



**City of Leavenworth**  
**100 N. 5<sup>th</sup> Street**  
**Leavenworth, Kansas 66048**

**CITY COMMISSION REGULAR MEETING**  
**COMMISSION CHAMBERS**  
**TUESDAY, AUGUST 26, 2025 6:00 P.M.**

**Welcome to your City Commission Meeting – Please turn off or silence all cell phones during the meeting**  
*Meetings are televised everyday on Channel 2 at 6 p.m. and midnight and available for viewing on YouTube*

**CALL TO ORDER – Pledge of Allegiance Followed by Silent Meditation**

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**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

1. Minutes from August 12, 2025 Regular Meeting **Action:** Motion (pg. 02)

**Second Consideration Ordinances:**

2. Second Consideration Ordinance No. 8265 Approval to Levy Special Assessments for Nuisance Abatement Costs  
**Action:** Roll Call Vote (pg. 08)
3. Second Consideration Ordinance No. 8266 Approval to Levy Special Assessments for Demolition Costs  
**Action:** Roll Call Vote (pg. 15)

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**NEW BUSINESS:**

**Public Comment:** *Public comment is limited to 3 minutes per speaker. In the interest of time, we ask that groups wishing to speak limit their public comment to one presenter. This is an opportunity for the City Commission to hear the thoughts of the public prior to conducting official City business. The Mayor, City Commission, and City staff have been asked not to respond to those giving public comment, and action may not be taken by the Commission on public comment items. The Mayor may direct staff to follow-up with specific individuals after the meeting. When speaking, please state your name and address. A signup sheet will be provided in the commission chambers for anyone wishing to speak.*

**Public Hearing:**

4. Public Hearing Exceeding of the Revenue Neutral Rate (pg. 18)  
a. Open Public Hearing **Action:** Motion  
b. Staff Presentation  
c. Citizen Comments  
d. Close Public Hearing **Action:** Motion  
e. Consider Resolution B-2404 – Approval to Exceed Revenue Neutral Rate **Action:** Roll Call Vote (pg. 20)
5. Public Hearing on 2026 Operating and 2026-2030 Capital Budgets **Action:** Motion  
a. Open Public Hearing  
b. Staff Presentation  
c. Citizen Comments  
d. Close Public Hearing **Action:** Motion  
e. Adopt the 2026 Operating and Capital Budgets **Action:** Motion  
f. Consider Resolution B-2405 – Approval of 2026 Housing Budget for Planters II **Action:** Motion

**Bids, Contracts and Agreements:**

6. Consider Award of Contract for Property & Casualty Insurance Broker Services **Action:** Motion (pg. 38)

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**Consent Agenda:**

Claims for August 8, 2025 through August 21, 2025, in the amount of \$836,935.38; Net amount for Payroll #16 effective August 8, 2025, in the amount of \$427,568.97 (No Police & Fire Pension). **Action:** Motion

**Other:**

**Adjournment**

**Action:** Motion



CITY OF LEAVENWORTH  
100 N. 5th Street  
Leavenworth, Kansas 66048

City Commission Regular Meeting  
Commission Chambers  
Tuesday, August 12, 2025 6:00 p.m.

**CALL TO ORDER** - The Governing Body met for a regular meeting and the following commission members were present in the commission chambers: Mayor Holly Pittman, Mayor Pro Tem Nancy Bauder, Commissioners Edd Hingula and Griff Martin. Absent: Commissioner Jermaine Wilson.

**Staff members present:** City Manager Scott Peterson, Assistant City Manager Penny Holler, Network Administrator Justin Gillom, Planning & Community Development Director Kim Portillo, Public Works Director Brian Faust, Public Information Officer Melissa Bower, Assistant to the City Manager Trevor Cook, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

Mayor Pittman asked everyone to stand for the pledge of allegiance followed by silent meditation.

#### **OLD BUSINESS:**

##### **Consideration of Previous Meeting Minutes:**

Commissioner Martin moved to accept the minutes from the July 22, 2025 special meeting, July 22, 2025 regular meeting, and July 29, 2025 special meeting. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

#### **NEW BUSINESS:**

##### **Public Comment:** *(Public comment on non-agenda items or receipt of petitions- limited to 2-3 minutes)*

Liberty Hazelton, 3400 Iowa:

- Erosion issues in backyard due to storm water decisions made by city
- Losing property to erosion each year
- Requesting immediate action

Brenda Reza, 3400 Iowa:

- Runs a daycare in her home
- Poor drainage and erosion causing property loss
- Erosion has caused an issue with a transformer pole
- This is a safety issue and needs to be a priority

Jason Murphy, 601 Topeka:

- Urge Commission to adopt fiscally responsible budget
- Prioritize affordability above all else
- Not want, not need, but what we can afford
- Mentioned effective communication between residents and commissioners

Rusty Hopper, 1116 N Broadway:

- 24 businesses have been lost since he's been in Leavenworth



- City has helped him with his business as has Main Street
- Main Street has been underfunded
- There are 3 entities doing similar things in town: the Chamber, Visitors Bureau and Main Street
- Feels that Chamber and Main Street send their money/dues out instead of keeping them local
- Feels the City should incorporate the Chamber and Main Street into the City run program

Renee Chaput-Lemons, 223 S 5<sup>th</sup> St.:

- Business owner in the downtown for almost 10 years
- Has seen first hand what Main Street can do
- Saturday events bring business to downtown that include hotel stays
- If they are funded more than can focus on more reinvestment and less on events
- Main Street board members are helping her with the upper floor of her building
- Would like to see Main Street funding increased

Haley Shaw, 416 Cherokee St.:

- Main Street has a 21:1 reinvestment back into community
- Wants to continue to be a community partner with the City
- 56k is not enough, costs keep rising
- Other cities provide more money to their Main Street Programs
- Would like to see more Transient Guest Tax dollars put towards Main Street
- Requested consideration of their budget being funded at \$125,000

Jeff Rutledge, 717 Oak St.:

- Sinkhole at 6<sup>th</sup> and Walnut
- Concerned about it spreading and impacting others homes and properties
- Culvert is rusted out
- Would like to see something done before it gets worse

Bill McClure, 723 Chestnut:

- Home has been there 166 years
- Spoke about the sinkhole at 6<sup>th</sup> and Walnut
- Has been told it's not in the budget but maybe next year
- Brick and galvanized steel doesn't last
- Requests the sinkhole to be a priority

Lori Laps, 3412 Iowa:

- Mentioned the erosion along Iowa
- Noticed metal piping/tubing in backyard
- Camera has been run through piping and has been told it has eroded
- Property is still eroding and stormwater is still coming down the hill
- Requesting city make this a priority

Justin Day, 723 Walnut St.:

- Mentioned the sinkhole at 6<sup>th</sup> and Walnut
- Property has eroded

- Closure at 6<sup>th</sup> street has been closed too long
- Something needs to be done with drainage

Garren Stickelman, 424 Cherokee St.:

- Lived in Leavenworth since 1968
- Vision and leadership guided growth throughout the years
- Asking City to provide vision and leadership to propel the city out of decline
- We need development; development is key to future funding
- Funding for development partners should be reconsidered

#### **General Items:**

#### **Mayor's Appointments**

Mayor Pittman moved to reappoint to the Community Development Advisory Board Mary Mack, Tony Majors and Ralph Taylor to terms ending August 31, 2028, to appoint to the Leavenworth Main Street Board Kim Portillo to a term ending August 15, 2028, and to appoint to the Sister City Advisory Board Ari Ryan Ailin to a term ending December 31, 2026. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

#### **Resolutions:**

**Resolution B-2403 Camp Leavenworth Special Event Street Closure for Possession & Consumption of Alcohol** – City Clerk Sarah Bodensteiner presented for consideration a resolution allowing for closure of streets during the 2025 Camp Leavenworth festival to allow for the sale, possession and consumption of alcoholic liquor.

Commissioner Hingula moved to approve Resolution B-2403 as presented to close streets for the Camp Leavenworth 2025 Special Event. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

#### **Bids, Contracts and Agreements:**

**Consider Purchase of Microsoft Office Subscriptions** - Network Administrator Justin Gillom presented for approval replacing obsolete software by purchasing Microsoft O365 Licensing. Our current Office 2016 and Microsoft Exchange 2019 reach end of life/end of support October 14, 2025. There is no extension and no extended security updates. While Office 2016 and Office 2019 will continue to function, we will be exposing the City to serious and potentially harmful security risks, along with being in violation of our cyber-insurance policy. Information Technology staff met with several vendors and CDWG provided the most and best information and helped develop a strategy to purchase these licenses. CDWG also has the best contract and pricing with Microsoft. During the 2025 Operating Budget and 2025-2029 CIP Budget process the City Commission approved \$419,000 for software maintenance which includes annual licensing and subscriptions. The proposed 2026 Operating Budget includes sufficient funds for Microsoft O365 licensing.

Commissioner Martin moved to approve the purchase of Microsoft cloud subscription licensing for O365-using the Southeast Kansas ESC (022-G) contract and the M365-G5 and O365-F1 licenses from the



Microsoft Products and Services Agreement (MPSA) with CDWG in an amount not to exceed \$52,428.50. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

**Consider Approval of Final Change Order for 2025 Mill & Overlay Program** – Public Works Director Brian Faust presented for approval the Final Contract Change Order and acceptance of the construction for the 2025 Pavement Management Program Milly & Overlay Project. On January 28, 2025, the City Commission approved a construction contract with McAnany Construction for the implementation of the 2025 Mill & Overlay Project as part of the City's annual Pavement Management Program. The 2025 project included mill & overlay of the south parking lot of Cody Park. Engineering staff worked with the project design engineers and the Parks Department to find the best approach to rehabilitate the parking area. During the paving operation, the contractor encountered soft subgrade issues that were not anticipated. Staff worked with the contractor to address the poor subgrade conditions and rework the areas that failed. In addition to the planned work, the Parks Department requested that the roadway and parking area in Wollman Park and the rear parking lot of the Riverfront Community Center be added to the project. All work on both the streets and parking areas is complete. There are both overruns and underruns on individual bid items and the additional of work items associated with stabilizing the Cody Park subgrade. The 2025 budget for the Pavement Management Program is \$2,100,000. The revised project total for the mill & overlay portion is \$1,437,641.41 with the final change order of \$53,098.14. This will allow the final Pay Applications to be processed. While the total of \$1,437,641.41 is less than the amount approved (with the 5% contingency), staff felt approval of the final change order and acceptance of the project was needed.

Commissioner Hingula moved to approve the Final Change Order for the 2025 Pavement Management Project Mill & Overlay Project, in the amount of \$53,098.14 and grant acceptance of the project. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

#### **First Consideration Ordinances:**

**First Consideration Ordinance to Levy Special Assessments for Nuisance Abatement Costs** – City Clerk Sarah Bodensteiner presented for first consideration an ordinance to levy special assessments for unpaid nuisance abatement costs. The City Code provides the tools for the City to abate nuisances such as mowing, tree removal, lot cleanup, and allows for the addition of administrative charges. The City Code also provides for the assessment of the City's costs of abatement. Property owners are invoiced for the costs incurred to abate the nuisance and are given 30 days to make payment. In many cases, properties have required multiple abatements. Staff is seeking consensus to place a special assessment ordinance on first consideration in order to recover the City's costs.

There was consensus by the Commission to place on first consideration.

**First Consideration Ordinance to Levy Special Assessments for Demolition Costs** – City Clerk Sarah Bodensteiner presented for first consideration an ordinance to levy special assessments for unpaid demolition costs. The City Commission approved the properties for demolition through the public hearing process as set forth in the City Code. The City Code provides for the collection of the costs incurred by the City. Invoices were sent to the property owners for the costs incurred via Certified Mail and were also mailed past due notices. As of this date, payment for the properties listed on the ordinance have not been



received and as such, staff is seeking the approval to place a special assessment on the property to recover the City's costs.

There was consensus by the Commission to place on first consideration.

#### **Leavenworth Land Bank:**

Mayor Pittman moved to recess as the Leavenworth City Commission and convene as the Leavenworth Land Bank Board of Trustees. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

**Release of Right of Reentry – 600 Cherokee Street** – Assistant City Manager Penny Holler presented for consideration approval of the Release of Right of Reentry for 600 Cherokee Street. The City purchased the property at 600 Cherokee Street as a blight removal and economic development project. The property was relayed into the Leavenworth Land Bank as a mechanism to hold the building until it was purchased for redevelopment. After a Request for Proposals process, the Leavenworth Land Bank Board of Trustees sold the property to Sean and Jennifer Willcott in 2022 to develop the space into Willcott Brewing. As part of that sale, certain terms and conditions were included in the Development Agreement, specifically a clause that stated the Land Bank had the Right of Reentry (the right to take back the property) should Sean and Jennifer Willcott fail to redevelop the property according to the approved plans. The Willcott's successfully redeveloped the building and the terms of the Development Agreement were met. Since that time, the Willcott Brewing has ceased operation and the building is available for purchase. To facilitate a potential sale, the City was contacted by the title company and requested the Land Bank sign a Release of Right of Reentry that acknowledges the Land Bank has no further claim to the property.

Commissioner Bauder moved to approve the Release of Right of Reentry for 600 Cherokee Street. Commission Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

Commissioner Bauder moved to adjourn as the Leavenworth Land Bank Board of Trustees and reconvene as the Leavenworth City Commission. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

#### **Consent Agenda:**

Commissioner Martin moved to approve claims for July 18, 2025 through August 7, 2025, in the amount of \$2,033,662.95; Net amount for Payroll # 15 effective July 25, 2025 in the amount of \$469,994.52 (Includes Police & Fire Pension in the amount of \$7,753.58). Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

#### **Other:**

Commissioner Bauder:

- Have a good week be careful in the heat

#### **Adjournment:**



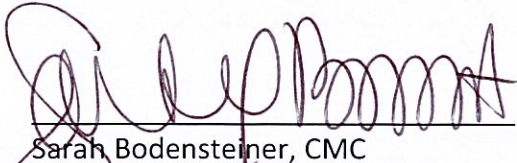
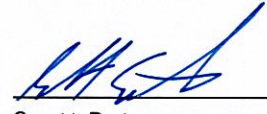
Commissioner Hingula moved to adjourn the meeting. Commissioner Bauder seconded the motion and the motion was unanimously approved and the meeting was adjourned.

Time Meeting Adjourned 6:48 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC

**POLICY REPORT  
SECOND CONSIDERATION ORDINANCE 8265  
AN ORDINANCE TO LEVY SPECIAL ASSESSMENT FOR  
NUISANCE ABATEMENT COSTS AND FEES**

**AUGUST 26, 2025**

  
Sarah Bodensteiner, CMC  
City Clerk  
Scott Peterson  
City Manager

**BACKGROUND:**

At the August 12, 2025 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE LEVYING AND ASSESSING SPECIAL ASSESSMENTS FOR CERTAIN LOTS, PIECES AND TRACTS OF LAND IN THE CITY OF LEAVENWORTH, LEAVENWORTH COUNTY, KANSAS, FOR THE PURPOSE OF PAYING THE COSTS OF ABATEMENT OF NUISANCES AND PRESCRIBING FOR PAYMENT AND COLLECTION OF SAID ASSESSMENTS.**

There have been no changes since first consideration, and Ordinance No. 8265 is now presented for second consideration and requires a roll call vote.

Payments will continue to be accepted by the City Clerk's office until submitted to the County Clerk and notified by the County Clerk that no more payments can be accepted by the City.

**ATTACHMENTS:**

- Ordinance No. 8265



*(Published in the Leavenworth Times on August 30, 2025)*

**ORDINANCE NO. 8265**

**AN ORDINANCE LEVYING AND ASSESSING SPECIAL ASSESSMENTS FOR CERTAIN LOTS, PIECES AND TRACTS OF LAND IN THE CITY OF LEAVENWORTH, LEAVENWORTH COUNTY, KANSAS, FOR THE PURPOSE OF PAYING THE COSTS OF ABATEMENT OF NUISANCES AND PRESCRIBING FOR PAYMENT AND COLLECTION OF SAID ASSESSMENTS.**

**WHEREAS**, by due and legal proceedings heretofore carried into effect by the City of Leavenworth, Kansas, certain nuisances have been abated; and

**WHEREAS**, several lots pieces, parcels and tracts of land hereinafter set forth are legally liable to pay the costs or proportionate costs hereof as provided by the Code of the City of Leavenworth, Kansas; and

**WHEREAS**, the cost of such abatement has been ascertained as provided by law and fixed and distributed and apportioned as in this ordinance set forth.

