



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

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, APRIL 20, 2021 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

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed on Channel 2 and via Facebook Live. The public is encouraged to view the meeting using one of those options. The Leavenworth City Commission meeting is open to the public with limited seating capacity. To mitigate the spread of COVID-19 face coverings and social distancing are **REQUIRED** to attend the meeting. To attend the meeting in person, email cwilliamson@firstcity.org no later than 4:00 pm on the day of the meeting to reserve a seat. Seats are available on a first come first serve basis. If you are not attending the meeting but would like to submit comments on an agenda item to be read during discussion on that topic, email your comments to cwilliamson@firstcity.org no later than 6:00 pm on the day of the meeting.

Study Session:

1. Countywide Transportation Study Presentation (pg. 2)
2. Temporary Sign Review (pg. 8)
3. Presentation by Convention & Visitors Bureau (pg. 10)

Policy Report
Countywide Transportation Study Presentation
April 20, 2021

Prepared by:



Paul Kramer
City Manager

Background:

The Kansas Department of Transportation (KDOT) and the Mid-America Regional Council (MARC) have stressed the importance of a countywide transportation plan to stakeholders in Leavenworth County for years. The creation of a plan is a requirement of project funding, support and eventual construction. KDOT and MARC have continually advocated for a countywide approach of collaboration among cities and the county; to this point, that hasn't existed in a cohesive manner.

Issue:

The Leavenworth County Port Authority (LCPA) has been tasked with forming a group to create and issue a request for proposal (RFP) to select a consultant to perform the work. Drafting of the RFP included input from the County, LCPA, all four cities in the county, as well as KDOT and MARC. The draft RFP is complete and the LCPA is now approaching governmental entities in the County to secure financial support for the project.

Greg Kaaz, LCPA President, will present the item and be available for Commission questions.

Attachments:

- Draft RFP

**REQUEST FOR TRANSPORTATION PLANNING / ENGINEERING SERVICES
LEAVENWORTH COUNTY REGIONAL CAPITAL IMPROVEMENT PLAN (CIP)
PRIORITIZATION**

1) Introduction

Leavenworth County Port Authority (LCPA), in cooperation with Leavenworth County, the City Leavenworth, the City of Basehor, the City of Lansing, the City of Tonganoxie, the Kansas Department of Transportation (KDOT), and the Mid-America Regional Council (MARC) is seeking a consultant to help prioritize potential capital improvement projects assembled from a list of previously completed studies as well as some potential new projects. Over the past several years, various studies have been completed by various entities. It is the desire of the stakeholders within the Leavenworth County Region to review the associated recommended projects and to develop a prioritization, based on community input, feasibility, connectivity to the greater Kansas City metropolitan area, and technical criteria, to focus limited resources. A partial list of these projects include:

- 2014 5-County Study (KC Metro + Douglas County)
- 2000 Kaw Connect Major Corridor Study (I-70: Topeka to Kansas County)
- 2006 K-7 Corridor Management Plan
- 2007 US-24 / 40 Corridor Management Plan
- 2008 T-Link & KDOT Consultation: Leavenworth County Transportation Priorities)
- 2016 K-92 Centennial Bridge Study
- Patriot Highway (PPP Agreement)
- Leavenworth County, city stakeholders, and surrounding county Comprehensive Plans
- 2020 Eastern Gateway Concept Study

2) Schedule for Selection

- | | |
|---|----|
| 1. RFP Available to the Public | XX |
| 2. Pre-Proposal Meeting | XX |
| 3. Questions Deadline | XX |
| 4. Proposal Submittal Deadline | XX |
| 5. Interviews | XX |
| 6. Select and Notify Professional (tentative) | XX |
| 7. Contract Execution | XX |

3) Proposal Submittal

Professionals should limit the total length of proposals to a maximum of thirty (30) single-sided 8 ½" x 11" pages (excluding cover pages, table of contents, and dividers. Brevity is appreciated and encouraged when possible. Font shall be a minimum of 10 point and margins are limited to no less than 0.5" for sides, top and bottom. Extended page sizes, such as 11" x 17", count as a single page and should be limited to those pages which cannot be feasibly displayed on 8 ½" x 11" pages.

A. Cover Letter / Executive Summary

The Cover Letter / Executive Summary should highlight the content of the proposal and features of the services offered, including a general description of the services and any unique aspects or benefits provided by the Professional.

