



Welcome To Your City Commission Meeting - Please turn off or silence all cell phones during the commission meeting.
Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube

Call to Order – Pledge of Allegiance Followed by Silent Meditation

PRESENTATIONS:

1. Proclamations (pg. 3)
 - a. Domestic Violence Awareness Month October
 - b. 100th Anniversary Veterans Day Parade
 - c. Food Day October 16, 2019
 - d. World Polio Day October 24, 2019
 - e. Fire Prevention Week October 6-12, 2019

Amended Agenda

- Consent Agenda amended

2. New Employee Welcome Ceremony (pg. 8)

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

3. Minutes from September 24, 2019 Regular Meeting **Action:** Motion (pg. 11)

NEW BUSINESS:

Citizen Participation: (i.e. Items not listed on the agenda or receipt of petitions- *Please state your name and address*)

General Items

4. Mayor’s Appointments: Community Corrections Advisory Board **Action:** Motion (pg. 14)
5. Review Unsafe and Dangerous Structures 202 Pottawatomie St **Action:** Motion (pg. 15)

Bids, Contracts and Agreements:

6. Construction of the 2019 Sanitary Sewer Inflow & Infiltration Project **Action:** Motion (pg. 25)
7. 2019 Audit Services **Action:** Motion (pg. 30)
8. Replacement Police Vehicles (4) Total **Action:** Motion (pg. 43)
9. Purchase Fire Department Vehicle (1) Total **Action:** Motion (pg. 51)

First Consideration Ordinances:

10. First Consideration Ordinance to Increase Wastewater Rates **Action:** Consensus (pg. 53)
11. First Consideration Ordinance to Increase Refuse Rates **Action:** Consensus (pg. 59)
12. First Consideration Ordinance to Adopt and Enact a New Code of Ordinances for the City of Leavenworth **Action:** Consensus (pg. 62)

Consent Agenda:

Claims for September 21, 2019 through October 4, 2019, in the amount of \$1,531,509.29; Net amount for Payroll #20 effective September 27, 2019, in the amount of \$336,169.66; (Includes Police & Fire Pension in the amount of \$11,572.36)

Action: Motion

Other:

Adjourn

Action: Motion

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *One in every four women will experience domestic violence during her lifetime with approximately 15.5 million children exposed to domestic violence every year; and*
- WHEREAS,** *when a family member is abused, it can have long-term damaging effects on the victim that also leaves a mark on family, friends, and the community at large; and*
- WHEREAS,** *domestic violence is widespread and is devastating to society as a whole, and the problem crosses all economic, racial, gender, educational, religious, and societal barriers; and*
- WHEREAS,** *the crime of domestic violence violates an individual's privacy, dignity, security, and humanity due to the systematic use of physical, emotional, sexual, psychological, and economic control or abuse; and*
- WHEREAS,** *victims should have help to find the compassion, comfort, and healing they need, with access to medical and legal services, counseling, transitional housing so that they can escape the cycle of abuse and domestic abusers should be punished to the full extent of the law; and*
- WHEREAS,** *we encourage domestic violence victims and their families to seek assistance from the Alliance Against Family Violence Hotline (913-675-7217); and*
- WHEREAS,** *it is important to recognize the compassion and dedication of the individuals who provide services to victims of domestic violence; and*
- WHEREAS,** *the United States President, Congress and other agencies have expressed a commitment to eliminating domestic violence; and we must dedicate ourselves to protect vulnerable members of our society with local programs, state coalitions, national organizations, and other agencies to increase public awareness of domestic violence, and to eliminate it through prevention and education.*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim the month of October, 2019 as:*

Domestic Violence Awareness Month

and urge all the people of Leavenworth, Kansas to work towards the elimination of domestic violence.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this eighth day of October in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *the Leavenworth County Veteran's Day Parade is celebrating its 100th anniversary ; and*
- WHEREAS,** *World War I ended on November 11, 1918, with the signing of the Armistice by the Allies and Germany. In the first Armistice Day proclamation in 1919, President Woodrow Wilson called for the nation to remember those who had died in their country's service and to make the day an opportunity for America to "show her sympathy with peace and justice in the councils of the nation"; and*
- WHEREAS,** *in 1927 Congress called for the display of the U.S. flag on government buildings, and in 1938 Congress called for the observance of Armistice Day in cities and schools; and*
- WHEREAS,** *in the first celebration held in Leavenworth stores were decorated in patriotic colors, there were crowds of screaming, noise making happy people of all ages in the downtown streets from early morning until midnight; and*
- WHEREAS,** *the current parade will have multiple Military units with equipment, floats and marching Fraternal and Veterans organizations, local schools bands and JROTC units along with multiple civilian organizations. The parade will have over 250 participants that will draw over 12,000 to 15,000 spectators; and*
- WHEREAS,** *on this patriotic occasion, let us all commit ourselves to the great need of fostering a spirit of rededication to the ideals that have served as the foundation of this great country "One nation, under God, indivisible, with liberty and justice for all."*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim November 11, 2019 as the:*

Leavenworth County 100th Anniversary of the Veteran's Day Parade

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this eighth day of October in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *Food Day, October 16, 2019, connects us to real food, which is local, healthy, and sustainable and challenges members of our community to eat real, whether it is one ingredient, one meal, all day, or every day; and*
- WHEREAS,** *Food Day, October 16, 2019, educates and inspires the Greater Kansas City community to create a stronger, healthier, more accessible, more sustainable local food system; and*
- WHEREAS,** *the health and well-being of our citizens is of primary concern for the City of Leavenworth reducing obesity and diet-related diseases by promoting safe and healthy diets is a critical factor in improving citizens' overall health; and*
- WHEREAS,** *supporting sustainable family farms and local agriculture benefits the local economy; and*
- WHEREAS,** *obtaining fair pay and safe conditions for food and farm workers is beneficial for both the producer and consumer so that the food we produce and consume is safe and fair for all; and*
- WHEREAS,** *expanding access to real food to those who live in food deserts is critical to alleviating hunger; curbing junk-food marketing aimed at children is vitally important in order to combat rising obesity rates and raise a generation of healthy children; and*
- WHEREAS,** *the Leavenworth Farmers Market has adopted the Double-UP Program to provide for healthful eating for members of the Supplemental Nutrition Assistance Program, by matching their purchases of fresh produce up to \$25.00; and*
- WHEREAS,** *protecting the health of the environment and farm animals is necessary to sustain future generations.*
- NOW, THEREFORE,** *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim October 16, 2019 as:*

Food Day

in the City of Leavenworth, Kansas, and I urge all citizens to participate in the activities planned here forth, and published at www.fooddaykc.org.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this eighth day of October in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *Rotary International, founded on February 23, 1905 in Chicago, Illinois, USA, is the world's first and one of the largest non-profit service organizations; and*
- WHEREAS,** *the Rotary motto "Service Above Self" inspires members to provide humanitarian service, encourage high ethical standards, and promote good will and peace in the world; and*
- WHEREAS,** *in 1985 they helped launch PolioPlus and to establish the Global Polio Eradication Initiative, which today includes the World Health Organization, U.S. Centers for Disease Control and Prevention, UNICEF and the Bill & Melinda Gates Foundation to immunize the children of the world against polio; and*
- WHEREAS,** *polio cases have dropped by 99.9 percent since 1988 and the world stands on the threshold of eradicating the disease; and*
- WHEREAS,** *to date, Rotary has contributed more than US 1.9 billion and countless volunteer hours to the protection of more than 2.5 billion children in 122 countries; and*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim October 24, 2019 to be:*

World Polio Day

and encourage all citizens to join Rotary International in the fight for a polio-free world.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this eighth day of October in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

City of Leavenworth, Kansas



Proclamation

WHEREAS, *the City of Leavenworth is committed to ensuring the safety and security of all those living in and visiting our city; and*

WHEREAS, *fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and*

WHEREAS, *according to the National Fire Protection Association (N. F. P. A.), home fires accounted for 2,720 deaths, and 11,200 injuries in the United States in 2018; and fire departments in the United States responded to approximately 363,000 home fires; and*

WHEREAS, *working smoke alarms cut the chance of dying in a reported fire in half; and*

WHEREAS, *the N. F. P. A. recommends at least one smoke alarm on every level of the home (including the basement) outside all sleeping areas, and in all bedrooms; and*

WHEREAS, *the City of Leavenworth Fire Department is dedicated to reducing the occurrence of home fires and home fire deaths and injuries through prevention and proper education; and*

WHEREAS, *the City of Leavenworth residents are responsive to public education measures and are able to take personal responsibility to increase their safety from fire, especially in their homes; and*

WHEREAS, *the 2019 Fire Prevention Week theme, "Not every hero wears a cape. Plan and Practice your Escape!" works to educate everyone about the small but important actions they can take to keep themselves and those around them safe.*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim October 6-12, 2019 as:*

Fire Prevention Week

and urge all the people of Leavenworth, Kansas to protect their homes and families by heeding the important safety messages of Fire Prevention Week 2019, and to support the many public safety activities and efforts of Leavenworth's fire and emergency services.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this eighth day of October in the year of two-thousand and nineteen.*

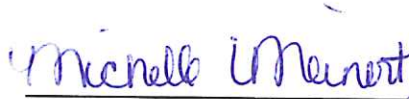
Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

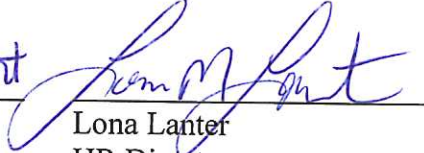
POLICY REPORT 19-05
New Employee Welcome Ceremony
October 8, 2019

Prepared by:



Michelle Meinert
HR Specialist

Reviewed by:



Lona Lanter
HR Director

Reviewed by:



Paul Kramer
City Manager

ISSUE: To welcome newly hired regular full time and part time City of Leavenworth employees.

