



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

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, JUNE 16, 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 16th.*
- *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. Presentation by Saint John Hospital (pg. 2)
2. Presentation by Fort Leavenworth (pg. 3)
3. Rental Property Coordinator Update (pg. 4)
4. Community Development Block Grant CARES Act Funding Update (pg. 16)

Policy Report
Presentation by Saint John Hospital
June 16, 2020

Prepared by:

A handwritten signature in black ink, appearing to read 'Paul Kramer', written over a horizontal line.

Paul Kramer
City Manager

Issue:

Paula Ellis, CEO and Sam Allred, Director of Business Development and Marketing with Saint John Hospital will provide an update to the City Commission.

Policy Report
Presentation by Fort Leavenworth
June 16, 2020

Prepared by:

A handwritten signature in black ink, appearing to read 'Paul Kramer', written over a horizontal line.

Paul Kramer
City Manager

Issue:

COL Harry Hung, Garrison Commander of Fort Leavenworth will provide an update to the City Commission.

POLICY REPORT
Rental Property Coordinator Update

JUNE 16, 2020



Prepared By:
Lawrence Levine
Rental Property Coordinator



Reviewed By:
Paul Kramer
City Manager

DISCUSSION:

New Rental Property Coordinator position was filled on January 23, 2020. An initial 30-day update was provided to the City Manager and Director of Planning and Community Development in February.

This report provides updated information, trends and observations to the City Commission that were presented in the 30-day update.

City Commission Study Session

Rental Property Coordinator

June 16, 2020

Introduction

In position since January 23, 2020

References and Source Documents

City Ordinance 7785 – Rental Property Registration

City Ordinance 6914 – 1985 Uniform Housing Code (2018 code pending)

Other City Codes and Ordinances (Feb 13, 2020)

Kansas Residential Landlord and Tenant Act (Chap 58)

Other Kansas Statutes Annotated (K.S.A.)

Rental Registration vs. Rental Licensing

Registration – Provide essential information, designate agent

License – Inspection or substantive conditional steps

K.S.A. 17-4759a – Authorizes a municipality to prescribe “minimum standards” for structures

K.S.A. 12-16,138 Prohibits periodic interior inspections of residential property; lawful occupant may request

Rental Registration Statistics

Properties vs. Residence/Units

37% of PROPERTIES are Rental

52% of Residence/Units are Not Owner-occupied

Rental Registration

42% of Rentals REGISTERED

8% require UPDATE

50% UNREGISTERED

Property Owners

48 States, DC, PR, and England

3505 Rental Properties out of 9505 Properties (Residential and Commercial)

6446 Rental Dwelling/Units of 12,383 Dwelling/Units not owner-occupied

2896 Rental Units Registered. 337 Units need Update. 2787 units not registered

1472 Rental Properties Registered, 271 Properties need Update, 1709 Properties not registered

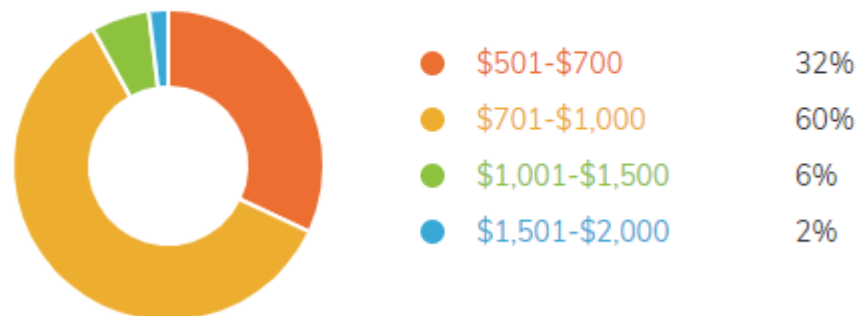


Rental Facts/Statistics

Average Apartment Rent = \$810

- 18 Evictions in District Court January
- 12 Evictions in District Court in February
- March-May data unavailable due to COVID19
- 13 Owners/Property Managers filed evictions in Jan/Feb
- Eviction Prohibition - March 17 to June 1
- District Court remains closed

Leavenworth, KS Apartment Rent Ranges



Average Rent	Jul-17	Jul-18	Jul-19	Jun-20
Leavenworth, KS	\$751	\$778	\$803	\$810
National	\$1,368	\$1,408	\$1,458	\$1,468

RentCafe.com – June 8, 2020

Issue Resolution Process

1. Clients Request Assistance, Provide supporting information/documentation.
2. Rental Registration status checked – Notice to Register sent if not registered.
3. Clients receive Kansas Tenant or Landlord Handbook.
4. Advised City of Leavenworth cannot provide legal assistance or advice - Referred to Kansas Legal Services or KS Bar if legal advise needed.
5. Evidence/fact based investigation.
6. Remediation Proposed/Effectuated.
7. Non-compliance letter if necessary.
8. Issues Resolved or Closed.

