



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

Call to Order – Pledge of Allegiance Followed by Silent Meditation

1. **Proclamations:** (pg. 2)
- a. Leavenworth Public Schools Education Foundation Week
 - b. Fire Prevention Week

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

2. Minutes from September 11, 2018 Regular Meeting **Action:** Motion (pg. 4)
-

NEW BUSINESS:

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

General Items:

3. Review Properties on Demolition List – 1728 S 4th Street; 407 N 10th Street; 1030 Ironmoulders Street
Action: Motion (pg. 8)

Resolutions:

4. Resolution B-2207-Consolidated Annual Performance & Evaluation Report (CAPER) CDBG
Action: Motion (pg. 20)

Bids, Contracts and Agreements:

5. Consider Bids for 2018 Sidewalk Improvements Project **Action:** Motion (pg. 43)

First Consideration Ordinances:

6. First Consideration Ordinance Wastewater Rate Increase **Action:** Consensus (pg. 47)
7. First Consideration Ordinance Refuse Rate Increase **Action:** Consensus (pg. 53)
-

Consent Agenda: Claims for September 8, 2018 through September 21, 2018 in the amount of \$613,535.22; Net amount for Pay #19 effective September 14, 2018 in the amount of \$329,142.31; (No Police & Fire Pension). **Action:** Motion

Adjourn: **Action:** Motion

City of Leavenworth, Kansas



Proclamation

WHEREAS, *the Leavenworth Public Schools Education Foundation believes that all parents and community members can participate with the school district to enrich public education; and*

WHEREAS, *the Foundation seeks to encourage all students to work to their highest potential by providing opportunities for unique educational experiences; and*

WHEREAS, *the Foundation encourages Leavenworth Unified School District No. 453 teachers implement innovative instructional strategies by funding original programs and projects; and*

WHEREAS, *the Foundation is resolved, through the administration of its gifts, to support education in the Leavenworth Unified School District No. 453.*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor Pro-Tem of the City of Leavenworth, Kansas hereby proclaim the week of October 1- 5, 2018 as:*

Leavenworth Public Schools Education Foundation Week

and call upon all citizens to join me in recognizing the valuable work of the Leavenworth Public School Education Foundation and in working with them to support the staff and students of the Leavenworth Unified School District No. 453.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-fifth day of September in the year of two-thousand and eighteen.*

Jermaine Wilson, Mayor Pro-Tem

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 3,300 deaths, and 14,650 injuries in the United States in 2016; and fire departments in the United States responded to approximately 1,342,000 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 2018 Fire Prevention Week theme, "Look. Listen. Learn. Be aware – Fire can happen anywhere." Works to educate people about three basic bust essential steps to take to reduce the likelihood of having a fire and how to escape safely in the event of one.*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor Pro-Tem of the City of Leavenworth, Kansas hereby proclaim October 7-13, 2018 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 2018, 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 twenty-fifth day of September in the year of two-thousand and eighteen.*

Jermaine Wilson, Mayor Pro-Tem

ATTEST:

Carla K. Williamson, CMC, City Clerk



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

Others present: City Manager Paul Kramer, Assistant City Manager Taylour Tedder, Public Works Director Mike McDonald, Deputy Public Works Director Mike Hooper, Municipal Service Center Superintendent Curtis Marks, Housing Manager Andrea Cheatom, Finance Director Ruby Maline, Public Information Officer Melissa Bower, City Attorney David E. Waters and City Clerk Carla K. Williamson.

Mayor Mark Preisinger opened the meeting with the pledge of allegiance followed by silent meditation.

Proclamation:

Constitution Week September 17-23, 2018 - Barb Kempf was present to accept the Proclamation.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Dedeke moved to approve the minutes from the August 28, 2018 regular meeting as presented. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

NEW BUSINESS:

Citizen Participation:

Maureen Driver – 601 S 10th Street

- Would like to request a no littering sign on South 10th and North 10th Street
- From Spruce Street to Cherokee Street is a bad area of 10th Street

Commissioner Griswold commented that he would support the request and Mayor Preisinger asked the City Manager to look into adding more no littering signs throughout the City. City Manager Kramer said he would have new signs made with the new ordinance and refer the signs to the Traffic Safety Committee for review.

Tracy and Lu Knueven – 3739 21st Street

Owners of Artistic Works by Lu located at 221 Delaware Street

- Daughter owns the Wild Way Coffee Creations
- Licensed in Missouri

- Is there anything that can be done to allow her to park her mobile coffee trailer during the event at Artistic Works by Lu
- Requires a State of Kansas permit and then a City permit
- Asking for a waiver or temporary permit
- Has talked to Home 2 Suites about parking in their lot to serve coffee
- 11 years in business at Artistic Works by Lu

Commission discussed and under the ordinance that was reviewed and revised last year it does not allow temporary permits at no charge. This was done to protect the brick and mortar business downtown. The ordinance does not allow for exceptions without a change of the ordinance.

General Items:

Mosquito Program Discussion – City Manager Paul Kramer presented information to the City Commission regarding the estimated cost of the mosquito spraying program. At the August 14, 2018 Study Session Entomologists Jeff Whitworth (PhD) and Holly Davis (PhD) talked to the City Commission about the City’s mosquito program and mosquito control in general. The City Commission asked to revisit the topic and see costs associated with the program. Below are the estimates as labor and equipment costs vary year-to-year.

Mosquito Spraying Cost Estimate per Season		
Larvicides	100 tablets per case	\$500.00
Adulticide	4 drums	\$3,980.00
Labor	140 hours	\$4,173.40
Equipment	2 trucks, 2 sprayers	\$2,919.00
		<u>\$11,572.40</u>

Commission Discussion:

- Commissioner Griswold does not want to leave it open to spraying as needed
- Commissioner Bauder in favor of discontinuing the spraying down streets
- Commissioner Dedeke agrees on eliminating but not permanently, possible 2 years and then re-evaluate
- Commissioner Wilson in agreement to eliminate the spraying down streets

There was a final consensus by the Commission to create public awareness programs, to use the larvicides and discontinue spraying down streets. Spray would only be performed as needed at an event or as determined by the City Manager. An example of when it might be needed is if there was standing water from a flood.

Charlsey Filbert

- Suggested contacting the University of Saint Mary to recruit students to track the program

Resolutions:

Resolution B-2205-Capital Funds Program Grant 2018; Leavenworth Housing Authority – Andrea Cheatom, Housing Manager for the Leavenworth Housing Authority presented for consideration

Resolution B-2205 accepting the 2018 Capital Fund Program (CFP) grant, Grant number KS01P06850118, in the amount of \$139,790.00.

Commissioner Griswold moved to approve Resolution B-2205 accepting the 2018 Capital Fund Program (CFP) grant, for Planters II. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

Resolution B-2206 Accepting the 2018-2022 Capital Fund Program Five-year Action Plan and Capital Fund Annual Statement, Performance and Evaluation Report - Andrea Cheatom, Housing Manager for the Leavenworth Housing Authority presented for consideration Resolution B-2206 and authorizing its submission to the U.S. Department of Housing and Urban Development (HUD).

Commissioner Bauder moved to approve Resolution B-2206 as presented. Commissioner Dedeke seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

Bids, Contracts and Agreements:

Consider Bids for 2018/2019 Salt – Public Works Director Mike McDonald presented for consideration bids for deicing rock salt for the 2018-2019 season. Leavenworth County solicits bids each year for salt and allows all other cities in the county to purchase salt at their bid price. The County bid opening was held on August 29, 2018 and the County Commissioners are scheduled to consider and approve the bids on the morning of September 11, 2018. The County Commission approved the low bid by Independent Salt Company at \$53.68 per ton. The City estimates it will purchase 800 tons of salt for a total not to exceed \$42,944.00.

Commissioner Griswold moved to approve the bid from Independent Salt Company at \$53.68 per ton for 800 tons totaling \$42,944.00. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor then declared the motion carried 5-0.