BACKGROUND: The City has established a program of welcoming new employees to the City Team. As part of this program, each new employee is asked to attend a regular meeting of the Leavenworth City Commission. At the meeting each employee will be introduced by the Mayor or the Mayor Pro Tem and will be presented with a City of Leavenworth pin. Brief background information of each employee listed below is attached.

EMPLOYEES TO BE WELCOMED:

Shane Adams

Sarah Varley

Austin Allen

Demian Renfrow

Anthony-David Wilder

Jacquelyn Porter

Ronald Fox

Tristan Milne

James Krayenhagen

Shawn Hund

Michael Breshears

Kurtis Walker

Tania Olson

Sharon Sanborn

James Heuer

Tyler Kobulnicky

Jason Miller

Police Officer

Police Officer

Police Officer

Solid Waste Collector

Solid Waste Collector

City Planner

Police Officer

Firefighter

Firefighter

Police Officer

WPC Operator I

Park Technician

Zoning & Code Administrator

Administrative Clerk – HR & CVB

Firefighter

Firefighter

Storm Water Equipment Operator I

Shane Adams - Shane was hired on May 30, 2019, as a Police Officer. Shane is a graduate of Oskaloosa Jr.-Sr. High School and previously worked as an associate at NTW National Tire Wholesale in Kansas City.

Sarah Varley – Sarah was hired on May 30, 2019, as a Police Officer. Sarah graduated from Piedra Vista High School in New Mexico and received a Bachelor of Science degree in Criminology & Psychology from Benedictine College. She was previously employed at Cedar Ridge Restaurant as a server.

Austin Allen – Austin was hired on May 30, 2019, as a Police Officer. Austin graduated from Indian Lake High School in Ohio. He recently finished his enlistment with the United States Army where he served as a Corrections and Detentions Specialist.

Demian Renfrow – Demian was hired on June 13, 2019, as a Solid Waste Collector. Demian graduated N. Kansas City High School. He received electrical training from Vatterott College and previously worked at MPC International as an Assistant General Manager.

Anthony-David Wilder – Anthony was hired on June 20, 2019, as a Solid Waste Collector. Anthony-David graduated from Leavenworth High School and previously worked at Precision Cutting and Coring.

Jacquelyn Porter – Jackie was hired on July 11, 2019, as City Planner. Jackie graduated from Tuttle High School in Oklahoma. She graduated from the University of Oklahoma with a BA degree in Mathematics and minor in Geography as well as her Master’s Degree in Regional and City Planning. She previously worked as a City Planner for the City of Tuttle, Oklahoma.

Ronald Fox – Ronald was hired on July 11, 2019, as a Police Officer. Ronald graduated from Apple Valley High School in California. He received Certification as an Emergency Medical Technician from Victor Valley College in Victorville, CA. He previously worked at the Lansing Correctional Facility as a Corrections Officer.

Tristan Milne – Tristan was hired on July 11, 2019, as a Firefighter. Tristan graduated from Mill Valley High School and received certification from JCCC as an Emergency Medical Technician. He previously worked at Classic Motor Freight LLC as a mechanic.

James Krayenhagen – James was hired on July 11, 2019, as a Firefighter. James graduated from Cimarron High School in Cimarron, Kansas and obtained his Emergency Medical Technician Certification through Douglas County. He previously served in the Marine Corps Reserves and most recently worked at the Douglas County Sheriff’s Office as a Corrections Officer.

Shawn Hund – Shawn was hired on August 22, 2019, as a Police Officer. Shawn graduated from Lathrop High School in MO. He received his Emergency Medical Technician certification from Excelsior Springs Care Center. He previously worked at Allied Universal Security as a Security Supervisor.

Michael Breshears – Michael was hired on August 22, 2019, as a WPC Operator I. Michael graduated from Tonganoxie High School. He previously worked at Hamm Quarries in Perry, Kansas.

Kurtis Walker – Kurtis was hired on August 22, 2019, as a Stormwater Equipment Operator I. He transferred to the Parks Department as a Park Technician on October 3, 2019. Kurtis graduated from Piper High School. He also is currently the owner of Advanced Athletics in Easton, KS.

Tania Olson – Tania was hired on September 12, 2019, as a Zoning & Code Administrator. Tania graduated from Lansing High School. She previously worked at Rockwell Security in Shawnee Mission as the Assistant Director.

Sharon Sanborn – Sharon was hired on September 19, 2019, as an Administrative Clerk for HR & CVB. Sharon graduated from Lenape Valley Regional High School in Stanhope, New Jersey. She received her Associates Degree in Registered Health Information Technology from DeVry University. She previously worked at InControl Productions Inc. as a Project Assistant.

James Heuer – James was hired on September 19, 2019, as a Firefighter. James graduated from Harrisburg High School in MO and received his BS degree from the University of Central Missouri in Physical Education with a focus on Exercise Science. He also received his Emergency Medical Technician Certification from JCCC. He previously worked at American Medical Response as an Emergency Medical Technician.

Tyler Kobulnicky – Tyler was hired on September 19, 2019, as a Firefighter. Tyler received his Emergency Medical Technician Certification from KCKCC. He previously worked as an EMT and Fire Fighter for District 1.

Jason Miller – Jason was hired on September 19, 2019, as a Streets Equipment Operator I. He transferred to the Storm Water Division as a Storm Water Equipment Operator I on October 3, 2019. Jason graduated from Piper High School. He previously worked for the City of Olathe as a Maintenance Worker II.



CALL TO ORDER - The Governing Body met in regular session and the following commission members were present: Mayor Jermaine Wilson, Mayor Pro-Tem Myron J. (Mike) Griswold, Commissioners Nancy Bauder, Larry Dedeke and Mark Preisinger.

Others present: City Manager Paul Kramer, Community Development Coordinator Mary Dwyer, Planters II Manager Andrea Cheatom, Section 8 Coordinator Patrick Tooley, Finance Director Ruby Maline, Deputy Finance Director Brandon Mills, Public Information Officer Melissa Bower, City Attorney David E. Waters and City Clerk Carla K. Williamson.

Mayor Jermaine Wilson called the meeting to order and opened the meeting with the pledge of allegiance followed by silent meditation

PROCLAMATION:

Leavenworth Public Schools Foundation Week – Catey Edwards was present to accept the proclamation.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Preisinger moved to approve the minutes from the September 10, 2019 regular meeting as presented. Commissioner Griswold seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

NEW BUSINESS:

Citizen Participation: None

Consider Request for Parking Lot Closure NE Corner of Cherokee Street and South 2nd Street – City Clerk Carla Williamson reviewed the request submitted by the Leavenworth Cruisers for closure of the parking lot for a car show. The closure will take up the east half portion of the parking lot beginning at 8:00 pm on Friday October 25, 2019 through 5:00 pm on Saturday October 26, 2019. Mike Herzog was present to answer any questions regarding the request.

Commissioner Griswold moved to approve closing a portion of the parking lot at the Northeast corner Cherokee St. and South 2nd St. from 8 p.m. Friday, October 25, 2019 to 5 p.m. Saturday, October 26, 2019. Commissioner Dedeke seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Consider a Transient Merchant License for Gypsy Aces at Haymarket Square – City Clerk Carla Williamson reviewed the request by Gypsy Aces to hold a motorcycle swap meet at Haymarket Square on September 29, 2019 from 6:00 am to 2:00 pm. The sales will include new and used motorcycle parts. Carl Strickler and Ralph Palmer were present to answer any questions on the request.

Commissioner Preisinger moved to Grant a waiver of a Transient Merchants Permit for use of Haymarket Square for the Motorcycle Swap Meet on September 29, 2019 as presented. Commissioner Griswold seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Approve City Procurement Policy - Finance Director Ruby Maline and Deputy Finance Director Brandon Mills presented for approval a revised City Procurement Policy. The changes were reviewed by the Commission at a Study Session held on September 3, 2019. Commissioner Griswold suggested that pages 20-24 of the document be written to standardize the use of RFP and proposal document.

Commissioner Bauder moved to adopt the purchasing policy as presented. Commissioner Dedeker seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Resolutions:

Consider Resolution B-2234 – Community Development Block Grant (CDBG) Consolidated Annual Performance & Evaluation (CAPER) – Community Development Coordinator Mary Dwyer reviewed the CAPER to be submitted the US Department of Housing and Urban Development (HUD) no later than September 30, 2019.

Commissioner Bauder moved to adopt Resolution B-2234. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Consider Resolution B-2235 2019 Capital Fund Program Grant (CFP) – Planters II – Housing Manager Andrea Cheatom reviewed the CFP grant for Planters II in the amount of \$146,091.00 grant # KS01P06850119.

Commissioner Griswold moved to adopt Resolution B-2235 accepting the 2019 CPF grant. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Consider Resolution B-2236 Capital Fund Program 5 Year Action Plan & 2020 Capital Fund Annual Statement Performance and Evaluation Report– Planters II - Housing Manager Andrea Cheatom reviewed the plans for submission to the US Department of Housing and Urban Development (HUD) for the operation of Planters II and Section 8.

Commissioner Preisinger moved to adopt Resolution B-2236 Capital Fund Program 5 Year Action Plan & 2020 Capital Fund Annual Statement Performance and Evaluation Report for Planters II. Commissioner Griswold seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Consider Resolution B-2237 Section 8 Administrative Plan – Section 8 Coordinator Patrick Tooley reviewed the Administrative Plan for Section 8 which is a combination of HUD regulations and local housing policies combined into one document. The policies regulate the Leavenworth Housing Choice Voucher and VASH program.

