



City of Leavenworth
100 N. 5th Street
Leavenworth, Kansas 66048

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, JUNE 2, 2020 7:00 P.M.

Welcome to your City Commission Study Session – Please turn off or silence all cell phones during the meeting
Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube and Facebook Live

- *Due to the restriction of social distancing to mitigate the spread of COVID-19, the City Commission meeting will not be open to the public. In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 2 and via Facebook Live.*
- *Questions on agenda items will be read during discussion on that topic.*
 - *Submit your question to cwilliamson@firstcity.org no later than 6:00 pm on June 2nd.*
- *Members of the public wishing to receive agenda notifications can contact the city clerk cwilliamson@firstcity.org to be added to the agenda email distribution list. Agendas are available for viewing on the city website www.leavenworthks.org*

Study Session:

1. Quarterly Report from the Leavenworth School District USD 453 (pg. 2)
2. Parks & Recreation 2019 Annual Report (pg. 3)
3. Review 2019-2024 Stormwater Management Program for KDHE Permit (pg. 19)
4. Review 2020-2021 City Commission Goals (pg. 43)

**STUDY SESSION POLICY REPORT
PRESENTATION BY
LEAVENWORTH UNIFIED SCHOOL DISTRICT NO. 453**

June 2, 2020

ISSUE:

Superintendent Mike Roth with Leavenworth Unified School District No. 453 will provide a quarterly update to the City Commission.

POLICY REPORT NO. P&R 3-20
Parks & Recreation Department
2019 Annual Report
June 2, 2020

PREPARED BY:


Steve Grant
Parks and Recreation Director

REVIEWED BY:


Paul Kramer
City Manager

ISSUE:

The Parks and Recreation Department prepares an annual report that provides an overview of parks and recreation related activities in the City of Leavenworth.

BACKGROUND:

Each year staff prepares an annual report that outlines all parks and recreation activities as they pertain to the City of Leavenworth and the Parks and Recreation Department. Upon presentation staff will make the report available on our Department website for review.

BUDGET IMPACT:

There is no budget impact.

COMMISSION ACTION:

Review and discuss the 2019 report.

Leavenworth Parks & Recreation

2019 Annual Report



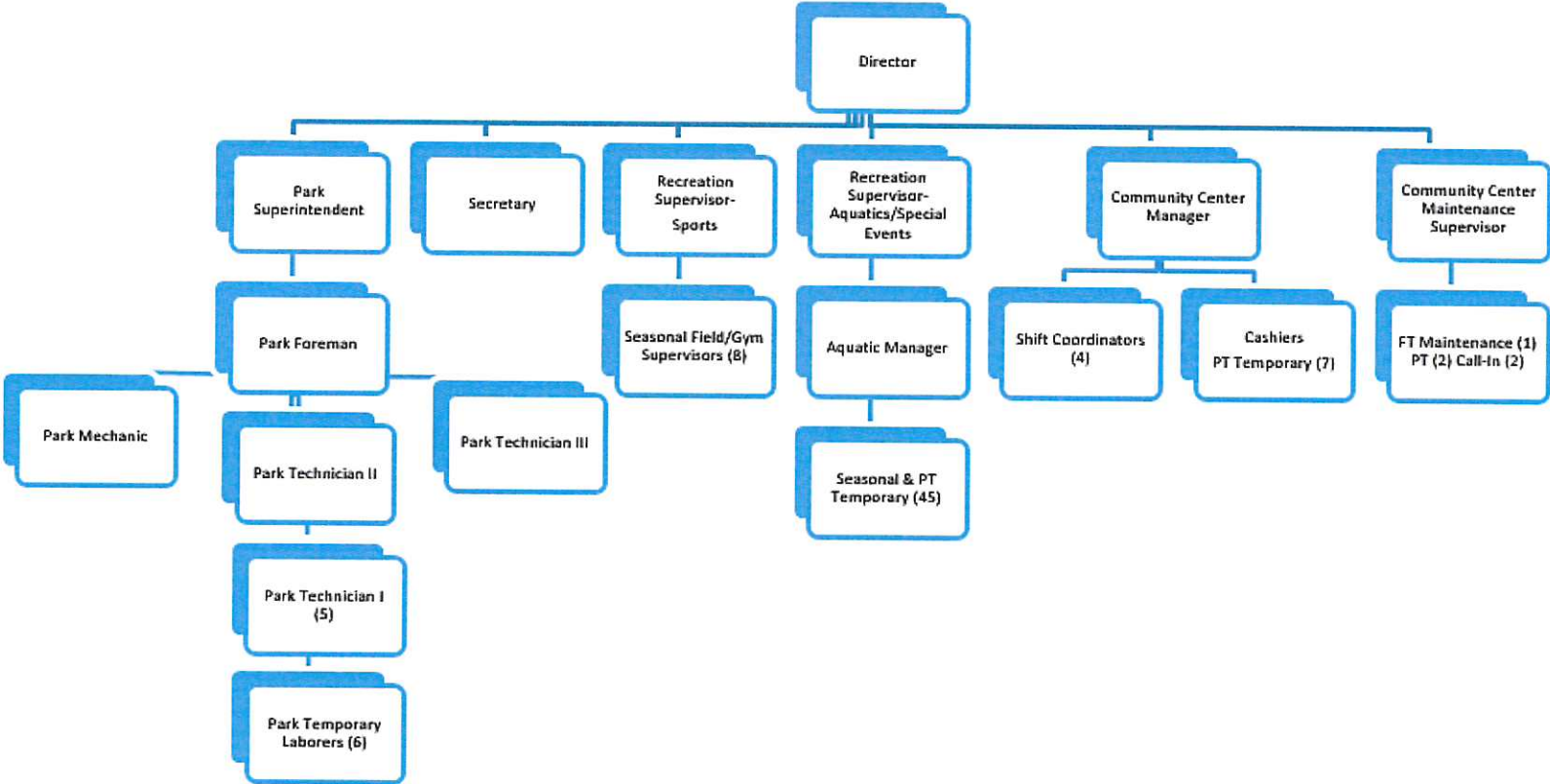
Leavenworth Parks & Recreation Mission Statement

The City of Leavenworth Parks & Recreation Department is committed to providing quality leisure opportunities for its citizens and visitors. We pledge to provide and preserve safe, attractive, accessible, well-maintained/managed parks, green spaces, and public facilities. Our recreational programs are designed to incorporate all ages and to provide accessible and affordable programs that promote healthy lifestyles, family interaction, and a sense of community.



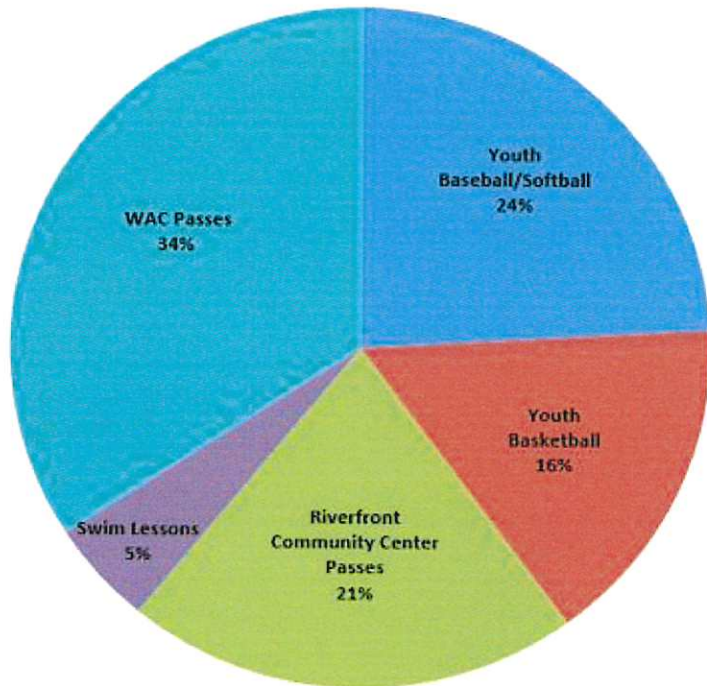
Leavenworth Parks & Recreation

Organizational Chart



2019 Scholarship Program

2019 Scholarship Program Use



Scholarship 3-Year Summary			
YEAR	2017	2018	2019
\$ Authorized	\$36,900	\$46,700	\$47,000
\$ Used	\$16,015	\$16,925	\$16,155
\$ Total Co-Pays	\$1,550	\$2,125	\$2,200
Recipients	379	467	470
% of Recipients -Youth	61%	60%	60%