CONSENT AGENDA:

Commissioner Griswold moved to approve Claims for August 25, 2018 through September 7, 2018 in the amount of \$1,320,438.43; Net amount for Pay #18 effective August 31, 2018 in the amount of \$342,507.23; (No Police & Fire Pension). Commissioner Dedeke seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

Other:

Commissioner Griswold:

- Encouraged everyone to register and vote

Mayor Preisinger

- Discussed the visit from our Sister City guests from Wagga Wagga Australia

Executive Session:

Discuss Personnel Matters of Nonelected Personnel per K.S.A. 75-4319 (b) (1), City Manager Contract Renewal

Mayor Preisinger moved that the City Commission recess into executive session pursuant to the *nonelected personnel matters* exception per K.S.A. 75-4319 (b) (1), in order to discuss the City Manager contract renewal. The open meeting to resume in the City Commission Chambers at 8:05 by the clock in the City Commission Chambers. City Attorney David Waters is requested to be present during the Executive Session. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

The City Commission returned to open session at 8:05 p.m. with no action taken.

Adjourn:

Commissioner Dedeke moved to adjourn the meeting. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried and the meeting adjourned.

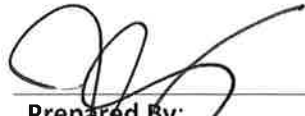
Time Meeting Adjourned 8:05 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC

POLICY REPORT

Review Unsafe and Dangerous Structures 1728 S. 4th Street, 407 N. 10th Street and 1030 Ironmoulders Street

September 25, 2018



Prepared By:
Julie Hurley
City Planner



Reviewed By:
Paul Kramer,
City Manager

DISCUSSION

On June 26, 2018, the City Commission adopted Resolution B-2203 regarding demolition of 13 structures, including the properties located at 1728 S. 4th Street, 407 N. 10th Street and 1030 Ironmoulders Street. At that time, the Commission voted to grant an extension to the owners of the three properties to allow for completion of the needed work.

1. **1728 S. 4th Street – one story single family house:** Significant exterior work has been completed since June 26, 2018 including new roof, siding, and windows. Staff recommends the property be removed from the list of unsafe and dangerous structures to be demolished, as it no longer meets demolition criteria.
2. **407 N. 10th Street – two story single family house:** Significant exterior work has been completed since June 26, 2018, owner is in the process of completing interior repairs. Staff recommends the property be removed from the list of unsafe and dangerous structures to be demolished, as it no longer meets demolition criteria.
3. **1030 Ironmoulders – two story single family house with detached shed:** owner signed Remediation Agreement with deadline date of June 22, 2018 to have repairs complete. The roof has been repaired, new windows and siding have been installed. Owner is in the process of completing interior repairs. Staff recommends the property be removed from the list of unsafe and dangerous structures to be demolished, as it no longer meets demolition criteria. Staff can handle the abatement of property maintenance issues related to the detached shed through standard code enforcement activity.

RECOMMENDED ACTION

- Motion to remove listed properties from demolition list.
- Motion to grant extension to complete repairs to listed properties.
- Motion to proceed with demolition of listed properties.

Determination of Unsafe or Dangerous Structure

Address:	1728 S 4th Street		
Owner	Description	Taxes	Parcel Number
James Killian & Mariam Hawkins	1 Story Wood Frame		052-101-01-0-20-01-022.01-0
Legal Description: FLESHER'S RIVER VIEW SUB LT 37 & S17' LT 38 BLK 2			
Date of Inspection	Zoning		Parcel Size
1/25/2018	CBD		4874
# Code Violations	Last Court Appearance		Code Enforcement Officer
4	N/A		Lee Burleson

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:

Squatters have taken over this property. Last water service 11/16/2017.





Determination of Unsafe or Dangerous Structure

Address:	407 N. 10th Street		
Owner	Description	Taxes	Parcel Number
Patrick Sexton	2 Story white house		0772603402021000
Legal Description: Ewing, Roelofson & Co, Block 3 , Lot 4			
Date of Inspection	Zoning		Parcel Size
	R16		3666.9037
# Code Violations	Last Court Appearance		Code Enforcement Officer
8	None		Chris Mills

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:

Date of Last Water Service, 7/6/17





Determination of Unsafe or Dangerous Structure

Address:	1030 Ironmoulders		
Owner	Description	Taxes	Parcel Number
Benjamin C. Wagner	White Ranch w/ basement and detached structure		077350301011007000
Legal Description: Stillings BLKS 7-11			
Date of Inspection	Zoning		Parcel Size
	R16		12724.4802
# Code Violations	Last Court Appearance		Code Enforcement Officer
19 (2011)	12/1/2016		Chris Mills

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:

Date of Last Water Service 6/9/14; Maintained Lawn









POLICY REPORT

Community Development Block Grant

Consolidated Annual Performance and Evaluation Report (CAPER)

Sept. 25, 2018


Prepared By:
Mary Dwyer
Community Development
Coordinator


Reviewed By:
Julie Hurley
City Planner


Reviewed By:
Paul Kramer
City Manager

DISCUSSION

Each year HUD requires a Consolidated Annual Performance and Evaluation Report (CAPER) to show the accomplishments of the current program year, reflect the implementation of the Consolidated Plan, and illustrate the compliance with National Objectives set by Congress.

As a brief summary for grant year 2017-18, our efforts this year provided 14 homeowners with home rehabilitation assistance and 12 first-time home buyers with financial assistance to purchase their home. In neighborhood stabilization, the city demolished three unsafe, blighted residential structures to eliminate hazardous condition in our residential communities.

CDBG funds also provided rent or utility assistance for six social service agencies, which serve lower income persons, disadvantage families and the homeless. This year the agencies served 6,431 households. Funds also provide landlord/tenant resolution to support decent, safe and sanitary housing conditions for Leavenworth residents.

As an effort toward our local Fair Housing goals, we participated with Ride KC, MARC and Leavenworth County to accomplish a public transportation study. The City provided \$5,000 toward the match required for the study. While the Commission agreed to provide 50% of the funds needed to implement the recommended plan, the County Commission chose not to participate, placing the plan on hold. Cooperative negotiation is needed to move the plan forward. The regional consortium, which the City of Leavenworth is a member, addressed additional Fair Housing goals.

Our expended amount this year was \$306,373. The CAPER report was presented to the Community Development Advisory Board at a public meeting on Sept 17, 2018 and approved at the meeting.

RECOMMENDED ACTION

Motion to consider and approve the resolution approving the CAPER 2017-18 for submittal to the Department of Housing and Urban Development.

RESOLUTION NO. B-2207

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION, LEAVENWORTH, KANSAS, as follows:

Section 1. The Consolidated Annual Performance and Evaluation Report (CAPER) for the period July 1, 2017, through June 30, 2018, is approved and shall be submitted to the US Department of Housing & Urban Development (HUD) on or before September 30, 2018.

Section 2. The report shows completion of projects or contractual obligations of all funds available to the City through the Community Development Block Grant program for the report year as well as those projects completed during the year from prior program authorizations.

Section 3. The Community Development Advisory Board (CDAB) advertised a public hearing on August 30, 2018 and held the hearing on September 17, 2018, to provide opportunity for public response to the report. An executive summary was published and available prior to the hearing date.

Section 4. The CDAB recommended the City Commission approve the report and submit to HUD.

Section 5. This resolution shall take effect and be effective from and after its passage as provided by law.

Passed and approved this 25th day of September 2018.

Mark Preisinger, Mayor

ATTEST:

City Clerk Carla Williamson, CMC



**CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION
REPORT**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

July 1, 2017 – June 30, 2018

LEAVENWORTH, KANSAS

100 N. 5th Street - Leavenworth, Kansas 66048-1970 – (913) 680-2626
www.lvks.org

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This year Leavenworth increased home ownership assistance projects assisting 12 low/moderate income residents purchase their first house. For Home Repair Program (HRP), we repaired 14 homes. We attempted a site-specific home repair project using outreach presentations, flyers, postcards and direct mailing to attract homeowners. However we were not successful in attracting any applicants.

In Neighborhood Stabilization, we removed from our neighborhoods three residential structures deemed dangerous by the City Commission. Finally, we provided funding to six public service agencies to serve low/moderate income needs and they served 6,431 individuals. The lower count of those served by public service agencies is due to a reduction in community resources and State of Kansas challenges in paying reimbursement resources to agencies. Both of these issues impeded some public service agencies from serving low/moderate clientele.