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

**Section 1.** That for the purpose of paying the costs of abatement of nuisances in the City of Leavenworth, Kansas, there shall be and hereby is apportioned to be levied and assessed on and against several lots, pieces, parcels and tracts of land liable; therefore, special assessments hereinafter set out in such amounts, as are set out as follows:

**ATTACHED GRASS AND WEEDS NUISANCE ASSESSMENTS – EXHIBIT A**

**Section 2.** Such amounts so levied and assessed are set forth in Section 1 of this ordinance, shall be due and payable from and after publication of this ordinance, and the City Clerk shall certify same to the County Clerk for collection as other special assessments are collected and such amounts so certified shall be placed on the tax rolls and collected as special assessments.

**Section 3.** This Ordinance shall take effect and be in force from and after its passage, approval, and publication in the official city newspaper.

**PASSED and APPROVED** by the Governing Body on this 26th day of August, 2025.

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Holly Pittman, Mayor

{SEAL}

ATTEST:

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Sarah Bodensteiner CMC, City Clerk



## CITY OF LEAVENWORTH, KANSAS

Tax Assessments  
7/1/2024 thru 7/1/2025

## EXHIBIT A

Owner	Address	Legal Desc	Parcel Id	Balance
THE LAND ESTATE LLC	501 14TH ST	DASSLERS SUBDIVISION, BLOCK 49, 9-13 & N10' VAC ALLY ADJ	0773502028001000	\$2,240.00
LOUGH, BRANDON L	1013 21ST CT	WOODSIDE SUBDIVISION, S34, T08, R22E, BLOCK 3, PT LTS 6 & 7 BEG AT SE COR LT 6, NWLY95', NLY59.9', NELY118.94', S116.83' TO POB	0783403001011000	\$275.00
PERSON, HENRY M	1317 3RD AVE	DAY'S SUBDIVISION, BLOCK 16, Lot 8 - 9	0773603025007000	\$320.08
FKH SFR C1 LP	1463 3RD AVE	DAY'S SUBDIVISION, BLOCK 17, W84' OF LTS 12 & 13	0773603038008000	\$236.34
COX, COLINDA	1809 4TH AVE	REES' DONIPHAN&THORNTON'S, BLOCK 15, Lot 8	1010102020005000	\$867.54
FOX, CHARLES	1036 5TH AVE	DAY'S SUBDIVISION, BLOCK 5, Lot 10	0773603007009000	\$209.96
JONES, JAMES E & AMY M	535 BUTTINGER PL	BUETTINGERS PLACE, BLOCK 1, Lot 23 - 25	1010102028006000	\$425.00
STEIN, RICKY G	1411 CENTRAL AVE	INSLEY & SHIRE'S SUB, BLOCK 5, Lot 31 - 33	0773504030004000	\$296.80
CALVIN, JEREMY	1014 CHEROKEE ST	WHITAKERS RPLT BL26 CENTRAL, BLOCK 26, Lot 29 - 32	0773502009009000	\$407.04
KOCH, HENRY S	1001 DAKOTA ST	HANNON'S ADDITION, S26, T08, R22E, BLOCK 1, Lot 1 - 6	0772603102001000	\$750.00
RIGHT AT HOME RENTALS LLC	500 ELM ST	FACKLERS ADDITION, BLOCK 28, Lot 13 - 16	0773603026009000	\$450.00
THORNE, JANETTE D; DECLARATION OF TRUST	1215 FRANKLIN ST	NORTON, WILLIAMS&THOMAS ADD, BLOCK 11, S80'BLK 11	0773503024003000	\$200.00
GUIITERREZ, KARLA	913 GATEWOOD ST	PIN OAK ACRES, BLOCK 2, Lot 6	1011101004033000	\$140.00
JDV MIDWEST PROPERTIES LLC	2302 GIRARD AVE	NEELY'S FOREST ADDITION, S02, T09, R22E, BLOCK 3, PT LTS 17 & 18 & VAC ALLEY BEG AT NE COR LT 17, S102.5', W210'(S), N20'(S), NELY90'(S), E180'(S) TO POB (SCALED)	1010204006014000	\$494.18
HOME RUN RENOVATIONS LLC	1423 GRAND AVE	STILLING'S BLKS 12-17, BLOCK 17, LOTS 18 & 19 & N2' LT 20	0773503029008000	\$560.20
LEIGH, ROOSEVELT JR	404 GRAND AVE	CENTRAL SUBDIVISION, BLOCK TE, N82.46' OF S243.96' OF E176' OF BLK TE	0773502013007000	\$392.20
ADAMCZAK, DAVID JOHN & CHRISTINE	709 GRAND AVE	COTTAGE DIVISION, S35, T08, R22E, BLOCK 22, Lot 15 - 16	0773502035002000	\$262.04
TALLEY, DAVID R & FREDAL	530 ISABELLE ST	STILLE'S 2ND SUB, BLOCK 1, Lot 9 - 10	1010102011012000	\$272.52
WILLMORE, BILLY L	1500 JACKSON CT	WOODLAWN SUBDIVISION, BLOCK 1, Lot 19	1010202004049000	\$285.76
SMITH, NOLA N	1104 JACKSON ST	NORTON, WILLIAMS & THOMAS ADDITION, S35, T08, R22E, BLOCK 8, LTS 7 & 8 & N1/2 VAC ALLEY ADJ	0773503015011000	\$353.00
211 KIOWA LLC	211 KIOWA ST	LEAVENWORTH, PLT ORIG, S25, T08, R22E, BLOCK 30, Lot 27 - 29	0772502021002000	\$282.50
WESELOH HOMES LLC	325 KIOWA ST	LEAVENWORTH, PLT ORIG, S25, T08, R22E, BLOCK 37, Lot 20	0772502020006000	\$159.56
IURAS, VADIM	714 KIOWA ST	DAY & MACAULAY'S SUB, S26, T08, R22E, BLOCK 101, LT 6 LESS W2'	0772604101005000	\$1,454.84
SALGADO-IBARRA, ALONSO & MARTINEZ, EFRAI	739 KIOWA ST	DAY & MACAULAY'S SUB, S26, T08, R22E, BLOCK 100, Lot 27 - 30	0772604102007000	\$899.04



## CITY OF LEAVENWORTH, KANSAS

Tax Assessments  
7/1/2024 thru 7/1/2025

## EXHIBIT A

MOWERY, MICHAEL J & MARY A	306 LIMIT ST	SOUTHSIDE PARK SUB, BLOCK 38, LTS 12-16 & S1/2 VAC ALLEY ADJ	1010104017008000	\$425.00
HARRIS, JONATHAN RYAN	404 LIMIT ST	HALSEY HEIGHTS, BLOCK 6, Lot 12 - 15	1010104016011000	\$349.08
C & C REAL ESTATE HOLDING CO LLC	50 LOGAN AVE	SOUTHSIDE PARK SUB, BLOCK 33, Lot 12	1010104013009000	\$223.80
NEGRETTE, RYAN	407 MAPLE ST	FACKLERS ADDITION, S36, T08, R22E, BLOCK 21, LTS 3 & 4 & NLY1/2 VAC ALLEY & PORTION MAPLE ST ADJ; BEG NW COR LT 4, NE45', NW15', NE45', SE165', SW90', NW150' TO POB	0773603036003000	\$389.95
BELL, WANDA ARLENE & BAILEY, KYLEA HOPE	411 MAPLE ST	FACKLERS ADDITION, BLOCK 21, LT 5 & NLY1/2 VAC ALLEY ADJ	0773603036004000	\$628.64
DICE, NICHOLAS	504 MIAMI ST	LEAVENWORTH, PLT ORIG, S25, T08, R22E, BLOCK 67, W19'LT 3	0772503302002000	\$295.40
ASIX LLC	1605 MICHAEL ST	AMRON ACRES, Lot 20	0782704017002000	\$121.26
FESTA, RICHARD	431 N 12TH ST	CENTRAL SUBDIVISION, S26, T08, R22E, BLOCK 88, TR BLK 88 CENTRAL SUB; BEG INTER POTTAWATOMIE ST & 12TH ST; S27', W115', NWLY37.3', E143' TO POB & ABAN RR ROW ADJ	0772603016001000	\$362.40
HOPKINS, MARK	703 N 12TH ST	GIST SURVEY, S26, T08, R22E, PT GIST SURVEY IN SW1/4; BEG 46'N NW COR INTER KICKAPOO & 12TH ST, W120', N66.25', E120', S66.25' TO POB	0772603005014000	\$261.80
KOCH, HENRY S	500 N 13TH ST	HERRIG'S REPLAT, S26, T08, R22E, BLOCK 89, PT HERRIG'S SUB; BEG NE COR INTER POTTAWATOMIE ST & 13TH ST, N194', SE280'(S), W204' TO POB & ABAN RR ROW ADJ (SCALED)	0772603012001000	\$1,925.72
JONES-RICE, KATHRYN SUE (DEC'D)	501 N 13TH ST	CENTRAL SUBDIVISION, BLOCK 80, E210'(S) BLK 80 (SCALED)	0772603011005000	\$1,925.00
CEBALLOS, ARTURO LARA	206 N 16TH ST	HLASNEY REPLAT, BLOCK 1, Lot 5	0782704011008000	\$303.42
ESPI PROPERTIES LLC	817 N 16TH ST	GIST SURVEY, S27, T08, R22E, PT GIST SURVEY IN NE1/4; BEG INTER DAKOTA ST & 16TH ST; S100', W115', N100', E115' TO POB	0782701013001000	\$1,576.84
RIGHT AT HOME RENTALS LLC	717 N 2ND ST	LEAVENWORTH, PLT ORIG, S25, T08, R22E, BLOCK 30, N75'LTS 30-32	0772502021001000	\$208.76
NEGRETTE, RYAN	619 OAK ST	CLARK & REES ADDITION, BLOCK 33, Lot 5	0773602022004000	\$222.44
ELLIOTT, TERRY D	225 OLIVE ST	CLARK & REES ADDITION, BLOCK 8, Lot 6	0773602046004000	\$224.52
MIDAV MANAGEMENT LLC	403 OLIVE ST	CLARK & REES ADDITION, BLOCK 20, Lot 2	0773602044002000	\$1,614.16
GOINGS, JUDITH I & MICHAEL	1005 OSAGE ST	EWING, ROELOFSON & CO., BLOCK 2, Lot 10-12	0772603403002000	\$1,519.29
MIDAV MANAGEMENT LLC	1017 OSAGE ST	EWING, ROELOFSON & CO., BLOCK 2, LT 15 & E10'LT 16	0772603403004000	\$797.99
KROHN, EDWARD A	1025 OSAGE ST	EWING, ROELOFSON & CO., S26, T08, R22E, BLOCK 2, Lot 18 - 19	0772603403006000	\$251.06
WEISINGER, CHARLES JR & EUGENA	1126 OSAGE ST	EWING, ROELOFSON & CO., BLOCK 8, Lot 30-31	0772603015011000	\$145.14



## CITY OF LEAVENWORTH, KANSAS

Tax Assessments  
7/1/2024 thru 7/1/2025

## EXHIBIT A

STANDARD, ANDREA L & CLARK, K C JR	200 OSAGE ST	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 27, Lot 1 - 2	0772503106022000	\$219.82
TRISHA P HOMES LLC	201 OSAGE ST	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 26, Lot 32	0772503107001000	\$1,635.26
ALTON, TRISHA	319 OSAGE ST	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 41, Lot 23	0772503213006000	\$1,034.86
LEAL, FERNANDO	323 OSAGE ST	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 41, Lot 21	0772503213008000	\$934.80
CLAY, JUDY A & GERARDY, JAMES E	412 OSAGE ST	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 53, Lot 6 - 8	0772503211017000	\$135.00
RANDOLPH, EDWARD C	620 OSAGE ST	LEAVENWORTH,PLT ORIG, BLOCK 79, Lot 12 - 13	0772604109008000	\$1,207.24
CZAPLIKI, CHEYANN MICHELLE	711 OSAGE ST	WESTERN ADDITION, BLOCK 90, Lot 26 - 27	0772604402004000	\$216.96
LEWIS, EUGENE C	922 OSAGE ST	MIX'S SUBDIVISION, BLOCK 2, Lot 11	0772604303008000	\$666.06
STEVENSON, KIMBERLY & MENZEL, NONA	1938 OTTAWA ST	S27, T08, R22E, PT NE1/4SW1/4; BEG INTER N LI OTTAWA & E LI 20TH ST, N125', E120', S125', W120' TO POB LESS ROW	0782703001028010	\$1,138.52
ABELS PAINTING INC; SMART PROPERTY SERVI	426 OTTAWA ST	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 55, Lot 14	0772503205010000	\$318.16
TAMIZKAR, DARYOUSH; REVOCABLE LIVING TRU	715 OTTAWA ST	DAY & MACAULAY'S SUB, BLOCK 98, Lot 40	0772604107002000	\$171.50
MARTINEZ, IVAN DE LEON	717 OTTAWA ST	DAY & MACAULAY'S SUB, BLOCK 98, Lot 39	0772604107003000	\$170.72
TRISHA P HOMES LLC	934 OTTAWA ST	COCHRAN & MULLIGAN'S SUB, BLOCK 14, LT 39 COCHRAN & MULLIGAN'S SUB & LT 29 EWING,ROELOFSON & CO SUB (SCALED)	0772603105008000	\$1,936.80
CHEAUTUM, ESTELLA MAE	907 PARKWAY CT	HOMETOWN VILLAGE PHI, S11, T09, R22E, Lot 2	1011104001025390	\$347.84
BEHNCKE, ROBERT H & REBECCA Z &	506 PAWNEE ST	LEAVENWORTH,PLT ORIG, BLOCK 60, Lot 4	0772601406019000	\$160.08
SWAFFORD, APRIL L	520 PAWNEE ST	LEAVENWORTH,PLT ORIG, BLOCK 60, Lot 11	0772601406013000	\$160.34
JEFFRIES, RICHARD L	525 PAWNEE ST	LEAVENWORTH,PLT ORIG, BLOCK 61, Lot 19 - 22	0772601407004000	\$1,570.48
JEFFRIES, RICHARD L	529 PAWNEE ST	LEAVENWORTH,PLT ORIG, BLOCK 61, Lot 17 - 18	0772601407005000	\$1,207.82
LEWIS, REDIE	732 PAWNEE ST	DAY & MACAULAY'S SUB, BLOCK 103, Lot 16 - 17	0772601404014000	\$239.58
DWYER, ALLEN	733 PAWNEE ST	DAY & MACAULAY'S SUB, BLOCK 102, Lot 30	0772601409007000	\$1,542.18
PATTERSON, JAMES L SR	908 PAWNEE ST	LEA'S & HARSH'S SUB, BLOCK 3, Lot 35 - 36	0772602011011000	\$176.02
CORBET, MICHAEL	914 PAWNEE ST	LEA'S & HARSH'S SUB, BLOCK 3, Lot 33 - 34	0772602011010000	\$504.80
PATTERSON, JAMES L SR	924 PAWNEE ST	LEA'S & HARSH'S SUB, BLOCK 3, Lot 29 - 30	0772602011008000	\$100.00