River City Community Players 2019 Season

Play	Performances	Tickets Sold	Expenses			Revenue		Total Expenses	Total Revenue
			Contracts Directors/Other	Supplies/ Materials	Royalties & Scripts	RCCP	Eventbrite		
<i>Gilligan's Island</i>	2/22, 2/23, 3/1, 3/2, 3/8, 3/9, 3/10	737	\$950.00	\$831.02	\$3,125.00	\$4,010.00	\$0.00	\$4,906.02	\$4,010.00
<i>Rex's Exes</i>	4/5, 6, 7 4/12, 13, 14	490	\$500.00	\$435.67	\$743.75	\$1,950.00	\$0.00	\$1,679.42	\$1,950.00
<i>Tom Sawyer</i>	5/31, 6/1, 6/2	422	\$250.00	\$0.00	\$225.00	\$1,900.00	\$0.00	\$475.00	\$1,900.00
<i>Mamma Mia</i>	7/26, 27 8/2, 3 8/9, 10, 11	618	\$1,300.00	\$1,639.86	\$4,332.78	\$9,050.00	\$2,177.31	\$7,272.64	\$11,227.31
<i>Schoolhouse Rock, Jr.</i>	9/20, 21, 22	298	\$250.00	\$425.94	\$1,123.75	\$1,075.00	\$290.00	\$1,799.69	\$1,365.00
<i>Dial 'M' for Murder</i>	10/25, 26, 27 11/1, 2, 3	479	\$500.00	\$340.12	\$698.75	\$1,764.00	\$1,309.75	\$1,538.87	\$3,073.75
<i>Saving Mr. Winslow's Christmas Tree Farm</i>	12/6, 7, 8	496	\$150.00	\$29.37	\$0.00	\$1,664.00	\$594.40	\$179.37	\$2,258.40
							Other (see below)	\$28,961.85	\$23,673.16
							Totals:	\$46,812.86	\$49,457.62
Other Expenses			Other Revenue						
Utilities			\$15,670.23	Patron Season Tickets			\$11,566.70		
Sales Tax			\$3,924.68	Program Ad Sales			\$4,036.76		
Building/Group Expenses			\$9,366.94	Theater Rental			\$300.00		
Total Other Expenses			\$28,961.85	Hidden Art Proceeds			\$267.40		
				Special Park Fund Contributions			\$7,502.30		
				Total Other Revenue			\$23,673.16		



2019 Parks Maintenance



Parks Maintenance – 2019 Flood

Hard work . . .



. . . pays off.

2019 Park Shelters

Park Shelters	Reservations	Revenue
Cody Park Restroom Overhang	3	\$30.00
Cody Park	43	\$1,545.00
David Brewer Park	21	\$550.00
David Brewer Park Restroom Overhang	5	\$50.00
Dougherty Park Restroom Overhang	5	\$50.00
Hawthorn Park	39	\$960.00
Landing Park	2	\$60.00
North Esplanade Park	2	\$50.00
Ray Miller Park	2	\$20.00
Riverfront Park Shelter	0	\$0.00
Stubby Park	7	\$70.00
V.A. Park	2	\$10.00
Wollman Park East	18	\$450.00
Wollman Park West	49	\$1,280.00
Wollman Park Main	46	\$2,365.00
TOTAL	264	\$7,490.00
Extra Tables	86	\$430.00
Beer Permits	53	\$530.00
Noise Permits	26	130.00
Bridge Tender's Building Rentals	1	\$20.00
TOTAL		\$1,110.00
GRAND TOTAL		\$8,600.00

Note: Includes free reservations for USD453 summer lunch program and other public events.

2019 Riverfront Community Center

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2019 Total
Riverview Room	16	16	14	18	23	21	18	15	16	25	18	22	222
Men's Waiting Room	16	20	26	21	23	24	19	15	13	22	15	19	233
Women's Waiting Room	9	11	25	16	24	18	31	17	19	17	12	22	221
South Wing	30	25	35	27	7	0	0	28	37	42	35	37	303
Gym	49	55	49	47	25	29	31	23	28	20	26	42	424
Activity Room	20	24	31	28	25	23	23	25	23	30	23	31	306
Entire Facility	0	0	0	0	1	0	0	0	0	0	0	0	1
Total Number of Events	140	151	180	157	128	115	122	123	136	156	129	173	1,710
Use of Space													
Weddings/Receptions	2	2	4	3	4	3	0	4	4	5	1	1	33
Parties	4	11	20	11	13	9	10	9	9	11	22	31	160
City Sponsored Events	0	2	0	0	0	0	0	0	1	2	1	1	7
Fitness & Leisure Classes (non-aquatic)	74	72	71	65	53	47	67	56	59	76	69	80	789
Fitness Facility													
Passes Used	1,496	1,351	1,447	1,219	1,196	1,050	1,306	1,194	1,071	1,060	1,076	1,235	14,701
Cash Entry	706	791	1,041	640	739	621	532	528	479	468	754	722	8,021
Patrons by Age Group													
Adults	916	809	936	771	827	638	725	737	676	699	792	830	9,356
Youth	302	436	620	261	383	324	234	250	209	175	384	354	3,932
Senior Citizens	984	897	932	827	725	709	879	735	665	654	654	773	9,434
Toddler Tyme	59	45	46	15	41	6	4	16	10	7	30	35	314
Total Fitness Facility Patrons	2,261	2,187	2,534	1,874	1,976	1,677	1,842	1,738	1,560	1,535	1,860	1,992	23,036

2019 Recreational Sports

Youth Softball – 104 participants

Youth Baseball – 177 participants

Bitty Basketball – 81 participants

Youth Girls Basketball – 77 participants

Youth Boys Basketball – 159 participants

Youth Futsal – 31 participants

New This Year!
Adult Pickleball
6-Week Ladder League



Program	Revenue	Expenses	Net Revenue
Adult Sports	\$6,705.00	\$6,518.25	\$186.75
Outside Revenue	\$56,804.04	\$36,585.27	\$20,218.77
Special Events	\$2,695.00	\$515.76	\$2,179.24
Youth Sports	\$26,420.00	\$14,353.83	\$12,066.17
Total	\$92,624.04	\$57,973.11	\$34,650.93

2019 Aquatics – Community Center

Program	Revenue	Expenses	Net Revenue	Comments
Aquacise	\$7,984.00	\$7,692.75	\$291.25	276 passes sold
Private Swim Lessons	\$6,240.00	\$2,253.22	\$3,986.78	275 participants
Swim Lessons	\$7,125.00	\$2,456.80	\$4,668.20	192 participants
Swim Team	\$2,200.00	\$1,060.33	\$1,139.97	51 participants
Lifeguard Training	\$1,260.00	\$235.00	\$1,025.00	7 participants
Aquatic Therapy	\$150.00	\$0.00	\$150.00	10 hours
Water Walking	\$1,932.00	\$1,545.60	\$386.40	116 participants
Total Program Revenue	\$26,891.00	\$15,243.70	\$11,647.30	
Total Participants Served - 927				



2019 Wollman Aquatic Center



Open May 27 through September 2, 2019

Open 98 Days – Closed 1 Day

Hours of Operation

Swim Lessons	9:00 a.m. - 12:00 p.m.	Monday-Thursday
Water Exercise	11:30 a.m. - 12:30 p.m.	Monday-Friday
Adult Swim	12:00 p.m. - 1:00 p.m.	Monday-Saturday
Open Swim	1:00 p.m. - 7:30 p.m.	Daily
Accessible Swim	11:00 a.m. - 12:30 p.m.	Saturday
Little Nemos	9:30 a.m. - 11:00 a.m.	Tuesday & Thursday

Patrons

Daily Admission-Residents	12,881
Daily Admission-Non-Residents	98
Season Passes Used	5,988
Punch Passes Used	1,969
Children Under Age 4	1,045
Free Passes	502
Parents Watching	383
Total	22,866

Program Revenue

Swim Lessons	\$ 5,462
Day Care Swim Lessons	\$ 525
Private Swim Lessons	\$ 3,690
Daily Admission	\$ 56,307
Season Passes	\$ 21,075
20 - Shelter Reservations	\$ 520
16 - After-Hour Parties + Extra Lifeguards	\$ 3,250
Swim Team Host Fee	\$ 500
Total	\$ 91,329