Commissioner Preisinger moved to adopt Resolution B-2237 Section 8 Administrative Plan. Commissioner Griswold seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

CONSENT AGENDA:

Commissioner Bauder moved to approve claims for September 7, 2019 through September 20, 2019, in the amount of \$1,072,133.02; Net amount for Payroll #19 effective September 13, 2019, in the amount of \$347,361.41; (No Police & Fire Pension). Commissioner Dedeke seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Other:

Mayor Wilson and Commissioner Preisinger:

- Camp Leavenworth Festival was a success
- Thanked everyone for their time and efforts in making a great event

Commissioner Bauder:

- A lot of behind the scenes work is being done about transportation and it is still being worked on

City Manager Kramer:

- Provided an update on the 10th Avenue Project
 - Street was swept today in preparation on paving to start tomorrow
 - One lane per day will be paved
 - Sealing of joints and will continue repairing of failed seams
 - Paving to be completed on Friday
 - Striping will be done the following week
- Veterans of Foreign Wars (VFW) having an event this coming weekend at Landing Park
 - Most activities will be at Landing Park
 - Event is for suicide awareness

Adjourn:

Commissioner Dedeke moved to adjourn the meeting. Commissioner Griswold seconded the motion and the motion was unanimously approved.

Time Meeting Adjourned 7:33 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC

CITY OF LEAVENWORTH

TO: CITY COMMISSIONERS
FROM: JERMAINE WILSON, MAYOR
SUBJECT: CITY APPOINTMENTS
DATE: OCTOBER 8, 2019

I move to appoint the following:

Community Corrections Advisory Board:

- Reappoint Marcia Jackson and Patrick Kitchens to terms ending October 16, 2021
- Appoint Jennifer Marsh to a term ending October 16, 2021

POLICY REPORT

**Review Unsafe and Dangerous Structures
202 Pottawatomie Street**

OCTOBER 8, 2019



Prepared By:
Julie Hurley,
City Planner



Reviewed By:
Paul Kramer,
City Manager

DISCUSSION

Structures that are assessed to be in an unsafe and dangerous physical condition pose a threat to the public health, safety and welfare of the City. To address and abate these structures, the City Commission, through its powers under Chapter 22, Article X (Dangerous Structures) of the Code of Ordinances, has requested that City staff annually develop an inventory of unsafe and dangerous structures for review and potential removal through demolition.

The list of properties compiled by staff in 2018 for consideration for demolition included the house located at 202 Pottawatomie. The property was constructed in 1860 and was listed in the Kansas State Register of Historic Places in February, 2017. It is not listed in the National Register of Historic Places.

The City Commission first reviewed the list of properties at their regular meeting on June 26, 2018. At that time, the City Commission passed a resolution granting the property owner of 202 Pottawatomie an extension until October 9, 2018 to commence repair of the structure. The Leavenworth Preservation Commission reviewed the property at their July 11, 2018 meeting and instructed the applicant to commence repairs prior to their October 3, 2018 meeting.

The Leavenworth Preservation Commission again reviewed the property at their October 3, 2018 meeting. The owner was not present at that meeting and necessary repairs were not complete, so the Commission members requested that staff send a letter to the owner requesting a written plan for completing the repairs. The owner provided staff with an email outlining his repair plans on October 22, 2018. The City Commission reviewed the property on October 9, 2018 and granted a 90 day extension for the completion of repairs.

The Leavenworth Preservation Commission again reviewed the property at their January 2, 2019 meeting. At that time, the property owner stated that he had made application to the State of Kansas for grant funds to be used in restoration efforts. The Commission voted to grant an extension to until after such time as the owner has been notified of his status as a grant fund recipient. The State Historic Preservation Office indicated to city staff that grants should be awarded in May, 2019. The Leavenworth Preservation

Commission again reviewed the property at their June 12, 2019 meeting where the owner indicated that he had not been awarded a grant for the project, and that he would continue to work on it using his own funds. The Commission voted to grant an extension until the October 2, 2019 LPC meeting for the owner to complete repairs.

The Leavenworth Preservation Commission reviewed the property again on October 2, 2019 and voted 7-0 to recommend that the property be removed from the list of structures eligible for demolition.

As of this date, the property owner has completed all repairs necessary to remove the property from the list of structures eligible for demolition. There still exist a number of minor property maintenance and nuisance violations, which are being addressed through standard Code Enforcement activity.

RECOMMENDED ACTION

- Motion to remove 202 Pottawatomie from demolition list.

Determination of Unsafe or Dangerous Structure

Address:	202 Pottawatomie Street		
Owner	Description	Taxes	Parcel Number
Rickey L. Giles Jr.	2 story wooden structure		0772503103016000
Legal Description: LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 28, Lot 1 - 4			
Date of Inspection	Zoning		Parcel Size
3/15/18	R1-6		11,841
# Code Violations	Last Court Appearance		Code Enforcement Officer
3	N/A		Kathy L. Rodgers

In accordance with KSA 17-4759, structures are deemed unfit for human use or habitation if conditions exist in such structure which are dangerous or injurious to the health, safety or morals of the occupants of such buildings or other residents within the City of Leavenworth, or which have a blighting influence on properties in the area. Such conditions may include, but are not limited to the following, which are found to be present at the subject property:

- Defects increasing the hazards of fire, accident or other calamities
- Lack of adequate ventilation
- Air pollution
- Light or sanitary facilities
- Dilapidation
- Disrepair
- Structural defects
- Uncleanliness
- Overcrowding
- Inadequate ingress and egress
- Dead and dying trees, limbs or other unsightly natural growth or unsightly appearances
- Walls, sidings or exterior of a quality and appearance not commensurate with the character of the properties in the neighborhood
- Unsightly stored or parked material, equipment, supplies, machinery, trucks or automobiles or parts thereof
- Vermin infestation
- Inadequate drainage
- Any other violation of health, fire, building or zoning regulations

Other:

No water service since November 12, 2015.



PROPERTY REMEDIATION AGREEMENT

Owner: Rickey L. Giles Jr.
 Site Address: 202 Pottawatomie Street
 Leavenworth, KS 66048

The owner(s) of the property located at **202 Pottawatomie Street** recognize that the property is in violation of the City’s Property maintenance ordinance(s). As such, they agree to bring the property in to compliance with City Ordinance standards, draw all necessary permits for the work to be performed, and meet the repair deadlines listed below. In return, the City agrees to stay the prosecution of any existing code violations, consider them abated after the property is found in compliance, and to work with the owners throughout this remediation process to help them resolve all code enforcement issues at the site.

	DEADLINE	TASK
1)	6/22/18	Roof – replace roof.
2)	6/22/18	Siding – replace/repair all exterior walls and sidings. Soffits & eaves – replace/repair all soffits & eaves. Guttering – replace/repair guttering
3)	6/22/18	Windows & doors – replace/repair all windows & doors.
4)	6/22/18	Paint – remove all peeling paint and repaint entire exterior structure.
		Remove ALL dead and dying trees, limbs or other unsightly natural growth or unsightly appearances.

I (Print the Owner’s Name) _____ agree to honor the commitments as described above and understand that failure to do so may result in legal and remedial actions by the City of Leavenworth, possibly up to and including the demolition of unremediated structures. I also agree to maintain all yard areas by keeping the site free of junk and clutter, as well as excessive vegetation while I am remediating the property.

Notary Area

Signature

Date













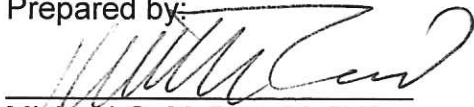
POLICY REPORT PWD NO. 19-49

CONSIDER LOW BID FOR CONSTRUCTION OF THE
2019 SANITARY SEWER REHABILITATION AND REPLACEMENT PROJECT

City Project No. 2019-902

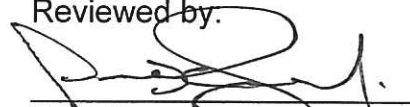
October 8, 2019

Prepared by:



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

Reviewed by:



Paul Kramer,
City Manager

ISSUE:

Consider approval of the low bid received from Linaweaver Construction for the construction of the 2019 Sanitary Sewer Rehabilitation and Replacement Project.

BACKGROUND:

This work is part of the overall plan to reduce Inflow and Infiltration (I & I) into the sanitary sewer system as well as to repair defective sewers at selected locations. The project follows the recommendations of the Sanitary Sewer Inflow and Infiltration Reduction Plan prepared by GBA (George Butler Associates) in 2012. The project is also consistent with the recent discussions with KDHE and EPA regarding sanitary sewer system maintenance. The Sanitary Sewer I & I work plan calls for continuation of similar work in Three-Mile Creek drainage basin for the foreseeable future.

On February 12, 2019, the City Commission awarded a contract to GBA for the design of the 2019 Sanitary Sewer Rehabilitation and Replacement Project. This continues the work on sewer lines in the sub-basin bound on the north by Metropolitan, south by Seneca, east by 5th Street, and west by Broadway. During the initial design review process, it was determined the sewer lines in this basin were in a condition that required their replacement instead of spot repairs and lining. The project design for this work included the following locations:

Base Bid

1. East/West alley between Kiowa & Dakota, 5th Street to Broadway
2. Manhole and line repair at 2400 Kingman

Alternate Bid

1. North/South alley between Broadway & 8th Street, Dakota to Cheyenne

The project was advertised in *The Leavenworth Times* and on Drexeltec.com. Bids were opened on September 25th, 2019 at City Hall.