Professional should indicate their ability to participate in the interviews on the

proposed dates.

B. Vendor Information

1. Describe your firm's business and background
2. Number of years in the business
3. An overview of services offered and qualifications
4. Size of the firm
5. Location(s) of offices. If multiple, please identify which will be the primary for this contract.
6. Primary contact information for the company including contact name(s) and title(s), mailing address(es), phone number(s), and email address(es).
Complete Section VI, Vendor Statement.

C. Scope of Services

1. Study Understanding: Provide a summary of your team's understanding of the study
2. Study Approach: Describe your recommended approach to achieve each of the tasks outlined in the Scope of Work described above. The narrative should include any options which may be beneficial for the Selection Committee to consider. Professionals are encouraged to think beyond the outlined Scope of Work and provide innovative and cost-effective ideas to create a successful plan.
3. Describe how the Study will be managed and who will have primary responsibility for timely and professional completion.
4. Describe the methods and timeline of communication your firm will use with the Selection Committee's Project Manager and other parties.
5. Schedule: Professional's schedule shall clearly indicate "critical path work items" including decision points requiring Selection Committee input. Professional must explain approach and strategy to ensuring this schedule is met as well as their understanding of the challenges associated with the Study. The schedule shall detail all items required to meet the final deliverable date and shall clearly indicate critical path work items. Schedule should include realistic timelines for performing critical path tasks associated with the Study. If the provided Study schedule described in this RFP is not attainable, provide an explanation as to why it is not and how it must be adjusted. Professional should also address the question of whether additional personnel are available to assist in meeting Study schedule if needed.

D. Firm Capability & Assigned Personnel

1. Provide an Organizational Chart / Proposed Project Team: An organizational chart containing the names of all key personnel and sub-consultants with titles and their specific task assignment for this Study.
2. Provide a minimum of two similar projects with public agencies in the past 5-10 years that have involved the staff proposed to work on this Study. Include the owner's name, title of project, beginning price, ending price, contact name, email and phone number, sub-consultants on the team and a brief description of the work and any change orders.

3. Include three references (current contact name, current telephone number and email address) from similar projects with similar requirements that have been completed within the past 5-10 years and that have involved the staff proposed to work on this Study. Provide a description of the work performed. The Professional authorizes the Selection Committee to verify any and all information contained in the Professional's submittal from references contained herein and hereby releases all those concerned providing information as a reference from any liability in connection with any information they give.
4. List of Study Personnel: The list should include the identification of the contact person with primary responsibility for this Agreement, the personnel proposed for this Agreement, and any supervisory personnel, including partners and / or sub- consultants, and their individual areas of responsibility.
5. Please speak to the issues and/or opportunities related to the remote working situation. Specifically, what are ways to keep the project on schedule and still facilitate meetings with stakeholders and property owners?
6. What adjustments to your processes do you plan to make or have made due to COVID-19?

4) Scope of Services

The following is an outline of a general scope of services for this project and is not intended to represent the final scope of services. The scope outlined below may be modified upon selection, and additional tasks the consultant deems necessary or beneficial to this project should be identified in the response.

- A. **Project Management** – The consultant will outline their project management plan, include details on how they will manage the overall project execution, coordination, cost control, and quality control process.
- B. **Public Involvement Plan** – The consultant will develop a robust public involvement plan, and must be adaptable to address any challenges that may be presented by COVID-19. This plan may include the use of a:
 - o Steering Committee
 - o Technical Advisory Committee
 - Public Works Staff, Planning Staff, KDOT, MARC
 - o Stakeholder Groups
 - Economic development
 - School Districts
 - Emergency Response Services
 - Adjacent communities (Wyandotte County, Platte County, MODOT etc.)
 - Elected Officials
 - Others
 - o Public Meetings
- C. **Develop Goals and Objectives** – Working with the Steering Committee and Technical

Advisory Committee, at a minimum, develop the goals and objectives for this project. Scoring Criteria consistent with KDOT and MARC project prioritization and evaluation criteria for funding projects should also be developed, taking into account items such as connectivity to the rest of the Kansas City metropolitan area, interstate connectivity, safety, congestion, multimodal impacts, operations, and economic development impact. Where appropriate the adopted goals of KDOT and the Mid America Regional Council should be taken into consideration.