The ESG funds received through the State of Kansas was awarded to Catholic Charities for Rapid Re-Housing and Homeless Prevention. The Homeless Prevention served two households, 10 people total and Rapid Rehousing served five households, 14 people total. All those served through ESG were low income.

For our Fair Housing strategies, on a local level we established the City's fair housing contact (Director of the Housing Authority) and completed an extensive study of transportation needs in the city and county of Leavenworth. The transportation study was presented to the City Commission and they recommended to fund the proposal. The study was then presented to the County Commission and no action was taken. The proposal awaits participation from the County.

Due to the large number of regional Fair Housing goals, the status report on actions for these goals is included in the appendix.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AFH Local: Economic Development	Non-Housing Community Development		Other	Other	1	0	0.00 %			
AFH Local: Fair Housing City Contact	Fair Housing		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Local: Rental licensing/code enforcement	Affordable Housing Public Housing Homeless		Other	Other	1	0	0.00 %			
AFH Local: Transportation	Non-Housing Community Development		Other	Other	1	0	0.00 %	1	0	0.00 %

AFH Reg 1: Expand use of CDFI and NMTCs	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg 10: Promote use of KC Degrees/ KC Scholars	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg 13: Align Regional Transit plan to jobs	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg 14 : Affordable Hsg Educational Materials	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg 15: AFH Metrics	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %

AFH Reg 2: Fair Housing Informational Website	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg 3: Fair Housing Education w Stakeholders	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg 4: Advocate for Universal Designs	Non-Homeless Special Needs		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg 5: Explore Region Housing Mobility System	Public Housing		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg 6: Dev Model Zoning Codes for compact use	Affordable Housing AFH		Other	Other	1	0	0.00 %			
AFH Reg 7: Dev Regional Housing Locator Service	Affordable Housing Public Housing		Other	Other	1	0	0.00 %	1	0	0.00 %

AFH Reg 8: Encourage affordable TOD via zoning code	Affordable Housing AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg10: Promote use of KC Degrees/ KC Scholars	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg11: education /job training KCRising	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg12: Transportation that Connects with Jobs	AFH		Other	Other	1	0	0.00 %	1	0	0.00 %
AFH Reg9: Create incentive policy for universal des	Affordable Housing Non-Homeless Special Needs		Other	Other	1	0	0.00 %			
Homebuyer Assistance	Affordable Housing	CDBG: \$71,802	Direct Financial Assistance to Homebuyers	Households Assisted	5	12	240.00 %	6	12	200.00 %

Housing Rehabilitation	Affordable Housing Non-Homeless Special Needs	CDBG: \$75,923	Homeowner Housing Rehabilitated	Household Housing Unit	22	14	63.64 %	24	14	58.33 %
Neighborhood Stabilization	Non-Housing Community Development	CDBG: \$25,169.69	Buildings Demolished	Buildings	8	3	37.50 %	6	3	50.00 %
Public Services Agencies	Non-Housing Community Development	CDBG: \$45,777	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	7200	6431	89.32 %	9000	6431	71.46 %

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

This year the City of Leavenworth exceeded its goal of assisting those purchasing a home. We assisted 12 first time home buyers. For the home repair program although we actively marketed the program we did not serve as many residents as desired, serving 14 of the 22 projected. We will continue to look for avenues to reach those needing our assistance. For Neighborhood Stabilization, we demolished less structures (3) based on city commission recommendation. Public service agencies were not able to serve as many residents due to funding source cuts, State of Kansas delay in reimbursement and less donated funds and goods. This year they assisted 6,468 residents.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	4,140
Black or African American	1846
Asian	37
American Indian or American Native	44
Native Hawaiian or Other Pacific Islander	18
American Indian or Alaskan Native and White	1
Asian and White	14
Asian/Pacific Islander	5
Other	363
Total	6468
Hispanic	274
Not Hispanic	6194

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The minority rate in our programs is about equivalent to the minority population in Leavenworth.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	465,217	306,373
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other-ESG from State	Other- ESG from State	34,405	34,405

Table 3 - Resources Made Available

Narrative

Public Service Agencies provide matching program dollars from a variety of sources including donations and grants. Home Repair Program, Home Ownership Program, and Neighborhood Stabilization Program rely on CDBG dollars to accomplish their mission. Rapid Re-Housing and Homeless Prevention use ESG funds from the State of Kansas and funds are matched dollar for dollar.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

This year the Home Repair program tried to do a targeted area specific project in the area with the highest percentage of low income residents. Despite multiple mailings, outreach presentations and news stories we did not receive applicants from the area targeted.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Leveraging was provided by public service agencies using other funds and grants to match both CDBG and ESG dollars. In addition, the City of Leavenworth contributed funds to accomplish the transportation study as part of the Fair Housing section of our Annual Action Plan. No publicly owned land or property was used to address the needs identified in the plan, as none was required for our scope of work.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	175	0
Number of Non-Homeless households to be provided affordable housing units	12	12
Number of Special-Needs households to be provided affordable housing units	0	0
Total	187	12

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	330	330
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	24	14
Number of households supported through Acquisition of Existing Units	6	12
Total	360	356

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of Leavenworth achieved its goals acquisition of existing structures through CDBG funds. Home Repair assistance was slightly lower than projected. Rental assistance was provided through the Leavenworth Public Housing Authority. Home repair lacked residents applying for the program, we will continue to work to create awareness about the program.

Discuss how these outcomes will impact future annual action plans.

In the upcoming 2018-19 Annual Action Plan we increased our funding for acquisition of existing structures by first time home owners. We will continue to look for new avenues to advertise our home repair assistance to raise the number served.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	6	0
Low-income	12	0
Moderate-income	8	0
Total	26	0

Table 7 – Number of Households Served

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Leavenworth homeless services include an emergency shelter, Interfaith Shelter of Hope. The Alliance Against Family Violence Shelter for domestic abuse victims stopped providing emergency housing due to loss of several major grants and the multiple month delays by the State of Kansas for re-imbursment of expenditures. While CDBG supported AAFV, the Shelter of Hope is run independent of government funds.

Prevention is also an important component of the homeless network and the Emergency Solutions Grant provides support of Homeless Prevention and Rapid Housing Restart. Both of these programs are important strategies to battle homelessness. In addition to CDBG public service assistance and ESG, the local churches offer weekly meals on a rotating basis as an outreach for the homeless. The nonprofit, Welcome Central, provides a one point stop for homeless and low-income persons to access services and navigate the various systems for assistance.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Shelter of Hope offers night-only shelter. While the Alliance Against Family Violence has closed, the community is working to reopen this important resource for emergency shelter for victims of family violence. Catholic Charities of Northeast Kansas offers homeless prevention and rapid rehousing programs funded through CDBG and ESG. The nonprofit, Welcome Central, offers day services for the homeless, as well as limited transportation.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City supports homeless prevention activities through its Public Service agencies. Some of these agencies provide rent and utility assistance to avoid eviction and shutoff. Catholic Charities of Northeast

Kansas (CCNEKS) offers homelessness prevention and rapid re-housing services funded in part with CDBG and ESG funds. CCNEKS has started financial literacy classes to help families avoid becoming homeless. We also contract with Welcome Central to operate a Landlord/Tenant Resolution program to prevent homelessness. Finally, the Salvation Army provides utility assistance for Leavenworth residents.

Due to the location of the Veteran's Administration Medical Center in the City of Leavenworth, we have many veterans who were discharged from the VA and remain in the area and are in need of housing. The Dwight D. Eisenhower Veterans Affairs Medical Center (VAMC) houses some of these individuals in the Domiciliary and Safe Haven program. Others are assisted with the Veterans Administration Supportive Housing (VASH) program which is managed by the Leavenworth Housing Authority.

Prisoners and their families also sometimes constitute part of Leavenworth's homeless population. The Federal prison is located in Leavenworth as well as the minimum security prison in neighboring Lansing. The Kansas Department of Corrections offers reentry services for offenders being released from correctional institutions. The Grossman Center serves as transitional housing assistance for incarcerated minimum security adult men and women eligible for pre-release.

