



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

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, OCTOBER 20, 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

The Leavenworth City Commission study session will be open to the public with limited seating capacity.

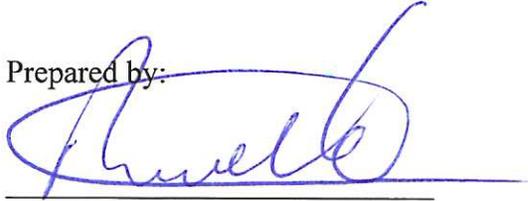
To reserve a seat, email cwilliamson@firstcity.org no later than 4:00 pm on October 20. Seats will be available on a first come first serve basis. To mitigate the spread of COVID-19 face coverings and social distancing are REQUIRED to attend the meeting. In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed on Channel 2 and via Facebook Live. The public is encouraged to continue to view the meeting via Facebook Live or Channel 2 and to submit questions on agenda items to be read during discussion on that topic. Submit your comments or questions to cwilliamson@firstcity.org no later than 6:00 pm on October 20. For call in options related to commenting on agenda items, submit your inquiry to cwilliamson@firstcity.org

Study Session:

1. Review 2020 Municipal Court Mental Health Diversion Program (pg. 2)
2. Semi-Annual Report from Leavenworth County Development Corporation (pg. 9)
3. Review Revised Investment Policy (pg. 23)
4. Review Snow and Ice Control Policy (pg. 30)
5. Review Draft Infrastructure Manual (pg. 34)

**Policy Report No. 11-2020
2020 Municipal Court Mental Health Diversion Program
October 20, 2020**

Prepared by:



Patrick R. Kitchens, Police Chief

Approved by:



Paul Kramer, City Manager

ISSUE:

The City Attorney for Municipal Court, Probation staff and the Police Department will provide an overview of the new Municipal Court Diversion Program.

STAFF RECOMMENDATION:

Staff recommends approval.

BACKGROUND:

For the last several years, the topic of mental health has been a top priority for public safety and communities in Kansas. We have seen significant budget cuts at the state level that have weakened the infrastructure available to people with mental health issues.

The Police Department devotes significant time and resources in dealing with these calls for service but never seem to get resolved. These calls for service often result in the arrest and incarceration for minor offenses but the person very often ends up right back on the street.

Our new Municipal Court Prosecutor, Catalina Thompson, along with the Probation Staff have developed a Mental Health Diversion Program for offenders that commit minor offenses and suffer from mental issues.

BUDGET IMPACT:

There is no budget impact.

COMMISSION ACTION:

Review and discuss the new Municipal Court Mental Health Diversion Program.



CITY OF LEAVENWORTH
MENTAL HEALTH DIVERSION PROGRAM

1. Mental Health Diversion may be available to defendants whose offense is correlated with a Serious Mental Illness (SMI) or Serious and Persistent Mental Illness (SPMI). Symptoms of a SMI are generally defined as functional impairments in one or more major areas of life, occurring on either a continuous or intermittent basis over the last two years and are a direct result of the individual's mental illness. Symptoms of SPMI include those diagnostic and functional risk criteria outlined by the Kansas Department for Aging and Disability Services. (See Method to Define Adults with SPMI from KCADS). The objective of Mental Health Diversion is to direct defendants to comply with mental health treatment through a licensed provider in lieu of further prosecution.
2. Examples of functional impairments resulting from SMI and SPMI would include:
 - a. Inability to maintain gainful employment or manage finances
 - b. Shows severe inability to establish or maintain a personal support system
 - c. Requires help in attending to basic health care regarding hygiene, grooming, nutrition, dental and medical care, and taking medications
 - d. Exhibits inappropriate social behavior not easily tolerated in the community
 - e. Engages in unsafe or self-harming behavior
3. Basic Requirements:
 - a. **Leavenworth County Residents**
 - i. In order for a Leavenworth County Resident to be placed on Mental Health Diversion, he/she must be approved by the Leavenworth City Prosecutor's Office, as well as meet the SMI or SPMI criteria as determined by The Guidance Center or another licensed mental health treatment provider. The Guidance Center or the defendant's mental health treatment provider must also find that the underlying offense is correlated with the defendant's SMI or SPMI.
 - ii. The eligibility criteria for the Leavenworth City Prosecutor's Office's Adult Diversion Program will generally apply to applications for Mental Health Diversion. The Prosecutor's Office may approve or deny any diversion application in its sole discretion for any lawful reason, including criminal history (arrests, convictions, prior diversions, police contact, etc.). Applicants will be evaluated on a case by case basis.
 - iii. The defendant must submit an application for Mental Health Diversion to the Leavenworth Municipal Courts Probation and Diversion Office. A Release of Information (ROI) must be submitted along with the application. Upon receipt of the

application and the ROI, the Diversion Office shall screen the defendant's application for further review by The Guidance Center.

