COUNTY OF GEARY, STATE OF KANSAS, BEING DESCRIBED AS FOLLOWS:

ALL BEARINGS HEREIN ARE BASED ON AN ASSUMED BEARING OF N 00°48'19" W ON THE EAST LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER.

COMMENCING AT THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE S 89°50'28" W 40.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF SPRING VALLEY ROAD; THENCE ON SAID WEST RIGHT-OF-WAY LINE, N 00°48'19" W 48.80 FEET TO THE POINT OF BEGINNING; THENCE S 89°11'08" W 28.00 FEET; THENCE N 00°48'19" W 54.81 FEET; THENCE N 06°26'24" E 222.02 FEET TO SAID WEST RIGHT-OF-WAY LINE; THENCE ON SAID WEST RIGHT-OF-WAY LINE, S 00°48'19" E 275.05 FEET TO THE POINT OF BEGINNING.

CONTAINS 4,617.97 SQUARE FEET, 0.11 ACRE, MORE OR LESS.

END OF DESCRIPTION

See attached drawing EXHIBIT A.

AND

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 12 SOUTH, RANGE 5 EAST OF THE 6TH PRINCIPAL MERIDIAN, LOCATED IN THE CITY OF JUNCTION CITY, COUNTY OF GEARY, STATE OF KANSAS, BEING DESCRIBED AS FOLLOWS:

ALL BEARINGS HEREIN ARE BASED ON AN ASSUMED BEARING OF N 00°48'19" W ON THE EAST LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER. COMMENCING AT THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE S 89°50'28" W 40.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF SPRING VALLEY ROAD; THENCE ON SAID WEST RIGHT-OF-WAY LINE, N 00°48'19" W 389.00 FEET TO THE POINT OF BEGINNING; THENCE S 89°11'08" W 22.00 FEET; THENCE N 00°48'19" W 61.00 FEET TO THE NORTH LINE OF A TRACT OF LAND DESCRIBED IN KANSAS QUITCLAIM DEED RECORDED IN THE REGISTER OF DEEDS OFFICE AS BOOK 110 PAGE 1338; THENCE ON SAID NORTH LINE, N 89°14'34" E 22.00 FEET TO SAID WEST RIGHT-OF-WAY LINE; THENCE ON SAID WEST RIGHT-OF-WAY LINE, S 00°48'19" E 60.98 FEET TO THE POINT OF BEGINNING. CONTAINS 1,341.83 SQUARE FEET, 0.03 ACRE, MORE OR LESS.

END OF DESCRIPTION

See attached drawing EXHIBIT B.

The above-described Temporary Construction Easements are to be used to install a new concrete sidewalk and concrete driveway, regrade, restore the condition which includes placing topsoil, mulch, and spreading seed, together with the right of ingress and egress. Said Temporary Construction Easements shall expire upon final completion of all construction activities associated with the Spring Valley Road Sidewalk Improvement project. (See attached EXHIBIT C.)

The Grantor(s), their heirs, executors, administrators, successors and assigns hereby waive and release the City of Junction City, its successors and assigns, from any and all claims for damages or compensation either now or in the future arising by reason of this grant of temporary easements. This agreement is binding upon the heirs, executors, administrators, successors and assigns of both parties hereto and it is understood that this agreement cannot be changed or altered in any way except by writing, legally signed by both parties concerned herewith.

TO THESE COVENANTS, the Grantor does hereby consent and agree.

IN WITNESS WHEREOF, the parties above named have hereunto set their hands this _____ day of _____, 20__.

GRANTOR

Wayne S. Chesterman

ACKNOWLEDGMENT

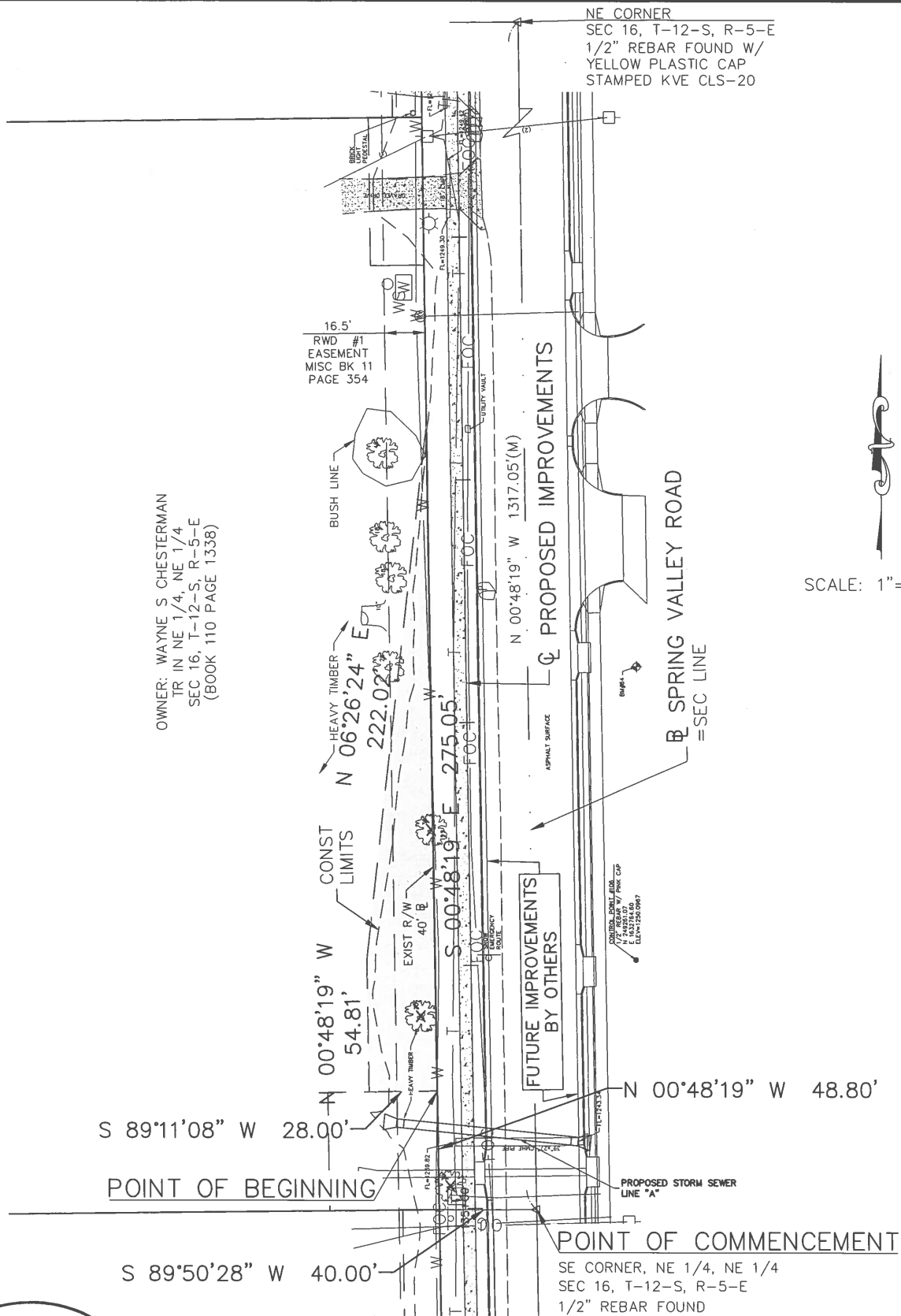
STATE OF KANSAS)
) ss.
COUNTY OF GEARY)

On this ____ day of _____, 20__, before me personally appeared **Wayne S. Chesterman**, to me known to be the person described in and who executed the above and foregoing instrument and acknowledged that they executed the same as his free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in Junction City, Kansas, the day and year first above written.

Notary Public

My Commission expires: _____



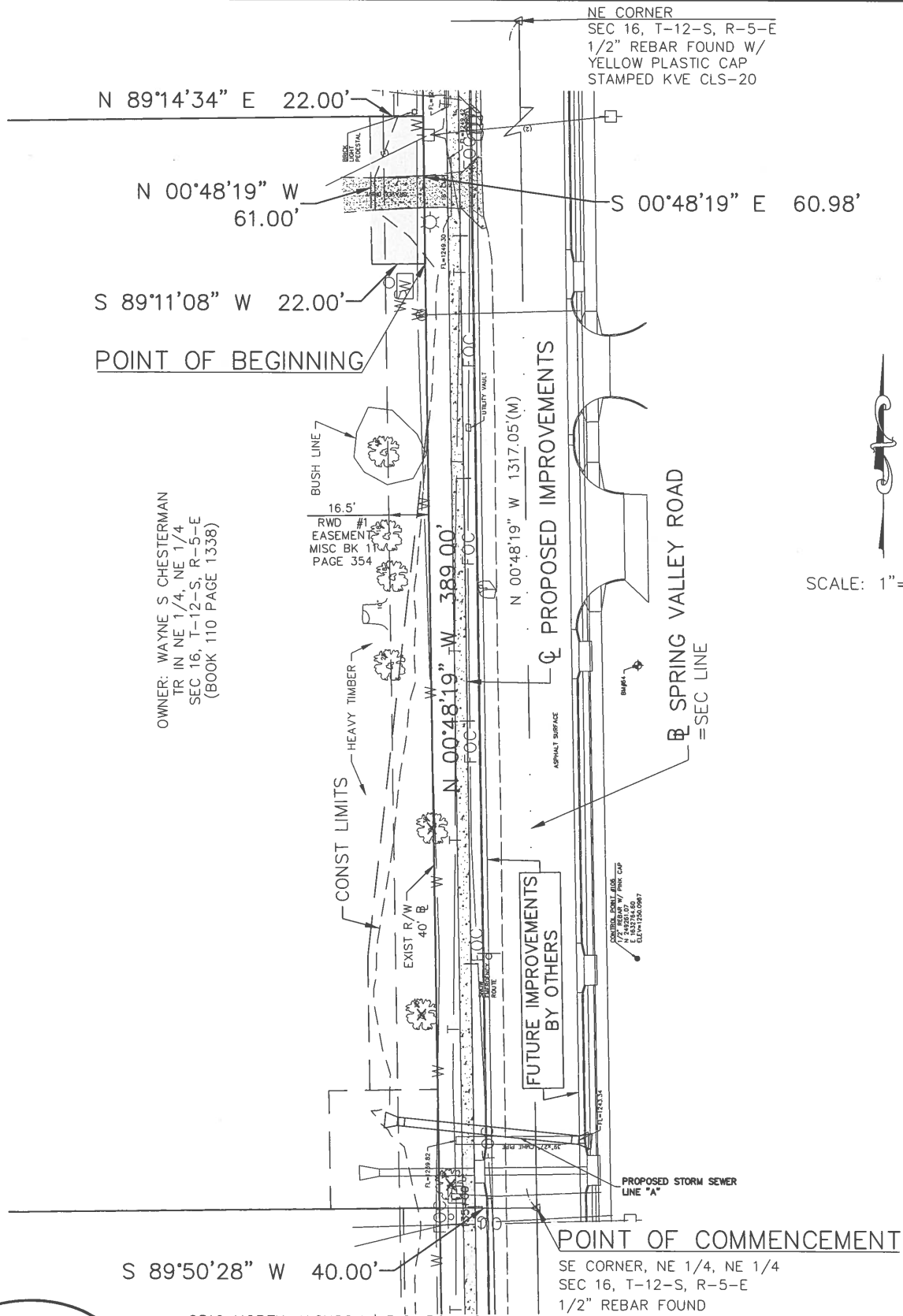
OWNER: WAYNE S CHESTERMAN
TR IN NE 1/4, NE 1/4
SEC 16, T-12-S, R-5-E
(BOOK 110 PAGE 1338)

2319 NORTH JACKSON | P.O. BOX 1304
JUNCTION CITY, KANSAS 66441
PH. (785) 762-5040
jc@kveng.com | www.kveng.com



KAW VALLEY ENGINEERING

EXHIBIT A
AUGUST 17, 2023
0764EXBA_CHESTERMAN_TE



OWNER: WAYNE S CHESTERMAN
 TR IN NE 1/4, NE 1/4
 SEC 16, T-12-S, R-5-E
 (BOOK 110 PAGE 1338)

16.5'
 RWD
 EASEMENT
 MISC BK 110
 PAGE 354

PROPOSED IMPROVEMENTS

FUTURE IMPROVEMENTS
 BY OTHERS

B SPRING VALLEY ROAD
 =SEC LINE

SCALE: 1"=60'



KAW VALLEY ENGINEERING

2319 NORTH JACKSON | P.O. BOX 1304
 JUNCTION CITY, KANSAS 66441
 PH. (785) 762-5040
 jc@kveng.com | www.kveng.com

EXHIBIT B
 AUGUST 17, 2023
 0764EXBB_CHESTERMAN_TE

Exhibit C

Compensation and condition for Temporary Construction Easement for the purposes of constructing the Spring Valley Road Sidewalk Improvement project:

1. Payment of **\$997.48** for 4,617.97 square feet based on the Geary County Appraiser's value of land (\$43,350.00 for 4.6 acres or \$0.216/sq. ft.)
2. The City of Junction City will be responsible for the perpetual maintenance of the sidewalk, which will survive this Temporary Construction Easement.

City of Junction City Date
Ray Ibarra

Grantor Date
Wayne S. Chesterman

City of Junction City
City Commission Agenda Memo
May 16, 2024

From: Britain D. Stites, City Attorney

To: City Commission

Subject: Eminent Domain Ordinance on Spring Valley Road

Background: The Commission approved a resolution to look at taking by eminent domain the land required to fix or repair the culvert and its drainage system by the 4H

Building/Senior Center along South Spring Valley Road. City Clerk Melton caused notice to be published in the local newspaper as required by statute.

I informed the landowner through his attorney. They have not changed their perspective on the City's previous discussions yet.

Discussion of Issue: This is the next step to the taking of the easements required to place, maintain, and construct the sanitary sewer.

Section C gives a number of \$2,000. That is the maximum negotiating authority granted to the City Manager and/or City Attorney concerning either easement. The current estimated values for either temporary or permanent easement is approximately or below \$1,000.

Alternatives: It appears that the City Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Approve the ordinance; or,
2. Disapprove of the ordinance.

Recommendation: I recommend that the governing body approve the ordinance if it seeks to do a taking of the property.

Possible Motions:

1. Approve and adopt the proposed ordinance.
2. Disapprove the proposed ordinance.

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Kevin King, being first duly sworn, deposes and says:
That (s)he is a duly authorized signatory of Column
Software, PBC, duly authorized agent of Junction City
Union, a newspaper printed and published in the City of
Junction City, County of Geary, State of Kansas, and that
this affidavit is Page 1 of 2 with the full text of the sworn-to
notice set forth on the pages that follow, and the hereto
attached:

Publication Dates:

- May 15, 2024

Notice ID: FD8tT4MA1YWAWlita73L**Publisher ID:** J10568**Notice Name:** R-3094**Publication Fee:** \$56.70(signed) Kevin King**VERIFICATION**State of Pennsylvania
County of LancasterSubscribed in my presence and sworn to before me on
this: 05/16/2024Nicole Burkholder
Notary Public

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Notarized remotely online using communication technology via Proof.

RESOLUTION R-3094

A RESOLUTION SEEKING CONDEMNATION OF CERTAIN REAL PROPERTY FOR A PERMANENT DRAINAGE EASEMENT LOCATED AT 1014 S SPRING VALLEY ROAD, JUNCTION CITY, GEARY COUNTY, KANSAS

Whereas , the City of Junction City is committed to maintaining and promoting a safe municipality for its residents; and

Whereas , the City of Junction City is working upon a project to maintain and improve the drainage system; and

Whereas , K.S.A. 26-201 *et sequential* authorizes the condemnation of any interest in real property, including a permanent drainage easement thereto, by the City; and

Whereas , a portion of the property at 1014 S Spring Valley Road, Junction City, Kansas, is required for the placement and maintain of the drainage system and culvert replacement; and

Whereas , the property needs to be surveyed; and

Whereas , notice must be given to any and all owners or others with interest in said property.

Now, therefore, be it resolved by the governing body of the City of Junction City, Kansas:

Section 1. The City Commission authorized the hiring or utilization of a licensed land surveyor or a professional engineer who is competent to conduct a land survey. The land survey shall be filed with the City Clerk.

Section 2 The City Clerk shall file a publication notice once in the official city newspaper per K.S.A. 26-201.

Section 3. After the publication in Section 2, the City Commission shall revisit the acquisition of land and consider an ordinance.

ADOPTED AND APPROVED by the governing body of the City of Junction City, Kansas this 7th day of May, 2024.

CITY OF JUNCTION CITY, KANSAS

Pat Landes

Mayor

ATTEST:

Tammy Melton, City Clerk

J10568

ORDINANCE NO. S-3294

AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE ACQUISITION OF LANDS OR INTERESTS THEREIN BY CONDEMNATION FOR THE PURPOSE OF CONSTRUCTING, USING, MAINTAINING, REPLACING, AND/OR REPAIRING A PERMANENT DRAINAGE EASEMENT IN THE CITY OF JUNCTION CITY, KANSAS.

WHEREAS, the Governing Body of the City of Junction City, Kansas, did by Resolution No. R-3094 declare the necessity for, and authorize the completion of a survey and preparation of a description of the lands or interests therein to be condemned by the City for the following improvements:

The construction, use, maintenance, placement, and repair of a permanent drainage easement at 1014 S Spring Valley Rd, in the City of Junction City, Kansas (“Improvements”).

WHEREAS, the Resolution was published once in the official City newspaper as shown in Exhibit B, which is attached hereto and incorporated herein by reference; and

WHEREAS, a survey and legal description of the land or interests therein to be condemned have been made and prepared by a professional engineer and filed with the Clerk of the City of Junction City, Kansas;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF JUNCTION CITY, KANSAS:

SECTION 1. It is hereby authorized and provided that the lands or interests described on Exhibits A & C be acquired by condemnation pursuant to K.S.A. 26-201 and K.S.A. 26-501, *et seq.* for the purpose of constructing, using, maintaining, replacing, and repairing the Improvements. The City Commission authorizes the City Attorney to initiate legal proceedings to effect the aforementioned condemnation.

SECTION 2. Take Effect. This Ordinance shall be in full force and effect from and after the date of its passage, approval, and publication as provided by law.

SECTION 3. Settlement. The City Commission authorizes the City Manager and City Attorney to resolve the matter prior to or during litigation up-to-but-no-more than \$2,000.00 for the lands or interests described in Exhibits A & C.

ADOPTED by the Governing Body of the City of Junction, Kansas, on the 21st day of May, 2024.

APPROVED by the Mayor on the 21st day of May 2024.

PAT LANDES, Mayor

(SEAL)

ATTEST:

Tammy Melton, City Clerk

APPROVED AS TO FORM:

Britain D. Stites, City Attorney

GRANT OF PERMANENT DRAINAGE EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that ***Wayne S. Chesterman*** their heirs, successors and assigns, hereinafter known as the **Grantor(s)**, owner of real property herein described, do hereby give, grant and convey unto the ***City of Junction City***, Geary County, Kansas, a municipal corporation, its successors and assigns, hereinafter referred to as the **Grantee, Permanent Drainage Easement** for the purposes of constructing the Spring Valley Road Culvert Replacement project on the property owned by said Grantor across the following lands to wit for the sum of One Dollar (\$1.00) and other valuable considerations, the receipt of which is hereby acknowledged:

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 12 SOUTH, RANGE 5 EAST OF THE 6TH PRINCIPAL MERIDIAN, LOCATED IN THE CITY OF JUNCTION CITY, COUNTY OF GEARY, STATE OF KANSAS, BEING DESCRIBED AS FOLLOWS:

ALL BEARINGS HEREIN ARE BASED ON AN ASSUMED BEARING OF N 00°48'19" W ON THE EAST LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER. COMMENCING AT THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE S 89°50'28" W 40.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF SPRING VALLEY ROAD AND THE POINT OF BEGINNING; THENCE ON SAID WEST RIGHT-OF-WAY LINE, N 00°48'19" W 48.80 FEET; THENCE S 89°11'08" W 45.00 FEET; THENCE S 00°48'19" E 48.68 FEET TO THE SOUTH LINE OF A TRACT OF LAND DESCRIBED IN KANSAS QUITCLAIM DEED RECORDED IN THE REGISTER OF DEEDS OFFICE AS BOOK 110 PAGE 1338; THENCE ON SAID SOUTH LINE, N 89°20'38" E 45.00 FEET TO THE POINT OF BEGINNING.

CONTAINS 2,193.48 SQUARE FEET, 0.05 ACRE, MORE OR LESS.

END OF DESCRIPTION

See attached drawing EXHIBIT A.

The above-described Permanent Drainage Easement is to be used to install and maintain storm sewer improvements, regrade, restore the condition which includes placing topsoil, mulch, and spreading seed, together with the right of ingress and egress. Said Permanent Drainage Easement shall be permanent and is binding upon the heirs, representatives, successors and assigns of the respective parties. (See attached EXHIBIT B.)

The Grantor(s), their heirs, executors, administrators, successors and assigns hereby waive and release the City of Junction City, its successors and assigns, from any and all claims for damages or compensation either now or in the future arising by reason of this grant of permanent drainage easement. This agreement is binding upon the heirs, executors, administrators, successors and assigns of both parties hereto and it is understood that this agreement cannot be changed or altered in any way except by writing, legally signed by both parties concerned herewith.

TO THESE COVENANTS, the Grantor does hereby consent and agree.

IN WITNESS WHEREOF, the parties above named have hereunto set their hands this _____ day of _____, 20__.

GRANTOR

Wayne S. Chesterman

ACKNOWLEDGMENT

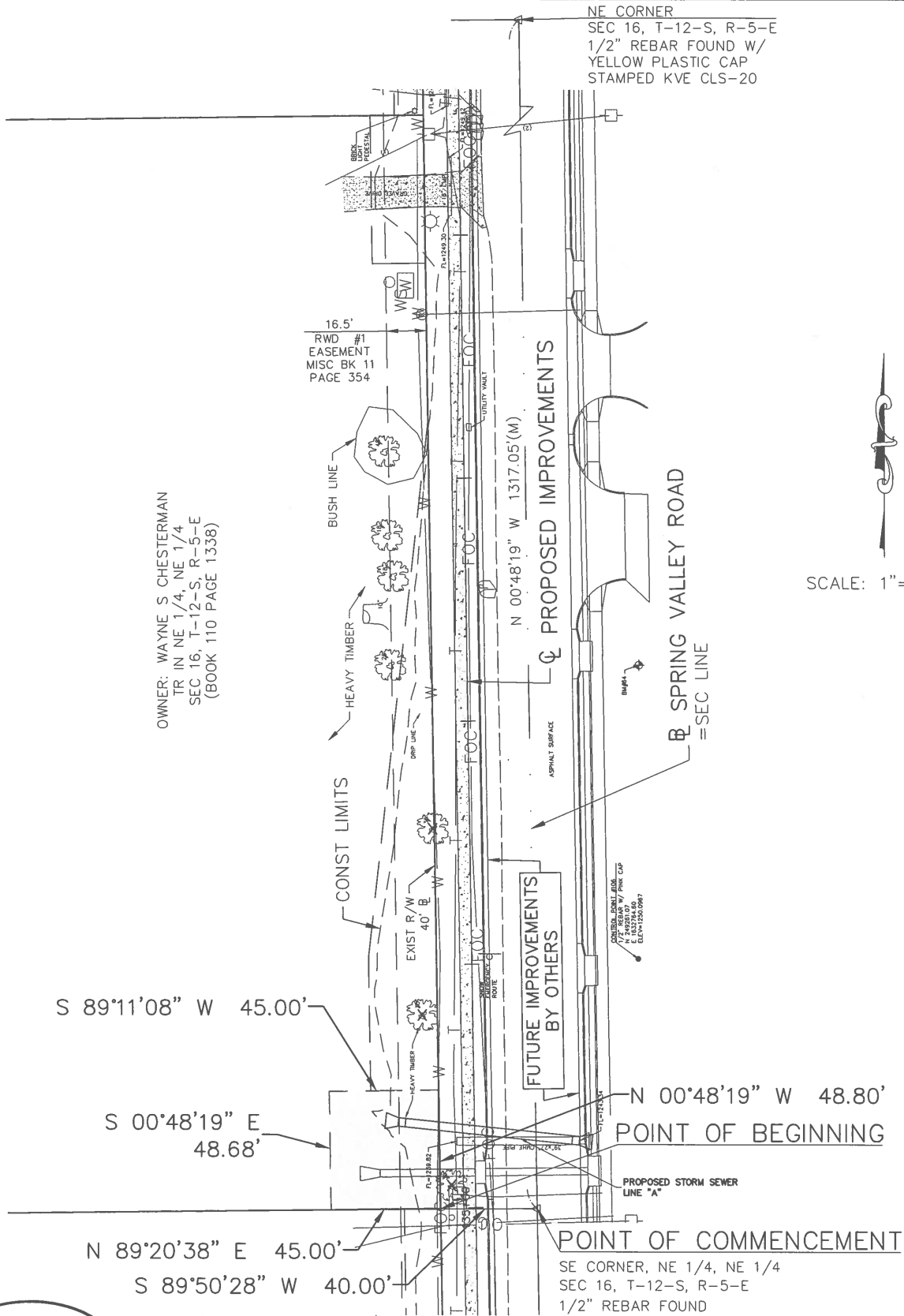
STATE OF KANSAS)
) ss.
COUNTY OF GEARY)

On this ____ day of _____, 20__, before me personally appeared **Wayne S. Chesterman**, to me known to be the person described in and who executed the above and foregoing instrument and acknowledged that they executed the same as his free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in Junction City, Kansas, the day and year first above written.

Notary Public

My Commission expires: _____



OWNER: WAYNE S CHESTERMAN
 TR IN NE 1/4, NE 1/4
 SEC 16, T-12-S, R-5-E
 (BOOK 110 PAGE 1338)

SCALE: 1"=60'

S 89°11'08" W 45.00'

S 00°48'19" E 48.68'

N 89°20'38" E 45.00'

S 89°50'28" W 40.00'

FUTURE IMPROVEMENTS
 BY OTHERS

PROPOSED IMPROVEMENTS

N 00°48'19" W 48.80'
 POINT OF BEGINNING

POINT OF COMMENCEMENT

SE CORNER, NE 1/4, NE 1/4
 SEC 16, T-12-S, R-5-E
 1/2" REBAR FOUND



KAW VALLEY ENGINEERING

2319 NORTH JACKSON | P.O. BOX 1304
 JUNCTION CITY, KANSAS 66441
 PH. (785) 762-5040
 jc@kveng.com | www.kveng.com

EXHIBIT A
 AUGUST 17, 2023
 0764EXBA_CHESTERMAN_DE

Exhibit B

Compensation and condition for Permanent Drainage Easement for the purposes of constructing the Spring Valley Road Culvert Replacement project:

- 1. Payment of **\$473.79** for 2,193.48 square feet based on the Geary County Appraiser's value of land (\$43,350.00 for 4.6 acres or \$0.216/sq. ft.).
- 2. The City of Junction City will be responsible for the perpetual maintenance of the storm drainage system.

_____ City of Junction City Ray Ibarra	_____ Date	_____ Grantor Wayne S. Chesterman	_____ Date
--	---------------	---	---------------

City of Junction City
City Commission Agenda Memo
May 16, 2024

From: Britain D. Stites, City Attorney

To: City Commission

Subject: KHITC Resolution from November 2023

Background: The City passed Resolution R-3072. It authorized Drippe Homes and Mission Properties to seek tax credits through an application process. All the City did was offer support for the application.

Discussion of Issue: There is a new deadline of May 31, 2024 for KHITC. The current resolution passed in November 2023 can still be utilized in support; however, given the discussion concerning the adjacent but different RHID, City Staff wanted the Commission to discuss whether it wants the resolution to still be utilized by Drippe/Mission.

Recommendation: Staff recommends that the Commission wills as it wills. City Staff will note that there is no obligation or duty by the City except to support. Drippe is the only contractor to approach for this incentive. If another developer or contractor would have approached, then the City would have put them before the Commission.

Possible Motions:

- No motion and resolution stays enforceable;
- Motion to rescind resolution.

RESOLUTION NO. R-3072

A RESOLUTION AUTHORIZING THE PREPARATION AND SUBMITTAL OF AN APPLICATION TO THE KANSAS HOUSING RESOURCES CORPORATION (KHRC) FOR THE KANSAS HOUSING INVESTOR TAX CREDIT (HITC) PROGRAM.

WHEREAS, the Housing Investor Tax Credit (HITC) Program authorizes Builders or Developers with Projects located in Counties with a population of less than 75,000 to apply; and

WHEREAS, the County has a population of less than 75,000 and, therefore, constitutes an eligible County as said term is defined by the HITC program; and

WHEREAS, the Mission Properties, LLC & Drippé Homes, Inc. (the “Developer”) Developer of the Sutter Highlands/Sutter Woods Single & Multifamily Project desires to apply for HITC; and

WHEREAS, the Developer will apply for HITC credits in association with the Project; and

BE IT RESOLVED by the Governing Body of the City of Junction City, Kansas:

SECTION 1. The governing body hereby finds and determines that there is a shortage of quality housing of various price ranges in the City despite the best efforts of public and private housing developers.

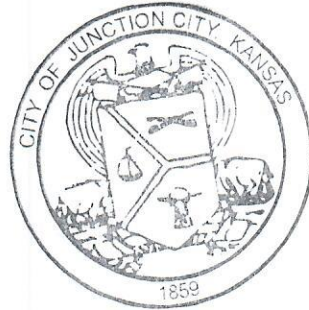
SECTION 2. The governing body hereby finds and determines that the shortage of quality housing can be expected to persist and that additional financial incentives are necessary in order to encourage the private sector to construct or renovate housing in the City.

SECTION 3. The governing body hereby finds and determines that the shortage of quality housing is a substantial deterrent to future economic growth and development in the City.

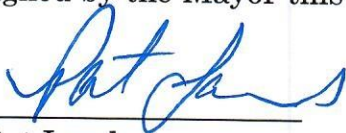
SECTION 4. The Governing Body hereby offers support of application for the HITC to the Kansas Housing Resources Corporation for the Sutter Highlands/Sutter Woods Single & Multifamily Project developed by Mission Properties, LLC & Drippé Homes, Inc.

SECTION 5. That this resolution will be in full force and effect from and after its adoption and remain in place until November 7, 2024.

Adopted by the Board of Commissioners and signed by the Mayor this 7th day of November, 2023.



(SEAL)
ATTEST:


Pat Landes
Mayor


Tammy Melton, City Clerk

City of Junction City

City Commission

Agenda Memo

05//21//2024

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Discussion of ARPA Funds

Objective: As a result of the Covid Pandemic, the City received funding from the America Rescue Plan Act (ARPA) in the amount of \$3,278,349.80. These funds have to be committed by December 31, 2024, with the projects or purchases completed by December 31, 2026.

Explanation of Issue: I have attached a list of the funds that have been committed to date. This does not include the funding that will be needed. If the grant for the runway project is funded. If these funds are needed, the remaining fund would be in the \$1.5 million dollar area.

There has always been thoughts of using these funds for park improvements in Helland Park and for playground improvement in Coronado Park. Another area may be for the Opera House as the new addition is given to the City. There is also need for equipment in the Public Works or perhaps for the Animal Shelter or a building for the Drug Task Force (DTF). Attached is a "Wish List" of ideas that had been mentioned by the various Department Heads. .

My conservative nature was to wait until now to make sure funds were not needed for other uses, but we do need to begin narrowing down the scope and move ahead before the first deadline.

Attachment: ARPA Commitments and ARPA Wish List

ARPA Commitments (037)

<u>Date</u>	<u>Vendor</u>	<u>Department</u>	<u>Commission Approved</u>	<u>Amount</u>	<u>Description</u>	<u>Notes</u>	<u>Status</u>
4/18/2023	Davenport Group	IT	✓	\$ 142,500.00	VX Rail	3 Yr Term	Paid In Full
12/20/2022	Blumira	IT	✓	\$ 112,608.00	Security Info Management Software	3 Yr Term	Paid over 3 years / First paid in 2023
8/2/2022	10-D Security	IT	✓	\$ 23,350.00	Security Risk Assessment		Paid In Full
6/16/2022	Delta Dire & Safety TX	Fire	✓	\$ 202,643.12	Bunker Gear	Added Shipping & Handling Costs	Paid - Complete
1/17/2023	Heartland Audio Visual	IT	✓	\$ 12,510.73	Commission Room Microphones & Audio		Partial Payment
12/26/2023	Ina Alter	IT	✓	\$ 311,313.44	Camera System Upgrades	PO # 23-2874	Partial Payment of \$155,756.72
8/15/2023	Dave's Electric	PD	✓	\$ 188,500.00	200 W Generator	Paid on ck # 383334	Partial Payment of \$130,000
11/21/2023	National Fitness Campaig	Parks	✓	\$ 185,000.00	Outdoor Fitness Court	Paid on ck # 383199	Partial Payment \$95,000 on ARPA So far
11/21/2023	Nomic Networks	IT	✓	\$ 30,698.30	Two Insite Flow Devices	Cyber Security Posture	Paid In Full CK # 10002424
1/16/2024	Lenco Industries	PD	✓	\$ 199,730.00	Swat Vehicle	Parital funded ARPA & GF	Paid In Full Funding Soplit
1/22/2024	Card Center	Parks	✓	\$ 966.00	Fitness Court Supplies	Josh Gray Credit Card	Paid
				<u><u>\$1,409,819.59</u></u>			

ARPA Allocations

7/7/2021	1st Disbursement	\$ 1,629,480.65
10/21/2021	Excess Split	\$ 9,694.25
6/13/2022	2nd Disbursement	\$ 1,639,174.90
		<u><u>\$3,278,349.80</u></u>

Remaining Uncommitted Funds

\$1,868,530.21

ARPA Wish List

By Department

FIRE

<u>Item</u>	<u>Amount</u>
Station 2 Remodel	\$ 90,000.00
Training Grounds	\$ 50,000.00
Command Staff Vehicle	\$ 60,000.00
Thermal Imaging Cameras	\$ 38,000.00
EMS Monitors	\$ 228,853.40
	<u>\$ 466,853.40</u>

PARKS

<u>Item</u>	<u>Amount</u>
Rathert Fence Replacement	\$ 71,529.97
Helland Park - Picnic Shelter	\$ 35,000.00
Helland Park - Disc Golf	\$ 5,000.00
Helland Park - Playground Equip	\$ 20,000.00
Helland Park - Fishing Dock	\$ 10,000.00
Helland Park - Parking Lot	\$ 15,000.00
Helland Park - Restrooms	\$ 40,000.00
Playground Park - Picnic Shelter	\$ 15,000.00
Playground Park - BBQ Grills	\$ 3,000.00
Playground Park - Fountain w/ Fillers	\$ 2,000.00
Playground Park - Restrooms	\$ 135,000.00
Hertiage Park - Move Pedestals	
Hertiage Park - Restroom Heaters	
Coronado - Convert to Pickelball	
Coronado - Remodel Restrooms	
South Park - Mulch aand Barriers	
South Park - Dog Water Fountain	
South Park - Small Dog Parking Lot	
Bluffs Park - Trail Repairs	
Bluffs Park - BBQ Grills	
Bluffs Park - Replace Barriers	
Bluffs Park - Repair Viewing Platform	
Homer's Pond - Sidwalk Repairs	
Homer's Pond - Fountain Repair	
Homer's Pond - Picnic Shelter	
North Park - Picinic Shelter	
Bramlage Park - BBQ Grills	
Bramlage Park - Mulch & Barriers	

Bramlage Park - Refubish Skate Park
 Sertoma Park - Mulch & Barriers
 Sertoma Park - New Sand Volleyball
 Buffalo Soldier - Planter
 Wetlands Park - Trail Work
 Wetlands Park - Info Signs
 Ft Riley Trails - Repairs

Pool - Spray Park I think this is in t

Pool - Sun Shades

Pool - New Pool :)

Spin City - New Carpet

Spin City - Skate Floor Refinish

Spin City - New Skates

Spin City - Game Room Upgrade

Community Cntr - Fitness Equip \$ 30,000.00

Community Cntr - Esports \$ 10,000.00

Rather Stadium - New Scoreboard \$ 20,000.00

Rather Stadium - Sun Shades Beer Garden

Downtown - benches

Downtown - Paint Water Fountain

Downtown - Planters

Old Court Lot - Small Park

IT

<u>Item</u>	<u>Amount</u>
-------------	---------------

See Jim's Spreadsheet - Any of these can ARPA

POLICE

<u>Item</u>	<u>Amount</u>
Generator for PD Building	\$ 120,000.00
Encryption Radios	\$ 100,000.00
New DTF Building	

ANIMAL SHELTER

<u>Item</u>	<u>Amount</u>
New ACO Van	
Transport Van	\$40,000
Generator	
New Building :)	

GOLF

<u>Item</u>	<u>Amount</u>
-------------	---------------

New Restrooms with water line
New Metqal Cart Barns
Rebuild Stairs and Decking at Club House

PUBLIC WORKS

<u>Item</u>	<u>Amount</u>
Mini Excuvator	
Telehandler	

City of Junction City

City Commission

Agenda Memo

05/21/2024

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Begin Discussion of the 2025 City Budget

Explanation of Issue: Even though City staff has begun preparations for the 2005 City Budget, we have now moved to the point of discussing the budget and continue to work to complete the budget by early July. With the present vacancy of the Finance Director the process will be more time consuming, but this is not my "First" budget and we can move ahead.

If the City decides to exceed the Revenue Neutral Rate (RNR), the County Clerk must be notified by July 20. The Budget would then be set for Public Hearing in early September on the same evening of the RNR Public Hearing. The budget would then be filed to the County Clerk by no later than September 30. If the City decides not to exceed the (RNR), the public hearing would be held in mid-August as the budget would be due to the County Clerk by August 25.

We will receive notices from the County by June 15 regarding the valuation and our RNR number. I believe assessed valuation will be up slightly, but not nearly as high as either of the] past 2 years.

Basically, the RNR is the amount of property taxes that were levied last year. Over the past two years the valuation increased each year. The mill levy stayed basically the same, but more tax dollars were received by the City. Of course, the valuation had stayed the same for a number of years and the mill levy never changed.

We will review some budget issues at the Commission meeting and develop a timeline to move ahead.

City of Junction City

City Commission

Agenda Memo

From: Administration

To: City Commission

Subject: Consideration of the request to select an Executive Recruitment firm for a City Manager. (p.138)

Objective: Select a Executive Recruitment firm to search for a City Manager.

Explanation of Issue: With the retirement of our current City Manager, we have requested RFPs from Executive Recruitment firms to assist in the recruitment of a new City Manager. We have a total of ten firms who have submitted RFPs.

Budget Impact:

Alternatives:

Recommendation:

Enclosures:

1. BOB MURRAY RFP
2. GMP RFP
3. GPS RFP
4. LEAGUE RFP
5. MERCER RFP
6. MGT RFP
7. OSENBAUGH RFP
8. PARTNERS RFP
9. SGR RFP
10. VIRCHOW KRAUSE RFP



**BOB MURRAY
& ASSOCIATES**

Experts In Executive Search

A Proposal to Conduct an Executive Recruitment

for the Position of

CITY MANAGER

on behalf of the City of



1544 Eureka Road, Suite 280
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

May 7, 2024

Mayor Pat Landes &
Members of the City Commission
City of Junction City
700 N Jefferson
Junction City, KS 66441

Submitted via email to: allen.dinkel@jcks.com

Dear Mayor Landes & Members of the City Commission:

Bob Murray & Associates is pleased to submit a proposal to conduct the City Manager recruitment for the City of Junction City. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms by capitalizing on our decades of experience and vast network of contacts. As a minority and woman owned firm, Bob Murray & Associates' places diversity, equity, and inclusion at the forefront of each recruitment. We recognize the importance of meeting each client's unique recruitment needs and building a plan together to establish success. Our expertise ensures that the candidates we present to the City of Junction City will match the criteria you have established, be a positive addition to your organization, and be outstanding in their field.

Bob Murray & Associates recognizes that we work at the pleasure of the City Commission and our job is to facilitate the Commission in finding the City of Junction City's next City Manager. Our best practice is to establish a strong partnership with the Commission, to ensure the placement of a City Manager who is ideally suited to its needs. In developing this collaborative approach, we will seek the opportunity to meet with the Commission individually to discuss their expectations for the City of Junction City's new City Manager. The feedback received from Commission will be essential in providing guidance when recruiting and screening candidates for the position.

Current and recent City Manager recruitments we have completed similar in size and scope to your upcoming search include the following:

2024

Aliso Viejo, CA (City Manager) – *Current*
Vancouver (City Manager) – *Current*
Marin County, CA (County Administrator)
Novato, CA (City Manager) – *Current*
Orinda, CA (City Manager) – *Current*
Pinole, CA (City Manager) – *Current*
Pacific Grove, CA (City Manager)
Saratoga, CA (City Manager) – *Current*

Salinas, CA (City Manager)
Sparks, NV (City Manager)

2023

Auburn, CA (City Manager)
Desert Hot Springs, CA (City Manager)
Downey, CA (City Manager)
Merced, CA (City Manager)
Moraga, CA (Town Manager)

Pacific Grove, CA (Interim City Manager)
Piedmont, CA (City Administrator)
Rio Vista, CA (City Manager)
San Bruno, CA (City Manager)
San Marino, CA (City Manager)
San Rafael, CA (City Manager)
San Ramon, CA (City Manager)
Santa Clara, CA (City Manager)
South Gate, CA (City Manager)
Ventura, CA (City Manager)
Winters, CA (City Manager)

Yountville, CA (Town Manager)

2022

Calistoga, CA (City Manager)
Livermore, CA (City Manager)
Placer County, CA (County Executive Officer)
Rohnert Park, CA (City Manager)
St. Helena, CA (City Manager)
Sonoma County, CA (County Administrator)
Yolo County, CA (County Administrator)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Adele Fresé, who is highly experienced in guiding elected bodies through the decision-making process and would not only direct and supervise the project team from beginning to end but also serve as your Recruiter.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 11 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,



Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding positive placements and providing security and fairness to candidates and clients while ensuring the integrity of the search process. We understand that superlative recruiting for the City Manager will lead to superlative results for the City of Junction City. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the City of Junction City's needs will be key to a successful search. Adele Fresé will meet with the City Commission and key stakeholders to learn as much as possible about the ideal candidate for the City Manager position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the City of Junction City.

Ms. Fresé will review and help define the City's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the City to identify expectations regarding education and experience. The City Commission and Ms. Fresé will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

Optional Service: Community and Staff Involvement

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the City of Junction City so desires, we will work with the City Commission to create a customized community and/or staff input process.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Ms. Fresé and your dedicated Recruitment Coordinator will use the candidate profile developed with the City of Junction City to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the City of Junction City that you feel best represent your organization and your community.

Upon your approval, Ms. Fresé will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the City Manager position. We will also place the recruitment brochure on our website, which attracts over 11,000 unique hits weekly

and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Ms. Fresé will also design an effective advertising campaign appropriate for the City Manager recruitment. Our broadest outreach comes through our active social media involvement on Facebook, LinkedIn, and Twitter, where upcoming and current positions are posted. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the City Manager field.

Suggested City Manager-specific advertising sources for the City of Junction City's search include:

- ICMA Newsletter
- National League of Cities
- League of Women in Government
- The League of Kansas Municipalities

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Ms. Fresé will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the City of Junction City, to maximize the potential for individuals from a wide variety of backgrounds, cultures, physical abilities, life experiences, and gender to be considered for the City Manager position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the City Manager recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Ms. Fresé will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Ms. Fresé will discuss with the City Commission how the City of Junction City wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Ms. Fresé will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Zoom or other convenient videoconferencing applications.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Ms. Fresé, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Ms. Fresé to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Ms. Fresé will recommend a limited number of candidates for your further consideration. She will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- Summary of experience and education for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the City of Junction City to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the City Commission and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element Ms. Fresé helps the City of Junction City to design.