- D. **Data Collection** – Consultant should outline how they will conduct data collection to bring value to the project, potentially including traffic volumes, crash history, infrastructure condition, maintenance activities, etc. The Mid-America Regional Council (MARC) will provide technical support including existing National Highway System (NHS) pavement and bridge condition data, crash data, natural resources inventory, and travel forecast modeling for the existing network of collector and arterial roadways. MARC will also provide travel forecast modeling for up to three alternative network scenarios.
- E. Develop updated conceptual project cost estimating of the previously identified improvements. Through the public engagement activities new projects may also be identified for consideration.
- F. Developing a prioritization model and criteria in conjunction with the Selection Committee in order to rank identified projects. Example criteria may include, but not be limited to: safety (current and anticipated safety issues based on industry standards), interstate and metropolitan connectivity, congestion, level of service, development coordination, multimodal connectivity including transit, deficient infrastructure, economic development impacts, and realistic funding opportunities working with KDOT and MARC funding, etc.
- G. Conduct a high-level evaluation of critical clearances required for construction projects (National Environmental Policy Act (NEPA), historic, environmental, property boundaries, floodplain/floodway, etc.) to determine if future construction projects have critical items which may make the projects unfeasible.
- H. Present draft findings of the report to the Selection Committee and in work sessions with the various elected county and city boards within Leavenworth County. It is the goal to develop consensus with all governmental entities on the final recommended project prioritizations.
- I. Issue a final report for adoption / endorsement by the elected county and city boards within Leavenworth County.

This project will require several deliverables throughout the course of this study including, but not necessarily limited to:

- Project Management Plan
- Public Involvement Plan
- Interim Technical Reports at the conclusion of each task.

5) Insurance Requirements

Engineer shall provide certificates of insurance for Professional Liability (\$1,000,000.00); General Liability (\$1,000,000.00); Automobile Liability

(\$1,000,000.00) and Workers Compensation (Statutory) to the County prior to commencement of services.

6) Project Schedule

This project is anticipated to be completed within XX months of notice to proceed.

7) Project Budget

This project has a tentative budget of approximately \$XX.

8) Pre-Proposal Meeting

A virtual non-mandatory pre-proposal meeting on XX, 2021. Those desiring to register should contact XX in advance for meeting details.

9) Selection Criteria

Project Understanding – 20%

Project Approach – 40%

Project Management, including internal communication – 15%

Project Team and Relevant Experience – 25%

10) Proposal Submittal Process

- a. Submittals shall at the following location and shall be time stamped no later than 10:30 a.m., XX, 2021. Proposals must include six (6) hard copies of the proposal including an electronic copy on a USB flash drive.

Leavenworth County Clerk, Courthouse
300 Walnut Street, Suite 106
Leavenworth, Kansas 66048
Attn: County Clerk

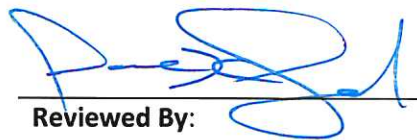
Please contact Leavenworth County Public Works, Bill Noll, with questions via email only at bnoll@leavenworthcounty.gov. Only written questions will be responded to and must be received by XX, 2021. Responses to questions will be provided by close of business on XX, 2021.

POLICY REPORT
Temporary Sign Review

April 20, 2021



Prepared By:
Julie Hurley,
Director of Planning and
Community Development



Reviewed By:
Paul Kramer,
City Manager

DISCUSSION

In February, 2021, the Executive Director of CASA spoke with the City Commission regarding temporary signs and brought forth a request for review of the temporary sign regulations as applied to non-profit agencies. Upon direction of the Commission, staff has reviewed the current regulations related to temporary signs for ways in which the regulations may better accommodate the needs of the community.

Currently all temporary signs, with specific exceptions, require issuance of a Temporary Sign Permit. Two such permits may be issued for a location in any calendar year, and each permit is valid for 60 days. Staff has reviewed sign regulations from several area municipalities and did not find any language related to non-profit organizations or other specific types of businesses.

The existing Development Regulations do specify certain types of signage that do not require permit in Section 8.04.C: Signs Excluded From Permit. One existing exception reads:

Temporary signs containing non-commercial messages at churches, synagogues and other similar places of worship, community centers, public and private schools, and buildings or structures owned or leased and used by other public, semi-public, or civic organizations.

Signs that are excluded from permit are required to otherwise comply with applicable provisions of the sign regulations, in terms of size, placement, etc.