The National Alliance for Mental Illness (NAMI) assists those with mental illness who are homeless. The Guidance Center has a hospital liaison that coordinated discharge from psychiatric hospitals. They also served individuals with mental illness and substance abuse.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Welcome Central is a local agency that provides direct services to the homeless. They serve as a central point of information about assistance throughout the city. Catholic Charities of Northeast Kansas provides direct service to the homeless. Both agencies work to shorten the period of time that individuals or families experience homelessness. Catholic Charities provides Rapid Re-Housing services for the homeless through Emergency Solutions Grant funds provided by the state.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Leavenworth Public Housing Authority handles a 105-unit high-rise (Planters II) and a voucher program which has housing choice vouchers. In conjunction with the Veteran's Administration, the housing authority administers VASH certificates. These programs serve the City and County public housing needs.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Leavenworth Public Housing Authority has an active resident council as an avenue for residents to be involved in management. The City of Leavenworth Home Ownership Program materials are available throughout the community; however, since the residents of Planters II are elderly or disabled with limited incomes, they rarely seek housing elsewhere.

Actions taken to provide assistance to troubled PHAs

The Leavenworth PHA is not categorized as "troubled." We operate a housing authority rated as a high performer.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Not addressed in this grant year.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The primary obstacle to meeting underserved needs and affordable housing is limited funding. Both federal funding and community support have decreased, leaving programs that serve the low/moderate income individuals and families unable to meet the needs in the community.

The CDBG program, United Way, other community agencies and area churches help to meet the underserved needs in our community.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Within the home repair program lead-based paint hazards are addressed as needed for the project. Information on lead based paint is given to home ownership applicants for reference. Information on lead based paint is available at City Hall for residents to access.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Community job seeking programs and financial planning programs are offered throughout the city by the Leavenworth County Workforce Center, the Leavenworth Public Library, Catholic Charities of Northeast Kansas, and Welcome Central to offer poverty-level families a way out of poverty.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Leavenworth CDBG staff participates in the Leavenworth County Human Service Council and meets with local churches and social service agencies to increase the citywide institutional structure. The City has also started a county-wide housing group to tackle housing issues for area residents.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Public service agencies associated through contracts with the City provide specific services, avoid

duplication of services and account for the services provided. Altogether, the system serves more than 6,431 activity participants in a year. Agencies are required to provide budgets and monthly reports to the City with monitoring oversight provided by the City of Leavenworth, KHRC and HUD. The structure has resulted in delivery of the services needed in accordance with federal, state and local codes with compassion and respect for the clients served..

The City of Leavenworth CDBG staff participates in the Leavenworth County Human Service Council and meets with local churches and social service agencies to increase the citywide institutional structure. The City has also started a county-wide housing group to tackle housing issues for area residents.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In December 2016, the Fair Housing and Equal Opportunity office at HUD approved the Assessment of Fair Housing regional plan which includes Leavenworth. This five year plan forms the basis of our efforts to address fair housing issues. This year, the City participated in a study of transportation in Leavenworth County in an effort to address this impediment to fair housing. The report was developed with the Mid America Regional Council (MARC) and the Kansas City Area Transportation Authority and Leavenworth County. Efforts are ongoing to implement the plan. The City also maintains a fair housing contact for residents. In addition, the City of Leavenworth meets quarterly with MARC and the four other cities in the regional AFH to strategize on efforts for furthering fair housing according to our plan. The status report for these actions is in the appendix.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Leavenworth’s Community Development Coordinator conducts at least one on-site monitoring visit for each sub-recipient during the program year. Following the monitoring, the CD Coordinator provides a follow up letter to the sub-recipient agency to address any issues.

In addition, all in-house projects, e.g. Housing Repair Program, Home Ownership Assistance Program, and Neighborhood Stabilization Programs are monitored by the CD Coordinator. Administrative procedures met all federal rules, regulations and guidelines for compliance and reporting.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City of Leavenworth published a public notice in the Leavenworth Times on Friday, Aug. 31, 2018. The public notice indicated that the CAPER Report was available upon request from the Community Development Dept. and at the reference desk at the Public Library, 417 Spruce St. Public comments were accepted until the Community Development Advisory Board meeting on Sept. 17, 2018.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

In the 2017-18 Annual Action Plan we attempted to execute a targeted site specific home repair program. Despite aggressive marketing we did not have residents apply for assistance from within this area. Before attempting this process again we need to find a way to reach residents.

Funds were also increased in the home ownership program to accommodate the increase in qualified applicants. Since we are a 50% rental community, the drive for more home ownership is a positive change.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
 Program Year 2017
 LEAVENWORTH , KS

DATE: 07-26-18
 TIME: 9:58
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	127,737.92
02 ENTITLEMENT GRANT	305,183.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	32,296.05
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	465,216.97

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	245,337.64
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	245,337.64
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	61,036.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	306,373.64
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	158,843.33

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	213,186.95
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	213,186.95
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	86.90%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2017 PY: 2018 PY: 2019
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	45,777.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	45,777.00
32 ENTITLEMENT GRANT	305,183.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	305,183.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	61,036.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	61,036.00
42 ENTITLEMENT GRANT	305,183.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	305,183.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	20.00%



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2017
 LEAVENWORTH, KS

DATE: 07-26-18
 TIME: 9:58
 PAGE: 2

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	7	424	6133387	YOUTH SUPPORT PROGRAMS	05D	LMC	\$2,321.65
2018	7	424	6172679	YOUTH SUPPORT PROGRAMS	05D	LMC	\$2,534.35
					05D	Matrix Code	\$4,856.00
2017	17	423	6088750	ALLIANCE AGAINST FAMILY VIOLENCE	05G	LMC	\$2,200.00
2017	17	423	6106644	ALLIANCE AGAINST FAMILY VIOLENCE	05G	LMC	\$1,100.00
2017	17	423	6172679	ALLIANCE AGAINST FAMILY VIOLENCE	05G	LMC	\$5,562.00
					05G	Matrix Code	\$8,862.00
2017	17	419	6106644	Welcome Central	05K	LMC	\$2,000.00
2017	17	419	6125287	Welcome Central	05K	LMC	\$2,000.00
2017	17	419	6166566	Welcome Central	05K	LMC	\$1,895.00
					05K	Matrix Code	\$5,895.00
2017	17	422	6088750	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$3,838.74
2017	17	422	6095229	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$1,500.00
2017	17	422	6106644	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$2,325.00
2017	17	422	6113851	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$484.76
2017	17	422	6156074	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$1,003.50
					05N	Matrix Code	\$9,152.00
2017	17	420	6106644	The Leavenworth Mission	05W	LMC	\$2,280.77
2017	17	420	6113851	The Leavenworth Mission	05W	LMC	\$1,565.24
2017	17	420	6133387	The Leavenworth Mission	05W	LMC	\$1,273.99
					05W	Matrix Code	\$5,120.00
2017	17	421	6113851	Catholic Charities of Northeast Kansas	05Z	LMC	\$785.71
2017	17	421	6125287	Catholic Charities of Northeast Kansas	05Z	LMC	\$1,491.52
2017	17	421	6133387	Catholic Charities of Northeast Kansas	05Z	LMC	\$1,434.27
2017	17	421	6140828	Catholic Charities of Northeast Kansas	05Z	LMC	\$1,199.50
					05Z	Matrix Code	\$4,911.00
2016	6	410	6069646	Home Owner Assistance Program	13	LMH	\$16,600.00
					13	Matrix Code	\$16,600.00
2017	20	416	6081289	Home Owner Assistance Program	13B	LMH	\$10,800.00
2017	20	416	6088750	Home Owner Assistance Program	13B	LMH	\$7,740.00
2017	20	416	6106644	Home Owner Assistance Program	13B	LMH	\$8,336.00
2017	20	416	6113851	Home Owner Assistance Program	13B	LMH	\$21.75
2017	20	416	6125287	Home Owner Assistance Program	13B	LMH	\$300.00
2017	20	416	6133387	Home Owner Assistance Program	13B	LMH	\$14,032.50
2017	20	416	6156074	Home Owner Assistance Program	13B	LMH	\$5,072.00
2017	20	416	6166566	Home Owner Assistance Program	13B	LMH	\$14,900.00
2017	20	416	6172679	Home Owner Assistance Program	13B	LMH	\$10,600.00
					13B	Matrix Code	\$71,802.25
2016	1	399	6069646	Home Repair	14A	LMH	\$8,820.91
2017	18	425	6081289	Home Repair	14A	LMH	\$9,253.81
2017	18	425	6088750	Home Repair	14A	LMH	\$22.22
2017	18	425	6095229	Home Repair	14A	LMH	\$2,818.67
2017	18	425	6106644	Home Repair	14A	LMH	\$5,932.84
2017	18	425	6113851	Home Repair	14A	LMH	\$5,383.46
2017	18	425	6125287	Home Repair	14A	LMH	\$8,096.60
2017	18	425	6133387	Home Repair	14A	LMH	\$7,997.82
2017	18	425	6140828	Home Repair	14A	LMH	\$286.63