Ms. Fresé will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Ms. Fresé and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Ms. Fresé knows what other organizations have done to put deals together with great candidates and what the current market is like for City Manager positions in organizations like the City of Junction City's. She will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen

candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the City of Junction City, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Ms. Fresé on behalf of the City of Junction City.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Ms. Fresé will be available to the City of Junction City by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the City Manager recruitment on behalf of the City of Junction City is \$22,000. Services provided for in this fee consist of all steps outlined in this proposal, including two (2) meetings on site. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the City of Junction City. Therefore, Ms. Fresé will contact the City at the first anniversary of the placement to confirm an effective transition has occurred.

The City of Junction City will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$8,000. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the City of Junction City.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the City of Junction City.

Professional Fees and Reimbursable Expenses	
Professional Services (Fixed Flat Fee)	\$22,000
Reimbursable Expenses <i>Example costs and approximate amounts include:</i> Brochure Design and Printing (\$1,275) Advertising (\$2,700) Background Checks – 3 candidates (\$650) Consultant Travel (\$2,500) Other expenses – supplies, shipping, clerical (\$875)	\$8,000
Not-to-Exceed Total	\$30,000

Optional Services

- Community/Staff Input Forum: \$1,500/day, plus travel expenses
- Online survey: \$1,000 (Surveys include formatting questions and preparing survey link. Services do not include summaries or analysis of data.)
- Additional on-site meeting days: \$1,500/day, plus travel expenses
- Additional background checks: \$250/candidate
- Additional reference checks: \$500/candidate
- Additional hires: \$6,500/candidate
- Other services: \$250/hour or \$1,500/day

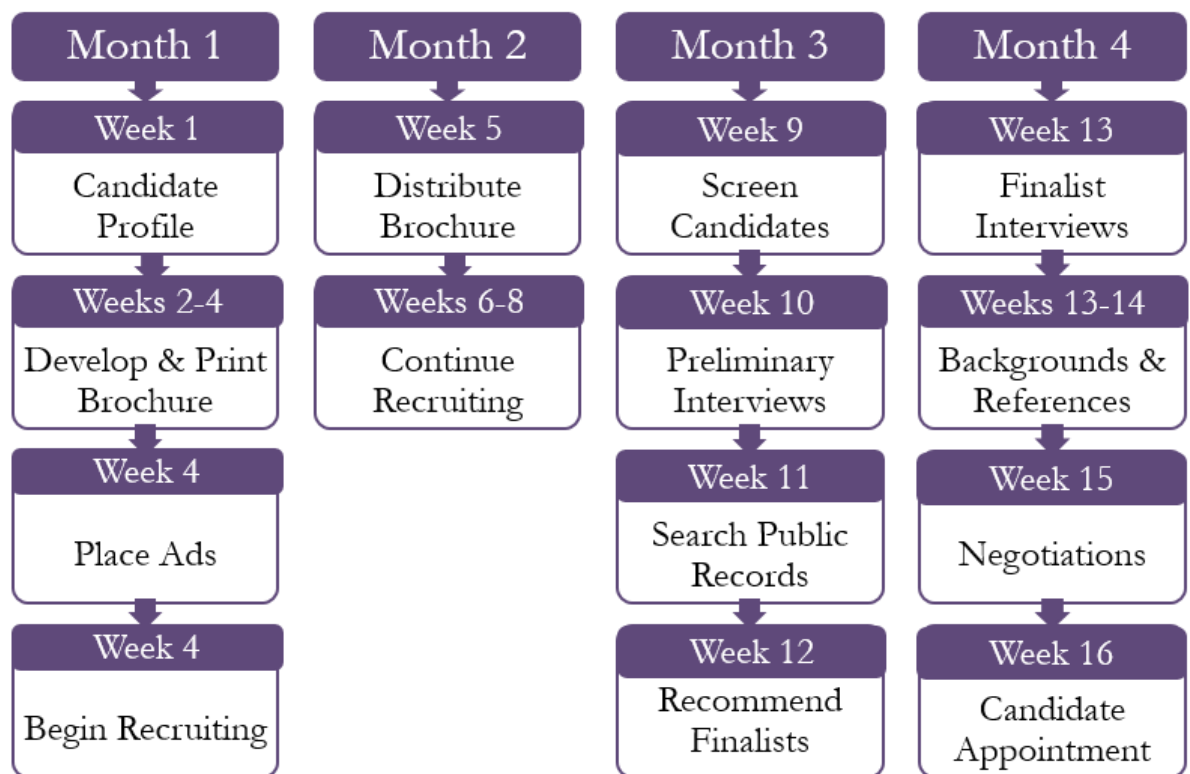
GUARANTEE

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the City of Junction City with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the City of Junction City's behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the City to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with City of Junction City. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of thirteen (13):

- Bob Murray, *Founder*
- Valerie Gaeta Phillips, *President*
- Gary Phillips, *Executive Vice President*
- Joel Bryden, *Vice President*
- Yasmin Beers, *Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Stacy Stevenson, *Senior Executive Recruiter*
- Jon Lewis, *Executive Recruiter*
- Stephanie Dietz, *Executive Recruiter*
- Alexandria Kopack, *Recruitment and Operations Manager*
- Kathy Lolas, *Senior Recruitment Coordinator*
- Grace Marshall, *Senior Recruitment Coordinator*
- Steph Souza, *Assistant Recruitment Coordinator*

Please see your lead recruiter's biography below:

ADELE FRESÉ, SENIOR EXECUTIVE RECRUITER

Adele Fresé brings 27 years of local government experience to Bob Murray & Associates, having retired as Chief of Police in Salinas, CA prior to joining the firm in 2021. Adele began her public service career in 1985 as an active-duty member of the United States Marine Corps before serving the City of Corpus Christi for 20 years.

Adele has extensive experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

During her 7 years as a Chief of Police, Adele exercised strong leadership and implemented monumental changes leading to the diversification of her agency's sworn staff. Adele's commitment to collaboration with the public and law enforcement agencies earned her the Partner of the Year Award from Homeland Security Investigations, and her Department the Community Policing Award from the Community Policing Institute of California.

Adele received her Bachelor of Science degree in Criminal Justice Administration from California State University at Hayward, and a minor degree in Sociology. She earned a Master of Science in Public Safety, completed the Senior Executives in State and Local Government program at the Harvard Kennedy School, and PERF's Senior Management Institute for Police. She is a Texas Certified Public Manager.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 280
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like City of Junction City:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- “Role of the Chief” class, annually presented by Joel Bryden or Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager’s Conference (City Manager hosted event).

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT:	City of Ventura, CA
POSITION:	City Manager
REFERENCE:	Ms. Danielle Keys, Human Resources Director (805) 654-7852
CLIENT:	City of Sparks, NV
POSITION:	City Manager
REFERENCE:	Mr. Chris Crawforth, Interim City Manager/Police Chief (775) 3842-2063
CLIENT:	City of Santa Clara, CA
POSITION:	City Manager
REFERENCE:	Ms. Aracely Azevedo, Director of Human Resources (408) 615-2161

We appreciate the City of Junction City's consideration of our proposal and look forward to working with you.





**CITY
MANAGER**



**BOB MURRAY
& ASSOCIATES**

Experts In Executive Search

THE COMMUNITY & ORGANIZATION

In the City of Sparks, it is no wonder the motto is, "It's happening here!". Located in the Truckee Meadows on the eastern slope of the Sierra Nevada Range, less than an hour drive from Lake Tahoe, and neighbor to the City of Reno, lies the City of Sparks. Sparks is a beautiful and family-oriented city of more than 113,000 residents. At an elevation of nearly 4,500 feet, the City offers a mild climate with plenty of sun, low humidity and rainfall, and a full four seasons. Quality of life is cited as one of the main reasons people relocate to Sparks, where outdoor activities abound all year!

In addition to its natural beauty, Sparks is close in proximity to the University of Nevada, Reno, a Tier One research university. Sparks is also the closest metropolitan area to the Tahoe-Reno Industrial Center, home to Tesla Motors' Gigafactory, Switch, Apple, and Google. The City has grown tremendously since the 1990s, offering residents and visitors a wide array of services and activities. It is Nevada's fifth largest city, with a strong downtown business core offering both established and newly developing residential neighborhoods.

Sparks is a premier city for special events in northern Nevada. Victorian Square brings thousands of visitors to legacy annual events, including the Best in the West Nugget Rib Cook Off, Hot August Nights, and Sparks Hometowne Christmas Parade.

The City's Community Services Department and the Sparks Redevelopment Agency work in tandem with current



business owners and new developers to provide a business-friendly environment to pursue responsible and creative economic activities. The City is also well known for its outstanding Parks and Recreation system designed to appeal to residents and visitors of all ages and abilities, with nearly 60 neighborhood parks and regional sports facilities. Golden Eagle Regional Park, located on 450 acres in northeast Sparks, is a national destination for softball, baseball, and other sports tournaments, where teams from around the globe can count on using premier sports facilities at the largest installation of artificial turf in the nation. Volleyball, basketball, bocce ball, tennis, and pickleball courts can be found in one of the City's many other facilities. Rock Park is the perfect location next to the Truckee River for use by people of many skill levels for kayaking, tubing, and rafting.

In addition to the awe-inspiring Truckee River, Sparks houses the picturesque Sparks Marina, which boasts eighty acres of water to accommodate swimming, boating, fishing, scuba diving, and paddle boarding. The Sparks Marina has become a destination for water sports competitions such as the International Dragon Boat Festival. Sparks is proud that in addition to breath-taking views of the nearby mountains, the Sparks Marina offers one of the City's two all-abilities playgrounds, allowing kids of all abilities to enjoy the best parts of childhood. Few other cities in the country can offer such an amenity to their residents and visitors.

The City of Sparks has a Council-Manager form of government and provides a full range of municipal services including police, fire, public works, wastewater treatment, municipal court, code enforcement, and business licensing. The Mayor and five Council members, each of whom represent one of five wards within the City, provide policy direction to the City Manager. The City Manager is appointed by the Mayor, subject to confirmation by the Council, and functions as the Chief Executive Officer, carrying out policies and managing the municipal organization.

THE POSITION

Under the policy direction of the Mayor and City Council, the City Manager is responsible for planning, organizing, coordinating, and administering all City functions, services, and programs. The City Manager will provide policy guidance and coordinate the activities of department directors and City staff. This position serves as Chief Administrative Officer of the Redevelopment Agency and fosters cooperative working relationships with City staff, civic groups, and inter-governmental agencies. The City Manager is responsible for keeping the City Council fully informed as to the financial condition and resource needs of the City. The City Manager also prepares and submits the fiscal year's budget and an annual report to the City Council each year.



The City Manager is responsible for leading and supporting the City's implementation of equitable and inclusive City policies, administrative rules, inclusion programs, and objective hiring procedures that reinforce diversity, equity, and inclusion in the workplace. This position acts as a liaison for the City with Human Resources and other City departments to ensure all voices are heard and ensures that the City's internal and external customers of diverse backgrounds are treated with respect and are provided equitable and inclusive access to the City's services. The City is looking for an individual who will address all kinds of harassment and will actively protect persons from underrepresented groups from harassment and microaggressions.

Other duties include, but are not limited to, the following:

- Developing and implementing goals, objectives, policies, procedures, and internal controls.
- Motivating and evaluating staff; providing for training and professional development.
- Analyzing complex technical and administrative problems, evaluating alternative solutions, and adopting effective courses of action.
- Leading the development of a comprehensive strategic plan to guide and focus the City's efforts and services over a multi-year period.
- Preparing clear and concise reports, correspondence, and other written materials using an array of media.
- Investigating the affairs of the City, any department or division of the City, or any contract or the proper performance of any obligation owed to the City.

THE IDEAL CANDIDATE

The City is seeking a forward-facing, professional expert in the management of municipal functions and city administration to serve as its next City Manager. The ideal candidate is a patient, empathetic leader who will guide and inspire the City's roughly 600 full-time employees by fostering a positive, mission-driven environment across all City departments. An honest and respectful candidate with high integrity and a positive outlook is desired. The new City Manager will be an effective and engaging communicator with the ability to coach and mentor staff by modeling best practices in recruitment, training, professional development, and succession planning. Experience with labor negotiations and employee contract



administration is highly desired. The next City Manager should be a proactive and innovative self-starter who is solution oriented. The successful candidate will focus on providing high-quality customer service to both internal and external patrons by being an open, approachable listener who can connect with diverse groups of people. The ideal candidate will establish and maintain cooperative and effective working relationships with the Mayor, City Council, Department Directors, Boards and Commissions, other agencies' elected officials and staff, public and private organizations, and others contacted during work.

The new City Manager will have up-to-date knowledge of current social, political, and environmental issues influencing municipal program administration and will have a clear understanding of legal guidelines and standards affecting city administration. The ideal candidate will have humility and the ability to exercise sound independent judgment with general policy guidelines, as well as understand the principles and practices of emergency management. The new City Manager will also be well versed in the principles and practices of budget analysis, strategic planning, and financial processes and reporting. The ideal candidate must also have the ability to acquire and manage funding sources that impact program and service development.



Qualified candidates possess a bachelor's degree in public administration, business, or a related field and substantial management, supervisory, or administrative experience, preferably in local government or public agencies. A master's degree in public administration, business,

or a related field and substantial experience in a senior management position working in local government or public agencies is preferred. Candidates must possess and maintain a valid Nevada Class C driver's license within thirty (30) days of hire as well as possess and maintain the Incident Command System (ICS) 300/400 within six (6) months of hire. Candidate must establish his or her residence within the City within 90 days after his or her appointment. He or she must reside in the City during his or her term of office.

COMPENSATION

The annual salary range for the City Manager is \$195,478 to \$293,238. Placement within this range is dependent on qualifications and experience. The City of Sparks is also proud to offer a quality benefits program that includes:

- City-paid Nevada PERS retirement plan
- City-paid life insurance
- City-paid long-term disability insurance
- City-paid medical, dental, prescription, and vision insurance coverage
- No Social Security participation, but Medicare deduction required (1.45%)
- Twelve paid holidays
- Vacation leave – 6.5 – 8.9 hours per biweekly pay period depending on years of service.
- Sick leave – 5 hours per biweekly pay period
- Sick leave conversion (to be used toward the payment of premiums of post-retirement benefits) or sick leave cash-out options based upon years of service at retirement
- Personal leave – 40 hours per fiscal year
- Military leave
- Tuition reimbursement - \$1,500 per fiscal year
- Longevity pay of \$7,500.00 net pay once per year with no minimum years of service
- Bilingual pay for qualified employees - \$100.00 per biweekly pay period

- Employee Assistance Program (EAP)
- Deferred compensation matching of 100% of employee's contribution to the extent permitted by law

Other benefits include a free annual wellness physical, workers compensation, and no state income tax.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:
January 28, 2024

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Sparks. Candidates will be advised of the status of recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080



**BOB MURRAY
& ASSOCIATES**
Experts In Executive Search





CITY OF
VENTURA

CITY MANAGER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

PHOTO CREDIT: TAMMY SIMS

THE COMMUNITY

The beautiful, coastal community of Ventura is considered one of the most desirable places to live, offering miles of beaches and oceanfront recreation. Incorporated in 1866, the City has a rich history and is home to Mission Basilica San Buenaventura, the ninth of the California missions. Encompassing diverse art, architecture and cultural heritage, Ventura is known for its friendly people and phenomenal climate. Surfers' Point and historic Downtown (with shopping, music, and nightlife) are just a few of Ventura's gems. For seaside fun, the Ventura Harbor, on the southern end of the city, offers more shops, restaurants, and family friendly fun, including pedal boats for rent.

Outdoor activities abound with biking, hiking, kayaking, sailing, surfing, and more. More than a surf town, the City has an expansive, 800 acres of open, green space, a state-of-the-art aquatic center, and an impressive 32 parks. The Ventura Botanical Gardens is a 107-acre world-class site with spectacular views of the California coastline. Ventura has a charming, small-town feel, along with a mix of more than 12,000 businesses and a City government committed to economic vitality. It's not a surprise that companies like Patagonia, The Trade Desk, and XponentialWorks, are headquartered in the City.

To learn more about Ventura, visit: www.visitventura.com.

THE CITY

The City of Ventura is a business-friendly community with a refreshing mix of sophisticated urban destinations and small-town escapes. Ventura is a Charter City operating with a Council/City Manager form of government. There are seven Councilmembers, each elected by Districts. The Mayor serves a term of two years and has the responsibility to act as the City Council's ceremonial representative at public events and functions. Councilmembers serve staggered four-year terms. The City Council appoints the City Manager and the City Attorney. The City also has legislative bodies consisting of boards, commissions, and committees that call upon its residents to participate meaningfully in decisions that affect them. Residents may apply to serve on a volunteer board, commission, or committee that assists and advises the City Council on various programs and projects.

The City of Ventura is a full-service municipality with fire, police, and utilities, serving 109,000 residents. Nearly 700 full time employees, in 11 departments, focus on delivering key services to businesses, residents and visitors to ensure the City remains a fiscally stable, safe, and vibrant community. The City is currently updating its General Plan to establish long-term growth and maintain the wonderful and unique character of Ventura. The General Plan articulates a shared vision for the future and a set of goals, policies, and concrete actions that



PHOTO CREDIT: TAMMY SIMS

can be pursued. Ventura has a general fund operating budget of \$398.3 Million for FY 22/23.

THE POSITION

The City Manager is the Chief Executive Officer of City government and provides overall organizational leadership and efficient administration of city affairs. Responsibilities include comprehensive management and leadership for the organization, policy development and interpretation, administration of programs, processes, and functions, and oversight of about 700 staff. The City Manager will advise the City Council on policy matters and carry out the policy directives of the City Council. The City Manager will also ensure effective delivery of programs, services, and projects guided by the City's General Plan. The City Manager will prepare the annual budget and advise City Council on the City's financial status and issues, recommending long and short-range plans for the City. The City Manager will also build a culture of mutual trust and respect with City Council, City staff, and with the community.

Other duties include, but are not limited to:

- Preparing and submitting to the City Council reports of finance and administrative activities, keeping the City Council advised of financial conditions, program progress, and present/future needs of the City.
- Implementing recommendations of the development review process; defining and developing a plan for improvements to the wellness district; working with businesses and enhancing the business incubator program for the City's economic development.
- Working in partnership with the County to develop a homelessness plan to include conducting an analysis with community, department, agency, and stakeholder engagement.
- Developing incentives that would encourage environmental sustainability

through the use of green technology; reviewing priorities contained in the Climate Action and Resiliency Plan (CARP) and developing a list of targeted green technologies with incentives for Council consideration.

- Overseeing the enforcement of all City ordinances.
- Maintaining good relationships with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.
- Managing multi-year goals, such as the Citywide Classification and Compensation Study, Historic Preservation Process, and Fire Department Strategic Plan.
- Implement incentives for economic development to help bring new businesses into the City.



THE IDEAL CANDIDATE

The City is seeking an experienced, team oriented, and innovative leader. The successful candidate will serve effectively as the administrative agent of the City Council, and will have knowledge of federal and state laws, and rules and regulations. The City Manager will be a collaborative and transparent leader advocating for the City's interests, working to increase the City's influence as a leader in the region. The City of Ventura is looking for a leader who prioritizes community engagement, actively listens, communicates effectively, and thinks strategically. Candidates who will nurture an environment of trust, both in the organization and the community, will do well in this role.

The ability to promote a culture of exceptional customer service internally and externally is of principal importance to the City Council. The incoming City Manager will have a customer service mindset and will listen to the needs and concerns of the community. The ideal candidate will be approachable and ready to roll up their sleeves to meet the challenges, changes, and opportunities that Ventura holds. The new City Manager will instill trust and inspire confidence with City Council, department directors, staff and within the community. The new City Manager will keep City Council well informed, provide well supported recommendations, and will be respectful and responsive in implementing Council policies. The City Manager must have knowledge of principles and practices of public administration, budgeting, personnel administration, organization, and management.

Qualified candidates possess a Bachelor's degree in public administration or related field, with a robust financial background. A Master's degree in public or business administration is



preferred. Experience as a City Manager, Assistant City Manager, or Department Director (in a community of comparable size and complexity), with many years of increasingly responsible management experience in a local public or private agency is essential.

COMPENSATION

The annual salary for the City Manager is \$236,417 - \$316,800; placement within this range is dependent upon qualifications and experience. The City also offers an attractive benefits package including:

Retirement – CalPERS*

Tier I – 2% @ 55; single highest year of compensation (Classic CalPERS members first employed by the City of Ventura and established CalPERS membership prior to 7/23/11).

Tier II – 2% @ 60; three-year final compensation period (Classic members with less than a six month break in service from another CalPERS agency).

Tier III – 2% @ 62; three-year final compensation period (new CalPERS members).

** The City does not participate in Social Security.*

Medicare – Employees participate only in the Medicare portion of Social Security. There is a 1.45% payroll deduction for this benefit.

Retirement Health Savings Plan (RHS) – Executive Managers contribute 1% of salary for 1-14 years of service with the City.

Medical/Dental Insurance – City contribution of up to \$865 per month towards a selection of plans.

Optional Benefits Plan – City contribution of \$549 monthly, to be applied to medical and dental insurance premiums. If enrolled in a City medical insurance plan, unused Optional Benefit dollars are cashed out semi-monthly.

Vision Insurance – City paid coverage for employees and their eligible dependents.

Life Insurance – City paid basic term life insurance, including AD&D, equal to the employee's annual salary (up to \$300,000) and dependent life insurance of \$5,000 per eligible dependent.

Disability Insurance – City paid Short- and Long-Term Disability insurance coverage.

Flexible Spending Accounts – Medical and Dependent Care Flexible Spending Accounts are available for annual participation.

Deferred Compensation – City contributes \$3,536 per year to a 457 plan, and will match \$1,000 per year by the employee, for a total benefit of \$4,536 per year. Contribution to a 401(a) plan may be available.

Vacation – Up to 6.67 Hours Semi-Monthly, or 160 Hours (4 Weeks)/Year. Maximum bank accrual is 400 Hours. At the end of seven (7) years and again at the end of twelve (12) years of City service in an Executive Management position, employees are granted an additional two weeks (80 hours) of vacation accrual for that year.

Annual Vacation Leave Cash Out – After utilizing 40 hours of vacation during the fiscal year, Executive Management is eligible to cash out up to 120 hours of accrued vacation in July of each year.

Sick Leave – 96-hour-bank granted upon employment and additional accruals of 2 hours semi-monthly beginning after 6 months of employment.

Holidays – 10 paid holidays (9 hours/holiday) and 2 optional floating holidays (9 hours/holiday) per year.

Winter Holiday Break – 18 hours of Winter Holiday hours per year, which may be used during City Hall closure between Christmas and New Year's Day (December 25th to January 1st).

Administrative Leave – Up to 80 hours per fiscal year.

Auto allowance – \$380 per month.

Flexible Workweek – A 9/80 workweek is available. City Hall is closed on alternating Fridays.

Other Benefits – Wellness Program, Tuition Reimbursement, Student Loan Forgiveness.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

May 5, 2023

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Ventura. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Ms. Yasmin Beers at:

(916) 784-9080



PHOTO CREDIT: J. SCHAF





MAY 2024

City Manager Recruitment Proposal

FOR THE CITY OF JUNCTION CITY, KS

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com





May 10, 2024

Mr. Pat Landes
Mayor
City of Junction City
PO Box 287
Junction City, KS 66441

Dear Mayor Landes,

Thank you for the opportunity to provide our proposal to assist the City of Junction City with the recruitment of its next City Manager. What sets GMP apart and why choose GMP?

- **City Management Experience** - While other companies may assign your business to lesser experienced staff, we offer exceptional service from proven and successful former city managers. Your consultant is Mr. Jeff Weldon who brings over 29 years of city management experience in two states and four communities. Jeff is also a Senior Advisor for the International City Managers Association.
- **Personal Service** - What you get with GMP Consultants and support staff is personal service. Our consultants have earned a reputation for providing outstanding service and building lasting relationships with both clients and candidates. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With 12 former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.
- **Successful Recruitment Practice** - Having conducted 600 total recruitments including over 100 city/county manager recruitments, we believe GMP's proven process provides a best practices approach to attract high-quality candidates and ensuring a good fit for your organization and community.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President



About GMP Consultants

GMP Consultants is a public sector executive search firm with a collective 225 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

GMP Mission and Values

GMP Consultants Mission is to provide exceptional executive search, interim placements, and organizational consulting services to partner with our clients to provide the highest quality services to their residents.

GMP Consultants are all former public sector management practitioners who were selected not only because of their specific expertise in management but also because of their commitment to providing quality local government services and adherence to the ethics of the International City Managers Association.

Our focus as a Company is to first understand the values and vision of our local government clients and then source quality candidates who best fit with the organization and community. GMP believes in the tenets of quality management such as good communication and teamwork, transparency, respect and community values as a foundation for providing excellent municipal services. Our consultants endeavor to model these behaviors with all clients with whom we partner with.

Commitment to Diversity, Equity and Inclusion

Local government serves all community members regardless of ethnicity, gender, race, background, or economy. We see firsthand how diversity and inclusion in the workforce enhances and enriches local government’s capacity to better understand, communicate, and serve all residents of their communities. GMP is proud of its record of providing our clients with diverse candidate pools. GMP’s is committed to sourcing and actively seeking out diverse candidate pools leading to selections in senior level public sector positions.



PROJECT TEAM MEMBERS

Greg M. Prothman – President

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its President and CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Jeff Weldon – Lead Consultant

Jeff served 29 years in municipal management in Minnesota and South Dakota including city manager for Brookings and Yankton, SD; city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University. He was active with the Coalition of Greater Minnesota Cities, Minnesota City/County Management Association, South Dakota Municipal League, and the International City Management Association (ICMA). Jeff is a strong advocate for community involvement and has been involved with his church, the United Way, Rotary and Lions clubs, and the Chamber of Commerce. Jeff and his wife, Tracie, have two grown children and five grandchildren. His hobbies and spare time activities include camping, boating, fishing, golf, travel, woodworking, pencil sketching and reading presidential biographies and Civil War history.

Kate Hansen – Project Manager

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

Brenda Gabbittas - Candidate Manager

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.



WORK PLAN & APPROACH

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization, we promise!

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll meet with the City Commission to review:

- The project scope of work and process
- Project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders

Profile Research and Stakeholder meetings

Our goal is to thoroughly understand your organization, current challenges, preferred qualifications as well as the timeline for this recruitment. We would ask to meet with:

- Mayor & City Commission Members
- Management Team
- Community Members
- Business Leaders
- Municipal Partners Leadership
- Others as identified
- Review all relevant documents

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- The Organization & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Your social media (if applicable)

STRATEGIC MARKETING & OUTREACH

Targeted Recruitments - We develop advertising and place ads in websites, job boards, and periodicals.

Targeted ad placement will include:

- Intl. City Managers Association (ICMA)
- Kansas League of Municipalities
- League of Nebraska Municipalities
- Missouri Municipal League
- Oklahoma Municipal League
- Colorado Municipal League
- Kansas City Managers Association
- Missouri City Managers Association
- Oklahoma City Managers Association
- Nebraska City Managers Association
- Colorado City Managers Association
- Careers in Government
- Government Jobs
- Careers in Government
- GMP LinkedIn Page
- GMP Job Board

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 700 to 900 letters of invitation to city managers/administrators in the 11 mid-western United States and emails to over 4,000 city manager & administrators nationwide. Your lead consultant will also make a personal contact to candidates that may be a good fit for this position



CANDIDATE SCREENING AND SHORT LIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.

Selection & Interview of Semifinalists - We review all candidate application materials and identify the most promising semifinalists. Prior to the semifinalist interviews, we conduct an internet check on each candidate. We conduct an interview with each semifinalist and provide written observations.

Search Work Session – We will meet with you to review semifinalists. Prior to the meeting we will send you the: each applicant's cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The Mayor & City Commission select the finalist candidates and design the final interviews. In addition to the semifinalist information, we are also happy to provide all other applicant materials for review.

FINALIST CANDIDATE SELECTION & FINAL INTERVIEWS

Design and Preparation of Final Interviews - We help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The Mayor & City Commission (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

Candidate Appointment - We will facilitate potential contract elements with the Mayor & City Commission. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.



RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting		Junction City & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3 - 7	GMP: Post online ads; send direct mailing
First Review	Week 8 -9	GMP: Conduct internet checks and preliminary interviews with most promising candidates
Work Session	Week 10	Junction City & GMP: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	Junction City: Hosts finalist interviews Junction City: Makes hiring selection

PROFESSIONAL REFERENCES

City of Blaine, MN pop. 70,000

Michelle Wolfe, City Manger
mwolfe@blainemn.gov
763 785 6121
Finance Director

City of Oak Park Heights, MN pop. 4,692

Mary McComber, Mayor
marymcomber@aol.com
(651) 351-7879
City Administrator

Gunnison County, CO pop. 17,000+

Matthew Birnie, County Manager
MBirnie@gunnisoncounty.org
970-641-3061
County Manager
Asst. County Manager

City of Belgrade, MT pop. 11,075

Neil Cardwell, City Manager
ncardwell@cityofbelgrade.net
406-388-3760
City Manager
Assistant City Manager

PROFESSIONAL FEE

The fee for conducting a City Manager recruitment is \$16,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Expenses are extra. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,500 - 1,950 est.)
- Direct mail announcements (approx. \$1,500 - \$1,800 est.)
- Consultant travel: Mileage at IRS rate and \$65 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time, the only responsibility would be the fees and expenses incurred prior to cancellation.



GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 18 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

CITY/COUNTY CAO SEARCHES CONDUCTED AND MANAGED BY GMP CONSULTANTS

In progress Recruitments

City of Moab, UT

City Manager

Crook County, OR

County Manager

City of Scappoose, OR

County Administrator

City of Shady Grove, OR

City Manager

Greys Harbor County, WA

County Manager

Recently Completed

City of Oak Park Heights, MN

City Administrator

City of Belgrade, MT

Assistant City Manager

City of Moad, UT

Assistant City Manager

City of Kennewick, WA

City Manager

City of Brainard, MN

City Administrator

City of Tumwater, WA

City Administrator

City of Canby, OR

City Administrator

City of Cottage Grove, OR

City Manager

Completed in the last 12 months

City of Pasco, WA

City Manager

City of Mountlake Terrace, WA

City Manager

City of Lacey, WA

City Manager

City of Sammamish, WA

City Manager

City of Livingston, MT

City Manager

City of Astoria, OR

City Manager

Lewis County, WA

County Manager

All Management Recruitments

City & Borough of Sitka, AK

Municipal Administrator

City & Borough of Wrangell, AK

Borough Manager

City & County of Broomfield, CO

Deputy City and County Manager

City of Astoria, OR

City Manager (2)

City of Arlington, WA

City Administrator

City of Bainbridge Island, WA

City Administrator

City of Bandon, OR

City Manager

City of Battle Ground, WA

City Manager (2)

City of Belgrade, MT

City Manager (2)

City of Bingen, WA

City Administrator

City of Bothell, WA

Deputy City Manager

Assistant City Manager

City of Burns, OR

City Manager

City of Canby, OR

City Administrator

City of Carnation, WA

City Manager (2)

City of Casper, WY

City Manager

City of Chehalis, WA

City Manager (2)

City of Chelan, WA

City Administrator (3)

City of Clyde Hill, WA

City Administrator

City of Coburg, OR

City Administrator

City of College Place, WA

City Administrator

City of Colorado Springs, CO

Assistant City Manager

City of Connell, WA

City Administrator (2)

City of Coquille, OR

City Manager

City of Covington, WA

City Manager

City of Damascus, OR

City Manager

City of Drain, OR

City Administrator

City of DuPont, WA

City Administrator



City of Duvall, WA

City Administrator

City of Edgewood, WA

City Manager (2)

City of Ellensburg, WA

City Manager

City of Emeryville, CA

City Manager

City of Fife, WA

City Manager

City of Fircrest, WA

City Manager (2)

Town of Friday Harbor

City Administrator

City of Gig Harbor, WA

City Administrator

City of Gillette, WY

City Administrator

City of Gladstone, OR

City Administrator

City of Hailey, ID

City Administrator

City of Hermiston, OR

City Manager

City of Hood River, OR

City Manager

City of Issaquah, WA

City Administrator

Deputy City Administrator

City of Kelso, WA

City Manager

City of Kenmore, WA

City Manager (2)

City of Ketchum, ID

City Administrator

City of Lacey, WA

City Manager (2)

City of Lake Forest Park, WA

City Administrator (3)

City of Lake Oswego, OR

City Manager

City of Lake Stevens, WA

City Administrator

City of Lakewood, WA

City Manager

Assistant City Manager

City of Leavenworth, WA

City Administrator (2)

City of Lebanon, OR

City Manager

City of Lewiston, ID

City Manager

City of Lincoln City, OR

City Manager

City of Livingston, MT

City Manager

City of Longview, WA

City Manager

City of Louisville, CO

City Manager

City of Lynden, WA

City Administrator

City of McMinnville, OR

City Manager

City of Mill Creek, WA

City Manager

City of Milwaukie, OR

City Manager

City of Newcastle, WA

City Manager (2)

City of Minot, ND

City Manager

City of McMinnville, OR

City Manager

City of Monroe, WA

City Administrator

City of Moses Lake, WA

City Manager (2)

City of Mountlake Terrace, WA

City Manager (3)

City of Mt. Angel, OR

City Manager

City of Mukilteo, WA

City Administrator

Management Services Director

City of Newcastle, WA

City Manager (2)

City of Normandy Park, WA

City Manager

City of Ontario, OR

City Manager

City of Othello, WA

City Administrator

City of Pasco, WA

City Manager (2)

Deputy City Manager

City of Polson, MT

City Manager

City of Port Angeles, WA

City Manager

City of Port Townsend, WA

City Manager

City of Post Falls, ID

City Administrator

City of Prosser, WA

City Administrator

City of Puyallup, WA

City Manager

City of Rawlins, WY

City Manager

City of Renton, WA

Chief Administrative Officer

City of Ridgefield, WA

City Manager

City of Riverton, WY

City Administrator

City of Sammamish, WA

City Manager (2)

City of Scappoose, OR

City Manager

City of Shelton, WA

City Administrator

Management Assistant

City of Sheridan, WY

City Administrator

City of Shoreline, WA

City Manager (2)

Deputy City Manager

City of South Lake Tahoe, CA

City Manager

City of Spearfish, SD

City Administrator

City of Spokane Valley, WA

City Manager

Deputy City Manager

City of Stanwood, WA

City Administrator

City of Stevenson, WA

City Administrator

City of Sultan, WA

City Administrator



City of Sun Valley, ID
City Administrator
City of Sunnyside, WA
City Manager
City of Thorne Bay, AK
City Administrator
City of Toledo, OR
City Manager
City of Troutdale, OR
City Manager
City of Tumwater
City Administrator
City of Umatilla, OR
City Manager
City of Vancouver, WA
Assistant City Manager
City of Waldport, OR
City Manager
City of Walla Walla, WA
City Manager
City of West Linn, OR
City Manager
City of White Salmon, WA
City Administrator
City of Whitefish, MT
City Manager
City of Wood Village, OR
City Manager
City of Woodburn, OR
City Administrator

City of Woodinville, WA
City Manager
City of Woodland, WA
City Administrator
City of Yachats, OR
City Manager
City of Yakima, WA
City Manager
Assistant City Manager
City of Yelm, WA
City Administrator
Blaine County, ID
County Administrator
Clackamas County, OR
County Administrator
Clatsop County, OR
County Manager (2)
County of Los Alamos, NM
County Administrator
Curry County, OR
County Administrator
Deschutes County, OR
Fair & Expo Director
County Administrator
Eagle County, CO
County Manager
Franklin County, WA
County Administrator
Gunnison County, CO
County Manager
Assistant County Manager

Hood River County, OR
County Administrator
Island County, WA
County Administrator
Inyo County, CA
Assistant/Deputy County
Administrator
County Administrative Officer
Jefferson County, WA
Central Services Director
Lane County, OR
County Administrator
Lewis County, WA
County Manager
Mason County, WA
County Administrator
Mono County, CA
County Administrative Officer
Assistant County Administrative
Officer
San Juan County, WA
County Manager
Snohomish County, WA
Executive Director (2)
Summit County, UT
County Manager
Thurston County, WA
Assistant Chief Administrative Officer
Town of Friday Harbor, WA
Town Administrator
Town of West Yellowstone, MT
Town Manager (2)

Work Samples: Position Profile & Invitation to Apply Letter

(Attached). Additional samples available at gmphr.com. Copyright © 2023 by GMP Consultants, All rights reserved.

CITY ADMINISTRATOR

CITY OF BRAINERD, MINNESOTA



WHY NOT WORK WHERE YOU PLAY?

A city for all seasons, Brainerd, Minnesota offers an opportunity for an entrepreneurial and innovative city administrator to lead a team of exceptional and talented staff in one of Minnesota's most desirable outdoor recreational and tourism meccas. Working with an established and forward-thinking City Council, the City Administrator will lead an exceptional organization in this full-service city known for an exceptional quality of life with diverse amenities in the heart of northern Minnesota's lake country. The City has a strong and stable financial condition with a diverse economy and an ambitious vision for the future. The next City Administrator will have the opportunity to build upon previous strengths and succeed through collaborative partnerships to take this community to the next level.



Welcome to **BRAINERD**

Located roughly 60 miles north of St. Cloud and 120 miles north of the Twin Cities, Brainerd is a vibrant community nestled in the heart of Minnesota's lake country. With 14,679 residents, Brainerd is one of the largest cities in Crow Wing County and serves as the county seat and regional hub.

Situated in the center of Minnesota's year-round recreational wonderland, residents and visitors of the Brainerd lakes area enjoy boundless boating, fishing, golfing, hiking, biking, skiing, camping, snowmobiling, hunting, and even scuba diving. In the summer, tourism nearly doubles the population in the surrounding area. In the winter, the Brainerd Lakes Area hosts the Brainerd Jaycees Ice Fishing Extravaganza, the largest ice fishing contest in the world.

Brainerd's thriving downtown features charming historic buildings and numerous specialty shops and eateries. The town gathers to celebrate its community spirit at annual events like the 4th of July Celebration, Great Pumpkin Festival, Easter Egg Hunt, and the annual Skating Party at Gregory Park.

The city supports a growing and active commercial base with major employers like Crow Wing County, Brainerd School District, BNSF Railroad, Essentia Health, and Ascensus Financial Services. Brainerd is also home to Central Lakes College, a comprehensive community and technical college serving approximately 5,500 students and providing a wide range of continuing education, performing arts, and athletic events for the community.

The Brainerd Lakes Regional Airport (BRD) serves the region with daily service to Minneapolis-St. Paul provided by Delta Air Lines. Racing fans can enjoy auto racing at the North Central Speedway or the Brainerd International Raceway, the largest speedway in the northern Midwest. At Safari North Wildlife Park, visitors can feed the giraffes, ride camels, and view more than 150 species of animals from around the world.



THE CITY OF BRAINERD

Incorporated in 1881, the City of Brainerd is governed by a Mayor and a seven-member City Council elected to four-year terms. One Council member is elected from each of four wards, and the mayor and three Council members are elected at-large. The City has an operating budget of \$11.9 million. In addition, the Public Utilities Department's operating budget is \$36.3 million. The City's 2022 Operating Revenue for all funds was \$53.1 million. Staffing includes a team of 125 FTEs and 40 paid on-call positions for the Fire Department. The City has seven collective bargaining units and an S&P credit rating of AA-.

The Administration office includes the City Administrator's office and the office of the Mayor. The Mayor is the chief executive officer for the City of Brainerd. The daily affairs of the City of Brainerd are administered through the City Administrator as the chief administrative officer of the City.

Departments include Finance, Public Works, Human Resources, IT/GIS, Community Development, Fire, Police, and Public Utilities. Advisory boards and commissions include Public Utilities, Planning, Airport, Parks, Transit, Economic Development Authority, and Housing & Redevelopment. The City enjoys a strong partnership with the Brainerd Lakes Economic Development Corporation to aggressively promote and develop all aspects of economic development.



**FULL-TIME
EMPLOYEES**
125

2023 BUDGET
\$48.2 million

AREA
12.82 square
miles

POPULATION
14,679

THE CITY ADMINISTRATOR

The City Administrator serves as the chief administrative officer for the City and is appointed by the City Council to administer the day-to-day business of the City and to implement policies and procedures established by the Council. The Administrator is responsible for directing and coordinating the work of all City departments.

Reporting to the City Council, the Administrator is also responsible for leading short and long-range planning efforts in coordination with the Council, developing and recommending policies to the Council, preparing and submitting a recommended budget, oversight and management of the annual budget, providing leadership in economic development, ensuring that all laws and ordinances are enforced, and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.

**View job
description
[here](#)**





THE IDEAL CANDIDATE

- Has strong leadership abilities and effective communication skills.
- Lives by the values of honesty, integrity, professionalism, transparency, accountability, and ethical behavior.
- Utilizes staff to research assignments to make sound recommendations and implement Council's decisions to completion. Accepts direction and assignments from Council.
- A visionary leader that can anticipate situations and react accordingly; helps Council and staff identify, define, and shape a vision for improvements.
- Keeps Council thoroughly informed on critical issues, programs, and activities.
- Makes decisions that are thoughtful, pragmatic, thorough, decisive, and defensible.
- Effectively delegates responsibility to staff without micromanaging. Supports staff needing assistance and encourages staff to take charge of, and responsibility for, their work while ensuring accountability.
- Supervises staff in teamwork/collaborative fashion emphasizing high performance government to ensure service delivery is effective, efficient, and professional. Challenges staff to be entrepreneurial, innovative, and creative. Leads by example, trusts staff and supports them in the face of criticism.
- Focuses on organizational performance and achieving results by effectively navigating the organization. Promotes community-based partnerships to achieve results.
- Helps the council by facilitating information management and policy development to resolve issues through comprehensive, pragmatic, and data-driven recommendations.

EDUCATION & EXPERIENCE

Bachelor's degree in public, business administration, or a related field (master's preferred); 5 years of management and supervisory experience in a governmental agency; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.

Desired qualifications include demonstrated experience with strategic planning and previous experience as administrator/manager in another local government jurisdiction.

OPPORTUNITIES & CHALLENGES

Brainerd's north-central Minnesota location provides unlimited opportunities to further leverage year-round outdoor recreational opportunities. In addition to tourism, this can generate further economic development opportunities. The State of Minnesota will re-construct Highway 210 within two years, a major commercial corridor which will have a significant impact on traffic management and businesses. However, this re-construction provides substantial opportunities for revitalized business and economic development along the corridor. Already having a strong commercial/industrial base, several areas exist ready to host even more job-producing development opportunities.

Housing remains a significant challenge as Brainerd experiences a shortfall of rental and owner-occupied, workforce housing options. Brainerd is responding with more mixed-use style development. While the Housing & Redevelopment Authority has been successful with housing initiatives, additional strategies will be necessary to further address housing needs.

Brainerd has an aggressive and forward-thinking plan for infrastructure maintenance and improvements but financing them has been a challenge. Creative financing will be needed to implement this plan for improvements to streets, utilities, and parks.

RESOURCES

[City Organizational Chart](#)

[2023 Annual City Budget](#)

[2022 Annual Comprehensive Financial Report](#)

[2021 Comprehensive Plan](#)

[Explore Brainerd Lakes](#)

[Visit Brainerd](#)



COMPENSATION & BENEFITS

The City of Brainerd is offering an annual hiring salary range of \$130,998 to \$145,974 for 2023 depending upon experience and qualifications. The full salary range is \$130,998 to \$174,678. In addition, the City offers a Performance based pay opportunity up to \$162,157 based on merit. The City also provides a comprehensive and competitive [benefits](#) package.