The lowest qualified base bid was from Linaweaver Construction in the amount of \$480,215.00. Bids received for the project are listed below:

Company	City	Base Bid	Alternate Bid	Total Bid
Linaweaver Construction	Lansing, KS	\$480,215.00	\$235,620.00	\$715,835.00
Rodriguez Mechanical Contractors	Kansas City, KS	\$735,735.00	\$340,243.50	\$1,075,978.50
Engineer's Base Bid Estimate:		\$638,865.00		

The project will start in early November and will take 60 days to complete. Inspection work will be performed with City forces.

RECOMMENDATION:

Staff recommends that the City Commission approve the low base bid received from Linaweaver Construction in an amount not to exceed \$480,215.00 for the 2019 Sanitary Sewer Rehabilitation and Replacement Project.

POLICY:

The City Commission can reject all bids or award the contract to the lowest qualified bidder if desired.

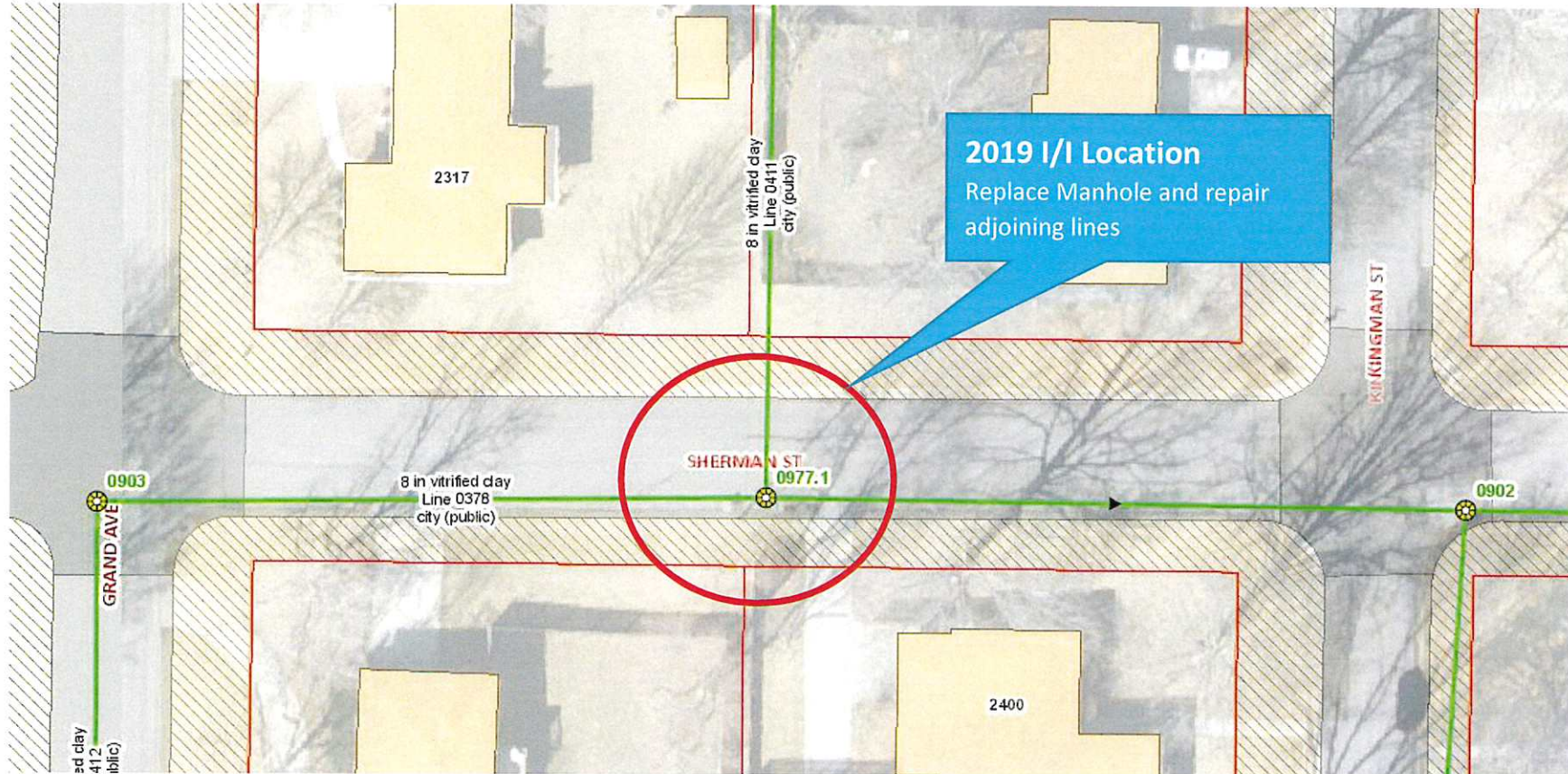
ATTACHMENTS:

Bid Tab

October 4, 2019
McDonald



2019 Sanitary Sewer I/I Project





CITY OF LEAVENWORTH
Project No. 2019-902
2019 Sanitary Sewer I & I Bid Tab Review
September 25, 2019

BASE BID			Engineer's Estimate		Linaweaver Construction		RMC		Lexeco, Inc.		
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1	10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$18,671.00	\$18,671.00		\$0.00
2	Temporary Erosion Control	LS	1	5,000.00	\$5,000.00	\$500.00	\$500.00	\$2,992.00	\$2,992.00		\$0.00
3	Seeding	LS	1	1,500.00	\$1,500.00	\$1,800.00	\$1,800.00	\$5,984.00	\$5,984.00		\$0.00
4	By-Pass Pumping	LS	1	6,000.00	\$6,000.00	\$5,000.00	\$5,000.00	\$17,953.00	\$17,953.00		\$0.00
5	Removal of Existing Manhole	EA	6	1,500.00	\$9,000.00	\$2,000.00	\$12,000.00	\$2,976.00	\$17,856.00		\$0.00
6	Trench Excavation & Backfill Unclassified	LF	1,443	200.00	\$288,600.00	\$180.00	\$259,740.00	\$176.00	\$253,968.00		\$0.00
7	8" Sanitary Sewer Installation, PVC, SDR-35	LF	1,443	40.00	\$57,720.00	\$20.00	\$28,860.00	\$148.00	\$213,564.00		\$0.00
8	Install 4' Dia. Sanitary Sewer Manhole, Standard	EA	6	5,750.00	\$34,500.00	\$4,000.00	\$24,000.00	\$8,673.50	\$52,041.00		\$0.00
9	Install 6' Dia. Sanitary Sewer Manhole, Inside Drop	EA	1	9,000.00	\$9,000.00	\$27,000.00	\$27,000.00	\$12,401.50	\$12,401.50		\$0.00
10	Remove & Replace Asphalt Street Pavement	SY	258	100.00	\$25,800.00	\$85.00	\$21,930.00	\$23.00	\$5,934.00		\$0.00
11	Remove & Replace Asphalt Alley Pavement	SY	1,600	90.00	\$144,000.00	\$30.00	\$48,000.00	\$54.00	\$86,400.00		\$0.00
12	Remove & Replace 6" Concrete Drive (Alley Tie-Ins)	SY	36	100.00	\$3,600.00	\$75.00	\$2,700.00	\$116.00	\$4,176.00		\$0.00
13	Remove & Replace Gravel Drive	SY	16	10.00	\$160.00	\$20.00	\$320.00	\$108.00	\$1,728.00		\$0.00
14	Remove & Replace Fence	LF	30	25.00	\$750.00	\$50.00	\$1,500.00	\$54.00	\$1,620.00		\$0.00
15	Remove & Replace Curb & Gutter	LF	60	40.00	\$2,400.00	\$50.00	\$3,000.00	\$49.00	\$2,940.00		\$0.00
16	Remove & Replace 6" Concrete Residential Drive Entrance	SY	37	165.00	\$6,105.00	\$75.00	\$2,775.00	\$231.50	\$8,565.50		\$0.00
17	Install 8" Concrete Commercial Drive Entrance	SY	79	170.00	\$13,430.00	\$100.00	\$7,900.00	\$159.00	\$12,561.00		\$0.00
18	Install 4" Concrete Sidewalk	SY	22	150.00	\$3,300.00	\$45.00	\$990.00	\$70.00	\$1,540.00		\$0.00
19	Install ADA Ramp, Type A	EA	4	1,500.00	\$6,000.00	\$1,800.00	\$7,200.00	\$1,017.00	\$4,068.00		\$0.00
20	Remove Approximately 36" Diameter Tree	EA	2	6,000.00	\$12,000.00	\$2,500.00	\$5,000.00	\$5,386.00	\$10,772.00		\$0.00
TOTAL - BASE BID					\$638,865.00		\$480,215.00		\$735,735.00		NO BID