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
 Program Year 2017
 LEAVENWORTH, KS

DATE: 07-26-18
 TIME: 9:58
 PAGE: 3

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	18	425	6156074	Home Repair	14A	LMH	\$64.50
2017	18	425	6166566	Home Repair	14A	LMH	\$2,964.00
2017	18	425	6172679	Home Repair	14A	LMH	\$10,000.00
					14A	Matrix Code	\$61,641.46
2016	1	411	6069646	Home Repair Administration	14H	LMH	\$1,244.46
2017	18	426	6081289	Home Repair Administration	14H	LMH	\$1,242.65
2017	18	426	6088750	Home Repair Administration	14H	LMH	\$1,766.68
2017	18	426	6095229	Home Repair Administration	14H	LMH	\$1,252.51
2017	18	426	6106644	Home Repair Administration	14H	LMH	\$1,252.66
2017	18	426	6113851	Home Repair Administration	14H	LMH	\$1,074.69
2017	18	426	6125287	Home Repair Administration	14H	LMH	\$1,267.16
2017	18	426	6133387	Home Repair Administration	14H	LMH	\$1,266.64
2017	18	426	6140828	Home Repair Administration	14H	LMH	\$1,796.36
2017	18	426	6156074	Home Repair Administration	14H	LMH	\$1,475.72
2017	18	426	6166566	Home Repair Administration	14H	LMH	\$1,266.28
2017	18	426	6172679	Home Repair Administration	14H	LMH	\$1,266.64
2017	18	426	6174133	Home Repair Administration	14H	LMH	\$8,174.79
					14H	Matrix Code	\$24,347.24
Total							\$213,186.95

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	7	424	6133387	YOUTH SUPPORT PROGRAMS	05D	LMC	\$2,321.65
2018	7	424	6172679	YOUTH SUPPORT PROGRAMS	05D	LMC	\$2,534.35
					05D	Matrix Code	\$4,856.00
2017	17	423	6088750	ALLIANCE AGAINST FAMILY VIOLENCE	05G	LMC	\$2,200.00
2017	17	423	6106644	ALLIANCE AGAINST FAMILY VIOLENCE	05G	LMC	\$1,100.00
2017	17	423	6172679	ALLIANCE AGAINST FAMILY VIOLENCE	05G	LMC	\$5,562.00
					05G	Matrix Code	\$8,862.00
2017	17	419	6106644	Welcome Central	05K	LMC	\$2,000.00
2017	17	419	6125287	Welcome Central	05K	LMC	\$2,000.00
2017	17	419	6166566	Welcome Central	05K	LMC	\$1,895.00
					05K	Matrix Code	\$5,895.00
2017	17	413	6106644	SAINT VINCENT CLINIC	05M	URG	\$4,420.61
2017	17	413	6133387	SAINT VINCENT CLINIC	05M	URG	\$2,560.39
					05M	Matrix Code	\$6,981.00
2017	17	422	6088750	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$3,838.74
2017	17	422	6095229	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$1,500.00
2017	17	422	6106644	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$2,325.00
2017	17	422	6113851	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$484.76
2017	17	422	6156074	COURT APPOINTED SPECIAL ADVOCATES	05N	LMC	\$1,003.50
					05N	Matrix Code	\$9,152.00
2017	17	420	6106644	The Leavenworth Mission	05W	LMC	\$2,280.77
2017	17	420	6113851	The Leavenworth Mission	05W	LMC	\$1,565.24
2017	17	420	6133387	The Leavenworth Mission	05W	LMC	\$1,273.99
					05W	Matrix Code	\$5,120.00
2017	17	421	6113851	Catholic Charities of Northeast Kansas	05Z	LMC	\$785.71
2017	17	421	6125287	Catholic Charities of Northeast Kansas	05Z	LMC	\$1,491.52
2017	17	421	6133387	Catholic Charities of Northeast Kansas	05Z	LMC	\$1,434.27
2017	17	421	6140828	Catholic Charities of Northeast Kansas	05Z	LMC	\$1,199.50
					05Z	Matrix Code	\$4,911.00
Total							\$45,777.00



LEAVENWORTH, KS

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	1	418	6095229	Administration	21A		\$23,915.03
2017	1	418	6106644	Administration	21A		\$5,126.02
2017	1	418	6113851	Administration	21A		\$4,272.43
2017	1	418	6125287	Administration	21A		\$6,470.24
2017	1	418	6133387	Administration	21A		\$6,237.41
2017	1	418	6140828	Administration	21A		\$2,131.20
2017	1	418	6156074	Administration	21A		\$6,036.85
2017	1	418	6166566	Administration	21A		\$5,266.71
2017	1	418	6172679	Administration	21A		\$1,581.11
Total					21A	Matrix Code	\$61,036.00
							\$61,036.00

POLICY REPORT PWD NO. 18-36

APPROVE LOW BID RELATED TO THE
2018 SIDEWALK IMPROVEMENTS PROJECT
Project 2017-876

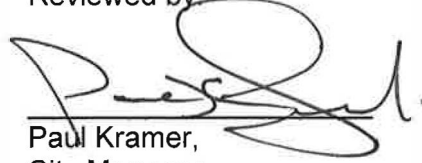
September 25, 2018

Prepared by:



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

Reviewed by:



Paul Kramer,
City Manager

ISSUE:

Approve the low bid submitted by King's Construction for the 2018 Sidewalk Improvements Project.

BACKGROUND:

This project is part of the on-going sidewalk repair and replacement work funded by the City's portion of the countywide sales tax. The projects were selected through the efforts of the Sidewalk Committee and reviewed by the City Commission in early 2018. The plans were prepared by BG & Consultants.

A notice of the project was sent to area Plan Rooms, Drexeltech.com and advertised in *The Leavenworth Times*. The pre-bid meeting was held on September 5th, 2018. Bids were opened on September 12th, 2018. The results of the bidding are shown below in the bid tabulation. King's Construction was the low bidder and met all bidding requirements.

King's Construction is an old established company and has not previously done work for the City. Contractors who have not worked for the City before are required to submit references to include project contact information, a brief job description, and project costs. Staff has contacted the relevant references and the responses received to date have been satisfactory.

Company	City	Base Bid	Alternate 1	Total Bid
King's Construction	Oskaloosa, KS	\$137,418.15	\$72,809.25	\$210,227.40
Orr Wyatt Streetscapes	Raytown, MO	\$148,697.75	\$87,248.30	\$235,946.05
Baker Construction	Leavenworth, KS	\$153,690.50	\$87,145.25	\$240,835.75
BKM Construction	Leavenworth, KS	\$179,074.50	\$93,270.75	\$272,345.25
Phoenix Concrete	Olathe, KS	\$197,955.54	\$101,895.64	\$299,851.18
Freeman Concrete Construction	Shawnee, KS	\$207,252.50	\$93,706.50	\$300,959.00
Kansas Heavy Construction	Tonganoxie, KS	NOT READ	NOT READ	NOT READ
Engineer's Estimate:		\$ 214,090.00		

The 2018 project consists of new sidewalks at the following locations:

Base Bid:

- 8th Street – Kiowa Street to Dakota Street
- Dakota Street – 8th Street to Broadway
- Broadway – Kiowa Street to Dakota Street
- Kiowa Street – 8th Street to Broadway
- Pennsylvania Street – 2nd Avenue to 3rd Avenue
- Pennsylvania Street – Alley to 5th Avenue
- Marion Street – Grand Avenue to 10th Avenue

Alternate No. 1

- Grand Avenue – Vilas Street to Sherman Street

This work will begin no later than October 30th with 60 calendar days for completion. The project will be inspected by City forces.