TO APPLY

Apply Online: gmphr.com

First Review: **December 31, 2023**

More Info: Jeff Weldon, GMP Consultants
jweldon@gmphr.com / (320) 557-8006



CITY MANAGER

Livingston, MT

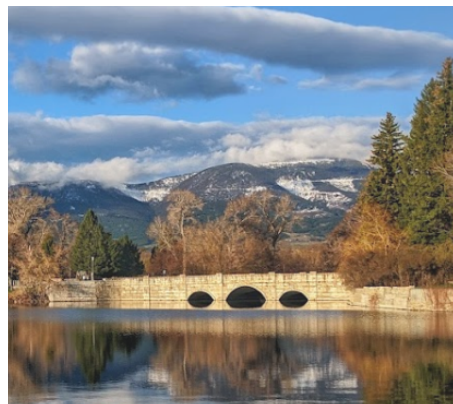


Dear Colleague,

GMP Consultants is assisting the City of Livingston, Montana in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to other chief administrative officers who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman, GMP Consultants
206-714-9499





Why Apply?

Come work with an experienced and dynamic leadership team, a highly engaged citizenry, and a committed City Commission—all under the scenic backdrop of the Yellowstone River and multiple mountain ranges. Only 30 miles outside of Bozeman, this rocky-mountain community is large enough to be a full-service city, but small enough to be a close-knit community. People who live in Livingston are proud to call it home.

The City of Livingston

Located 30 miles outside of Bozeman and one hour north of Yellowstone National Park, the City of Livingston is known for its rugged charm and a strong sense of community.

Livingston has maintained its quintessential Old West ambience and has flourished into an eclectic and engaged community that includes ranchers, writers, artisans, and performers. In 1999, Livingston famously served as the setting for the Brad Pitt movie, "A River Runs Through It."

Operating under the Commission-Manager form of government, the City serves a population of over 8,000 with a budget of \$25.9 million dollars and a team of 100 FTEs. City departments include Building and Planning, Legal, Finance, Administrative Services, Fire & EMS, Police, and Public Works.

The Ideal Candidate

The City of Livingston is seeking an energetic and engaged City Manager. The ideal candidate will be a strong and compassionate leader with the ability to take broad policy direction and implement it through executive strategy and empowering staff to achieve clear and actionable goals. This is an exceptional opportunity to lead a dynamic organization and live in an area with a high quality of life.

"We have a dynamic team of department heads that work cooperatively and challenge each other like the best kind of teammates."

"While there is no shortage of challenges...the entire staff of the City of Livingston at every level is committed to doing an exemplary job and serving our neighbors while taking care of each other every day."

**—CITY DIRECTORS &
DEPARTMENT HEADS**

**LEARN
MORE**

Visit: gmphr.com

First Review: September 11, 2022

Salary Range: \$135,000 - \$165,000 DOQ

More Info: Greg M. Prothman, GMP Consultants
Greg@gmphr.com / 206-714-9499



Proposal to provide Professional Executive Search Services for the Position of City Manager for Junction City, Kansas

APRIL 29, 2024

Provided to Tammy Melton, City Clerk of the City of Junction City, KS
By Government Professional Solutions (GPS)



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Overall cost and value of project 20

Appendix 21

April 29, 2024

Tammy Melton, City Clerk
P.O. Box 287
Junction City, KS 66441



Dear Tammy Melton,

Government Professional Solutions, LLC (GPS), welcomes the opportunity to submit our proposal for executive search services to help the City of Junction City find and hire the best candidate to serve as its next City Manager.

GPS offers you a distinct alternative to the traditional executive search firm. We are a government consultancy comprised of only senior level, former city managers with MPA degrees. Our services are based on best practices built from a combined 30+ years of experience in the public sector and city management. Our firm philosophy is rooted in the highest ethics and integrity, and relationships are at the core of everything we do.

We believe, and hope you will agree, that we are the best partner to guide you through this very important executive search process for several reasons:

-  **Our ability to leverage an extensive network of public officials across the U.S.** Throughout our decades of public service, we have developed and continue to grow long-lasting relationships with countless public executives, managers, and staff.
-  **Our insight into what it takes to be successful in the Public Sector.** As former city managers, we are very familiar with the types of discussions to have and questions to ask of candidates as we have been in those positions ourselves and tackled the same types of opportunities and challenges they most likely will face.
-  **Our commitment to giving you customized and personal service of the highest quality.** GPS Partner, Bret Bauer, will be the only consultant working on this project and will work closely with you to customize a search approach that best serves your specific objectives. This means you know exactly who you are working with from start to finish, that you can count on receiving senior level expertise, and that the process will be seamless.

Bret Bauer prepared this submittal and can be reached by email or phone (info below).
Thank you very much for your consideration of our firm and proposal.

Sincerely,

A handwritten signature in blue ink that reads "Bret Bauer".

Bret Bauer, Partner and Co-Founder
104 Harbor Haven St.
Gun Barrel City, TX 75156
(316) 207-0688
bbauer@governmentpros.com

A handwritten signature in blue ink that reads "Chris Lowe".

Chris Lowe, Partner and Co-Founder
18605 Arrowwood Dr.
Monument, CO 80132
(785) 766-9104
clowe@governmentpros.com



Approach

Government Professional Solutions (GPS) does not operate like most national search firms. Our approach is collaborative, customized, personal, and **relationship based**. As former city managers who have served full-service cities and their elected officials, we understand first-hand how the executive search function must fit within the larger mission of the local government and the community. We are passionate about public service and we know at the core, that means our focus is about getting to know people - those in your community, and those wishing to serve your community.

City managers who know how to hire managers

As former city managers, we know how to get in front of top candidates. We are connected to modern, accomplished candidates, both directly and indirectly through our extensive network of public officials. We have worked with many of them as colleagues and have personally networked with them at industry association and other events. We have served with them on boards and held leadership positions in the same organizations. We are connected to them through the university MPA programs. Most importantly, we know both the seasoned veterans AND the young up-and-coming professionals who are highly sought after by cities.

We also know the newsletters, publications, and websites these professional candidates subscribe to because we subscribe to them ourselves, and we understand which sources are trusted most.

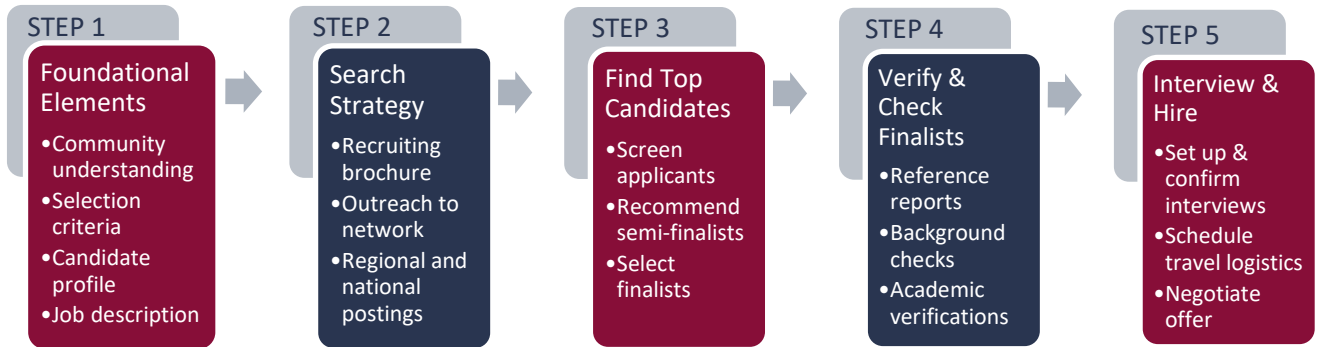
Finally, because of our lengthy and direct experience in the public sector, we are also able to screen candidates quickly and efficiently. An initial conversation by one of our senior level partners quickly yields an accurate assessment of capability and fit. This enables us to focus the majority of our energy and resources on those candidates who have the highest probability of becoming semi-finalists in the search.

A single dedicated senior level consultant by your side

Because our recruitment searches are conducted start to finish by one of our partners, you get an extremely efficient process. A single senior level person dedicated to every step of your project means no gaps or delays in information transfer among multiple staff members and consultants. It means that both you and the candidates get a very direct and responsive line of communication. And, it means you get a level of experience and personal service you know you can count on.

GPS Partner, Bret Bauer, will be the consultant on this project.

GPS will customize a search process that best serves your specific objectives and situation. Below is the general workflow we will follow



STEP 1: DEVELOP FOUNDATIONAL ELEMENTS

Understanding you and the community

The first, and most important step of our process is to spend time getting to know you and your community.

In our experience we have found that too often the process of finding the next leader for an organization is a cookie-cutter process focused on developing a community profile and quickly finding a candidate. As public executives, we understand how important it is to understand your community and to have a complete, professional, and thorough process to find top level talent for your future leaders. That is why we structure time to spend in your community to experience its amenities, economy, people, and infrastructure, and to get to know your organization and community, both individually and as a collective group.

Developing the ideal candidate profile begins with a survey sent to you, City Council members, and/or designated staff prior to our first meeting. Members individually complete these surveys to help begin to paint the picture about what you want to see in your next City Manager.

We then meet on-site with you, the City Council, and/or designated staff to discuss the required background, professional experience, and management and leadership characteristics for your position. We work with you to thoroughly understand (or help identify) the position’s requirements, current challenges, strategic priorities, and expectations.

Information obtained from these efforts, coupled with our review of any provided resources, is used to prepare selection criteria, a job position (if needed), and a candidate profile, all of which will be approved by you before recruitment begins. Spending time getting these items right is critical to ensuring an efficient and effective process to follow.

Timeframe:

1 week

Deliverables:

Community understanding

Selection criteria surveys

Job position

Candidate profile

STEP 2: DESIGN A CUSTOM SEARCH STRATEGY

We work collaboratively with you to develop a comprehensive outreach strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. We will recommend a strategy that includes national, state, regional, and local elements.

Leveraging our network

Central to that strategy is to leverage our extensive network of public officials. Often, we know qualified candidates who are not actively seeking new employment and will not necessarily respond to an advertisement.

One of the tools we leverage is a comprehensive recruitment brochure that can accompany all networking and outreach efforts. This brochure typically includes the candidate profile defined in Step 1, a summary of challenges and priorities, and information that positions your location as a highly attractive place to live and work. *(Please see example provided in the Appendix)*

Leveraging the ICMA & other professional organizations

From our decades in city leadership and as candidates ourselves, we depend on the International City/County Management Association (ICMA), as do the type of candidates you want for this position. Most managers are members, and it is the first stop for anyone in the industry looking for a new job.

We use our extensive networks at the state level to ensure we are adequately marketing to in-state candidates through the League of Kansas Municipalities (LKM).

We value diversity and our recruitment process reflects that. We work with the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network (an affiliate of ICMA).

Timeframe:

1-2 weeks

Deliverables:

Timeline

Recruitment
brochure

Advertisement

STEP 3: FIND TOP CANDIDATES

Upon approval of the custom search strategy and marketing tools, we promptly begin the search process, starting first and foremost with our network.

Application packets will be received and categorized according to the rating criteria established by you and your team to ensure that the candidate pool has the matching skills and background. You will receive weekly updates on the development of the candidate pool. Information on all applicants will be retained and organized for recordkeeping purposes and will be transmitted to you upon completion.

Each candidate submitting an application packet is sent a timely acknowledgement, including an approximate schedule for the recruitment. Throughout the process,

Timeframe:

5-6 weeks

Deliverables:

Custom
questionnaires

10-15 semi-finalist
recommendations

communications are maintained with each candidate regarding information about the recruitment progress and their status.

We will screen candidates against the position and criteria defined in Step 1 and recommend a list of 10-15 semi-finalists to you.

Two important tools we use during this process are a candidate questionnaire and a due diligence questionnaire, both customized to your unique position and situation (*please see examples of each in the appendix*). The candidate questionnaire goes to all semi-finalists and provides additional information about their background and experience. The due diligence questionnaire goes only to finalists.

We also ask semi-finalists to engage in video storytelling where they are given an opportunity to tell us about their journey in public service. This is intended to help us, and you better assess who they are as people and as leaders. This approach can help in developing a more comprehensive understanding of the candidate's ability to think on their feet as well as their personal and professional demeanor.

We will provide you with a semi-finalist report that includes copies of all marketing media, the master applicant list, as well as a cover letter, resume, completed questionnaire, and videos for each semi-finalist.

From there, we will review semi-finalist information with you and ask you to select finalists for interviews.

Timely and regular communications to candidates

Regular updates to you and your team

Semi-finalist report

STEP 4: VERIFY AND CHECK FINALISTS

When you approve a group of finalists for on-site interviews, we will begin the process of conducting reference checks, background checks, and academic verifications. A confidential reference report is prepared for each finalist to complete our understanding of his or her management and leadership characteristics and professional work performance.

For the background checks, we will collect information on the candidates in the following areas:



City/County/State Criminal



Federal District Civil Litigation



Federal District Criminal



City/County/State Civil Litigation



Employment Verification



Motor Vehicle Driving Record



Reference Verification



Educational Verification

Timeframe:

2 weeks

Deliverables:

Reference check results

Background check results

Academic verification results

STEP 5: INTERVIEW AND HIRE

Upon completing the candidate verifications and checks, we will work collaboratively with you to develop the final interview process.

We will provide you with a Final Candidate Report prior to commencement of interviews. This report will include a copy of the recruitment brochure and interview schedule, as well as cover letter, resume, completed questionnaires, and reference/background results for each finalist to be interviewed. It will also include our individual analysis of each candidate compared to the ideal candidate profile developed with you (e.g., our evaluation of minimum professional qualifications, responses to questionnaires, etc.). *Note: A minimum of one week is required to develop the packet of information for your review once finalists have been identified.*

Accompanying the final report will be guidelines for interviewing the finalists, suggested interview questions, and a customized interview grading tool for your interview panel(s). We will attend finalist interviews to support continuity of the process.

We will work with you to develop an interview process that is thorough and inclusive of your organization and community. Successful options we have used in the past include: a community meet and greet (this allows community members, elected officials, and staff to meet and visit with the finalists), community interview panel to serve as one of the events for finalists during the in-person interview process, and/or a community dialogue event.

*Additional options available to you are:



Participation in deliberation of candidates.



Assistance with developing a compensation package and related employment considerations.



Assistance with employment agreement negotiation.

Finally, we will notify candidates of the final decision and will confirm final process close out items with you.

Timeframe:

2-3 weeks

Deliverables:

Interview and travel itinerary schedules

Final Candidate Report

Interview guidelines

Suggested interview questions

Interview grading tool

Candidate notifications



Experience

30+ years combined experience in city management

GPS is comprised of only senior level, former city managers with MPA degrees. Our partners share a passion for serving the public and bring a combined 30+ years of experience in leading communities. Their public service careers include serving as City Manager, Town Manager, and Assistant City Administrator throughout the country.

Resumes of Partners, Bret Bauer and Chris Lowe, are included in the appendix. Bret Bauer will be the consultant assigned to this project and will execute all tasks involved. No outside consultants are expected to be used.

18 years of successful recruiting history

RECENT RECRUITMENTS

Chief of Police-Alliance, NE
City Manager-DeSoto, TX
Director of Finance-Duncanville, TX
City Administrator-Grand Island, NE
Public Utilities Dir.-Grand Island, NE
Town Manager-Prosper, TX
City Manager-Janesville, WI
City Manager-La Grange, TX
Public Utilities Director-DeSoto, TX
Chief of Police-Hutto, TX
Town Administrator-Elizabeth, CO

At GPS, we have been conducting executive level recruitments for 18 years. We believe the perspective we bring as former city managers and candidates, combined with the principled approach we developed based on decades of combined experience, enables us to help you find and hire the right candidate for the job the first time around.

As former city managers, we are very familiar with the types of discussions to have and questions to ask of candidates as we have been in those positions ourselves and tackled the same types of opportunities and challenges they most likely will face.

More than an executive search firm

GPS was founded with one central objective: to use our industry experience and decades of public service to help cities and counties improve their communities. Since 2006, GPS Partners Bret and Chris have been expanding their government experience and network in cities across the country to position themselves to be the best trained public servants available to serve cities and counties on a diverse range of projects, challenges, and opportunities.

Our breadth of services includes:

- Executive Search
- Budgeting
- Human Resources (Class & Comp. Studies)
- Leadership Development
- Strategic Planning
- Project Management (Interim Services)

The compass in our logo depicts our goal of providing guiding direction to our public clients and we strive to be a steady partner throughout that journey. We firmly believe in the value of **trusted relationships**, and want to be your **trusted partner**, not just another vendor.

The GPS Guarantee

While others in the industry may offer a 1-year guarantee, we are confident in our process, and offer a 24-month guarantee against resignation or termination for any reason. Any subsequent search will be done for actual cost.

"Government Professional Solutions (GPS) and specifically Bret Bauer exceeded my expectations during our search for a new Town Manager. Bret brought years of experience in municipal government as well as a vast network of potential candidates to the search. Not only did he accomplish the task, he did it in a professional, expeditious and cost effective method. His attention to detail and clear sense of the urgency of the need was critical to our council and to the candidates. I strongly recommend GPS and will utilize them if needed in the future." - David Bristol, Mayor of Prosper, Texas

Demonstrated ability to complete a thorough and detailed report

We hope the steps outlined in the Approach section of this proposal have demonstrated that our process is highly thorough and detailed. Additionally, we trust the background, experience, and reputation presented about our firm, and in particular the partner assigned to this project, Bret Bauer, have demonstrated the accountability and integrity we bring to this important effort.

Likewise, we are confident the final candidate reference report we provide to you will be comprehensive and detailed, and will equip you with everything you need to carefully and thoroughly interview final candidates and make a sound and supported final decision. The report will include:

Information on each finalist:

- ➊ Cover letter and resume
- ➋ Completed questionnaires
- ➌ Reference/background results
- ➍ GPS analysis/evaluation
- ➎ Video Storytelling (if used)

Additional supporting information:

- ➊ Recruitment brochure
- ➋ Interview schedule
- ➌ Interview guidelines
- ➍ Suggested interview questions
- ➎ Customized interview grading tool

References

Owner/address/telephone contact	City of Alliance, NE /Seth Sorensen, City Manager 324 Laramie Avenue, P.O. Box D, Alliance, NE 69301 (308) 762-5400, ssorensen@cityofalliance.net Pop. 9,000, Annual Budget \$3.75M
Project name	Executive recruitment for Chief of Police
Project description	Performed national executive recruitment services to recruit for a Chief of Police to be a part of Alliance's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of DeSoto, TX /Mayor Rachel Proctor 211 East Pleasant Run Road, DeSoto, TX 75115 (972) 274-2489, rproctor@desototexas.gov Pop. 56,583, Annual Budget \$181M
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a City Manager to be a part of DeSoto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Duncanville, TX /Todd Siegel, Director of Human Resources 203 E. Wheatland Road, Duncanville, TX 75116 (972) 780-5095, todd.siegel@duncanvilletx.gov Pop. 40,706, Annual Budget \$94M
Project name	Executive recruitment for Director of Finance
Project description	Performed national executive recruitment services to recruit for a Director of Finance to be a part of Duncanville's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Grand Island, NE /Aaron Schmid, Director of Human Resources 100 East First Street, Grand Island, NE 68801 (308) 385-5444, aarons@grand-island.com Pop. 52,335, Annual Budget \$273M
Project name	Executive recruitment for Public Utilities Director
Project description	Performed national executive recruitment services to recruit for a Public Utilities Director to be a part of Grand Island's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Grand Island, NE /Aaron Schmid, Director of Human Resources 100 East First Street, Grand Island, NE 68801 (308) 385-5444, aarons@grand-island.com Pop. 52,335, Annual Budget \$273M
Project name	Executive recruitment for City Administrator
Project description	Performed national executive recruitment services to recruit for a City Administrator to be a part of Grand Island's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Town of Prosper, TX / David Bristol, Mayor 250 W. First Street, Prosper, TX 75078 (972) 965-0446, dbristol@prospertx.gov Pop. 37,746, Annual Budget \$102M
Project name	Executive recruitment for Town Manager
Project description	Performed national executive recruitment services to recruit for a Town Manager to be a part of Prosper's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Janesville, WI / Paul Benson, Council President 18 N. Jackson Street, Janesville, WI 53548 (608) 352-8010, bensonp@ci.janesville.wi.us Pop. 65,942, Annual Budget \$128M
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a City Manager to be a part of Janesville's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of La Grange, TX / Jan Dockery, Mayor 151 S. Banner Street, Elizabeth, CO 80107 (979) 968-5805, citysecretary@cityoflg.com Pop. 15,978, Annual Budget \$18M
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a City Manager to be a part of La Grange's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of DeSoto, TX / Brandon Wright, City Manager 211 East Pleasant Run Road, DeSoto, TX 75115 (972) 230-9644, bwright@desototexas.gov Pop. 55,913, Annual Budget \$129M
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a Public Utilities Director to be a part of DeSoto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of DeSoto, TX / Brandon Wright, City Manager 211 East Pleasant Run Road, DeSoto, TX 75115 (972) 230-9644, bwright@desototexas.gov Pop. 55,913, Annual Budget \$129M
Project name	Executive recruitment for Library Director
Project description	Performed national executive recruitment services to recruit for a Library Director to be a part of DeSoto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Hutto, TX / Stacy Schmitt, Assistant to the City Manager 500 West Live Oak Street, Hutto, TX 78634 Pop. 40,943, Annual Budget \$315M
Project name	Executive recruitment for Chief of Police
Project description	Performed national executive recruitment services to recruit for a Chief of Police to be a part of Hutto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Aubrey Municipal Development District, Aubrey, TX / Jesse Auer, President 107 S. Main Street, Aubrey, TX 76227 (940) 440-9343, jauer@aubreytx.gov
Project name	Executive recruitment for Executive Director
Project description	Performed national executive recruitment services to recruit for a Executive Director to be a part of Aubrey's MDD Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Town of Elizabeth, Colorado / Megan Vasquez, Mayor 151 S. Banner Street, Elizabeth, CO 80107 (303) 646-4166, megan.vasquez@townofelizabeth.org Pop. 2,500, Annual Budget \$16M
Project name	Executive recruitment for Town Administrator
Project description	Performed national executive recruitment services to recruit for a Town Administrator to be a part of Elizabeth's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Hutto, Texas / Warren Hutmacher, City Manager 500 W. Live Oak Street, Hutto, TX 78634 (404) 535-0525, warren.hutmacher@huttotx.gov Pop. 40,943, Annual Budget \$315M
Project name	Executive recruitment for Public Works Director
Project description	Performed national executive recruitment services to recruit for a Public Works Director to be a part of Hutto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Hutto, Texas / Warren Hutmacher, City Manager 500 W. Live Oak Street, Hutto, TX 78634 (404) 535-0525, warren.hutmacher@huttotx.gov Pop. 40,943, Annual Budget \$315M
Project name	Executive recruitment for Chief Financial Officer
Project description	Performed national executive recruitment services to recruit for a Chief Financial Officer to be a part of Hutto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Testimonials

*"When we needed to hire a search firm for our next City Manager, our HR director recommended several firms. What initially attracted me to GPS was their track record of working with communities of different sizes and different areas of the country. We really wanted to find the best candidate and didn't want to limit ourselves. Next, I really loved that the two partners were both former city managers and had been through this process before on the other side. Chris and his team at GPS exceeded my expectations. First, they worked with us to create a process that worked for our City Council. They were very organized and kept us up to date on their work. Then they brought us a really strong group of candidates. And when I compared our candidate pool to some other local communities who were also going through the hiring process, I was very impressed. Finally, when it came to do the interviews and final negotiations, Chris's expertise and advice was instrumental. He helped us hire the right person and served as a liaison to make the negotiation process go more smoothly. **I give Chris and GPS the absolute highest recommendation.**" - Paul Benson, Council President of Janesville, Wisconsin*

*"Government Professional Solutions (GPS) and specifically Bret Bauer exceeded my expectations during our search for a new Town Manager. Bret brought years of experience in municipal government as well as a vast network of potential candidates to the search. Not only did he accomplish the task, he did it in a professional, expeditious and cost effective method. His attention to detail and clear sense of the urgency of the need was critical to our council and to the candidates. **I strongly recommend GPS and will utilize them if needed in the future.**" - David Bristol, Mayor of Prosper, Texas*

*"As a Trustee of the Town of Elizabeth, Colorado, I am pleased and honored to write on behalf of Chris Lowe and his partner, Bret Bauer, of Government Professional Solutions. GPS was chosen to conduct the search effort for a permanent Town Administrator who could restore confidence for the staff and the community within an atmosphere of doubt. The decision to engage Chris and Bret was easy, given their individual backgrounds in city management and boots on the ground experience. Almost immediately upon their selection, our currently serving Interim Administrator accepted a permanent position closer to his home, and the Town was once again without daily leadership. Chris offered GPS' services to serve in this role while they continued the search for a permanent Administrator. My personal view is that this was an unexpected blessing, as in this way Chris could not only utilize his professional expertise in the search effort but would also come to know the subtle nuances of our Board, the organization, and the community to identify the perfect pool of candidates. Additionally, the Board engaged GPS to conduct the search effort to fill the vacant position of Community Development Director. **Chris led us on a remarkable journey of discovery as to how to function at our highest level as a Board of Trustees, beginning with a series of strategic planning workshops to identify first: who we are as a community; and secondly: what are the values we embrace and how can we best preserve and protect them.** Chris allowed us to explore myriad ideas while sharpening the focus on how those ideas reflect our values and goals. Never had we participated in such an important exercise, and the experience established unity and helped build consensus among Board members that had earlier struggled with distrust and dissonance. Chris and Bret shepherded us through the process of evaluating the many highly qualified candidates they attracted for us to consider, and we selected someone whom I believe will be not only a neighbor but an exceedingly engaged contributor serving our community of residents and business owners. This of course signaled a conclusion to the tremendously productive time spent with Chris, but it is my hope that we will maintain our relationship with future engagements, especially with respect to strategic planning and budget workshops that were invaluable and frankly life-changing for our Board and staff. **I wholeheartedly recommend Government Professional Solutions for their firsthand professional expertise and experienced understanding of the unique***

challenges facing municipalities. They truly create the solutions needed for those striving to do their best for the communities in which they serve.” - Tammy Payne, Trustee of Town of Elizabeth, Colorado

*“Chris Lowe, with Government Professional Solutions, was **professional, enthusiastic, and showed great dedication to the Town's search for their next Town Administrator**, while taking on the role as the Interim Town Administrator. He provided team management skills and a hands-on approach to ensure the sustainability of the town, staff and board.”* - Megan Vasquez, Mayor of Town of Elizabeth, Colorado

*“I’m writing this letter of recommendation on behalf of Bret Bauer, Partner & Co-Founder of Government Professional Solutions (“GPS”) who I have had the pleasure of working with over the past 7 months related to our Chief Financial Officer placement with the City of Hutto, and our most recent placement for a Director of Public Works & Engineering. Bret (along with his colleague Chris Lowe) have been extremely thorough with the recruitment process from inception to negotiating and extending the offer. **Bret’s experience of serving in city management roles has been extremely beneficial, as he understands the needs of city government experience for these types of placements, which is most valuable during the screening process.** This streamlines my time as the City Manager to focus on City issues, as I know we are in good hands, as Bret takes the time needed to figure out exactly the type of background and personality we are in search of for any given position, and only presents those top-notch candidates meeting our criteria. GPS creates the hiring brochure, which is necessary to initially attract potential candidates, and is meticulous in their overall screening process and always carves out time to answer any questions I might have during the process. They have great attention to detail, and a great pool of candidates. This is the reason I have continued to use GPS for other placements within the City of Hutto. **I would highly recommend Government Professional Solutions to any City or Government entity looking to recruit for executive-level positions.**”* - Warren Hutmacher, City Manager of Hutto, Texas

*“As the former mayor of Gun Barrel City, Texas, it was my pleasure to work with Bret Bauer, our city manager, for over four years. Bret had the experience and background to immediately work on and solve problem areas within our city infrastructure. It took no time at all for Bret to gain the trust and admiration of the city employees. **Cities are faced daily with problems that require outside professional help. These professional(s) must have firsthand knowledge of how municipalities operate. Mr. Bauer and Mr. Lowe have that knowledge from their years of working for and with cities. GPS is the company any city can depend on for help when help is needed.**”* - Jim Braswell, Former Mayor of Gun Barrel City, Texas

*“In government, there are two types of leaders; those that are interested in getting the job done, and those afraid to tackle the tough problems. In my twenty plus years of work with governmental entities, I can say that Chris Lowe was among the best and most committed to getting the job done. Chris has a keen ability to find the right tool and the right path to solve a variety of problems, whether negotiation with an employee group, transition of the City to an updated or automated process or responding to a politically charged community issue. Strength of character and integrity are hallmarks of how Chris approaches his work. His research and presentations to elected officials are thorough, data driven, and effective. I have watched him build consensus around difficult problems and implement solutions that have carried his communities forward through tough challenges. **If your community has a problem in search of a solution, Chris Lowe can navigate those waters with your organization and help you find your port in a storm.**”* - Douglas B. Harris, City Attorney, Harris, Harris, & Sommer, LLC

"I had the pleasure to offer Chris Lowe the position as City Administrator for Baldwin City, Kansas early on in my term as Mayor. I felt that the experiences and energy that he could bring to our community would be extremely impactful, but I had no idea on how impactful it would ultimately be. Chris was so eager to learn so much about our community. He jumped into our utility enterprise, which included electrical generation as well as water and wastewater treatment. He handled all the challenges that those entities bring to City Management, very effectively. He developed personal relationships that last to this day. He built and developed a great team of professionals that carried out the combined vision that he and the City Council had for the community. One can drive around our community and in a very short distance, can see the enormity of the projects that have Chris's imprint. When you communicate the vision to Chris, you can be assured that he will bring that vision to life. He also is a consensus builder and works effectively to build relationships with other governmental agencies. I am proud that we had Chris in our community and so proud of the work he led to make our community even better." - Ken Wagner, Former Mayor of Baldwin City, Kansas

*"Chris Lowe has the unique ability to identify and attract key individuals in any organization and knows how to best utilize their skills to achieve the best results possible. His outstanding leadership abilities are very well-suited for any team environment, and he is a proven leader in all areas of municipal government. **I highly recommend Chris and his team to lead and guide any community forward through the unique problems that constantly present themselves.**"* - Jeff Kaiser, Former Mayor & Trustee, Town of Monument

Agreement to use Junction City's contract

GPS is happy to execute a standard contract form provided by the City or if preferred, we can provide our standard engagement agreement. GPS further acknowledges that our firm maintains, or will acquire, the minimum or greater of the insurance limits required.

Agreement to complete project according to project schedule

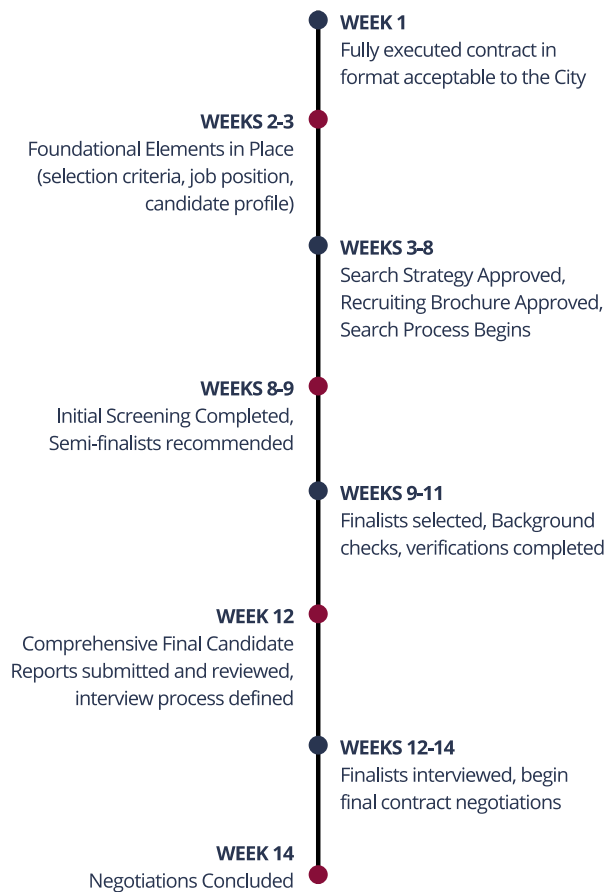
The timeline at right provides a general breakdown of tasks, milestones, and timeframes to support a thorough and successful recruitment process.

This timeline is a suggestion only and we will work with you to finalize and approve an exact timeline.

SUGGESTED TIMELINE

City of Junction City Professional Executive Search Services

The City will be asked to approve a final timeline before any recruitment begin, the timeline may be lengthened, if so desired





Overall cost and value of project

GPS offers a firm, fixed fee of \$19,500 to conduct each professional executive search, ***which includes all our expenses and costs.***

In other words, the only thing you will pay GPS is the agreed upon fee. This includes costs for professional graphic design, background and academic verification, and consultant travel and expenses. This means the only other costs you will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations, and meals for the interview process.

The advantage to you is you know exactly what you will pay and do not have to worry about reviewing costs associated with the project.

We will bill the fee as the phases are completed and according to the following schedule:

- \$10,500 upon execution of contract
- \$6,000 upon selection of group of semi-finalists
- \$3,000 upon completion of negotiations with final candidate



Appendix

Appendix includes:

Sample City Manager search report (Final Candidate Report)

Sample recruitment brochure

Sample questionnaire (candidate and due diligence)

Resumes (Bret Bauer and Chris Lowe)

Certificate of insurance

Final Candidate Report for



Below are the documents in this Final Candidate Report:

Ideal Candidate Profile
Recruitment Brochure
Marketing Media (Job Advertisement)
Master Applicant List (Selection Grading Criteria Matrix)
Interview Schedule
Cover Letter
Resume
Candidate Questionnaire
Due Diligence Questionnaire
Zoom Video Recording (already provided)
Background Summary
Internet Research
YouTube Research
Email Correspondence

Town of Prosper, Town Manager Candidate Profile

The Town Manager shall be someone with confidence borne from expertise and experience in Texas, possessing a calm and approachable demeanor. He/she will have outstanding leadership skills, a management style who can work as an active part of a team, be a strategic thinker and listener, is trustworthy, and dependable. He/she will be a servant leader and always demonstrate honesty, integrity, fairness, and diplomacy. The Town Manager will be friendly, humble, calm and collected, even during chaos, and will desire to immerse themselves in and be a part of this community. Someone who is an expert in being a good person.

The Town Manager will be a motivator who will work collaboratively with staff and empower them. This person will possess a positive and supportive management style who can build staff up. He/she will be the voice for staff with Council and the public. He/she will be respectful of all, mentor, set priorities, provide resources, have high expectations and ensure accountability. This person will encourage teamwork and is comfortable getting in the trenches to get the job done. While this person will be a leader of the staff he/she will also be a hands on project manager.

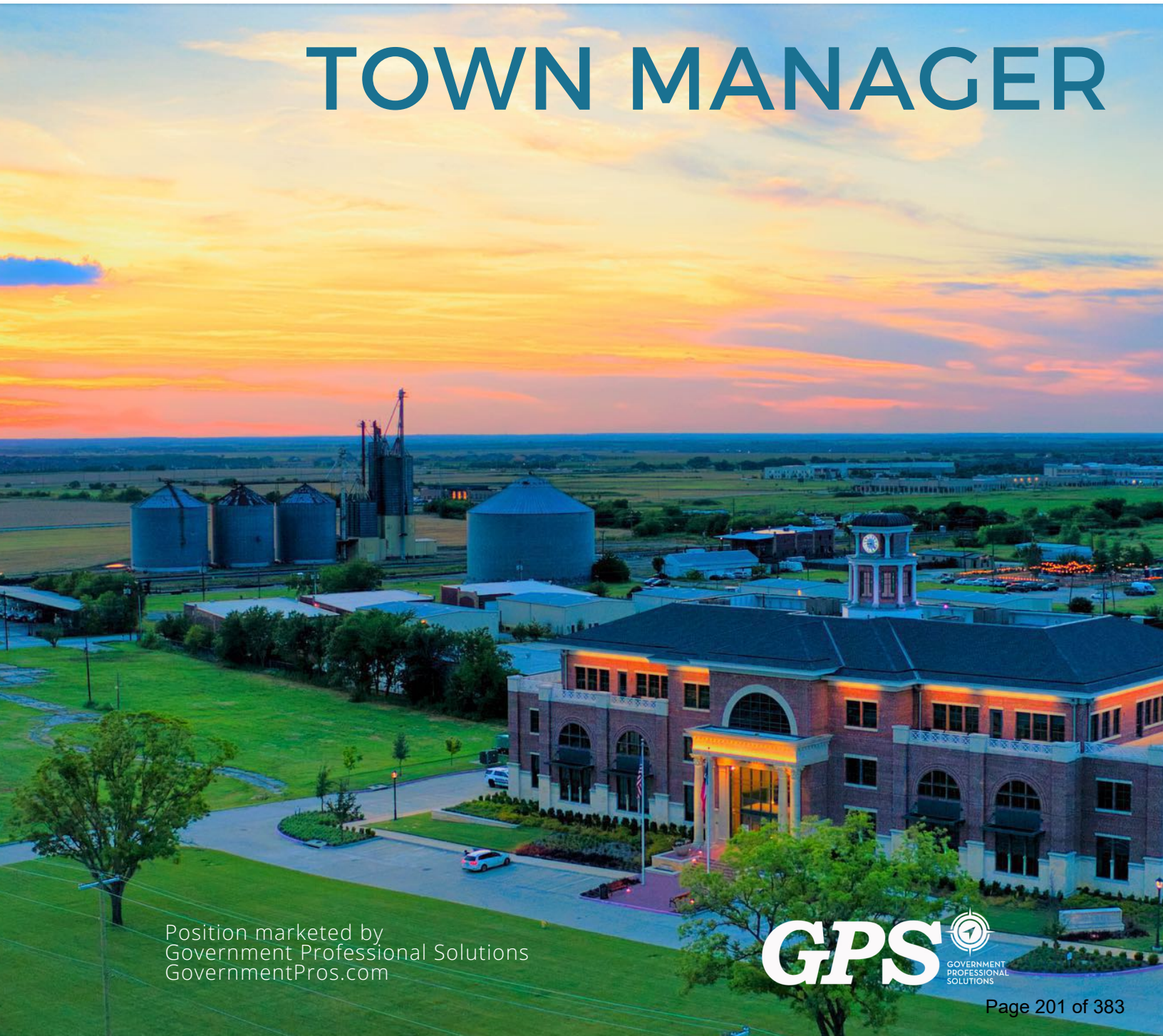
He/she will be professional, but also friendly and outgoing with a sense of humor. This person must have outstanding communication skills, both verbal and written. Will be gifted in making clear and concise presentations to the Town Council and public. The Town Manager must be able to lead and guide the Council without taking sides or playing politics, always providing their best professional recommendations. He/she will have a strong financial and budgeting background and will ensure the financial data is accurate every time, all the time. Experience managing a growth environment in residential and commercial development. Including planning, growing, and meeting infrastructure needs. He/she must have the skills to, in coordination with the economic development, develop, negotiate and implement incentive and development agreements.

The Town Manager will have a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, or related field and a minimum of 7 years of progressively responsible management and supervisory experience as a city/town or county manager for a similar size population base or as an Assistant or Deputy in a larger community. A Master's degree in Public Administration or Business Administration or related field is preferred. Current member of ICMA and TCMA in good standing.



The Town of Prosper, Texas is hiring a

TOWN MANAGER



Position marketed by
Government Professional Solutions
GovernmentPros.com



WELCOME TO THE TOWN OF PROSPER, TEXAS

Community

The Town of Prosper is a fast growing community offering a high quality of life, where neighbors know each other and kids can play in a safe, friendly community.

With its proximity to the Dallas/Fort Worth area, the Town of Prosper has been an especially attractive place to put down family roots for CEOs and executives, and top tech and medical talent. The Town's annual growth rate has been between 9% and 13% for the past five years.

Location

North of Dallas, Prosper is located less than 30 minutes from 2 major airports: Dallas Love Field and Dallas/Fort Worth International. The Town is just 35 miles from Downtown Dallas and 55 miles from Fort Worth. Prosper's land area is 27 square miles.

Demographics

Population: 35,430, with a total buildout projection of 70,000 residents by 2040

	Median Household Income	\$153,777
	Median Earnings/Worker	\$85,560
	Median Housing Value	\$436,600
	Median Monthly Owner Cost with Mortgages	\$2,921/month
	Median Monthly Rent	\$1,482/month
	Owner-Occupied Housing	86.5%
	Prosper Residents with Health Insurance	95.4%

History

The Town of Prosper began as a farming community in Collin County in the early 1900s. In its early years, the town was also a central stop for the railroad between Dallas and Sherman. Prosper was incorporated in 1914 with a population of 500.

Entertainment and recreation

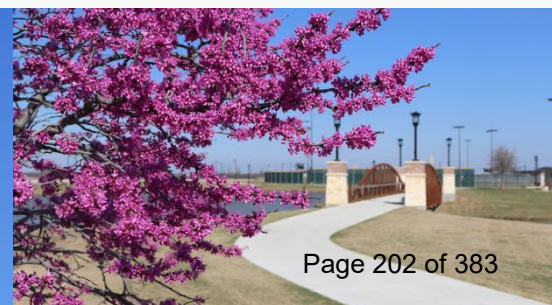
Prosper prides itself on having parks and recreation facilities that promote healthy lifestyles for all ages and enhance property values.

The Town is home to more than 350 acres of park, including open spaces, recreational venues, athletic facilities, and tennis courts. More than 30 miles of hike and bike trails weave throughout Prosper with plans for additional trails.

Frontier Community Park features a major sports complex with lighted natural and turf fields for a variety of sports. Other features include trails, pavilion, concessions, catch and release pond, splash pad, and Windmill Playground.

With Prosper's signature, historical grain silos adjacent to an impressive Town hall, inviting Food Truck Park, and welcoming outdoor space, Downtown Prosper is home to one-of-a-kind boutique stores, restaurants, and services. Downtown Masterplan was recently adopted and is currently being implemented.

Prosper also offers a wide array of nationally recognized retail stores and restaurants.



Business and Commerce

The Town of Prosper is a fast growing community with a strong pro-business mindset. The area's top employers are:

- Prosper ISD
- Lowe's
- Kroger
- Cook Children's
- Town of Prosper
- Dick's S.G./Field & Stream
- Walmart
- Longo Toyota
- Chick-fil-A
- Texas Health Resources



Education

Among Prosper residents 25 and older, 58% have earned a Bachelor's degree or higher level of education. Another 27% of the 25+ population have an Associate's degree or at least some college, and 98% are high school graduates.

Most of Prosper's geographic area is located in the boundaries of the Prosper Independent School District (PISD). Prosper ISD is located in both Collin and Denton Counties and serves students living in Prosper, Celina, McKinney, Frisco, and Aubrey.

Prosper ISD is a top rated public school system, ranking #10 on *Niche.com's* 2023 Best School Districts in Texas. As an accredited district, PISD develops and graduates motivated, academically prepared individuals with the strength of character to make contributions to a rapidly-changing society through an educational system that maintains high expectations, provides quality instruction, and establishes a safe, orderly learning environment.

Prosper ISD continues to be one of the fastest-growing school districts in Texas. In 2021-2022, the district had more than 22,000 students and more than 2,600 staff members serving 14 elementary schools, 4 middle schools, and 2 high schools. By buildout, the district is expected to have 28-30 elementary campuses, 9-10 middle schools, and 4-5 high school campuses.

Support for Prosper ISD is strong. A school bond election in May 2019 was approved by 85% of those who voted. The majority of the \$1.337 billion bond – specifically 84% – funds the building of new school facilities.

Prosper ISD is among only 250 school districts in the United States and Canada, and only 17 school districts in the State of Texas named to the College Board AP District Honor Roll. 29 Advanced Placement (AP) courses, 20 Pre-AP courses, and 10 dual credit courses are offered at the high school level.

Prosper is home to championship teams, and to Children's Health Stadium. Opened in August 2019, the \$52 million facility houses the football stadium, natatorium, and meeting facilities.