City of Leavenworth
200 Shawnee St.
Leavenworth, Kansas 66048

Rental Property Request for Assistance

Complainant Information

Name: _____
Address: _____ City, State, Zip: _____
Daytime Phone: _____ Email: _____

Please check the box that currently reflects your involvement with this property.
 I am a tenant wishing to file a complaint about my house/apartment.
 I am a landlord/property management/agent wishing to file a complaint about a tenant.
 I am a neighbor with an issue regarding a rental property.

Type Problem: Electric HVAC/C Plumbing Structural Mold Bugs Lease Eviction Other

Describe in your own words the nature of your complaint. Please be specific. Attach supporting documents such as lease, statements, or pictures if available (use additional paper if needed).

Information Regarding the Complainee.

Name: _____
Address: _____
City, State, Zip Code: _____

Phone Number: _____ Email: Landlord Tenant

This person is the:
 Yes No

1. Is this person aware of the issue? Yes No
2. Is there an eviction in progress at this property? Yes No
3. Are rent payments up to date? Yes No
4. What is the monthly rent? \$ _____

I certify that the statements given herein are true and complete to the best of my knowledge. I authorize investigation of all statements and supporting evidence or documents contained in this complaint and release of information to support this investigation. By signing below, I acknowledge that I am the property owner, property manager, landlord, or tenant and that I am granting permission for an interior inspection of the property if necessary.

Signature: _____ Date: _____

Request allows release of information and interior inspection

Weekly Report to Director of Planning & Community Development

Issue	Jan	Feb	Mar	Apr	May	Jun	Closed	Resolved	Open	%
Maintenance	0	4	3	1	3	6	3	8	6	29%
Eviction	1	2	2	1	0	2	3	3	2	14%
Mold	0	0	1	2	0	1	0	2	2	7%
Neighbor Issue	0	0	0	1	2	3	1	3	2	10%
Break Lease	0	0	1	1	1	0	1	2	0	5%
Mis-Management	1	1	0	0	0	0	0	2	0	3%
Rental Assistance	0	0	0	0	2	0	1	0	1	3%
Rent Dispute	0	0	1	0	1	0	2	0	0	3%
Infestation	0	0	1	0	0	0	0	1	0	2%
Security Deposit	0	0	0	0	1	0	0	0	1	2%
Executive Order	-	-	1	0	0	-	0	1	0	2%
Discrimination	0	0	0	0	1	0	1	0	0	2%
Other	0	1	2	6	0	2	4	7	0	19%
Total	2	8	12	12	11	14	16	29	14	

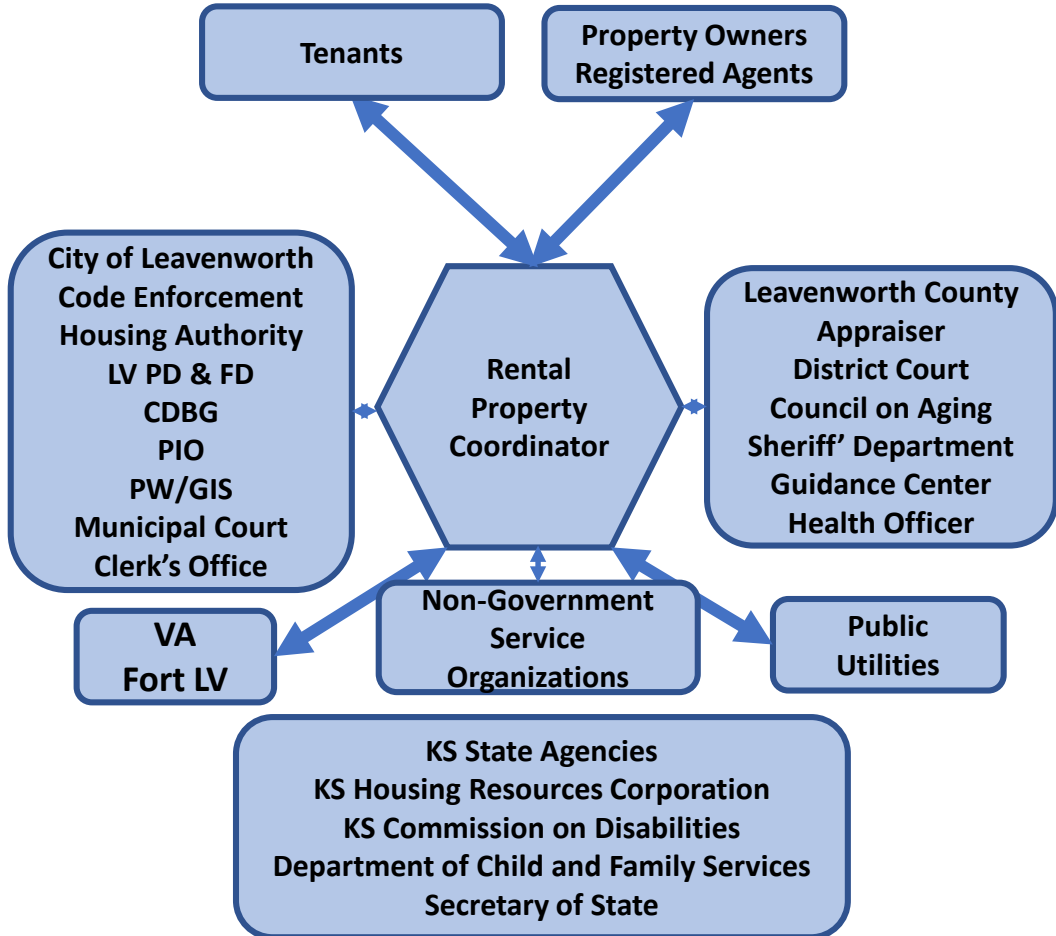
Historic Issues (2015-2019)			
Maintenance	46%	Smoke Alarm	1%
Eviction	15%	Lead	1%
Mold	13%	Asbestos	1%
Infestation	9%	Animal Issue	1%
Break Lease	5%	Landlord Entry	1%
Late Rent	3%	Rent Dispute	1%
Personal Property	2%	Neighbor issue	1%
Security Deposit	1%	Other	1%
Discrimination	1%		