## CITY OF LEAVENWORTH, KANSAS

Tax Assessments  
7/1/2024 thru 7/1/2025

## EXHIBIT A

SFR3-020 LLC	662 PENNSYLVANIA ST	REES' DONIPHAN&THORNTON'S, BLOCK 6, Lot 12	1010102008007000	\$213.32
NEGRETTE, RYAN	1028 POTTAWATOMIE ST	EWING, ROELOFSON & CO., BLOCK 4, LT 29 & W18' LT 30	0772603107012000	\$367.88
ALTON, TRISHA	1117 POTTAWATOMIE ST	EWING, ROELOFSON & CO., BLOCK 8, Lot 12	0772603015003000	\$347.84
NEGRETTE, RYAN	317 POTTAWATOMIE ST	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 40, E1/2 LT 25 & ALL LT 26	0772503212005000	\$529.76
BAILEY, MARIA	741 POTTAWATOMIE ST	WESTERN ADDITION, BLOCK 91, Lot 48 - 50	0772604110010000	\$4,161.80
AILIN, ARI RYAN	801 POTTAWATOMIE ST	COCHRAN & MULLIGAN'S SUB, S26, T08, R22E, BLOCK 22, Lot 21 - 22	0772604302001000	\$441.96
CARLSON, ROBERT F	601 PROSPECT ST	DAY'S SUBDIVISION, BLOCK 18, Lot 1 - 2	0773603039001000	\$1,231.74
YSQUIERDO, MICHAEL & KELLI	1000 QUINCY ST	STILLING'S BLKS 7-11, BLOCK 10, Lot 45 - 47	0773503019013000	\$283.54
LIS, KEVIN C & PATRICIA A	1514 QUINCY ST	FOOTE'S SUBDIVISION, S34, T08, R21E, ACRES 3.68, BEG SE COR LT 3; THENCE N494', SWLY330', S475', E TO POB	0783404003012000	\$200.00
BAER, CHRIS	1800 ROSE ST	RIVERVIEW SUBDIVISION, S01, T09, R22E, BLOCK 3, Lot 23 - 24	1010102013013000	\$240.42
WESLEY, MONTARIAL A & LAKISHA	213 S 10TH ST	CENTRAL SUBDIVISION, BLOCK 15, Lot 26	0773502010005000	\$1,173.24
SHEEDS, JOHN A III & PATTY ANN	401 S 10TH ST	CENTRAL SUBDIVISION, BLOCK 16, Lot 41 - 44	0773502011004000	\$935.32
STEPHENS, MC KINLEY IV	801 S 10TH ST	CENTRAL SUBDIVISION, BLOCK 20, Lot 11 - 12	0773502043001000	\$168.75
MEL CONTRACTING LLC	112 S 11TH ST	CENTRAL SUBDIVISION, BLOCK 28, LTS 1 & 2 & S18'LT 3	0773502003010000	\$100.00
ASH, AUDRE E	317 S 11TH ST	HULSECUTTERS SUBDIVISION, BLOCK TE, Lot 10 - 11	0773502013004000	\$289.60
GIARDINA, RIKKI & NEIL	930 S 17TH ST	CROWN EST 2ND PLAT PH1, S34, T08, R22E, Lot 7	0783404003009330	\$312.78
ULMER, JAMES D	2409 S 17TH TER	PEPPER TREE SOUTH RPLT 2, Lot 7	1020304007014000	\$290.24
ASHBURN, DAVID M & ASHBURN, BRITTANY	102 S 18TH ST	BURNELL REPLAT, Lot 1	0783402001001000	\$273.22
JEFFRIES, RICHARD L	2705 S 2ND ST	SOUTHSIDE PARK SUB, S01, T09, R22E, BLOCK 32, S1/2 LTS 1 & 2	1010104014003020	\$211.22
A & D PROPERTIES KC LLC	1700 S 5TH ST	STILLE'S 2ND SUB,NEW ADD, BLOCK 1, LT 33 & N1/2 LT 32	1010102011001000	\$214.24
MARTIN, PHILIP E	822 S 5TH ST	CLARK & REES ADDITION, S36, T08, R22E, BLOCK 28, Lot 15 - 16	0773602043012000	\$1,606.84
BURGEN, TYLER	909 S BROADWAY ST	DAVIS, JAMES, ADD, BLOCK 2, N10' LT 10 & ALL LT 11	0773504002004000	\$309.70
TRAPP, NICOLE	800 SANTA FE ST	NEELY'S FOREST ADDITION, BLOCK 6, S23' LT 25 & ALL LT 26 & E1/2 VAC ALLEY ADJ	1010204007012000	\$2,552.06
HILDEBRAND, STEPHANIE K & SANTOS, ANDREW	812 SANTA FE ST	NEELY'S FOREST ADDITION, S02, T09, R22E, BLOCK 6, E 90' OF LOTS 1-2 & LOT 3 & W1/2 VAC ALLEY ADJ	1010204007010000	\$135.00
WEST EAST ASSET MANAGEMENT LLC	422 SENECA ST	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 51, Lot 10 - 16	0772503305010000	\$673.50



## CITY OF LEAVENWORTH, KANSAS

Tax Assessments  
7/1/2024 thru 7/1/2025

## EXHIBIT A

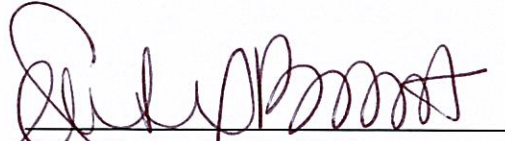
MC QUEEN, SERENA M	75 SHERIDAN ST	SOUTHSIDE PARK SUB, BLOCK 28, Lot 1	1010104012005010	\$359.94
MEYERS, LISA	651 SOUTH ST	REES' DONIPHAN&THORNTON'S, BLOCK 14, LT 1 & VAC ALLEY ADJ	1010102019001000	\$1,475.68
MEYERS, LISA	653 SOUTH ST	REES' DONIPHAN&THORNTON'S, BLOCK 14, LT2 & VAC ALLEY ADJ	1010102019001010	\$629.80
ELLINGTON, KENA ELYCEE NICOLE & PIERSON	1113 SPRUCE ST	STILLING'S, BLKS 1-3, BLOCK 2, Lot 9	0773503002004000	\$173.26
WHITE, MARK	1221 SPRUCE ST	NORTON.WILLIAMS&THOMAS ADD, BLOCK 2, W7.1'LT 18 & ALL LT 19	0773503004005000	\$150.00
JBMCKEE PROPERTIES LLC	1329 SPRUCE ST	SCHEER'S SUBDIVISION, CORR., BLOCK 1, Lot 1	0783404001001000	\$188.60
TURNERY, TRACY J & JEFFREY L	1331 SPRUCE ST	SCHEER'S SUBDIVISION, CORR., BLOCK 1, Lot 2	0783404001002000	\$298.56
STEIN, NATALIE RAE & SUSAN A	1336 SPRUCE ST	STILLINGS 2ND SUB, BLOCK 12, Lot 6	0783401026004000	\$195.96
SCANLON, JENNIFER	1408 SPRUCE ST	STILLINGS 2ND SUB, BLOCK 5, E20' LT 22 & ALL LT 23	0783401024019000	\$250.94
H&S PROPERTY INVESTMENTS LLC	1413 SPRUCE ST	SCHEER'S SUBDIVISION, CORR., BLOCK 2, Lot 3 - 4	0783404002002000	\$443.82
BEAR RE HOLDINGS LLC	224 SPRUCE ST	CLARK & REES ADDITION, BLOCK 8, Lot 10	0773602046008000	\$225.42
ADAMS, PORSCHA	1027 TAMARISK DR	WOODS ON MUNCIE, S11, T09, R22E, BLOCK 2, Lot 6	1011103003006000	\$243.66
CLARK, PATRICIA	3549 TUDOR DR	TUDOR HEIGHTS SUBDIVISION, PT LT 4;BEG NW COR,ELY 70.38', S154.25', W37.98', NW158.39' TO POB	1021001001059000	\$281.40
KARPIERZ, RYON N	549 UTAH ST	SHAMROCK ACRES ADDITION, BLOCK 2, W39'LT 9 & ALL LT 10	1011202005008000	\$386.36
STEVENSON, KIMBERLY & MENZEL, NONA	1317 VILAS ST	HOLMAN'S SUBDIVISION, BLOCK 4, LT 10 & E1.43' LT 11	1010203007004000	\$1,271.80
MORCHY, ALEGRA	514 WALNUT ST	CLARK & REES ADDITION, BLOCK 25, E5' LT 12 & ALL LT 13 & W30'LT 14	0773602021009000	\$2,000.00
RUTLEDGE, CHARLES	1100 WASHINGTON ST	NORTON.WILLIAMS&THOMAS ADD, BLOCK 7, N1/2 LT 8 & ALL LT 9	0773503016009000	\$277.54
KINCAID, ROBERT F & JEANNIE L	1906 WEST 7TH ST	FENNS BROADWAY SUB, BLOCK 7, Lot 18 - 20	1010201022018000	\$346.23
KIMMI, LAWRENCE A	209 WESTERN ST	SHAWNEE HEIGHTS, BLOCK 3, Lot 7	0782704016017000	\$233.60


Total \$68,496.65



**POLICY REPORT  
SECOND CONSIDERATION ORDINANCE 8266  
AN ORDINANCE TO LEVY SPECIAL ASSESSMENT FOR DEMOLITION COSTS AND FEES**

**AUGUST 26, 2025**

  
\_\_\_\_\_  
Sarah Bodensteiner, CMC  
City Clerk

  
\_\_\_\_\_  
Scott Peterson  
City Manager

**BACKGROUND:**

At the August 12, 2025 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE LEVYING AND ASSESSING SPECIAL ASSESSMENTS FOR CERTAIN LOTS, PIECES AND TRACTS OF LAND IN THE CITY OF LEAVENWORTH, LEAVENWORTH COUNTY, KANSAS, FOR THE PURPOSE OF PAYING THE COSTS OF DEMOLITION AND PRESCRIBING FOR PAYMENT AND COLLECTION OF SAID ASSESSMENTS.**

Ordinance No. 8266 is now presented for second consideration and requires a roll call vote.

Payments will continue to be accepted by the City Clerk's office until submitted to the County Clerk and notified by the County Clerk that no more payments can be accepted by the City.

**ATTACHMENTS:**

- Ordinance No. 8266

*(Published in the Leavenworth Times on August 30, 2025)*

**ORDINANCE NO. 8266**

**AN ORDINANCE LEVYING AND ASSESSING SPECIAL ASSESSMENTS FOR CERTAIN LOTS, PIECES AND TRACTS OF LAND IN THE CITY OF LEAVENWORTH, LEAVENWORTH COUNTY, KANSAS, FOR THE PURPOSE OF PAYING THE COSTS OF DEMOLITION AND PRESCRIBING FOR PAYMENT AND COLLECTION OF SAID ASSESSMENTS.**

**WHEREAS**, by due and legal proceedings heretofore carried into effect by the City of Leavenworth, Kansas, certain unsafe structures have been abated; and

**WHEREAS**, several lots pieces, parcels and tracts of land hereinafter set forth are legally liable to pay the costs or proportionate costs hereof as provided by the Code of the City of Leavenworth, Kansas; and

**WHEREAS**, the cost of such abatement has been ascertained as provided by law and fixed and distributed and apportioned as in this ordinance set forth.

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

**Section 1.** That for the purpose of paying the costs to demolish unsafe structures in the City of Leavenworth, Kansas, there shall be and hereby is apportioned to be levied and assessed on and against certain lots, pieces, parcels and tracts of land liable; therefore, special assessments hereinafter set out in such amounts, as are set out as follows:

<b>Property Owner</b>	<b>Property Address</b>	<b>Legal Address</b>	<b>Demolition Process Costs</b>
One Walk Properties, LLC	212 Olive Street	Lots 12 and 13, Block 9, Clark and Rees Addition to the City of Leavenworth, Leavenworth County, Kansas	\$16,138.77
ESPI Properties, LLC	817 N 16 <sup>th</sup> Street	A tract beginning at the Northwest Corner of a tract bounded on the North by Dakota Street and the East by 16th Street, thence West 115 feet, thence South 100 feet, thence East 115 feet, thence North to the point of beginning, all contained in the City of Leavenworth, Leavenworth County, Kansas. From 4 1/2 acres in Rees Tract, bounded on the South by North Line Budd Tract, on the North by Dakota Street, and on the East by 16th Street, and on the West by 17th Street, in the City of Leavenworth, Leavenworth County, Kansas	\$17,450.77
		Total	\$33,589.54

**Section 2.** Such amounts so levied and assessed are set forth in Section 1 of this ordinance, shall be due and payable from and after publication of this ordinance, and the City Clerk shall certify same to the



County Clerk for collection as other special assessments are collected and such amounts so certified shall be placed on the tax rolls and collected as special assessments.

**Section 3.** This Ordinance shall take effect and be in force from and after its passage, approval, and publication in the official city newspaper.

**PASSED and APPROVED** by the Governing Body on this 26<sup>th</sup> day of August 2025.

\_\_\_\_\_  
Holly Pittman, Mayor

{SEAL}

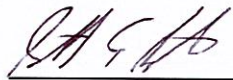
ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner CMC, City Clerk

**2026 City of Leavenworth**  
**Exceeding the Revenue-Neutral Rate**

**August 26, 2025**

Prepared by:



Scott Peterson

City Manager

**BACKGROUND:**

Kansas Statute establishes notice and public hearing requirements for certain taxing subdivisions seeking to collect property taxes in excess of the subdivision's revenue- neutral rate (RNR). A taxing subdivision is prohibited from levying taxes exceeding its revenue-neutral rate without first approving a resolution or ordinance in accordance with the procedure provided by the bill.

**SUBJECT:**

As presented during the 2026 budget process, the City of Leavenworth will exceed the revenue-neutral rate. The Leavenworth Public Library is also proposing to exceed the revenue neutral rate, which will additionally impact the City of Leavenworth's revenue neutral rate. The required resolution is before the public for discussion and the City Commission for consideration.

**Attached:**

- Resolution No. B-2404



RESOLUTION NO. B-2404

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS, APPROVING A TAX RATE OR MILL LEVY RATE IN EXCESS OF THE REVENUE NEUTRAL RATE FOR THE 2026 BUDGET YEAR.**

**WHEREAS**, pursuant to K.S.A. 79-2988 (the "Act"), the Clerk of Leavenworth County, Kansas, has calculated and notified the City of Leavenworth, Kansas (the "City") that, for the City's 2026 budget year, the City's "revenue neutral rate" (as such term is defined by the Act) is **25.504 mills** (for informational purposes only, one mill is equal to 1/1000th of a Dollar of assessed value);

**WHEREAS**, the Act further provides that no tax rate in excess of the revenue neutral rate shall be levied by the Governing Body of the City except in accordance with procedures established under the Act;

**WHEREAS**, the Governing Body of the City, as required by the Act, called for a public hearing considering exceeding the revenue neutral rate, which public hearing was held on August 26, 2025, with an opportunity for all interested persons to be heard regarding the matter of exceeding the revenue neutral rate; and

**WHEREAS**, in accordance with the provisions of the Act, at such public hearing and after the Governing Body heard from interested taxpayers, the Governing Body voted on and approved this Resolution by majority roll-call vote of the Governing Body.

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

**Section 1. Approval to Exceed Revenue Neutral Rate; Approved Tax Rate.**  
Pursuant to the Act, the City, by and through its Governing Body, hereby approves exceeding the revenue neutral rate. The City's approved tax/mill levy rate for the 2026 budget year is **28.611mills**, which amount does not exceed the amount of the proposed tax rate for which notice was given as to the public hearing required under the Act.

**Section 2. Effective Date.** This resolution shall be effective upon its adoption by the Governing Body of the City of Leavenworth, Kansas.

**ADOPTED** this 26th day of August 2025, by majority roll-call vote of the Governing Body.

---

Holly Pittman, Mayor

**ATTEST:**

---

Sarah Bodensteiner CMC, City Clerk  
{Seal}

**Policy Report**  
Public Hearing  
2026 Operating and 2026-2030 Capital Budgets  
August 26, 2025

Prepared by:



\_\_\_\_\_  
Scott Peterson  
City Manager

**Issue:**

Kansas Statute requires that the City Commission hold a public hearing prior to considering adoption of the 2026 City budget. Along with the consideration and adoption of the 2026 budget, the Commission will consider a resolution to approve the 2026 Housing Budget, and specifically the Planters II operating budget.

**Subject:**

The 2026 transmittal letter is attached and includes a summary of the 2026 operating and 2026-2030 capital budgets. Both documents have been available in draft form to the public since the middle of July on the City's website and through hard copies available at City Hall and the Leavenworth Public Library.

An addendum written by the Finance Department is also attached with this policy report. This addendum outlines all of the changes that staff made to the proposed budget after the July 14, 2026 budget study session.

**Action:**

The action before the Commission is to consider adoption of the 2026 operating and capital budgets, as well as the resolution related to the Leavenworth Public Housing Authority.

**ATTACHMENTS:**

- Finance Department Policy Report Addendum
- Resolution No. B-2405 (Housing Budget)
- The 2026 Transmittal Letter



## **Policy Report Addendum**

**Provided by the Finance Department for the City Manager**

### **Changes to the Proposed 2026 Operating and 2026 – 2030 CIP Budget**

**August 26, 2025**

At the July 14, 2026, study session City Staff presented a Proposed 2026 Operating and 2026 – 2030 CIP Budget. After review and discussion, the City Commission directed staff to make some changes to the proposed budget.