Government

The Town of Prosper is a home rule town with a mayor and six council members who are elected at large for three-year terms. The Town Manager serves as Chief Administrative Officer to Prosper and is responsible to the council.

"Prosper is a place where everyone matters." The Town of Prosper strives to be a place where every resident has a voice, where decisions are made in the best interest of everyone, and where government is open and transparent. The municipal departments each play a role enriching the Town and supporting the residents.

Prosper Community Vision

Prosper is a community committed to excellence. It is a high-quality, family-oriented community maintaining a visually aesthetic open feel with job-producing, economically sustainable commercial development directed to the Town's major transportation corridors, all while maintaining strong fiscal responsibility, and meeting the infrastructure needs of the Town.

Prosper Strategic Vision 2036

- Prosper 2036 has a small town relationship/feeling that is a family-friendly community.
- Prosper 2036 is a beautiful and safe community.
- Prosper 2036 is a high-value residential community with a quaint and cool downtown and a dynamic tollway corridor.
- Prosper 2036 has leisure experiences for all.

Fiscal Year 2021-2022 Budget Highlights

- First year accelerated implementation of \$210 million bond program (\$40 million versus \$21 million)
- \$0.01 decrease in property tax rate
- No increase in utility rates for Town customers
- Continued growth in property tax and sales tax
- Continued staff additions to public safety

Fiscal Year 2022-2023 Appropriations Highlights

- Total Appropriations-Operating Budget: \$95,616,751
- General Fund: \$51,833,412
- Debt Service Fund: \$12,911,163
- Water & Sewer Fund: \$28,112,759
- Drainage Utility Fund: \$2,500,000
- Capital Improvement Fund: \$58,295,000
- Capital Dedication Levy: \$6,700,000

Current Project Highlights

- Many road projects
- Water and sewer infrastructure
- New fire stations
- Downtown Masterplan implementation
- Raymond Community Park and other park projects
- Implementing town-wide ERP systems
- Updating Comprehensive Plan



Under the direction of the Town Council, the Town Manager serves as Chief Administrative Officer of the Town and oversees the daily operations of the Town. The Town Manager is responsible to the Town Council for administration of all the affairs of the Town, with only those exceptions that are named in the Town Charter. Example duties include:

Town Council

- Attend all Town Council meetings, with the right to take part in discussion.
- Keep Town Council fully advised as to financial conditions and future needs, and make recommendations.
- Prepare agenda items for, and give presentations to Town Council and Boards and Commissions.
- Inform Town Council of all work-related activities.

Administration

- Direct and supervise administration of 347 total number of town employees, all departments, offices, and agencies, except as otherwise provided by law or the Town Charter.
- Consult and direct all Town employees in solving administrative and operational problems, and developing and implementing changes in organizational structure, policies, or procedures to meet operational and fiscal goals.
- Make reports concerning the operations of Town departments, offices, or agencies.

Economic Development

- Develop and negotiate Town economic development agreements as needed in coordination with the Prosper Economic Development Corporation.
- Oversee, through various departments, construction projects designed to enhance Town infrastructure effectiveness and support economic development projects.
- Promote Town programs, activities, services, and business opportunities.

Financial

- Oversee preparation of and recommend the annual budget and capital program, and administer the budget as adopted.
- Administer operating and capital budget duties, including establishing policies for carrying out budget directives and reviewing operating and capital budgets periodically to analyze trends.

- Assure Town operations are performed within budget; prepare cost control activities; monitor revenues and expenditures to assure sound fiscal control; and ensure efficient use of Town budget funds, personnel, materials, facilities, technology, and time.

Human Resources

- Appoint, suspend, and remove all Town employees and appointive administrative officers, except as otherwise provided by law.
- Provide guidance and support to all departments regarding employee development and furthering the organizational culture of the Town.

Planning

- Develop long and short-range plans for all Town operations.
- Identify more efficient and effective ways of accomplishing Town service delivery.
- Plan, coordinate, and direct the work of Town departments through delegation of authority and responsibility to department executive directors and directors.

Policy and Procedure

- See that all state laws and Town ordinances are effectively enforced.
- Review applicable federal, state, and local laws, ordinances, and regulations for compliance and make recommendations.
- Administer policies and procedures within the Town and ensure that appropriate linkages exist between budget goals, purchasing procedures, and funding limitations and service levels adopted to meet specific departmental and Town Council goals.
- Adhere to personnel, safety, and other policies and procedures.

Public Relations

- Develop positive relationships and coordinate Town affairs with federal, state, and local entities and agencies, civic and private groups, and residents.
- Working with staff, respond to and resolve resident and development inquiries and concerns and negotiate and resolve controversial issues.

- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, or related field required (Master's degree preferred).
- Minimum seven years experience of progressively responsible management and supervisory experience as a city/town or county manager for a similar size population base, or as an Assistant or Deputy in a larger community.
- Current member of International City/County Management Association (ICMA) and Texas City Management Association (TCMA) in good standing.
- Strong financial and budgeting background with ability to ensure financial data is accurate every time, all the time.
- Strategic thinker.
- Experience managing a growth environment in residential and commercial development, including planning, growing, and meeting infrastructure needs.
- Skills to develop, negotiate, and implement incentive and development agreements (in coordination with economic development).
- Gifted at making clear and concise presentations to Town Council and the public.
- Outstanding communication skills, both verbal and written.
- Outstanding leadership skills.
- Servant leader who always demonstrates honesty, integrity, fairness, and diplomacy.
- Motivator who works collaboratively with and empowers staff.
- Positive and supportive management style that builds staff up, is respectful of all, provides mentoring, sets priorities, provides resources, has high expectations, and ensures accountability.
- Hands-on project manager who encourages teamwork and can work as an active part of a team.
- Able to lead and guide Town Council by providing options and building consensus; always providing the best professional recommendations.
- Calm and approachable demeanor, active listener, and remains cool and collected.
- Trustworthy and dependable.
- Professional, while also friendly and outgoing with a sense of humor.
- Desire to immerse oneself in and be a part of the community.

HOW TO APPLY

Compensation: Annual base salary will depend on qualifications but is expected to be in the range of \$230,000 to \$260,000. Position also includes a car allowance, TMRS with a 2 to 1 match as well as a generous contribution to a health, dental, vision, and life insurance package.

To apply, please email your cover letter and resume in .pdf format by Friday, November 18, 2022, 5 pm CST, to bbauer@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Bret Bauer at 316-207-0688 or bbauer@governmentpros.com.

For additional information about the Town of Prosper, please visit:

ProsperTX.gov

Facebook.com/prosperTX

Prosperedc.com

Prosper-isd.net

The Town of Prosper is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the Town's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Town of Prosper, Texas
Town Manager

The Town of Prosper is a fast growing community offering a high quality of life, where neighbors know each other and kids can play in a safe, friendly community.

With its proximity to the Dallas/Fort Worth area, the Town of Prosper has been an especially attractive place to put down family roots for CEOs and executives, and top tech and medical talent. The Town's annual growth rate has been between 9% and 13% for the past five years.

The Town Manager is responsible to the Prosper Town Council for maintaining and operating the Town in a professional manner and administration of all Town affairs. This position manages and directs the day-to-day operations of the Town based on the ordinances and policies established by the Town Council. The Town Manager oversees operation of the Town's departments, including Building Inspection, Communication & Community Engagement, Economic Development, Engineering, Finance, Fire, Health & Code Compliance, Human Resources, Library, Municipal Court, Parks & Recreation, Planning, Police, Public Works, Purchasing, Stormwater Management, Town Secretary, Utility Billing/Trash & Recycling, and Water Conservation. This position is responsible for a \$95.6M operating budget.

This position also works closely with community members, local school members, and is highly visible at community events.

Please use the following link to apply: [Please Click Here to Apply](#)

For more information about this position, please reach out to Bret Bauer, GPS Partner at bbauer@governmentpros.com
(316) 207-0688

Town of Prosper, Town Manager Candidate Selection Criteria (Matrix)

Evaluator: Bret Bauer

Scoring: 1-10 with 10 being the highest

Categories are weighted & equal 100

	Experience: Relevance of previous management experience & success with a similar organization	Education: Relevant Education and/or Training	Philosophy & Approach: Candidate's ability to manage and implement Council objectives	Accomplishments: Previous accomplishments demonstrating leadership, teamwork, empowering staff & innovation	Versatility: Broad organizational knowledge (including budgeting, managing growth & economic development, strategic planning & leadership development)	Longevity: Candidate's previous record of serving an organization long-term	Presentation: Candidate's overall resume/application approach (organization, legibility, literacy)	TOTAL SCORE	Semi-Finalist	Finalist
	(25%)	(15%)	(20%)	(10%)	(20%)	(5%)	(5%)			
	6.0	10.0	7.0	7.0	7.0	6.0	10.0	7.45		
	5.0	9.0	5.0	6.0	6.0	6.0	10.0	6.40		
	0.0	10.0	3.0	4.0	3.0	3.0	9.0	4.10		
	8.0	10.0	8.0	8.0	8.0	7.0	10.0	8.45		
	0.0	9.0	3.0	5.0	3.0	3.0	10.0	4.10		
	7.0	10.0	7.0	8.0	7.0	9.0	10.0	8.00		
	9.0	10.0	8.0	8.0	9.0	9.0	10.0	8.95	Yes	Yes
	7.0	10.0	8.0	7.0	8.0	7.0	10.0	8.05		
	5.0	10.0	6.0	7.0	5.0	6.0	10.0	6.75		
	4.0	10.0	4.0	5.0	3.0	6.0	10.0	5.60		
	6.0	10.0	6.0	6.0	6.0	5.0	10.0	6.95		
	6.0	9.0	4.0	4.0	4.0	9.0	9.0	6.00		
	8.0	10.0	7.0	8.0	5.0	10.0	10.0	8.00		
	6.0	9.0	6.0	7.0	6.0	7.0	9.0	6.95		
	5.0	10.0	5.0	6.0	5.0	6.0	10.0	6.45		
	0.0	9.0	3.0	4.0	3.0	5.0	10.0	4.05		
	7.0	10.0	8.0	7.0	8.0	7.0	10.0	8.05		
	6.0	9.0	6.0	7.0	8.0	9.0	10.0	7.40		
	5.0	10.0	5.0	5.0	7.0	6.0	10.0	6.60		
	0.0	0.0	0.0	0.0	0.0	3.0	9.0	0.60		
	0.0	10.0	0.0	0.0	0.0	0.0	9.0	2.45		
	8.0	10.0	7.0	8.0	8.0	7.0	10.0	8.30		
	9.0	10.0	8.0	8.0	9.0	8.0	10.0	8.90	Yes	No
	9.0	10.0	4.0	9.0	8.0	8.0	10.0	8.90		
	5.0	10.0	4.0	4.0	3.0	7.0	10.0	5.75		
	7.0	10.0	8.0	8.0	7.0	5.0	10.0	7.95		
	7.0	10.0	7.0	8.0	8.0	10.0	10.0	8.20		
	0.0	9.0	0.0	0.0	0.0	8.0	10.0	2.70		
	9.0	10.0	8.0	8.0	9.0	8.0	10.0	8.90	Yes	No
	9.0	10.0	9.0	8.0	9.0	9.0	10.0	9.10		
	5.0	9.0	5.0	7.0	5.0	6.0	10.0	6.40		
	6.0	10.0	5.0	7.0	6.0	9.0	10.0	7.15		
	5.0	10.0	6.0	5.0	6.0	6.0	10.0	6.60		
	0.0	10.0	0.0	2.0	0.0	5.0	9.0	3.00		
	7.0	10.0	7.0	7.0	8.0	8.0	10.0	7.95		
	7.0	10.0	8.0	7.0	8.0	8.0	10.0	8.10	Yes	No
	0.0	9.0	0.0	4.0	0.0	7.0	10.0	3.25		
	5.0	10.0	6.0	5.0	7.0	7.0	10.0	6.80		
	0.0	10.0	0.0	2.0	0.0	4.0	10.0	3.00		
	7.0	10.0	6.0	7.0	6.0	6.0	10.0	7.40		
	8.0	10.0	8.0	7.0	8.0	8.0	10.0	8.35		
	6.0	9.0	6.0	6.0	7.0	9.0	10.0	7.10		
	7.0	10.0	7.0	7.0	7.0	8.0	10.0	7.80		
	0.0	10.0	0.0	5.0	0.0	9.0	9.0	3.65		
	8.0	10.0	8.0	7.0	7.0	8.0	10.0	8.20		
	0.0	10.0	0.0	4.0	0.0	6.0	10.0	3.40		
	0.0	10.0	0.0	4.0	0.0	7.0	9.0	3.40		
	0.0	10.0	0.0	3.0	0.0	5.0	10.0	3.20		
	9.0	10.0	9.0	8.0	8.0	8.0	10.0	8.90	Yes	Yes
	0.0	10.0	0.0	4.0	0.0	6.0	9.0	3.35		
	0.0	10.0	0.0	3.0	0.0	4.0	10.0	3.15		
	7.0	10.0	7.0	6.0	7.0	7.0	10.0	7.60		
	8.0	10.0	8.0	7.0	8.0	8.0	10.0	8.35		
	0.0	0.0	0.0	4.0	4.0	3.0	9.0	1.80		
	9.0	10.0	7.0	8.0	8.0	8.0	10.0	8.60		
	7.0	10.0	7.0	7.0	7.0	5.0	10.0	7.65		
	7.0	9.0	6.0	7.0	7.0	7.0	10.0	7.40	Yes	No
	5.0	10.0	5.0	7.0	6.0	6.0	10.0	6.75		
	6.0	10.0	0.0	7.0	5.0	6.0	10.0	6.10		
	7.0	10.0	7.0	6.0	7.0	7.0	10.0	7.60		
	8.0	10.0	7.0	7.0	7.0	10.0	10.0	8.15		
	9.0	10.0	9.0	8.0	9.0	8.0	10.0	9.05	Yes	Yes
	7.0	9.0	7.0	6.0	7.0	5.0	10.0	7.30		
	5.0	9.0	0.0	6.0	3.0	6.0	10.0	5.20		
	7.0	10.0	8.0	6.0	7.0	7.0	10.0	7.75		
	5.0	10.0	4.0	5.0	4.0	5.0	10.0	5.95		
	6.0	10.0	5.0	5.0	5.0	6.0	10.0	6.55		
	0.0	10.0	0.0	2.0	0.0	5.0	10.0	3.05		
	7.0	10.0	8.0	8.0	8.0	7.0	10.0	8.20		
	9.0	9.0	9.0	8.0	8.0	8.0	10.0	8.70	Yes	Yes
	6.0	9.0	7.0	7.0	6.0	7.0	10.0	7.15		
	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.50		
	6.0	10.0	6.0	5.0	5.0	6.0	10.0	6.70		
	7.0	10.0	8.0	7.0	8.0	8.0	10.0	8.10		
	3.0	9.0	0.0	2.0	0.0	5.0	10.0	3.60		
	7.0	10.0	6.0	6.0	5.0	6.0	10.0	7.10		
	6.0	10.0	5.0	4.0	5.0	6.0	10.0	6.40		

Town of Prosper, TX

Town Manager Interview Schedule

Friday, January 6, 2023

Meet at Prosper City Hall Lobby - 250 W. First Street, Prosper, Texas 75078

Participating Team Members Meet at 8:30 a.m.

Time	*Town Tour/w Designated Town Staff (Meet @ Town Hall)	**Candidates Lunch/w Town Staff (PD Multi- Purpose Room)	***Presentation Exercise (Town Hall Council Chambers)	Town Council & Staff Presentation Debrief (Town Hall Council Chambers)	****Community Meet & Greet (Town Hall Lobby & Chambers)	*****Council End of Day Debrief (Town Hall Executive Conference Room)
9:00 a.m. - 11:15 a.m.	All Finalists					
11:15 a.m. - 11:30 a.m. Break						
11:30 a.m. - 12:30 p.m.		All Finalists				
12:30 p.m. - 1:00 p.m. Break						
1:00 p.m. - 2:00 p.m.			Finalist A			
2:15 p.m. - 3:15 p.m.			Finalist B			
3:15 p.m. - 3:30 p.m. Break						
3:30 p.m. - 4:30 p.m.			Finalist C			
4:45 p.m. - 5:45 p.m.			Finalist D			
5:45 p.m. - 6:15 p.m.				Staff, GPS		
6:30 p.m. - 8:00 p.m.					All Finalists	
8:00 p.m. - 8:30 p.m.						TC, GPS, ITM

NOTES: * Tour bus and routing planned by Robyn and team; Staff tour guides will be Stuart, Robyn and Hulon. (Bob to do a ride along only)

** Lunch provider / menu...**TBD**; Robyn has lead on coordination.

*** Presentation is to be 20 minutes plus Q&A time; Subject - "Describe the tools, actions and infrastructure required on the part of the Town to prepare the DNT commercial corridor for development."

***Presentations to be recorded by Leigh and posted with to TC SharePoint Site within each candidates folder; post not later than 6:00 p.m.

**** Invitation only; invitees list by TC; e-mail invite to be desinged by Communications team; **e-mail invite to go out NLT December 21st**; candidate spouses invited; use 4 high top tables in lobby (2) and chambers (2) for the candidates and let invitees move to each area to meet candidates.

*****Michelle - Post meeting with executive session for Town Manager search.

Hotel - OMNI @ The Star; Ron has called Marla for rate / reservation assistance.

Saturday, January 7, 2023

Meet at Prosper City Hall Lobby - 250 W. First Street, Prosper, Texas 75078

Participating Team Members Meet at 8:00 a.m.

Time	Meet/w Town Council (Town Hall Executive Conference Room)	Meet/w Interim Town Manager (Town Manager's Office)	*Candidates Lunch/w Town Council (Town Hall - Community Room)	**Council Interview Debrief (Town Hall Executive Conference Room)	
8:30 a.m. - 9:30 a.m.	Finalist A	Finalist D			
9:45 a.m. - 10:45 a.m.	Finalist B	Finalist A			Finalist A - [REDACTED]
11:00 a.m. - 12:15 p.m.	Finalist C	Finalist B			Finalist B - [REDACTED]
12:30 p.m. - 1:30 p.m.			All Finalists		Finalist C - [REDACTED]
2:00 p.m. - 3:00 p.m.	Finalist D	Finalist C			Finalist D - [REDACTED]
3:00 p.m. - 4:00 p.m.				TC, GPS, ITM	

NOTES: * Lunch provider / menu...**TBD**; Robyn has lead on lead on coordination.

**Michelle - Post meeting with executive session for Town Manager search.

Tuesday, January 10, 2023

Town Council Meeting - Selection of Town Manager

NOTES: Michelle - Post regular meeting with executive session for Town Manager search.

Have employment contract ready for review.

[REDACTED]

November 15, 2022

Mr. Bret Bauer
Co-Founder
Government Professional Solutions

Dear Mr. Bauer:

I am providing this letter and enclosed resume to show my interest in becoming the Town of Prosper Town Manager. I have over twenty-six years of progressive experience in city management, and I believe my background would be a positive fit for the Town of Prosper.

Currently, I am serving as the Nacogdoches City Manager and previously served for over three years as the Deputy City Manager in Denton, Texas and then over eight years as Deputy City Manager for the City of Coppell, Texas. From 2003 to 2009, I worked for the Town of Addison as the Assistant to the City Manager and then Assistant City Manager.

The following are excerpts of why I would be a good fit for Prosper:

- I currently serve as the City Manager in a diverse, full-service city of 33,000 residents that is the County seat and home to Stephen F. Austin State University (SFASU).
- The city budget is \$77 million, with 325 employees. Nacogdoches provides all city services including water, wastewater, and solid waste utilities and a general aviation airport with a flight school for SFASU.
- Prior to Nacogdoches, I served for 24 years in cities located in Dallas-Fort Worth. The most recent was with the City of Denton, which is a fast-growing, full-service, municipality of over 136,000 residents, 1700 employees, and \$1.2 billion operating and capital budget.
- My experience with economic development in fast-growing DFW and delivering excellent city services to a sophisticated and demanding citizenry.
- Years of experience working to bring reinvestment and activities to historic downtowns and working with Main Street and CVB groups.
- My expertise in capital planning and delivery with strategic planning for future growth.
- Working with several Mayors and City Councils over the years and having fostered a cohesive and positive Council-Manager-Staff rapport.
- My resourcefulness and collaboration with the business community, other cities, counties, school districts, universities, non-profits, Councils of Governments, transit authorities, and state agencies.
- Having an enjoyment and personal yearning for civic involvement and volunteerism.
- I deliver organizational excellence by building a city staff that responds with a sense of urgency, is solutions-oriented, is responsive to the City Council and resident's needs.

My philosophy is that municipal service delivery is customer-centric, while promoting a positive organizational culture that cares for each other and fosters professional and personal development.

The challenges cities face is enormous, the high-service demands, economic development growth, and infrastructure needs all with limited resources. I believe that my background working in close knit communities, my personality and work ethic, has prepared me to lead the Town of Prosper into the future.

Enclosed, you will find my resume so that you and the City Council can learn more about my background, work experiences, and qualifications. I welcome the opportunity to discuss further the Prosper Town Manager's position. Please do not hesitate to contact me at [REDACTED]. Thank you for your time and consideration.

[REDACTED]

[REDACTED]

[REDACTED]

SUMMARY OF QUALIFICATIONS

- A purposeful leader with over 26 years of service in municipal government, with twenty-two years of executive/senior leadership.
- An approachable and community-centered person with an emphasis on customer responsiveness.
- An open communicator that has developed an excellent rapport with Mayors & City Council Members, other government policymakers, community, and business leaders.
- Municipal government experience serving in areas including:
 - Budget/Finance -Policy implementation -Public/Private/Non-profit partnerships
 - HR/Employment relations -Parks & Recreation -Public Safety -Communications
 - Organizational leadership -Economic development -Strategic planning
 - Town & Gown relations -Planning & Development -Public Works/Utilities/Engineering
- Exceptional in a collaborative environment with an emphasis on leadership development and mentoring.
- Enjoys spending time with family, physical fitness, a foodie, travel, and music, all with a sense of humor.

PROFESSIONAL EXPERIENCE

CITY MANAGER

AUGUST 2020 - PRESENT

CITY OF NACOGDOCHES, TX (POPULATION 33,000)

- Serving as the Chief Executive Officer for a diverse, full-service organization with 325 employees, \$77 million annual budget.
- One of two City Council appointed employees.
- Provides the direction and leadership for all operational aspects of a complex organization.
- A change agent that develops a culture of excellence for residents, customers, business, and fellow employees.
- The final negotiator for economic development recruitments and retention projects.
- Redirected organization and resources towards City Council priorities and initiatives.
- Advanced the strategic review for long-term development for the city and historic downtown.
- Established an emphasis towards community connectedness and collaboration.

Key accomplishments:

- Directed the concept of establishing organizational core values.
- A fully integrated executive team with positive chemistry and shared leadership model with the CMO.
- Maximized City's financial resources towards re-staffing of key positions in Police, HR, Finance, Engineering, and Planning to enhance operations.
- Refocused resources towards the prioritization for infrastructure investment, neighborhood services, public safety, and quality of life.
- Increased sense of urgency on transparency in staff reporting, delivery of projects, increased citizen responsiveness, and service delivery.
- Negotiated Chapter 380 agreements for a new flight school at the Airport, new housing subdivision, and water park amenities.
- Re-established and fostered positive relationships with community partners: Stephen Austin State University, Nacogdoches ISD, TXDOT, Nacogdoches County, United Way, and Chamber of Commerce.
- Established listening and speaking tours to share city initiatives with the community and city employees.
- Directed the formulation of the City's first Capital Improvement Plan.
- Directed the initiation process for a Comprehensive Land Use Plan and Downtown Master Plan.
- Encouraged the initiation for private investment of downtown buildings and directed the support for evening and weekend entertainment activities.
- Maximized opportunities to re-establish special events with an emphasis towards community spirit and fun.

DEPUTY CITY MANAGER
ASSISTANT CITY MANAGER

APRIL 2019 – AUGUST 2020
MAY 2017 – APRIL 2019

CITY OF DENTON, TX (POPULATION 136,000):

Core Responsibilities include the following:

- Second in charge of a large, fast-growing, full-service, and diverse organization with approximately 1,700 employees and a \$1.2 Billion annual budget.
- Collaborated closely with City Council. Maximized a flow of communication between City Council, CMO, and operating departments.
- Supervised the Water/Wastewater Utilities, Solid Waste, Public Works, Engineering/Capital Projects, Fleet Services, Airport, and Transportation.
- Directed and assisted in the management and oversight of all operational aspects within the city.
- Strategized organizational needs to develop action plans to change organizational culture, enhance service delivery, and correct customer service deficiencies.
- Participated in economic development recruitment and negotiation efforts for major commercial and residential projects within the city.
- Served as the Staff liaison to City Boards and City Council Committees

Key accomplishments:

- Served as a lead in the City's COVID-19 Pandemic response.
- Served as a key participant in the city's largest General Obligation bond program (\$221M) in November 2019.
- Contributed as a negotiator in the city's largest economic development deal: Hunter & Cole Ranch
- Formulated a culture of accountability, customer service, transparency, and a sense of urgency for the city.
- Re-established and fostered positive relationships with key partners: University of North Texas, Texas Woman's University, Denton ISD, North Central Texas Council of Governments, TXDOT, and Denton County.
- Reformatted the Capital Improvement Program into a communicative, understandable, and accountable format.
- Led the negotiations for the Civil Service Meet & Confer agreement between the city and the Denton Police Officers Association.
- Negotiated professional contracts for engineering, architectural services, and pre-construction services.
- Established a Mid-Level Management Development Series that was co-facilitated by City Department Directors.
- Restructured departments to better serve citizens, eliminated duplicative efforts and outdated practices.
- Utilized business-based principles to recommend the elimination of unsustainable programs in Solid Waste.
- Established better relations with downtown businesses and new service delivery models.

DEPUTY CITY MANAGER

JANUARY 2009 – MAY 2017

CITY OF COPPELL, TX (POPULATION 40,000)

- Served as second in command of a medium-sized, diverse organization that comprises approximately 425 employees and a \$110 Million annual budget.
- Directed all City Departments which included: Human Resources, Engineering/Public Works, Parks & Recreation, Information Services, Finance, Police, Fire, Library, and Planning until July 2012. From July 2012 until May 2017 directed half of the organization with the hiring of a second Deputy City Manager.
- Led and participated in several quality of life and private development projects and efforts within the city.

Key accomplishments:

- Implemented and communicated the Coppel 2030 Vision goals and objectives.
- Advanced the city's re-imaging campaign through the Bold Vision/Big Impact Initiative.
- Resolved citizen complaints and other service issues.
- Collaborated for the successful deployment of a combined public safety dispatch system that serves the Metrocrest cities (NTECC).

- Implemented and deployed several enterprise-wide technology systems.
- Recruited and mentored executive-level employees.
- Recommended and implemented policy directives towards all city operations.
- Collaborated in the sales tax re-authorization referendums.
- Re-engineered the City's Information Technology Department.
- Assisted in the formulation of a combined public safety radio system and fire training facility.
- Spearheaded the City's *Living Well in Coppell* wellness initiative.
- Managed the contract transit services for seniors and disabled citizens.
- Oversaw the successful implementation of city facility and infrastructure construction projects.
- Directed the City's Annual Employee Conference.

ASSISTANT CITY MANAGER/CITY SECRETARY

OCTOBER 2006 TO JANUARY 2009

ASSISTANT TO THE CITY MANAGER

SEPTEMBER 2003 TO SEPTEMBER 2006

TOWN OF ADDISON, TX (POPULATION 15,000)

- Managed the Parks & Recreation, Visitor Services, Conference Centre, and Municipal Court Departments including the Town's top-rated Internship Program.
- Managed municipal elections, council agenda postings, minutes, and public information requests.
- Coordinated the Addison Citizens Advisory Committee process.
- Developed and managed the Town Manager's and City Council operating budgets.
- Acted as the staff liaison to the Dallas Area Rapid Transit (DART).
- Performed all legislative affairs for the Town.
- Responsible for the bi-annual Citizen Academy program.
- Project manager for public affairs campaign to secure passenger rail service into Addison.

ASSISTANT DIRECTOR – COMMUNITY SERVICES

JUNE 1999 – SEPTEMBER 2003

CITY OF HURST, TX (POPULATION 35,000)

- Reported to the Deputy City Manager.
- Oversaw the day-to-day functions within the Department.
- Prepared all staff reports for City Council, Library, Historical, and Park Boards.
- Developed and monitored the Community Services Department annual budget.
- Oversaw the Community Development 4B sales tax and miscellaneous project funds.
- Conducted project and contract management for departmental projects.

MANAGEMENT ANALYST

FEBRUARY 1998 TO MAY 1999

INTERIM PURCHASING MANAGER

OCTOBER 1997 TO FEBRUARY 1998

FLEET ANALYST

MARCH 1996 TO OCTOBER 1997

CITY OF CARROLLTON, TX (POPULATION 105,000)

- Coordinated entire City budget process.
- Conducted reports related to cost accounting, water/sewer rates, and cost of service studies.
- Supervised Purchasing Division staff and operations.
- Developed and managed equipment replacement schedule and coordinated equipment bid specifications and procurement and administered Alternative Fuels Program for compliance.

ADMINISTRATIVE INTERN

JANUARY 1995 – SEPTEMBER 1995

CITY OF LUFKIN, TX

- Conducted special projects for the City Manager's Office and other departments.

EDUCATION

PROFESSIONAL AND COMMUNITY ACTIVITIES

Professional Memberships:

- International City/County Management Association (ICMA)
- Texas City Management Association (TCMA)
- East Texas City Management Association (ETCMA)
- Texas Municipal League (TML)

Professional Activities:

- UMANT President (2002); Vice-President (2001); Treasurer (2000); Membership Co-Chair (1999)
- ICMA Workplace Diversity Conference Scholarship Recipient (2001)
- ICMA Emerging Leaders Task Force (2005)
- Graduate of the Senior Executive Institute (SEI) Program at the University of Virginia, July 2006
- ICMA Local Government Management Fellow, Board Member (2006-2019)
- Leadership ICMA Graduate, September 2007
- TCMA Committees: Public Relations, Membership, Mentoring, and Professional Development
- NTCMA At-Large Board Member (2005-07 and 2017-2019)
- 2012 Recipient of the UMANT Joy Sansom Mentor Award
- Participant in the Commandant's National Security Program at the US Army War College, July 2013
- Graduate of the North Texas Commission's Leadership North Texas Class VII
- 2016 Recipient of the Alumnus of the Year University of North Texas, Master of Public Administration

Community Involvement:

- Nacogdoches Rotary Club Member (2020-present)
- Nacogdoches Booster Club Member (2020-present)
- Nacogdoches Charitable Foundation (2021-present)
- Dallas ISD: Site-Based Committee: Anne Frank Elementary, DISD (2003-09)
- Coppell YMCA Board of Managers (2012 to 2017)
- Coppell Rotary Club Member (2010 to 2019)
 - Club Secretary (2012-13), President-Elect (2013-14), President (2014-15)
- Coppell ISD:
 - Mentor to students at Austin Elementary (2011 to 2017)
 - Facilities Visioning Committee: (2015)
 - School Bond Committee: (2015-2016)
 - Band Volunteer: (2016 to 2018)
 - Site-Based Committee: Coppell High School (2016-2018)
- University of North Texas
 - Public Administration Advisory Board (PAAB), Member (2010-2022)
 - Public Administration Advisory Board, Chair (2013-2016)
 - Latino Alumni Network Leadership Group (2019-present)

Candidate Questionnaire

Town Manager

Town of Prosper, Texas



Candidate Information

Full Name (First, Middle, Last):

[REDACTED]

Phone/Email Information

Cell: [REDACTED]

Nicknames:

N/A

Home: [REDACTED]

Email: [REDACTED]

Please answer each of the following questions completely and thoroughly.

1. How many employees and what size budget do you oversee?

There are 325 employees at the City of Nacogdoches.

The current budget size is a total of \$82,357,000.

(Operational funds: \$51,956,000; Capital \$30,401,000)

2. Please explain why you left your last three positions.

I left Addison to become the Deputy City Manager in Coppell. I left Coppell to become the Assistant City Manager in Denton. I left Denton to become the City Manager in Nacogdoches.

3. Are there any gaps in your employment history? *No, there are no gaps in my employment history.*

If so, please explain in detail. N/A.

4. What is your proudest professional accomplishment?

Becoming a first-time City Manager in Nacogdoches which is also the community of my undergraduate alma mater and where I chose to get into the city management profession.

5. Briefly describe your experience and skills in developing/maintaining community partnerships.

At every leadership position where I have worked, I have developed a good rapport with the local entities such as the school district, the County, the universities, and Chambers of Commerce. My approach is to learn who are the active groups to engage and reach out proactively to understand their mission, their names and faces, and stay connected. I join civic and business organizations, maintain active memberships, and serve in leadership roles. I serve on various community boards/committees, enjoy volunteering, and speak at events when called upon.

6. Briefly describe your experience and skills in economic and community development.

In Coppell, Denton, and Nacogdoches I have played an influential role in economic development and community development. Each of these communities had different funding structures for these efforts.

Coppell: We relied on sales tax rebates, tax abatements, and land banking for incentivizing economic development. We created a robust tax base as Coppell landed several high-profile businesses in the city. This increased the tax base significantly which leveraged the use of the 4B sales tax for crime control, street maintenance, and parks & recreation amenities. Coppell through the use of land banking created Old Town Coppell which is their version of a small downtown setting with Charleston style homes, a performing art center, a farmer's market, city facilities, a central park, cottage style businesses, and successful restaurants. The 4B sales tax was expanded to allow the full renovation and expansion of the city's park system for active and passive recreation use. I worked directly with the Billingsley Company in the formation and operation of the Cypress Water Municipal Management District which is a 940-acre master planned community of multi-family, retail, office, a lake amenity, and DART rail stop.

Denton: In Denton, we relied on sales tax rebates, tax abatements, tax increment financing (TIF), and impact fee credits for economic development. Staff also incorporated an expedited development review process where developers paid extra fees for a quicker turnaround. We worked closely with UNT and TWU on small area plans to ensure that adjacent neighborhoods were enhanced and protected from student traffic and parking. We boosted historic downtown Denton through the promotion of weekend and evening activities with pubs, restaurants, and the music scene. We worked collaboratively with business owners and the County on a Downtown Master Plan to plan for the future while respecting the historic characteristics of the area and adjacent neighborhoods. A downtown TIF was created to bank revenues for future capital projects which could include a parking garage.

The continual construction on Denton streets and other major roadways such as I-35, SH 380 required staff to work with TXDOT to ensure proactive messaging was clear and timely. As a result, businesses and commuters affected by construction could be informed of travel disruptions. An entire communications plan and team was created just for informing the public and businesses regarding construction. We facilitated a bond committee that reviewed and recommended projects to the City Council. In November 2019, the citizens of Denton overwhelmingly approved a \$221M bond program for street repairs, public safety facilities, and parks.

The city also embarked on a large economic development project by the combining of the Hunter and Cole Ranches into a 6500-acre master planned community. This involved the formation of a municipal management district (MMD) to ultimately build 15,000 single family homes, 5,000 multi-family units, 400 acres of commercial, and 100 acres of industrial developments. We negotiated land banking for the future expansion of city facilities, cash commitments from the developer held in escrow for their pro-rata share of building city facilities, open and recreational space for the public, and guaranteed impact fee rates for utility expansions.

Nacogdoches: In Nacogdoches, the city relies on an economic development fund that has accumulated monies from contributions from the General, Utilities, and Solid Waste funds. The City's economic development efforts are served by the Nacogdoches Economic Development Corporation (NEDCO). NEDCO's President and the City Manager work closely as they occupy office space in City Hall. Nacogdoches does not have a 4B sales tax.

During my time as the City Manager, we have revamped the economic development policies to make it more transparent and protect these funds from unrelated uses. The city negotiated a public private partnership for the creation of a new undergraduate degree aviation program between the city and the airport, with Stephen F. Austin State University, and HCH Aviation LLC to build a state-of-the-art hangar, purchase multiple planes, and a simulator. The city created a housing incentive program to encourage single family development by offering a rebate for each home built after the City issued the certificate of occupancy. The program is zero-risk to the city and designed to bridge the cost gap of public infrastructure that serves the development. The city renegotiated a past incentive agreement with a

water park operator to ensure that performance measures were incorporated to guarantee amenities are built as promised to the public. We are currently in three-way negotiations with a large land owner in the County to voluntarily annex so that a prospective industrial user can obtain city utilities for their future development. This development deal once completed will be a major contributor to the City's tax base and a large utility user.

Upon my arrival in late 2020, the staff has embarked on strategic community planning and investing in infrastructure for the future. The city is currently working on an update to the Comprehensive Land Use Plan and Downtown Master Plan. The Comp Plan scope is also comprised of an Interstate 69 corridor study and housing analysis. The Downtown Plan will ensure that the historic downtown is preserved while taking a critical look at housing, pedestrian access, landscaping, traffic flows, parking, lighting, and other infrastructure needs. The city is very fortunate to have the Hotel Fredonia, a full-service hotel, as an anchor in Downtown. The hotel has been successful from its complete renovation as a result of the Qualified Hotel Project incentive program that allows the city's portion of the hotel tax and the state's hotel tax and sales tax to be rebated to the hotel for a 10-year period.

Over the course of the last 18 months, the city created its first Capital Improvement Program that identified a full review of its capital needs for the next 10-12 years. The City Council held several dedicated workshops to review this material in preparation to address deferred infrastructure investments. The plan is a proposed General Obligation bond program in November 2023 and the issuance of revenue bonds in 2024.

7. Briefly describe your experience and skills in preparing, monitoring, and adhering to a budget.

My entire career in city management has involved working with the budget. In the executive roles I have had over the past 16 plus years, I have relied on the finance and/or budget staff to organize and coordinate the budget. We have established internal service funds to address fleet and other capital equipment needs. While budgeting is done on an annual basis, it is imperative to financially plan 3-5 years into the future. This demonstrates the long-term effects of decisions especially given the stringent revenue caps for cities.

Based on the priorities set by City Council, I work to ensure these are well communicated to the departments at the budget kickoff. The departments are informed of the nature of the revenue situation in advance as they prepare their budgets for the following year. The budget team, City Manager's Office, and departments collaborate on establishing the recommended budgets for the City Council. Council budget workshops are scheduled to allow departments to present a brief overview of the budget by sharing their goals and accomplishments, the issues facing the department, and next year's budget requests. This provides the Council a review of operations to ensure transparency and accountability of the departments.

Regarding the monitoring and adherence of the budget, the city has adopted a number of financial policies. While the City Manager has broad authority, I fully respect and adhere to these policies to ensure there is integrity in our systems and processes. For example, we will never fall below our 25% fund balance policy. In fact, I prefer to maintain extra cushion for contingency purposes. Budget to actual reports is reviewed monthly by Finance and available to the CMO and departments. If there is an outlier, the Finance Director will report it. On a quarterly basis the City Council is sent a recap of the budget and budget amendments are taken to City Council for their approval. All expenditure items taken before the City Council are scrutinized and approved by Finance prior to action being taken. The Annual Comprehensive Financial Report (ACFR) is completed in a timely manner with little to no management findings. The outside auditing firm will validate cash balances from bank records and financial reports.

In summary, my recommended budgets to City Council are balanced as we budget conservatively for revenues and budget aggressively for expenditures. We will live within our means, we maintain healthy reserves, and we do not use one-time monies for recurring expenditures and hope for the best.

8. Briefly describe your experience in providing written and verbal communication to employees and elected/appointed officials?

In my role as City Manager and past positions, I have presented quite often to a myriad of groups as a representative of the city. On a regular basis I send out written communications to our employees. As part of an employee newsletter, I write a "Manager's Message". I enjoy meeting with employees to share what is happening in the community and organization. I have a monthly Manager's meeting which is comprised of 25+ management staff for them to share about any ongoing issues and projects within their operations. As part of the recent Police Chief recruitment, I met with over 50 police department employees to seek their input on the attributes of a new chief. I personally met one on one with employees and surveyed them to get more specific feedback as well.

I meet privately with the Mayor and City Council to review any issues they may need addressing and/or provide them updates. I have extensive experience presenting items before City Council and do present on a regular basis depending on the matter. I speak regularly to community groups, civic organizations, and sit on panels representing the city. The City Manager's Office produces a weekly Friday Update which is a brief recap of recent activities for the week and an outlook for upcoming activities and events.

9. What do you feel are your greatest strengths as a public servant?

Problem solving skills and my quest to find workable solutions to issues.

I am a participatory manager.

I employ a shared leadership style.

10. What areas do you perceive you need to be working on to become a better leader?

I can be impatient at times.

I can lose sight to celebrate successes and mourn our losses.

I should try to have more fun at work and do need to let my guard down at times.

11. Describe your philosophy and approach to building a strong team environment?

As the new Town Manager, I would take the time to learn the organization and develop relationships across all levels. It is important to establish a rapport with the staff and develop a sense of trust.

I encourage an organizational culture that is servant minded, that exceeds expectations and delivers on its commitments. We establish core values and/or guiding principles (our non-negotiables) where everyone regardless of stature is treated with dignity and respect.

I want to be surrounded with people who have the aptitude to learn but more importantly have the positive attitude to serve others. I provide the team with the tools and resources to allow them to do their jobs well. This can be accomplished by taking the time to vision and to think strategically and broadly. Then work towards building the support systems to set the goals, objectives, and outcomes for success.

I am approachable and a good listener so others feel welcome to seek assistance and bring issues when they arise. I challenge people to make decisions and recommendations while also holding them accountable, and incorporate teachable moments when decisions do not go the right way.

Finally, I prefer to work in an environment where we as a group can get to know each other on a personal level. We would learn together and from each other through group book readings, attending trainings/seminars, and enjoying each other's company by socializing together during and after work hours. I enjoy fostering a mentor/mentee relationship as we all can learn from each other through our interactions and experiences.

12. Briefly describe the role of City/Town Manager's in this day in age?

Today's municipal organizations are very complex with many issues happening at once and subject matter experts on staff dealing with these issues. The Manager needs to be less technical and more conceptual with their skillset. The Manager needs to be adaptive to a constantly changing environment, as they seek input and options on difficult issues, and work to build consensus on competing interests in a political environment without being political. The Manager has to be a skilled communicator that tailors the message to resonate with their audience.

Also, in a small/medium size organization, the Town Manager is the culture leader by setting the tone for the organization. The Manager influences the organizational culture and how employees are treated and services are delivered to the community. If the tone set by the Manager is incongruent with culture of the organization, then there needs to be alignment or there could be difficult times ahead.

13. As a part of our overall application process, we may conduct social media, online presence, news, blogs, or similar inquiries or reviews, using Google or similar search engines. Is there any information you have not disclosed, addressed, in this or any other document relating to this search, or which you have not discussed, shared or disclosed with the GPS search consultant, that someone may construe as negative or consequential as it relates to the position for which you have applied?

No, there is nothing that I am aware of that has not been disclosed.

14. The established salary range for this position is \$230,000 - \$260,000, with a great benefit package. Do you have any concerns about agreeing to a salary in this range? *There are no concerns on my part.*

15. How did you hear about this position? (Please be specific)

I saw the posting in the ICMA weekly newsletter and contacted Mr. Bauer to inquire more information. Around the same time, I was contacted by colleagues in the DFW area about the posting. Before I considered applying, I did reach out to Bob Scott to hear more about the organization and he was very complimentary.

16. Have you interviewed, over the past six (6) months, with any other employers, or are you a finalist in any recruitment processes for similar position at this time? If yes, what is the status of any current search processes in which you are involved?

I was a finalist for the City Manager in Addison, Texas but was not named. I am not involved in any other searches.

Due Diligence Questionnaire

Town Manager

Town of Prosper, TX



Candidate Information

Full Name (First, Middle, Last): [REDACTED]	Phone Information
Nicknames: N/A	Cell: [REDACTED]
	Home: [REDACTED]
	Office: [REDACTED]

Please answer each of the following questions completely and thoroughly.