POLICY:

The City Commission generally approves the lowest qualified bidder for projects of this type.

RECOMMENDATION:

Staff recommends that the City Commission approve the low bid submitted by King's Construction for the 2018 Sidewalk Improvements Project Base Bid and Alternate # 1 in the amount of \$210,227.40.

Constructing the base bid and the alternate will use all available sidewalk construction funding for the 2018 budget year.

ATTACHMENTS

Bid Tabs



CITY OF LEAVENWORTH
Project No. 2018-876
2018 Sidewalk Improvements Bid Tab Review
September 12, 2018

BASE BID				Engineer's Estimate		King's Construction		Orr Wyatt Streetscapes		Baker Construction		BKM Construction	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Contractor Construction Staking	LS	1	\$6,000.00	\$6,000.00	\$1,000.00	\$1,000.00	\$4,300.00	\$4,300.00	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00
2	Mobilization	LS	1	\$25,000.00	\$25,000.00	\$5,500.00	\$5,500.00	\$7,300.00	\$7,300.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
3	Clearing & Grubbing	LS	1	\$5,000.00	\$5,000.00	\$24,000.00	\$24,000.00	\$3,200.00	\$3,200.00	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00
4	Stormwater Pollution Prevention	LS	1	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$4,300.00	\$4,300.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
5	Hydroseeding	LS	1	\$7,000.00	\$7,000.00	\$3,000.00	\$3,000.00	\$5,400.00	\$5,400.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00
6	Traffic Control (Site 1)	LS	1	\$750.00	\$750.00	\$850.00	\$850.00	\$860.00	\$860.00	\$1,000.00	\$1,000.00	\$760.00	\$760.00
7	Traffic Control (Site 3)	LS	1	\$750.00	\$750.00	\$3,000.00	\$3,000.00	\$860.00	\$860.00	\$1,000.00	\$1,000.00	\$760.00	\$760.00
8	Traffic Control (Site 4)	LS	1	\$1,250.00	\$1,250.00	\$850.00	\$850.00	\$860.00	\$860.00	\$1,000.00	\$1,000.00	\$345.00	\$345.00
9	Traffic Control (Site 5)	LS	1	\$1,250.00	\$1,250.00	\$850.00	\$850.00	\$860.00	\$860.00	\$1,000.00	\$1,000.00	\$345.00	\$345.00
10	Traffic Control (Site 6)	LS	1	\$1,250.00	\$1,250.00	\$850.00	\$850.00	\$860.00	\$860.00	\$1,000.00	\$1,000.00	\$345.00	\$345.00
11	Traffic Control (Site 7)	LS	1	\$1,250.00	\$1,250.00	\$850.00	\$850.00	\$860.00	\$860.00	\$1,000.00	\$1,000.00	\$345.00	\$345.00
12	Remove Curb & Gutter	LF	935	\$15.00	\$5,025.00	\$12.50	\$4,187.50	\$7.50	\$2,512.50	\$10.00	\$3,350.00	\$15.00	\$5,025.00
13	Remove Tile Curb	LF	35	\$10.00	\$350.00	\$28.50	\$997.50	\$10.70	\$374.50	\$25.00	\$875.00	\$30.00	\$1,050.00
14	Remove Sidewalk (Concrete Or Asphalt)	SF	2,970	\$2.00	\$5,940.00	\$0.76	\$2,257.20	\$2.15	\$6,385.50	\$2.00	\$5,940.00	\$1.75	\$5,197.50
15	Remove Sidewalk (Brick)	SF	3,095	\$3.00	\$9,285.00	\$0.76	\$2,352.20	\$2.15	\$6,654.25	\$2.00	\$6,190.00	\$1.75	\$5,416.25
16	Remove Pavement (Concrete or Asphalt)	SF	685	\$6.00	\$4,110.00	\$1.25	\$866.25	\$3.20	\$2,192.00	\$3.00	\$2,055.00	\$2.25	\$1,541.25
17	Trench Drain	LF	12	\$200.00	\$2,400.00	\$85.00	\$1,020.00	\$107.00	\$1,284.00	\$100.00	\$1,200.00	\$225.00	\$2,700.00
18	Curb & Gutter (Combined)(AE)	LF	280	\$30.00	\$8,400.00	\$27.50	\$7,700.00	\$37.60	\$10,528.00	\$35.00	\$9,800.00	\$28.00	\$7,840.00
19	Concrete Sidewalk (4") (AE)	SF	11,710	\$8.00	\$70,280.00	\$4.25	\$49,767.50	\$4.85	\$56,793.50	\$5.05	\$59,135.50	\$5.95	\$69,674.50
20	Concrete Pavement (High-Early)(6") (Plain)(AE)	SF	220	\$8.50	\$1,870.00	\$5.75	\$1,265.00	\$9.65	\$2,123.00	\$7.00	\$1,540.00	\$9.00	\$1,980.00
21	Concrete Pavement (High-Early)(6") (Rein.) (AE)	SF	445	\$10.00	\$4,450.00	\$7.00	\$3,115.00	\$12.90	\$5,740.50	\$9.00	\$4,005.00	\$10.00	\$4,450.00
22	Sidewalk Ramp (Type A)(AE)	EA	18	\$1,250.00	\$22,500.00	\$975.00	\$17,550.00	\$960.00	\$17,280.00	\$850.00	\$15,300.00	\$1,100.00	\$19,800.00
23	Sidewalk Ramp (Type B)(AE)	EA	1	\$2,500.00	\$2,500.00	\$1,600.00	\$1,600.00	\$2,350.00	\$2,350.00	\$1,000.00	\$1,000.00	\$1,300.00	\$1,300.00
24	Sidewalk Ramp (Type C)(AE)	EA	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$4,500.00	\$4,500.00	\$1,800.00	\$1,800.00	\$1,700.00	\$1,700.00
25	Remove & Reset Traffic Sign	EA	2	\$250.00	\$500.00	\$250.00	\$500.00	\$160.00	\$320.00	\$250.00	\$500.00	\$250.00	\$500.00
					10% Contingency	\$19,500.00							
TOTAL: BASE BID					\$214,090.00		\$137,418.15		\$148,697.75		\$153,690.50		\$179,074.50