Subsequent to the budget meeting and prior to the publication of the RNR and Budget Hearing notice, City Staff received confirmation that the City's health insurance rates would decrease by at least 15%.

The Proposed Budget for 2026 included in the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing (Hearing Notice) incorporates the changes requested by the City Commission, the 15% decrease in health insurance premiums, and a few other adjustments. The differences between the proposed budgeted that was presented at the July 14, 2026, study session and the proposed budget presented in the hearing notice resulted in a 1.235 decrease in the proposed mill levy from 29.846 mills to 28.611 mills.

The line-item differences between the proposed 2026 budget presented on July 14, 2026, and the proposed 2026 budget included on the Hearing Notice are as follows:

#### **General Fund:**

- Revenues decreased by \$559,604 which is comprised of:
  - \$424,448 (1.3 mill) decrease in ad valorem tax resulting primarily from a reduction in health insurance premiums;
  - \$126,000 decrease in balance forward resulting from increases in 2025 projected expenses for legal fees (\$100,000), Fire Department building repairs (\$11,000), and cancelation of cable contract (\$15,000); and
  - \$9,156 decrease in motor vehicle tax due to correction of a transposition error.
- Expenses decreased by \$273,183 which is comprised of:
  - \$368,355 decrease in health insurance expense due to estimated 15% reduction in premiums;
  - \$10,500 decrease in cable/internet expenses due to the 2025 cancelation of the cable contract;
  - \$11,000 increase in Fire Department building repair expenses;
  - \$27,782 decrease in transfers to the Streets and Alley Maintenance Fund due to the 15% reduction in health insurance premiums; and



- \$245,901 decrease in transfers to the Grant Matching Capital Project Fund due to an adjustment in estimated beginning balances.
- The above changes result in an increase of \$81,934 to budgeted general reserves in the General Fund.

Other Funds:

- CVB Fund
  - \$10,000 decrease in estimated beginning balance due to an increase in projected 2025 grant payment expense; and
  - \$4,398 decrease in health insurance expense;
  - Resulting in reduced budgeted general reserves of \$5,602.
- Probation Fund - \$6,933 decrease in health insurance expense.
- Streets and Alley Maintenance Fund - \$27,782 decrease in health insurance expense.
- Recreation Fund
  - \$35,291 decrease in health insurance expense;
  - \$15,000 increase in park fees and a \$35,363 increase in expenses as a result of adding the campground operations back into the budget (net impact to the budget is -\$20,363);
  - \$25,000 decrease in projected beginning balance due to an increase in life guard wages in 2025;
  - \$11,421 increase in wages and benefits due to an increase in 2026 life guard wages; and
  - \$244 increase in back taxes, \$159 decrease in transfers from the CIP Sales Tax Fund, and a \$325 increase in general reserves;
  - Resulting in a \$21,733 (0.065 mill) increase in ad valorem taxes.
- Economic Development - \$1,202 decrease in LCDC funding to match 2025 funding level.
- CDBG Fund - \$2,162 reduction in health insurance expense.
- CIP Sales Tax Fund
  - \$58,056 reduction in balance forward due to adjustment of 2025 projected expenses;
  - \$159 decrease in transfers to the Recreation Fund;
  - Resulting in a \$57,897 reduction in projected general reserves.
- Countywide Sales Tax Fund
  - \$472,997 reduction in balance forward due to adjustment of 2025 projected expenses;
  - \$505,988 decrease in transfer to Capital Projects Fund due to updated estimated project expenses;
  - Resulting in a \$32,991 increase in projected general reserves.



- Sewer Fund - \$43,654 reduction in health insurance expense.
- Refuse Fund
  - \$29,161 reduction in health insurance expense;
  - \$19,007 increase in salaries and benefits as a result of converting the part-time Brush Site Operator position to a full-time position;
  - Resulting in a \$10,154 increase to projected general reserves.
- Bond Fund - \$157 increase in motor vehicle tax and a \$101 decrease in ad valorem tax.
- Pension Funds - \$38 decrease in motor vehicle tax.
- Library Funds - \$112 decrease in ad valorem tax, \$35 increase in motor vehicle tax, and a \$77 decrease in operating transfers.



NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

2026

The governing body of  
**Leavenworth**

will meet on August 26, 2025 at 6:00 PM at City Hall @ 100 N 5th St. Leavenworth, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax. Detailed budget information is available at City Hall @ 100 N 5th St. Leavenworth, KS and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2026 Expenditures and Amount of 2025 Ad Valorem Tax establish the maximum limits of the 2026 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2024		Current Year Estimate for 2025		Proposed Budget Year for 2026		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2025 Ad Valorem Tax	Proposed Estimated Tax Rate *
General	24,321,819	14.369	24,678,828	13.738	29,879,184	5,082,683	15.225
Debt Service	3,410,450	6.177	3,799,866	6.960	3,198,175	1,921,433	5.756
Library	1,166,038	3.499	1,193,441	3.486	1,352,028	1,251,740	3.750
Library Employee Benefit	310,421	0.930	333,175	0.978	434,697	407,233	1.220
Police Pension Fund	17,802	0.047	18,425	0.020	184,652	16,356	0.049
Fire Pension Fund	72,094	0.323	74,618	0.163	360,077	43,060	0.129
Recreation Fund	3,121,595	1.617	3,316,925	1.617	3,214,830	828,486	2.482
Special Highway	1,258,763		1,481,623		1,552,893		
CVB	730,929		927,198		1,579,299		
Probation	193,920		209,140		280,607		
Economic Development	275,534		455,680		2,346,511		
Business & Technology Park	9,774		23,500		304,572		
CIP Sales Tax	3,694,315		3,042,610		2,532,880		
Countywide Sales Tax	4,517,356		4,380,404		4,139,639		
Sewer	4,556,901		5,982,084		11,866,531		
Refuse	2,523,619		2,473,647		4,100,883		
Storm Water	840,881		1,559,503		1,975,693		
Auto TIF	726,419		663,916		644,600		
Hotel TIF	593,611		624,700		1,616,878		
Retail TIF	89,390		94,099		88,500		
Non-Budgeted Funds-A	4,245,683						
Non-Budgeted Funds-B	14,823,186						
Totals	71,500,500	26.962	55,333,382	26.962	71,653,129	9,550,991	28.611
Revenue Neutral Rate**							25.504
Less: Transfers	12,747,026		7,060,017		8,709,170		
Net Expenditure	58,753,474		48,273,365		62,943,959		
Total Tax Levied	8,197,501		8,514,627		XXXXXXXXXXXXXXXXXXXX		
Assessed Valuation	303,997,319		315,777,776		333,837,941		
Outstanding Indebtedness, January 1,	2023		2024		2025		
G.O. Bonds	26,885,000		23,400,000		25,030,000		
Revenue Bonds	0		0		0		
Other	2,125,000		545,000		275,000		
Lease Purchase Principal	0		0		0		
Total	29,010,000		23,945,000		25,305,000		

\*Tax rates are expressed in mills

\*\*Revenue Neutral Rate as defined by KSA 79-2988

Sarah Bodensteiner  
City Official Title: City Clerk



## NOTICE OF PROPOSED PROPERTY TAX INCREASE AND PUBLIC HEARINGS

## 2025 Leavenworth County Revenue Neutral Rate Notice

Taxing Subdivision	2024 Tax		2025 Tax at Revenue Neutral Rate		2025 Proposed Tax		2025 Proposed Tax Exceeding 2024 Tax		Amount of Revenue From Property Tax Levy		Difference or Change in Revenue	
	Mill Levy	Amount	RNR Rate (in mills)	Estimated Amount	Proposed Mill Levy	Estimated Amount	Amount	Percent	2024 Total Amount	2025 Total Proposed Amount	Amount	Percent
USD 207 - GENERAL	20.000	681.78	18.331	624.89	20.000	681.78			33,390	36,537	3,147	9.42%
USD 207-OTHER TOTAL	3.006	102.47	2.755	93.92	2.755	93.92			5,034	5,033	-1	-.02%
USD 207 CAPITAL OUTL	.810	27.61	.742	25.29	.742	25.29			1,357	1,356	-1	-.07%
STATE	1.500	51.13	1.422	48.47	1.500	51.13						
LEAVENWORTH COUNTY	37.561	1,280.42	35.636	1,214.80	37.563	1,280.49	.07		41,702,084	43,952,575	2,250,491	5.40%
LEAVENWORTH CITY	26.962	919.11	25.504	869.41	29.846	1,017.42	98.31	10.69%	8,514,627	9,963,727	1,449,100	17.02%
<b>TOTALS</b>	89.839	3,062.52	84.390	2,876.78	92.406	3,150.03	87.51	2.85%				

[illegible]

LEAVENWORTH COUNTY CLERK  
300 WALNUT, SUITE 106  
LEAVENWORTH, KS 66048  
913-684-0421

CITY OF LEAVENWORTH  
BODENSTEINER,SARAH-CITY CLERK  
100 N 5TH ST  
LEAVENWORTH KS 66048-1970

Property Description
2025 3-0194 CAMA: 076-13-0-00-00-001.00-0 BLDG LOCATED AT SHERMAN FIELD HANGAR,MAINT & OFFICE (960')

**THIS IS NOT A BILL. Do not remit payment.**

*This notice contains estimates of the tax on your property and proposed property tax increases. THE ACTUAL TAX ON YOUR PROPERTY MAY INCREASE OR DECREASE FROM THESE ESTIMATES. Governing bodies of taxing subdivisions must vote in order to exceed the Revenue Neutral Rate to increase the total property taxes collected. Governing bodies will vote at public hearings at the dates, times, and locations listed. Taxpayers may attend and comment at the hearings. Property tax statements will be issued after mill rates are finalized and taxes are calculated.*

Class	Property Values			
	Prior Year Appraised	Prior Year Assessed	Current Year Appraised	Current Year Assessed
2.6C OTHER COMM	113,630	34,089	113,630	34,089



**RESOLUTION B-2405**

**A RESOLUTION ESTABLISHING THE 2026 HOUSING BUDGET  
AND SPECIFICALLY THE OPERATING BUDGET FOR  
PLANTER'S II, LEAVENWORTH, KANSAS**

**BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION, ACTING AS  
THE PUBLIC HOUSING AUTHORITY (PHA) FOR LEAVENWORTH, KANSAS, that;**

**Section 1.** The 2026 Operating Budget for Planter's II is hereby adopted.

**Section 2.** The Proposed expenditures are necessary in the efficient and economical operation of the Housing agency for the purpose of serving low-income families.

**Section 3.** The financial plan is reasonable in that: it indicates a source of funding to cover all proposed expenditures and it does not provide for use of federal funds in excess of that payable under the provisions of 24 CFR 890, Subpart A.

**Section 4.** All proposed rental charges and expenditures will be consistent with the provisions of law and the annual contributions contract.

**Section 5.** Pursuant to Section 960.209 of the final rule effective May 21, 1984, the PHA is re-examining the incomes of all families living in the project at least once a year.

**Section 6.** No PHA employee reflected in the proposed operating budget is serving in a variety of positions which will exceed a 100% allocation of his/her time.

**Section 7.** This resolution also adopts the budget of expenditures and revenue earnings from administrative fees associated with Section 8 - existing housing assistance payments made on behalf of participant - tenants in the certificate, voucher and HOME tenant based assistance programs.

**Section 8.** This resolution shall be effective January 1, 2026.

**PASSED and ADOPTED** this 26th day of August 2025.

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Holly Pittman, Mayor

{SEAL}

ATTEST:

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Sarah Bodensteiner, City Clerk, CMC





June 30, 2025

Mayor and City Commission  
City of Leavenworth  
Leavenworth, Kansas

Dear Mayor and Commissioners:

The City of Leavenworth Management Team is pleased to present the 2026 Operating Budget and 2026-2030 Capital Improvements Program (CIP). The two budget processes were combined in 2019 to provide the Commission and residents of Leavenworth with a clearer and more comprehensive view of total City resources and expenditures. The change also reflects the interconnectivity between the budgets. The budget is one of the most important documents the City prepares in a given year and efforts have been made to produce a document that is an effective communications tool, policy document, historical record, financial plan, and operations guide for the City.

## **I. BUDGET OVERVIEW**

The 2024 Operating Budget is balanced, as required by law, and builds on the City's goal to provide high-quality services while maintaining sound financial standing. The budget contains revenue and expenses for all City funds and includes a "pass-through" levy as mandated by the Library Ordinance.

The 2026 Operating Budget was crafted in an environment of continuing upward trend in countywide sales tax revenue, but a general decline in local sales tax revenue. At the same time, the local economy continues to face historic levels of inflation, commodity/service/utility price increases and wage pressures. This budget attempts to address the upward trends of price increases for many services and commodities while aligning to the City Commission's strategic priorities and goals.

In addition to revenue and expense forecasting and management, the Management Team continues to pay close attention to State Legislature-generated budget measures that, if passed into law, would require a fundamental shift in City budgeting. In the 2025 legislative session, those measures included:

- **A state imposed cap of a 3% property tax increase:** Included, but not passed in the 2025 state legislative cycle, was language that would cap property tax collected by the state. The last bill that was discussed during the legislative session provided a 3% increase cap for property taxes paid to the state government. As of now, the legislation being proposed only impacts the property taxes collected by the State of Kansas, and does not impact local property taxes. However, there are increasing calls and efforts to address local property tax in the state legislature, which we will continue to monitor.



The last-minute nature of State tax legislation results in unpredictability for local governments. The Leavenworth City Commission is the appropriate body to make taxing decisions for the businesses it represents and the residents who select its composition every two years. Staff will continue to watch for and fight any efforts to limit the City's home rule authority.

The 2026 Operating Budget is a representative example of the measures taken by the current and past City Commissions in financial management and prudent taxation to deliver services at the local level. The 2026 Operating Budget reflects these past efforts and careful planning, but it also presents a new, goal-oriented approach to the City's division of resources and service delivery. In March of 2025, the City Commission met with staff and developed a list of six goals that you would like to see addressed in the 2026 budget and beyond. Those goals are:

1.
  - **Draws on reserves to transition to a pay-as-you-go pavement management program:** This program will break the cycle of borrowing money – with the interest and issuance costs that entails – for this annual program. These efforts will result in more funding going toward pavement, as well as lowering the City's need for levy proceeds to service this debt over time.
  - **Creates a grant matching fund:** The City has become increasingly successful in attaining a variety of grants. While leveraging third-party funding is critical to making strides in infrastructure improvements, these grants have local match requirements. The 2024 Operating Budget uses sales tax revenue and reserves to create a fund dedicated to meeting matching requirements without drawing from other sources, such as the annual pavement program, sidewalk program or stormwater program.
  - **Ensuring a stable reserve position:** The City's reserve position was key in maintaining an Aa2 bond rating through the pandemic. The 2024 budget allocates reserves in excess of 30 percent of general expenditures to accomplish the goals above, but maintains adequate and responsible reserves to be used as conditions dictate.
  - **Investing in the recruitment and retention of employees in the lower classifications:** For the 2023 Operating Budget, the Commission allocated significant funding to increase salary and stating pay for the Leavenworth Fire Department. Prior to those efforts, significant adjustments were made to the salary structure of the Police Department. Both of these efforts were necessary in the competitive environment for public safety employees. The state of the post-pandemic workforce has accelerated what the management team was already preparing to propose in 2024: a significant investment in starting pay and pay throughout the labor-class and entry-level positions in the City. The 2024 Operating Budget includes a graduated pay increase, effective Jan. 1, that results in higher percentage increases going to the lowest ends of the pay scale.

Based on Commission direction and action related to controlling expenses and preserving appropriate reserve levels, while also focusing on service delivery and investing in employees, the 2024 Operating Budget proposes a decrease of the City-supported-mill levy of 2.689 mills from 25.654 to 22.965, and the Library mill will decrease by 0.015 mills.

Looking forward, the Management Team remains concerned that an increasing reliance, as a portion of general fund revenue, on sales tax makes the City more vulnerable to national economic conditions. In its most recent update on the City of Leavenworth's credit analysis, Moody's Investor Service cautions, *"The city's reliance on economically sensitive sales tax revenue is a credit challenge."*



In general, sales tax is far more volatile than property tax. In addition, a portion of the growth in sales tax is tied to a 1 percent countywide sales tax that sunsets in 2035. The Management Team remains optimistic, but cautious, that a continued trend of increasing local and countywide sales tax will continue through 2024. Along with the sales tax trend, the Management Team is optimistic in new growth that would generate new property tax revenue via entities that do not generate sales tax - such as residential and industrial uses – that would thereby reduce the burden on existing properties.