Observations:

- Seasonal Issues
- Issues often presented late in process – legal action/eviction already underway, late rent
- Tenants CANNOT withhold rent under Kansas Law
- Communications issues – problems not documented in writing
- 3-day Eviction notice used to gain attention
- United Way x211 key link to Rental Assistance
- Month-to-month rentals vs. signed lease
- Rent Payment by Money Orders vs. Direct Deposit

Emphasis on resolving issues within the rental agreement

Networking/ Relationships



- Leavenworth Human Services Council
- The Guidance Center
 - Referrals from Case Workers
 - Center has a Housing Advisor
 - Emergency Funds available
- Department of Child and Family Services
 - Limited resources – Food Aid
- United Way
- Welcome Center
- Mainstreet/Chamber of Commerce
- Catholic Charities, Riverside Resource Center, local clergy, Service organizations, Fort Leavenworth Housing Office, Kansas Legal Services, HCCI
- Landlord Association



Rental Registration Program/Ordinance and Rental Property Coordination

- Specified neutrality – Honest Broker vs. Advocate.
- Program Assists Landlords, Tenants and Neighbors
- Registration facilitates notification of City issues
- \$20 Fee, minimum \$150 penalty for non-compliance
- \$40 late fee eliminated in update of ordinance in municipal code
- “One-time registration” applies to FEE, not INFORMATION
- Education/Information greatest opportunity – facilitate through networking and relationships



Way-Ahead

- Program Publicity
 - Meet with Clergy – “listening tour”
 - Reach potential clients through Community Meals
 - Consult with Landlords Assoc.
 - Chamber of Commerce, Main Street, Civic Organizations
- Update Rental Info
 - Push vs. Pull Options
 - Pilot program with engaged landlords
 - Update/consult high density Owner/Managers
- Education and Outreach
 - Tenants and Landlords



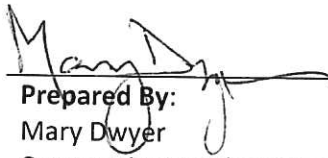
[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

Questions?

POLICY REPORT

City of Leavenworth CARES ACT funding (CDBG-CV)

June 16, 2020



Prepared By:
Mary Dwyer
Community Development
Coordinator



Reviewed By:
Julie Hurley
Director, Planning and
Community Development



Reviewed By:
Paul Kramer
City Manager

DISCUSSION

The City received CARES Act funds (\$201,489) to combat the effects of COVID-19. The City determined that it would allocate the funds in two areas Public Service Agency Support \$101,489 for COVID relief; and Special Economic Development \$100,000 for a small business COVID relief program.

All necessary federal paperwork has been completed and our City was the first in the region to receive its grant agreement.

We have released the Public Service request for funds and applications are due 6/19/20 at 3 p.m. Notices were placed in the Leavenworth Times, released through the Leavenworth County Human Service Council and sent directly to CDBG related agencies.

The Small Business program is on hold pending federal guidelines. HUD has still not provided the programmatic guidelines and clarifications. Currently HUD is stating that these will now be printed in the Federal Register which will take additional time. We have been given no timeline for release.