ALTERNATE 1 BID			Engineer's Estimate		Linaweaver Construction		RMC		Lexeco, Inc.		
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1	5,000.00	\$5,000.00	\$9,500.00	\$9,500.00	\$10,174.00	\$10,174.00		\$0.00
2	Temporary Erosion Control	LS	1	1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,795.00	\$1,795.00		\$0.00
3	Seeding	LS	1	1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$2,992.00	\$2,992.00		\$0.00
4	By-Pass Pumping	LS	1	2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$9,934.00	\$9,934.00		\$0.00
5	Removal of Existing Manhole	EA	2	1,500.00	\$3,000.00	\$2,000.00	\$4,000.00	\$3,155.50	\$6,311.00		\$0.00
6	Trench Excavation & Backfill Unclassified	LF	653	200.00	\$130,600.00	\$205.00	\$133,865.00	\$174.50	\$113,948.50		\$0.00
7	8" Sanitary Sewer Installation, PVC, SDR-35	LF	653	40.00	\$26,120.00	\$20.00	\$13,060.00	\$148.00	\$96,644.00		\$0.00
8	Install 4' Dia. Sanitary Sewer Manhole, Standard	EA	2	5,750.00	\$11,500.00	\$4,000.00	\$8,000.00	\$8,673.50	\$17,347.00		\$0.00
9	Install 6' Dia. Sanitary Sewer Manhole, Inside Drop	EA	1	9,000.00	\$9,000.00	\$11,500.00	\$11,500.00	\$12,402.00	\$12,402.00		\$0.00
10	Remove & Replace Asphalt Street Pavement	SY	100	100.00	\$10,000.00	\$70.00	\$7,000.00	\$23.00	\$2,300.00		\$0.00
11	Remove & Replace Asphalt Alley Pavement	SY	612	90.00	\$55,080.00	\$30.00	\$18,360.00	\$54.00	\$33,048.00		\$0.00
12	Remove & Replace 6" Concrete Drive (Alley Tie-Ins)	SY	7	100.00	\$700.00	\$75.00	\$525.00	\$116.00	\$812.00		\$0.00
13	Remove & Replace Storm Pipe w/15" Aluminized CMP	LF	112	85.00	\$9,520.00	\$65.00	\$7,280.00	\$46.50	\$5,208.00		\$0.00
14	Remove & Replace 6" Concrete Residential Drive Entrance	SY	25	165.00	\$4,125.00	\$75.00	\$1,875.00	\$116.00	\$2,900.00		\$0.00
15	Install 8" Concrete Commercial Drive Entrance	SY	136	170.00	\$23,120.00	\$85.00	\$11,560.00	\$159.00	\$21,624.00		\$0.00
16	Install 4" Concrete Sidewalk	SY	11	150.00	\$1,650.00	\$45.00	\$495.00	\$70.00	\$770.00		\$0.00
17	Install ADA Ramp, Type A	EA	2	1,500.00	\$3,000.00	\$1,800.00	\$3,600.00	\$1,017.00	\$2,034.00		\$0.00
TOTAL - ALTERNATE 1 BID					\$296,415.00		\$235,620.00		\$340,243.50		NO BID

TOTAL - BASE BID + ALTERNATE 1 BID					\$935,280.00		\$715,835.00		\$1,075,978.50		NO BID
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**Policy Report No. FIN-19-04
Audit Services**

October 8, 2019

Prepared By:

Reviewed By:


Ruby Maline
Finance Director


Paul Kramer
City Manager

Issue:

The issue before the City Commission is to consider engaging audit services to audit the City's 2019 financial records and those of the Leavenworth Housing Authority, with the option of four (4) one-year renewals.

Background:

The City engages an audit firm to provide professional auditing services of the City's financial records in accordance with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards, Government Auditing Standards, Office of Management and Budget (OMB) Compliance Supplement, and the Kansas Municipal Audit and Accounting Guide. The auditing firm also provides consulting services from time to time.

In 2018, the City selected Mize Houser & Co., PA to complete audit services for the 2018 Comprehensive Annual Financial Report (CAFR) with the option of four (4) one year renewals. In August of 2019, City staff was notified that Mize Houser & Co., PA will no longer be providing auditing services to municipal governments. As a result, staff prepared and submitted a request for proposals to audit the City's 2019 financial records and those of the Leavenworth Housing Authority, with the option of four (4) one-year renewals. The City policy is to solicit audit services every five (5) years. Staff advertised in the newspaper and sent requests for proposals to thirteen (13) audit firms. The City received proposals from seven audit firms. However, Marr and Company, P.C., failed to receive an Affirmative Action Certification letter with the City Manager's Office and therefore was not read. The following is a list of the qualified proposals:

• Allen, Gibbs & Houlik, L.C	• Dana F. Cole & Company, LLP
• Berberich Trahan & Co., P.A.	• RSM US LLP
• BKD, CPA	• Cochran Head Vick & Co., P.A.

The City Manager, Assistant City Manager, Finance Director, and Deputy Finance Director reviewed each proposal and evaluated each one based on the following attributes:

Technical Qualifications
Expertise & Experience
Audit Approach
Price

The considerations for technical qualifications included Government Auditing, Peer Reviews, Quality Control measures, Employee Benefit Plan Audit Quality Control measures, Government Audit Quality Control measures, Licensing, and Independence.

Experience and expertise considerations included CAFR experience, single audit, city auditing, housing audits, utility audits, employee benefits audits, years of experience of the proposed audit team, experience auditing Kansas cities, and professional membership affiliations.

Audit approach considerations included techniques used to determine the scope of the audit, detailed fee schedule and number of hours, reports to be issued, expected completion dates, timing, and expected level of assistance from city staff.

The proposed contract is for auditing services for the year ended December 31, 2019, with the option of four (4) one-year renewals.

Budget Impact:

The Finance Dept. 2020 operating budget includes the cost of audit services.

Recommendation:

Based on the results of the review, staff recommends awarding the contract for audit services for the 2019 Comprehensive Annual Financial Report (CAFR) to Cochran Head Vick & Co., PA. in the amount not to exceed of \$35,850 with the option of four (4) one year renewals. Action: Motion

Attachments:

1. End of engagement response from Mize Houser & Co., PA
2. Engagement letter from Cochran Head Vick & Co., PA.



MIZE HOUSER
& COMPANY P.A.

October 2, 2019

Ruby Maline
City of Leavenworth, Kansas
100 N 5th Street
Leavenworth, KS 66048

The firm has released the information below regarding the discontinuance of our municipal audit practice. I've enjoyed working on the City's audit and want to assure you that I will be available to help assist with a smooth transition in audit firms.

Strategically, the Lawrence market has always been unique from the Overland Park and Topeka markets. Serving these clients takes a different approach and leadership to deliver services to a more traditional small business and individual income tax client base. As a result, Ken Hite and the board made the decision to spin off the Lawrence accounting services, payroll and tax practice to become an independent firm owned and led by Ken.

In addition, shareholder Audrey Odermann has made the decision to retire. The audit practice in Lawrence has historically focused on school districts and municipalities. Given the specialty nature of this audit practice, Audrey Odermann and the Mize Houser Board agreed these services would not be continued within Mize Houser after her retirement. A transition plan is in process for the audit practice.

We will be notifying clients over the next few weeks about these developments and communicate this change to the Lawrence community. If you have questions or concerns about this news, please email or call Audrey Odermann.

Please do not hesitate to email or call with any questions.

Thank you.

Audrey M. Odermann, CPA



COCHRAN HEAD VICK & CO., P.A.

Certified Public Accountants

October 3, 2019

7255 West 98th Terrace
Suite 100
Overland Park, KS 66212
(913) 378-1100
(913) 378-1177 FAX

Other Offices in
Missouri

City of Leavenworth
100 North 5th Street
Leavenworth, KS 66048

We are pleased to confirm our understanding of the services we are to provide the City of Leavenworth, Kansas (the City) for the year ending December 31, 2019.

We will audit the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ending December 31, 2019.

We understand that the City intends to prepare a Comprehensive Annual Financial Report (CAFR) to meet the Government Finance Officers Association (GFOA) Certificate of Excellence Award in Financial Reporting. Our audit shall include a review of the audit report to determine conformance with this program.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis.
- Kansas Public Employees Retirement System Schedules.
- Police and Fire Pension Plan Schedules.
- OPEB Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Schedule of expenditures of federal awards.
- Combining and Individual Nonmajor Fund Financial Statements.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- Introductory and Statistical Sections

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the fourth paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of

that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the Kansas Municipal Audit and Accounting Guide, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and City Commission of the City of Leavenworth. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request

written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements.

Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on

our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all schedules and cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Cochran Head Vick & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Cochran Head Vick & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit fieldwork on a mutually agreed upon date (approximately April 1, 2020), issue our draft reports no later than June 1, 2020 and to issue our final reports no later than June 15, 2020.


Mr. David L. Cochran, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$32,610. This fee does not include the fee for a single audit. If, during the course of the audit, it is determined that a single audit is required, our fee for the first major program will be \$3,240. If additional major programs require a single audit, an additional fee of \$2,000 per additional major program will apply. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

For your reference, our most recent external peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,
COCHRAN HEAD VICK & CO., P.A.



David L. Cochran, CPA
For the Firm

RESPONSE:

This letter correctly sets forth the understanding of the City of Leavenworth, Kansas.

Management signature: _____

Title: _____

Date: _____



TROUTT, BEEMAN & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

January 29, 2018

To the Owners of Cochran Head Vick & CO., P.C.
and the Peer Review Committee of the Missouri Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Cochran Head Vick & CO., P.C. (the firm) in effect for the year ended July 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

1212 LOCUST
PO BOX 160
HARRISONVILLE, MO 64701
PHONE: 816-380-5500
FAX: 816-380-2580

13470 S ARAPAHO, SUITE 190
PO BOX 4078
OLATHE, KS 66063
PHONE: 913-764-1922
FAX: 913-764-8062

WWW.TBCO.NET

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

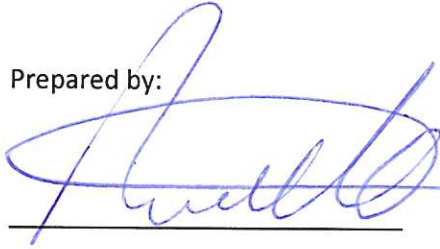
In our opinion, the system of quality control for the accounting and auditing practice of Cochran Head Vick & CO., P.C. in effect for the year ended July 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Cochran Head Vick & CO., P.C. has received a peer review rating of *pass*.