NOTE: THE AWARD OF THE BID WILL BE DETERMINED ON THE BASE BID TOTAL ONLY

ALTERNATE BID #1				Engineer's Estimate		King's Construction		Orr Wyatt Streetscapes		Baker Construction		BKM Construction	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Contractor Construction Staking	LS	1	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$2,200.00	\$2,200.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
2	Mobilization	LS	1	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$1,100.00	\$1,100.00	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00
3	Clearing & Grubbing	LS	1	\$7,500.00	\$7,500.00	\$4,500.00	\$4,500.00	\$2,200.00	\$2,200.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00
4	Stormwater Pollution Prevention	LS	1	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$2,200.00	\$2,200.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
5	Hydroseeding	LS	1	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$2,200.00	\$2,200.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00
6	Traffic Control (Site 1)	LS	1	\$2,500.00	\$2,500.00	\$1,200.00	\$1,200.00	\$1,100.00	\$1,100.00	\$1,500.00	\$1,500.00	\$715.00	\$715.00
7	Erosion Control Blanket	SY	225	\$4.00	\$900.00	\$4.00	\$900.00	\$8.70	\$1,957.50	\$5.00	\$1,125.00	\$4.00	\$900.00
8	Remove Curb & Gutter	LF	160	\$15.00	\$2,400.00	\$12.50	\$2,000.00	\$7.60	\$1,216.00	\$10.00	\$1,600.00	\$12.00	\$1,920.00
9	Remove Pavement (Concrete or Asphalt)	SF	930	\$6.00	\$5,580.00	\$1.25	\$1,162.50	\$4.35	\$4,045.50	\$3.00	\$2,790.00	\$2.00	\$1,860.00
10	6x4' Setback Curb Inlet (Precast)	EA	2	\$4,000.00	\$8,000.00	\$4,000.00	\$8,000.00	\$3,900.00	\$7,800.00	\$4,500.00	\$9,000.00	\$6,300.00	\$12,600.00
11	Storm Sewer (36"x24") (RCPE)	LF	54	\$125.00	\$6,750.00	\$185.00	\$9,990.00	\$283.20	\$15,292.80	\$267.00	\$14,418.00	\$220.00	\$11,880.00
12	End Section (36"x24") (RCHE)	EA	2	\$1,500.00	\$3,000.00	\$2,500.00	\$5,000.00	\$1,650.00	\$3,300.00	\$1,784.00	\$3,568.00	\$1,680.00	\$3,360.00
13	Ditch Grading	LS	1	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$2,700.00	\$2,700.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00
14	Curb & Gutter (Combined)(AE)	LF	145	\$30.00	\$4,350.00	\$28.00	\$4,060.00	\$38.10	\$5,524.50	\$35.00	\$5,075.00	\$28.00	\$4,060.00
15	Concrete Sidewalk (4") (AE)	SF	3,985	\$6.00	\$23,910.00	\$4.30	\$17,135.50	\$4.90	\$19,526.50	\$5.05	\$20,124.25	\$5.95	\$23,719.75
16	Concrete Pavement (High-Early)(6") (Plain)(AE)	SF	735	\$8.50	\$6,247.50	\$5.75	\$4,226.25	\$9.80	\$7,203.00	\$7.00	\$5,145.00	\$9.00	\$6,615.00
17	HMA Pavement Patch	SF	290	\$25.00	\$7,250.00	\$6.50	\$1,885.00	\$15.25	\$4,422.50	\$25.00	\$7,250.00	\$15.00	\$4,350.00
18	Sidewalk Ramp (Type A)(AE)	EA	3	\$1,250.00	\$3,750.00	\$1,050.00	\$3,150.00	\$980.00	\$2,940.00	\$850.00	\$2,550.00	\$1,100.00	\$3,300.00
19	Remove & Reset Traffic Sign	EA	2	\$250.00	\$500.00	\$300.00	\$600.00	\$160.00	\$320.00	\$250.00	\$500.00	\$250.00	\$500.00
					10% Contingency	\$9,900.00							
TOTAL: ALTERNATE BID #1					\$108,037.50		\$72,809.25		\$87,248.30		\$87,145.25		\$93,270.75
TOTAL: BASE BID + ALTERNATE BID #1					\$322,127.50		\$210,227.40		\$235,946.05		\$240,835.75		\$272,345.25

BASE BID											
Item	Description	Unit	Quantity	Engineer's Estimate		Phoenix Concrete & Underground		Freeman Concrete Construction		Kansas Heavy Construction	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Contractor Construction Staking	LS	1	\$6,000.00	\$6,000.00	\$3,315.00	\$3,315.00	\$2,200.00	\$2,200.00		\$0.00
2	Mobilization	LS	1	\$25,000.00	\$25,000.00	\$33,750.00	\$33,750.00	\$14,500.00	\$14,500.00		\$0.00
3	Clearing & Grubbing	LS	1	\$5,000.00	\$5,000.00	\$5,525.00	\$5,525.00	\$5,050.00	\$5,050.00		\$0.00
4	Stormwater Pollution Prevention	LS	1	\$5,000.00	\$5,000.00	\$3,585.00	\$3,585.00	\$2,550.00	\$2,550.00		\$0.00
5	Hydroseeding	LS	1	\$7,000.00	\$7,000.00	\$2,775.00	\$2,775.00	\$3,300.00	\$3,300.00		\$0.00
6	Traffic Control (Site 1)	LS	1	\$750.00	\$750.00	\$2,000.00	\$2,000.00	\$900.00	\$900.00		\$0.00
7	Traffic Control (Site 3)	LS	1	\$750.00	\$750.00	\$2,000.00	\$2,000.00	\$3,400.00	\$3,400.00		\$0.00
8	Traffic Control (Site 4)	LS	1	\$1,250.00	\$1,250.00	\$2,000.00	\$2,000.00	\$900.00	\$900.00		\$0.00
9	Traffic Control (Site 5)	LS	1	\$1,250.00	\$1,250.00	\$2,000.00	\$2,000.00	\$900.00	\$900.00		\$0.00
10	Traffic Control (Site 6)	LS	1	\$1,250.00	\$1,250.00	\$2,000.00	\$2,000.00	\$900.00	\$900.00		\$0.00
11	Traffic Control (Site 7)	LS	1	\$1,250.00	\$1,250.00	\$2,000.00	\$2,000.00	\$900.00	\$900.00		\$0.00
12	Remove Curb & Gutter	LF	335	\$15.00	\$5,025.00	\$19.87	\$6,656.45	\$18.40	\$6,164.00		\$0.00
13	Remove Tile Curb	LF	35	\$10.00	\$350.00	\$22.10	\$773.50	\$35.00	\$1,225.00		\$0.00
14	Remove Sidewalk (Concrete Or Asphalt)	SF	2,970	\$2.00	\$5,940.00	\$2.21	\$6,563.70	\$2.00	\$5,940.00		\$0.00
15	Remove Sidewalk (Brick)	SF	3,095	\$3.00	\$9,285.00	\$2.21	\$6,839.95	\$1.30	\$4,023.50		\$0.00
16	Remove Pavement (Concrete or Asphalt)	SF	665	\$6.00	\$4,110.00	\$3.31	\$2,267.35	\$3.40	\$2,329.00		\$0.00
17	Trench Drain	LF	12	\$200.00	\$2,400.00	\$103.95	\$1,247.40	\$300.00	\$3,600.00		\$0.00
18	Curb & Gutter (Combined)(AE)	LF	280	\$30.00	\$8,400.00	\$31.18	\$8,730.40	\$35.50	\$9,940.00		\$0.00
19	Concrete Sidewalk (4")(AE)	SF	11,710	\$6.00	\$70,260.00	\$5.74	\$67,215.40	\$8.90	\$104,219.00		\$0.00
20	Concrete Pavement (High-Early)(6")(Plain)(AE)	SF	220	\$8.50	\$1,870.00	\$6.89	\$1,515.80	\$10.00	\$2,200.00		\$0.00
21	Concrete Pavement (High-Early)(8")(Rein)(AE)	SF	445	\$10.00	\$4,450.00	\$8.49	\$3,778.05	\$12.60	\$5,607.00		\$0.00
22	Sidewalk Ramp (Type A)(AE)	EA	18	\$1,250.00	\$22,500.00	\$1,520.01	\$27,360.18	\$1,190.00	\$21,420.00		\$0.00
23	Sidewalk Ramp (Type B)(AE)	EA	1	\$2,500.00	\$2,500.00	\$1,716.49	\$1,716.49	\$2,225.00	\$2,225.00		\$0.00
24	Sidewalk Ramp (Type C)(AE)	EA	1	\$2,500.00	\$2,500.00	\$1,990.87	\$1,990.87	\$2,180.00	\$2,180.00		\$0.00
25	Remove & Reset Traffic Sign	EA	2	\$250.00	\$500.00	\$175.00	\$350.00	\$340.00	\$680.00		\$0.00
				10% Contingency	\$19,500.00						
TOTAL: BASE BID					\$214,090.00		\$197,955.54		\$207,252.50	"NOT READ"	\$0.00

