



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

CITY COMMISSION STUDY SESSION & SPECIAL MEETING  
COMMISSION CHAMBERS  
TUESDAY, SEPTEMBER 1, 2020 7:00 P.M.

Welcome to your City Commission Study Session – Please turn off or silence all cell phones during the meeting  
Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube and Facebook Live

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed on Channel 2 and via Facebook Live.

The Leavenworth City Commission meeting will be open to the public with limited seating capacity.  
To reserve a seat, email [cwilliamson@firstcity.org](mailto:cwilliamson@firstcity.org) no later than 4:00 pm on September 1. Seats will be available on a first come first serve basis. To mitigate the spread of COVID-19 face coverings and social distancing are **REQUIRED** to attend the meeting. The public is encouraged to continue to view the meeting via Facebook Live or Channel 2. Submit your comments or questions on agenda items to be read during discussion on that topic to [cwilliamson@firstcity.org](mailto:cwilliamson@firstcity.org) no later than 6:00 pm on September 1. For call in options related to commenting on agenda items, submit your inquiry to [cwilliamson@firstcity.org](mailto:cwilliamson@firstcity.org)

*Amended Agenda:  
Added: Item # 5 – Executive Session*

**Study Session:**

- 1. Quarterly Report from Leavenworth School District No. 453 (pg. 2)
- 2. Main Street - First City Passageways of Downtown Project (pg. 3)
- 3. Fire Department Report & Presentation of BRYCER; The Compliance Engine (pg. 5)
- 4. Update on Fall/Winter City Activities (pg. 10)

**Special Meeting:**

Open a Special Meeting

**Action:** Motion

5. Executive Session:

Discuss data related to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships K.S.A. 75-4319 (b) 4.

**Action:** Motion (pg. 13)

**Adjournment:**

**Action:** Motion

**STUDY SESSION POLICY REPORT  
PRESENTATION BY  
LEAVENWORTH UNIFIED SCHOOL DISTRICT NO. 453**

**September 1, 2020**

**ISSUE:**

Superintendent Mike Roth with Leavenworth Unified School District No. 453 will provide a quarterly update to the City Commission.

## Policy Report

Main Street - First City Passageways of Downtown Project

Sept. 1, 2020

Prepared by:



Paul Kramer  
City Manager

### **Background:**

The First City Passageways Project is a public art initiative by the Leavenworth Main Street Design Committee. The stated goal is to offer passageways to local and regional artists to create interest and excitement downtown by allowing their creativity to shine.

### **Subject:**

Leavenworth Main Street Design Committee is requesting that a passageway be painted on the southwest wall of The Performing Arts Center at 500 Delaware St. The painting is up to the artist, but must conform to common decency standards. Some guidelines are for the painting to be whimsical, thoughtful, and family friendly to encourage exploration of downtown.

The project includes more than a dozen locations in the downtown, one of which would be the door mentioned herein. If the Commission approves the inclusion of this door, the issue would still need to go to the Preservation Commission.

### **Action:**

This issue is before the Commission for discussion.

Attachment:

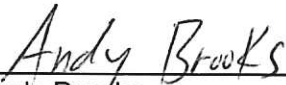
Photo of the location of the door at the Performing Arts Center.



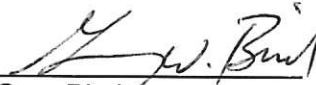


**POLICY REPORT NO. 20-005**  
**ADOPTION OF BRYCER THE COMPLIANCE ENGINE**  
**September 1, 2020**

Prepared by:

  
\_\_\_\_\_  
Andy Brooks  
Fire Marshal

Reviewed by:

  
\_\_\_\_\_  
Gary Birch,  
Fire Chief

Reviewed by:

  
\_\_\_\_\_  
Paul Kramer,  
City Manager

**INTRODUCTION:**

About eighteen months ago, we started researching “The Compliance Engine” (TCE) powered by BRYCER. It is a simple, internet based tool for Fire Prevention Divisions to track and drive code compliance, reduce false alarm activity, and provide a safer community. It provides a secure cloud environment in which third party contractors that inspect, test, and maintain fire protection systems, can submit their reports via Brycer’s web portal direct to the Fire Department, facilitating a more efficient review, tracking, and follow-up process with occupants to correct deficiencies and maintain systems.