On the Capital Budget side, increases in sales tax collections and the recent and continued forecasts for rising interest rates created conditions favorable for staff to transition from bond-funding the annual pavement management program to cash financing.

As mentioned above, the City issued 10-year bonds annually for decades to support principal and interest payments, as well as issuance costs, for the pavement management program. These bonds were required to cover principal and interest for the 10 previous annual bond issuances. It was a self-perpetuating cycle that continues to tie up a percentage of annual funds into interest and issuance payments rather than maximizing roadway improvements. Beginning in 2023, the Management Team began a 10-year plan to pay off outstanding pavement management general obligation debt, while not reducing the current roadway improvement allocation. Featured in this budget is a transition away from the past practice of funding the Annual Pavement Management Program through the issuance of general obligation bonds to leveraging available cash flow to cover the annual expense related to those projects.

## **II. OPERATING BUDGET**

In constructing the 2024 Operating Budget, the Management Team evaluated economic trends and forecasts, pricing trends, City Commission priorities and adopted goals, public feedback, and staff recommendations. The following issues, in context of their relation to available resources, were discussed at length in development of the 2024 budget:

- The possibility of current increases in sales tax revenue levelling off if recession conditions follow the current historic inflation and supply and demand challenges, which creates a potential point of vulnerability if economic conditions curb consumer spending. As of mid-June there are some indications of slowing consumer spending.
- Determining the nature of observed price increases across the board in regards to forecasting for everything from contractual services, mechanical equipment, fuel, chemicals, and road materials.
- Continuing the conservative budgeting and spending practices directed by the Commission to maintain budget reserve goals which enable the City to maintain operations through potential economic challenges.
- Creating an employee compensation plan designed to make the City competitive in recruiting and retaining employees.
- Ensuring adequate coverage of employee health and welfare and retirement expenses.
- Accounting for potential changes in economic conditions and trends after the budget is adopted.

### General Fund

The City's General Fund accounts for core municipal functions and services such as Police, Fire, Parks and Recreation (operating on a transfer from the CIP Sales Tax fund), Public Works, and Planning and Administration. This is an operating budget focused primarily on revenues coming and going in a particular fiscal year. The primary revenue streams that support the General Fund budget are: 1) Sales and Use Taxes; 2) Property Taxes; 3) Charges for Services; 4) Fines and Forfeitures; and 5) Franchise



Fees. Fluctuations in these revenue streams affect how the City is able to pay for and maintain core services.

#### Revenue Highlights

- The City experienced an increase in initial assessed valuation from \$272,106,262 in 2022 to \$303,850,447 in 2023 – an increase of 11.67%. At the proposed lowered mill rate of 22.966 for the City, the increased assessed valuation will generate the same revenue that it generated in 2023. The General Fund will receive \$87,346 less than it did in 2023, with that amount being directed to the Fire Pension Fund to adequately cover annual expenses in that fund.
- Total sales tax revenues, which includes local and county-wide sales tax and local and county-wide compensating use tax, are budgeted to be 8.34% higher than actual 2022 sales tax revenues, generating an additional \$1,405,550 (*note that this includes two years of growth, 2022 actuals and 2024 budgeted*). The five-year trend has been an annual increase of 4.97%, therefore an 8.34% increase over two years (or approx. 4.17% annually) is a reasonable estimate. The increase in sales tax revenue will be allocated as follows: approximately \$874,000 to the General Fund, \$74,165 to the Economic Development Fund, \$620,500 to Capital Improvement Projects Funds, and \$11,400 to TIF Funds.
- Franchise revenues are budgeted to be 18% higher than 2022 actual revenues, which will generate an additional \$600,000 for the general fund. This follows a three-year trend of increasing gas and electric fees and decreasing telephone and cable television fees.
- City fees for permits and inspections and court fines and fees are budgeted to remain flat, at 2023 budgeted levels.

The General Fund includes a budgeted reserve of \$7,063,095 which is available to support unanticipated expenses or underperforming revenues. The 2024 budgeted reserve represents 30% of the General Fund's 2024 budgeted operating expenses, which is at the management team's target reserve level. The ending reserve position on Dec. 31, 2022, was 37.1%, which the Management Team has worked to keep stable through periods of economic uncertainties. Maintaining a stable and healthy reserve is critical to maintain the City's Aa2 bond rating.

#### Expense Highlights

- Utilities are budgeted to increase only 1.64%, or \$25,000, across all City operations, over budgeted 2023 utilities because the prices of utilities have stabilized after a rapid increase in 2022. The increase also represents conservative estimates for the 2023 budget.
- The increase in information technology (IT) and connectivity expenses including telephone, internet, IT services, computer back-up fees, IT maintenance and repairs, and software continue to outpace inflation. IT expenses are budgeted to increase 22.9%, or \$169,000, over actual 2022 IT expenses. A significant portion of this increase is due to the increasing cost of back-up expenses as the City pays for the computer storage of the Police Department's body worn camera video files. These increases track with municipalities in the region.
- City contributions to the Police and Fire KP&F State Pension system and the KPERS State Pension system for all City employees is budgeted to increase by \$417,000 over the 2023 budget.

The 2024 employee compensation plan recommendation is a base 5 percent increase with a sliding scale increase for select classifications, implemented on the first of the year. The City has a job classification system that includes a pay scale (minimum salary to maximum salary) for all City jobs. The sliding scale recommendation schedules the highest percentage increases (up to 15% (10% added to the 5% base)) for the positions with the lowest pay scales and the lowest percentage increase (5%) for the positions with the



highest pay scale. The sliding scale increase does not include uniformed members of the Police and Fire Departments, as those pay scales were increased in 2022 and 2023 respectively. Police and Fire employees will receive the base 5%, and additional pay based on previously adopted career progression systems, as individuals are eligible.

When combined with a high-quality medical benefits offering, the City remains competitive in the region for employee recruitment and retention.

#### Other budgets included

It is useful to consider the 2024 budget document as consisting of four separate budgets: Library Funds, Federal Grant Funds, Non-Tax Funds and Tax Funds.

#### **Library**

The Library Ordinance establishes a mill rate not to exceed 3.75 mills to support Library operations. For 2024, the Library's submitted budget includes 3.405 mills for operations, and 0.905 mills for the Library Employee Benefits Fund. The total Library levy will generate approximately \$1,309,595.

#### **Federal Grant Funds**

The City receives grants each year for Planters II, Section 8, Community Development, and Comprehensive Improvements Assistance Program (CIAP) activities.

The 2024 Planters II expense budget increased by \$32,800 (4.6%). The increase was caused by an \$28,000 increase in personnel expenses and a projected \$4,000 increase in contractual expenses. The financial condition of the fund is stable.

The 2024 Voucher Choice Fund expense budget increased by \$296,300 (14.4%). This is due to a \$291,000 increase in budgeted voucher payments and a \$4,800 increase in personnel costs over the 2023 budget. The voucher payments increase based on the level of federal funding the program receives each year. The financial condition of the Voucher Choice Fund is stable.

The 2024 Community Development Block Grant funds are estimated to remain stable at \$340,000. Of that total budget, approximately \$68,000 may be used for administrative purposes; the balance, or \$272,000, is used for a variety of community projects in accordance with CDBG guidelines.

The CIAP Fund (Planters II Capital Fund) was established to account for federal grants received each year for repairs and renovations to the Planters II facility. Federal grant revenue of \$140,000 is budgeted for 2024 but is dependent on allocations that will be established by the United States Congress. Funds that are received must be allocated within two years of receipt and spent within four years.

#### **Non-Tax Funds**

Non-tax funds derive their financial support from sources other than ad valorem taxes. Expense budget levels for these funds are generally dependent upon the availability of revenue generated through the pursuit of the fund's activity. For example, the Sewer Fund expense budget is dependent upon funds generated from the sale of sewer services.

The 2024 expense base budget for this group of Funds increases \$15,888,901 or 41%, to \$54,270,512. This significant increase in the non-tax funds budgets is largely attributed to a \$13 million increase in the combined Capital Project Funds.



	<b>2023</b>	<b>2024</b>
CVB Fund	1,240,933	1,573,908
Probation Fund	344,844	346,258
Streets Fund	1,486,014	1,426,694
Economic Development Fund	1,535,459	1,910,899
CIP Sales Tax Fund	3,981,025	4,517,798
Countywide Sales Tax Fund	5,331,911	5,906,502
Capital Projects Fund	2,696,910	9,885,417
Streets Capital Projects Fund	5,520,838	8,414,731
Grant Matching Capital Projects Fund	0	3,198,334
Sewer Fund	7,271,617	8,753,980
Refuse Fund	3,872,441	3,715,444
Storm Water Capital Projects Fund	3,213,047	2,465,502
Auto TIF Fund	852,300	879,906
Hotel TIF Fund	607,778	1,131,016
Retail TIF Fund	426,100	144,124
<b>Total</b>	<b>38,381,217</b>	<b>54,270,513</b>

The Convention and Visitor's Bureau Fund was established in 2014 to account for the receipt of transient guest tax revenue that had previously been accounted for in the General Fund. Transient guest tax revenue is projected to be 1.3% (\$8,038) higher than actual 2022 revenue. This is \$24,100 less than 2023 budgeted revenue because occupancy rates in the City's hotels has remained stable at the 2022 levels. With the exception of salaries and the City Festival, operating expenses are budgeted to be flat as compared to the 2023 budget. 2024 budgeted reserves increase by \$312,763 over 2022 budgeted reserves.

The Probation Fund is budgeted to remain relatively flat as compared to 2023 with an increase of 0.41%.

The Street Fund is budgeted to decrease by 3.99% (\$59,320) because there was a \$57,000 capital expenditure budgeted in the Street Fund in 2023 and in the 2024 budget capital expenditures are budgeted in the Capital Projects Funds.

The Economic Development Fund budget increases by 24.45% or \$375,440. This is primarily due to a \$375,139 increase in the budgeted reserves, which are budgeted to be \$1,491,730 at the end of 2023. The most significant change in the operating expenses of the Economic Development Fund is the addition of expenses for the transportation program. This item went from a \$0 budget in 2022 to an \$82,000 budget in 2023. This represents the City's portion of expenses for Ride LV.

The CIP Sales Tax and the Countywide Sales Tax Funds are set up to collect local and countywide sales and use tax and disburse those funds to various funds based on previously established City ordinances and the 2024 operating and capital improvement budgets. The primary recipients of local and countywide sales tax are the Recreation Fund, the Debt Service Fund, The Capital Projects Fund, and the Streets Capital Projects Fund. Local sales tax is budgeted to increase 6.97% (\$181,460) over 2022 actuals and countywide sales tax is budgeted to increase 8.73% (\$287,449). The transfer to the Recreation Fund is budgeted to be \$1,753,300, which is an increase of \$42,690 over the 2023 budget. The transfer to the Bond Fund is budgeted to be \$1,400,090, which is a decrease of \$312,260 (-18%) from the 2023 budget because of a decrease in principle and interest payments in the Bond Fund. The transfer to the Capital



Projects Fund is budgeted to increase by \$1,245,600 (127%) to cover the cost of capital acquisitions and projects in 2024. The transfer to the Streets Capital Projects Fund is budgeted to increase by \$2,207,500 (243%) over the 2023 budget, because the 2024 Pavement Management Program will be funded from current revenue rather than general obligation bonds.

The Capital Projects Fund is budgeted to increase by \$7,188,507 (266%) to \$9,885,400. The attached 2024 – 2028 CIP Budget provides a detailed listing of the projects that are budgeted to be completed in 2024. The highlights include \$400,000 for upgrades, improvements, and maintenance of City Hall; \$280,000 for a Police Department bomb defusing robot and bomb suit (partially funded by a federal grant); \$300,000 for a new shared public safety/municipal storage facility; \$4,500,000 to replace Fire Station #3 (to be funded with a general obligation bond), \$428,000 for street equipment, \$686,000 for a hard court renovation (including pickle ball courts) at Cody Park, and \$252,000 for the improvement of Southside Park.

The Streets Capital Projects Fund is budgeted to increase by \$2,893,893 (52%) to \$8,414,731. The increase in spending is attributable to the \$5.2 million that is budgeted for the 4<sup>th</sup> Street between Choctaw and Seneca project. This project is a joint project with the Kansas Department of Transportation (KDOT), which is providing \$1,000,000 in funding for the project.

The Grant Matching Capital Projects Fund is a new fund that is being established in 2024 to track capital projects that are largely funded by federal and/or state grants, but require the City to provide a portion of the cost of the project through matching funds. This allows the City to leverage its limited funds for the completion of projects it otherwise would not have the resources to complete. The 2024 budgeted projects include improvements to Vilas Street (total cost \$1,690,334 consisting of KDOT funding of \$1,300,000 and City matching funds \$390,334) and Safe Street and Roads for All (SS4A) Action Plan (total cost \$350,000 consisting of KDOT and FHWA funding of \$315,000 and City matching funds of \$35,000). The Grant Matching Capital Projects Fund has a budgeted \$1,000,000 reserve as of the end of 2024, so that the City has funds available to take advantage of future matching grant opportunities.

The 2024 Sewer Fund budget is \$1,482,363 (20.4%) higher than 2023. The primary driver of the increased budget is \$1,974,000 in capital outlay which includes \$500,000 for manhole and sewer line repairs, \$680,000 for repairs at the Waste Water Treatment Plant (WWTP) facility, and \$750,000 for a new administrative building at the WWTP. Sewer utility rates are budgeted to increase by 5% in 2024 to cover the rising costs of operations and repairs to the aging facility. The Sewer Fund is budgeted to increase its reserves by \$179,084 (9.05%) to \$2,157,078. The reserve is made up of a 90-day operating reserve of \$1,047,050 and a capital reserve of \$1,110,028.

The 2024 Refuse Fund budget is \$157,000 (-4%) lower than 2023. The Refuse Fund will hold utility rates flat, at the 2023 level. Personnel expenses are budgeted to increase by \$124,353 (14.9%) and contractual expenses are budgeted to increase by \$68,900 (7.65%). The increased cost of contractual expenses is due primarily to increased landfill fees. In 2023 the City used ARPA funds to purchase polycarts for the vast majority of households in the City and discontinued the practice of providing refuse bags. Because of this, commodities are budgeted to decrease by \$224,250 (-53.06%). Capital outlay is budgeted to decrease by \$534,400 (-62.61%) because the purchase of the polycarts was included in the 2023 budget. The Refuse Fund is budgeted to finish 2024 with a 90-day operating reserve of \$536,906 and a capital reserve of \$737,737.



The Storm Water Capital Projects Fund is budgeted to decrease by \$747,545 (23%). This is due to a decrease in capital outlay of \$1,981,100 because the storm water project at 2<sup>nd</sup> & Chestnut Streets will be completed in 2023. This is offset by a \$1,000,000 transfer to the Streets Capital Project Fund for the storm sewer portion of the 4<sup>th</sup> Street between Seneca and Choctaw project. The Storm Water Capital Projects Fund is budgeted to finish the year with a reserve of \$448,846.

#### **Bond and Interest Fund**

The 2024 Bond and Interest Fund budget decreased by \$1,761,442 (-32%). The decrease has two components. The first is a \$1,310,000 decrease in temporary note payments. The temporary note payment in the 2023 budget included \$1,350,000 for the 2022 pavement management program. The City will not issue a temporary note for the pavement management program in 2023, therefore, there will not be a note coming due in 2024. The second component is a \$358,422 decrease in bond principal and interest payments. The Bond and Interest Fund is budgeted to finish the year with a \$256,080 reserve which is \$93,020 (-27%) lower than the 2023 budget.