Troutt, Beeman & Co., P.C.

TROUTT, BEEMAN & CO., P.C.
Harrisonville, Missouri

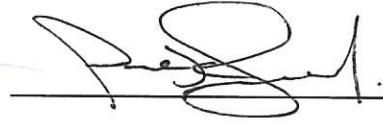
**Policy Report No. 8-2019
Replacement Police Vehicles
October 8, 2019**

Prepared by:



Patrick R. Kitchens, Chief of Police

Approved by:



Paul Kramer, City Manager

ISSUE:

The Police Department is requesting approval to purchase four (4) 2020 Dodge Charger police patrol sedans from Landmark Dodge in the amount of \$123,155.

STAFF RECOMMENDATION:

Staff recommends approval

BACKGROUND:

Each year, the police department reviews the police vehicle fleet and asks for replacement of vehicles with high mileage and/or vehicles that are cost prohibitive to repair. In preparation for the 2020 CIP police vehicle replacement program, staff identified four police patrol vehicles that need replaced. These four patrol cars have reached the end of their useful lifecycle.

We are ordering these vehicles now due to a significant design change from Dodge occurring in 2020. Dodge has announced a change in the chassis that Dodge Chargers are built on, creating a smaller car. This would require us to purchase different equipment to outfit the vehicle—an increased expense without being able to use current equipment. A purchase order will be issued in January 2020 when funds are available.

One bid was received and is as follows:

Landmark Dodge

- Four (4) Black & White 2020 Dodge Charger Police Patrol Sedans (4 x \$30,690 ea. = \$122,760)
- One (1) Service Manual (\$395)
 - Total of \$123,155

BUDGET IMPACT:

Funds were allocated in the 2020 CIP budget in the amount of \$190,000 for four police patrol vehicles plus their equipment and installation. The cost for these four vehicles is \$123,155. These vehicles must be ordered now, however a purchase order for these vehicles will be issued in January 2020. The remainder of the approved 2020 CIP funds, not to exceed \$66,845, will be allocated to purchase and install equipment into the vehicles. Bids for that equipment will be handled separately and, if necessary, brought back to the commission in 2020.

COMMISSION ACTION:

Approve the purchase of four (4) 2020 Dodge Charger 4-dr sedans from Landmark Dodge at a total price of \$123,155.

CITY OF LEAVENWORTH
BID #
BID SHEET

MAKE & MODEL: DODGE CHARGER

COST FOR VEHICLE: \$ 30,690.00

COST OF MANUALS: \$ 395.00

WARRANTY ATTACHED COMPLY YES NO

PROJECTED DELIVERY DATE: 90 - 160 DAYS FROM ORDER

FIRM SUBMITTING BID: LANDMARK DODGE

ADDRESS: 1900 S NOLAN

CITY, STATE, & ZIP CODE: INDO MO 64015

AUTHORIZED SIGNATURE: Larry Wilson

PRINTED NAME: LARRY WILSON

TELEPHONE NUMBER: 816-651-6767 FAX NUMBER: 816-833-0008

DATE BID EXPIRES: 10-30-19

SPECIAL NOTES: _____

Purchasing Office
100 North 5th Street
City Hall
Leavenworth, Kansas 66048
(913) 684-0348
Invitation to Submit Bids
For: (4) 2019 or Newer Police Vehicles

Sealed bids will be received prior to the time and date specified below. Time will be defined as the prevailing local time at the site of the bid opening. Bids received after said time and date will not be considered. Bids must be submitted not later than 2:30 P.M. on September 27th, 2019.

Please make sure the Non Collusion affidavit is signed, notarized, and submitted with your bid.

BID # 01PD-2019-12

Bid Opening:

Date: September 27th, 2019

Time: 2:30 P.M.

Place: Conference Room
2nd Floor
Leavenworth City Hall
100 N. 5th Street
Leavenworth, KS 66048

**CITY OF LEAVENWORTH POLICE DEPARTMENT
SPECIFICATIONS FOR FOUR (4) 2019
FOUR-DOOR PURSUIT RATED POLICE SEDANS
Bid 01PD-2019-12**

The following specifications shall apply to the purchase of four (4) 2019 model year (or newer) four-door police pursuit rated sedans. The City of Leavenworth reserves the right to waive minor technicalities under these specifications.

If a prospective bidder is in doubt as to the meaning(s) of any specifications of the Contract Documents, a written request for interpretation thereof may be submitted to the purchasing agent a minimum of 48 hours prior to the opening of bids. The person submitting the request will be responsible for its prompt delivery. The owner will not be responsible for any other explanation or interpretation of the contract documents.

SPECIFICATIONS AND REQUIREMENTS

GENERAL:

The unit shall be current model year, new and unused. It shall be under standard production by the manufacturer for which parts are stocked by the vendor.

Illustrative product brochures and technical data must accompany the bid.

PUBLICATIONS:

The successful bidder shall supply one (1) factory service manual, or electronic equivalent, to include: Body, Chassis, Electrical, Engine, Emission Diagnosis and Maintenance; future factory service bulletins. A factory parts manual with an illustrative catalog will also be provided. Computer Disc is acceptable. **NOTE; the prompt delivery of the publications is of great importance to the City of Leavenworth.** The successful vendor will provide cost of the required publications to the City. The cost of the documents will be retained until such time as the documents are delivered. Failure to supply such costs will result in a 1% of unit price bid retainage.

*IF DODGE
WILL GET IT
TO ME*

WITH NOTE

COMPLY YES ____ NO ____

**CITY OF LEAVENWORTH POLICE DEPARTMENT
SPECIFICATIONS FOR FOUR (4) 2019
FOUR-DOOR PURSUIT RATED POLICE SEDANS
Bid 01PD-2019-12**

REPAIR PARTS:

It shall be the responsibility of the dealer and the manufacturer supplying the vehicles purchased to maintain an adequate stock of all regular and special parts.

COMPLY YES NO

SERVICE AND DELIVERY:

Dealer preparation, conditioning, and full service is required prior to delivery. The units will be cleaned, lubricated and serviced, ready for immediate service to include coolant protection to minus (-) 20 degrees Fahrenheit. All necessary alignment checks performed and adjustments made prior to delivery.

COMPLY YES NO

TECHNICAL SPECIFICATION:

The following specifications will apply to four-door vehicles. The minimum wheelbase must be 112" in length. A sedan must not be a hatch back design and must have a separate and isolated trunk area. Each vehicle must be keyed the same so that the ignition, door, and trunk key from one will fit all of them.

COMPLY YES NO

DRIVETRAIN/ (AWD):

The engine will be gasoline fueled, eight (8) cylinders, and a minimum displacement of 5.0 Liters. Engine equipment will be the heaviest duty cooling system available and coolers for engine, transmission, and power steering. The exhaust will be low back pressure with proper heat protection for police use. The transmission will be an all-wheel drive (AWD), 5-speed (minimum) automatic with overdrive equipped with heavy-duty transmission cooling. Transmission gear shift will be mounted on the steering column.

COMPLY YES NO

SUSPENSION/BRAKES:

The suspension will be police duty rated to include heavy-duty front and rear springs, shock absorbers, and stabilizer bars.

The brakes will be four wheel power discs brakes with anti-lock control.

The vehicles will be equipped with five (5) radial tires mounted on a minimum of 18" steel wheels. A hub cap will be included for each wheel. The assemblies will be speed rated for police duty.

COMPLY YES NO

**CITY OF LEAVENWORTH POLICE DEPARTMENT
SPECIFICATIONS FOR FOUR (4) 2019
FOUR-DOOR PURSUIT RATED POLICE SEDANS
Bid 01PD-2019-12**

ELECTRICAL

The electrical system will include a computer control system for the engine equipment. The alternator will be a 220 ampere minimum. The electrical system will be equipped with a noise suppression package to include any optional grounding straps. The electrical system must not interfere with the mobile radio systems ability to transmit or receive radio signals.

COMPLY YES NO

INTERIOR EQUIPMENT:

- Dual Air Bags
- Side Impact Air Bags
- Rear park assist with backup camera and sensors
- Adjustable gas and brake pedals
- Air conditioning, factory installed with integral fresh air heater/defroster
- Tinted glass
- Tilt steering wheel
- Power windows and door locks with controls from driver's side and front seat passenger stations only
- Electronic speed control
- Multi-speed intermittent windshield wipers and electric washer
- One inside day/night mirror
- Heated right and left exterior power side mirrors with manual foldaway
- Map light with switch, windshield header mounted
- Dome light door switch inoperative
- Remote control trunk release – dash or door mounted
- Power driver's and passenger seat with adjustable lumbar support
- Spot lamp – driver's side – pillar mounted – must remain stationary when door opens
LED lighting preferred
- Gauge cluster (oil pressure, volt, water temp, and fuel)
- Easy access fuse panel
- Radio - AM/FM with clock
- 12.0" or larger in-dash touchscreen monitor to work with computer system
- Electronic rear window defroster
- Flat spare tire mount so as not to interfere with the trunk tray
- A complete manufacturer installed police preparation package to include the following;
 - Center wiring conduit
 - Front & rear wiring harness
 - Power distribution center
 - Hidden manual door lock plunger located in rear door frame
 - Rear door handle and window control inoperative
 - Manufacturer installed trunk air circulation fan
 - Permanent rubber tie down strap
 - Badge Delete

**CITY OF LEAVENWORTH POLICE DEPARTMENT
SPECIFICATIONS FOR FOUR (4) 2019
FOUR-DOOR PURSUIT RATED POLICE SEDANS
Bid 01PD-2019-12**

- o Vehicle wired for “wig-wag” alternating flashing headlights and tail lamps
- o Manufacturer installed Pullout/locking trunk tray

COMPLY YES NO

COLOR AND TRIM:

The exterior color of all four (4) vehicles will be a white and black police car color scheme. The front and rear fenders, trunk lid, and hood shall be black clear coat. The four doors, roof, and all pillars shall be white and may be white clear coat or wrapped. The exterior mirrors, body side moldings, and other exterior panels will be color keyed to match. The front grill will be chrome or black. All vehicles will be equipped with cloth front bucket/cloth rear seats. The interior color and trim will be dark gray or other available dark color with the City's approval.