- Have you been subject to a formal charge regarding a conflict of interest, violation of ethical conduct, malfeasance, or misfeasance in the performance of duties? **No** If so, please explain the circumstances.
- Have you ever been the subject of an investigation, or censured by a grand jury, board of inquiry or similar body? **No**
If so, please provide details, explain the circumstances and final outcome.
- Have you been subject to any disciplinary actions, including suspension, probation, or demotion in your adult working career? **No**
If so, please provide relevant details, explain the circumstances and the final outcome.
- Has any organization, corporation, institution, or former employer dismissed, or asked you to resign for any reason, or from any position? **No** If so, please provide relevant details, and explain the circumstances. **N/A**
- If you have been in your current, or most recent organization, for less than two years, please describe why you are interested in a career move at this time? **N/A**
- Have you ever filed for bankruptcy, or taken similar adverse financial action, that may limit your ability to be in a position of fiduciary responsibility, including being bonded? **No**
- Is there anything, in your personal or professional background history that our Firm, an employer or citizen could possibly, or perceive, view, or interpret as factually or potentially embarrassing to anyone? **No**
Would, or could, this information impair your ability to perform the essential duties of this job if discovered at a later time? **No** If so, please explain, provide details of the circumstances and current disposition. **N/A**
- Please list all your social media outlets and the usernames for those social media outlets.
Facebook: [REDACTED]
Twitter: [REDACTED]
Snapchat: [REDACTED]

Instagram: [REDACTED]

LinkedIn: [REDACTED]

Pinterest: [REDACTED]

Nextdoor: [REDACTED]

Reddit: [REDACTED]

9. Do you understand that we may disqualify your candidacy from this search if valid, verifiable, and reliable information emerges, contrary to any information you provide us during this process? **Yes**



www.sfasu.edu

Leading the way: Career in city management brings ██████ back to Nac

When ██████ walked the SFA commencement stage in 1995, he had a small U-Haul trailer packed and connected to his Chevy Blazer, and he was ready to drive back to the DFW area and begin his career. He wasn't sure he would ever return to Nacogdoches, but he was positive about the career he wanted to pursue.

"As a 20 year old, I knew I wanted to work in city management," ██████ said.

██████ confidence was based on his interactions with Dr. Richard Herzog, an SFA faculty member who encouraged him to consider a career in public administration and introduced him to the Lufkin city manager in neighboring Angelina County.

██████ went on to work for several Texas cities, including Denton, Coppell, Addison, Hurst and Carrollton. He earned a master's degree in public administration from the University of North Texas and became involved in professional organizations that include the International City/County Management Association and the Texas City Management Association. And, in the midst of a pandemic, he returned to Nacogdoches as city manager in August 2020.

"Coming back to Nacogdoches has been so rewarding," ██████ said. "I was excited and humbled that the city council had the confidence to appoint me as city manager. Everyone I have met has been friendly and extremely supportive. I am proud of what has been accomplished in our community and on campus during the past 25 years. It has blown me away."

In addition to his academic coursework, ██████ said his participation in the Student Activities Association served as valuable career preparation.

"Having a leadership position during my junior and senior years allowed me to work with fellow students and faculty members to coordinate bringing concerts and other entertainment options to campus," he explained. "The opportunities taught me the collaborative nature of working with other employees and volunteers to meet expectations and execute a successful event."

██████ said the challenges cities face are enormous, with high service-delivery demands and minimal and declining resources. But the day-to-day stresses of the job prepared him well for his first months in Nacogdoches, when in addition to the COVID-19 pandemic, he led the city through hurricane preparation in August and two of the largest winter-weather events in recorded history.

"Regardless of how much you plan, each day is never the same," he said. "We have emergency plans in place to deal with inclement weather, and with Hurricane Laura and the snowfalls and winter storms."

However, ██████ said COVID-19 was a different story.

"Through the devastation of the pandemic, we've learned that good and effective leadership is vital in making it through tough times," he said. "Local governments have finite resources, so working across jurisdictional boundaries is imperative when budgets are squeezed and resources evaporate. The role of the city manager is

to be flexible in approach, clear hurdles, advocate for resources, create avenues for communication and get out of the way so that the subject matter experts can do their jobs. Along the way, the manager should be encouraging and motivating to an exhausted staff, because all of this work is in addition to everyone's normal duties. I can't imagine myself in any other career."

Once again [REDACTED] is using the skills he learned at SFA to ensure that the city, the university, the Nacogdoches Independent School District and Nacogdoches County bring collaboration to a new level to accomplish goals that may previously have seemed out of reach.

"The leaders of each of these entities are meeting regularly and have formed great friendships," he said. "We have set a positive tone and will work together to better our community. I have no doubt that, as a group, we can accomplish so much more than we could on our own."

One of those goals in 2021 is to bring back, within the safe parameters of health guidelines, many of the special events and festivals for which Nacogdoches is known.

"I know many people are ready to get out and travel again, so I encourage alumni to come and see what is going on in Nacogdoches and the exciting changes that are happening on the SFA campus. That charm and hospitality of our community has never been more appealing."

YouTube Links for



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1. 






BRET BAUER

M.P.A.

Partner and Co-Founder

SUMMARY

Bret Bauer brings more than 15 years of public sector experience and best practices to his work with public clients. Serving in city management roles in Missouri, Kansas and Texas gave Bret significant experience in utility and budget management, human resources, and economic and community development. Bret's ethics and integrity have also earned him widespread recognition and trust.

EDUCATION

**Master of Public Administration (MPA),
Bachelor of Science, Criminal Justice**
Wichita State University, Wichita, KS

CONTACT

(316) 207-0688

bbauer@governmentpros.com

LINKEDIN:

<https://www.linkedin.com/in/bret-bauer-mpa-icma-cm-b89ab3b3/>

ASSOCIATIONS

International City/County Manager's Association (ICMA)
Government Finance Officers Association (GFOA)
Texas City Managers Association (TCMA), Ethics Committee 2019-2020, Membership Committee 2017-2019
East Texas City Managers Association (ETCMA), Board VP 2019-2020

SPECIFIC EXPERIENCE

Executive Recruitment & Human Resources

- Personally recruited and hired more than 25 employees, including executives and department heads
- Conducted classification and compensation studies
- Developed and managed training exercises for county staff and residents on emergency preparedness and the National Incident Management System
- Conducted ethics training

Budgeting & Finance

- Managed multi-million-dollar municipal budgets, both departmental and annual
- Developed capital improvement programs and strategic plans
- Managed and oversaw payroll processes

Community Strategic Planning

- Created full scope community strategic plans
- Led extensive community engagement efforts
- Conducted multiple stakeholder interviews
- Conducted council retreats with goal setting priorities

Economic & Community Development

- Led numerous economic development successes in new development and redevelopment
- Led successful negotiations with developers

Project & Program Management

- Managed and oversaw Public Works and Parks Departments
- Streamlined departments to operate more efficiently and effectively, including a Build/Code Enforcement department

Utility Management

- Developed, maintained, and managed National Pollutant Discharge Elimination System permits
- Recommended to serve on the Kansas Municipal Energy Agency



CHRIS LOWE

J.D., M.P.A.

Partner and Co-Founder

SUMMARY

Chris Lowe is a dynamic leader and creative problem-solver with a deep affinity for public service. He draws upon 15 years of experience in city management and over 20 years in the public sector to help guide public clients through myriad opportunities and challenges, from economic development and funding, to human resources and utility management.

EDUCATION

Juris Doctor, Marquette University, Milwaukee, WI

Master of Public Administration (MPA), Bowie State University, Bowie, MD

Bachelor of Arts, Political Science and Government, University of Kansas, Lawrence, KS

CONTACT

(785) 766-9104

clowe@governmentpros.com

LINKEDIN:

<https://www.linkedin.com/in/chris-lowe-823bb4173/>

ASSOCIATIONS

International City/County Manager's Association (ICMA)
Government Finance Officers Association (GFOA)

SPECIFIC EXPERIENCE

Executive Recruitment & Human Resources

- Personally recruited and hired more than 50 employees, including executives and department heads
- Conducted classification and compensation studies
- Developed and implemented performance measurement programs
- Developed and implemented compliant personnel policies, procedures manuals, and employee handbooks
- Negotiated collective bargaining agreements with unions

Budgeting & Finance

- Developed and managed more than \$75 million in municipality annual budgets
- Supervised competitive bond sales to finance public infrastructure improvements
- Led efforts to refinance bonded indebtedness, saving millions in debt service
- Created and implemented accounting manuals and investment policies

Community Strategic Planning

- Created full scope community strategic plans
- Conducted council retreats with goal setting priorities
- Led extensive community engagement efforts
- Conducted numerous stakeholder interviews

Economic Development

- Developed public private partnerships and negotiated economic development agreements, resulting in new community services, financial savings, and local business expansion
- Secured grant funding for various community improvements, from city lighting to transportation infrastructure
- Administered multi-million capital improvement programs



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/14/2023

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 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 SECURITY SERVICE INSURANCE/PHS 65815020 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (866) 467-8730 FAX (A/C, No):	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC#	
	INSURER A : Hartford Underwriters Insurance Company 30104	
	INSURER B :	
INSURED Government Professional Solutions, LLC 104 HARBOR HAVEN ST GUN BARREL CITY TX 75156-4319	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ General Liability			65 SBA AG7X1Y	07/13/2023	07/13/2024	EACH OCCURRENCE \$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
							MED EXP (Any one person) \$10,000
							PERSONAL & ADV INJURY \$1,000,000
							GENERAL AGGREGATE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			65 SBA AG7X1Y	07/13/2023	07/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
							BODILY INJURY (Per person)
							BODILY INJURY (Per accident)
							PROPERTY DAMAGE (Per accident)
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB			65 SBA AG7X1Y	07/13/2023	07/13/2024	EACH OCCURRENCE \$1,000,000
	☐ OCCUR CLAIMS-MADE						AGGREGATE \$1,000,000
	☐ DED ☐ RETENTION \$ 10,000						
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/A	65 SBA AG7X1Y	07/13/2023	07/13/2024	☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	Professional Liability						Each Claim Limit \$100,000
							Aggregate Limit \$100,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
 104 HARBOR HAVEN ST
 GUN BARREL CITY TX 75156-4319

CANCELLATION

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

Susan L. Castaneda

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May 1, 2024

Mayor Pat Landes
City of Junction City
700 N Jefferson Street
Junction City, Kansas 66441

Dear Mayor Landes and Commission:

Thank you for considering the League's Executive/Administrative Position Search program to assist the City of Junction City in the search for a new City Manager. Please find the attached proposal for our executive search program.

The cost for our LEAPS service is \$13,370.20, we estimate the advertising budget to be an additional \$1,200 - \$1,600, and travel, please refer to the proposal for a list of services that are included. We appreciate the opportunity to be considered to work with the city through this process.

Please contact us with any questions or for additional information. We appreciate the opportunity to be considered to work with the city through this process.

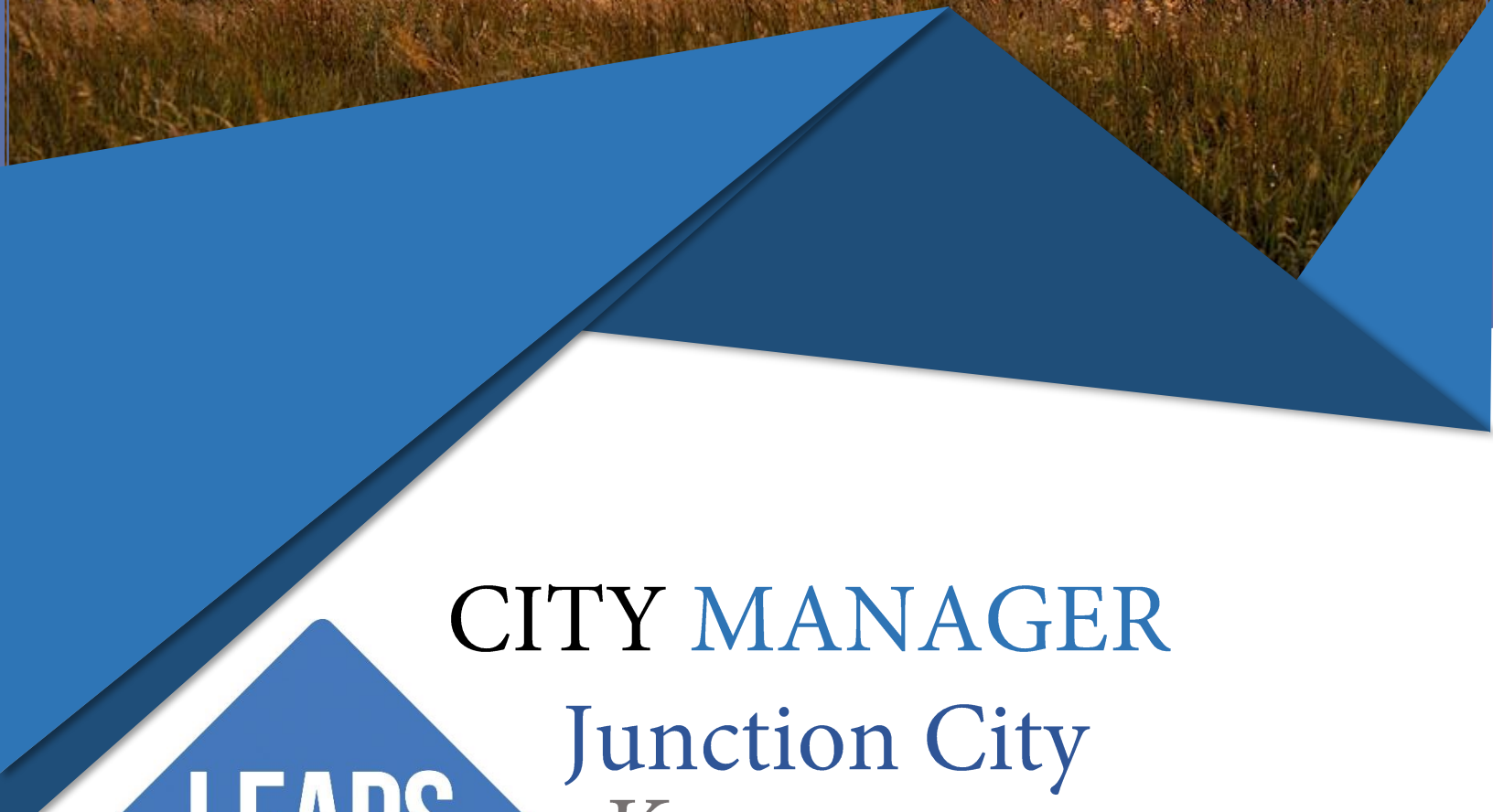
Thank you again.

John Deardoff
Local Government Advisor
League of Kansas Municipalities

Nikki Harrison, CPM
Member Services Coordinator
League of Kansas Municipalities

The League Executive/Administrative Position Search
The League of Kansas Municipalities
300 SW 8th Avenue, Suite 100
Topeka, Kansas 66603



Large blue geometric shapes, including a large triangle and a diamond, overlapping the landscape image and the text area.

CITY MANAGER

Junction City Kansas

A blue diamond shape with a yellow triangle at the bottom, containing the word "LEAPS" in white capital letters.

LEAPS

League of Kansas Municipalities
Executive Search Proposal

OUR EXECUTIVE SEARCH SERVICES

THE PLANNING SESSION

League Staff provides the Governing Body with an overview of the entire LEAPS process. The presentation covers roles and responsibilities, as well as a timeline for completing the search.

GOVERNING BODY ASSESSMENT

Each member of the Governing Body completes two surveys. The responses shape the position and criteria for the candidate pool. The “Administrative” survey establishes consensus on the options chosen by the Governing Body to complete the search process. The “Candidate” survey clarifies the responsibilities for the position description, builds the advertisement and community profile, and outlines the criteria for selecting applicants by articulating the preferred skills and management style needed by the city.

SALARY GUIDANCE

League Staff conducts a salary and benefits survey to provide the Governing Body with compensation information from comparable cities.

ADVERTISING

League Staff create advertisements, a community profile, and recommend an advertisement plan utilizing state, regional, and national resources to reach highly qualified candidates.

RESUME REVIEW

League Staff review all resumes for completeness, compliance with the requirements and preferences of the Governing body, and for alignment with our administration rubric. We share our recommendations with the Governing Body to assist in selecting candidates for the interview process. The Governing Body will make the final determination of how many and which candidates to interview.

INTERVIEWING CANDIDATES

League Staff provides guidance on appropriate interview questions and interview process options. These questions assist the Governing Body in determining the skills, management style, and knowledge of their chosen candidates. League Staff also schedules interviews with the candidates and contacts all applicants once the position is filled.

OUR INVITATION TO YOU

WE GUIDE YOU THROUGH THE ENTIRE PROCESS

The League is with you from the start of your search to the very end, with staff available to answer your questions and provide updates as needed. We help you answer the big question of “Who are we looking for?” right up front and then conduct background checks before you make your final offer.

EXPERIENCE

With more than 90 searches conducted since 1998, the League comes to you with exceptional experience placing administrators in the state of Kansas. As the source for advocacy, training, and resources for Kansas municipalities, we come with a broad and deep relationship with Kansas cities and their staff. Our staff bring a combined 50 years of municipal experience to the process. We represent a personal and economical option for your city.

OUR TEAM



John Deardoff
Local Government Advisor

John Deardoff has worked 40 years in local government management all in the state of Kansas. He has conducted city manager/administrator searches over the past four years while employed full-time and since retirement in 2020. John has served as the interim city administrator in three Kansas communities and as the Interim Executive Director of the Kansas League of Municipalities.

John is well-known and highly respected by city managers and local government circles. He is a member of ICMA and KACM and served as the KACM President in 2002. Additionally, John has served on the League of Kansas Municipalities Governing Body since 2011-2020 and was its President during the 2013/2014 business year. In 2008, John was awarded the prestigious “Buford Watson” award from the Kansas Association of City/County Management the organization’s highest honor.



Nikki Harrison
Member Services Coordinator

Nikki Harrison brings over three decades of expertise in office management and administrative duties, with a strong focus on event planning and coordination. Currently serving as the Member Services Coordinator at the League of Kansas Municipalities since 2009, Nikki oversees the League’s Executive Administrative Position Search program (LEAPS), managing communication, proposals, marketing campaigns, and applicant coordination. She also provides crucial support for affiliate organizations, conducts research for implementing best practices, manages the League’s website and CRM, and assists with conferences and trainings.

Nikki’s educational background includes certification in Public Management from KU, as well as Computer Repair A+ Certification from Allen County Community College.

QUOTE FOR SERVICES

OUR PRICE STRUCTURE

Our price structure is based on the population of your city. We charge a base price for the core services, which includes staff administrative expenses, direct expenses which includes travel, and advertising costs. The base price (based on population) can be larger than this quote if you choose to add any process options to your package. Your advertisement price will be determined by the advertisement platforms chosen.

JUNCTION CITY BASE PRICE:	\$13,370.20
ADVERTISEMENT PRICE:	\$1,200 - \$1,600 (actual cost)
DIRECT EXPENSES:	<u>\$1,000</u> (actual cost)
	\$15,570.20 - \$15,970.20

ESTIMATED TIMETABLE

First 2 weeks:	Approve Contract Complete the Administrative Questionnaire Complete the Candidate Criteria Survey
Week 3:	Approval of Advertisement Approval of Community Profile
Weeks 4 - 8:	Place position announcement 30 days
Week 9:	Deadline for Resume Review
Week 10:	Select candidates for interviews
Week 11:	Conduct initial interviews
Week 12:	Interview finalists
Week 13:	Extend conditional offer
Week 14 - 16:	Approve employment agreement Announce new city manager

TEN REASONS TO CHOOSE LEAPS

1. We Save You Money. The League offers quality services for a fraction of the cost of a private firm.

2. We Know Kansas. The League has served Kansas municipalities for nearly a century. We understand the leaders Kansas needs to find and nourish.

3. We Understand Public Hiring. We provide guidance on the role of the Kansas Open Meetings Acts, Executive Sessions, and Lawful interview questions.

4. We Service as a Clearinghouse. As a third-party, we provide a fair and neutral hiring process.

5. We Support Your Final Candidate. We provide a one-year membership and resources to your chosen candidate.

6. We Come to You. League Staff meet Personally with you in your community.

7. We Provide Direct and Accessible Support. You will have a direct number to contact staff with questions or request updates.

8. We Customize Services to Your Community. The Governing Body has the opportunity to express their preferences, open the process to community members, and select process options.

9. We Provide Advertising Discounts. Through contacts, we provide advertising discounts to increase your reach for qualified candidates.

10. We Communicate with the Applicants. Direct them to our office! We will manage all communication and calls with applicants.

WHAT MAKES A QUALITY CANDIDATE?

The League has developed and utilizes a ranking process backed by the latest research in selection procedures.

We further customize this metric by including the preferences and needs of your community to assist you in finding the best fit.

	0-1	2 - 3	4 - 5	6 - 7	8 - 9	10
Municipal Experience	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
	Experience in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Experience in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Demonstrates ability to navigate government processes and execute the organization's projects and initiatives	Demonstrates ability to assess and compare various recruitment approaches, and select the most appropriate one.	Demonstrates ability to develop and implement a recruitment strategy.	Demonstrates leadership in recruitment and selection processes.
Management Experience	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
	Experience in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Experience in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Demonstrates ability to navigate government processes and execute the organization's projects and initiatives	Demonstrates ability to assess and compare various recruitment approaches, and select the most appropriate one.	Demonstrates ability to develop and implement a recruitment strategy.	Demonstrates leadership in recruitment and selection processes.
Kansas Connection			<i>Developing</i>			<i>Exemplary</i>
			Demonstrates ability to navigate government processes and execute the organization's projects and initiatives.			Demonstrates leadership in recruitment and selection processes.
Education			<i>Developing</i>			<i>Exemplary</i>
			Demonstrates ability to navigate government processes and execute the organization's projects and initiatives.			Demonstrates leadership in recruitment and selection processes.
Work History	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
	Work history in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Work history in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Demonstrates ability to navigate government processes and execute the organization's projects and initiatives	Demonstrates ability to assess and compare various recruitment approaches, and select the most appropriate one.	Demonstrates ability to develop and implement a recruitment strategy.	Demonstrates leadership in recruitment and selection processes.
Gut	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
	Something in the materials gives me cause for concern about the official and behavioral aspects of the candidate.	Something in the materials gives me the impression that the candidate would not fit with the culture and the mission of the organization.	Something in the materials gives me the impression that the candidate is a good fit with the culture and the mission of the organization.	This candidate shows early success and potential to be a good public administrator and their particular skill set appears to match the needs of the organization.	This candidate shows early success and potential to be a good public administrator and their particular skill set appears to match the needs of the organization.	This candidate shows early success and potential to be a good public administrator and their particular skill set appears to match the needs of the organization.



The League Executive/Administrative Position Search



300 SW 8th Avenue, Suite 100

Topeka, Kansas 66603

785-354-9565

www.LKM.org



THE
LEAGUE
OF KANSAS MUNICIPALITIES

THE LEAGUE SERVES AS THE CONVENOR, ADVOCATE, AND TRUSTED VOICE FOR KANSAS LOCAL GOVERNMENTS.

Building better cities for a stronger Kansas.

About the League

The League of Kansas Municipalities is a membership association that advocates on behalf of cities, offers training and guidance to appointed and elected officials, and has a clear purpose of strengthening Kansas communities. Since 1910, the League has been a resource for cities across Kansas and has acted as a body to share ideas, facilitate communication between members and provide information on best practices in city operations. Our 500 plus member cities consist of both the largest communities and the smallest. The League is governed by members through a Governing Body of elected officials and city-appointed staff.

The League Advocates for Cities

The League advocates on our membership's behalf to sponsor and encourage beneficial legislation for cities and oppose legislation that would be detrimental to our members' interest.

The League Offers Guidance

Member cities can contact the League with a legal inquiry or question. Additionally, we provide sample ordinances and guidance on legislation and rulemakings from both the state and federal levels. If your city faces a challenge, the League exists to help.

Communications & Outreach

Since 1914, the League has published the *Kansas Government Journal*, a publication for city, county, and state government officials. Look for this publication six times a year. The League website (www.lkm.org) serves as a valuable tool for members to access legislative information, conference and training details, publications, sample ordinances, and more. Numerous resources relating to budgets, disaster information resources, grants and external funding, and other useful research data are also available. Much of this information is available only to members.

Events & Training

The League offers members a variety of education and training opportunities. Our annual conference brings together leaders in municipal government to offer innovative ideas for cities. Throughout the year, the League works with professionals in the field to train, inspire and solve problems facing municipal leaders at all levels.

Contract Services

The League offers members a competitive rate for contract services, including codification services, the executive personnel search program (LEAPS), and personnel policies.

Valuable Publications

The League produces an extensive list of publications that serve as valuable tools to local government. The following publications were updated in 2023: *A Guide to the Kansas Open Records Act*, *Budget Tips for Cities and Counties*, *Kansas Tax Rate and Fiscal Data Book*, *Guide for City Candidates*, *STO*, and *UPOC*. Publications scheduled for an update in 2024 include: *Governing Body Handbook*, *Dangerous Structures*, *Budget Tips for Cities and Counties*, *Kansas Tax Rate and Fiscal Data Book*, *STO*, *UPOC*, and the *City Officials Manual*.

625 incorporated cities in Kansas

84% of Kansas' population lives in cities



MERCER GROUP ASSOCIATES



LocalGov HR Solutions LLC

1030 Windridge Circle
Watkinsville, GA 30677

(706) 371-6126
jeffhale1968@gmail.com

OVERVIEW:

Mercer Group Associates **understands** that partnering with clients to clearly identify needs and culture of the organization, as well as challenges and opportunities for the new position is key to a successful search process.

Mercer Group **understands** most organizations are focused on delivery of services to their citizens/clients. Mercer is available to assist with the recruitment process from start to finish so you can focus on serving your team and citizens.

Mercer Group **understands** selection of a new City Manager/Administrator or Department Director is an important decision that will impact the organization for many years to come. It is important that the selection process identifies highly qualified candidates that truly appreciate the organization and community values.

FEES:

- Base Fee-\$24,000 - \$30,000
- Services included in base fee include:
 - Position Analysis, recruitment brochure development and advertising of position
 - Candidate search, resume review, screening, telephone interviews, development of short list of candidates for consideration
 - Background and social media checks, interview packages: candidate reports, interview questions and coordination with City/County and candidates
 - Reimbursable expenses not in base fee: (advertising, travel, background checks, etc.) NTE \$5,500

EXECUTIVE SEARCH EXPERIENCE:

Mercer Group Associates conducts searches nationwide. Over the last five years the firm has conducted 200+ searches to assist local governments with selection of virtually every level of county and city management. The Mercer Team will be assigned will be based on schedules and availability for travel.

MERCER WORK PLAN

Position Analysis: Conduct individual interviews with the Mayor and Council/Commissioners, Manager, Dept. Directors and other stakeholders; develop position profile in the form of a recruitment brochure.

Recruitment Process: Targeted advertising to produce diverse quality applicants for the position; provide position profile information directly to candidates in Mercer data base; direct contacts with persons known by Mercer consultants. Advertising on websites where minority candidates may be discovered and encouraged to apply.

Candidate Resume Review/ Screening: Applicant information will be evaluated against the position profile; preliminary screening of the most promising candidates will be conducted by Mercer to develop a candidate short-list.

Approval of Semi-finalist List: Short-list of 5-6 qualified candidates will be presented to the Mayor and Council for review and approval of a semi-finalist list of 4-5 candidates.

Background Checks: Mercer conducts an extensive background check of semi-finalists to include checking all references, education attainment, criminal records, credit report, work history and social media/internet check.

Interview Process: Mercer will structure interview process to meet the organization's needs. Interview packages including a report of all candidate information gathered and interview questions will be provided; arrange interview times in coordination with the City.

Negotiations: Mercer, if requested, will assist in negotiating an employment agreement with the selected candidate.

Proposal

MAY 10, 2024



Executive Recruitment City Manager

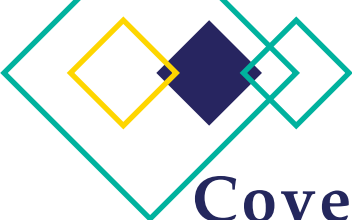
**The City of Junction
City, Kansas**

Submitted by:

MICHELE MORAWSKI
ASSISTANT DIRECTOR, CLIENT SERVICES
630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062
224.415.3791
mmorawski@govhrusa.com

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Cover Letter



May 10, 2024

Tammy Melton, City Clerk
The City of Junction City
P. O. Box 287
700 N. Jefferson St.
Junction City, KS 66441

RE: PROPOSAL FOR EXECUTIVE RECRUITMENT FOR CITY MANAGER

Dear Ms. Melton,

Thank you for the opportunity to provide you with a proposal for the City Manager's recruitment and selection process for the City of Junction City ("City"). Our proposal provides the City with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by **advancing and lifting up the communities we serve**.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Assistant Director, Client Services 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 224.415.3791 mmorawski@govhrusa.com

Thank you for the opportunity to submit a proposal to the City of Junction City. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@govhrusa.com**.

Regards,

Patrick J. Dyer, Vice President, *Authorized to bind the firm*



Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in ***assisting clients to operate more efficiently and effectively.***

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have had prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 600 professionals and administrative staff** to support our clients' success.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

Part of our success is based upon our ***promise to be flexible and responsive.*** We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Performance Solutions Group responsible for leading the completion of this project.**



MGT FIRM AT A
GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida;
branch offices nationwide

Staff: 600+ consultants across the country

Structure: Privately held and client-driven

Cooperative Contracts:

Allied States Cooperative (ASC) #23-7449,
#24-7484

The Interlocal Purchasing System (TIPS)
#220601

Lines of Business: Government Consulting;
Education and Financial Solutions; Diversity
and Inclusion; Human Capital; Cybersecurity
and Technology

Performance Solutions

The MGT Performance Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Performance Solutions Team.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments** working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees

(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including 10 years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori

(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager with expertise in public-sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meetings to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

The Social Impact of MGT's Work

Impacting Communities. For Good.



Defined by Our Impact

We understand the goals of the City of Junction City and how this search process will ensure a diverse pool of highly qualified candidates for the City.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to **lift and strengthen their human resources solutions.**

A successful recruitment process for the City Manager position will have a significant and positive impact on the City of Junction. Effective leadership fosters **transparency and open communication, community engagement, and trust.**

MGT's Primary Consulting Divisions

Our firm includes **more than 600 professionals and administrative staff** to support our clients' success. MGT is structured into the following primary consulting divisions, along with various internal infrastructure groups to support our operations and growth.



Performance Solutions

Our Performance Solutions team provides world-class financial, human capital, and equity solutions which enable clients to fully realize the potential of their most valuable resources. Our team excels at fiscal management and operational efficiency assessments that help clients make data-driven decisions, anticipate workforce issues, and integrate technologies to empower our clients to generate critical income and elevate enterprise performance objectives.



Education Solutions

Our Education Solutions originate in our commitment to ensuring that every student has access to a high-quality education as they discover and realize their profound potential.

From pre-K-12 to higher education, we partner with schools, districts, state agencies, and colleges and universities to deliver performance improvement and innovation, and transformation planning and implementation.



Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing. Our deep engineering expertise is foundational to all MGT's technology solutions.

Why Choose MGT/GovHR?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the City. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



"We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism."

I would highly recommend MGT and hope to do business with them again for our next study."



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the City's staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Ryan Cotton. He will act as your project manager and primary point of contact for this project. His biography is attached as **Appendix A**.

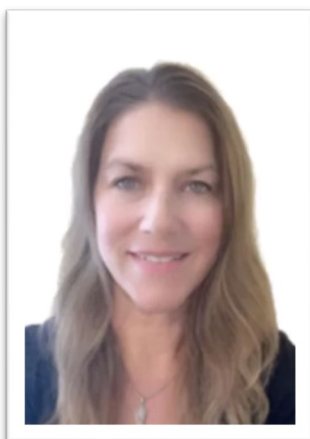
Project Manager & Main Point of Contact



RYAN COTTON

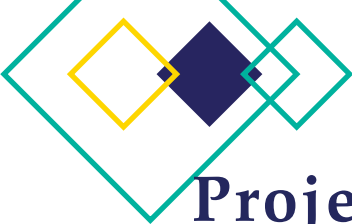
Vice President
616-638-8910
RCotton@GovHRusa.com

Proposal Inquiries



MICHELE MORAWSKI

Assistant Director
Client Services
224.415.3791
MMorawski@GovHRusa.com



Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



MGT: EXPERTS IN RECRUITING

"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs."

MGT Client Satisfaction Components



Proposed Work Plan

PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups),

surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- ♦ One-on-one or group interviews with stakeholders identified by the City.
- ♦ Community forums (in-person or via video) can be used to gather input and feedback.
- ♦ Surveys can be used for department personnel and/or the community to gather feedback.
- ♦ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$150/hour plus actual expenses if incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for the City's review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ♦ MGT consultants will personally identify and contact potential candidates.
- ♦ Develop a database of potential candidates from across the country unique to the position and to the City, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ♦ Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the City with a list of advertising options for approval.

PHASE 3 CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- ♦ Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ♦ Candidates will be narrowed down to those that meet the qualification criteria.
- ♦ Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the City's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- ♦ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ♦ MGT will provide an electronic recruitment portfolio that contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- ♦ The City will receive a log of all applicants and may review resumes if requested.
- ♦ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the City to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- ♦ Develop the first and second round interview questions for the City's review and comment.
- ♦ Coordinate candidate travel and accommodations.

PROJECT APPROACH & METHODOLOGY

- ◆ Provide the City with an electronic file that includes:
 - Candidates’ credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ US Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans, and Judgements
– National Sex Offender Registry	✓ Motor Vehicle Record
– Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol	✓ Education Verification – All Degrees Earned
– Office of Foreign Assets Control (OFAC) Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
– Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA)	Optional:
– All felonies and misdemeanors reported to the National Database	– Professional License Verification
	– Drug Screen
	– Employment Verification

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ◆ Tour of the City’s facilities.
- ◆ Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- ◆ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ◆ MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure														
Phase 2: Advertising, Candidate Recruitment, & Outreach														
Phase 3: Candidate Evaluation & Screening														
Phase 4: Presentation of Recommended Candidates														
Phase 5: Interviewing Process & Background Screening														
Phase 6: Appointment of Candidate														

Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT's experience working in diverse communities across the United States and working with organizations seeking to change organizational culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT's GovHR also has a long-standing commitment to DEI. Since the firm's inception, they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating equity and inclusion into all levels of local

government. Additionally, we provide a list of DEI resources on the homepage of the website at GovHRUSA.com.

MGT's GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country, including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

MGT/GovHR's Recommendations to **RECRUIT** and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out their salary, they will move on to the next opportunity.



References

A leader in local government recruitment and selection.

More than one-third of the organizations served by MGT's GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.



WYANDOTTE COUNTY, KS

DAVID JOHNSTON, COUNTY ADMINISTRATOR
701 N. 7TH STREET | KANSAS CITY, KS 66101
913-573-5030

MGT's GovHR provided recruitment and selection services for the following position:

- ♦ County Administrator, 2023



CAPE GIRARDEAU, MO

DR. KENNETH HASKIN, CITY MANAGER
401 INDEPENDENCE AVENUE, P.O. BOX 617 | CAPE GIRARDEAU, MO 63703
573-339-6320 | KHASKIN@CITYOFCAPEGIRARDEAU.ORG

MOLLY MEHNER, DEPUTY CITY MANAGER (FORMER)
CURRENT TOWN ADMINISTRATOR OF COLLIERVILLE, TN
(901) 457-2200 | MMEHNER@COLLIERVILLETN.GOV

MGT's GovHR provided recruitment and selection services for the following position:

- ♦ City Manager, 2021



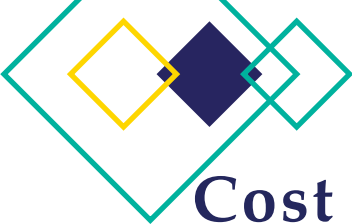
NEBRASKA CITY, NE

MARTY STOVALL, CONSTRUCTION AND FACILITIES MANAGER (FORMER INTERIM CITY ADMINISTRATOR)
1409 CENTRAL AVE | NEBRASKA CITY, NE 68401
402-873-5515 | JMSTOVALL@NEBRASKACITY.COM

MGT's GovHR provided recruitment and selection services for the following position:

- ♦ City Administrator, 2023





Cost Proposal

Defined by Impact. Driven by People.

Dedicated to the Community.

We take pride in customizing our client's needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$21,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$25,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the City for reimbursement.*

Possible in-person meetings could include:

- ♦ Recruitment brochure interview process
- ♦ Presentation of recommended candidates
- ♦ Interview Process

Any additional consultant visits requested by the City (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ♦ **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- ♦ **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- ♦ **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the City will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the City.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Limited Scope Recruitment Scope of Services

MGT offers the option for a "Limited Scope" recruitment process, designed for clients who require only partial assistance with recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- ♦ Meet with employees and other stakeholders.
- ♦ Develop a Recruitment Flyer for the position.
- ♦ Develop and place position announcements on websites and on social media outlets.
- ♦ Conduct outreach for candidates via personal and electronic contacts (up to 6 hours).
- ♦ Review all resumes.
- ♦ Conduct video interviews.
- ♦ Complete references for select candidates.
- ♦ Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the City a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, MGT involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- ♦ A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- ♦ MGT will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- ♦ MGT will not offer any guarantee regarding the selection and tenure of the candidates. MGT will bill the City immediately after presentation of candidates and will not redo the recruitment and selection process if the City is unsuccessful in hiring someone from the group of recommended candidates.
- ♦ Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the City.

Limited Scope Recruitment Price Proposal

Summary of Costs	Price
Recruitment Fee	\$20,000
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$22,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the City for reimbursement.*

Possible in-person meetings could include:

- ♦ Recruitment brochure interview process
- ♦ Presentation of recommended candidates

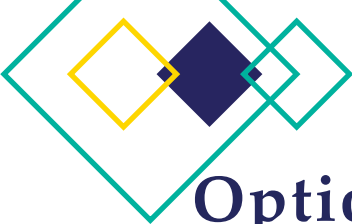
Any additional consultant visits requested by the City (beyond the two visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ♦ **1st Invoice:** Contract Award (50% of the Recruitment Fee).
- ♦ **Final Invoice:** Completion of Recruitment (50% of the Recruitment Fee plus all expenses).

Payment of invoices is due within 30 days of receipt.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

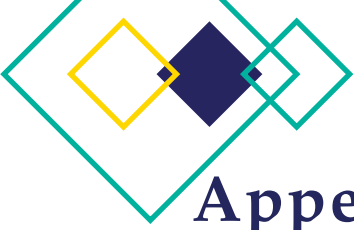
Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the City is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the City, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



Ryan Cotton

Vice President | GovHR, within MGT's Social Impact Solutions

Ryan Cotton is a Vice President with GovHR USA and has over 35 years of experience as a local government management professional in multiple communities across five states: Lake Forest, Illinois; Upper Arlington, Ohio; Montpelier, Vermont; Grand Haven, Spring Lake, and Holland, Michigan; and Duvall, Washington. Mr. Cotton is an ICMA Credentialed Manager.



Mr. Cotton has conducted talent recruitments for city and county managers; department directors; and engineering, utility, airport, economic development, building, and city attorney staff searches in seven states (NY, MI, IL, WI, CO, WA, and CA). Mr. Cotton has also completed strategic plans, organization studies, and facilitations in two states (VT and MI). He has completed grant writing and financial resourcing in three states (MI, IL, and WY). Mr. Cotton further accomplished GovTEMPS' recruitments in two states (MI and WA). Lastly, Mr. Cotton assisted with compensation studies in three states (MA, MI, and IL). Mr. Cotton has seven years of consulting experience.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, MI, from 2002 to 2012 and as City Manager in Grand Haven, MI, from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus-building opportunities, including master plans and strategic plans.

Prior management services were provided to Lake Forest, IL, and Upper Arlington, OH, in assistant manager positions. Mr. Cotton moved to Montpelier, VT, from 1986 to 1994, where he served as City Manager, Legislative Director and grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns with municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton served in leadership roles for regional services and on statewide boards.

Mr. Cotton brought more than \$25 million in grants and other non-local tax funding to communities in IL, VT, MI, and WY, achieving a 95% success rate.

Mr. Cotton also has extensive experience in WA, where he served as an Interim City Manager and conducted multiple executive searches and recruitments from NY to CA.

Professional Education

Master of Arts degree in Political Science, Western Michigan University

Master of Public Administration degree, University of Kansas

Bachelor of Arts degree in Public Administration, Miami University, OH

Memberships and Affiliations

Michigan Municipal Executives

Michigan Local Government Managers Association, Former Board of Directors

West Michigan Strategic Alliance, Former Board of Directors

Professional Development & Speaking Engagements

- Adjunct Instructor, Grand Valley State University and Hope College
- Michigan Municipal League Winter Conference, 2019
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014.



Ryan Cotton



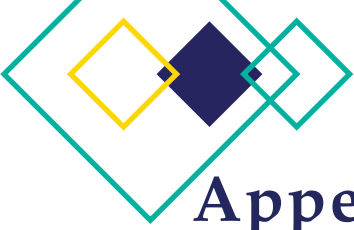
Vice President | GovHR, within MGT's Social Impact Solutions

- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998
- Vermont Association of Realtors, Impact Fees, and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

Professional Background

Over 35 years of experience as a local government management professional

- Interim City Administrator, Duvall, WA, 2021
- Interim City Manager, Eastpointe, MI, 2019
- Interim Village Manager, Caledonia, MI, 2019
- Interim City Manager, Eastpointe, MI, 2018
- City Manager, Holland, MI, 2012-2017
- Village Manager, Spring Lake, MI, 2002-2012
- City Manager, Grand Haven, MI, 1995-2002
- City Manager, Montpelier, VT, 1986-1994
- Assistant City Manager, Upper Arlington, OH, 1984-1986
- Assistant to the City Manager, Lake Forest, IL, 1982-1984



Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the City's recruitment request is provided on the following pages.