#### **ARPA Fund**

In 2021 the City was awarded \$8,549,064 in American Rescue Plan Act (ARPA) funds from the federal government. The first half of these funds was received by the City in 2021 and the second half of the funds were received by the City in 2022. The ARPA Fund was created to account for the revenue and expenditures associated with this grant. In 2021, the expenditures in the ARPA Fund totaled \$1,145,290. This included transfers to cover expenses in the Recreation Fund (\$522,204), Streets Fund (\$86,216), the CVB Fund (\$172,066), and the Probation Fund (\$89,155), all of which experienced revenue shortfalls as a result of pandemic related closures. 2021 expenditures also included \$49,900 to repair a water line in a City park and \$225,627 for COVID hazard pay for public safety and other City employees that reported to on-site work during the pandemic. In 2022, the expenditures in the ARPA Fund totaled \$219,329. This included \$38,848 for the encryption of police radios and \$178,810 for an assessment of the Waste Water Treatment Plant. The City anticipates \$5,714,044 in expenses from the ARPA Fund in 2023 which includes \$749,171 in building improvements, \$131,130 for a traffic calming project, \$3,050,000 for repairs to the Wastewater Treatment Plant, \$191,427 in upgrades to Wollman Pool, \$646,637 for polycarts and refuse truck upgrades, \$832,479 for a Fire Apparatus, and \$113,199 in community grants. The remaining ARPA funds of \$1,470,643 will be spent or encumbered, as required by the grant, in 2024. Those expenditures are budgeted to include \$866,801 of community grants and \$603,842 in road improvements.

#### **Assessed Valuation**

Based upon information recently received from the County Clerk, the City of Leavenworth experienced an increase in assessed valuation from \$243,717,259 in 2022 to \$272,106,262 in 2023. This is an 11.65% increase in assessed valuation. Tax abated properties, such as the NRA, decreased from \$4,113,256 to \$3,896,476, increasing the net increase in assessed value, not including tax abated properties to 11.93%.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Variance</b>
Real Property	\$255,211,912	\$287,916,653	\$32,704,741
Personal Property	2,623,954	2,646,929	\$22,022
State Assessed Utilities	14,270,396	13,286,865	-\$982,578
<b>Total</b>	<b>\$272,106,262</b>	<b>\$303,850,447</b>	<b>\$31,744,185</b>



### Ad Valorem Taxes

The following table illustrates the 2024 ad valorem tax levy (prior to the delinquency rate calculation) required by each City Fund.

<b>Fund</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Variance</b>
General Fund	\$4,582,801	\$4,495,467	-1.91%
Recreation	491,792	491,792	0.00%
Bond & Interest	1,877,948	1,877,948	0.00%
Fire Pension	11,152	98,447	782.78%
Police Pension	14,416	14,416	0.00%
<b>Subtotal - City</b>	<b>6,978,109</b>	<b>6,978,070</b>	<b>0.00%</b>
Library Fund	956,382	1,034,611	8.18%
Library Employee Benefits	262,488	274,985	4.76%
<b>Subtotal - Library</b>	<b>1,218,870</b>	<b>1,309,596</b>	<b>7.44%</b>
<b>Total</b>	<b>\$ 8,196,979</b>	<b>\$8,287,666</b>	<b>1.11%</b>

### Mill Levies

The table below illustrates the 2023 mill levy rate for each City Fund requiring ad valorem tax support given the assessed valuation data provided by the County Clerk.

<b>Fund</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Variance</b>
General Fund	16.848	14.795	-2.053
Recreation	1.808	1.619	-0.189
Bond & Interest	6.904	6.180	-0.724
Fire Pension	0.041	0.324	0.283
Police Pension	0.053	0.047	-0.006
<b>Subtotal - City</b>	<b>25.654</b>	<b>22.965</b>	<b>-2.689</b>
Library Fund	3.516	3.405	-0.111
Library Employee Benefits	0.965	0.905	0.060
<b>Subtotal - Library</b>	<b>4.481</b>	<b>4.310</b>	<b>0.171</b>
<b>Total</b>	<b>30.135</b>	<b>27.275</b>	<b>-2.860</b>

### III. CAPITAL IMPROVEMENTS PLAN (CIP) BUDGET

The Capital Improvements Plan is a comprehensive investment of \$44 million over 5 years to improve and expand the City's full spectrum of services including utilities, buildings, roadways, recreation facilities, and technology. The CIP Budget includes revenue from three sources: 1) ¼ of the City's local sales tax, 2) The City's portion of the countywide sales tax, and 3) general obligation bonds issued by the City. The CIP also includes information for enterprise funds (Sewer, Refuse, and Storm Water), which are funded by user fees and a storm water impact fee. Based on current and forecasted conditions, as well as work over

the past few years to establish industry standard reserve positions, the Management Team is proposing no increase in refuse rates and a 5% increase in sanitary sewer rates.

The CIP budget is allocated across a number of bond financed and pay-as-you-go projects including upgrades to existing City buildings, the construction of new buildings, equipment purchases, operating transfers, and infrastructure projects. Projects included in the CIP are prioritized by direction from the Commission and staff's evaluation on how operations will be impacted by the condition of the City's equipment, buildings, and infrastructure. Although the CIP represents a five-year-look-ahead, the program is evaluated on a yearly basis to offer the most flexibility to the Commission and the community. The goal of the 2024 – 2028 CIP is to align the City's resources with the highest priority needs while offering transparency and accountability to the taxpayers.

### **Approach and Goals**

Due primarily to conservative capital budgeting over the past two years, the 2023 CIP balance forward increases the total available funds at the beginning of the year to \$4.06 million. These funds allow the 2024-2028 CIP budget to make significant investments in identified projects, while reducing the City's reliance on debt financing.

### **2024 CIP Highlights Include**

- Demolishing and replacing Fire Station #3 at a cost of approximately \$4,500,000. This project will be funded with general obligation bonds.
- Continued debt service on a number of City facilities, projects and equipment, including:
  - The Leavenworth Business and Technology Park - \$353,462
  - The reconstruction of Thornton Street - \$474,038
  - The Havens and Stubby Park restrooms, Splash Park and Stubby Shelter - \$278,175
- The renovation of the hard courts at Cody Park, to include pickle ball – \$685,800 and the improvement of Southside Park, including new playground structures - \$252,000
- Multiple Information Technology upgrade projects at a cost of \$721,000.
- Year two of the total replacement of all City Hall HVAC hydronic and mechanical condensate plumbing - \$318,910.
- The construction of a shared storage facility for Public Works and Police Department - \$300,000
- Vehicles, paving equipment, and attachments for street and traffic maintenance - \$428,000
- Improvements to 4<sup>th</sup> Street between Seneca and Choctaw, including the replacement of sanitary and storm sewer lines - \$5,200,000
- Construction of a new administration building at the Waste Water Treatment Plant - \$750,000
- Continued allocation for the addition to and improvement of City trails - \$45,000.

## **IV. CONCLUSION**

The recommended 2024 Operating Budget and 2024-2028 CIP reflect an optimistic, yet cautious approach to the fluctuations in the local, state and federal economy. The recommended budget makes responsible use of reserve levels, cuts the City-supported mill levy by nearly 14 percent. The recommended budget proposes to invest in the City's infrastructure and employee development and workforce stabilization while making modest enhancements in parks and recreation and community resources. The 2024 budget makes these investments with a 2.689 decrease in the City supported mill rate, no increase in refuse rates, and a 5% increase in sewer rates. Additionally, careful consideration of expenses in the previous few years has allowed the City to reach a stable reserve position.



As with any budget process, certain areas were selected for enhancements, while others remained unchanged. We hope the proposed budget matches the goals and expectations of the residents of Leavenworth and the City Commission.

The City's budget process is a year-round team effort that includes the entire management team and staff at all levels throughout the City. We appreciate the support of the staff in the preparation and presentation of the City Manager's recommended 2024 Operating Budget and 2024-2028 CIP and we look forward to reviewing its contents with the City Commission.

Sincerely,

Paul Kramer  
City Manager

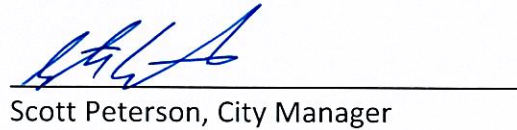
Roberta Beier  
Finance Director

**POLICY REPORT  
PROPERTY & CASUALTY INSURANCE BROKER SERVICES**

**AUGUST 26, 2025**



Sarah Bodensteiner, CMC City Clerk



Scott Peterson, City Manager

**ISSUE:** Review and approve the recommendation for Property & Casualty Insurance Broker Services. Upon selection, provide the Mayor with the authority to sign a contract.

**BACKGROUND:** Staff prepared and distributed a Request for Proposal (RFP) on May 30, 2025, with a proposal submission deadline of June 30, 2025. A total of six proposals were received, of which, five were reviewed. One submittal was incomplete and not considered.

The proposals were reviewed by a panel of City Staff: City Clerk, Deputy City Clerk, Deputy Finance Director, Human Resources Director and IT Director, and evaluated on the following criteria as identified in the RFP:

1. Experience and qualifications.
2. Capability of proposed approach to meet the needs of the City of Leavenworth.
3. Cost effectiveness.

Based on the above evaluation criteria, the top proposal received unanimous consensus from the panel and was identified as The Reilly Company. The following points support this recommendation:

- The Reilly Company is a local company, having handled public entity accounts for over 45 years. The Reilly Company has specifically worked with the City of Leavenworth for the last 23 years.
- The Reilly Company's proposal for both the flat fee and commission-based options were significantly lower than the other proposals; the flat fee proposed is \$30,000 per year, and the commission-based option would be 5%. Additionally, that fee structure would remain unchanged for years 2, 3, and subsequent option years. Other evaluated proposals offered commission based percentages ranging from 7.5% to 15% and flat fees ranging from \$50,000 to over \$70,000, with potential increases in subsequent years.

**RECOMMENDATION:** Staff recommends favorable consideration of entering into a contract with The Reilly Company for Property & Casualty Insurance Broker Services. This contract will be a three-year contract with the option for two, one-year extensions. Staff is also recommending the Commission-based option of 5% as it has been historically more cost effective.

**ATTACHMENTS:**

RFP submitted by The Reilly Company



Request for Proposal

Prepared For:



Prepared By:

Mike Reilly  
The Reilly Company  
Leavenworth, KS



INSURANCE • RISK MANAGEMENT • EMPLOYEE BENEFITS

June 26<sup>th</sup>, 2025

Date: June 26<sup>th</sup>, 2025

To: City of Leavenworth, Kansas

From: Mike Reilly, The Reilly Company

Re: Request for Proposal – Property & Casualty Insurance Broker Services

City of Leavenworth,

We are pleased to provide you with the enclosed proposal for Property & Casualty Insurance Brokerage Services for The City of Leavenworth. As a local company, we are very excited about the possibility of continuing to be the Broker of Record for The City of Leavenworth for their property & casualty insurance programs.

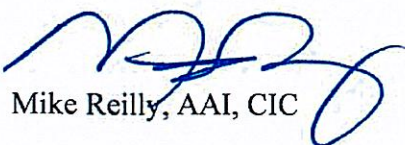
The Reilly Company is absolutely the best choice to represent The City of Leavenworth in the marketplace for their property & casualty insurance programs. For over 99 years, our unique approach to doing business and insurance brokerage has served our clients well. At The Reilly Company, your consultants are business owners. As such, we fully understand and can sympathize with the service needs and goals of our clients.

As a local business, The Reilly Company will have a unique perspective for The City of Leavenworth account. The City of Leavenworth is not just another account to our firm. You are our friends and neighbors. As a result, it would be impossible for a non-local firm to have the same passion for The City of Leavenworth account.

We have read the Request for Proposal in and are very confident that we have provided all the information that was requested. Having met the Broker of Record qualifications, we are excited about the possibility of continuing a relationship with The City of Leavenworth for your property & casualty insurance programs.

The following are our responses to the questions outlined in the RFP. After your review, please let me know if you have any questions! Thank you again for the opportunity! We look forward to taking the next step.

Sincerely,



Mike Reilly, AAI, CIC



City of Leavenworth, Kansas Proposal

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## **Executive Summary**

The Reilly Company was founded in Leavenworth, Kansas in 1925 by Edward F. Reilly Sr. (a former Mayor of the City of Leavenworth) and Humphrey V. Reilly (a former Leavenworth County Treasurer). The firm started as a two-man, father-son operation and has grown into one of the largest family-owned businesses in northeast Kansas. The sole purpose of the firm back in 1925 was to design and implement insurance programs in Leavenworth County. Over the course of those 99 years, The Reilly Company has expanded the geographic area that we serve along with expanding our list of services. The Reilly Company has mostly been known for administering Property & Casualty Insurance programs. In 1993, The Reilly Company expanded the firms offering to include an Employee Benefit department where we consult with our clients on their health, life and dental insurance programs.

The entrepreneurial spirit of The Reilly Company puts our firm in a unique position. Our size gives us the ability of being able to bring all the tools to the table, without the bureaucracy of a large organization. We are large enough to bring all options, but small enough to give you the personal attention and care that your account needs.

### **Our Mission Statement**

Our mission statement is simple: To work with our clients to develop a successful risk management strategy, to provide clients with our local services, complemented by our carrier's national strength and expertise and to use technology to enhance and streamline the delivery of these services.

The most important point we make with clients about their risk management program is – strategy is everything. The insurance programs you invest in affect multiple facets of your organization...from administrative efficiency, morale and your overall bottom line.

We provide the service you deserve and the experience you expect. With our extensive background in the insurance industry, we maintain an impeccable reputation for developing and servicing highly credible property/casualty & employee and executive benefit programs for our clients.

We understand that an important portion of your budget is committed to your risk management programs. It is our goal to help you manage your risk while controlling the costs.

At The Reilly Company, we strive to exceed, rather than just meet our clients' expectations. With our experience and expertise, we work with you to identify your goals and objectives. Often, with our involvement and guidance, we can help you reduce costs, while improving your insurance plans.



Our agency is capable and prepared to help you evaluate your needs, survey the marketplace, prepare side by side plan and price comparisons for your review, and then help you implement the plan(s) that you determine best meet your objectives.

### **Our Service Philosophy**

“Our team becomes your team - your goals become our goals.”

We have been in the business of enhancing insurance value since 1925. We are committed to our clients and our community and to creatively serving both. We take pride in the relationships we build and in the partnerships we develop.

In working with public entity accounts, we have found it extremely beneficial to begin our relationship by setting up a goal setting session. In this session, our entire service team participates with the client's entire team (HR Department, Insurance Committee, etc...) to layout goals, expectations, wishes/wants and timelines for success. Once the goal setting session is complete, we can all move forward knowing what is expected of each other, what the goals are we want to accomplish and in what time frame we want them accomplished.

Our experience has shown us that it is not The Reilly Company service plan but rather the service commitment that we make to each other that produces winning results for our clients.

It is the belief of everyone at The Reilly Company that the three most important responsibilities of any business are honesty, integrity and hard work. Although these are typically described as values, at The Reilly Company we view them as responsibilities. As business owners in today's world, we can't promise or guarantee anything except that we will always do the right thing and be honest with our clients, we will always act with a high level of integrity, and we will work harder than any of our competition to ensure your satisfaction.

### **RECOGNITION AND AWARDS**

For a brokerage our size, our reputation and leverage within the property & casualty marketplace is unparalleled. We would invite you to call the highest local executive with each carrier in the marketplace and ask them about how we do things. While we are not the largest agency in town in terms of number of employees (BY DESIGN), we clearly have the premium volume to command the respect and attention of the players in the market. It is not uncommon for us to hear from the carriers how difficult we can be in the negotiation process but if they owned their own business, they would hire us immediately to handle their insurance programs for them because they know we will not back down to fulfilling our clients' best interests.

**Carrier Recognition:**

- Travelers Insurance Gold Club
- Cincinnati Insurance Platinum Broker
- EMC Insurance Leaders Club
- Acuity Century Club



## **Scope of Services**

### **A. Securing Insurance Coverage**

1. Respondent must have access to the global insurance marketplace to secure quality insurance coverage for the City as a competitive price.
  - a. **The Reilly Company agrees and is in compliance**
2. Access all necessary insurance carriers either directly or by use of a secondary broker (the use of a secondary broker must be disclosed to the City)
  - a. **The Reilly Company agrees**
3. Immediately upon appointment, conduct an initial review of the City's insurance to ensure adequacy of coverage. Make recommendations as deemed necessary based upon review.
  - a. **The Reilly Company agrees**
4. Establish a timeline for the insurance marketing and/or renewal process.
  - a. **The Reilly Company agrees**
5. Obtain from the city and maintain up-to-date property schedules and loss runs to submit to carriers.
  - a. **The Reilly Company agrees**
6. Solicit initial marketing and/or renewal indications from carriers
  - a. **The Reilly Company agrees**
7. Work with the city to promptly complete applications or underwriting forms.
  - a. **The Reilly Company agrees**
8. Seek Competitive quotes from carriers and provide advice and recommendations to City for consideration. Evaluate carriers including administration, coverage, customer service, networks, reconciliation of premiums and claims, financial soundness, and identify the most cost beneficial package from among the various carries.
  - a. **The Reilly Company agrees**
9. Provide the City with final marketing and/or renewal quotations from carriers, including complete pricing and coverage summaries for all lines in a format designated by the city.
  - a. **The Reilly Company agrees**
10. Formally present to the city competitive quotations from each selected market.
  - a. **The Reilly Company agrees**
11. Provide guidance to the city on selection of insurance policies, including guidance on acceptable limits, coverages, exclusions, coverage gaps and deductibles.
  - a. **The Reilly Company agrees**
12. Negotiate, on behalf of the city, directly with carriers to secure any requested endorsements, riders, limits, and policy attachments.
  - a. **The Reilly Company agrees**
13. Bind coverage as instructed by the city
  - a. **The Reilly Company agrees**
14. Follow up with carriers for timely issuance of binders, policies, and endorsement.