2019 Fitness & Leisure

LEGO CAMP		GIRLS' AND WOMEN'S SELF DEFENSE		YOGA	
Total Participants	27	Total Participants	14	Total Participants	600
Total Revenue (\$138 x 27)	\$3,726.00	Total Revenue	No Charge	Total Revenue	\$3,000.00
Total Expenses (\$115 x 27)	\$3,105.00	Total Expenses	None	Total Expense (80%)	\$2,400.00
TOTAL REVENUE	\$621.00	Net Amount	N/A	Net Amount	\$600.00
DOG OBEDIENCE		STROLLER STRONG MOMS		BASIC DANCE	
Total Dogs	33	Total Participants	373	Total Participants	16
Total Revenue	\$2,970.00	Total Revenue	\$20,237.50	Total Revenue	\$500.00
Total Expense (80%)	\$2,376.00	Total Expenses (80%)	\$16,190.00	Total Expense (80%)	\$400.00
Net Amount	\$594.00	Net Amount	\$4,047.50	Net Amount	\$100.00
TAE KWON DO		AUTOHARP WORKSHOP		PIYO LIVE	
Total Participants	75	Total Participants	17	Total Participants	519
Total Revenue	\$3,885.00	Total Revenue	\$3,075.00	Total Revenue	\$2,585.00
Total Expense (80%)	\$3,108.00	Total Expenses (80%)	\$2,460.00	Total Expense (80%)	\$2,068.00
Net Amount	\$777.00	Net Amount	\$615.00	Net Amount	\$517.00
Total Participants Served		KICKBOXING		YOUTH TRACK PROGRAM	
	1,721	Total Participants	44	Total Participants	3
Total Program Revenue	\$41,668.50	Total Revenue	\$1,630.00	Total Revenue	\$60.00
Total Program Expenses	\$33,459.00	Total Expense (80%)	\$1,304.00	Total Expense (80%)	\$48.00
Program Net Amount	\$8,209.50	Net Amount	\$326.00	Net Amount	\$12.00

2019 Special Events

EVENT	Total Registration	Revenue	Expenses	Net
Sweetheart Tea	162	\$2,008.00	\$981.25	\$1,026.75
Pre-Spring Flea Market	33	\$940.00	\$75.96	\$864.04
Easter Egg Hunt	400	\$1,460.00	\$1,695.00	(\$295.00)
Touch-A-Truck	200	\$0.00	\$0.00	\$0.00
National Trails Day	0	\$0.00	\$0.00	\$0.00
Daddy and Me Campout	26	\$240.00	\$212.78	\$27.22
Doggie Splash	135	\$695.00	\$60.30	\$634.70
Mother-Son Superhero Dance	98	\$1,109.22	\$790.48	\$318.74
Haunted Depot	568	\$4,432.70	\$3,152.75	\$1,279.95
Holiday Flea Market	34	\$805.00	\$340.12	\$464.88
Breakfast with Santa	338	\$2,775.00	\$2,461.68	\$293.32
TOTALS	1,994	\$14,464.92	\$9,770.32	\$4,614.60



2019 Projects

- City Hall Landscaping Replacement
- Dougherty Park Basketball Court Resurfacing
- Dougherty Park Ball Field Infield Replacement, Backstop, and Fencing Fabric Replacement
- Jefferson Park Ball Field Infield Replacement, Backstop Fencing Fabric Replacement, New Fencing Along First Base Line
- Eagles Ball Field Fencing Extended Along First Base Line
- Riverfront Community Center Fire Alarm Upgrade with New Extinguishing System in the Main Kitchen
- New Chaise Lounge Chairs for Wollman Aquatic Center
- North Esplanade Light Pole Replacement
- Stubby Park Renovation Project Design
- Stubby Park Monument Sign Design and Installation
- Riverview Room Flooring Replacement
- Riverfront Community Center Stone Replacement – Final Phase
- Replacement of Two Windows and All Windows Tinted in Pool Area at Riverfront Community Center



POLICY REPORT PWD NO. 20-25

**REVIEW 2019-2024 DRAFT STORMWATER MANAGEMENT PROGRAM
FOR THE KDHE STORMWATER PERMIT**

June 2, 2020

Prepared by:



Michael G. McDonald, P.E.,
Director of Public Works

Reviewed by:



Paul Kramer,
City Manager

ISSUE:

The City of Leavenworth has been required to have a Stormwater Management Program (SMP) since the early 2000s. Kansas Department of Health and Environment (KDHE) has issued a new permit for 2019-2024 that changes how the SMP is developed. A draft of the new SMP is presented for review.

BACKGROUND:

The background of the City of Leavenworth and stormwater management was reviewed with the Commission on April 21, 2020. A copy of that policy report is attached.

To meet federal and state guidelines the City is required to implement programs in order to reduce pollutants by "the maximum extent practicable" (MEP). The use of MEP language is related to court cases prohibiting the EPA/KDHE from regulating streamflow water quality directly (in most situations), and provides an indirect method to regulate efforts that should favorably impact water quality.

The permit contains six statutory areas known as "Minimum Control Measures" (MCM) that must be addressed in the SMP. The activities used in each of the six areas are known as "Best Management Practices" or BMPs.

Minimum Control Measures

- Public Education and Outreach
- Public Participation and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Runoff Control
- Pollution Prevention and Good Housekeeping

KDHE has identified BMPs for each of the six MCMs. Each of the BMPs has a point value, and the points vary according to date of implementation and how many years it is used. The City is required to meet several point totals at various times in the permit. City staff is confident that what we are already doing will meet the point goals for the duration of the permit with some changes in City processes. It is the intent of the permit that the City create a new SMP in 2020 to implement in 2021. The practical truth is that it will look a lot like the current SMP and activities.

Staff has examined the various activities offered as BMPs by KDHE. The staff goal was to identify sufficient BMPs to have approximately twice the value of the required points to include in the SMP. This will allow for point redundancy if individual BMPs fall short of the goals. Staff also chose to not include every BMP that reflects current activity to avoid BMP record keeping overload.

The recommendations for BMPs that the City should “commit” to in the SMP are shown in the attached sheets. The summary descriptions are prepared by staff to reflect the actual language in the permit document.

		In general - for 2021 and 2022	
		Points Required	Committed Points Recommended
Minimum Control Measure			
1.	Public Education and Outreach	4	13
2.	Public Participation and Involvement	3	10
3.	Illicit Discharge Detection and Elimination	5	10
4.	Construction Site Runoff Control	4	10
5.	Post Construction Runoff Control	5	13
6.	Pollution Prevention and Good Housekeeping	4	15

It is not required that the City do more than meet the BMP points noted in the permit. KDHE has stated that the SMP can be modified if needed each year should the identified BMP efforts prove difficult to meet the goal. KDHE will also evaluate overall effort of the City related to stormwater on actions and BMP activity that are not identified as the “committed” points BMPs.

Proposed steps for upcoming study sessions:

1. Review regulatory process and expectations, receive information from Commissioners and the public. (April 21, 2020)
2. Identify selected BMPs that will meet the KDHE points' totals and discuss with Commission. (This policy report)
3. Prepare a draft SMP based on proposed BMPs and review with the Commission. (This policy report)
4. Have opportunity to meet and discuss with the public (assuming no COVID issues) outside of City Hall.
5. Adopt the SMP in late summer 2020.

Several of the BMPs will require additional action by the City Commission in 2020 and 2021. This will generally be in the form of approving upgrades of the current design guidelines to more specific design requirements. It will also be necessary to create enforcement tools related to performance of erosion control measures, grease traps and similar water quality related activity.

The Stormwater Management Program document will consist of the following sections. A draft of all of these items is attached to this policy report.

- Introductory narrative
- Identification of the committed BMPs
- Identification of the bridges replaced by the City since 1980 (part of the narrative)
- Narrative related to Leavenworth from the FEMA Flood Studies

Staff will continue to work on developing the final version of the SMP. The goal is to have opportunity for public input prior to asking the Commission to approve the final version. In a general sense, the SMP should be complete in late summer and submitted to KDHE in February 2021. The City would

be expected to begin implementing the various programs in January 2021, although we are already doing most of them anyway.

After the work noted above – prepare a final draft for review at a regular meeting. It would then be appropriate to place this in ordinance form for first consideration.