COMPLY YES NO

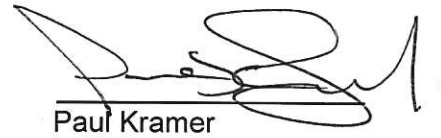
POLICY REPORT NO FD # 2019-02
REQUEST FOR APPROVAL OF THE PURCHASE OF ONE VEHICLE FOR THE
FIRE DEPARTMENT
October 8, 2019

Prepared by:



Gary Birch
Fire Chief

Reviewed by:



Paul Kramer
City Manager

ISSUE:

The Fire Department is requesting approval to purchase a 2020 Chevrolet Equinox AWD replacing the current 2001 Ford Ranger PU utilizing the Mid America Council of Public Purchasing (MACPP) for Cooperative Purchasing.

BACKGROUND:

The 2019 CIP identified funds for the purchase of one fire department vehicle. This vehicle will be assigned to Administration and will occasionally respond to emergency calls. The current vehicle we are replacing is one of the oldest in the city's fleet.

RECOMMENDATION:

After reviewing available purchasing options, the Department chose to utilize the MACPP program. The MACPP was advertised, competitively bid, evaluated, and awarded by Johnson County, Kansas. MARC's procurement administrator recommended the utilization of MACPP for vehicle purchases. This program follows standard governmental purchasing practices.

This specific model does not have the service package provided for public safety agencies but still can be equipped enough to allow us to function at emergency scenes when required. The warranty provided for this vehicle is 3 yrs., 36,000 miles bumper to bumper and 5 yrs. powertrain. The successful bidder in our area for this contract was Roberts Chevrolet in Platte City.

POLICY REPORT NO FD 2019-02
REQUEST FOR APPROVAL OF THE PURCHASE OF ONE VEHICLE FOR THE
FIRE DEPARTMENT
October 8, 2019

Financial:

The City's 2019 CIP included \$30,000 for the replacement of one fire department administrative vehicle. This vehicle has been priced at \$22,949 dollars which allows us to add the additional equipment (radio, lights, and decals) and still remain under the budgeted amount.

The 2001 Ford Ranger will be listed and sold on Purple Wave Auction through the City Clerk's office.


CITY of LEAVENWORTH, KANSAS

POLICY REPORT PWD NO. 19-48

FIRST CONSIDERATION ORDINANCE
TO INCREASE WASTEWATER RATES

October 8, 2019

Prepared by:



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

Reviewed by:



Paul Kramer,
City Manager

ISSUE:

Consider approval of a first consideration ordinance increasing wastewater rates.

BACKGROUND:

The City Commission has supported an increase in wastewater rates during the 2020 budget process. This increase is necessary to support on-going operations at the Wastewater Treatment Plant. The City is also performing repairs related to Inflow and Infiltration in the collection system and other work associated with meeting Kansas Department of Health and Environment (KDHE) and Environmental Protection Agency (EPA) requirements.

Due to the nature of the billing cycle, it is proposed that the rate increase take effect on December 1, 2019 to ensure that a full year of revenue is collected in 2020. It is necessary for the ordinance to be published in *The Leavenworth Times*.

RECOMMENDATION:

Staff recommends that the City Commission approve a first consideration ordinance increasing wastewater rates by 8.0 percent in 2020.

City of Leavenworth					
Wastewater Rates					
Water Use	2017	2018	2019	2020	
2	\$ 10.23	\$ 10.54	\$ 11.06	\$ 11.94	Minimum Charge
3	\$ 13.71	\$ 14.12	\$ 14.83	\$ 16.01	
4	\$ 17.19	\$ 17.71	\$ 18.59	\$ 20.07	
5	\$ 20.67	\$ 21.29	\$ 22.35	\$ 24.13	
6	\$ 24.15	\$ 24.87	\$ 26.12	\$ 28.19	
7	\$ 27.63	\$ 28.46	\$ 29.88	\$ 32.25	New User Rate
8	\$ 31.11	\$ 32.04	\$ 33.65	\$ 36.31	
9	\$ 34.59	\$ 35.63	\$ 37.41	\$ 40.37	
10	\$ 38.07	\$ 39.21	\$ 41.17	\$ 44.43	
11	\$ 41.55	\$ 42.80	\$ 44.94	\$ 48.49	
12	\$ 45.03	\$ 46.38	\$ 48.70	\$ 52.55	
13	\$ 48.51	\$ 49.97	\$ 52.46	\$ 56.61	
14	\$ 51.99	\$ 53.55	\$ 56.23	\$ 60.67	
15	\$ 55.47	\$ 57.13	\$ 59.99	\$ 64.74	

(Summary Publish in the Leavenworth Times on _____, 2019)

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS, CHAPTER 114, UTILITIES, ARTICLE IV, SEWERS, DIVISION 3, SEWER SERVICE CHARGES, SEC. 114-126 LEVY, PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE SECTIONS AMENDED.

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

Section 1. That the Code of Ordinance of the City of Leavenworth, Kansas, Chapter 114, Utilities, Article IV, Sewers, Division 3, Sewer Service Charges, Sec. 114-126 Levy, is hereby deleted in its entirety and amended to read as follows:

DIVISION 3. SEWER SERVICE CHARGES

Sec. 114-126. Levy.

(a) *Definitions.* The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

BOD (denoting biochemical oxygen demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius, expressed in milligrams per liter (*mg/l*).

Capital charge means that portion of the total wastewater service charge, which is levied for local capital costs, local investment in plant facilities, and other local costs excluding operation, maintenance and replacement costs.

CCF means 100 cubic feet.

Nonresidential customer means each customer whose premises are served by the city's wastewater treatment works and who is not either a residential customer or a customer who is provided wastewater service under a written contract with the city.

Normal domestic wastewater means wastewater that has a BOD of not more than 350 mg/L and a suspended solids concentration of not more than 350 mg/L.

Operation and maintenance means expenditures for materials, labor, utilities and other items, which are necessary for operating, managing and maintaining the wastewater treatment

works to achieve the capacity and performance for which such works were designed and constructed.

Replacement means expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary during the useful life of the treatment works to maintain the capacity and performance for which such works were designed and constructed. The term "operation and maintenance" includes replacement.

Residential customer means any customer served by the city's wastewater treatment works whose lot, parcel of real estate or building is used only for domestic dwelling purposes.

SS (suspended solids) means solids that either floats on the surface of or are in suspension in wastewater, and which are removable by a standard specific laboratory filtration device.

Treatment works means any devices and systems for the collection, storage, treatment, recycling and reclamation of wastewater or necessary to recycle or reuse water at the most economical cost over the useful life of the works. These include intercepting sewers, outfall sewers, wastewater collection systems, pumping, treatment and other facilities, which are an integral part of the wastewater collection and treatment processes or are used for ultimate disposal of residues resulting from such treatment.

Useful life means the estimated period during which a treatment works will be operated.

User charge means that portion of the total wastewater service charge, which is levied in a proportional and equitable manner for the cost of operation, maintenance and replacement of wastewater treatment works.

(b) *Wastewater service charges.* The following monthly service charges shall be paid to the city by all residential and nonresidential customers' receiving service from the city's wastewater treatment works:

(1) *City service charge.*

a. *Inside city customers.* Monthly wastewater service charges shall be calculated for all customers located within the city's corporate limits. The service charges shall be based on each customer's water consumption as defined in this subsection. The service charges for these customers shall be as follows:

	<i>Inside City Monthly Charges</i>		
	<i>User Charge Portion (\$/Ccf)</i>	<i>Capital Charge Portion (\$/Ccf)</i>	<i>Total City Service Charge (\$/Ccf)</i>
Minimum Monthly Charge	6.92	5.02	11.94
Volume Charge: First 2 Ccf	Included in minimum monthly charge		

Next 13 Ccf	2.43	1.63	4.06
Next 285 Ccf	1.92	0.95	2.87
All over 300 Ccf	1.71	0.59	2.30

- b. *Outside city customers.* Monthly wastewater service charges shall be calculated for all customers located outside the city's corporate limits. The service charges shall be based on each customer's water consumption as defined in this subsection. The service charges for these customers shall be as follows:

Outside City Monthly Charges

	<i>User Charge Portion (\$/Ccf)</i>	<i>Capital Charge Portion (\$/Ccf)</i>	<i>Total City Service Charge (\$/Ccf)</i>
Minimum Monthly Charge	6.92	6.31	13.23
Volume Charge:			
First 2 Ccf	Included in minimum monthly charge		
Next 13 Ccf	2.43	1.85	4.28
Next 285 Ccf	1.92	1.07	2.99
All over 300 Ccf	1.71	0.69	2.40

	User Charge Portion	Capital Charge Portion	Total City Service Charge
Minimum Monthly Charge - New Accounts (7 units) Ccf =100 cubic feet (750 gallons)	19.07	13.18	32.25

- c. *Residential customers.* At the end of the three-month period consisting of the consecutive months of January, February and March of each year, the average monthly consumption of water by each residential customer located within the corporate limits of the city during such three-month period shall be ascertained and the monthly wastewater service charges paid by such residential customer for each of the following months of the 12-month period commencing with July 1 shall be based upon the average monthly consumption of water by such residential customer during this three-month period. The minimum wastewater service charge for those residential customers for premises located within the corporate limits of the city who do not have a record of average monthly gross consumption of water as set forth in this section shall be \$31.65 per month, which consists of a user charge of \$18.72 and a capital charge of \$12.93.
- d. *Nonresidential customers,* At the end of the 12-month period consisting of a fiscal year of July through June, the average monthly consumption of water by each nonresidential customer during such 12-month period shall be ascertained and the monthly service charges paid by such nonresidential customer for each of the following 12 months shall be based upon the average monthly consumption of water by such customer during such 12-month period. The minimum wastewater service charge for those nonresidential customers who do not have a record of average monthly gross consumption of water as set forth in this section

shall be calculated monthly and shall be based on the consumption of water by such nonresidential customer for each month until the customer has established a 12-month fiscal year as provided in this subsection, at which time the charges shall be computed on the average monthly use for such 12-month period as provided in this subsection. Nonresidential customers, upon written request submitted to the city clerk by such customer, may be billed for wastewater service charges based on actual water usage for each monthly billing period.