City Management Client List 2018 to Present

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2023	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Seward	City Manager	2019	2,693
Arizona	Buckeye	City Manager	2021	69,744
	Kingman	City Manager	2023	34,669
California	Antioch	City Manager	2024	115,264
Colorado	Dacono	City Manager	2024	6,494
	Englewood	City Manager	2019	34,957
Connecticut	Bloomfield	Town Manager	2024	21,301
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2018	45,246
	Enfield	Town Manager	2022	45,246
	Granby	Town Manager	2023	11,375
	Manchester	General Manager	2021	59,710
	Meriden	City Manager	2018	60,838
	Simsbury	Town Manager	2023	25,517
Delaware	Newark	City Manager	2018	33,398
Florida	Apopka	City Administrator	2024	55,496
	Lakeland	City Manager	2020	110,000
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
	Decatur	City Manager	2018	25,000
Illinois	Barrington	Village Manager	2018	10,455
	Bloomington	City Manager	2018	78,005
	Centralia	City Manager	2020	13,000
	Crest Hill	City Administrator	2021	21,169
	Crest Hill	City Administrator	2024	21,169
	Decatur	City Manager	2018	76,178
	Decatur	Deputy City Manager	2019	76,178
	DeKalb	City Manager	2018	43,849
	Effingham	City Administrator	2018	12,577
	Forsyth	Village Administrator	2021	3,490
	Fox Lake	Village Administrator	2021	10,550
	Galesburg	City Manager	2022	33,706
	Galesburg	City Manager	2023	33,706
	Geneseo	City Administrator (Virtual)	2019	6,500
	Greenville	City Manager	2021	7,000
	La Grange	Village Manager	2022	15,610
	Lake Barrington	Village Administrator	2022	4,879
	Lake Forest	City Manager	2018	19,375

	Long Grove	Village Manager	2023	8,153
	McHenry	City Administrator	2023	27,135
	Morton Grove	Village Administrator	2024	23,500
	Mundelein	Village Administrator	2020	31,385
	Niles	Village Manager	2021	30,001
	North Chicago	Chief of Staff	2021	30,020
	Northbrook	Village Manager	2021	35,000
	Northfield	Village Manager	2023	5,400
	Oak Brook	Village Manager	2021	8,058
	Oak Park	Village Manager	2021	52,000
	Oak Park Township	Township Manager	2023	51,774
	Orland Park	Village Manager	2019	60,000
	Palos Heights	City Administrator (Virtual)	2021	12,480
	Pingree Grove	Village Manager	2020	10,000
	Pingree Grove	Village Manager	2023	10,000
	Plainfield	Village Administrator	2021	41,734
	Princeton	City Manager	2019	7,700
	River Forest	Village Administrator	2021	11,635
	Rock Island	City Manager	2021	39,684
	Savoy	Village Administrator (Virtual)	2020	8,607
	Schaumburg Township	Township Administrator (Virtual)	2021	140,000
	Shorewood	Village Administrator	2018	17,495
	Sycamore	City Manager (Professional Outreach)	2021	18,557
	Vernon Hills	Village Manager	2021	25,911
	Villa Park	Village Manager	2022	22,038
	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2021	14,125
	Willowbrook	Village Administrator	2019	8,967
Indiana	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Muscatine	City Administrator	2020	23,819
	Windsor Heights	City Administrator	2023	4,860
	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Sykesville	Town Manager	2019	3,941
	Takoma Park	City Manager	2023	17,629
	Westminster	City Administrator	2021	18,522
Massachusetts	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2018	20,676
	Adrian	City Administrator	2020	20,676
	Albany	City Manager	2018	8,337
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Eastpointe	City Manager	2019	32,673

	Ferndale	City Manager	2019	20,428
	Lincoln Park	City Manager	2019	36,665
	Oakland Township	Township Manager	2018	19,132
	Rochester	City Manager	2022	13,017
	Royal Oak	City Manager	2020	59,112
	Troy	City Manager	2018	83,181
	Troy	City Manager	2024	83,181
Minnesota	Becker	City Administrator	2021	4,874
	Blaine	Director of Administrative Services	2024	67,939
	Fairmont	City Administrator	2024	10,477
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnetonka	City Manager	2022	53,953
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
Missouri	Ballwin	City Administrator	2020	30,181
	Cape Girardeau	City Manager	2020	38,000
	Ozark	City Administrator	2024	21,284
	South Lyon	City Manager	2018	11,327
	Warrensburg	City Manager	2021	20,200
	Webster Groves	City Manager	2020	22,800
	Wildwood	City Manager	2019	35,524
Nebraska	Nebraska City	City Administrator	2022	7,200
Nevada	Boulder City	City Manager	2021	16,207
New Hampshire	Portsmouth	City Manager	2019	21,796
New York	Mamaroneck (Town)	Town Administrator	2021	29,156
	Mamaroneck (Village)	Village Manager	2018	19,426
	New Rochelle	City Manager	2022	79,067
	Scarsdale	Village Manager	2021	17,837
North Carolina	Albemarle	City Manager	2024	16,404
	Ayden	Town Manager	2023	5,000
North Dakota	Minot	City Manager	2020	45,700
Pennsylvania	Ferguson Township	Township Manager	2022	18,300
	Patton Township	Township Manager	2022	15,801
	South Fayette Township	Township Manager	2018	14,416
Tennessee	Oak Ridge	City Manager	2023	31,402
Texas	Burleson	City Manager	2018	43,960
	Missouri City	City Manager	2022	74,139
Vermont	Winooski	City Manager	2022	7,997
Virginia	Chesapeake	City Manager	2019	245,000
	Newport News	City Manager	2023	181,958
	Portsmouth	City Manager	2020	96,000
	Salem	City Manager	2019	25,643
	Virginia Beach	City Manager	2019	442,707
Washington	Burien	City Manager	2022	52,066
	Duvall	City Administrator (Professional Outreach)	2021	8,090

West Virginia	Bridgeport	City Manager	2019	8,582
	Bridgeport	City Manager	2021	8,582
Wisconsin	Baraboo	City Administrator	2019	12,048
	Beaver Dam	City Administrator	2021	16,291
	Bellevue	Village Administrator	2018	15,524
	Beloit (Town)	Town Administrator	2020	7,083
	Franklin	Director of Administration	2019	36,155
	Harrison	Village Manager	2021	13,185
	Monroe	City Administrator	2020	10,827
	Plymouth	City Administrator/Utilities Manager	2020	8,540
	Rhineland	City Administrator	2018	7,800
	Sheboygan	City Administrator	2023	48,327
	Waukesha	City Administrator	2023	71,158
	Whitewater	City Manager	2022	14,300



MGT

Proposal to Conduct a City Manager Search

City of Junction City, KS

Osenbaugh Consulting

April 29, 2024

April 29, 2024

Mayor Landes and City Commissioners:

Please find attached my proposal (draft contract) to conduct a city manager search for Junction City.

As you can see from my 'bio', I am a native Kansan, and have lived and worked in Kansas my entire life. I know Kansas (and have traveled *extensively* across the entire state), and I know Kansas Government, *especially local government*, very well. I am also well acquainted with Junction City, and Geary County, too.

I would definitely *focus my search for your next manager on Kansas professionals*, and I firmly believe it is in your City's best interest to find a Kansan for the job, if possible.

However, the market is tight (for reasons I would discuss with you in our initial conversation), so I will also review qualified candidates from outside of Kansas, focusing mostly on the surrounding region.

The search, itself, should take about seven to eight weeks. It is probable that any qualified professional you would choose for this position would then likely need 60-90 days to get on the job in Junction City. So, this whole thing would be expected to take somewhere between four and five months to completion—and have the new person on the job.

I look forward to the opportunity for further discussion.



Don Osenbaugh

Osenbaugh Consulting

Mulvane, Kansas

CONTRACT

CITY MANAGER SEARCH

This personal services agreement is between Junction City, KS ("City") and Osenbaugh Consulting ("Osenbaugh").

Duties and Obligations of Osenbaugh

1. Osenbaugh Consulting (Don Osenbaugh) will meet in executive session with the Junction City Commission, to discuss the parameters of the city manager search process. Key elements of that meeting will include timeframes and deadlines surrounding the search/selection process; desired education, experience, and personal attributes of the next Junction City City Manager; a discussion toward analyzing/understanding the current marketplace for city managers; determination of an appropriate salary to post for the Junction City City Manager position; and all other associated issues and topics.
2. Osenbaugh will (compose and) post a digital ad for the Junction City City Manager position in various online professional publications in Kansas and the surrounding region (Nebraska, Missouri, Iowa, and Oklahoma), virtually assuring that any/all potentially-interested individuals will know of the opening. [The notice will reach most other national regions.]
3. The notice would run for four weeks.
4. During the posting period, and by utilizing an expansive network of colleagues and associates, Osenbaugh will also reach out to individuals who could be possible candidates for the Neodesha position.
5. Osenbaugh will directly-receive and organize all resumes. [Depending upon the number of applicants, Osenbaugh may enlist the support of 2-3 other experienced (all former-) 'city manager' associates, who would simultaneously and independently review all resumes, and then independently rate each

applicant, before ranking all applicants 1-n.] Osenbaugh will personally develop, but not rank in any way, the group (7-8) of candidates for interview.

6. Osenbaugh will then personally conduct phone interviews with candidates with all 7-8 remaining candidates.
7. The Governing Body will each receive a packet of all those 'top' candidates' resumes over a long weekend just before the interviews.
8. Osenbaugh will meet with the Commission to discuss the candidates, and then, at the direction of the governing body, narrow the list to a final 3-4 to be interviewed by the Commission. [Osenbaugh will notify via email all candidates not chosen to be interviewed immediately following this meeting.]
9. Osenbaugh will arrange and coordinate interview dates/times and assist City staff with any needed candidate travel arrangements.
10. Osenbaugh will be on-site and participate in the final interviews.
11. Osenbaugh will remain on-site and be a part of the governing body discussion/decision, as to which candidate an offer will be made, along with the basic details of that offer. This decision-making meeting will take place on the same day, and immediately following, all the candidate interviews.
12. Osenbaugh does not expect nor desire to participate in the contract negotiation between the chosen candidate and the City, and this contract does not include negotiation services.

Duties and Obligations of City

1. Approve contract with Osenbaugh.
2. The entire Commission meets with Osenbaugh as soon as possible after execution of this agreement ('Meeting #1'), to discuss the entire process and the desirable candidate profile.
3. City pays for all costs of advertising.
4. The governing body will meet with Osenbaugh review the "top" candidates/resumes and decide as a group which candidates will be selected for interview ('Meeting #2').
5. The Commission will likely spend approximately "one day" interviewing all the final candidates—typically starting in the early afternoon and extending well into the evening (final meeting, ie 'Meeting #3').
6. Immediately following the interviews, the governing body, meeting with Osenbaugh, will discuss and decide upon the candidate to whom the position offer will be made. Osenbaugh will phone contact all the interviewed candidates, and then connect the chosen candidate with the mayor, to start the negotiation phase.
7. The City will pay the costs associated with candidates' travel to Junction City for the Commission interviews. Such costs could include: two-way airfare, if required; one overnight lodging; mileage reimbursement at current IRS rate and/or car rental up to two days; and reasonable travel meals. Other/unanticipated costs may be paid for only after formal City approval, and the City reserves the right to refuse any submitted bill from candidates which it deems to be inappropriate for whatever reason.

Contract Compensation

1. The City shall pay Osenbaugh a fee of \$10,000 for the personal services outlined in this contract, plus expenses associated with his personal travel and other minimal miscellaneous costs, such as printing. [Expenses are not expected to exceed \$1,500— mostly for mileage reimbursement.]
2. A deposit payment equal to one-half of the contract fee, or \$5,000 will be invoiced at the time of the signing of this contract.
3. The remaining half of the contract amount (\$5,000) will be billed to City upon an acceptance of the position by the chosen candidate, or in the unlikely event that City is not able to make an appointment following the search/selection process.
4. Incurred Osenbaugh Consulting expenses will also be billed to City by Osenbaugh as a part of the final invoice.
5. This contract assumes three trips (from Mulvane to Junction City). Any required additional meetings (trips) would be billed at the rate of \$2,000 per trip, plus expenses.

Attest:

City Clerk Tammy Melton /date

Junction City, Kansas

Mayor Pat Landes/date

Osenbaugh Consulting

Don Osenbaugh/date

Osenbaugh Consulting

Public Manager Recruitment Program

April 2024

The Osenbaugh program recognizes that the *process of finding the right city/county manager/administrator*, to match up with the unique needs of each city, has become much more complex and, frankly, *more difficult over the past decade* or so. The 'marketplace' is just no longer 'loaded' with viable candidates for city/county manager/administrator positions. There are any number of theories and explanations for the phenomenon, but suffice to say, *high quality* city manager prospects are harder than ever to find, and harder still to match up with cities, especially those cities and counties not in or near metropolitan areas.

Highlights of the Osenbaugh approach include:

1. A *comprehensive first meeting* between the governing body and Osenbaugh. Interestingly, this initial discussion is not always integral to the process normally followed by all search groups, but it is **ABSOLUTELY the critical first step** in entering into the recruitment process. The goals of that first meeting involve:
 - a. Identifying *exactly* what **qualities and attributes** the governing body is looking for in its management leader. This may seem like a trivial point, but it is somewhat uncommon for a *professionally-led* and truly honest discussion to occur before the city/county even starts a search;
 - b. A systematic and candid review of what the '**Marketplace**' (for public managers) looks like,

leading to, among other things, what the **right** salary for the job is, *in accordance with the marketplace*.

- c. An **agreement of the search process** to be followed, step-by-step, so that all parties know exactly what the progression of the process will be, and at what anticipated pace/schedule;
 - d. A **CONSENSUS** of the governing body on the entire recruitment and selection process.
2. An **individualized review**, rating, and ranking of all resumes by each of the extended Osenbaugh 'team' (of 3-4 professional managers—see Background and History). In other words, multiple sets of 'experienced eyes', and multiple varied and independent, perspectives, will be utilized during the initial resume evaluation process.
 3. Osenbaugh will evaluate the individual rankings/ratings, and **develop an overall ranking and analysis**, and do follow-up discovery in some cases (it is anticipated that some/many applicants will often be known personally by the Osenbaugh and his extended team).
 4. The goal of the initial screening will be to '**narrow the field**' down to about 7-9 candidates for review by the governing body.
 5. Osenbaugh will then meet with the governing body, and will assist in **determining the 3-5 finalists** to be interviewed.

6. Osenbaugh will **set up the interviews, assist the governing body in the interviews, and participate in the selection process** of the candidate chosen to be offered a contract.
7. Osenbaugh will play whatever role in the contract negotiation process that the governing body desires.

IMPORTANT NOTE: Individual 'Recruitment' of potential applicants (who may not have yet submitted a resume) is growing increasingly relevant in today's market. Osenbaugh has *extensive and direct contact* with numerous cities and city managers across the region, including a vast number of close and personal associations, friendships and 'connections'. This 'Network' will be utilized to identify, and reach out to, prospective candidates who might not otherwise be identified as such.

Osenbaugh Consulting

Background and History

Osenbaugh Consulting is headed up by **Don Osenbaugh**, who now conducts business out of Mulvane, in south central Kansas.

Osenbaugh holds an undergraduate degree in US History and a Master's degree in Public Administration (MPA), both from Wichita State University.

Don has approximately 40 years of municipal government experience (and over 45 years of total public-sector management work). He served as a city administrator for twelve years; then as a finance director/assistant city manager for four years. In 2001, he became the Director of Finance and Field Services for the League of Kansas Municipalities (LKM), before originating Osenbaugh Consulting at the start of 2013 (following his retirement from the 'League').

Osenbaugh has a broad background in all areas of municipal government. He has consulted extensively, and has personally conducted many dozen training sessions, with elected officials as

well as staff, covering issues of governance, leadership, ethics, finance, and other related subjects. He is recognized throughout his home state of Kansas as one of the 'go-to guys' for solutions to all kinds of city government challenges.

Osenbaugh Consulting has, from its inception, taken on a variety of roles, tasks and requested assignments related to cities and counties. Don continues to serve as the Pool Administrator for KMIT (a state-wide self-funded workers compensation group for cities and other public entities), a position he has held since 2001. Among other things, Don also conducts single-city council/commission 'evening retreats', and helps address financial advising and city code recodification needs for cities through his consultant association with Ranson Financial Group, of Wichita.

Osenbaugh is active in city/county manager circles, is a member of KACM (and receives and participates in/with its listserv discussions and conversations), regularly attends city/county manager conferences and seminars, and often serves as an informal personal mentor for current and aspiring city managers.

Don can be found on LinkedIn as Don Osenbaugh.

Since 2016, Osenbaugh has conducted twenty-six city and county manager/administrator searches, placements and related projects—all in Kansas. [Many of those searches (through 2021) were within an informal 'partnership' arrangement with longtime friend/associate John Deardoff—formerly city manager of Hutchinson.] Entities worked with on search projects include:

Goodland	Scott City	Ellis County
Winfield (twice)	South Hutchinson	Sterling
Arkansas City	Paola	Barton County
Moundridge	Chapman	Ellsworth
Hillsboro	Fort Scott	Emporia
Columbus	Douglass	Geary County
Marion	Medicine Lodge	Herington
Seneca	Lyons	Neodesha
Nemaha County		

Osenbaugh Consulting considers its strengths to be personal/direct involvement throughout the entire process; full understanding of how cities and counties in KANSAS work, as well as with the needs of local government; process-oriented; ‘down-to-earth’ conversation/discussions; consensus-building; fair-mindedness and openness; thoroughness; leadership; and absolute honesty and integrity.



Caring is the Ultimate Advantage

Executive Search and Strategic Teams for organizations ready to define the future of their business with a partner that cares.



The PS Difference

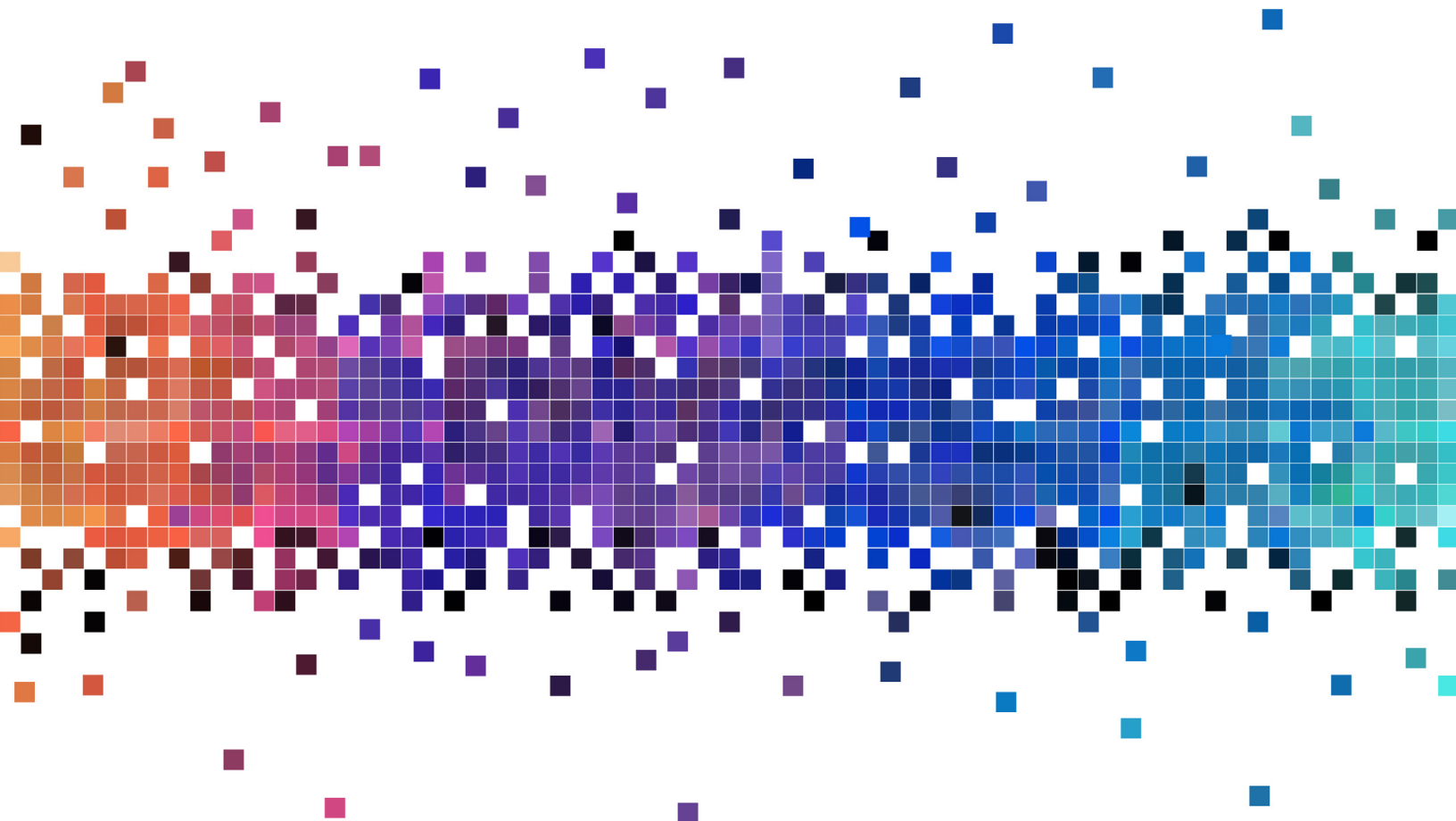
We consider it an honor that our clients invite us to help shape their organizations, and that our candidates trust us to help shape their lives. That's why when you work with us, you're getting a partner that will spare no effort to achieve the most optimal outcome for everyone involved in a search. We put our global network, thoughtful process, and deep industry insight to work so together we can define the future of your business.

Here's our promise to you:

- Our integrity will never waver, nor will our commitment to transparency
- We will take the time to get to know you and your organization—beyond just the job description
- We will harness the power of our network to identify right-fit candidates that you'll never find on a job board
- You will never be left hanging—we always follow up and follow through

- We will treat you and every candidate that comes our way with the utmost respect at every step of the way

These are the differences that set us apart from the rest and it's what's kept our clients coming back to us again and again over the last 20+ years. Let our team find the talent that will exceed your hiring expectations and propel your organization into the future.



Executive Search

At PS Partners, our executive-search methodology has been honed over the years into an efficient and thorough process that consistently produces excellent matches for clients and candidates alike. At every stage, our thoughtful process is marked by open communication and complete transparency. Because we believe that getting successful results means taking no shortcuts.

Our Methodology:

1. Assess and Align

We go beyond the job description. We believe that the first step to finding the right candidate is to gain a comprehensive understanding of your organizations structure, culture, and goals. We meet with your executive team to identify your needs, learn your story, and align on a carefully crafted strategy so we can find the right fit for your team.

2. Get the Word Out

We tell your story to our extensive global community while also conducting purposeful searches. We use our network to elevate your brand's position in the market in order to attract talent and boost exposure, then approach potential candidates with grace and professionalism.

3. Polish the Search

We elevate the networking and vetting process to unparalleled heights with extensive interviews and background research. Our experienced team has developed an exacting eye for compatible talent and a depth of care that comes with time. We garner a holistic understanding of our candidates, beyond technical skills and resumes. We learn who they are, how they lead, and what drives them to achieve. This deep insight allows us to provide you with only the finest candidate slate, with leaders poised to propel your organization into the future.

This wisdom is securely held in our proprietary database to protect the confidentiality and privacy of you and our candidates.

4. Unite and Refine

Each week, we review candidate profiles and refine the pre-screened candidate pool using our carefully honed methodology and the most advanced tools available.

We take care of interview logistics and gather feedback from your team so you can focus on getting to know the candidates. We then gather candidate feedback and incorporate it into a comprehensive brief, accessible to you through our cloud-based platform.

We guide the process along the way to ensure an outcome where your goals and requirements are in unison with the capabilities and personality of the candidate.

5. Select and Negotiate

Negotiations can be high-pressure and hard to navigate, but our experienced team is your partner every step of the way. We facilitate pre-hire conversations, manage expectations, craft a compensation package, and take care of the details, so you can just focus on the outcome—a spectacular new addition to your team.

6. Follow Up

We don't rest until you—and your new team member—are satisfied. We're committed to ensuring long-lasting, positive impact on your organization, so we stay connected long after the search is over.

Strategic Teams

We go beyond helping clients source and retain key leaders with our Executive Search process—we also help build out the teams to support them. Our Strategic Teams service offers a highly effective, cost-efficient way to build out entire teams from scratch. For a reasonable monthly retainer, you will receive not only unlimited executive search assistance, but also our skillful, collaborative guidance on how to build out an effective team.

Here is what we offer you with this service:

- Assistance in developing any team, from a small division to an entire startup roster
- A trusted, collaborative partner at a time of meaningful change, whether your organization is growing quickly, establishing a new division, embarking on a merger, or facing a major transition
- Strategic guidance informed by our extensive experience—we'll help you structure your organization in a way that will allow you to achieve your organizational goals

By engaging comprehensively on the full scope of recruiting needs, Strategic Teams has generated excellent results for one high-growth company after another. It saves your business money and positions you for a new level of success. Let us help you realize the vision of your organization.



Our Defining Principles

When you work with us, you can expect us to uphold these values every step of the way.

1

Transparency

Our approach is transparent and holistic. If we see an opportunity for improvement that would help you better attract and retain talent, we'll let you know and work on it together. It also means we are open and honest about the expectations and capabilities of every candidate we present.

2

Thoughtfulness

We take the time to gain a robust understanding of your organization, then craft a recruiting strategy that's unique to the needs of your organization.

3

Responsiveness

We never miss a beat. We follow through and follow up, simple as that.

4

Respect

We do this work because we genuinely care about people. We make sure our candidates know their worth, and our clients know their trust in us is well placed. We keep our promises, advocate for the needs of both parties, and ensure a fair outcome for all involved.

5

Lasting impact

We deliver high-caliber talent with long-term potential, not just a candidate that checks all the boxes. That's because we believe every person you bring on board has the capacity to affect positive, long-lasting change in your organization.

6

Fun!

Our energy is infectious—and it's why our clients and candidates love working with us. We bring superlative skill and insight, while still finding time to laugh and have fun.

Our Team

We are a dynamic group of creative thinkers, passionate storytellers, and habitual community builders, all bound together by one common trait: a relentless pursuit of client satisfaction.

Gina Peckman

CHIEF VISION OFFICER

Among her clients, Gina has earned a reputation as a real-life superhero of executive recruitment. With more than a quarter-century of successfully fulfilling hiring engagements, Gina's "spidey senses" are so keenly developed, she instinctively knows the intangibles that make a particular candidate not just qualified but exactly right. As the powerhouse founder of PS Partners—and Dynamo Recruiting before it—she's demonstrated uncompromising integrity, along with a deeply personal commitment to her clients and candidates.

Sarah Geiger

HEAD OF TALENT STRATEGY

The recruitment process is a unique moment — one influenced not only by "bottom-line" considerations, but also by emotion and expectation. It calls for someone who knows how to interact with people who are making deeply important, deeply personal decisions. Sarah Geiger is that someone. Her primary professional background is in the funeral-services industry — a setting that required her to help people make good choices under widely varying circumstances. It also gave her a keen understanding of HR, marketing, and business finance, and of the needs that employers of all sizes bring to the recruitment process. After a quarter-century in funeral services, Sarah entered the tech sector, serving as a customer – success implementation manager at ORHub. There she drew upon and further strengthened her skills in business planning, coaching, and teambuilding.

Brenda Nash

HEAD OF CUSTOMER SUCCESS

Brenda is the force behind the scenes who keeps all of our records straight and up-to-date. Brenda makes sure your information is both accurate and readily available, so that we can match you to the right person or organization, right away. This kind of work requires an eye for order and detail, so it's no surprise that Brenda's also an interior designer, the head of B Design Consulting in her adopted hometown of Cle Elum, where she takes full advantage of the rugged outdoor life as a ski instructor, off-road motorcyclist, and avid hiker.



Our Partners

Mark Ribbing

LEAD WRITER

The writer behind PS Partners' position announcements, Mark Ribbing has the ability to transform dry, wonky facts into vivid prose that makes the underlying theme come alive. His strategic-communications company, Nascent Wave, serves business and nonprofit clients in the Pacific Northwest and beyond. A former head of the executive writing team at the Bill & Melinda Gates Foundation, Mark is delighted to talk with anyone who might need writing and editing services for their organization.

Chris Englin

CEO - BIG WAVE RECRUITING

A key player in the Pacific Northwest HR world since the early 1980s, Chris Englin spent 15 years working for companies like Nordstrom and Callison before launching Big Wave Recruiting in 1997. She's helped some of the region's most important organizations grow and thrive, and she's amassed one whale of a network. Chris knows just about everybody in Seattle-area HR, partly because she helped put many of them in one position or another. She's a respected, insightful professional who loves her job and loves giving others the opportunity to say the same thing.

Matt Youngquist

PRESIDENT - CAREER HORIZONS

A Seattle-based career coach, resume writer, and job-hunting expert, Matt Youngquist specializes in helping Puget Sound professionals navigate uncharted employment waters. As President of Career Horizons, he consults with clients on how to strategically manage their careers, explore their occupational options, and market themselves for new opportunities. To date, he has assisted over 9,500 clients through the career transition process, in addition to the audience he reaches through his columns in the Seattle Times and Puget Sound Business Journal.

Kristy Gibson

CEO - GIBSON & ASSOCIATES

If that name rings a bell, we're not surprised. Kristy is a legend around here, known for her insightful and thorough placements of accounting and finance professionals throughout the Puget Sound region. She founded Gibson & Associates over 20 years ago after spending 14 years as an auditor at Ernst & Young (EY). Her network, her intuition, and her understanding of her clients' needs are unmatched, which is why she's successfully placed over 1,000 candidates throughout her career.



Our Clients

Our best-in-class partners span a wide range of industries, from traditional consumer service to B2B and B2C. Here is a small sample of some of the incredible companies we've worked with on C-level engagements and strategic teams.



What Our Clients Say

For 30 years, we have had the pleasure of cultivating long-lasting relationships with our phenomenal clients. While their organizations vary in size, scope, mission and focus, these key executives all have at least one thing in common: They're all satisfied and treasured members of the PS Partners family.

“ [Gina has] worked with enough early-stage companies that I had confidence that she would not bring me people that were bad cultural fits, and that she understood the secret sauce that we would need for certain employees in certain roles. She does a good job of finding the right personalities that would fit well.”

David Wilner
CRO / AUTHO

“ Gina is great, I have hired her in three different companies and really enjoy working with her. I am happy to recommend Gina!”

Matthew J. Schiltz,
CEO, BOARD MEMBER.

“ I literally have received compliment after compliment. People have asked, ‘Who is Gina? Does she work here?’ and I tell them, ‘Nope, she’s a consultant,’ and they’re like, ‘She really knows your business.’”

Stacy Cheuvront
CHIEF HUMAN RESOURCE OFFICER, OUTSEER

“ Gina and Sarah provided executive search services to find our VP of Marketing. What a positive experience! The process was smooth and the weekly communication was useful and informational about the market conditions. We were very pleased with the caliber and background of our candidate pool which resulted in a fantastic hire! Thank you so much for your support on this critical hire!”

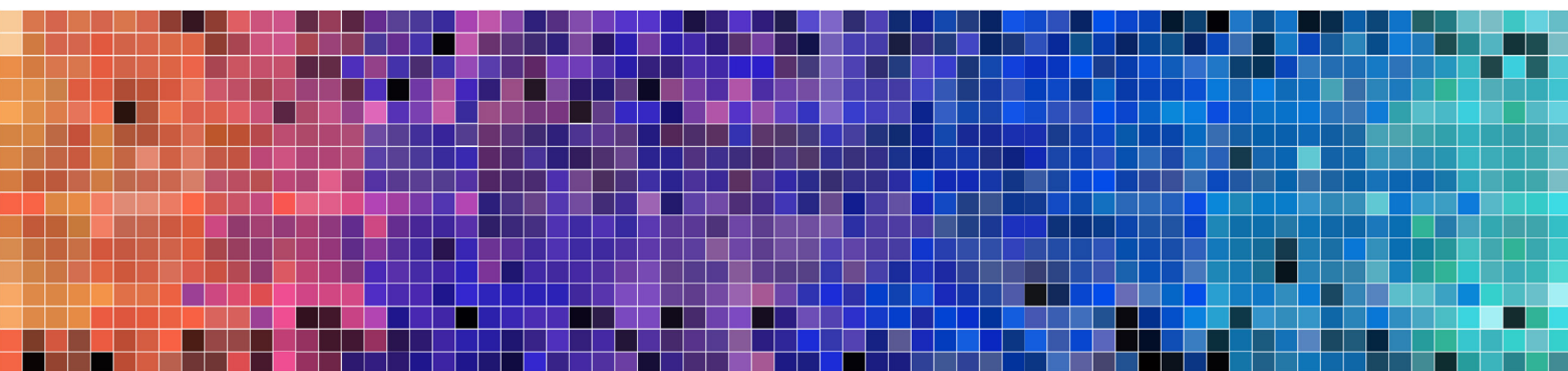
Dana Montanari
PCC COMMUNITY MARKETS

“ We gave Gina and the PS team a challenging search assignment for a VP, Development and Technology position with very specific needs. Throughout the ramp up of the search and the actual process, Gina and the team were very hands on, communicating, adjusting and participating as a trusted insider. In the end, the only challenge we encountered was a difficult choice among several very well qualified individuals, a testament to her network and creativity in looking above and beyond on behalf of the client.”

Matt Scheuing
CEO, SAMBASAFETY

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PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

**City Manager
City of Junction City, Kansas**

May 15, 2024

This proposal is valid for 60 days.



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

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com



May 15, 2024

Hon. Mayor Pat Landes & City Commission
City of Junction City, Kansas

Dear Mayor Landes & City Commissioners,

Thank you for the opportunity to submit this proposal to assist the City of Junction City in your recruitment for a new City Manager. At SGR, we take pride in our unique ability to provide personalized and comprehensive recruitment services to meet your specific needs.

We would like to highlight some key aspects that set SGR apart from other recruitment firms and enable us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR has conducted executive recruitments for over 450 local government clients in 37 states, and we value the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.
- We have a broad community of over 17,000 followers on LinkedIn, one platform we utilize to connect with a wide range of active and passive candidates across the nation.
- Our Servant Leadership e-newsletter, with a subscriber base of over 40,000 in all 50 states, announces all SGR recruitments, further extending our reach. Your position will also be posted on SGR's website and our Job Board.
- In addition, SGR sends targeted emails to our opt-in Job Alert subscriber database including over 5,000 city management professionals.

We are happy to provide references upon request. We are enthusiastic about the prospect of conducting this recruitment for the City of Junction City, and we are available to schedule a meeting at your convenience to discuss further.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com

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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 28 full-time employees, 1 part-time employee, 27 recruiters, 17 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, Missouri, Montana, New York, North Carolina, Ohio, Oklahoma, Oregon, and South Carolina.

View all SGR team members and their bios at: <https://sgr.pub/MeetTeamSGR>.

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 40,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which attracts approximately 20,000 visitors per month.
- Your position will be posted on SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.
- 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 one-way semifinalist interviews.
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, 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.

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>.

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 2023 placements, 31% of candidates were female and 23% indicated they were a person of color. Within SGR, our team of six executives includes three women and one person of color, and 79% of SGR's staff members are women. 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

Jay Singleton, Senior Vice President

JaySingleton@GovernmentResource.com

817-223-2654



Jay Singleton joined SGR in 2020 as Senior Vice President. Prior to joining SGR, Jay served for 21 years as Assistant County Administrator for Tarrant County, Texas, which has a population of more than 2 million citizens. Jay also has prior work experience in city government, including 5 years of service as a City Manager. Jay's local government career began in the areas of personnel, budgeting, and finance prior to moving into city and county management.

Jay is a member of the International City/County Management Association (ICMA), National Association of County Administrators (NACA), Texas City Management Association (TCMA), Government Finance Officers Association (GFOA), and Government Finance Officers Association of Texas (GFOAT). For over 20 years, Jay has been an active volunteer for Meals on Wheels of Tarrant County, delivering meals and serving in advisory roles for the organization.

Jay attended Abilene Christian University, where he received a Bachelor of Business Administration. He also holds a Master of Public Administration from the University of North Texas.

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 Outreach to Prospective Applicants**
 - Advertising and Marketing
 - 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 One-Way Semifinalist Interviews
 - Media Searches - Stage 1, as described below
- 6. Search Committee Briefing to Select Finalists**
- 7. Evaluation of Finalists**
 - Comprehensive Media Searches - Stage 2, as described below
 - 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.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

Step 2: Recruitment Campaign and Outreach to Prospective Applicants

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 40,000 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.

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 One-Way Semifinalist Interviews

Recorded one-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 - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage 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 a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. 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

Comprehensive Media Searches - Stage 2

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate’s press coverage throughout their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

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. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- 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. View a sample report at: <https://sgr.pub/SGRDiSCReport>.

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. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

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

We offer 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 visit <https://www.governmentresource.com/leadership-development-training-resources>.

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 and usually takes a minimum of 2-3 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 One-Way Semifinalist Interviews - Media Searches - Stage 1, as described in Approach/Methodology	Week 6
Deliverable: Semifinalist Briefing Books via Electronic Link Deliverable: Recorded Online Interviews, if applicable	Week 7
Search Committee Briefing to Select Finalists	Week 8
- Comprehensive Media Searches - Stage 2, as described in Approach/Methodology - 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: \$28,900

Not-to-Exceed Price is comprised of:

- **Fixed Fee of \$26,400**
- **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 One-Way Interviews for up to 15 Semifinalists
 - Media Searches – Stage 1 Reports for up to 15 Semifinalists
- Semifinalist Briefing Books via Electronic Link
- Comprehensive Stage 2 Media Reports for up to Five (5) Finalists
- Background Investigation Reports for up to Five (5) Finalists
- Finalist Briefing Books via Electronic Link
- Reference Checks for up to Five (5) Finalists
- 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 \$1,500 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.
- Online interviews over and above the 15 included in the Fixed Fee - \$250 per candidate.
- Additional comprehensive stage 2 media reports over and above the maximum of five (5) included in the fixed price above - \$750 per candidate.
- Additional background investigation reports over and above the maximum of five (5) included in the fixed price above - \$500 per candidate.
- Additional reference checks over and above the maximum of five (5) included in the fixed price above - \$250 per candidate.
- DiSC Management assessments - \$175 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 two (2) onsite visits included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of \$1,000 per day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 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.
- 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 four (4) installments: 30% upon contract execution, 30% after the applicant pool is presented, 30% after finalist interviews, and 10% upon acceptance of employment. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided.

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.

City & County Management Recruitments, 2019-Present

In Progress

- Brunswick, Maine (pop. 21,000) - Town Manager
- Coffeyville, Kansas (pop. 9,000) - City Manager
- Duncan, Oklahoma (pop. 23,000) - City Manager
- Manhattan, Kansas (pop. 55,000) – City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Medford, Oregon (pop. 86,000) - City Manager
- Miami, Oklahoma (pop. 13,000) - City Manager
- New Smyrna Beach, Florida (pop. 32,000) - City Manager
- Orono, Maine (pop. 11,000) - Town Manager
- San Juan County, Washington (pop. 18,000) - County Manager
- Scarsdale, New York (pop. 18,000) - Village Manager
- Treasure Island, Florida (pop. 6,500) - City Manager

2024

- DuPont, Washington (pop. 10,000) - City Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Leander, Texas (pop. 80,000) - City Manager
- Topeka, Kansas (pop. 125,000) - 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
- Nassau Bay, Texas (pop. 5,000) - City Manager
- 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
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager

- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator



CITY MANAGER

City of Manhattan, Kansas

OUR STORY

LIFE IN “THE LITTLE APPLE”

The City of Manhattan, Kansas, is located in Riley County in the heart of northeast Kansas’ scenic Flint Hills. Known as the “Little Apple,” Manhattan is 120 miles west of Kansas City, just off Interstate 70, and encompasses approximately 18 square miles with a current population of roughly 55,000. The community serves a three-county, 130,000 population regional area as a leader in education, trade, healthcare, and communications.

RECREATION, ENTERTAINMENT & CULTURE

This quintessential college town is also a shopping, dining, entertainment, and culture hub. Aggieville is a center of shopping and nightlife with a mix of stores and bars featuring live bands -- Downtown Manhattan, and the Manhattan Town Center Mall, and Westloop Business Association are anchors for shopping, art, fine dining, and entertainment. With more than 160 restaurants, bars, and coffee shops, the city serves up something for everyone’s taste.

Other area attractions include Tuttle Creek Lake, which offers 15,000 acres of boating, waterskiing, fishing, and public hunting land; the Konza Prairie Tallgrass Preserve; the Marianna Kistler Beach Museum of Art, home to a permanent collection as well as traveling art exhibits; Flint Hills Discovery Center, Sunset Zoo, Anneberg Park, world-class golf facilities; and the vibrant Manhattan Arts Center. Residents also enjoy access to 29 parks, 170 miles of trails, three new indoor recreation centers, three waterparks, two splash pads, and a seasonal ice rink for area families to enjoy. Manhattan’s Museum of Art + Light, the first art museum, from inception, to provide full-sensory experiences through curated artworks, live performances, hosted events, and immersive exhibitions is scheduled to open in the Fall of 2024.

ECONOMY & EDUCATION

Manhattan has a diverse economy that is influenced significantly by Kansas State University and Fort Riley. The city collaborates with the Manhattan Area Chamber of Commerce and the regional Greater Manhattan Economic Partnership to attract and retain value-added businesses, develop workforce, and support entrepreneurial growth. These efforts contribute to the economic growth of the area and Manhattan boasts a relatively low unemployment rate of 3.0%, lower than the national average of 3.8%. The job market in Manhattan has also seen a positive increase of 0.8% recently.

The largest industries in Manhattan, Kansas are Educational Services, Retail Trade, and Health Care & Social Assistance. Manhattan is also home to the new National Bio and Agro-Defense Facility (NBAF), a \$1.25 Billion federal research facility that is operated by the U.S. Department of Agriculture. With its business-friendly environment, agricultural and bio-innovation expertise, and robust research capacity, Manhattan presents itself as an attractive location for businesses looking to thrive.

Nearby Fort Riley, founded in 1852, is an important regional partner. Fort Riley has long been one of the nation’s largest U.S. Army military installations, covering approximately 101,000 acres.

Kansas State University was founded in Manhattan in 1863 and is one of the community’s greatest assets. The main university campus extends more than 315 acres within Manhattan and was annexed by the City in 1994. The university serves a diverse mix of international cultures and offers many educational, recreational, and athletic attractions, including the prestigious Alfred M. Landon Lecture Series on Public Issues. The Bill Snyder Family Football Stadium, Bramlage Coliseum, and McCain Auditorium host national events, including lectures and concerts. The K-State Wildcats are members of the Big 12 Athletic Conference, fielding championship men’s and women’s athletic teams. It has also ranked first nationally among state universities in its total of Rhodes, Marshall, Truman, Goldwater, and Udall scholars since 1986.

Additionally, Manhattan is home to Manhattan Christian College, a four-year college adjacent to the KSU campus; Manhattan Area Technical College, which offers vocational training courses and continuing education for business and industry; the American Institute of Baking; Flint Hills Job Corps Training Center; and Kansas Building Science Institute.



COMMUNITY SNAPSHOT



Population
55,000



Size
18.79 sq miles



Accessibility
Manhattan Regional Airport,
Interstate 70



Median Household Income
\$50,957



Median Home Value
213,000



Mill Levy
11.5%

OUR VISION

- A dynamic place of progress as a leading community in the Midwest with a high quality of life and unparalleled university and military partnerships.

OUR MISSION

- Open, welcoming, and inclusive
- Forward-thinking and innovative
- Accountable, transparent, and fiscally responsible
- Contributory to a high quality of life, amenities, and opportunities
- Protective of natural resources and the environment

OUR VALUES

- Sense of community
- Engaged university and military partnerships
- Diverse, equitable, and inclusive spirit
- Commitment to community safety
- Active lifestyle and opportunities
- Vibrant culture and access to a variety of amenities

OUR GOALS



A strong sense of place



A connected government



A well-run City organization



A strong and diversified local economy



An enhanced network of infrastructure

COMMUNITY ACCOLADES

- Top 100 Places to Live in America (Livability)
- Top 10 Places to Retire (Money Magazine)
- #3 on List of Best Small Places for Business and Careers (Forbes)
- Top 50 College Towns in America (Best College Reviews)
- #1 on List of Best Town-Gown Relationship (The Princeton Review)
- Greater Manhattan Region Ranks as Top Metro Area (Site Selection Magazine)



INSIDE CITY HALL

The City operates under the Commission-Manager form of government. The governing and legislative body of the City is the City Commission, comprising five Commissioners elected at-large on a non-partisan basis. The Commission determines all policy matters, approves all City ordinances and resolutions, and adopts the annual City budget and capital improvement program. The City Manager is appointed by the Commission and is charged with the efficient and effective administration of the City.

Each year in January, the Commission selects one of its members to serve as Mayor, a position with full voting rights but no veto power. Elections are held every other year in odd-numbered years, with three City Commission positions chosen at each election. The two highest-vote recipients serve four-year terms, while the third highest-vote recipient serves two years.

Manhattan's workforce is comprised of 441 full-time employees supporting City operations in 10 departments including Airport, City Manager's Office, Community Development, Finance, Fire Department, Human Resources, Legal/Municipal Court, Parks & Recreation, Public Works, and Public Utilities. Law enforcement services are consolidated and contracted through the Riley County Police Department. The City's annual operating budget is \$166,676,103.

This vacancy is a result of the retirement of longtime City Manager, Ron Fehr who served the community for over 40 years including 24 years as Manhattan's City Manager.