In order to meet the unique needs of organizations within the community, staff would propose the following change to the above noted section:

*Temporary signs containing non-commercial messages at churches, synagogues and other similar places of worship, community centers, public and private schools, and buildings or structures owned or leased and used by other public, semi-public, civic, or **public service** organizations.*

The addition of the phrase “public service organizations” would address the issue that has been brought forth. Additionally, this language is consistent with that already being used throughout City programs and clarifies the types of organizations that qualify to be excluded from the need for a temporary sign permit.

All proposed updates will be brought to the Commission for final review and approval at a later date after review by the Planning Commission.

Policy Report
Presentation by Conventions & Visitors Bureau
April 20, 2021

Prepared by:



Paul Kramer
City Manager

Issue:

Conventions & Visitors Bureau will provide an update to the City Commission.

The First City of
Kansas

1854



2020 YE RECAP AND
2021 SEMI ANNUAL REPORT

April 20, 2021

LEAVENWORTH CONVENTION AND VISITORS BUREAU



Discussion points

Nat'l Travel Industry Update
State of Kansas Update
Leavenworth Update



Nat'l Travel Industry



COVID-19 Vaccine

The majority (79%) of Global Business Travel Association (GBTA) members and stakeholders say they would be comfortable traveling for business after receiving the COVID-19 vaccination.

<https://www.ustravel.org/toolkit/covid-19-travel-industry-research>

National Travel and Tourism Week May 2-8, '21

NTTW will be celebrating this year noting the **Power of Travel** and the **Recovery Processes** across the nation. We will be participating in the States campaign, KCRDA's plans, and will host a table at the Farmers Market on May 8th.

American Rescue Plan Act, March 2021

1.9 trillion relief package includes \$750 million set aside in Economic Development Administration (EDA) grants for destination marketing (DMO) organizations to promote and encourage safe travel. The KSWPT is looking into what this means for KS.

Kansas Dept of Tourism



Governor Relocates Tourism to Department of Commerce to Spur Economic Growth

“Moving the Tourism division into the Department of Commerce sends a clear message to our industry partners and prospective companies that my administration will use every tool at our disposal to spur new economic growth,” Governor Kelly said. “This realignment will support our businesses, our tourism industry, and will play a significant role in our COVID-19 recovery efforts.” Effective July 1, 2021

Economic Development Administration

Economic Development Administration (EDA) has set aside \$750 million in EDA grants exclusively for communities and states who have experienced severe job loss in the travel, tourism and outdoor sector industries. This is an incredible resource for destination marketing organizations (DMOs) and state tourism offices. More to come on this as the state will send out a fact sheet for DMO's to take advantage of the opportunity if qualified.