- e. *Unusual burden on treatment works.* The city shall establish fair and equitable charges for any industrial or other customer served by the city who discharges waste into the city's wastewater treatment works of such volume, type or character that places an unusual burden on the city's treatment works.

- f. *Users receiving water from other sources.* For any customer who receives water from a source other than the city's water supply system and who discharges wastes into the city's wastewater treatment works, the volume of such wastes discharged shall either be estimated by the city or, at the discretion of the city, the customer shall, at his sole cost and expense, install and maintain in good operating condition suitable meters or measuring devices of standard type and design at an appropriate point or points as necessary to properly measure the customers sewage discharge and shall permit the city to perform the reading of such metering device. The sewer charges for such customer's shall be established in accordance with such estimates or metering records.

(2) *Extra strength surcharge.* Any customer discharging a liquid into the city's wastewater treatment works with a BOD or suspended solids (SS) concentration greater than normal domestic wastewater shall pay an additional monthly charge based on the billable volume of water, as follows:

Extra Strength Surcharge for each mg/l over 350mg/l			
Inside City:	\$/Ccf	\$/Ccf	\$/Ccf
BOD	0.00185581	0.00007632	0.00193213
SS	0.00129131	0.00004939	0.00134070
Outside City:			
BOD	0.00185796	0.00021223	0.00207020
SS	0.00129287	0.00012678	0.00141965
Ccf = 100 cubic feet			

(3) *Contract customers.* Any agreement or contract entered into by the city with any customer relating to the provisions of wastewater service shall be in compliance with the user charge regulations as contained in 40 CFR 35, subpart E.

Section 2. REPEAL. Chapter 114, Utilities, Article IV, Sewers, Division 3, Sewer Service Charges, Sec. 114-26 Levy, of the Code of Ordinances of the City of Leavenworth, Kansas, in existence as of and prior to the adoption of this ordinance, are hereby repealed.

Section 3: EFFECTIVE DATE. This Ordinance shall take effect and be in force from and after the later of (a) the date of its publication in the official city newspaper, or (b) December 1, 2019.

PASSED and APPROVED by the Governing Body on this ____ day of October 2019.

Jermaine Wilson, Mayor

{Seal}

ATTEST:

Carla K. Williamson, CMC, City Clerk

POLICY REPORT PWD NO. 19-47

FIRST CONSIDERATION ORDINANCE
TO INCREASE REFUSE RATES

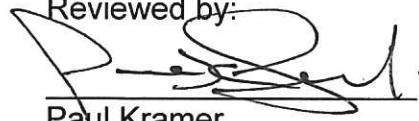
October 8, 2019

Prepared by:



Michael G. McDonald
Public Works Director

Reviewed by:



Paul Kramer,
City Manager

ISSUE:

Consider approval of a first consideration ordinance increasing refuse service rates.

BACKGROUND: The City Commission agreed to consider an increase in refuse rates during the 2020 budget process. This increase is necessary for equipment needs, increased tipping fees, and general increases in the cost of doing business. The last rate increase was in December of 2018.

The City will be continuing to dispose of solid waste at Waste Management Landfill in Shawnee (Deffenbaugh) for 2020. This creates additional costs, but is projected to be less expensive overall than using the Leavenworth County Transfer Station. Other costs are related to the accelerated replacement schedules of refuse trucks to retire high-maintenance vehicles, especially related to exhaust emission issues.

The proposed rate increase is as shown:

- Current Residential Rate: \$18.22/month
- Proposed Residential Rate: \$19.31/month

Due to the nature of the billing cycle, it is proposed that the rate increase take effect on December 1, 2019 to ensure that a full year of revenue is collected in 2020. It is necessary for the ordinance be published in *The Leavenworth Times*.

The City Clerk's office has prepared the ordinance to reflect these changes.

STAFF RECOMMENDATIONS: Staff recommends that the City Commission approve a first consideration ordinance increasing refuse rates by 6.0 percent in 2020.

(Summary Publish in the Leavenworth Times on _____, 2019)

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS, CHAPTER 98, SOLID WASTE, ARTICLE II, COLLECTION AND DISPOSAL, SEC. 98-34, SERVICE FEES; COLLECTION, PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE SECTIONS AMENDED.

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

Section 1. That the Code of Ordinance of the City of Leavenworth, Kansas, Chapter 98, Solid Waste, Article II, Collection and Disposal, Sec. 98-34, Service Fees; Collection, is hereby deleted in its entirety and amended to read as follows:

Sec. 98-34. Service fees; collection.

(a) The city commission may, from time to time by ordinance, prescribe charges to householders and to owners or operators of places of business for the service of collection and disposal of refuse. Such charges shall be billed monthly in a manner to be directed by the city commission. Parties may present grievances relating to service charges or billing adjustments and requests to be exempted from the service charge to the city commission by filing a written statement containing the grievance or request at the office of the city clerk.

(b) In order to provide sufficient revenue to pay the costs of refuse collection, the following monthly rates shall apply:

(1) Single-family units and multiple family complexes shall pay \$19.31 per unit, per month, effective with the December 2019 waterworks billing.

(2) For commercial establishments, a monthly rate shall be established by the superintendent of refuse based on the time required to perform the service.

(c) If the service charge is not paid, the city commission annually at the first regular meeting in July or at such other times as it shall determine shall by ordinance levy and assess the unpaid charges against each lot or parcel of land served as a special assessment which shall constitute a lien upon the property for the amount of such delinquent fees. A certified copy of the ordinance shall be filed with the county clerk for the amounts of the respective assessments against the respective parcels of land as they appear on the current assessment roll. The lien created shall attach upon recordation in the office of the county clerk of a certified copy of the ordinance. The assessment shall be collected at the same time and in the same manner as ordinary county ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for such taxes. All

laws applicable to the levy, collection and enforcement of county ad valorem property taxes shall be applicable to such assessment.

Section 2. REPEAL. Chapter 98, Solid Waste, Article II, Collection and Disposal, Sec. 98-34, Service Fees; Collection, of the Code of Ordinances of the City of Leavenworth, Kansas, in existence as of and prior to the adoption of this ordinance, are hereby repealed.

Section 3: EFFECTIVE DATE. This Ordinance shall take effect and be in force from and after the later of (a) the date of its publication in the official city newspaper, or (b) December 1, 2019.

PASSED and APPROVED by the Governing Body on this ____ day of ____ 2019.

Jermaine Wilson, Mayor

{Seal}


ATTEST:

Carla K. Williamson, CMC, City Clerk

**POLICY REPORT
FIRST CONSIDERATION ORDINANCE TO
ADOPT AND ENACT A NEW CODE OF ORDINANCES
FOR THE CITY OF LEAVENWORTH**

OCTOBER 8, 2019


Carla K. Williamson, CMC
City Clerk


Paul Kramer
City Manager

ISSUE:

Place on first consideration an ordinance adopting and enacting a new code for the City of Leavenworth. All ordinances passed and approved by the City Commission as of August 27, 2019 have been incorporated into the new code.

BACKGROUND:

The City Commission approved in the 2019 budget the recodification of the Code of Ordinances. Staff has been working the Municipal Code Corporation (MuniCode) since February of this year reviewing and editing the existing code. The alcohol, vehicle for hire and parks and recreation chapters have been amended in full and adopted by the City Commission and were incorporated into the new code.

At the August 20, 2019 Study Session staff reviewed other changes that included removal of unnecessary language, duplications and sections that did not conform to current state or federal regulations and a general reorganizing for better flow and readability. There was also a cleanup of old and outdated processes.

The recodification process also identified chapters and sections that need a more in depth review; those will come back to the Commission in the next year.

ACTION:

Consensus to place the ordinance on first consideration.

ATTACHMENTS:

- Draft Ordinance

(Summary Publish in the Leavenworth Times on _____, 2019)

ORDINANCE NO. _____

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF LEAVENWORTH, KANSAS; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

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

Section 1. The Code entitled "Code of Ordinances, Leavenworth, Kansas," published by Municipal Code Corporation, consisting of chapters 1 through 46, and Appendices A through C each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before August 27, 2019, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine not to exceed the maximum amount required or permitted by state law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the city commission may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the city commission to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after August 27, 2019, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This Ordinance shall take effect and be in force from and after its passage,

approval, and publication in the official city newspaper.

PASSED and APPROVED by the Governing Body on this ____ day of ____ 2019.

{Seal}

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk