



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

**CITY COMMISSION STUDY SESSION**  
**COMMISSION CHAMBERS**  
**TUESDAY, JANUARY 18, 2022 6:00 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 6 p.m. and midnight and available for viewing on YouTube*

**Study Session:**

1. 2022 Parks and Recreation Financing Discussion (pg. 2)
2. Presentation by Leavenworth Interfaith Community of Hope (pg. 8)

**Policy Report**  
2022 Parks and Recreation financing discussion  
January 18, 2022

Prepared by:



Paul Kramer  
City Manager

**Background:**

In June 2021, during the 2022 operating and capital budget process, the City Commission identified four priority capital projects related to City parks. Those projects include:

- A splash pad at Hawthorn Park
- A park restroom at Stubby Park
- A large park shelter at Stubby Park
- A park restroom at Havens Park

Based on average annual historic funding levels for Parks and Recreation projects, it was determined that the total cost of these four projects (estimated at \$750-800,000) would need to be implemented over 2-3 years, depending on other priorities and funding levels, to cash finance the projects.

During those budget discussions, these specific projects each had compelling reasons to be selected for 2022, rather than be scheduled for 2023 or 2024. With that in mind, staff offered the solution of using bond financing in the form of temporary notes to move forward with all four projects in 2022 and finance them over 2-3 years. With low interest rates and reduced issuance fees (by paying off the temporary notes before being required to actually issue bonds) it is reasonable to assume that the savings resulting from bidding the projects now, as opposed to 12-24 months in the future, could essentially pay for the financing costs. See below.

**Financial comparison estimate:**

**Temporary note approach**

Total amount: \$750,000

Issuance and interest costs: Assuming 2 percent issuance cost and 1.5 percent interest rate

Annual cost over three years:

2022	2023	2024	Total
\$258,825	\$258,825	\$258,825	\$776,475

**Splitting the projects approach**

Assuming two projects each year and a 7 percent project cost increase, based on current inflation:

2022	2023	Total
\$375,000	\$401,250	\$776,250

**Issue:**

If the Commission is in favor of moving forward with executing all four of these projects in 2022, the Finance Department and City Clerk's Office would need to start working with our bond counsel and financial advisor to set up the debt issuance. In addition, the Parks Department would need to move forward with the design and bid process as we are seeing extensive delays in material delivery.

**Considerations:**

If the Commission directs staff to move forward with all four of these projects, there are a few notes to be aware of:

- This would essentially be two years of Parks projects, so while the estimated amount of \$750-800,000 over 2-3 years is approximately only seven (7) percent of the total available CIP Funds, there would likely be no significant Parks and Recreation projects in 2023.
- The City Commission would be obligating future funds that would then be unavailable for expenditures during the life of the temporary notes.

**Projects:****Splash Park:**

Reviewed by the Commission at the December 7, 2021 Study Session, staff has begun work on this project. The project, to be located at Hawthorn Park, is scheduled to open in 2022. Costs for the project is a concern as early indications are increased materials prices of 15-20 percent.

**Stubby Park (restrooms and a new shelter):**

The City took action in 2019 to transform Stubby Park into a destination park. The goal was to, along with Cody Park, have a large area with parking and extensive play functions in a highly visible location. The early returns have been incredibly favorable, with the park becoming one of the most popular in the City. However, as the use of the park has increased, the presence of portable restrooms has caused some negative feedback. As part of that effort in 2019, a phased master plan was created. After the replacement and expansion of the equipment, walking trail, layout, fencing, parking and stormwater control issues, the next two identified upgrades were permanent restrooms and a park shelter (similar to the shelters at Cody Park and Wollman Park) that could host birthday parties, graduation parties, family events and other types of events that bring people together in City parks.

**Havens Park (restroom):**

The establishment of a restroom at Havens Park has been identified in the City's Capital Improvement Plan since at least 2017. Over the course of that time, the project has been unfunded, scheduled for "out years" and pushed back due to funding availability and support. The project would create a permanent restroom facility, parking and lighting at this park, with the goal of increased use. City investment in Havens Park has been minimal, with the establishment of a restroom seen as a potential starting point to increased use, awareness and investment.

**Conclusion:**

The capital budget cannot accommodate more than two of these projects in 2022. City staff, working on Commission direction from the 2022 operating and capital budget discussion in June 2021, is planning to use temporary financing with a 2-3 year payoff period to complete all four projects in 2022. The financing process requires Commission approval at multiple points, and a Commission consensus is necessary to continue with the above outlined plan of action. The determination on the payoff period

for the debt will be dependent on total final costs, revenue performance in the CIP funds and other priorities as determined by the Commission. That decision would be made prior to the temporary note issuance in mid-2022.

**Attachments:**

**- A single page showing a built-out Stubby Park**

**- A sample of the restroom options staff will explore for Stubby and Havens Park.**

- For Stubby we are planning for a multi-user flush model that will be similar to the CXT Montrose or Taos pictured here. These are similar to the restroom facilities we currently have at the soccer complex and Haymarket Square.

- For Havens we are planning a single user flush restroom similar to the CXT Cortez, Denali, or Ozark II pictured here. Essentially two single user fully accessible restrooms.





# STUBBY PARK MASTER PLAN





# FLUSH RESTROOMS

## SIMPLE TO INSTALL

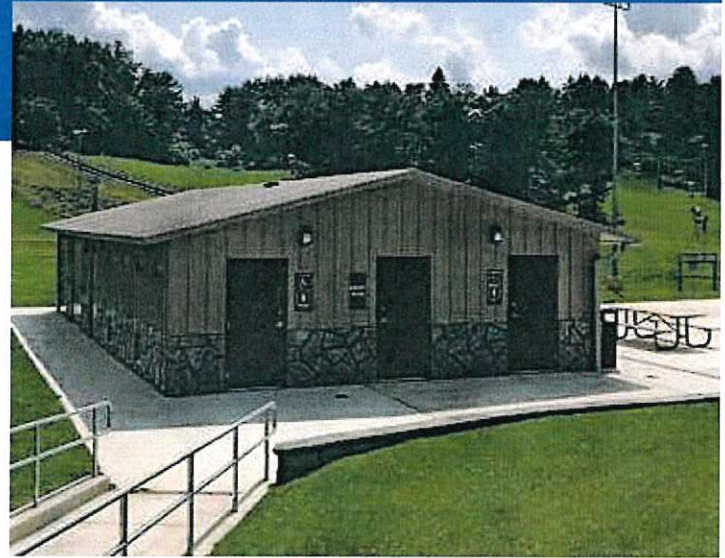
CXT buildings require minimal site preparation and can typically be in use on the day of installation.

## READY TO USE

Our buildings are prefabricated and delivered complete and ready to use, including plumbing and electrical where applicable.

## EASY TO MAINTAIN

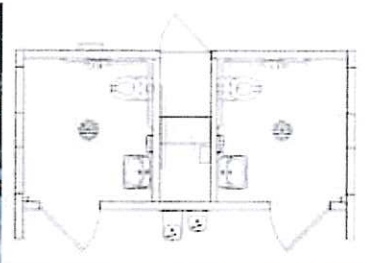
Our interiors are designed to resist abusive wear and can be cleaned quickly with warm soapy water and a brush.



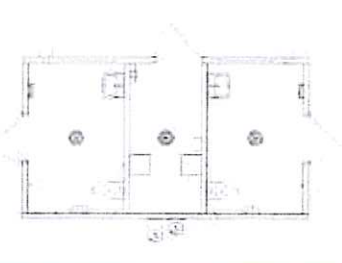
## SINGLE USER



CORTEZ



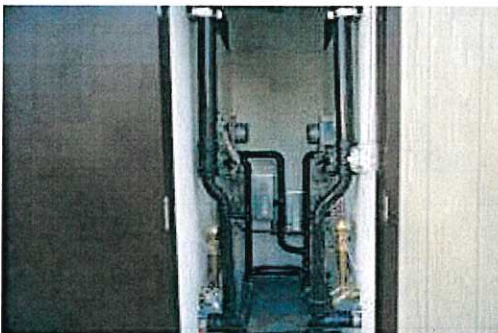
DENALI



OZARK II



OZARK I



*Engineered to withstand snow, wind, water and zone-4 seismic loads.*



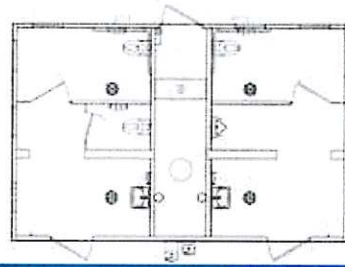
## UTILITIES

- Pre-wired, pre-plumbed, and tested before shipping to meet local code requirements.
- Concealed within the chase/storage area for easy hook up and maintenance, and to reduce vandalism.

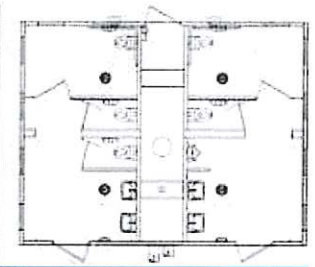
## HOOK UP AND INSTALLATION

- Minimal site work is required.
- Water, sewage and electrical utility lines are stubbed up through the prepared base material to match up with the utility blockout within the floor of the chase area.
- Hookup of the three utility lines can be completed in a matter of hours.

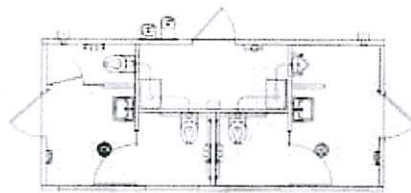
## MULTI USER



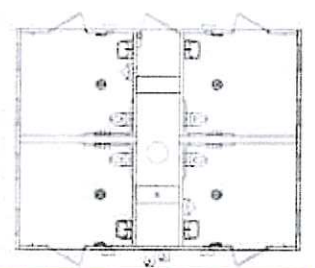
MONTROSE



TAOS



KODIAK



ARAPAHOE

*Floor plans for reference only.*



- Vandal resistant building and toilet components
- 4" thick steel reinforced concrete walls
- 5" thick steel reinforced concrete roof and floors
- Will not rot, rust or burn
- Available in 28 different colors
- Custom textures and colors also available



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**Policy Report**  
Presentation by Leavenworth Interfaith Community of Hope  
January 18, 2022

Prepared by:

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

Paul Kramer  
City Manager

**Issue:**

Myranda Agnew, Executive Director of Leavenworth Interfaith Community of Hope, will provide an update to the City Commission.