The international fire code authorizes the fire official to prescribe the form and format of inspections, tests, and servicing of these fire protection systems and the records filed with the fire code official.

Currently there’s over 400 municipalities around the country utilizing TCE to assist with this administrative challenge in moving towards 100% compliance. In the MARC region, Overland Park, Shawnee, Leawood, Kansas City, Independence, Blue Springs, Kearney, Gladstone, Grandview, and Belton have adopted TCE.

**ISSUES AND BENIFITS:**

Currently, there is no definitive means for fire departments to track and manage all fire protection systems that require semi-annual, annual, and/or five year certification inspections. For the occupant, there’s no notification to remind them that their protection systems are coming due for a third party inspection.

**Current Landscape across the country:**

- 40% of life safety systems go uninspected or maintained every year
- 32.5% of false alarms are due to a lack of maintenance and testing
- 95% of authority having jurisdiction (AHJs) do not have the resources to enforce their adopted fire code
- Current Process is manual, paper based, reactionary, inefficient and expensive

**The Compliance Engine Benefits:**

- Drives 100% Compliance with fire & life safety Code
- Electronically collects, organizes and tracks fire and life safety test results
- Maximizes limited resources, saves time and streamlines communications
- Built to ensure a safer environment for firefighters, citizens and guest
- Saves AHJs money while strengthening life safety

**BACKGROUND:**

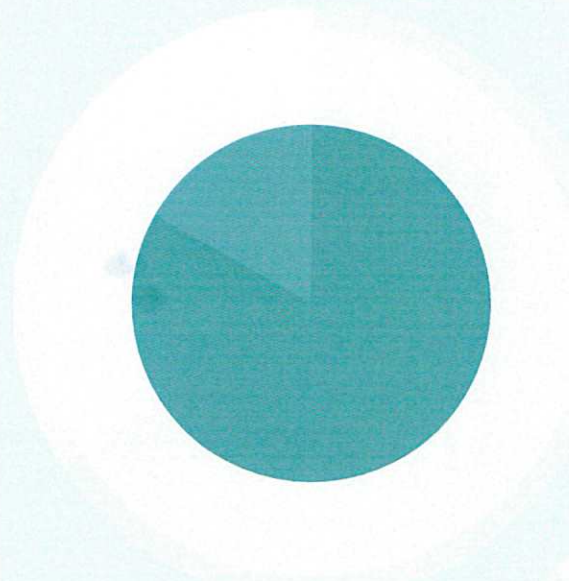
There are approximately ten fire protection contractors in our region. With a large number of municipalities already utilizing TCE, third party contractors are already familiar with this reporting model. This service is free to the Fire Department with no fee to the property owners. The third party contractors pay a fee on per system, per premises, per annum basis. It delivers compliance resulting in new business and maintenance revenue for the third party contractors.

**COMMISSION ACITON:**

Review staff report and presentation of BRYCER, The Compliance Engine. This initial discussion is designed to create awareness among the Commission and in the Community, with the intent of bringing the item back to the Commission in the coming weeks for further consideration.