ATTACHMENTS:

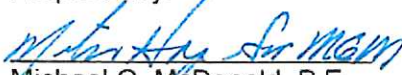
- Policy Report No. 20-20 Review 2019-2024 KDHE Stormwater Permit & Stormwater Management Program
- City of Leavenworth **DRAFT** Stormwater Management Program
 - Introduction
 - FEMA Narrative
 - BMPs Associated with 6 Minimum Control Measures
 - Listing of Bridges Replaced since 1980
- Link to 2019-2024 KDHE Stormwater Permit
https://www.leavenworthks.org/sites/default/files/fileattachments/public_works/page/149/npdes_stormwater_permit_23oct19.pdf
- Link to CURRENT KDHE Stormwater Management Program (2016)
https://www.leavenworthks.org/sites/default/files/fileattachments/public_works/page/149/stormwater_mgt_prog_23feb16.pdf

POLICY REPORT PWD NO. 20-20

REVIEW 2019-2024 KDHE STORMWATER PERMIT
AND STORMWATER MANAGEMENT PROGRAM

April 21, 2020

Prepared by:


Michael G. McDonald, P.E.,
Director of Public Works

Reviewed by:


Paul Kramer,
City Manager

ISSUE:

The City of Leavenworth has been required to have a Stormwater Management Program (SMP) since the early 2000s. KDHE has issued a new permit for 2019-2024 which changes how the SMP is developed.

BACKGROUND:

This requirement came from national environmental efforts beginning in the 1970s, and the resulting court cases being resolved in late 1990s. The EPA stormwater program is administered by KDHE for all cities in Kansas. The current permit (2019-2024) is included on the City webpage below. The current SMP document is attached to this Policy Report. Additionally – an excellent background document has been prepared by the National Association of Clean Water Agencies that describes the difficulties in the overall implementation of national stormwater policy.

- **Stormwater Management Program:**
https://www.leavenworthks.org/sites/default/files/fileattachments/public_works/page/4591/leavenworthstormwatermgtprogram_23feb16.pdf
- **Current Permit**
https://www.leavenworthks.org/sites/default/files/fileattachments/public_works/page/149/npdes_stormwater_permit_23oct19.pdf
- **Background**
<https://www.nacwa.org/docs/default-source/news-publications/White-Papers/2018-03-07permittingguide.pdf>

The SMP lists a series of activities that the City is expected to implement in order to reduce pollutants by “the maximum extent practicable” (MEP). The use of MEP language is related to court cases prohibiting the EPA/KDHE from regulating streamflow water quality directly (in most situations), and provides an indirect method to regulate efforts that should favorably impact water quality.

There are six statutory areas known as “Minimum Control Measures” (MCM) that must be addressed in the SMP. The activities used in each of the six areas are known as “Best Management Practices” or BMPs.

Minimum Control Measures

- Public Education and Outreach
- Public Participation and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Runoff Control
- Pollution Prevention and Good Housekeeping

Reports are to be submitted to KDHE on an annual basis that evaluate the effectiveness of the SMP and BMPs. The City has submitted reports since at least 2004, and these are available on the web site: <https://www.leavenworthks.org/publicworks/page/annual-stormwater-reports>

The current KDHE Stormwater Permit was issued in late 2019 after being delayed almost a year as EPA and KDHE resolved their conflicts. The permit has meaningfully changed in many aspects although the six primary factors remain the same. The EPA has been moving towards being a data-driven agency for over a decade. This impacts permitting and reporting as programs are required to be less “verbal” and more “Yes/No” or “points based”. This permit is an example of that.

KDHE has identified BMPs for each of the six MCMs. Each of the BMPs has a point value, and the points vary according to date of implementation and how many years it is used. The City is required to meet several point totals at various times in the permit. City staff is confident that what we are already doing will meet the point goals for the duration of the permit.

It is interesting to note that:

1. No other BMPs are allowed to be created, and ones in the permit cannot be revised. This may change over the life of the permit.
2. KDHE has informed our office that if it appears the City is dropping programs due to “excess” points in the SMP annual report, it would likely result in a sternly-worded letter at a minimum.
3. Some BMPs are extremely narrowly focused and are intended for specific locations that may have difficulty meeting points goals otherwise.

It is the intent of the permit that the City create a new SMP in 2020 to implement in 2021. The practical truth is that it will look a lot like the current SMP and activities. KDHE and EPA have both stressed to City staff the importance of public involvement in this process. There is no requirement for a “Public Hearing”, but opportunities for input are expected to be available.

This Policy report is to provide some background on the process, and set some milestones for the next few months. The goal is to have an adopted SMP by late 2020.

Proposed steps for upcoming study sessions, perhaps monthly:

1. Review regulatory process and expectations, receive information from Commissioners and the public. (This policy report).
2. Identify selected BMPs that will meet the KDHE points totals and discuss with Commission.
3. Prepare a draft SMP based on proposed BMPs and review with the Commission
4. Have opportunity to meet and discuss with the public (assuming no COVID issues) outside of City Hall.

After the work noted above – prepare a final draft for review at a regular meeting. It would then be appropriate to place this in Ordinance form for first consideration.

ATTACHMENTS:

City of Leavenworth Stormwater Management Program

**City of Leavenworth
Stormwater Management Program**

Adopted by the City Commission February 23, 2016

**DRAFT UPDATE
FOR IMPLEMENTATION IN 2021
COMMISSION CONSIDERATION
LATE 2020**

City of Leavenworth Stormwater Management Program

DATE 2020

PROGRAM HISTORY

The City of Leavenworth was established in the 1850s along Three-Mile Creek and on the banks of the Missouri River. Since that time, the City has grown to include most of the Three-Mile Creek and Five-Mile Creek watersheds.

INSERT MAP SHOWING THE ABOVE

There has been a history of flooding since the founding of the City, with notable examples and additional information in the attached Appendix. The most recent dramatic example was in October 2005 where an estimated 11 inches of rain fell in a four-hour period, causing significant property damage throughout the community. On July 6, 2015 over three inches fell in a one-hour period also causing significant damage.

It is understandable that the City focused efforts since at least the 1980s to improve stream capacity to reduce flooding. Key improvements include:

- Fifteen replaced major bridges.¹
- Channel improvements on Three-Mile Creek between Missouri River and Broadway including removal of railroad trestle west of 7th Street
- Stormwater Master Plan (1997)
- FEMA Floodplain Revisions on Three-Mile Creek, especially in the downtown area (2014 and 2015)
- Approved sales tax with dedicated stormwater funding (1995, 2005, 2015)
- Approved Stormwater Fee in 2018 (Implemented in 2019)

During the late 1980s, the Environmental Protection Agency (EPA) determined that stormwater discharges from urban areas were having a negative impact on the nation's waterways. In the 1990s, Congress expanded the Clean Water Act authority to regulate municipal stormwater discharges under the National Pollutant Discharge Elimination System (NPDES). Phase I regulations were implemented in 1990 for large municipalities and Phase II regulations were implemented in 1999 for smaller municipalities such as Leavenworth.

¹ Listing of replaced bridges since 1980 is attached to this report.

The City of Leavenworth received its first NPDES stormwater permit from the Kansas Department of Health and Environment (KDHE) in 2004, along with 58 other regulated entities. All regulated Phase II entities have the same six minimum requirements:

- Public Education and Outreach
- Public Participation and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Runoff Control
- Pollution Prevention and Good Housekeeping

A new Five-Year NPDES permit was issued to City of Leavenworth in 2019 which includes the six minimum control measures. The intent of the permit is that the City will conduct programs and enact/enforce regulations that are generally expected to improve water quality entering the streams from the City.

A variety of activities have been identified by KDHE as being appropriate for the purpose of reducing pollution. These activities are often known by the term “Best Management Practice” (BMP). The City is required to participate in at least a sufficient number of these activities to meet the participation guidelines of the State between 2020 and 2024. This is accomplished by creation of this document – known as the “**Stormwater Management Program**” (SMP) in calendar year 2020, and carrying out the BMP items 2021 through 2024.

Staff has identified specific activities that will provide the required number of points for the duration of the permit. A table showing these activities and the associated point value is included in this document.

The City is required to submit an annual report to KDHE related to stormwater activities. This annual report is typically submitted in February of each year after a review by the City Commission of the Stormwater Management Program and of the Annual Report.

STORMWATER PROGRAM GOALS

The stormwater program of the City has two goals:

- Protect people and property from flood events
- Protect and enhance water quality

The City works to meet these goals by having a qualified staff and appropriate standards for design and construction of improvements.

STAFF

The Public Works Department staff includes engineers, inspectors, technicians, GIS mappers and project managers who review plans for all projects. The Community Development Department also reviews plans for compliance with zoning ordinances.

The Street Division has significant staffing and equipment resources to assist in addressing stormwater matters that may occur. There are two full-time stormwater employees who inspect, evaluate, clean and perform small repairs on existing stormwater infrastructure. The Community Development Department has two full-time inspectors to evaluate zoning matters within the City including stormwater concerns. Employees of Water Pollution Control (wastewater) are actively engaged in maintaining the wastewater collection system to prevent sanitary sewer overflows of all types. They perform any water quality or water quantity measuring and testing work required.

Use of the GIS system to assist in managing stormwater has greatly increased in the last five years. The detailed system information is available online to the public. Additional GIS tools include internal development of data loggers to enter field information on stormwater structures and locations.

PROGRAM TOOLS

The City uses a variety of tools to assist in the evaluation and management of stormwater issues. The primary entry point for information is the City of Leavenworth Web page. Three key locations are:

1. Stormwater Fee focused pages managed by the City Manager's Office at: www.leavenworthks.org/ctymanager/page/stormwater-projects
2. Stormwater Management Program pages on Public Works pages at: www.leavenworthks.org/publicworks
3. GIS site: www.gis.firstcity.org

The following documents and activities are a key part of the current program and are available or linked to online through the City website.

1. Stormwater Master Plan (1997 by Black & Veatch)
2. Stormwater Design Guidelines (March 2015)
3. American Public Works Association Section 5600 as a guideline (2011)
4. MARC/APWA BMP Manual as a guideline (2012)
5. Floodplain Management (20103CV000B, July 2015)
6. Requiring a "Land Disturbance Permit" for most construction activity (March 2015)
7. Various City Ordinances
8. Submit Annual Report to KDHE after review by City Commission

STORMWATER MANAGEMENT PROGRAM IMPLEMENTATION

City Staff has reviewed the KDHE list of activities related to the six minimum control measures. Several activities associated with each of the six minimum control measures have been identified as being appropriate for Leavenworth. The intent is that the City and residents participate in the identified activities to ensure the needs of the community are addressed and the City complies with the KDHE/NPDES requirements.

The new permit requirements focus obtaining point totals through measureable activities. *The majority of these identified activities are currently in place and do not require further action beyond* more detailed descriptions and expectations for each activity. It is expected that this effort will reviewed with the Commission as needed and at least annually during preparation of the annual report.

Additional actions by the City will be necessary to achieve all of the necessary points, primarily through adoption of more formal design guidelines and creating better enforcement mechanisms:

- Review and Adopt APWA 5600 in a greater capacity than simply a reference.
- Review and Adopt MARC BMP Manual in a greater capacity than simply a reference.
- Adopting additional resolutions or ordinances to enable better enforcement of the regulations.

Please do not hesitate to contact the Office of the City Engineer should you have any questions regarding this program.

Michael G. McDonald
City Engineer
Public Works Director
City Hall
100 N. 5th Street
Leavenworth, KS 66048
mmcdonald@firstcity.org
913-684-0375

Attachments

- FEMA Narrative on Flood Events from FIS 20103CV000B
- Stormwater Management Program Goals
- Listing of Replacement Bridges since 1980

DRAFT

**FLOOD
INSURANCE
STUDY**



**LEAVENWORTH COUNTY,
KANSAS
AND INCORPORATED AREAS**

COMMUNITY NAME	COMMUNITY NUMBER
BASEHOR, CITY OF	200187
EASTON, CITY OF	200188
LANSING, CITY OF	200189
LEAVENWORTH, CITY OF	200180
LEAVENWORTH COUNTY UNINCORPORATED AREAS	200186
LINWOOD, CITY OF	200191
TONGANOXIE, CITY OF	200192



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REVISED: July 16, 2015



Federal Emergency Management Agency

FLOOD INSURANCE STUDY NUMBER

20103CV000B

Transcribed from Federal Emergency Management Agency, Flood Insurance Study Number 20103CV000B

City of Leavenworth

The flood producing characteristics of Threemile, South Branch, and Fivemile Creeks are typical of small watersheds in the Midwest region. Past flood flows have usually been caused by short duration thunderstorms having high intensity rainfall. Conversely, flood problems associated with the Missouri River are usually caused by long protracted fronts occurring over large areas. There are no natural obstructions to flood flow in the Threemile Creek floodplain. Obstructions restricting floodwater flow have been created by man's continued encroachment on the Threemile Creek floodplain. Severe restrictions to flood flow have been created in the past by construction of many bridges located in the floodplain between Tenth Street and the mouth. In addition, a portion of the creek channel had been enclosed in a box culvert located under the railroad yards between Seventh Street and Broadway. Because of inadequate openings in these bridges and culvert, a cumulative aggravation of flood backwater occurred in the lower floodplain.

The City of Leavenworth embarked on a substantial effort to improved flooding conditions downstream of Tenth Street in the early 1980's. The bridge on Tenth Street was replaced in 1983, the bridge on Cherokee (west of Broadway) in 1981, and the bridge on Shawnee west of Tenth in 1985. The rail yard trestles were removed by 1988. In addition, new bridges have been constructed at Third Street, Sixth Street, Seventh Street, Broadway and Shawnee Streets since 1988. Construction of a pedestrian trail at creek level between Esplanade Street and 7th Street contributed to larger channel cross sections between Fourth Street and Seventh Street and generally improved flow characteristics. A new bridge at Second Street is expected to be constructed in 2015. A significantly larger natural open channel was constructed between 6th Street and Cherokee Streets in the early 1990's.

The improvements since the last FIS have had a significant impact on the critical area near Cherokee and Broadway Streets. At this location flood flows were impeded by small bridge openings at Cherokee Street and at Broadway Street that forced excess water out of banks through the developed floodplain area along Cherokee Street. Flow from this area attempting to return to the channel was further impeded by the now removed railroad yard culvert. Flooding at Cherokee Street occurs less often with the construction of the noted improvements.

Channel restrictions between Cherokee Street and Shawnee Street west of Broadway remain. These restrictions continue to pose a threat to structures along Miami St. between 8th St. and 10th St.

Since there is no stream gaging stations on Threemile Creek or its South Branch, documentation of flood problems affecting Leavenworth in the past rely completely upon historical accounts. Detailed investigations have been made of flooding which occurred in July 1958 and October 1961. In addition, fragmentary records of 11 additional floods have been found through a search of newspaper files. It appears that the maximum known flood prior to 1972 occurred in 1904. This flood had an estimated peak discharge of 7,000 cubic feet per second (cfs) at the mouth (between the discharge of a 50-year and 100-year flood), and 6,500 cfs at Seventh Street. The following composite accounts describe the July 1958 and October 1961 events experienced on Threemile Creek.

On July 30, 1958, more than 4 1/2 inches of rain fell in the Leavenworth area. Damage estimated at \$30,000 was reported from businessmen and homeowners from the resulting flood on Threemile Creek. The downtown area was hardest hit, especially on Cherokee from Broadway to Seventh Street where the discharge of the flood was estimated at 4,300 cfs.

On October 13, 1961, three to four inches of rainfall fell in the Leavenworth area. The resulting flood on Threemile Creek exceeded bank full capacity at 7:00 PM, crested at about 9:00 PM, and receded to within-bank stages at 11:30 PM. The flood caused \$71,000 damage in Leavenworth, of which \$58,700 was damage to 24 business places and 16 residences, and the remainder was damage to transportation facilities and municipal property. The discharge at Seventh Street was estimated at 4,000 cfs.

The City of Leavenworth Public Works Department has identified the following significant flood events since 1972 (Reference 12). In all cases - water overtopped the bank upstream of Cherokee Street and flowed east along Cherokee Street, returning to the banks of the creek at 6th Street. Flooding of the 800 and 900 blocks of Miami also occurred in the same years noted below causing damage to residences and businesses. Water has been as high as two feet deep in Miami Street. The city has purchased several homes using "buy-out" programs, and worked with businesses to ensure that they take appropriate measures to minimize risks from flooding. Some of them ore notable events include:

- July 6-7, 1986 - 10.4 inches of rain fell, causing water to flow down Cherokee Street and floating several automobiles and trailers.
- May 15, 1990 - 4.4 inches of rain fell causing minor flooding.
- October 4th, 1998 - between six and eight inches of rain fell in a twelve hour period causing damage on Cherokee Street and areas upstream of Shawnee (west of Tenth Street). Damage was also noted in the 800 and 900 blocks of Miami Street.
- 1993 - Local heavy thunderstorms combined with an elevated water surface in Three-Mile Creek from record flooding on the Missouri River from record flooding on the Missouri River resulted in significant flooding along Cherokee Street.

- October 2nd, 2005 - a NWS gage recorded 5.6 inches of rain, but eyewitness accounts and anecdotal evidence supports between seven and eleven inches of rain falling in a four hour period in some locations. The resulting flood was identified as the worst in memory, and flooded structures between 11th Street and downstream to 6th Street. A new bridge was under construction at 6th Street, and the debris caused the complete collapse of the falsework. The floodwater and debris and falsework passed through the old railroad Bridge at Esplanade Street which acted as lens and focused the stream upon the mouth of the creek at the Missouri River. The jet of water undermined the sanitary sewer along the banks of the Missouri River. A hole that later measured as over forty feet deep appeared where the sewer had been buried twenty feet below the creek bottom. The sewers were repaired by late 2006 at a total cost of about \$1,000,000. Estimates of flow were later determined by Black & Veatch Engineers as being in excess of 7,500 cfs at Esplanade street.
- There has been no further flooding of Cherokee Streets between 2005 and October 2014.

Flood damage along South Branch of Three-Mile Creek has typically been much less severe than that along the Main Branch of Threemile Creek. Damage to road crossings and property near Eleventh Street as well as scouring is likely to take place during floods.

Severe restrictions from bridges across Five-Mile Creek have been addressed with new structures at Fourth Street, Second Avenue/Limit Street and Shrine Park Road since 1972. Inadequate openings of the older bridges had caused a cumulative aggravation by flood backwater in the floodplain.

Newspaper accounts provide most of the history of flooding on Fivemile Creek prior to the 1970's. These accounts reveal that flooding has occurred several times in the past. Notable floods were reported in June 1942, July 1958, October 1961, April 1969, and September 1970. Unfortunately, precise data regarding flood levels reached by these floods have not been documented.

The flood of July 30, 1958, had Fivemile Creek flooding Shrine Park Road, Limit Street and U.S. 73 at Black Bridge (Reference 1).

The flood of October 12, 1961, swept away cut brush laying in the vicinity of the sewage treatment plant at Second and Fivemile Creek (Reference 1).

On April 26, 1969, Fivemile Creek ran 10-12 inches deep across Shrine Park Road, just south of the entrance to the golf club. Along south Fourth Street the stream spread out for a half mile or more and at Second Street, in the vicinity of the sewage disposal plant, the creek rose to the edge of the street (Reference 1).

Heavy rains since 1988 often result in water flowing across Shrine Park Road at low areas north of the new bridge and across Tenth Avenue at Wellington Drive. These events also result in significant erosion and scouring of the creek bank. Water has crossed the bridge at Second Avenue and Limit Street on several occasions at depths up to six inches since 1988. One notable event occurred on October 4, 1998, when 4.74 inches of rain fell in two hours (measured in south Leavenworth), and it resulted in ten inches of water across Tenth Avenue at Wellington, 24 to 30 inches across Shrine Park Road north of the bridge, and six to eight inches across Limit Street (Reference 12). A new larger bridge at this site is completed (2014) and is expected to reduce and possible eliminate roadway flooding at this location.

The City of Leavenworth is above the floodplain of the Missouri River except for the areas where Threemile and Fivemile Creeks and other smaller right bank tributaries enter the Missouri River. Recorded damage to the city, caused by flooding from the Missouri River, occurred when an emergency levee failed during the April 1952 flood. The flood caused a total of \$125,200 damage in Leavenworth. The damages were \$12,000 to business property, \$12,600 to homes, and \$600 to public property. The Wastewater Treatment Plant had never been threatened by flooding until it was inundated in the 1993 Missouri River Flooding, with repair costs in excess of \$1 million required to restore service. The plant has been threatened to a level requiring sandbagging and other measures at least three additional times since 1993, most notably in 2011 due to releases from Corps of Engineers dams upstream when the levels were within six inches of the city closing the plant.

Second Street north of Five-Mile Creek is subject to standing water and flooding from high water in the Missouri River and is then closed to protect the public. This has happened at least five times since 1988.

The Riverfront Community Center (Union Railroad Depot) was protected from flooding in 1993 when nearly four feet of water from the Missouri River threatened the structure. Heroic efforts by the community created a sizable protective sandbag wall that prevented flooding, but the building suffered related damage requiring over \$300,000 in repairs. It has been necessary to construct flood protective measures at least three times since 1993 with expenses typically in excess of \$10,000 on each occasion. The City expects to construct a permanent floodwall with a FEMA grant in 2015 to reduce expenses and damage from future floods.

A combined effort of Leavenworth County, City of Leavenworth and City of Lansing resulted in a recording stream gage being installed at the Leavenworth Waterworks Intake structure on Dakota street in September 2012. This is expected to improve flood evaluation and forecast activities.

1. <u>PUBLIC EDUCATION & OUTREACH (ED & O)</u>	2021	2022	2023	2024
	4 Points Total		7 Points Total	
BMP PROGRAM				
POINTS				
ED & O - 01 - Maintain a stormwater webpage for the permittee.	3	2	2	2
ED & O - 02 - Distribute educational materials (either flyers, brochures, catalog mailings, handouts, or e-mails) addressing various pertinent stormwater public education topics.	2	2	2	2
ED & O - 03 - Provide either training or educational materials to permittee identified businesses at high risk of contributing to stormwater pollution.	2	2	2	2
ED & O - 04 - Apply notification, placard, covers/hatches with message, or stencil, on stormwater inlets to provide a message similar to "No Dumping – Drains to River"		2		2
ED & O - 05 - Post the municipality's MS4 permit and SMP document on either the stormwater web page or the municipal webpage.	1	1	1	1
ED & O - 12 - Create a stormwater information brochure to provide to the public at public meetings and/or hearings.	1	1	1	1
ED & O - 13 - Operate an adopt-a-highway program to utilize public volunteers to clean road right-of-way.	1	1	1	1
ED & O - 15 - Hold a social media campaign addressing various pertinent stormwater public education topics.	2	2	2	2
ED & O - 17 - Operate an adopt-a-street program to utilize public volunteers to clean street right-of-way.	1	1	1	1
TOTAL	15			

2. <u>PUBLIC INVOLVEMENT/PARTICIPATION (P I/P)</u>	2021	2022	2023	2024
	3 Points Total		6 Points Total	
BMP PROGRAM				
POINTS				
<u>P I/P - 01</u> - Hold a public hearing or public forum to notify the public about stormwater program activities and to solicit public comments regarding stormwater issues.	2	2	2	2
<u>P I/P - 03</u> - Hold park or stream bank clean-up events for public volunteers to aid municipal staff in removing trash, debris, or pollutant sources from the selected clean-up area.	3	3	3	3
<u>P I/P - 04</u> - Train either citizen watch groups, homeowner associations (HOAs), or public service groups to recognize illicit discharge activities and communicate observations to appropriate municipal staff.	2	2	2	2
<u>P I/P - 05</u> - Provide at least two events for residents to engage in cleanup activities and improve water quality in the municipality.	3	3	3	3
TOTAL	10			

3. <u>ILLICIT DISCHARGE DETECTION & ELIMINATION (IDD & E)</u>	2021	2022	2023	2024
	5 Points Total		7 Points Total	
BMP PROGRAM	POINTS			
IDD & E - 04 - Implement a program to evaluate MS4 outfalls to identify illicit discharges.	1	1	1	1
IDD & E - 06 - Inspect, by televising pipelines or direct visualization of open channel drainage, 2% of the MS4 system within the permit area all conducted within a 12-month period to aid in identifying illicit discharges as well as evaluate the condition of the storm sewer lines/drainage channels-ditches.	3	3	3	3
IDD & E - 07 - Implement a Household Hazardous Waste Collection Program (HHWCP) or document others have implemented such a program to provide such service to all property owners or residents located within the permit area.	3	3	3	3
IDD & E - 10 - Inspect, 5% of the MS4 system Stormwater inlets and/or outfalls within the permit area all conducted within a 12-month period to aid in identifying illicit discharges.	3	3	3	3
TOTAL	10			

4. <u>CONSTRUCTION SITE STORMWATER RUNOFF CONTROL (CSSRC)</u>	2021	2022	2023	2024
	4 Points Total		6 Points Total	
BMP PROGRAM	POINTS			
CSSRC - 01 - Implement a requirement for a Soil Erosion and Sediment Control (SESC) Plan for any land disturbance sites which are either equal to or greater than 1 acre or for which there is construction activity disturbing less than one acre which is part of a larger common plan of development or sale that in total disturbs one acre or more.	3	2	2	2
CSSRC - 02 - Develop and adopt a design manual for erosion and sediment control BMPs which are required to be used on sites which will be disturbed and are either equal to or greater than 1 acre or for which there is construction activity disturbing less than one acre which is part of a larger common plan of development or sale that in total disturbs one acre or more.	3	2	2	2
CSSRC - 04 - Develop a site plan review process which considers potential water quality impacts which may occur during construction as well as post construction impacts.	3	2	2	2
CSSRC - 07 - Acquire or develop a software tracking system to track inspections and related tasks.	1	1	1	1
TOTAL	10			

5. <u>POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT & REDEVELOPMENT PROJECTS (P-C SM)</u>	2021	2022	2023	2024
	5 Points Total		7 Points Total	
BMP PROGRAM	POINTS			
P-C SM - 01 - Develop and adopt a custom design manual for Post-Construction Stormwater Management which specifies various structural BMPs which are required for new development and re-development construction sites which are greater than 1 acre or for which there is construction activity disturbing less than one acre which is part of a larger common plan of development or sale that in total disturbs one acre or more. (Points shown reflect adopting existing APWA/MARC manuals)	6	5	5	5
P-C SM - 03 - Develop and implement a program to ensure adequate long-term cleaning, operation and maintenance of all municipally owned or operated post-construction structural stormwater BMP facilities.	3	2	2	2
P-C SM - 05 - Develop and implement a program for inspection of permittee owned structural BMPs which includes implementation of needed maintenance to ensure long-term operation of the BMPs.	3	2	2	2
P-C SM - 06 - Develop and implement a program for inspection of known privately owned structural BMPs which includes providing the owner of the BMPs an inspection report which specifies needed maintenance to ensure long-term operation of the BMPs.	3	2	2	2
TOTAL	15			

6. <u>POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (PP/GH)</u>	2021	2022	2023	2024
	4 Points Total		6 Points Total	
BMP PROGRAM	POINTS			
PP/G H - 01 - Install a screening device or method at a single municipal storm sewer outfall or on the storm sewer line immediately upstream of the outfall to reduce the discharge of floatables or other objects to receiving waters.	3	2	2	2
PP/GH - 03 - Develop a guidance document for municipal staff or third-party contractors which apply pesticides.	2	1	1	1
PP/GH - 05 - Implement a program for street sweeping in which the street sweepings are collected and disposed of properly or recycled/reused if possible.	3	2	2	2
PP/GH - 07 - Implement a program to inspect stormwater inlets to identify illicit discharges and clean drop inlets of accumulated debris.	1	1	1	1
PP/GH - 08 - Develop, implement and keep updated an online storm sewer map accessible to the public.	3	2	2	2
PP/GH - 12 - Install a stormwater treatment system for capture of either trash, sediment, or debris.	3	2	2	2
TOTAL	15			

CITY OF LEAVENWORTH, KANSAS
2019 BRIDGE INSPECTION OF MAJOR BRIDGES REPLACED SINCE 1980
TABLE I : GENERAL BRIDGE INFORMATION

Local Bridge No./ NBI Number	Description	Year Built	Bridge Roadway Width (Ft) ¹	Traffic Volume (VPD) (2007)	Inventory Rating HS-Truck (Tons)	FHWA Sufficiency Rating ⁴	Fracture Critical	Abutment Foundation Type	Pier Foundation Type	Geology Type	Underwater Inspection Type ²	Scour Critical ³	NBI Bridge Condition
A.95-2.45/ 415400523515002	10th St. @ Three Mile Creek 33'-44'-33' Concrete Haunched Slab Spans	1983	33.1	7170	35.6	95.3	No	Unknown	Spread Footings	Unknown	I	No	Good
A.98-2.34/ 415400523530007	Shawnee St. @ S Branch of Three Mile Creek Single 24' x 10' RFB	1984	32	2450	36	99.8	No	NA	NA	Unknown	I	No	Good
A.98-2.69/ 415400523530008	Shawnee St. @ Three Mile Creek 30'-40'-30' Concrete Haunched Slab Spans	2007	36.5	2325	45.1	97.8	No	Piling	Piling	Stone	I	No	Good
B.09-2.30/ 5154005200000B9	Cherokee St. @ Trib. To Three Mile Creek 43.5' Precast Concrete Arch	2016	26.5	1870	32.1	98.0	No	Footing	NA	Unknown	I	No	Good
B.09-2.80/ 415400523526001	Cherokee St. @ Three Mile Creek 24.5'-31'-24.5' Concrete Flat Slab Spans	1981	40.4	3130	37.7	98.7	No	Steel Pile	Steel Pile	Limestone	I	No	Good
B.13-2.85/ 415400523519025	Broadway St. @ Three Mile Creek 48'-64'-48' Concrete Haunched Slab Spans	1991	40.4	4435	50.3	98.6	No	Steel Pile	Footings	Shale	I	No	Fair

TABLE I : GENERAL BRIDGE INFORMATION


Local Bridge No./ NBI Number	Description	Year Built	Bridge Roadway Width (Ft) ⁵	Traffic Volume (VPD) (2007)	Inventory Rating HS-Truck (Tons)	FHWA Sufficiency Rating ¹	Fracture Critical	Abutment Foundation Type	Pier Foundation Type	Geology Type	Underwater Inspection Type ²	Scour Critical ³	NBI Bridge Condition ⁴
B.13-2.96/ 415400523523023	7 th St. @ Three Mile Creek 34'-42'-34' Concrete Haunched Slab Spans	1991	40	5725	39.7	97.5	No	Steel Pile	Steel Pile	Bedrock	I	No	Good
B.13-3.08/ 415400523525942	6 th St. @ Three Mile Creek 35'-46'-35' Concrete Haunched Slab Spans	2007	27.5	1035	62.4	83.1	No	Piling	Piling	Unknown	I	No	Good
B.15-3.33/ 415400523531005	3 rd St. @ Three Mile Creek 40'-50'-40' Prestressed Concrete Girder Spans	1988	39.4	2795	54.6	97.7	No	Steel Pile	Spread Footings	Shale	I	No	Fair
B.15-3.42/ 415400523533004	2 nd St. @ Three Mile Creek 40' Concrete Arch Deck Span	2017	27	1100	41.4	83.0	No	Unknown	NA	Unknown	I	No	Good
C.16-3.69/ 415400523533003	2 nd St. @ Five Mile Creek 33'-44'-33' Concrete Haunched Slab Spans	1981	36.1	2900	38.7	86.7	No	Steel Pile	Steel Pile	Shale	I	No, POA in place	Fair
C.97-3.30/ 415400523527970	Limit St. @ Five Mile Creek 36'-48'-36' Haunched Slab Spans	2014	44.0	8600 (2012)**	58	82.0	No	Steel Pile	Steel Pile	Unknown	I	No	Fair
D.00-1.48/ 415400523510990	Limit St. @ Trib. to Five Mile Creek Single 20' x 12' RFB	2014	24	3500 (2012)**	51.9	99.9	No	NA	NA	Unknown	I	No	Good
D.32-3.00/ 415400523521006	Shrine Park Rd. @ Five Mile Creek 40'-50'-40' Concrete Haunched Slab Spans	1993	34.1	5500	25.2	86.8	No	Steel Pile	Steel Pile	Bedrock	II	No	Good

TABLE I : GENERAL BRIDGE INFORMATION

Local Bridge No./ NBI Number	Description	Year Built	Bridge Roadway Width (Fe) ²	Traffic Volume (VPD) (2007)	Inventory Rating HS-Truck (Tons)	FHWA Sufficiency Rating ¹	Fracture Critical	Abutment Foundation Type	Pier Foundation Type	Geology Type	Underwater Inspection Type ²	Scour Critical ³	NBI Bridge Condition ⁴
D.51-2.50/ 415400523513851	10 th Ave. @ Five Mile Creek Double 16' x 12' RFB	1980	50	7105	21.8	63.4	No	NA	NA	Unknown	I	No	Fair

Policy Report
2020-21 City Commission Goals
June 2, 2019

Prepared by:


Paul Kramer
City Manager

Subject:

The annual City Commission Goals are not designed as an exhaustive list of efforts to be undertaken by City staff over the next year, but instead represent guidance to staff on allocating resources to big-picture Commission priorities. The goal setting took on a different form in 2020 due to budget, personnel, access and meeting restrictions precipitated by the global pandemic.

Highlighted changes:

1) Economic Development

Added

- Undertake review of City ordinances related to building safety, appearance, and dilapidation to determine whether they are adequate to protect the City's interest in maintaining a safe, aesthetically pleasing, and vibrant downtown.

2) Community Improvement

Removed:

- Adopt 2018 property maintenance code

Modified

- Youth participation in City activities has been modified to add "study possible adjustments to the City's recreation program going forward"

Added

- Complete and adopt the 2030 Comprehensive Plan
- Review adopt-a-park program

3) Public Safety

Removed

- Adopt 2018 International Fire Code

4) Roadways and Infrastructure

Removed:

- Implement storm water program

Added

- Continue advocacy to secure design and construction funding for the replacement of the Centennial Bridge

- Pursue a KDOT/City partnership on a road project on Fourth Street through downtown
- Pursue and implement a plan to reach a 90-day emergency reserve in the Wastewater Treatment fund.

5) Outreach and Transparency

Removed

- Complete new City website
- Issue RFQ for 2030 Comprehensive Plan

6) Other Items Receiving General Support

Added

- Explore IT solution that allows City Commissioners to access key documents, informational reports, photos, and other items pertinent to their governance duties and responsibilities.
- Police Department quarterly update

Action Requested:

The 2020-21 City Commission Goals are attached hereto for your reading, information and consideration for approval.

ATTACHMENTS: Modified goals document

City Commission Goals 2020-2021

**Scheduled for adoption June 9, 2020*

Paul Kramer

Leavenworth City Commission Goals 2020-2021

1. Economic Development

a. Business Attraction, Retention, & Expansion

- i. Lobby and advocate for federal funding for new construction, renovation and repair for existing and proposed Bureau of Prisons facilities.**
- ii. Pursue all avenues to showcase, market and draw interest to bring development to the Business and Technology Park. Efforts to include, but not limited to engaging third-party experts, partnering with business development organizations, proactively recruiting and reaching out to individual industries.**
- iii. Implement marketing plan for new business park and continue efforts to market the City in general.**
- iv. Support local and destination transportation efforts for the City.**
- v. Promote Leavenworth as a destination for “vetpreneurs,” transitioning service members and military retirees through informational presentations, hiring events and expanding partnerships.**
- vi. Actively pursue a grocery store for North Leavenworth.**

b. Downtown Development & Revitalization

- i. Plan/pursue future downtown and northeast improvement projects using all available recruitment and retention methods.**
- ii. Work to reduce the number of unoccupied and/or abandoned buildings using available tools, methods and incentives.**
- iii. Explore efforts to improve the aesthetic appearance of downtown, including lawn maintenance and landscaping, reducing litter, decorative elements, etc.**
- iv. Undertake review of City ordinances related to building safety, appearance, and dilapidation to determine whether they are adequate to protect the City’s interest in maintaining a safe, aesthetically pleasing, and vibrant downtown.**

c. Tourism

- i. Boost travel demand through statewide industry events and extend invitations to meet in Leavenworth for future meetings.**
- ii. Concentrate on the SMERF markets (Social, Military, Education, Religious and Fraternal), as well as emerging markets: sports tourism, the arts (film festivals, art festivals, etc.)**
- iii. Identify projects/programs to reinvest transient guest tax funds.**

2. Community Improvement

a. Community Appearance and Image

- i. Implement rental property program and collect relevant data.
- ii. ~~Adopt the 2018 International Property Maintenance Code.~~
- iii. Engage in partnerships to benefit look, perception and quality of life in the City.
- iv. Continue actions by Code Enforcement to reduce and eliminate blighted properties.
- v. Determine options to focus on perpetually blighted properties, including all legal opportunities available to the City Commission.
- vi. Successfully complete and adopt the update to the City's Comprehensive Plan, "Leavenworth 2030: First City, Future Forward." The Comprehensive Plan update will shape the future of planning and development in Leavenworth over the next 10 years.
- vii. Review status of adopt-a-park program to identify the level of activity at adopted parks and to pursue groups - community service organizations, churches, and other groups – to adopt every park in the City Leavenworth.

b. Community Amenities

- i. Update and improve amenities at less-used City parks to spur growth.
- ii. Streamline registration, reservation and payment process for Parks and Recreation projects.
- iii. Increase youth participation in City activities and study possible adjustments to the City's recreation program going forward.
- iv. Support partnerships to continue increased use of Havens Park.

3. Public Safety

a. Police

- i. Address recent trends in domestic violence incidents.
- ii. Engage in targeted initiatives to reduce drug crimes in high risk areas.
- iii. Continue to focus on community engagement.

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- iv. Continue to grow and expand crime analysis and mapping initiative with technological enhancements.
- v. Make state funding of mental health facilities a top legislative priority.

b. Fire

- i. Explore the replacement of Fire Station No. 3.
- ii. ~~Adopt the 2018 International Fire Code (IFC)~~

4. Roadways and Infrastructure

a. Roadways

- i. Create a long-term collector/arterial street plan (Thornton, Limit, Vilas, 10th Avenue, County Road 5).
- ii. Explore options for streetscape improvements (4th Street, 7th Street, Cherokee).
- iii. Pursue improvements to roadways, landscaping and amenities on the west side of the Centennial Bridge to improve the aesthetics of the entryway to the City. (Mike)
- iv. Following KDOT's announcement that the Centennial Bridge made the list of 40 projects identified in the IKE 10-year state transportation program, the City Commission and City Manager must continue advocacy through key stakeholders and employ all means available to secure a design contract and funding to build the new bridge before 2030.
- v. Work with KDOT and state elected officials to secure funding, full or partial, for improvement of Highway 7/73 (4th Street) from Limit Street to Metropolitan Avenue, with an emphasis on the stretch of 4th Street running through Downtown.

b. Infrastructure

- i. Support projects and improvements that lead to annexation.
- ii. Actively pursue and implement a plan to reach a 90 day emergency reserve in the Wastewater Treatment budget. Evaluate different methods to create a plan, including looking at a temporary citizen advisory committee.
- iii. ~~Implement storm water maintenance program with transparent reporting, outreach and updates.~~

5. Outreach and Transparency

a. Public information

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- ~~i. Complete new City website with increased usability, transparency, and mobile capability.~~
 - ii. Explore new ways for the Commission to reach the public (i.e., podcasts, social media, etc.)
 - iii. Continue performance measurement tools for measuring how we are doing in providing City services – including exploring citizen satisfaction surveys.
 - iv. Streamline registration, reservation, and payment processes for all services.
- b. Openness
- i. Make Development Regulations available online in real time to public, staff, and development community.
 - ~~ii. Issue the RFQ for the 2030 Comprehensive Land Use plan and work with the City Commission to select a firm and draft the plan with the highest priority given to public input and involvement in the process.~~
- c. Financial Management
- i. Review and recommend changes to the Purchasing Policy, focusing on the bidding process, to increase eligible bidders and simplify the bidding process.

6. Other Items Receiving General Support

- a. Schedule the City Attorney to conduct periodic training regarding advisory board scope of authority, duties, and responsibilities (Planning Commission, Zoning Board of Appeals and Preservation Commission).
- b. Explore and pursue a secure IT solution that allows City Commissioners to access key documents, informational reports, photos, and other items pertinent to their governance duties and responsibilities.
- c. Provide Annual Updates
 - i. Main Street Program
- d. Provide semi-annual updates and reports
 - i. Leavenworth Public Library
 - ii. Leavenworth County Development Corp
 - iii. Leavenworth CVB
 - iv. St Mary University
 - v. Alliance Against Family Violence
- e. Provide quarterly updates and reports
 - i. Leavenworth School Board
 - ii. Police Department