- a. The Reilly Company agrees**
- 15. Provide copies of all binders to the city prior to policy inception.
  - a. The Reilly Company agrees**
- 16. Receive and review from the carriers all policies, endorsements, invoices, and schedules to ensure accuracy and conformity with the quoted coverage as well as legal compliance
  - a. The Reilly Company agrees**
- 17. Provide copies of all policies to the city no later than ninety days after policy inception.
  - a. The Reilly Company agrees**
- 18. Keep the city informed of significant developments in the public entity insurance marketplace
  - a. The Reilly Company agrees**
- 19. Monitor published financial information and ratings of the city's current carriers and alert the city immediately if the insurer's status falls below established minimum guidelines.
  - a. The Reilly Company agrees**
- 20. Work as a liaison between the city and the carriers
  - a. The Reilly Company agrees**

## B. Administrative Support

- 1. Timely communication, coordination, and administration of services.
  - a. The Reilly Company agrees**
- 2. Process requests for certificates of insurance, bonds, notary applications/renewals, and auto identification cards as requested by the city.
  - a. The Reilly Company agrees**
- 3. Process endorsements as requested by the city
  - a. The Reilly Company agrees**
- 4. Update limits and schedules as requested by the city
  - a. The Reilly Company agrees**
- 5. Timely pay, on behalf of the city, all insurance premiums directly to the carriers.
  - a. The Reilly Company agrees**
- 6. Timely invoice the city for insurance premiums
  - a. The Reilly Company agrees**
- 7. Assist with claims reporting and follow up
  - a. The Reilly Company agrees**

## C. Manage Risk and Control Costs

- 1. Work with the city to develop, recommend, negotiate, and implement cost-effective insurance and/or risk financing programs.
  - a. The Reilly Company agrees**
- 2. Provide expertise and advice to the city in risk management matters separate from but related to insurance.
  - a. The Reilly Company agrees**



3. Assist the city in managing its insurance and risk management programs, include loss reporting, insurance accounting, communications and strategic planning.
  - a. **The Reilly Company agrees**
4. Advise city staff on insurance related issues in city contracts, including appropriate risk transfer and insurance requirements.
  - a. **The Reilly Company agrees**
5. Upon request, attend insurance committee and city commission meetings to provide information and recommendations regarding insurance related issues and policy selection.
  - a. **The Reilly Company agrees**
6. Keep the city advised of developments in the field of public entity risk management.
  - a. **The Reilly Company agrees**
7. Keep the city informed in writing of market changes or other controlling factors that may affect the City in complying with all laws and regulations by providing proactive advice and guidance on new laws, regulations and procedures.
  - a. **The Reilly Company agrees**

#### **D. Provide budget planning estimates for insurance premiums by June 30<sup>th</sup> of each year**

- a. **The Reilly Company agrees**

## **Section A – Minimum Qualifications**

- 1. Proposals must contain a detailed description of proposers will be able to fully meet all minimum qualifications listed below.**
- 2. Must be licensed by the Insurance Commissioner of State of Kansas and be in good standing.**
- 3. Shall have at least five years' experience in the insurance field. Such experience should include writing insurance for public agencies.**
- 4. Identify an individual who, if selected, will be designated as the primary broker on the City's account. Primary broker must maintain a Kansas property and casualty agency license.**
- 5. Shall maintain an office with a trained office staff. Shall provide a backup person who is familiar and updated on the City's program.**
- 6. Primary Broker must be based within the Kansas City metro area.**
- 7. Provide proof of adequate and customary insurance.**

Yes...The Reilly Company meets all the eligibility criteria listed in Section A above and as outlined below:

The Reilly Company is an established legal entity, licensed by the Insurance Commissioner in the State of Kansas and is in good standing with the State of Kansas and the Insurance Department.

The Reilly Company has been in the insurance business for 99 years. We have actively been handling the insurance programs for public entity accounts for over 45 years. Our staff that will be handling the City of Leavenworth 's account has a combined total of over 70 years of employee benefit insurance industry experience. Mike Reilly will be the primary broker on the City's account. Mike has maintained a property & casualty insurance license in the State of Kansas for the past 33 years and has been writing and handling public entity business during that duration.

The Reilly Company maintains a fully staffed office with over 30 staff people dedicated to our property/casualty department. All staff working on the City of Leavenworth 's account will be working out in our Leavenworth, KS location at 608 Delaware Street.

We maintain the following insurance coverage to protect ourselves and our clients: Our combined Errors & Omissions Insurance is written through two carriers - Utica National and Westport Insurance. Our combined limits are \$10,000,000 each loss and \$15,000,000 annual aggregate. Utica National and Westport are rated A+ by A.M. Best.

Errors and omissions:	\$10,000,000 each occurrence limit
	\$15,000,000 aggregate limit
General Liability Insurance:	\$1,000,000 each occurrence limit
	\$2,000,000 aggregate limit

We have never filed a claim or had a lawsuit filed against us for our services.



One of the many benefits about working with The Reilly Company...is that your service team will be made up of agency owners. As such, the probability of turnover in the management of your account will be virtually non-existent. Aside from turnover, Mike Reilly's "team approach" ensures an interrupted level of service for The City of Leavenworth.

The following is the team that will be dedicated to servicing the City of Leavenworth account.

Mike Reilly:	Agency Principal – Primary Broker
Sean Dunham:	Marketing Manager – Back-up broker
Susan Putman:	Account Manager
Bobbie Jones:	Claims Manager

## **Section B – Firm History and Operations**

- 1. Provide a brief history of your firm including size, volume of business, and number of years providing brokerage services.**

The Reilly Company was founded in 1925 and is celebrating our 99<sup>th</sup> anniversary. We have a total of 44 employees that work out of two locations...Leavenworth, KS and Overland Park, KS. We specialize in commercial property/casualty insurance brokerage services along with employee benefit management and brokerage. We consistently rank in the Top 25 Independent Insurance Agencies in the Kansas City Metropolitan area as ranked by The Kansas City Business Journal with approximately \$62MM in local property/casualty premiums.

- 2. Identify the location of the primary office of the firm and location of the office that will provide services to Leavenworth.**

Our corporate headquarters is located at 608 Delaware, Leavenworth KS. This is the location/office that will provide services to The City of Leavenworth.

- 3. Identify key individuals and the principal consultant and other representatives employed by the firm who are qualified to perform this work and provide information about the qualifications and expertise of each team member.**

### **OUR TEAM**

The following team that will be providing consulting services to The City of Leavenworth under this contract are as follows:

Mike Reilly:	Agency Principal – Primary Broker
Sean Dunham:	Marketing Manager – Back-up broker
Susan Putman:	Account Manager
Bobbie Jones:	Claims Manager

All team members working on the City of Leavenworth account will be in our Leavenworth, KS location at 608 Delaware.

### **Mike Reilly – Agency Principal – Primary Broker**

Mike is one of the agency principals of The Reilly Company, Inc. He has over 33 years of experience in designing, underwriting, marketing and servicing business and executive property/casualty and employee benefit insurance plans.

Mike began his career in 1991 as an Insurance Producer for Woodsmall Risk Services in Kansas City, Missouri. In 1993, Mike joined his father and brother in the family business, The Reilly Company, Inc. As a business owner, Mike understands and



sympathizes with the service needs and goals of his clients. His training in both the financial and operations areas of the insurance industry transfer well when designing property and casualty and employee benefit insurance programs for his clients. Mike places emphasis on the areas of "hands-on" services and responsiveness.

Mike is a firm believer in professional education. He has earned the Professional Designations of Certified Insurance Counselor (CIC) along with the Accredited Advisor of Insurance (AAI) Professional Designation. Each of these Professional Designations requires a substantial amount of classroom time, exams and annual continuing education.

Mike is a member of the Board of Directors for the following organizations: The Leavenworth Public School Education Foundation and The Leavenworth County Development Corporation. He is active in Economic Development within Leavenworth County, is a Coach of Youth Sports and enjoys golf. He holds a Bachelor of Arts in Business Communications from the University of Kansas.

#### **Duties for The City of Leavenworth:**

Mike will be the Principal Consultant on the account. He will meet with City staff to establish goals, objectives and restrictions in designing and implementing the best and most cost- effective insurance program. All major client concerns, carrier negotiations, and plan implementation will be handled by Mike. He will also coordinate and run meetings with City staff to address ongoing concerns.

#### **Sean Dunham, Marketing Manager**

Sean Dunham has over 23 years of experience in the insurance brokerage business and has been a team member of The Reilly Company for the past 12 years. Having started on the insurance carrier side of the business, Sean brings extensive knowledge of the insurance marketplace and relationships that help our clients achieve their ultimate goals. Sean researches all carriers licensed to do business in each State where we have clients to understand their risk tolerance, the accounts they specialize writing and their service/pricing structures.

#### **Duties for the City of Leavenworth**

Sean works directly with all our insurance company partners when marketing new business and renewal business. As a result, Sean knows exactly the best options for different risks depending on size, scope and experience.

#### **Susan Putman, Account Manager**

Susan has been a team member at The Reilly Company for 20 years. During that time, Susan has become a specialist in working with public entity accounts. She understands their needs, the coverage points and the ins and outs of the tort law system. Susan works daily with our public entity insurance companies to structure and negotiate insurance program issues with our public entity clients.



**Duties for The City of Leavenworth**

Susan will be the day-to-day contact on the account. Typical duties include working with City Staff on all daily questions, auto/equipment changes, certificates of insurance and review of contracts for correct insurance language.

**Bobbie Jones, Claims Manager**

Bobbie is in her 10<sup>th</sup> year at The Reilly Company. During that time, Bobbie has transitioned to become the Manager of our Claims Department.

**Duties for the City of Leavenworth**

Bobbie will be the primary contact for all claims associated with The City of Leavenworth's account. Bobbie will work with City staff to report all claims on a timely basis to the respective carrier. Bobbie will maintain communication on each claim and stay in contact with The City of Leavenworth regarding the status of each claim. Bobbie will prepare and analyze the claims reports for the account on a quarterly basis.

**4. Detail the number of governmental agency clients currently served and the average demographics of your client base.**

Our brokerage currently handles the property & casualty insurance programs for 33 public entity accounts. The average demographics of our public entity book of business is roughly 27,000 population and \$420,000 in annual premium.

**5. Describe the measures your firm takes to proactively stay abreast of changes in the marketplace – pricing, trends, benchmarks.**

Staying in touch with market conditions and trends is essential in our industry. We are continually meeting with marketing representatives from numerous carriers, attending insurance/risk association meetings, reading insurance/risk trade magazines and reviewing websites. Due to our focus in the public entity insurance arena, we participate on several Broker Focus Groups with key public entity insurance carriers...Travelers, EMC and Chubb to name a few. Participation in these roundtable focus groups is extremely valuable to us and our clients as it gives us an inside look into the carriers trends and direction.

Valuable feedback from our marketing department is consistently shared via weekly meetings with the Account Executives and Account Managers as they work with insurance carriers during renewals of our existing clients. Knowing what is happening in the local market vs. trying to compare our clients to the national market trends allows us to provide accurate local market trends and information to our clients.

**6. Availability of Insurance markets**

The Reilly Company specializes in insuring public entity property & casualty insurance programs. As a result, we have direct contracts with Public Entity Insurance carriers to include the following:



Travelers Insurance  
 EMC Insurance  
 OneBeacon Government Risk (INTACT Specialty)  
 Berkshire Hathaway  
 The Hartford  
 Liberty Mutual  
 Great American Insurance Group  
 Berkley Insurance  
 Philadelphia Insurance  
 Tokio Marine Insurance Group  
 Chubb Insurance  
 RPS Insurance Services

**7. Anything else that distinguishes your firm.**

Being a local independent insurance brokerage that specializes in public entity insurance programs provides our City, The City of Leavenworth, with a best-in-class option...a local independent insurance broker combined with the size, expertise and knowledge of a national firm. We believe the benefits to the City of Leavenworth of working with our firm are unmatched in the marketplace and include:

Service – a combined service effort from a local broker and our team at Acrisure defined by consistency and responsiveness.

Knowledge – a 23-year history of working with City staff to navigate some very difficult waters and at the very least establish some consistency in the programs from a carrier, coverage and cost perspective.

Integrity – We uphold the highest of business principles by performing honestly and ethically in all our dealings with The City of Leavenworth.

Teamwork – Our team is your team...your team is our team approach. This promotes a climate of open communication, professional courtesy and strong support for your employee benefit program.

Passion - it's hard to match the passion that comes from serving your own City. We take great pride in knowing that our work helps provide a stable environment for your employees. It's not lost on us how important your benefit program is to your staff and the community at large.

## **Section C – Services**

### **1. Provide a description or tentative schedule detailing tasks and services to be completed for securing and maintaining insurance coverage.**

Due to our unique position of being the current broker for the property/casualty insurance program, we are in a unique position of having all the information needed to secure coverage. As a result, instead of our ramp up time being spent on getting to know your account, we will be focused on marketing, negotiating and discussing options with The City of Leavenworth and insurance carriers to improve the program and offer solutions and options for consideration.

#### **PROJECT APPROACH – TIMELINE**

If chosen to be the Broker of Record for the 2026/2027 policy periods, the following would be our strategy and timeline for implementation.

August 26<sup>th</sup>, 2025 – City Commission Authorization/Award

August 27<sup>th</sup>, 2025 – Immediately request all necessary renewal information from The City of Leavenworth to send out RFP's (Request for Proposals) to the marketplace for renewal.

August 27<sup>th</sup>, 2025–November 15<sup>th</sup>, 2025 – Work with City staff to procure any information needed from insurance company representatives and meet with insurance company representatives on-site to review property and discuss City procedures. During this time, we will also receive and negotiate proposals from the marketplace. This will be a multi-step process as we always anticipate several re-negotiations with carriers during this time.

November 15<sup>th</sup> – December 15<sup>th</sup>, 2025 – meetings with The City to discuss carrier proposals, select renewal carrier and provide City with Certificates of Insurance and Auto ID cards prior to renewal.

January 1<sup>st</sup> – Bind Coverage and provide ongoing services

### **2. Describe the steps you will take in reviewing the City's current plans and develop a long-term strategic plan.**

We use a comprehensive and systematic approach to analyze your plan and overall risk.

Our typical approach for a new client is a multi-step process that entails providing a comprehensive risk assessment of your policies, practices and internal operations. Our initial fact-finding meeting would consist of a thorough review of your in-force policies to identify potential coverage gaps. We would identify exposures and would assess your operations and identify risk exposures that could lead to a loss.



Once again, due to our unique position of being the current broker for the property/casualty insurance program, we are in a unique position of having all the information needed to secure coverage. As a result, instead of our ramp up time being spent on getting to know your account, we will be focused on marketing, negotiating and discussing options with The City of Leavenworth and insurance carriers to improve the program and offer solutions and options for consideration. This is a huge benefit to our firm being retained as the Broker of Record.

I feel like there are larger strategy conversations that need to be had with City staff and perhaps the City Commission to examine the desired amount of risk that the City is willing to assume...which will in turn give us a strategy going forward for how much risk the City would like to transfer to insurance companies. At the present time, The City has a very comprehensive...mostly first dollar insurance program...except for property wind/hail deductibles that have become significant. The overall strategy question is...to control annual premiums...does the City of Leavenworth want to assume more risk? For instance...as discussed, property insurance in the Midwest and State of Kansas, particularly with larger older buildings, is going to continue to be an issue over the next several years. As a result, we can develop a strategy to help the City of Leavenworth self-insure some of that risk...thereby reducing premiums...but that strategy would increase the amount of risk the city would have in the event of a large claim.