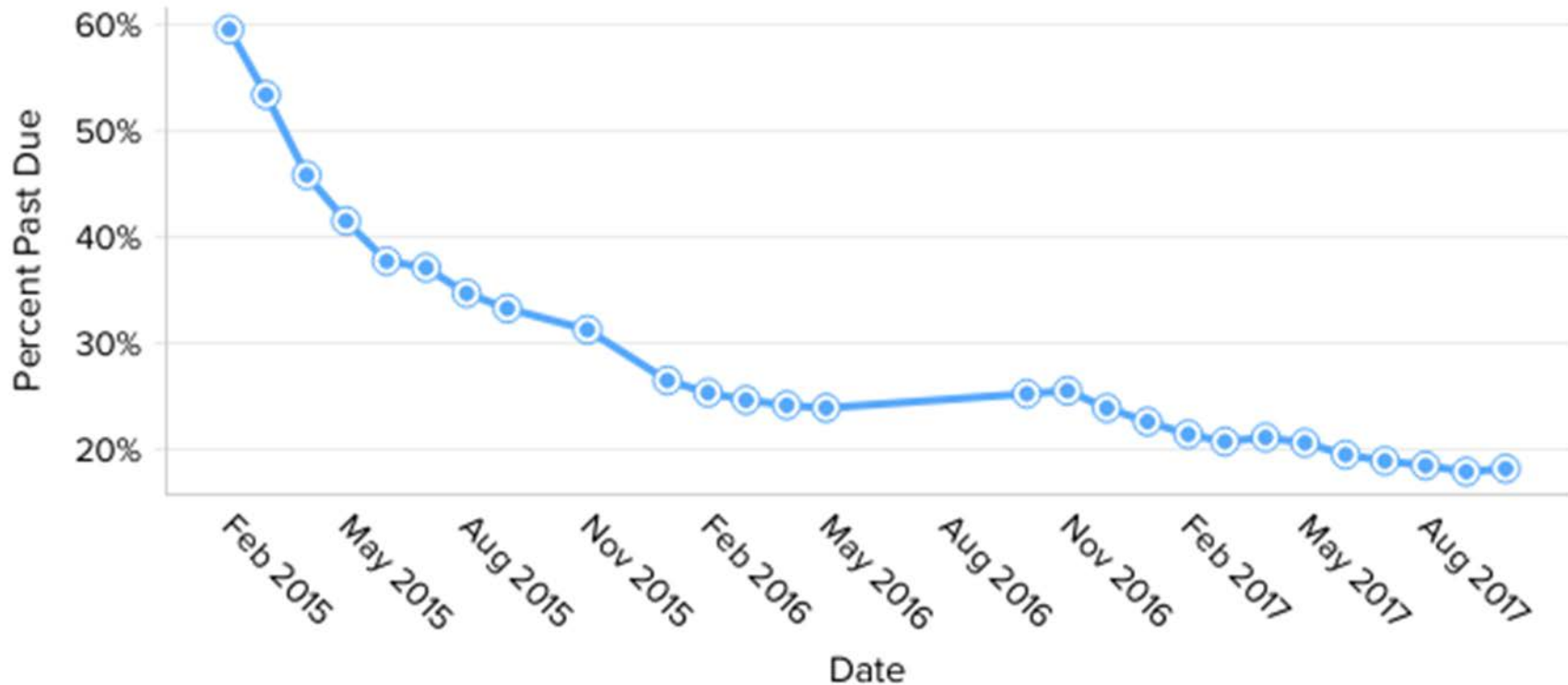
# Brycer

TCE- The Compliance Engine



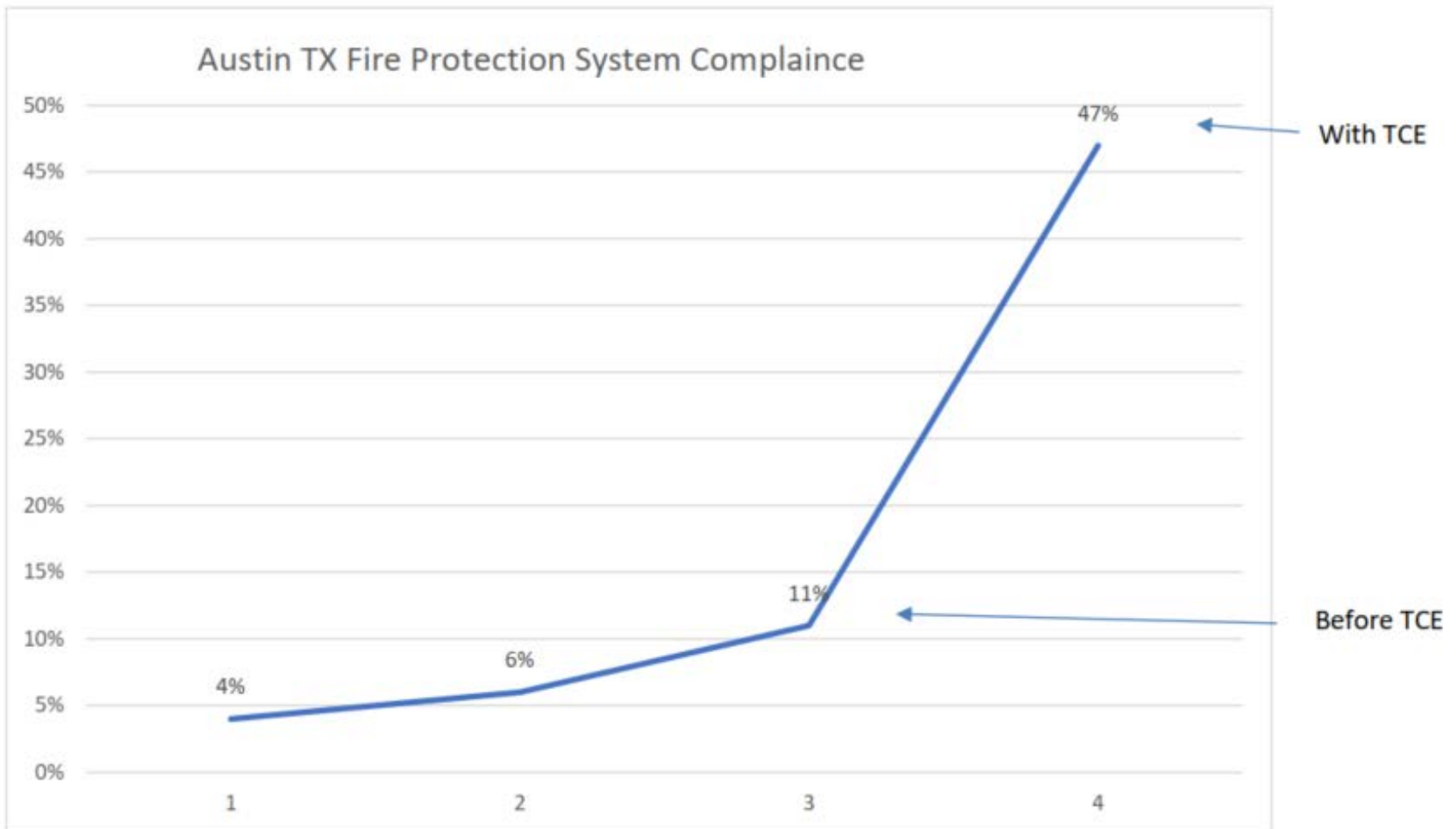
# Results - Los Angeles, CA

LAFD Past Due Analysis





# Results – Austin, TX



**Policy Report**  
Fall/Winter City activities  
Sept. 1, 2020

Prepared by:



Paul Kramer  
City Manager

**Background:**

From the onset of the global COVID-19 pandemic, the City has prioritized safety, the guidance of medical and public safety experts, and employed a cautious approach to any type of public event or meeting. At the same time, the City has worked at every turn to try to accommodate City services or events that could be done in a manner consistent with local, state and national public health guidelines and best practices. In the last couple of weeks – the time when City staff starts planning Halloween, holiday, and Christmas programs – City administration has worked on an outline of what we can do over the coming months.