ABOUT THE DEPARTMENT

The City Manager is directly responsible for the daily operation and administration of the city organization and hires employees to aid in these functions. The City Manager's Office serves as the administrative hub and executive branch of local government in a community.

With 30 full-time positions, its primary purpose is to oversee the day-to-day operations of the municipality and ensure the efficient and effective delivery of services to residents. Under the purview of the City Manager's office, oversight is extended to various divisions and offices including:

- **Building Services:** Ensuring a well-maintained and safe experience in City buildings and facilities.
- **City Clerk's Office:** Serving as the central administrative hub for official records, legislative processes, and public information. The City Clerk's Office provides transparency, accountability, and efficient governance by facilitating various functions essential to the operation of local government.
- **Communications & Marketing:** Enhancing the City's public image, promoting transparency, facilitating effective communication between the City and community, and promoting civic engagement while effectively conveying the organization's mission, values, and priorities to diverse audiences.
- **Information Technology:** Managing and supporting the technology infrastructure, systems, and services necessary for the efficient operation of the City. The Information Technology team plays a critical role in leveraging technology to enhance productivity, streamline processes, and improve service delivery to residents, businesses, and other stakeholders.
- **Municipal Judge:** Presiding over Municipal Court proceedings; administering justice for violations of city ordinances and other municipal laws.
- **Parking Services:** Regulating parking within City limits, ensuring efficient use of parking spaces, promoting traffic flow, and generating revenue to support municipal operations.

The City Manager's Office also facilitates the operation of numerous advisory boards and committees, crucial in furnishing the City Commission with recommendations on diverse policy matters. The City oversees the appointment process for over 25 advisory boards and committees, with the Mayor, upon advice and consent from the City Commission. Volunteer members of boards and committees contribute significantly to the community.

ABOUT THE POSITION

Reporting directly to the City Commission, Manhattan's City Manager serves as the Chief Executive Officer for the City and assumes full responsibility for planning, administering, directing, overseeing, evaluating, and executing the activities and operations of City Government as stated in the Code of Ordinances.

Primary Responsibilities

- Assists the Mayor and City Commission with strategic and long-range planning; participates in planning efforts at the local and regional level; keeps City Commission apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation.
- Directs the implementation of City Commission goals, objectives, policies, and priorities.
- Selects, appoints, directs, manages, and evaluates the overall work performance of City Department Directors; provides visible leadership presence Citywide to promote and encourage innovation, creativity, and outstanding public service as the organizational mission.
- Oversees the operation of all City Departments; serves as liaison between the Mayor, Commission and Department Directors, keeps the governing body apprised of departmental activities; assists with resolution of problems; monitors and evaluates progress, efficiency, and effectiveness of service delivery methods.
- Encourages Department Directors and the management team to evaluate and prioritize individual and team goals within the context of the City's organizational goals, objectives, and commitment to service.
- Oversees the development and administration of the City budget; approves the forecast of funds needed for appropriate staffing levels, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary to provide economic sustainability for the community.
- Oversees and plans for future development of urban and non-urban areas to provide for population and business growth as well as corresponding expansion of public services.



MANHAPPINESS IS...

- Our welcoming community and sense of connectedness
- Our military members and families
- Our K-State Wildcats!
- Aggieville
- Downtown Manhattan
- Sunset Zoo
- Tuttle Creek Lake and Top of the World Park
- Golf, hiking, biking, kayaking and off-road vehicle (ORV) riding
- Casual to upscale dining, breweries, speakeasies and unique coffee shops
- Westloop Business Association
- Manhattan Arts Center
- Excellent options in education
- Best place to call home





POSITION PRIORITIES

Manhattan's new City Manager will work with the Mayor and Commission, Executive Leadership Team, Staff and Community Partners to prioritize:

- **Financial Transparency and Long-Term Financial Planning** – understanding the budget, the City's reliance on sales tax and alternative revenue streams, financial trends and projections will be important. Leadership focus on increasing and diversifying revenue streams, driving expense reductions through efficiencies and telling the City's story from a budgetary perspective is a high priority. REFERENCE: Goal #5 "A Strong and Diversified Local Economy" within [Crossroads MHK - Five Year Strategic Plan](#)
- **Regional Leadership** – Manhattan's new City Manager will continue to build on established relationships and leverage combined resources via public, private, and non-profit partnerships to find innovative and sustainable solutions to address complex community issues such as economic development, responsible growth management, workforce development/housing, and business vitality. REFERENCE: Goal #5 "A Strong and Diversified Local Economy" within [Crossroads MHK - Five Year Strategic Plan](#)
- **Fostering a Culture of Open Communication** – establishing clear channels of communication internally, sharing information pertinent to City operations and/or policy in a timely manner, providing clarity around expectations and priorities, and creating a culture of open communication where staff is encouraged to share ideas, concerns, and feedback. REFERENCE: Goal #1 "A Well-Run Organization" highlighting the City's Organizational Excellence Initiative (OEI) within [Crossroads MHK - Five Year Strategic Plan](#)
- **Strengthening Community Engagement** – implement systems and protocols to actively engage with the community through a variety of methods and platforms; seek feedback, follow up and prioritize both transparency and frequency in communication regarding fiscal sustainability and strategic initiatives within the context of meeting the affirmed needs of the community. REFERENCE: Goal #2 "A Connected Government" within [Crossroads MHK - Five Year Strategic Plan](#) and [Manhattan Community Survey - 2023](#)

REGIONAL PARTNERSHIPS

- Manhattan Area Chamber of Commerce
- Downtown Manhattan, Inc.
- Kansas State University
- Fort Riley, US Army 1st Infantry Division
- Kansas State University Foundation
- Manhattan Area Technical College
- Manhattan Housing Authority
- Flint Hills Metropolitan Planning Organization
- Aggieville Business Association
- Manhattan Convention & Visitors Bureau
- Pottawatomie County
- Riley County

IDEAL CANDIDATE

The ideal candidate for this position is a motivational local government leader who can inspire their team, engage the community, and lead with purpose, passion, and effectiveness towards building a stronger and more resilient community.

Key Attributes and Characteristics Include:

- **Municipal Financial Knowledge** - a strong understanding of municipal finance, including budgeting, revenue streams, effective resource allocation, familiarity with the financial tools available to local governments, and short and long-term planning for expenditures.
- **Economic Growth Leadership** – demonstrated success in collaborating and strategizing with policy makers, regional partners, community stakeholders, and staff to ensure sustainable and balanced development within a community; someone who brings a fresh perspective, new energy, and best practices in economic growth.
- **An Innovator** – a visionary who can articulate the path forward, lead with purpose and inspire others, foster a culture of innovation, continuous improvement, LEAN management practices, and customer service focus to drive positive change within the local government.
- **Team Builder** – a leader who encourages creativity, teamwork, and open dialogue to harness the diverse skills and perspectives of their team; someone who recognizes the efforts and contributions of their team, provides support, mentorship, and opportunities for growth and development.
- **Interagency Collaborator** - a partnership-oriented leader with a focus on building coalitions, spurring new ideas, coordinating efforts across different agencies and following through for the benefit of the broader community.

EDUCATION & EXPERIENCE

The minimum educational requirement for this position is a master's degree from an accredited college or university with major course work in public administration, business administration or a related field and ten (10) years of progressively responsible experience in municipal government of similar size or larger, including at least five (5) years of executive level supervisory experience.

International City/County Management Association – Credentialed Manager (ICMA-CM) and/or Certified Public Manager (CPM) is highly desirable.

An equivalent combination of education and experience may be considered as meeting the minimum qualifications.

Per Ordinance No. 7577 Article III City Manager - if not already a resident of the City, the City Manager shall have a period of one year following their start date to establish a residence within the City and maintain residency throughout tenure of employment.

COMPENSATION & BENEFITS

The salary range for this position is \$250,000 to \$300,000 with starting salary dependent upon experience and qualifications.

- **Relocation Benefit** - Negotiable
- **Automobile & Cell Phone Allowance**
- **Retirement/Pension** – City employees are required by statute to contribute to the Kansas Public Employees Retirement System (KPERS). Voluntary retirement contributions are offered with Nationwide, MissionSquare, and Empower KPERS 457.
- **Medical, Dental, Vision** – The City offers an excellent benefits package that includes wellness, medical, vision, dental, and prescription drug benefits.
- **Paid Holidays** – 11 paid holidays per year plus one additional floating holiday.
- **Paid Vacation** – Accrual of 12 to 26 days per year based on years of service.
- **Paid Sick Leave** – Accrual of 12 days per year.
- **Paid Parental Leave** – Up to 6 weeks of paid leave.
- **Education Reimbursement, Professional Development, Certifications/Licensure** - The City will reimburse up to \$8,000 per calendar year for tuition and fees. Professional Development funds are based on department budget. Certification/licensure may be reimbursed by the City.
- **Other Benefits** – Long-term disability, employer paid group life insurance, basic life insurance, employee assistance program and an array of voluntary benefit options.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position contact:

Lynn Barboza, Senior Vice President
LynnBarboza@governmentresource.com
562-575-6142

It is the policy of the City of Manhattan to afford equal employment opportunity to all employees and applicants for employment, regardless of race, color, national origin, ancestry, sex, age, religion, disability, military status, genetic information, sexual orientation or gender identity. Personnel decisions, including hiring, promotion, transfer, training, etc. will be based upon merit (e.g. education, successful job experience, demonstrated potential) and bona fide occupational qualifications.



**Agreement for Executive Recruitment Services ("PROJECT")
to City of Junction City, Kansas ("CLIENT") between
CLIENT and Strategic Government Resources, Inc. ("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 May 15, 2024 ("PROPOSAL") 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, 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 to enable SGR to perform 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 perform. 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 Geary 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

Jeri J. Peters
President of Executive Recruitment
JJPeters@GovernmentResource.com
817-337-8581

CLIENT

Name: _____
Title: _____
Email: _____
Phone: _____

Billing and Invoicing:

SGR

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

CLIENT

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, of information disclosure, any representations and warranties, and placement guarantee 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.

Strategic Government Resources, Inc.

CLIENT

Signature

Signature

Printed Name: Jeri J. Peters

Printed Name: _____

Title: President of Executive Recruitment

Title: _____

Date

Date

May 3, 2024

City of Junction City

Proposal to provide a responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next City Manager

May 3, 2024

Tammy Melton, City Clerk
City of Junction City
P.O. Box 287
Junction City, KS 66441
Delivered electronically

Virchow, Krause & Company, LLP
5440 West 110th Street, Suite 300
Overland Park, KS 66211
T: +1 (816) 868 7042
bakertilly.com

Dear Ms. Melton:

Virchow, Krause & Company, LLP (Virchow Krause) appreciates the opportunity to build a mutually beneficial relationship with the City of Junction City (the City). Based on what we have learned from you, we are confident we are the right fit to serve you with forward-thinking executive recruitment services so you can keep your focus where it belongs: serving your citizens. Our proposal describes our unique proposition to meet your key objectives.

We believe that our record of successfully placing qualified and accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will benefit your recruitment and allow us to find the candidate with the traits, skills, experience and overall competence you desire for your organization.

We know that you have options when it comes to selecting a recruitment firm. However, our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top-level executives in similar roles set us apart from our competitors. Additionally, we offer the following unique features:

The right firm

Junction City will benefit from the qualifications, technology tools and resources of our top 10 accounting and advisory firm, delivered with personalized attention and responsive service.

The right experience

We are structured around industry-specialized practice groups, allowing us to provide focused training and continuing education to our team. Our understanding of the public sector, paired with targeted experience serving industry clients, will help you thrive now and as you evolve.

The right team

Your handpicked team of Value Architects™ includes technical and industry-specialized team members who understand your organization's requirements, challenges and opportunities. Junction City will receive a tailored recruitment designed to meet its needs and exceed your expectations.

The right value

We provide high-quality service for a fair and reasonable fee. Our significant level of engagement team leader involvement translates into a responsive, efficient recruitment and the ability to deliver value throughout the engagement.

- **Commitment to a successful recruitment is guaranteed:** Virchow Krause will be meticulous and responsive to you — the client — and with prospective applicants using an approach of *“doing whatever it takes to get the job done right!”* Please review our “Triple Guarantee” referenced in this proposal.
- **Focused strategy for success:** Virchow Krause will conduct a comprehensive, national search to identify exceptional candidates with a proven strong leadership and management record. Virchow Krause recommends advertising and recruiting nationally but will also focus on contacting city management professionals who are currently working in the Midwest believing that a regional focus can sometimes bring in candidates more knowledgeable about the nuances of working in Kansas and this part of the country.
- **Talented and experienced recruitment consultants:** Virchow Krause's recruitment team is outstanding! Virchow Krause has provided executive recruitment and human resources-related services to local governments for more than 30 years. Our team has had tremendous success conducting recruitments nationwide, and we encourage you to contact our references. Our

City of Junction City, Kansas
May 3, 2024

consultants have professional experience, including former city management, human resources management, and school administration professionals. The result — a cohesive and highly experienced consultant team that possesses a thorough and detailed understanding of the leadership, experience, training and certifications required for this position, which ultimately benefits Junction City with a more targeted and qualified pool of diverse candidates.

- **Video Interviews to screen semi-finalists:** Virchow Krause will use an online video interview process to assist the City Commission in narrowing down semi-finalists to a smaller group of finalists as part of the all-inclusive fee. This will help the City Commission screen candidates and possibly reduce costs by eliminating unnecessary travel expenses for on-site interviews.
- **Leadership assessment of finalists:** Virchow Krause will conduct a strengths assessment and management/leadership style testing, which some may refer to as “*personality and behavioral testing*.” This assessment is completed online by the finalists before interviews. It determines if a candidate’s management style matches the profile created by the City to find the “ideal” candidate and determine whether each candidate is a good fit for Junction City and the community.
- **Comprehensive vetting of finalists (includes social media search):** Virchow Krause’s multiple-layered vetting process of screening candidates provides a qualified pool of individuals to consider with not only the skills and experience desired but, most importantly, a leadership and management style that best fits the City and community. The screening process includes detailed candidate questionnaires, video interviews, leadership and strengths assessment, and a comprehensive candidate background review (*e.g., criminal, civil, credit and driving record, academic and employment verification, a Nexus search with a comprehensive report on each candidate’s media and online presence, and a comprehensive reference report on all finalists before interviews occurring* - **Note: Virchow Krause must conduct these background checks for the “Triple Guarantee” to remain in effect**).
- **Commitment to pursuing a diverse pool of candidates:** Virchow Krause will ensure diversity in our candidate pools. In your recruitment, we will use our established networks to make direct and personal contact with prospective minority and female candidates and encourage them to consider an opportunity with the City of Junction City.
- **Online application and communication system:** Virchow Krause utilizes an online application system to facilitate talent management for our clients. The system has been designed to customize applicant flow and tracking, allowing for accessible communication with applicants and an ability to conduct database inquiries for candidates based on characteristics important to the City, such as geographic location, specific experience, expertise and qualifications.

Finding candidates with the desired levels of experience and specific knowledge of local government management trends can sometimes be challenging. Of equal importance, we want to ensure that your next City Manager is a “great fit” for Junction City and the community. Our professional background and many years of experience in recruiting local government managers will provide you with valuable insight into finding and selecting the best candidate.

Junction City will be a valued client of Virchow Krause, and we will be personally involved in all aspects of our relationship, from planning through selection. Thank you for the opportunity to make tangible contributions to your success. Our team is excited to earn your trust, and we look forward to discussing your questions and feedback.

Very truly yours,

VIRCHOW KRAUSE & COMPANY, LLP



Anne Lewis, Managing Director
+1 (703) 923 8214 | anne.lewis@bakertilly.com



Art Davis, Director
+1 (816) 868 7042 | art.davis@bakertilly.com

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Baker Tilly is responsive, interactive and produces the results they say they will. We are very pleased with the services they provide and consider Baker Tilly a leader among accounting and advisory firms.

Controller



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Executive summary

What makes Virchow Krause different from other firms? Our solution truly begins by listening to what the City of Junction City needs.

Understanding your needs to help achieve your objectives and mission

We understand the City of Junction City is looking for a timely, effective, efficient, responsive, well-managed, and thorough search process to recruit and identify highly qualified candidates for your next City Manager.

Virchow Krause public sector executive recruiters will collaborate with you or your designated staff to understand the traits, attributes, capabilities and overall qualifications most important to your organization for this recruitment. The information we gather helps us customize colorful and informative marketing, recruitment and outreach strategies, and materials that present the City of Junction City as a thriving municipal organization that is and remains a growing and diverse community that exceeds the expectations of its residents and visitors. Additionally, we highlight that the City is known as Fort Riley's Hometown and offers superb recreational opportunities, higher education options, museums, and a lively performing arts environment, which make the community a great place to visit, live, work, and play.

We recognize that there is significant competition for experienced local government managers, leaders and executives today. For this reason, we collaborate with you to develop recruitment strategies that include aggressive marketing, recruiting, and candidate outreach campaigns. As you know, successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities or who may be waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. These efforts ensure that your City Commission receives and can select from many qualified candidates.

Virchow Krause manages and tracks applicant information and provides regular communication, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide your City Commission with comprehensive details and information about each candidate we present, expanding beyond applications, cover letters, and resumes to understand better, compare, and contrast individual professional experience, leadership traits, and the management style they would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also can provide you with a fully customized interview process to include suggested questions, interview day scheduling, and planning as you deem necessary or appropriate. Additionally, the lead consultant is available to you or your designee before, during, and after each interview session and can facilitate your deliberations, employment offer, and negotiations with the individual you select as a finalist.

Sharing our highly regarded executive recruitment process

We are prepared to tailor our service methodologies to your specific needs and develop real outcomes for your organization's challenges — as evidenced by our team's understanding of the City of Junction City and the distinctive factors that impact your organization. We will continue to deepen our understanding of the City's objectives and are ultimately dedicated to helping you achieve your mission.

State and local government clients like the City of Junction City are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs. The following table details how we plan to address your needs in a valuable way.



**One of the nation's
largest executive**
level, local government
candidate databases

TASKS	PROCESS
1. Recruitment brochure development and advertising	We schedule and meet with the City Commission and key stakeholders, as instructed, to understand your leadership vision, strategic direction and candidate expectations, then use the information we gather to develop a candidate profile, which will require your input and final approval. We consider the profile our search baseline.
2. Execution of recruitment strategy and identification of quality candidates	- Using your approved profile, we develop a colorful, informative and appealing brochure. Then, we embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile. - Additionally, we launch a direct applicant outreach campaign targeting eligible prospects we identify by building a detailed query into our searchable applicant database. - Using our applicant tracking system, we communicate with all applicants about the process, established timelines and next steps.
3. Screening of applications, review of semi-finalists and selection of finalists	- Once we identify those applicants who most closely match your desired profile, we assign them several tasks, including our Due Diligence Questionnaire and Candidate Questionnaire. At the same time, the project team conducts a comprehensive web and social media scan to elicit information relevant to employment and the continuation in our process. - We also provide selected applicants with a link that will take them to our one-way video interview portal. The candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant's candidacy related to your desired profile. - Once we gather the responses from the items listed above, we prepare and provide an electronic (PDF) Semi-Finalists Report listing 8 to 12 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters and Due Diligence Questionnaire responses. - We then ask you to identify four or five, plus one alternate, as finalists. We then ask this group to complete our management and leadership style assessment, which provides additional information, including development needs, strengths, personality and behavior analysis. This tool provides information about each finalist, which is essential to the selection process.
4. Background report checks, reference checks, social media	- We secure authorization from each finalist to conduct a comprehensive background records check and reports. - We obtain a list of up to ten current or former supervisors, peers or direct reports from each finalist to contact as references.

TASKS	PROCESS
presence, academic verifications	- We provide a report summarizing all responses to our customized reference questionnaire. - We verify academic credentials and professional certifications. - We conduct an exhaustive review of social and electronic media sites and other publications to identify any information relevant to hiring everyone you interview. - We provide a comprehensive reference check and report for each finalist.
5. Final interview process	Once you identify your finalists, we collaborate with your designated staff to design, prepare, and provide technical support to ensure a smooth, effective, and efficient interview process, which may include the scheduling and support for virtual interviews. If requested, we work with the selected finalist and your designated staff to finalize an employment agreement.

THERE ARE NUMEROUS BENEFITS TO UTILIZING VIRCHOW KRAUSE FOR YOUR RECRUITMENT NEEDS

We strive to distinguish ourselves from peer organizations.

Why Virchow Krause is ideally suited to serve Junction City

Virchow Krause has distinguished itself from public sector executive recruitment peers in many ways. What makes Virchow Krause different from other firms? **Our executive recruitment solution truly begins with your needs.** The City of Junction City deserves to collaborate with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications makes us the right fit to serve the City — today and for years to come.

WHAT WE UNDERSTAND THE CITY NEEDS	HOW WE WILL DELIVER
Carefully structured process supported by technology	- Comprehensive and seamless process refined by years of interaction with local government and not-for-profit employers and prospective candidates - Leverage the search process with technology tools, including a video interview system, management/leadership style assessment analysis and online application platform - Efficient management of candidate information and providing the City Commission with unique information about each candidate's leadership and management style and ability to respond extemporaneously to video questions
Public sector recruiting specialization and experience	- Experienced executive recruitment professionals passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts - Successful recruitment of more than 1,700 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000
Thorough candidate evaluation	- Active recruitment of qualified candidates, drawing from our extensive personal and professional connections with capable individuals, assuring the City of its access to established managers and rising stars - Thorough evaluation of the final candidates, including detailed information from references and a careful review of background records to ensure sound professional and personal character

WHAT WE UNDERSTAND THE CITY NEEDS	HOW WE WILL DELIVER
Diversity in executive recruitment	- Committed to diversity in executive recruitment as a reflection of our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect - Ensure diversity is a focus of our recruitment strategy and candidate pools through involvement with the National Forum for Black Public Administrators (NFBPA) and their Corporate Advisory Council, the Local Government Hispanic Network and other organizations.
Delivering value on the City's budget	- Full-service engagement includes advertising, preparation of a recruitment brochure, background, reference and academic verification checks and up to three on-site visits - Work closely to meet the City's needs and any unexpected circumstances that may arise during the course of your recruitment to expedite the recruitment, but not at the expense of finding high-quality candidates
Triple guarantee	- Focus on assisting with your executive recruitment until you make an appointment - Guarantee your executive recruitment for 12 months against termination or resignation for any reason — or we come back to fill your City Manager position for no additional professional fee - Commitment not to directly solicit any candidates selected under this contract for another position while employed with your organization
Transparency and confidentiality	- No preconceived notions or expectations about the City and prospective candidates - Work closely with the City to make sure the process is transparent - Ensure applications are kept confidential, where permitted by state and local laws, to ensure candidates can express interest without jeopardizing current employment to maximize the number of qualified applicants
Keeping the City involved and minimizing disruption	- Comprehensive process incorporates the active participation of the City Commission at key steps in the process - Keep decision-makers fully advised and informed of all aspects of the process without requiring them to expend substantial time or put aside other pressing issues. - City staff can focus on their primary and assigned functions while Virchow Krause manages the search process

VIRCHOW KRAUSE DIFFERENTIATES ITSELF FROM OTHER EXECUTIVE RECRUITMENT FIRMS
Junction City will benefit from our understanding of best practices within the executive recruitment space.

Meeting your needs with our resources

Our firm has the reputation, resources and reach to address the challenges you face as a public sector organization — both now and in the future.

Offering our resources: Virchow Krause at a glance

We dedicate ourselves to delivering efficiency, quality, creativity, innovation and forward-thinking solutions to public sector clients. Virchow Krause is passionate about enhancing and protecting our clients' impact, which is a collective effort by everyone across our firm. **Our public sector team maintains a separate practice group of approximately 350 team members devoted to serving clients like you.** The City of Junction City will receive an exceptional executive recruitment experience. Below are some key facts about our firm.



550+
administration
recruitments



1,700+
recruitments
since 2000



50+
office locations
across the U.S.



250+
workplace and
culture awards

COMPREHENSIVE EXPERIENCE TO SERVE YOU

Junction City will receive support and guidance from a respected firm that continues to grow.

Providing your engagement leadership

AUTHORIZED REPRESENTATIVE	ENGAGEMENT TEAM LEADER
Anne Lewis, Managing Director 8219 Leesburg Pike, Suite 800 Tysons, VA 22182 +1 (703) 923 8214 anne.lewis@bakertilly.com	Art Davis, Director 5440 West 110th Street, Suite 300 Overland Park, KS 66211 +1 (816) 868 7042 art.davis@bakertilly.com

Celebrating more than 90 years serving our valued clients

As a future-looking firm, we celebrate more than 90 years of dedication to our clients by honoring our roots and continuing to shape our future. We embrace the fact that business can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we continuously innovate and evolve to work better.



Our roots took hold in 1931 as a public accounting firm specializing in canning factory audits. Since that time, we have grown with more than 40 different business combinations, each with its own rich history, expanding our presence coast to coast and globally and expanding our scope across industries, services and areas of expertise. One thing has not changed over time: **our shared passion for enhancing and protecting our clients' impact.**

As we reimagine our lasting impact, we remain grounded in our timeless core values. Through dedication, creativity and adaptability, Virchow Krause will continue to become more connected to our clients, our people, our communities and our profession.

Delivering specialized expertise to our public sector clients

Virchow Krause has served state and local governments since our establishment more than 92 years ago. We are one of the few advisory CPA firms with a practice dedicated entirely to serving governmental clients.

Unlike many of our contemporaries, Virchow Krause is organized by industry, not service line. What does this mean for Junction City? It means you will be served by a carefully selected team that blends our government-focused professionals with experienced specialists in executive recruitment. The City will work with a knowledgeable team that understands your specific challenges and provides innovative solutions to help you overcome them.



Recognizing this complexity and eager to serve as a true valued advisor to the public sector, Virchow Krause formalized its dedicated public sector specialization more than 50 years ago. **Today, more than 350 Virchow Krause professionals — including nearly 30 partners —** focus directly on serving governments and provide hundreds of thousands of client service hours annually to organizations like Junction City.

Nationwide, our public sector practice serves nearly 4,000 state and local governmental entities, including municipalities, counties, school districts, utilities, transit organizations, airports and special authorities. Several of these client groups are now served by dedicated specialists in distinct sub-practices.

Public sector: Experience that matters



COMMITMENT TO THE PUBLIC SECTOR

Virchow Krause has been in business for more than 90 years, and public sector entities were some of our first clients.

Sharing our organizational management and human capital services

OUR COMBINED SERVICES INCLUDE:

- | | |
|------------------------------------|--|
| • Executive recruitment | • Process improvement |
| • Executive coaching | • Strategic and business planning |
| • Executive performance assessment | • Service sharing and service consolidation |
| • Organization assessments | • Management services |
| • Organization development | • Financial planning, budgeting and analysis |
| • Performance management | |

MEETING JUNCTION CITY'S HUMAN CAPITAL NEEDS

Virchow Krause provides a full array of organizational management and human capital services designed to meet the unique needs of state and local governments.

Offering our firmwide resources

Virchow Krause has over 50 U.S. office locations across 20 states.



PROVIDING A BREADTH AND DEPTH OF RESOURCES TO SERVE YOU

Junction City will receive our best resources based on your unique needs, regardless of office location.

Sharing a culture of values with the City of Junction City to serve as the foundation of our lasting relationship

Our core values infuse our culture and drive the way we plan to work with the City. They are what we believe in and what we expect from each other. They guide our decisions, inspire our actions and impact how we do business. They are shorthand for what we stand for — and what we stand against. Our core values are fundamental and timeless and come to life through our own experiences and personal expression.

MEETING YOUR NEEDS WITH OUR RESOURCES

These core values are highlighted below.



SHARED CULTURES, VALUES, PHILOSOPHIES AND GOALS

Junction City and Virchow Krause have a strong cultural fit, and our commonalities will lay the foundation for trust, open communication, a seamless project approach and an enduring relationship.

Belonging is a core value at Virchow Krause. It is who we are rather than what we do. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality. Inclusiveness and belonging empower us to achieve better business results. For more information on our firm's commitment to diversity, inclusion and belonging please refer to **Appendix A**.

Providing executive recruitment services

Our relationship-driven approach is led by a project team that delivers a cost-effective, quality engagement for Junction City. We will deliver executive recruitment solutions that address the state and local government industry's underlying complexities and your unique goals.

Sharing the Virchow Krause executive recruitment process

Task 1: Kickoff, marketing, recruitment and outreach

Developing a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management, and personal characteristics related to the candidate's success in the City Manager position. The recruitment brochure will also include a profile that captures the essence of the City of Junction City as a highly attractive venue for the successful candidate to live and work.

Your recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

To prepare the recruitment brochure, the project team leader will meet with the City Commission, City staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your City Manager. We meet individually (or collectively, depending upon your preference) with members of the City Commission to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities, and expectations for the City Manager.

Information from these meetings and our review of the job description and other City documents is used to prepare a position and candidate profile. The City will approve the completed profile before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in **Appendix B.**]

The project team will also work with the City to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. If required, our team will place ads in appropriate professional publications, websites, and local print media and coordinate with City staff to include information about the search on the City's social media platforms. Virchow Krause also has a high-traffic website with an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to promote the City Manager position further.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Position profile and recruitment brochure development	Virchow Krause meets with the City to receive information regarding the City's budgets, organizational charts, images, logos, etc.	2 weeks

PROVIDING EXECUTIVE RECRUITMENT SERVICES

	Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline)	
Approve brochure, begin advertising and distribute marketing letter	- Brochure sent to City for final approval - Begin advertising and distribution of recruitment brochure	2 weeks

Task 2: Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task 1, Virchow Krause will identify and reach out to individuals who will be outstanding candidates for the City Manager position. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and properly, they may apply. We take pride in locating highly qualified candidates nationwide based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by creating a customized database utilizing our extensive, interactive applicant database for the City Manager position. This will allow the Virchow Krause team to customize applicant flow and tracking, communicate with applicants, and conduct database inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

While recruitment is underway, the project team will work with up to 10 subject matter specialists (SMS) who know what successful performance in the City Manager position looks like to reach a consensus on the desired leadership and management style for the ideal candidate. We ask the SMS to complete a 30-minute online questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership and management style attributes for this position, creating a framework for assessing candidate fit with the City. Later in the process, finalists are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix C.**]

Each candidate submitting a resume is sent a timely acknowledgement by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Execution of recruitment strategy and candidate outreach	- Online data collection and profile development - Development of an interactive, searchable applicant database for recruitment of your City Manager - Virchow Krause performs direct outreach to prospective candidates identified in the recruitment strategy - Utilization of an extensive applicant database to identify applications and review the applicant pool for competencies/demographics	4-5 weeks

Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine an overall match to your desired profile. We will then narrow the list to 8 to 12 semifinalists for your review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected based on written questionnaires, early due diligence information, consultant phone interviews, and recorded and one-way video interviews.

Another unique aspect of our recruitment process is our use of a web-based one-way video interview. Each finalist has a limited number of minutes to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist then has 30 seconds to respond. This tool lets our team understand each candidate's ability to "think quickly" better. The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide the City Commission and the designated staff with a link to review.

Throughout the process, you will have access to our Applicant List (MAL), which will provide pertinent data for each applicant.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Applicant screening and recommendation of semi-finalists	- Virchow Krause compares applications to the approved candidate profile developed in our searchable applicant database - Most promising applicants are asked to complete candidate questionnaires and provide due diligence information - Media, internet and social media scan for information pertinent to future employment - Top candidates identified as semi-finalists - Semi-finalist report is prepared, including the brochure, applicant list, cover letter and resume of candidates to be considered - Virchow Krause and the City Commission review video interviews - Project team leader meets with the City Commission to review recommended semi-finalists - City Commission selects finalists for on-site interviews - Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed	2-3 weeks

Task 4: Conducting background checks, reference checks and academic verifications

Once the City Commission has identified a list of "finalists," Virchow Krause begins conducting reference checks, background records checks, and academic verifications. We then prepare a Confidential Reference Report to complete our research and understand each applicant's qualifications, management style, leadership traits or characteristics, and professional work performance.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:

• Consumer credit	• Bankruptcy
• City/county – criminal	• State district Superior Court – criminal
• City/county – civil litigation	• State district Superior Court – civil litigation
• Judgment/tax lien	• Federal district - criminal
• Motor vehicle driving record	• Federal district – civil litigation
• Educational verification	• Sex offender registry

REFERENCE CHECKS, BACKGROUND RECORDS CHECKS AND ACADEMIC VERIFICATIONS

Junction City will receive a report that thoroughly verifies each finalist's background.

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we can provide you with our Final Report.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Design final process with the City for on-site interviews with finalists	Virchow Krause confirms interviews with candidates	1-2 days
Background checks, reference checks and academic verification	Virchow Krause completes background records checks, reference checks and academic verifications of finalists	2-3 weeks

Task 5: Final interview process

Upon completing Task 4, we will work with your City Commission and designated staff to develop the final interview process. We customize the process according to your needs, desired outcomes, position functions, preferences, and directives. This may include steps that are important to you, our client. As such, the final interview process may consist of meetings with the department heads and the opportunity for a meet and greet with community members and individual tours of the City. Recognizing the impact of national, state or locally imposed restrictions in response to the COVID-19 pandemic, we work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

Before the interviews, we provide documentation on each finalist, highlighting leadership and management profiles (Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks, and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The project team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If requested, we will assist the City Commission with developing a compensation package and related employment considerations and negotiating an employment agreement.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Final Report prepared and delivered to the City	Final Report is prepared, including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions	1 day

PROVIDING EXECUTIVE RECRUITMENT SERVICES

On-site interviews with finalists	• Interviews are scheduled • Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates, if requested	1-2 days
Offer made/accepted	• If requested, Virchow Krause participates in candidate employment agreement negotiations • Virchow Krause notifies candidates of the decision • Virchow Krause confirms final process close-out items with the City of Junction City	1-2 days

Providing optional post-placement activities

A successful executive search creates an opportunity to solidify the leadership bond between Junction City's elected officials and the new City Manager. We offer the following fee-based supplementary services to encourage growth and positive change.

SUPPLEMENTARY POST-PLACEMENT SERVICES	
Six-month check-in	A facilitated session allows the new City Manager and the City Commission to discuss progress, goals and vision. It is usually structured as a half-day session and can form the basis for future performance evaluations.
Executive coaching	Coaching can help improve communication, leadership, prioritization and other skills needed for peak performance. It also provides professional and personal counsel to a new manager.
Performance evaluation plan	A third-party facilitator's annual performance review process ensures valuable feedback, constructive dialogue, and prioritization agreement. It can also strengthen the council/manager relationship.
Management system review	A structured review of the organization's management system identifies ways to increase efficiency and effectiveness. It is beneficial for new city managers because it provides an objective agenda for improvement.

We are happy to discuss these services with you and prepare a proposal for any desired services.

Recruiting a diverse candidate pool for the City of Junction City

Virchow Krause's recruiting strategy for Junction City reflects our firm's core values and commitment to diversity, inclusion, belonging and societal impact. Our work begins long before we start collaborating with you to find the right candidate for your City Manager position. We cultivate relationships with diverse networks of leaders who can bring new perspectives and experiences to the role.

Our firm is a corporate member of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network. We serve on NFBPA's National Corporate Advisory Council and regularly participate in its membership events. As in every recruitment, we will call on our established networks to find candidates from a wide range of backgrounds, including those traditionally underrepresented in public sector hiring, and encourage them to consider Junction City's opportunity. Based on our performance record, prospective candidates trust that the Virchow Krause executive recruitment team will fairly consider each application based on their qualifications and the established profile.

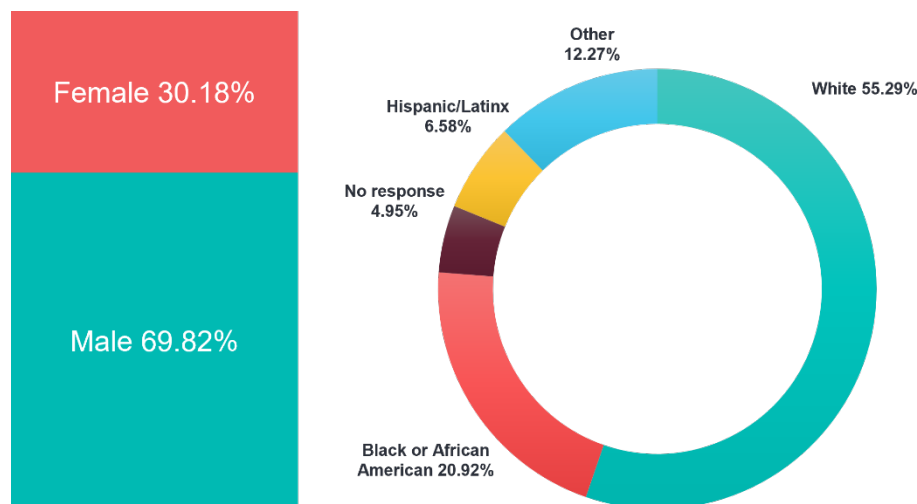
PROVIDING EXECUTIVE RECRUITMENT SERVICES

Virchow Krause is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation or any other legally protected status. As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

Recruiting for diversity requires intentional and proactive efforts. These include:

- Advertising job postings that are inclusive and free from bias, using gender-neutral language and avoiding language that could discourage some populations from applying
- Reaching out to a wide range of communities and organizations and using various recruiting channels to help expand the slate of candidates
- Providing a welcoming and inclusive workplace culture within your city to attract and retain diverse talent

This past year, 95% of our applicants provided their race, and 98% shared their gender during the recruiting process. We saw a 3.05% increase in the number of Black/African American applicants, a 4.11% increase in the category of other races, and a 5.82% increase in female applicants over the same timeframe in 2022. The demographic breakdown of 852 candidates presented to our clients was as follows:



DIVERSITY IN RECRUITMENT

As evidenced by positive trends in our applicant diversity data, we are committed to broadening the candidate pool for your position by reaching out to a wide range of communities, organizations and prospective candidates.

Sharing our Triple Guarantee

We define the success of a smooth, seamless, effective and responsive executive recruitment that culminates with hiring an accomplished City Manager who matches the profile we developed to this end. We further define success by identifying and presenting an acceptable number of well-qualified applicants for the City Commission to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer a trifold, industry-leading triple guarantee.

1. First, we commit to conducting your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. In the event you are unable to reach an employment agreement with one of the individuals presented as finalists, Virchow Krause will identify and present a second supplemental group of qualified applicants for you to consider until you select a finalist.
2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason), we will repeat the executive search at no additional professional fee but will include project-related expenses. Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.
3. Virchow Krause will not directly solicit any candidate selected under this agreement for any other position while the candidate remains in your employ.

Project timeline

Junction City's time is valuable, and one significant way we will support the City is by delivering your services on time.

Co-developing a timeline to meet the City of Junction City's deadlines

Below is an overview of our customized approach to successfully providing executive recruitment services to the City. During the client service plan development phase, we will collaborate with you to co-develop an agreed-upon service timeline that meets your needs and timing requirements. We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. A typical timeline is 100-120 days from project kickoff to extending an offer of employment.

EXECUTIVE RECRUITMENT PROCESS BREAKDOWN																			
Project task	Month 1				Month 2				Month 3				Month 4						
1. Profile development, advertising and candidate outreach																			
2. Applicant screening and assessment and recommendation of semi-finalists																			
3. Comprehensive background checks, academic verifications and reference checks completed for finalists																			
4. On-site Interviews with finalists																			
5. Employment offer made/accepted																			

COMMITMENT TO SUCCESSFULLY DELIVER RECRUITMENT SERVICES TO MEET THE CITY'S REQUIREMENTS

Junction City's time is valuable. We will co-develop a timeline to provide the City's recruitment services on time.

Your Value Architects™

Junction City will work with a consistent team of Value Architects™ who understand your organization and can add value from day one. The combination of your engagement team's executive recruitment experience and service knowledge translates into tangible results for the City.

Aligning key engagement team members with your goals

Within Virchow Krause, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many disciplines comprising the City of Junction City organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2000, our combined consultant team has conducted more than 1,700 executive searches.

1,700+ recruitments

Your engagement team has conducted more than 1,700 successful recruitment projects since 2000.

The Virchow Krause project team will collaborate with your City Commission and/or designated staff as your technical advisor. As such, we conduct our recruitment processes clearly, effectively, efficiently, transparently and professionally consistent with “best practices” in the public sector executive recruitment space. Our agenda is clear; “our agenda is your agenda.” Our objective is to generate a list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next City Manager.

We have structured the Virchow Krause project team to draw upon 60-plus years of collective service to the public sector and to leverage Virchow Krause's experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of executive recruitment consulting experience, coupled with our unique approach and personal touch, drives our internal standard for delivering outstanding services and leading-edge products.

Your handpicked team of professionals offers a collaborative focus supported by the breadth and depth of our firm's national resources. We believe in strong personal relationships, which means a personal interest in the City of Junction City from some of our most experienced team members. Engagement team members are introduced below; complete resumes are available in **Appendix D**.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR JUNCTION CITY

Engagement leadership**Anne Lewis — Managing Director**

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
 +1 (703) 923 8214 | anne.lewis@bakertilly.com

Anne leads Virchow Krause's public sector executive recruitment team. Prior to joining Virchow Krause, Anne served as an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director, and convention and visitors bureau executive director. She has also been responsible for parks, recreation and community services, information technology, animal services, general services, and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science and a Bachelor of Science from Shenandoah University.

**Art Davis — Director**

5440 West 110th Street, Suite 300, Overland Park, KS 66211
 +1 (816) 868 7042 | art.davis@bakertilly.com

Art is a director in Virchow Krause's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and other local government positions in Kansas and Texas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas and a Bachelor of Arts in Political Science and Public Administration from William Jewell College.

Consulting team**Patricia Heminover — Director**

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
 +1 (651) 223 3058 | patty.heminover@bakertilly.com

Patty has been with the firm since 2010. She has more than 20 years of public education experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements, and successfully overseeing conflict resolution. Patty was also South St. Paul Schools' director of human resources and finance before serving as its superintendent. She served for three years as the co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty received a School Finance Award and technology leadership awards and helped establish Minnesota's first K-12 International Baccalaureate School District. She earned a Master of Education Administration from Minnesota State University.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR JUNCTION CITY



Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP — Director

205 North Michigan Avenue, 28th Floor, Chicago, IL 60601
+1 (312) 240 3401 | yolanda.howze@bakertilly.com

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources with the City of University City, Missouri and director of human resources with the City of Bellaire, Texas. Before joining Virchow Krause, Yolanda was a senior consultant II with Gallagher's Human Resources Compensation & Consulting practice, where she was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda's experience and competencies include full cycle recruiting and retention (including executive recruiting), total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development, and safety and risk management. Yolanda earned a dual Bachelor of Arts in Psychology and Organizational Leadership from Maryville University in St. Louis and a Master of Arts in Public Administration and Policy Analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified Human Resources Professional—SPHR, SHRM-SCP, IPMA-SCP. Her peers selected her as the 2015 Texas Municipal Human Resources Association (TMHRA) Human Resources Professional of the Year.



Carol Jacobs — Managing Director

18500 Von Karman Ave, 10th Floor, Irvine, CA 92612
+1 (949) 809 5588 | carol.jacobs@bakertilly.com

Carol is a managing director with Virchow Krause. She has held various roles across local government and consulting, including multiple stints as a city manager. She served most recently as assistant city manager of the City of Newport Beach, California. In that role, she was responsible for functions as varied as fire, library, harbor, information technology, utilities, and homelessness, with service as interim finance director and harbormaster. Carol also served as city manager for the Southern California cities of Eastvale and Stanton, as interim city manager for the City of Grand Terrace, and in a series of roles with increasing responsibility for the City of Costa Mesa. Carol's consulting experience includes managing a financial solutions practice area that served local governments, managing client needs, preparing financial studies, and conducting management and organizational reviews. She earned a Master of Public Administration with an emphasis in Finance and a Bachelor of Arts in Communications from California State University- Fullerton



Edward G. Williams, Ph.D. — Director

17 Cowboys Way, Suite 800, Frisco, TX 75034
+1 (214) 842 6478 | edward.williams@bakertilly.com

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, benefits administration, performance management,

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR JUNCTION CITY

employee recognition, employee wellness and benefits administration. He has served as director of human resources and organizational development for the City of Missouri City, deputy personnel director for the State of Missouri, and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, an Educational Specialist degree in Higher Educational Administration, a Master of Higher Education Administration, and a Bachelor's in Education from the University of Missouri. He is bilingual and proficient (reading, writing and speaking) in Spanish.