We routinely have these discussions and develop these types of long-term strategies for assuming more risk through partial self-insurance or larger deductible programs with our clients. Municipalities and public entity clients, however, tend to struggle with this concept given the public interest. So, it really needs to a longer-term strategy discussion with Staff and the Commission.

Once decided, we will implement the programs and execute agreed-upon strategies across a specific timeline. Then we will monitor the plan and evaluate the continued effectiveness of the strategies put into place.

### **3. Describe your approach to providing administrative support.**

Our approach to providing administrative support to our clients is quite simple...be there...and be responsive. In today's world, it's amazing how many times we hear from current or new clients how responsive our team is to their needs. It's not uncommon for many insurance brokerage firms to outsource this function...causing delays and frustration on the part of their clients. You can feel comfortable knowing that your administrative support team at The Reilly Company is blocks away and we pride ourselves on doing the basic function of answering the phone or email and being there when our clients need us.

We are also firm believers in using technology to enhance the effectiveness and overall experience of your insurance program. Our full-service website will provide you and your employees with resources to view the program and policies online, download forms, view policies, order insurance auto ID cards and certificates of insurance. Our clients



receive 24/7 access to our online portal for use of resource tools, publications and webinars.

**4. Describe your proposed cost control and risk management strategies providing innovative approaches your firm has implemented with clients and the impact.**

To help our clients manage risks and control costs, we have a multi-pronged approach. The first is to provide a strategy to transfer as much risk to the insurance marketplace as possible for the most affordable premium options. The second is to provide ongoing loss control services, education and safety services to help minimize claims and therefore control costs.

One method of cost control and risk management with a property/casualty insurance program is how a plan is funded. We have more than several examples of clients where we took over their property/casualty program and changed the way it was funded. At times, we took a group that was previously fully insured and moved them to a partially self-insured plan. At other times, we did the opposite. Obviously, all of this was done after a thorough analysis and discussion with the client and actuarial analysis of their situation. Clearly, what may be the best funding method with one client may not be the best for the next.

Also, there are funding options that can bridge the gap between fully insured and self-insured programs. In many cases, you can gain the comfort and stability of a fully insured plan with the potential rewards of a self-insured plan. We often find this an attractive option for employers thinking of making that move for the first time as an effective transition.

Finally, we look at employee education, safety and loss control programs as other ways to improve the effectiveness and cost control of property/casualty programs. Many of the companies we represent have programs available to their insured's as value-added programs that can lead to decreased claims experience while not costing our clients much time or money upfront. Safe Driving classes and specific training for law enforcement and fire personnel are just of the few options available. We also have access to strategies that specialize in areas of Cyber theft, identity theft and fraud protection, cyber safety, and social media controls.

**5. Include any related or recommended services, alternatives, or other opportunities not specified which may be considered essential or beneficial and would strengthen the City's programs and policies and their separate pricing if applicable.**

Our basic scope of services approach and activities described below are all included in the Core Services that we provide for every public entity account.



**Core Services that our Firm will offer The City of Leavenworth**

- Strategic Planning focused on Annual Objectives and performance of the existing program
- Participation with any internal Insurance/Safety Committee
- Benchmarking Analysis
- Analyze & Compare insurer carrier rates and trends
- Renewal Management and Marketing to include the preparation of any RFPs to the marketplace
- Budgeting with an emphasis on monitoring financial objectives, funding options and cost analysis
- Regulatory & Compliance Support
- Day-to-Day Account Management & Assistance Support to include billing and Claims advocacy
- Access and Management to our Agency Portal for delivery of policies, auto ID cards and certificates of insurance.

**PROGRAM DESIGN SERVICES**

- Establish your property/casualty plan objectives
- Evaluate, audit and review your existing coverage and claims experience
- Plan design, rate negotiation and marketplace review

**PROGRAM IMPLEMENTATION SERVICES**

- Implement a plan for maximum benefit and premium efficiency
- Schedule regular meetings to discuss future objectives and issues

**ON-GOING PROGRAM SERVICES**

- Performance of statistical analysis and claim reserve studies on the claims experience of the program.
- Consult with The City on all regulatory compliance issues and assist in the preparation of any reporting requirements.
- Provide projection of trends and identify areas of potential problems.



## **Section D – Data Analysis and Reporting**

- 1. List and describe anticipated reports and other documentation to be provided to the city based on the City's scope of services and other recommended services provided by the consultant. Attach samples of representative deliverables.**

The reports that our firm typically provides for our commercial clients include the following:

Full Summary Proposal – our summary proposal outlines coverage, limits, deductibles, endorsements, exclusions, terms and pricing in an easy to read and follow format.

Claims experience reporting – We strive to provide reporting and analysis that is based on the goals of our clients. We provide detailed analysis on claim experience, benchmarking and funding on any timetable that our clients wish. Once again, our goal is to serve our client's needs. To some clients that means bi-weekly reports and to others that means annual reports. We also can shape our reports to the wishes and desires of our clients so that you see exactly the information that you desire to see.

Property Inspection reports – as inspections are conducted on your property from our insurance carrier partner, we provide a copy of that report along with recommendations for any repairs or safety concerns.

Risk Management and Claim prevention/management newsletters – these newsletters are typically generated quarterly by either our firm or our industry partners and are a touchpoint of the “hot button” issues going on in public entity risk management,

Market Intelligence Reports – these outline the financial strength and market impact of insurance carriers in the marketplace. We use AM Best Ratings along with Weiss Ratings to stay on top of industry partners.

Competitive & Benchmark Reports - Finally, and perhaps most importantly, we constantly find that it is imperative to always be aware of competitive options for our clients. We can then use these options to leverage contract negotiations and renewal terms. If we can demonstrate to our incumbent carriers that there are other viable, attractive options in the market, it can assist us in keeping our clients' costs and benefits as competitive as possible. We can provide benchmarking results from several different peer groups depending again on our client's wishes. Some initial peer groups that we compare with our clients' experience include the insurance carrier's book of business, Leavenworth County businesses and public entity specific analysis.

- 2. In your opinion, what major challenges do companies your size face and how will your firm help meet these challenges.**

I really wouldn't describe it as challenges for “companies your size”. From a pure size perspective, I don't see a great deal of challenges from a risk management perspective.



The biggest challenge relative to size is the fact that all businesses your size are faced with similar challenges of staffing...whether that is new staffing requirements or replacing current staffing due to retirements and movement. This becomes a risk management challenge because with more turnover and staff replacement, it becomes more and more difficult to train and instill a culture of safety and care. As a result, we are seeing more incidents of carelessness that result in claims. This has become a primary focus of our firm assisting our clients with turnover training...helping them train on safety and instill a culture of safety and safe practices.

Aside from size...the biggest challenge for The City of Leavenworth for the next 12-36 months cycle...is simply the fact that The City of Leavenworth is a public entity located in the Midwest...and that the insurance marketplace is struggling with insuring public risks at this point in time. Large property, large auto fleets, public official risk and law enforcement activities...are just a few of the many reasons for this.

Property – large property risks in Kansas and the Midwest are going to continue to see challenges over the next several years. Currently, The City of Leavenworth has a \$.17 property rate with Travelers. While we have seen that rate increase from \$.12 several years back to the current \$.17 rate...the marketplace is trending closer to a \$.20-\$.25 property rate. That would be a potential 20-45% increase in property rates which also translates to premiums. In fact, EMC Insurance Company made an announcement at the beginning of 2024 that they were immediately moving all public entity property rates to \$.25. That shook the marketplace in Kansas....as it meant an over 200% increase in certain areas. So, EMC backed off for 2024...and instead has implemented a plan for the next 2-3 years to get to that rate. So, property premiums, limits due to increases in cost of construction along with wind/hail deductibles...will be at the forefront of the City of Leavenworth challenges over the next few years....as they are with every large property risk. Keeping roofs updated and having a formal maintenance plan will be critical to keeping property insurance options open to the City.

Auto – the biggest risk for large auto fleets right now is distracted driving and getting in accidents with other drivers that are under or uninsured. Distracted driving and the training to avoid that bad habit is quickly becoming one of our most sought-after risk management tools. Unfortunately, getting involved in an accident with someone who is under insured or un-insured...is out of The City's control. This however does impact the experience and translates to overall safe driving practices.

Over the next 2-3 years, I believe the greatest risk management challenge will simply be the unknown of large claims. For instance, your Law Enforcement/Public Entity Management Liability & Employment Practices liability coverage (all 3 in total) currently carries a premium of \$163,000. While that is a lot of money...over the past 3 years we have paid claims totaling \$355,500 or \$118,500 per year on average...which is a 72% loss ratio. If this trend continues, it will affect the availability of coverage & annual premiums. While many of these claims are out of your control, I believe recognition of that and any training and education that can be accomplished to help prevent these situations would be of great benefit.



## **Section E – References**

1. **Provide a list of at least five (5) clients the firm has provided consulting services to for commercial property & casualty brokerage services. Include municipal clients, if possible, and clients who are comparable in size and/or structure to Leavenworth for whom the firm has provided consulting services within the last two years.**
2. **For each reference listed, please include Name of the client, client's physical address, contact information, number of years they have been a client, services provided and any other pertinent information.**

The Reilly Company has become known as one of the premier insurance brokerages in northeast Kansas that works on Public Entity risks. These accounts include County's, City's School Districts and quasi-governmental organizations such as water districts, electric co-op's, Chambers of Commerce and Economic Development corporations.

This is a unique skill set that includes understanding the risks associated with Public Entity accounts, representing insurance companies that are in that same space and leveraging those relationships to provide our clients with the best outcomes.

A partial list of current accounts that are most relevant Public Entity or Quasi-Public Entity references are as follows:

**Leavenworth County, KS.** 23+ years as a client and current client  
Fran Keppler, County Clerk 913-684-0421

**City of Leavenworth, KS.** 25+ years as a client and current client  
Sarah Bodensteiner, City Clerk, 913-684-0335

**City of Basehor, KS.** 12 years as a client and current client  
Leslee Rivarola, City Administrator, 913-724-1370

**City of Atchison, KS.** 3 years as a client and current client  
Reagan Falk, Finance Director, 913-367-5500

**City of Edgerton, KS.** 5 years as a client and current client  
Beth Linn, City Administrator, 913-893-6231

**Leavenworth Unified School District,** 27 years as a client and current client  
Dr. Kellen Adams, Superintendent, Beth Mattox – Chief Financial Officer, 913-684-1400

**Lansing Unified School District,** 27 years as a client and current client  
Marty Kobza, Superintendent, 913-727-1100

**Ft. Leavenworth Unified School District,** 28 years as a client and current client  
Rich Holen, Chief Financial Officer, 913-651-7373



**Basehor-Linwood Unified School District**, 18 years as a client and current client  
Sheery Reeves, Superintendent, 913-724-1396

**The Guidance Center**, 21 years as a client and current client  
Jerry McDonald, Chief Financial Officer, 913-682-5118

**Leavenworth County Development Corporation**, 30 years as a client and current client  
Lisa Haack, Executive Director, 913-727-6111

**Leavenworth County Port Authority**, 30 years as a client and current client  
David Schroeder, Vice Chairman, 913-727-6111

**Leavenworth Water**, 28 years as a client and current client  
Joel Mahnken, Director, 913-682-1513

**Lan-Del Water**, 25 years as a client and current client  
David Van Parys, Chief Counsel, 913-684-0415

The Reilly Company is also widely known as a private entity insurance brokerage throughout the entire Kansas City metropolitan area with expertise in many different segments of industry. Our success has consistently placed us in the Top 25 Insurance Brokers in the Kansas City Metropolitan area ranked by both The Kansas City Business Journal and Ingrams Magazine.

A partial list of some relevant private business clients is as follows:

**Geiger Ready Mix**, 45+ years as a client and current client  
Todd Geiger, Owner, 913-281-0111

**Great Western Manufacturing**, 45+ years as a client and current client  
David Schroeder, Owner, 913-682-2291

**LEXECO**, 40+ years as a client and current client  
Greg Kaaz, Owner, 913-727-1234

**Kaaz Construction**, 40+ years as a client and current client  
Jodi Kaaz, Owner, 913-682-3550

**Zephyr Products**, 35+ years as a client and current client  
Randy Reinhardt, Owner, 913-651-3890

**EPIC Landscape Productions**, 25+ years as a client and current client  
John Constant, Owner, 913-897-3858

**Butler National Corporation**, 1 year as a client and current client, Publicly Traded  
Chris Reedy, President & CEO, 913-780-9595

## **Section F – Compensation**

1. ***List all costs associated with your proposed services. Proposed fees shall be presented in two formats: flat fee and commission percentage. Where possible list the fee by the type of coverage on Appendix A. No additional charges (such as sales tax, transportation, travel, out-of-pocket expenses, etc.) will be allowed unless specified on the proposal.***

*All premiums and fees associated with any insurance company program will be outlined in our Insurance Summary proposal at the time of renewal. We will include all pay plan options and any finance costs as well. There will be no surprises from a cost standpoint on every option presented. No additional charges (such as sales tax, transportation, travel, out-of-pocket expenses, etc.) will be charged by The Reilly Company*

### **REILLY FEE STRUCTURE**

The Reilly Company offers to perform all the services & activities outlined in the Request for Proposal and the scope of work for one of the following fee structures below. This fee structure includes all charges that The Reilly Company will require and is all inclusive:

#### **Option #1 – Fee Based Services:**

**\$30,000** per year total fee

Under this scenario, The Reilly Company will perform all activities and services as outlined in the RFP for a flat fee. This fee can be billed monthly or quarterly. Under this scenario, we will instruct all insurance carriers to provide premiums net of commission.

Or

#### **Option #2 – Commission Based Services:**

**5%** for all lines of property & casualty paid directly by the insurance carrier

Under this scenario, The Reilly Company will not expect nor require any compensation to be paid directly by The City of Leavenworth. We will operate on a commission basis with all commissions being paid by insurance carriers/re-insurance carriers and third-party administrators at a set rate of **5%**.

2. **Include costs for individual years two (2) and three (3).**

The same fee structure as outlined above would be offered for years 2, 3 and/or any subsequent renewal period.



**3. Include any form of benefit or discount for also providing broker/consultant services for the City's Employee Benefits as requested in the RFP 2025-0015.**

If The Reilly Company were to be selected to be the Broker of Record for both the property & casualty programs as well as the employee benefit programs, The Reilly Company would reduce our fees outlined above in Section F, #1 as follows:

Property & Casualty Broker Fee's/Commissions:

If Fee Based = \$24,000 annual fee

If Commission Based = 4%

Aside from fee savings, if our team approach is awarded the opportunity to continue serving The City of Leavenworth as both the Employee Benefits Broker/Consultant along with Acrisure and the Property & Casualty Insurance Broker/Consultant...we believe the benefits to The City of Leavenworth are unmatched in the marketplace and include:

Service – a combined service effort from a local broker and our team at Acrisure defined by consistency and responsiveness.

Knowledge – a 23-year history of working with City staff to navigate some very difficult waters and at the very least establish some consistency in the programs from a carrier, coverage and cost perspective.

Integrity – We uphold the highest of business principles by performing honestly and ethically in all our dealings with The City of Leavenworth.

Teamwork – Our team is your team...your team is our team approach. This promotes a climate of open communication, professional courtesy and strong support for your employee benefit program.

Passion - it's hard to match the passion that comes from serving your own City. We take great pride in knowing that our work helps provide a stable environment for your employees. It's not lost on us how important your benefit program is to your staff and the community at large.

**4. Describe our right to terminate a contract and include any minimum contract period requirements and a sample fee agreement.**

If the City of Leavenworth chooses to terminate a contract with The Reilly Company for Brokerage services, there will be no liability beyond the current month in which that termination is reported. Whether our contract is fee based, or commission based, there will be no further liability to The City of Leavenworth owed to The Reilly Company beyond the current month of service.

If the City of Leavenworth chooses to terminate a contract with an Insurance Carrier during the term of coverage, there may be a termination clause that could be triggered depending on the timing and insurance carrier. As your broker, we would investigate this

as part of any thought to terminate an insurance carrier policy during the policy period and would provide a full analysis of the impact of any termination clause.