**Subject:**

To start, the City will cancel many of our events that normally take place in the fall and winter. Events such as Breakfast with Santa, the Holiday Bazaar and Flea Market, and the Mother/Son Superhero event and many others are simply not feasible in our current environment. Those events are not only popular with our residents, but events that staff looks forward to working on all year.

In place of those events, staff is working toward holding one event per month – October, November and December – to mark Halloween, Veterans Day and the Christmas/Holiday Season. At the Study Session, staff will outline conceptual plans and the status of those plans and ask for Commission feedback.

Event 1 – Trunk-or-Treat

Saturday, October 24, 5-7 p.m. at Sportsfield

This first event has received the most attention at this point and includes a conceptual map, which is included in this policy report. Staff believes that the location and nature of the proposed event are conducive to meeting distancing and safety guidelines.

Event 2 – Veterans Day Parade

Wednesday, November 11, downtown Leavenworth

This event is still in the preliminary stages at this point. Staff has met with the Veterans Parade Committee once and has another meeting in the coming weeks. Discussions have centered on how to conduct a parade with so many unknowns. Further discussion needs to happen with the Leavenworth County Health Department, Fort Leavenworth, the Veterans Day Parade Committee and other applicable organizations. More to come.

#### Holiday Lighted Parade/Mayor's Christmas Tree Lighting

To be determined

This event will undoubtedly be dramatically different from the traditional event. Staff is in the early concept stages of what we could do that would retain some of the spirit of our traditional program. Elements such as a market, choirs, mass congregation will be unlikely, but there are options.