Supporting team



Michelle Lopez — Manager

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
+1 (651) 223 3061 | michelle.lopez@bakertilly.com

Michelle is a manager with Virchow Krause's executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle plays a key role in ensuring that recruitment projects are completed thoroughly and on time. She has more than 10 years of experience as a key support staff member. Her colleagues appreciate her customer service skills and determination to ensure clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing, and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. She is currently pursuing a Bachelor of Science degree in Organizational Leadership.



Karen Edwards, SHRM-CP — Senior Recruitment Analyst

8626 North Himes Avenue, Tampa, FL 33614
+1 (813) 915-5616 | karen.edwards@bakertilly.com

Karen is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. She also manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements. Karen has more than 30 years of experience in human resources, administrative positions and customer service. She earned a Bachelor of Science in Business Administration—Human Resource Management from Western Governors University and is a Society for Human Resources-certified professional.



Diane Segulia — Recruitment Analyst

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
+1 (651) 223 3094 | diane.segulia@bakertilly.com

Diane is a recruitment analyst with Virchow Krause's executive recruitment practice group. She is a team player who prides herself on delivering high-quality work to the team. Diane joined Virchow Krause in 2015 as the receptionist. She joined the executive recruitment practice group as an administrative assistant in October 2019 and began her role as a recruitment analyst in June 2022. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of an executive recruitment.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR JUNCTION CITY



Carrie Thompson — Recruitment Analyst

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
+1 (703) 923 8040 | carrie.thompson@bakertilly.com

Carrie is a recruitment analyst with Virchow Krause's executive recruitment practice group. She has more than four years of experience in recruiting coordination, including interview scheduling and candidate communication. She facilitates smooth sailing during the recruitment process. Carrie runs reports, coordinates outreach and organizes important documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success. Carrie earned a Bachelor of Arts in Communication with a concentration in Media Production and Criticism from George Mason University.

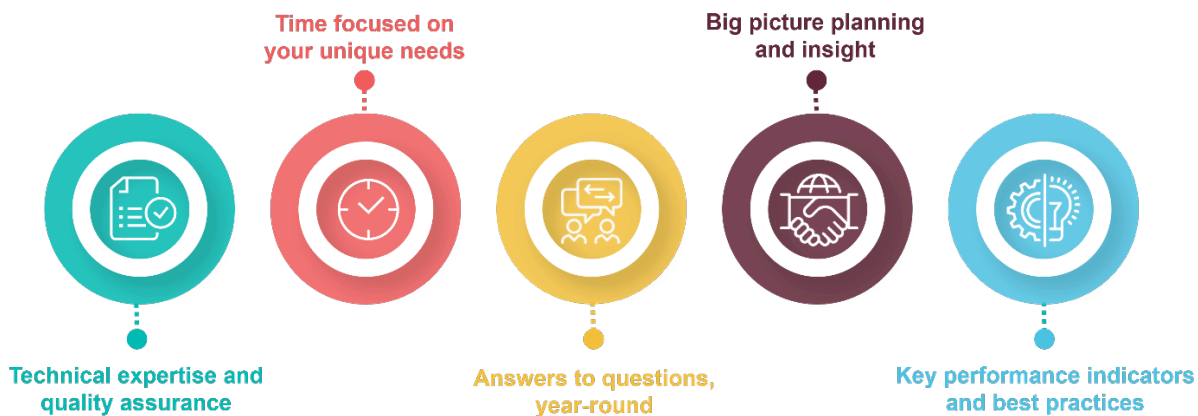
JUNCTION CITY WILL RECEIVE TANGIBLE RESULTS WITH VIRCHOW KRAUSE

All engagement team members are committed to Junction City's success. Their state and local government experience and service expertise translates into tangible results for the City.

Building trust and maximizing value with significant team member involvement

Your experienced engagement team members will be responsive to your needs, quickly resolve challenges and build trust. You can expect to receive technical insights and an approach customized to your unique structure, culture, timing and strategic goals.

We are ready to serve you when you need us, where you need us and for as long as you need us. Whether it is an early-morning phone call or late-night email, we are here to give you peace of mind when it comes to executive recruitment. The graphic below details how we will build trust and maximize value with the City of Junction City.



COLLABORATING WITH YOU AS YOUR TRUSTED TEAM

Your engagement team will be deeply involved in the engagement to give them an in-depth working knowledge of the City and processes to deliver value throughout our relationship.

Cultivating an engaging culture to offer a consistent state and local government team that will serve you for many years

We view our commitment to staff continuity as the cornerstone of building a lasting relationship with Junction City. You can expect to see the same engagement team members for additional recruitment services in the future.

Exceptional professionals thrive at Virchow Krause because we foster an engaging culture through diversity and inclusion, work-life balance, continuous learning opportunities, career advancement and employee recognition. As evidence of our team member-focused culture, Virchow Krause proudly presents a variety of recognitions and awards.

EVIDENCE OF OUR TEAM MEMBER-FOCUSED CULTURE		
CULTURE AWARDS		INDUSTRY RECOGNITION
Featured in People magazine's 2023 Companies That Care list, which recognizes companies who put their employees and communities first 	Recognized as one of America's Best Large Employers by Forbes  	Regarded as one of the nation's leading advisory CPA firms    
Certified as one of the Best Workplaces in Consulting and Professional Services — one of only 25 companies recognized on this list 	Acknowledged nationwide for building an inclusive workplace   	Ranked as a top 10 accounting and advisory firm for workplace prestige and quality on Vault Accounting's Accounting 50 list, with culture given as the number one reason team members join and stay at our firm 
250+ CULTURE AWARDS AND WORKPLACE RECOGNITIONS RECEIVED FIRMWIDE		

ADVANCING AN ENGAGING CULTURE

Our commitment to attracting and retaining a top-quality workforce benefits Junction City through engaged team members and staff continuity.

Valuable perspectives

We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for Junction City.

Demonstrating successful relationships with similar clients

We encourage you to connect with the clients below to learn more about the value of their relationship with Virchow Krause. Each client will offer a different perspective as you consider your own needs.

CITY OF OVERLAND PARK, KANSAS (POPULATION 200,000)			
Name	Curt Skoog	Title	Mayor
Phone	+1 (816) 679 0608	Email	curt.skoog@opkansas.org
Name	Kristy Stallings	Title	Deputy City Manager
Phone	+1 (816) 971 8701	Email	kristy.stallings@opkansas.org
Services	Successful recruitments: City Manager (2022) and Chief Information Officer (2019)		

CITY OF BELTON, MISSOURI (POPULATION 24,000)			
Name	Norman Larkey	Title	Mayor
Phone	+1 (816) 985 8696	Email	nlarkey@belton.org
Services	Successful recruitments: City Manager (2022), Police Chief (2021) and Public Works Director (2020)		

CITY OF PARK CITY, KANSAS (POPULATION 10,000)			
Name	John Lehnher	Title	Mayor
Phone	+1 (316) 776 5871	Email	jlehnher@parkcityks.com
Services	Successful recruitment: City Administrator (2019)		

CITY OF HERINGTON, KANSAS (POPULATION 2,200)			
Name	Debbie Urbanek	Title	City Commissioner (Former Mayor)
Phone	+1 (785) 341 2702	Email	debi@cityofherrington.com
Services	Successful recruitment: City Manager (2020)		

CITY OF SALINA, KANSAS (POPULATION 48,000)

Name	Natalie Fischer	Title	Human Resources Director
Phone	+1 (785) 309 5710	Email	Natalie.Fischer@salina.org
Services	Successful recruitments: City Manager (2018) and Finance Director (2017)		

CITY OF BRANSON, MISSOURI (POPULATION 10,000)

Name	Larry Milton	Title	Mayor
Phone	+1 (417) 699 1014	Email	lmilton@bransonmo.gov
Services	Successful recruitment: City Administrator (2022)		

PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

At Virchow Krause, relationships matter. Our team has a record of successfully enhancing and protecting similar clients' impact — resulting in experience-based insights for Junction City.

Providing similar services to clients

Below is a list of relevant public sector executive recruitments delivered by the Virchow Krause team.

LIST OF RELEVANT PROJECTS: PRESENT — 2019

Year	Client	State	Project	Pop.
Current	Amarillo	TX	City Manager	202,169
Current	Columbia Heights	MN	City Manager	21,961
Current	Crookston	MN	City Administrator	7,482
Current	El Paso	TX	City Manager	678,815
Current	Macon	MO	City Administrator	5,456
Current	Manassas	VA	City Manager	42,668
Current	Marceline	MO	City Manager	2,123
Current	Troy	MO	City Administrator	13,951
Current	Tybee Island	GA	City Administrator	3,158
Current	Valdese	NC	Town Manager	4,698
2024	Carrboro	NC	Town Manager	21,230
2024	Carrboro	NC	Town Clerk	21,230
2024	Denton	TX	City Secretary	136,195
2024	Lexington	VA	City Manager	7,400
2023	Belle Meade	TN	City Manager	2,912
2023	Beloit	WI	City Manager	36,657
2023	Bemidji	MN	City Manager	14,570
2023	Carrboro	NC	Assistant Town Manager	21,230
2023	Corpus Christi	TX	Assistant City Manager	323,733
2023	Fargo	ND	City Administrator	121,889
2023	Fernley	NV	City Manager	22,343
2023	Freeport	ME	Town Manager	8,737

LIST OF RELEVANT PROJECTS: PRESENT — 2019

Year	Client	State	Project	Pop.
2023	Greenbelt	MD	City Manager	24,921
2023	Highland Park	TX	Town Administrator	8,993
2023	Huber Heights	OH	City Manager	43,439
2023	Midland	TX	City Manager	132,520
2023	Morehead City	NC	City Manager	9,556
2023	Perrysburg	OH	City Administrator	21,730
2023	Portland	ME	City Manager	66,595
2023	Spartanburg	SC	Assistant City Manager	38,732
2023	Warrenton	VA	Town Manager	10,057
2023	West Fargo	ND	City Administrator	38,626
2023	Wyoming	MI	City Manager	76,501
2022	Apex	NC	Assistant Town Manager	58,780
2022	Beaumont	TX	City Manager	118,428
2022	Belton	MO	City Manager	23,480
2022	Blue Springs	MO	City Administrator	54,850
2022	Branson	MO	City Administrator	10,000
2022	Brevard	NC	City Manager	7,900
2022	Buda	TX	City Manager	15,108
2022	Denton	TX	City Manager	136,195
2022	Evans	CO	City Manager	22,165
2022	Golden	CO	City Manager	20,399
2022	Harrisonburg	VA	City Manager	54,033
2022	Hastings	NE	City Administrator	25,152
2022	Hutchinson	KS	City Manager	40,006
2022	Joplin	MO	Assistant City Manager	50,386
2022	Kinston	NC	City Manager	20,083
2022	La Marque	TX	City Manager	16,627
2022	Minnetrissa	MN	City Administrator	7,621
2022	Oak Hill	TN	City Manager	4,587
2022	Oakland	CA	Deputy City Administrators	440,646
2022	Overland Park	KS	City Manager	191,278
2022	Plain City	OH	Village Administrator	4,065
2022	Port Arthur	TX	Assistant City Manager	53,937
2022	Salisbury	NC	City Manager	33,727
2022	Shorewood	MN	City Administrator	7,974
2022	Spicer	MN	City Administrator	1,188
2022	Staunton	VA	City Manager	25,750
2022	Westminster	CO	City Manager	116,317

LIST OF RELEVANT PROJECTS: PRESENT — 2019

Year	Client	State	Project	Pop.
2022	Willmar	MN	Assistant City Administrator/City Operations Director	19,628
2021	Carrboro	NC	Town Manager	21,230
2021	Clearwater	FL	City Manager	115,159
2021	College Park	MD	City Administrator	32,196
2021	Corpus Christi	TX	Assistant City Manager	323,733
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Grand Rapids	MI	Deputy City Manager (limited)	192,294
2021	Greeley	CO	City Manager	105,888
2021	Inver Grove Heights	MN	City Administrator	34,344
2021	Kimball	NE	City Administrator	2,578
2021	Long Grove	IL	Village Manager	7,956
2021	Louisville	CO	City Manager	20,860
2021	Moline	IL	City Administrator	41,902
2021	Riverside	OH	City Manager	25,093
2021	Rockville	MD	Deputy City Manager	66,940
2021	Shakopee	MN	Assistant City Administrator	40,731
2021	Sidney	OH	City Manager	20,590
2021	Stonecrest	GA	City Clerk	54,202
2021	Woodlawn	OH	Village Manager	3,365
2020	Clayton	OH	City Manager	13,269
2020	Fairmont	MN	City Administrator	10,126
2020	Front Royal	VA	Town Manager	15,239
2020	Herington	KS	City Manager	2,304
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Assistant City Administrator/Community Economic Development Director	1,792
2020	Maple Plain	MN	City Administrator	1,807
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Middletown	OH	City Manager	48,121
2020	Missouri City	TX	City Manager	74,705
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	Springdale	OH	Assistant City Administrator	11,223
2020	St. Joseph	MO	City Manager	74,959
2019	Beeville	TX	City Manager	12,937
2019	Cloquet	MN	City Administrator	11,938
2019	Forest Park	OH	City Manager	18,723

LIST OF RELEVANT PROJECTS: PRESENT — 2019

Year	Client	State	Project	Pop.
2019	Hobbs	NM	City Manager	37,764
2019	Lake Lotawana	MO	City Administrator	2,099
2019	Minerva	OH	Village Administrator	3,640
2019	Norman	OK	City Manager	122,843
2019	Paris	TX	City Manager	24,800
2019	Park City	KS	City Administrator	7,499
2019	Port Arthur	TX	City Manager	53,937
2019	Santa Fe	NM	City Manager	83,776
2019	Willmar	MN	City Administrator	19,628

Value for fees

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving the Junction City's mission.

Delivering a professional fee estimate for the City of Junction City

We are excited about the opportunity to work with Junction City and have prepared the fee estimate below to meet the City's needs and objectives. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-ons or startup charges.

The all-inclusive professional fee includes professional services by the project team leader, the project support staff, and all project-related expenses such as advertising, preparation of the recruitment brochure, candidate background, reference and academic verification checks, and travel expenses for on-site visits. Virchow Krause is not responsible for candidates' travel expenses to client locations for on-site interviews. Clients generally manage these matters directly with the finalists.

Virchow Krause will bill for this engagement in four installments: 30% upon execution of this agreement, 30% at Phase I, 30% at Phase II, and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Virchow Krause shall invoice the City for any unpaid portion of the fee.

Feel free to direct all questions regarding the professional fee and project-related expenses to Art Davis via email at art.davis@bakertilly.com or via phone at +1 (816) 868 7042.

PROPOSED SERVICES	
Phase I	
Task 1 — Candidate profile development/advertising/marketing	
Task 2 — Identify quality candidates	
Phase II	
Task 3 — Screening of applications and submission of recommended semi-finalists to client	
Task 4 — Reference checks, background checks and academic verifications	
Phase III	
Task 5 — Final process/on-site interviews with finalists	
Conclusion	
Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist	
TOTAL ALL-INCLUSIVE FEE*	\$26,950

VALUE FOR FEES PAID

Junction City can expect exceptional service paired with a fair, competitive fee arrangement that allows us to deliver continuous value throughout our relationship.

OPTIONAL SERVICES FOR CONSIDERATION	FEE
On rare occasions, a client desires the delivery of additional search-related services from the Virchow Krause executive search team. Services not included in the proposed scope of services include additional visits to your organization by the project team leader. Virchow Krause will bill Junction City at an hourly rate of \$300, plus expenses for additional work requested explicitly by your organization outside this project's scope or as described in the proposed scope. Before beginning these services, Virchow Krause will prepare and submit a written explanation of the additional services requested and the estimated hours required before commencing any additional services.	\$300 per hour plus expenses

VIRCHOW KRAUSE CAN PROVIDE OPTIONAL SERVICES

Junction City may benefit from the additional services we offer. No additional services will be billed without the express consent and agreement with the City.

Negotiations

If selected, we will provide the City of Junction City with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Supporting the City of Junction City with our value-for-fees approach

We will provide the highest quality service for a fair and reasonable fee. Below is an overview of our value-for-fees approach and how it benefits you.

 A team that works with a similar client base and is ready to lead a smooth recruitment	 Frequent check-ins and timely responses to your inquiries	 Controlled costs through a service approach designed for your organization	 Knowledge retention through a commitment to staff continuity
 High level of experienced manager involvement for a successful recruitment	 Practical, flexible and collaborative approach designed for your unique needs	 Full range of service solutions to grow with your needs	 Use of innovative technology and software tools to support real-time communication and efficiencies

COMMITMENT TO VALUE FOR FEES

Junction City can expect exceptional service paired with a fair, competitive fee arrangement that allows us to deliver continuous value throughout our relationship.

Appendix A: Prioritizing diversity, inclusion, belonging and societal impact (DIBS)

Prioritizing diversity, inclusion, belonging and societal impact (DIBS)



MEET SHANE LLOYD,
DIBS STRATEGY LEADER

In his role as chief diversity officer at Baker Tilly, Shane oversees our company's DIBS initiatives and serves on influential national diversity and inclusion boards.

At Virchow Krause, DIBS is who we are rather than simply what we do. We celebrate and value the identities, perspectives and contributions of every person. As we empower our team members to grow and bring their talents to the table, we discover opportunities to achieve better results for Junction City. We hire people who bring new perspectives and experiences, including our Chief Diversity Officer, Shane Lloyd, who joined Virchow Krause as DIBS strategy leader in 2021.

Virchow Krause's DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. This cross-section of leaders across our firm oversees our strategy — from inclusion-related communications to accountability measures for our key diversity goals and coordination of our DIBS ecosystem.

Our new, ambitious goals center around our structural pillars of diversity, inclusion, belonging and societal impact — embedding this work ever more deeply into the day-to-day workings of our business. Our DIBS ecosystem includes an array of groups, initiatives and deep networks of committed team members. [Learn more here.](#)

DIBS communities and signature initiatives

Activate team member network



Our core value of belonging reflects our commitment to creating a diverse and inclusive workplace for everyone. Bolstering this core value is Activate, our newest team member network. Activate's mission is to unite and empower team members who are neurodiverse or have or have physical disabilities to reach their full potential and contribute to a more accessible workplace.

Growth and Retention of Women (GROW)



Through our GROW initiative, Virchow Krause provides women valuable opportunities to network, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions and enhances the retention of women at all firm levels.

NexGen: Joining workforce generations



With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm's progress while promoting an overall investment in our future.

PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Virchow Krause. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace.

Supporting Opportunity, Advancement and Recognition (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Within SOAR, our team member-led Black, Latinx and Asian American and Pacific Islander (AAPI) communities provide spaces for conversation, relationship-building and engagement.

Baker Tilly Foundation



As a firm, we have made our position clear: We stand against racism and discrimination in any form. Our Baker Tilly Foundation supports causes within key pillars, including human services organizations that advance well-being, equity and inclusion.

Appendix B: Sample brochure



CITY MANAGER

THE CITY OF BELTON, MISSOURI

Are you seeking an amazing career opportunity in city management, where you can make a difference by positively impacting the lives of others? The City of Belton, a dynamic and growing community located at the southern edge of the Kansas City metropolitan region, is seeking an experienced, visionary, and strategic leader to serve as its next City Manager!



PUBLIC SECTOR EXECUTIVE RECRUITMENT



THE COMMUNITY

Belton, the largest city in Cass County with an estimated population of 25,000 benefits from its convenient location with a short 35-minute commute to Downtown Kansas City. The community also has direct access to Interstate 49 at four interchanges, and close proximity to the region's fast-growing Highway 150 Corridor - an east/west connection crossing just north of Belton through southern Kansas City into Johnson County, Kansas, just 4 miles to the west.

Belton offers an excellent residential and business location with Interstate 49 providing access to several major interstate highways just miles to the north, and Lake of the Ozarks and Truman Lake to the south. Completed and near future major road projects in Belton have produced tremendous growth for new businesses in Belton and for prospective businesses wanting good major highway visibility in a solid and growing setting on the outskirts of the Greater Kansas City Area. The City has experienced strong commercial growth in recent years including the ongoing development and construction of an estimated \$200 million redevelopment, Southview Commerce Center, a 148-acre business park. In the last year, Chewy, Inc., opened a new 800,000 square foot e-Commerce fulfillment center, joining the QuikTrip Distribution Center and other significant commercial investments along the City's I-49 Corridor.

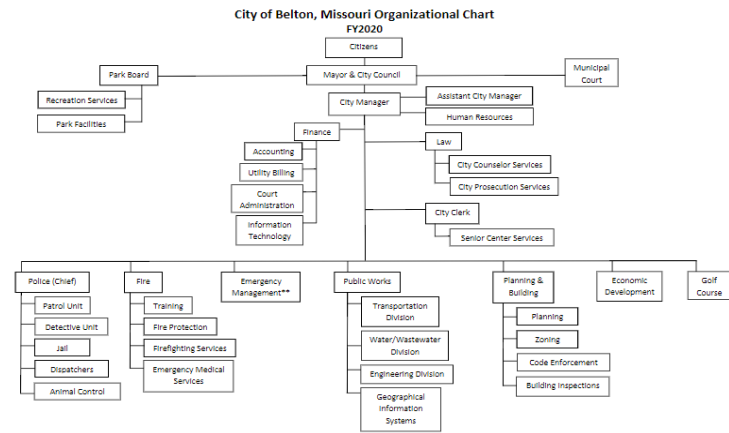
The City has made great strides to address the priorities of Roads and Infrastructure, Public Safety (adoption of a half-cent sales tax for public safety), and Code Enforcement in recent years. Because of the community's continued support for strategic investment into facilities, infrastructure and long-term planning, Belton's economic future will continue to prosper. Strong community support is also evident with a number of institutions beyond the City, including Belton Regional Medical Center and its recently completed and planned future expansions, and Belton Public Schools, a highly respected district operating one middle school and four elementary schools, plus a high school that recently expanded its campus with additional classrooms, new aquatic and performing arts centers, and a gymnasium.

THE ORGANIZATION

Originally incorporated in 1872, Belton voters approved a new charter in November 2008 and operates using a Mayor/Council/Manager form of government. Registered voters elect a mayor and eight council members to serve four and three-year terms respectively. The Mayor is a voting member of the City Council, resulting in a nine-member City Council. An election for one councilman in each of four wards is conducted as a unit in two of every three years. The election for mayor is conducted every four years. The City Manager is appointed by the City Council and is responsible for day-to-day operations of the City.

The City's fiscal year runs from April 1 to March 31, with an annual operating budget of nearly \$89 million, supporting approximately 245 employees. The City of Belton provides a full range of municipal services normally associated with a municipality including highly rated police and fire protection, public works services, planning, maintenance and construction of parks and recreation facilities, and general administrative services. The City also provides community planning and development, trash, water and sanitary sewer services and a public golf course (Eagles' Landing Golf Course) within its 14.9 square miles of land area.

[CLICK TO VIEW THE ORG CHART FOR BELTON, MO](#)



VISION STATEMENT

The City of Belton, Missouri, is a welcoming community that provides high-quality public services and leadership to promote and achieve economic opportunity for all.

THE POSITION

The City Manager reports directly to the City Council and serves as the City's Chief Administrative Officer. The City Council will appoint a City Manager who has the responsibility to plan, direct, and coordinate the overall operations of the City of Belton's government, provide management support for the Department Directors, ensure proper operations, staffing, and budgeting for the City, and implement the Council's legislation and vision.

The successful City Manager candidate must be able to establish a culture of continuous improvement, possess a record of employee and organizational development, and have experience in managing issues unique to a growing local government and community. The selected candidate will also need to establish relationships with internal and external stakeholders to help advance the City's vision and mission. The City Manager implements all policies and ordinances approved by the Belton City Council and is responsible for overseeing all non-elected City department directors and establishing a framework for managing Belton's operations.



LEADERSHIP OPPORTUNITIES / PRIORITIES

- In partnership with the Mayor and City Council, assess the City's current priorities and develop a new vision and strategic set of short and long-term goals for the organization and community.
- develop both short and long-term goals for the organization and community.
- Review and assess city operations to identify areas of excellence and to develop possible organizational improvement strategies and next steps for achieving ongoing success into the future.
- Oversee continued implementation of Belton's Capital Improvements Program including water, sanitary sewer, stormwater, roads, parks, facilities and sidewalk improvements.
- Continue City support for Downtown Belton's "grassroots" revitalization and redevelopment working collaboratively with Downtown Main Street as opportunities arise.
- Continue to implement existing development agreements; assess current / future economic development incentives and recommend consistent and fair economic development policies for consideration by Council.
- Create a work environment that encourages and supports employee development, retention and career advancement into future leadership positions within the organization.



DESIRED CAPABILITIES

The ideal candidate will be fair, an excellent communicator, decisive, multi-task oriented, able to see the potential of the City beyond where it currently stands and share the Council's mission and vision. The successful candidate's experience should include demonstrated success in economic and community development; regional and community consensus; and pushing staff to think outside the box and constantly thinking of "what can we be." The next City Manager will have consistent and clear communications with the Council, staff and the community, and explain why recommendations or decisions are being made. A strong background in municipal budgeting, finance, project management and strategic planning is desired. Familiarity with Missouri laws and how they impact a community will be an advantage but is not required. Possessing a track record of assembling and managing successful multi-disciplinary project teams is essential. Candidates should also have knowledge and experience working on planning and development, including economic development projects that involve the use of public incentives. Experience working with affordable housing, neighborhood and commercial redevelopment and revitalization projects, and other development related projects is important and will be an advantage. The next City Manager will also be expected to possess the ability, capacity, skills and experience to:

- Provide leadership to ensure the City's long-term fiscal health through sound budget management and long-range plans to grow the City's tax base and maintain infrastructure.
- Possess a strong understanding of local government roles and responsibilities and a commitment to support and assist the City Council in its policy role.
- Earn the trust of the City Council and staff by openly sharing and exchanging information and contributing toward a deeper understanding of the issues confronting the City.

DESIRED CAPABILITIES *(CONTINUED)*

- Provide administrative insights to the City Council and staff with the ability to firmly and diplomatically present professional views and carry out decisions in a timely, professional and impartial matter.
- Exhibit outstanding communication skills, both orally and in writing, with an ability to interrelate with the public, City Council, staff, and other stakeholders, and be capable of presenting difficult issues to audiences ranging from employee groups to the community at large.
- Possess extensive knowledge of municipal operations and “best practices” including current developments and innovations relevant to local government.
- Embrace the use of technology / social media to foster/establish positive connections within the community.
- Demonstrate the ability to lead and manage a high-performance municipal leadership team with vision and inspiration by encouraging staff development and succession planning.
- Exhibit a high level of integrity that engenders mutual trust and openness with the Mayor and City Council, community stakeholders and employees.
- Be an effective team builder who will provide leadership that will develop, inspire, motivate and empower a strong management team to achieve the City’s goals and objectives.
- Lead by example with a commitment to excellence in customer service, fiscal discipline, citizen participation and transparency in local government.
- Be a team player that is focused on customer service and continuous improvement.
- Possess a collaborative nature, a love for the community, and capable of developing long-term partnerships with other levels of government, agencies, and community nonprofits to achieve best results and move the community forward.
- Be receptive to new ideas and exhibit a high level of enthusiasm and passion for the community.
- Possess the knowledge, confidence and good judgment to make strong recommendations and articulate the need to follow “best practices” even when it may be at odds with the majority of the city council so that policy decisions are made based on elected officials considering a full range of information.
- Perform well under pressure, utilize highly developed public speaking skills, and reflect a collaborative leadership and management style - even when working through difficult interactions.
- Be visionary, innovative and team-oriented in approach.
- Provide leadership and build organizational capacity by delegating effectively while holding departments accountable; build a cohesive workforce by constantly seeking input for improving the organization.
- Remain neutral even when dealing with politically charged situations.
- Be a savvy negotiator on behalf of the City Council and exhibit good judgment.
- Work to engage the community, build partnerships, and be approachable by all of Belton’s residents.

EDUCATION AND EXPERIENCE

A bachelor's degree in public administration, finance, business administration, or a closely related field from an accredited college or university and a minimum of five (5) years local government related experience (department director, assistant manager, or as a city/county manager) in a municipal organization of similar size or complexity is preferred. A master's degree and city management credentials, such as the International City Management Association Credentialed Manager or similar designation is desired but not required.

COMPENSATION AND BENEFITS

The salary range will be \$146,216 to \$187,170 depending upon the qualifications and experience of the successful candidate. The candidate will be offered highly competitive benefits program including Missouri LAGERS Retirement System at a favorable percentage, a voluntary 457 plan, health, dental and life insurance, short-term and long-term disability, paid vacation and sick leave. Relocation assistance and temporary housing allowance considerations will be negotiable on a case-by-case basis for the successful candidate. Residency is required.



APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://www.governmentjobs.com/careers/bakertilly>

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than **Tuesday, May 10, 2022**. Applicants selected as finalists for this position will be subject to a comprehensive background, reference, and academic verifications check. For more information, please contact **Art Davis** at Art.Davis@bakertilly.com or by calling (816) 868-7042.

For more information about the City of Belton, please visit their website at <https://www.belton.org/Home>.



Appendix C:

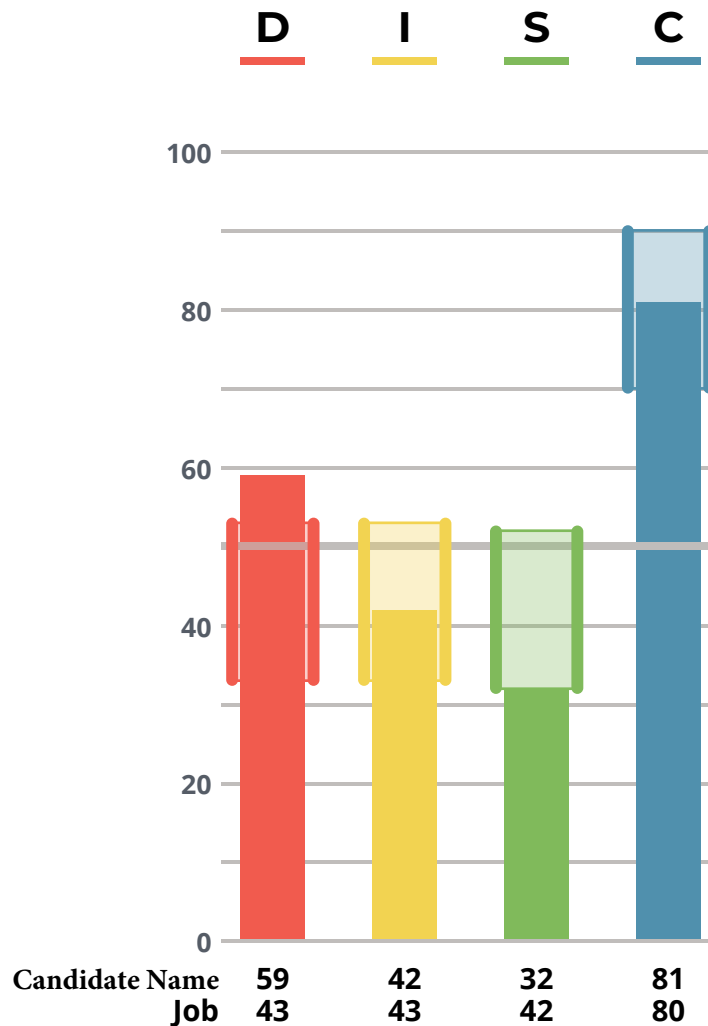
Sample TTI report

Workplace Behaviors®



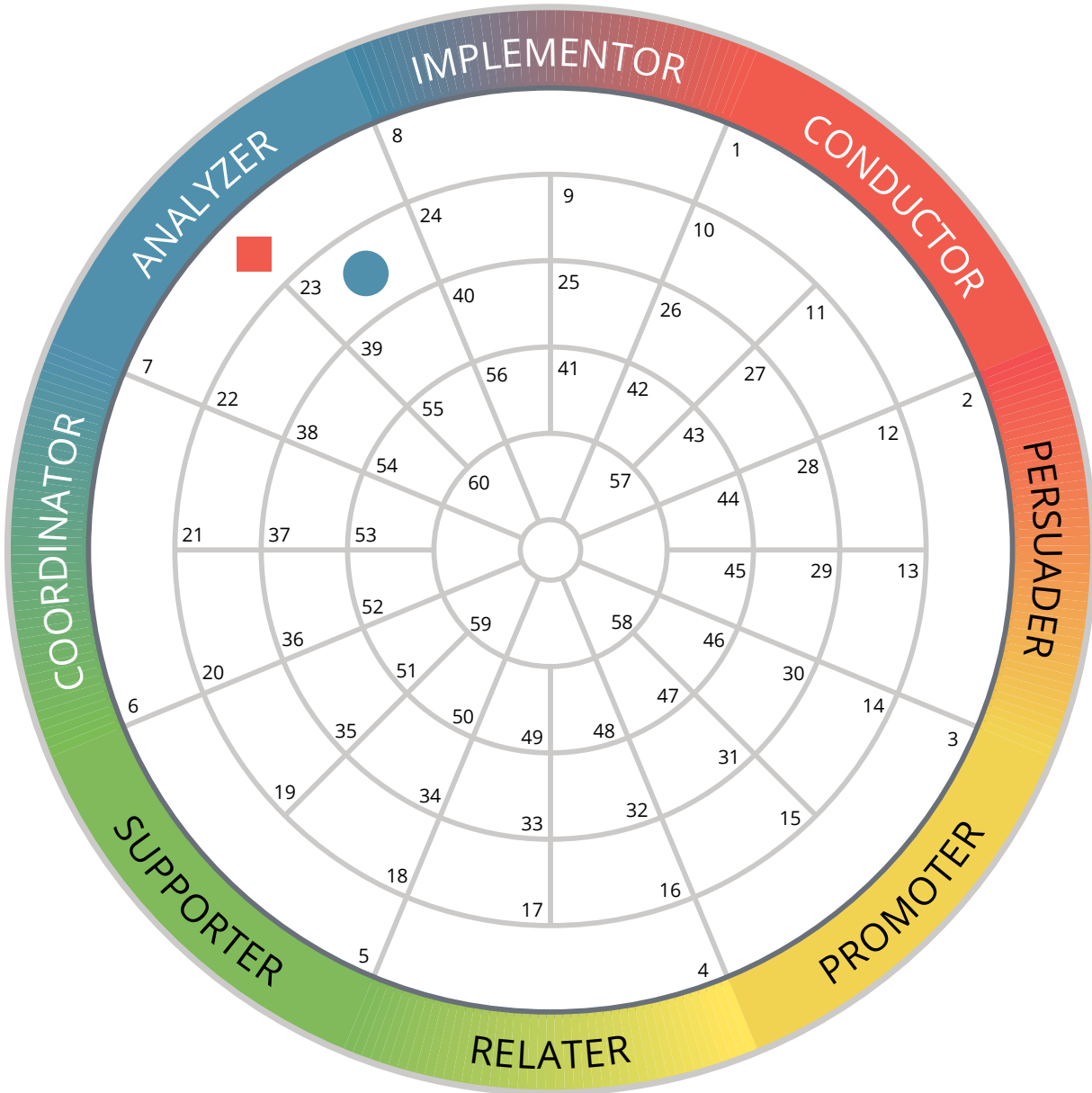
Candidate Name

The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



 Job Range (20 point range)

The Success Insights® Wheel



Job - (7) ANALYZER

Candidate Name - (23) IMPLEMENTING ANALYZER

Comparison Analysis

For Consulting And Coaching



Job Competencies Hierarchy	Zone Range	Person
1. Time and Priority Management	79 — 100	62 
2. Self Starting	87 — 100	61 
3. Decision Making	94 — 100	88 
4. Personal Accountability	85 — 100	58 
5. Diplomacy	72 — 100	66 
6. Teamwork	74 — 100	67 
7. Project Management	82 — 100	69 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	58 — 100	46 
2. Harmonious	36 — 58	24 
3. Altruistic	35 — 59	21 
4. Structured	36 — 58	46 

Job Behavioral Hierarchy	Zone Range	Person
1. Organized Workplace	81 — 100	85 
2. Analysis	54 — 80	80 
3. Persistence	62 — 80	65 
4. Following Policy	61 — 80	70 

 Exact match
  Fair compatibility
  Good compatibility
  Poor compatibility
  Over-focused



Appendix D: Engagement team member resumes

MANAGING DIRECTOR

Anne Lewis

Anne Lewis leads Virchow Krause's public sector executive recruitment team and brings nearly 20 years of local management experience.



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Education

Master of Science, Organizational
Leadership and Public
Administration
Shenandoah University
(Winchester, Virginia)

Bachelor of Science, Business
Administration and Management
Shenandoah University
(Winchester, Virginia)

Prior to joining Virchow Krause, Anne served as an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She has also been responsible for parks, recreation and community services, information technology, animal services, general services, and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
 - Task force on recruitment guidelines handbook
 - Task force on women in the profession
 - Task force on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of executive board
- Virginia Women Leading Government
- National Public Employer Labor Relations Association (NPELRA)

Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival®, board of directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

DIRECTOR

Art Davis

Art Davis, a director with Virchow Krause, has pursued his passion to improve local government and create great communities for more than 30 years.



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Education

Master of Public Administration
University of Kansas
(Lawrence, Kansas)

Bachelor of Arts in Political
Science and Public Administration
William Jewell College
(Liberty, Missouri)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties, and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 18 years experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984

DIRECTOR

Patricia Heminover

Patty Heminover, a director with Virchow Krause, has more than 20 years of experience in local government.



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Education

Master of Education, Administration
Minnesota State University–
Mankato

Mini MBA program, Human
Resources Management
University of Saint Thomas
(Saint Paul, Minnesota)

Bachelor of Science, Consumer
Science, Business Administration
Minnesota State University–
Mankato

Patty has been with the firm since 2010. Before joining Virchow Krause, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, member
- State Negotiators Association, Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

DIRECTOR

Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP

Yolanda Howze, a director with Virchow Krause, brings more than 25 years of public sector experience, including 20 years as a multifaceted and competent human resources leader.



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Education

Master of Arts in Public
Administration and Policy Analysis
Southern Illinois University-
Edwardsville (SIUE)

Dual Bachelor of Arts in
Psychology and Organizational
Leadership
Maryville University
(St. Louis, Missouri)

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience, primarily in municipal government.

Having worked in the public sector for more than 25 years, Yolanda is passionate about her craft and being of service to others, which, in addition to her employment experience, she has demonstrated through professional conference presentations/speaking events and serving on local and regional boards and committees including IPMA-HR, as well as other community involvement.

Specific experience

- Human capital professional and administrator executive
- Executive recruitment, total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development and safety and risk management

Industry involvement

- International Public Management Association - Human Resources (IPMA-HR)
- Society for Human Resource Management (SHRM)
- Texas Municipal Human Resources Association (TMHRA)
- IPMA-HR Texas Chapter, (former) Conference Program Committee
- IPMA-HR Central Region, (former) vice president ('10)
- IPMA-HR Central Region, (former) Secretary-treasurer ('09-'10)
- IPMA-HR Greater St. Louis Chapter, (former) president

Continuing professional education

- International Public Management Association-Human Resources (IPMA-HR)
- IPMA-HR Greater St. Louis Chapter
- Human Resources Certification Institute (HRCI)
- Society for Human Resources (SHRM) certified professional

MANAGING DIRECTOR

Carol Jacobs, ICMA-CM

Carol Jacobs is a managing director with Baker Tilly's public sector advisory practice.



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Education

Master of Public Administration
with an emphasis in Finance

Bachelor of Arts in
Communications
California State University-
Fullerton

Carol has held a wide range of roles across local government and consulting, including multiple stints as a city manager and working directly with local governments as a consultant performing financial analyses, management and organizational reviews.

Her consulting experience includes managing a financial solutions practice area that served local governments, with responsibility for managing client needs, preparing financial studies, and conducting management and organizational reviews.

Carol's skills and expertise include leadership, strategic planning, fiscal management, public works, economic and community development, customer service and community engagement with an emphasis on problem-solving.

Industry involvement

- International City/County Managers Association, credential manager (retired)
- California City Manager Foundation
- Women Leading Government

DIRECTOR

Edward G. Williams, Ph.D.

Edward Williams, a director with Virchow Krause, brings character, competence and expertise to every project.



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Education

Ph.D., Educational Leadership
and Policy Analysis
University of Missouri
(Kansas City, Missouri)

Master of Higher Education
Administration
University of Missouri
(Kansas City, Missouri)

Bachelor of Arts, Education
University of Missouri
(Kansas City, Missouri)

Languages

English
Spanish

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and disciplines, including state and local government, community and educational institutions.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

MANAGER

Michelle Lopez

Michelle Lopez, a manager at Virchow Krause, has been with the firm since 2017.



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michelle.lopez@bakertilly.com

bakertilly.com

Education

Bachelor of Science,
Organizational Leadership
(in progress)
Colorado State University – Global
Campus

Associate in Arts, liberal arts
Minneapolis Community College
(Minneapolis, Minnesota)

Michelle assists in the organizational management of the executive recruitment process. Her primary focus is to ensure that the recruitment process runs smoothly from start to finish by collaborating closely with internal team members, clients, and candidates. Michelle is responsible for coordinating the workflow of the recruitment process, establishing timelines, and monitoring progress. She is also responsible for managing communication channels, ensuring that everyone involved is kept informed of key developments and updates.

Specific experience

- More than 10 years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

SENIOR RECRUITMENT ANALYST

Karen Edwards, SHRM-CP

Karen Edwards, a senior recruitment analyst with Virchow Krause, has been with the firm since 2021.

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Education

Bachelor of Science in Business
Administration - Human Resource
Management
Western Governors University

Karen is a senior recruitment analyst with Virchow Krause's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements.

Specific experience

- More than 30 years of experience in human resources, administrative positions and customer service
- Proficient in analyzing data, creating and implementing standard operating procedures and preparing presentations and reports
- Adept at identifying inefficiencies to enhance organizational performance and streamlining office operations
- History of success adapting in dynamic environments to effectively manage multiple projects simultaneously

Continuing professional education

- Society for Human Resources (SHRM) certified professional

RECRUITMENT ANALYST

Diane Segulia

Diane Segulia, a recruitment analyst at Virchow Krause, has been with the firm since 2015.



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Education

University of Minnesota – partial
credits (Minneapolis, Minnesota)

Diane is a recruitment analyst with Virchow Krause's executive recruitment practice group. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of an executive recruitment.

Specific experience

- More than ten years of administrative support experience in public sector and private sector organizations
- Compiling and organizing candidate materials
- Coordinating with candidates throughout the recruitment process
- Conducting reference checks for potential candidates
- Coordinating and scheduling interviews
- Recruitment marketing research and organization

RECRUITMENT ANALYST

Carrie Thompson

Carrie Thompson, a recruitment analyst with Virchow Krause, has been with the firm since 2021.



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Education

Bachelor of Arts in Communication
with a concentration in Media
Production and Criticism
George Mason University

Carrie facilitates smooth sailing during the recruitment process. She runs reports, coordinates outreach and organizes important documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success.

Specific experience

- More than 15 years of customer service experience in multiple industries
- More than four years of experience in recruiting coordination, including interview scheduling and candidate communication
- Expertise in marketing and position advertising via LinkedIn
- Reference and extensive background checks for potential candidates

Community involvement

- Mission trip volunteer with Herndon United Methodist Church