NOTE: THE AWARD OF THE BID WILL BE DETERMINED ON THE BASE BID TOTAL ONLY

TOTAL COST											
ALTERNATE BID #1											
Item	Description	Unit	Quantity	Engineer's Estimate		Phoenix Concrete & Underground		Freeman Concrete Construction		Kansas Heavy Construction	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Contractor Construction Staking	LS	1	\$3,000.00	\$3,000.00	\$1,650.00	\$1,650.00	\$800.00	\$800.00		\$0.00
2	Mobilization	LS	1	\$0.00	\$0.00	\$10,275.00	\$10,275.00	\$2,225.00	\$2,225.00		\$0.00
3	Clearing & Grubbing	LS	1	\$7,500.00	\$7,500.00	\$3,315.00	\$3,315.00	\$1,220.00	\$1,220.00		\$0.00
4	Stormwater Pollution Prevention	LS	1	\$2,500.00	\$2,500.00	\$2,950.00	\$2,950.00	\$2,885.00	\$2,885.00		\$0.00
5	Hydroseeding	LS	1	\$5,000.00	\$5,000.00	\$1,400.00	\$1,400.00	\$1,670.00	\$1,670.00		\$0.00
6	Traffic Control (Site 1)	LS	1	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$1,250.00	\$1,250.00		\$0.00
7	Erosion Control Blanket	SY	225	\$4.00	\$900.00	\$3.31	\$744.75	\$4.00	\$900.00		\$0.00
8	Remove Curb & Gutter	LF	160	\$15.00	\$2,400.00	\$19.87	\$3,179.20	\$13.30	\$2,128.00		\$0.00
9	Remove Pavement (Concrete or Asphalt)	SF	930	\$6.00	\$5,580.00	\$3.31	\$3,078.30	\$1.60	\$1,488.00		\$0.00
10	6"x4" Setback Curb Inlet (Precast)	EA	2	\$4,000.00	\$8,000.00	\$4,930.00	\$9,860.00	\$3,960.00	\$7,920.00		\$0.00
11	Storm Sewer (36"x24")(RCPHE)	LF	54	\$125.00	\$6,750.00	\$215.30	\$11,626.20	\$270.00	\$14,580.00		\$0.00
12	End Section (36"x24")(RCPHE)	EA	2	\$1,500.00	\$3,000.00	\$1,545.00	\$3,090.00	\$1,250.00	\$2,500.00		\$0.00
13	Ditch Grading	LS	1	\$5,000.00	\$5,000.00	\$2,215.00	\$2,215.00	\$3,850.00	\$3,850.00		\$0.00
14	Curb & Gutter (Combined)(AE)	LF	145	\$30.00	\$4,350.00	\$31.18	\$4,521.10	\$47.00	\$6,815.00		\$0.00
15	Concrete Sidewalk (4")(AE)	SF	3,985	\$6.00	\$23,910.00	\$5.74	\$22,873.90	\$9.30	\$37,060.50		\$0.00
16	Concrete Pavement (High-Early)(6")(Plain)(AE)	SF	735	\$8.50	\$6,247.50	\$6.49	\$4,770.15	\$8.00	\$5,880.00		\$0.00
17	HMA Pavement Patch	SF	290	\$25.00	\$7,250.00	\$32.55	\$9,439.50	\$18.50	\$5,365.00		\$0.00
18	Sidewalk Ramp (Type A)(AE)	EA	3	\$1,250.00	\$3,750.00	\$1,519.18	\$4,557.54	\$1,330.00	\$3,990.00		\$0.00
19	Remove & Reset Traffic Sign	EA	2	\$250.00	\$500.00	\$175.00	\$350.00	\$340.00	\$680.00		\$0.00
				10% Contingency	\$9,900.00						
TOTAL: ALTERNATE BID #1					\$108,037.50		\$101,895.64		\$103,006.50	"NOT READ"	\$0.00
TOTAL: BASE BID + ALTERNATE BID #1					\$322,127.50		\$299,851.18		\$310,259.00	"NOT READ"	\$0.00

Math Error =
Numbers as Written:
\$27,760.00
\$93,706.50
\$300,959.00

POLICY REPORT PWD NO. 18-37

FIRST CONSIDERATION ORDINANCE
TO INCREASE WASTEWATER RATES

September 25, 2018

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 2019 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, 2018 to ensure that a full year of revenue is collected in 2019. It is necessary for the ordinance be published in the Leavenworth Times.

RECOMMENDATION:

Staff recommends that the City Commission approve a first consideration ordinance increasing wastewater rates by 5.0 percent in 2019.

City of Leavenworth Wastewater Rates			
Water Use	2018	2019	
2	\$ 10.54	\$ 11.06	Minimum Charge
3	\$ 14.12	\$ 14.83	
4	\$ 17.71	\$ 18.59	
5	\$ 21.29	\$ 22.35	
6	\$ 24.87	\$ 26.12	
7	\$ 28.46	\$ 29.88	New User Rate
8	\$ 32.04	\$ 33.65	
9	\$ 35.63	\$ 37.41	
10	\$ 39.21	\$ 41.17	
11	\$ 42.80	\$ 44.94	
12	\$ 46.38	\$ 48.70	
13	\$ 49.97	\$ 52.46	
14	\$ 53.55	\$ 56.23	
15	\$ 57.13	\$ 59.99	

(Summary Publish in the Leavenworth Times on October _____, 2018)

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 meaning of terms used in this section shall be as follows, unless the context specifically indicates otherwise:

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.

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:

Inside City Monthly Charges

	User Charge Portion (\$/Ccf)	Capital Charge Portion (\$/Ccf)	Total City Service Charge (\$/Ccf)
Minimum Monthly Charge	6.41	4.65	11.06
Volume Charge:			
First 2 Ccf	Included in minimum monthly charge		
Next 13 Ccf	2.25	1.51	3.76
Next 285 Ccf	1.78	0.88	2.66

All over 300 Ccf	1.58	0.546	2.14
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- 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

	User Charge Portion (\$/Ccf)	Capital Charge Portion (\$/Ccf)	Total City Service Charge (\$/Ccf)
Minimum Monthly Charge	6.41	5.84	12.25
Volume Charge:			
First 2 Ccf	Included in minimum monthly charge		
Next 13 Ccf	2.25	1.71	3.96
Next 285 Ccf	1.78	0.99	2.78
All over 300 Ccf	1.58	0.64	2.22

	User Charge Portion	Capital Charge Portion	Total City Service Charge
Minimum Monthly Charge - New Accounts (7 units) Ccf = 100 cubic feet (750 gallons)	17.66	12.22	29.88

- 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 \$29.88 per month, which consists of a user charge of \$17.66 and a capital charge of \$12.22.

- 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	0.00171834	0.00007067	0.00178901
SS	0.00119566	0.00004573	0.00124139
Outside City:			
BOD	0.00172033	0.00019652	0.00191685
SS	0.00119710	0.00011739	0.00131449
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, 2018.

PASSED and APPROVED by the Governing Body on this ___th day of _____ 2018.

Mark Preisinger, Mayor

{Seal}

ATTEST:

Carla K. Williamson, CMC, City Clerk


POLICY REPORT PWD NO. 18-38

FIRST CONSIDERATION ORDINANCE
TO INCREASE REFUSE RATES

September 25, 2018

Prepared by:

Curtis Marks, Sr.
Operations Superintendent



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 2019 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 2018.

The City will be disposing of solid waste at Waste Management Landfill in Shawnee (Deffenbaugh) for 2019. This creates additional costs, but is projected to be less expensive 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: \$16.87/month
- Proposed Residential Rate: \$18.22/month

Due to the nature of the billing cycle, it is proposed that the rate increase take effect on December 1, 2018 to ensure that a full year of revenue is collected in 2019. 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 eight percent in 2019.

(Summary Publish in the Leavenworth Times on October ____, 2018)

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 governing body 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 governing body; provided, that parties generating no garbage or trash shall not be required to pay any service charge. Parties may present grievances relating to service charges or billing adjustments and requests to be exempted from the service charge to the governing body 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 \$18.22 per unit, per month, effective with the December 2018 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 governing body 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, 2018.

PASSED and APPROVED by the Governing Body on this ___th day of _____ 2018.

Mark Preisinger, Mayor

{Seal}

ATTEST:

Carla K. Williamson, CMC, City Clerk