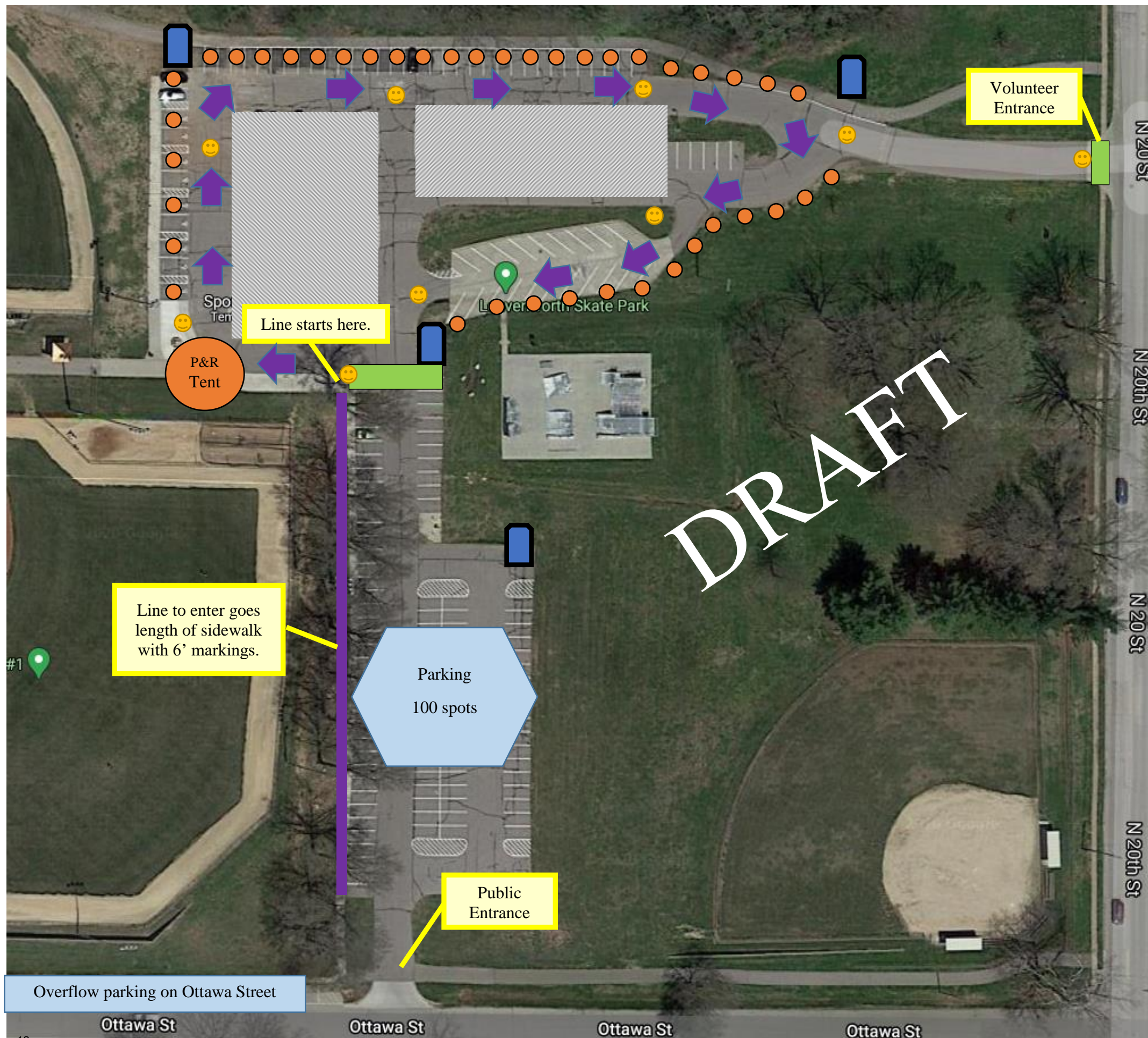
#### **Action:**

Staff is looking for a discussion on the items included above.







#### ATTACHMENTS:

Trunk-or-Treat Map





2020 Trunk-or-Treat on Saturday, October 24, 5 p.m. - 7 p.m.

-  Portable restroom
  -  Barricade
  -  Trunk Volunteer (candy givers)
  -  Event Volunteer
  -  Entry line with social distancing
  -  Flow of foot traffic (one-way)
- ★ All volunteers and staff at the event will be **required to wear masks**.
  - ★ Those handing out treats will be **required to wear masks and gloves**.
  - ★ Treats will be pre-packaged and placed on the table for patrons to pick up.
  - ★ Volunteers will enter from North 20<sup>th</sup> Street beginning at 4 p.m. and will have area ready no later than 4:45 p.m.
  - ★ To gain entrance, volunteers will have an email confirmation from Parks & Rec so the Event Volunteer knows they are registered to participate (i.e. have received instruction and agreed to follow the guidelines for the event).
  - ★ Good will ambassadors will be roaming the open areas to ensure groups do not gather and that guests are adhering to the event guidelines.
  - ★ Citizens will access parking from Ottawa Street. Parking allows for 100 cars in the south lot with overflow spots available on the north side of Ottawa Street.
  - ★ Families will line up on the sidewalk by Field #1 before gaining access to the event. P&R is the first tent, where the event coordinator will inform treat-seekers of the rules of engagement.
  - ★ Rules of engagement:
    - Encouraged to wear a mask. Masks available upon request.
    - Must practice social distancing.
    - Proceed to the first trunk and collect your treat.
    - Do not proceed to the next trunk until the group ahead of you has moved forward.
    - Continue around the perimeter collecting treats. Do NOT skip ahead or crowd the group in front of you.
    - Once you've made the loop, please exit the area and enjoy your goodies.

**EXECUTIVE SESSION**

**ECONOMIC DEVELOPMENT**

**TO DISCUSS DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS,  
PARTNERSHIPS, TRUSTS, AND INDIVIDUAL PROPRIETORSHIPS**

**SEPTEMBER 1, 2020**

**CITY COMMISSION ACTION:**

**Motion:**

Move to recess into executive session to discuss economic development opportunities per K.S.A. 75-4319 (b) (4) to *discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships*. The open meeting to resume in the City Commission Chambers at \_\_\_\_\_ by the clock in the City Commission Chambers. City Manager Paul Kramer and Assistant City Manager Taylor Tedder are requested to be present during the Executive Session.