LEAVENWORTH STATISTICS 2020

YE Review

Estimated visitors to Leavenworth

2014	191,344	2017	214,688	2020	NA
2015	193,520	2018	240,900		
2016	177,472	2019	214,075		

Website: VisitLeavenworthKS.com

52,219 unique users
231,053 total page views

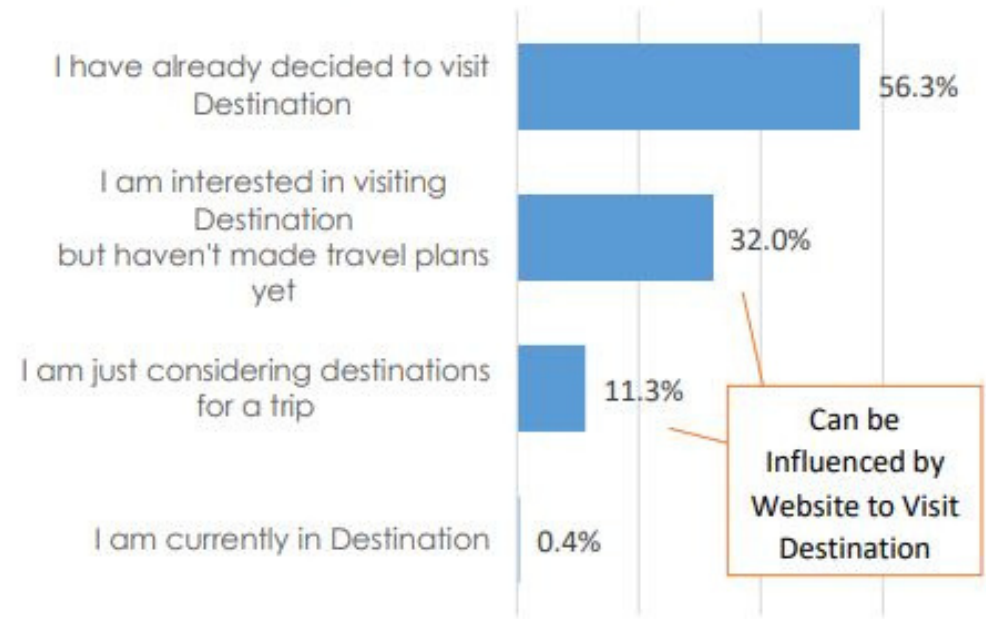
Top 5 States Visiting Website

Kansas, Missouri, Illinois, Texas, Washington

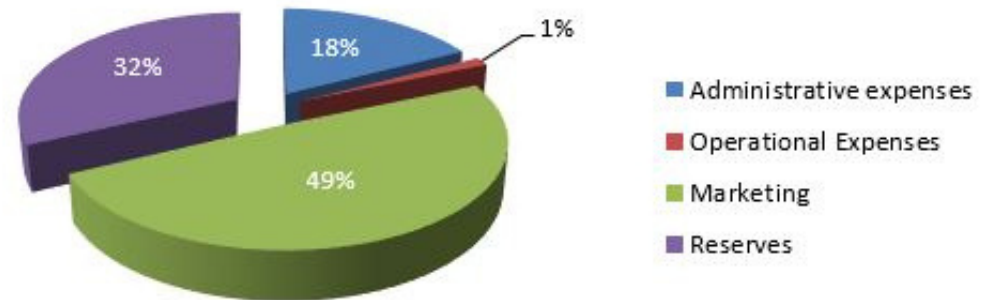
Top Referral Sites

travelks.com, On-Line Campaign, LeavenworthKS.org

Point in Travel Planning Process



2020 Budgeted Expenditures by Function for CVB



2020 YE REVIEW

Marketing

- 1.7 M print distribution
- 2.4 M digital ad impressions & Billboards
- 231k website views
- 331k social media impressions
- 236 Individual requests filled
- 58k Spent in Marketing dollars
- 6.5k visitors guidebooks distributed for 2020

Consumers 2020

56 percent of consumers are shopping in neighborhood stores or buying more locally sourced products, with 79 percent planning to continue this behaviour into the future. *Main Street National Conference, April 2021.



Make **HISTORY** With your next meeting

No matter what type of event you are planning for; meetings, conferences, receptions or weddings, we can help you find the perfect venue for all your attendees.

Give (913) **LEAVENWORTH** VisitLea 1854 Experience "The First City of Kansas" USA



Make **HISTORY** With your next Group Tour!

Explore our history at the Carroll Mansion, the Buffalo Soldier Monument on Fort Leavenworth, the C.W. Parker Carousel Museum, our 28-block historic downtown shopping district and so much more...

VisitLeavenworthKS.com



Occupancy

	Occupancy	Supply
2017	66.6%	98,915
2018	56.6%	135,381
2019	64.5%	131,765
2020	53.0%	131,765



ADR

Average Daily Rate

2017	\$106.90
2018	\$109.17
2019	\$108.30
2020	\$105.46

RevPA

R

Revenue Per Available Room

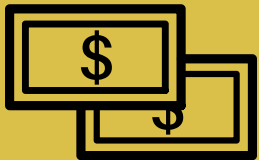
2017	\$71.15
2018	\$62.89
2019	\$69.81
2020	\$55.95



Revenue

2017	\$7 M	65,835 room nights
2018	\$8.5 M	77,985 room nights
2019	\$9.2 M	84,933 room nights
2020	\$7.4 M	69,902 room nights*

*Approx. 35% of room nights sold in 2020 were TGT exempt

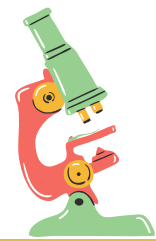


Local TGT Collected

2017	\$347K	40,657 room nights
2018	\$423K	48,401 room nights
2019	\$531K	61,326 room nights
2020	\$383K	45,358 room nights

2019-2020 Figures based on:
Fairfield Inn, Hampton Inn, Home2 Suites and TownePlace

Local Updates



COVID-19 Vaccine

Despite feeling safer and increasingly more positive, many Americans do expect a longer-term impact from the pandemic on their travel, from spending less to sticking to outdoor activities while on vacation. 88% of Americans now have travel plans in the next 6 months with domestic and drive markets being favored over international travel.

Design & Promotions Committee

Local Involvement

I continue to be involved with the Design and Promotions Committees of the Lvn Main Street Program.

Design is working on pocket parks around town, and 28 door mural project.

Promotions Committee is busy with AA5, summer concert series, Spring Tea, Spring and Summer events and more.

Local Occupancy

We have fared better than most of the other areas in KS during the last year with an occupancy rate of 53% vs the State at 40.7%.

Hoteliers have been reporting that they have been seeing a lot more walk-ins over the last few months.

Hotel Mgrs Mtg. was held on March 24 and discussion was mainly on gov. per diem rates and group bookings by third parties.

2021 UPDATES

TGT GRANTS: Feb 1, 2021

The Tourism Grant review committee met on Feb 19th and determined the amounts for the grant applications for the Feb. 1, 2020 round. We were able to roll over funding from 2020. We funded 5 organizations for 2021.

LCHS for \$5000 - Casino Night
LMS for \$5000 - pocket parks
1st City Museum - \$5000 - mural
Santa Fe Trails - \$4000 - Cool Hand Luke
LV HMA - \$5000 - new Corn Hole Tournament

KCRDA Co-op

History Trip CW Parkers listing has received 28 CTR
Coffee Trip Meriwether's Coffee Shop has received 106 CTR
Holiday Trip the Carroll Mansion received 42 CTR,
Kids Trip the CW Parker received 391 CTR from July 1, 20 - March 31, 21.

I-70 Assoc. Co-op

Placing ads in several publications: TravelKS, Kansas!, KS Tourism Website, 10 Blog articles a year, 2 Backlit signs at 2 TIC, hosts a travel I-70 room at the Goodland TIC. I-70 also hosts up to 2 travel writers a year along with maintaining a very informative website.

I-70 has a presents on FB, IG, Twitter, and Pinterest.

Group Tours

June 10 Kids R Kids, Olathe KS
Sept 13-14 Bilbrey Tours, Austin TX

Calendar of Events

April 25 Cool Hand Luke Grinder
May 30 Memorial Day Ceremonies on Fort and Muncie
July 4 Fireworks & Salute to the Union on Fort
July 27-31 Leavenworth County Fair
Aug 7 Leavenworth Cruisers Car Show
Aug 21 Jazz by the River
Sept 24-25 Camp Leavenworth
Sept 25 Buffalo Bill Century Bike Ride



Midwest Travel Network
#MWTravel



Travel Industry Association of Kansas



AMERICAN BUS ASSOCIATION

2020 TRADE SHOWS and CONFERENCES ATTENDED

Due to COVID-19 many shows in 2020 cancelled however I still attended several.

ABA, American Bus Association

Jan. 25-29, in Louisville, KY

Select Traveler Conference and

Going on Faith Conference

August 28-30, French Lick, IN

PAIR Day, Ft Leavenworth

September 26

2021 TRADE SHOWS and CONFERENCES COMING UP

Boomers in Groups, Louisville, KY

March 30 - April 2

PAIR Day, Ft Leavenworth

Aug. 21

Small Market Meetings, Cheyenne, WY

Sept 26-29

TIAK Tourism Conference, Liberal, KS

Oct. 17-21

KSAE Meeting Showcase, Topeka KS

Dec. 9-10

ABOUT VISIT LEAVENWORTH

Visit Leavenworth represents our City in the solicitation and services of all types of travelers to the City, whether they visit for business, pleasure, or both.

The CVB positions Leavenworth as a mid-scale tourism destination offering outstanding history, unique sightseeing, shopping, and dining experiences along with several major events throughout the year.

MISSION STATEMENT

The mission of Visit Leavenworth KS is to attract visitors, tour groups, and meeting & convention business to the Leavenworth community.

BOARD MEMBERS

Hotel: Brian Huntington

Attraction: Lisa Weakley

Retail: Sherry Brown

Hotel: Shirley Dickson

Venue: Scotty Brezgiel

At Large: Dick Wright

Attraction: Edna Wagner

Fort: George Marcec, PAO

Staff: Kristi Lee

Attraction: Tony Baker

Main Street: Wendy Scheidt

Staff: Heidi Walther



THANK YOU!

WEBSITE

VisitLeavenworthKS.com

PHONE

913-758-2948

EMAIL ADDRESS

cvb@firstcity.org

Happy springtime!