- iv. The defendant will complete a walk-in assessment interview with The Guidance Center. The Guidance Center walk-in assessments are available Monday-Thursday, 9 am - 2 pm. The defendant must complete the initial interview within 4 weeks of being directed to do so by the Diversion Office. The defendant must fully participate in services, as well as attend all subsequent mental health appointments while the application is being reviewed. Final eligibility for Mental Health Diversion will be determined by the Leavenworth City Prosecutor's Office.
- v. All Leavenworth County Residents approved for Mental Health Diversion will be required to participate in either case management services, therapy, medication management or other services as recommended by The Guidance Center and remain engaged in mental health treatment for the entire term of diversion. Any defendant engaged in mental health treatment with a licensed mental health treatment provider may continue treatment with that provider, so long as the provider is willing to participate with the compliance reporting requirements of the Mental Health Diversion program. Any defendant who is not already engaged in mental health treatment with a private provider may receive mental health treatment through The Guidance Center.

b. Out-of-County Residents

- i. In order for an Out-of-County Resident to be placed on Mental Health Diversion, he/she must be approved by the Leavenworth City Prosecutor's Office, and he/she must meet the SMI or SPMI criteria as determined by a licensed mental health treatment provider. The defendant's mental health treatment provider must also find that the underlying offense is correlated with the defendant's SMI or SPMI.
- ii. The eligibility criteria for the Prosecutor's Adult Diversion Program (see program criteria under City of Leavenworth Adult Diversion Program) will generally apply to applications for Mental Health Diversion. The Prosecutor's Office may approve or deny any diversion application in its sole discretion for any lawful reason, including criminal history (arrests, convictions, prior diversions, police contact, etc.). Applicants will be evaluated on a case by case basis.
- iii. The defendant must submit an application for Mental Health Diversion to the Leavenworth Municipal Courts Probation and Diversion Office. A completed Out-of-County Resident Mental Health Diversion Information Form ("OOCR Form") must be submitted along with the application. Upon receipt of the application and OOCR Form, final eligibility for Mental Health Diversion will be determined by the Prosecutor's Office.
- iv. All Out-of-County Residents approved for Mental Health Diversion will be required to remain engaged in mental health treatment for the entire term of diversion. In addition, the defendant's mental health treatment provider must be willing to participate with the monthly compliance reporting requirements of the Mental Health Diversion program.



City of Leavenworth Adult Diversion Program

GENERAL POLICY

1. The Adult Diversion Program is intended to give a “second chance” to offenders who commit relatively minor criminal offenses.
2. **Diversion is a privilege and not a right.** There is no guarantee Diversion will be granted in any given case. The needs of the offender are less important than those of public safety and the rights of the victim.
3. The Leavenworth City Prosecutor, in his or her sole discretion, will determine if diversion of the defendant would be in the interests of justice and of benefit to the defendant and the community. K.S.A. 12-4414.
4. It is not required that a defendant have an attorney for the purpose of Diversion. However, a defendant has the right to employ an attorney and have him/her present throughout the Diversion application process.
5. A defendant maybe required to reimburse the court and/or attorney when represented by court appointed counsel. Additionally, if a defendant wants to participate in the Diversion program and must serve jail time, or where jail time is possible if convicted, the defendant may be asked to sign a waiver of counsel form.
6. The Leavenworth City Prosecutor makes all decisions regarding the Diversion Policy. The Leavenworth Municipal Courts Probation and Diversion Department will assist in determining eligibility, including conditions of the Diversion contracts. The Leavenworth City Prosecutor has the final authority to approve or deny any Diversion application.
7. A defendant’s application for Diversion will be rejected if not submitted within 90 days of the defendant’s first appearance. Additionally, if the defendant has pursued substantive motions or trial, the application will be rejected.
8. The Diversion program will be administered in accordance with K.S.A. 12-4412 through K.S.A. 12-4416 and K.S.A. 8-1009.

ELIGIBILITY

The Leavenworth City Prosecutor will consider a number of factors in determining whether or not diversion is appropriate. These factors include those listed in K.S.A. 12-4415 and the following:

Current Offense

1. A defendant is prohibited from applying for Diversion if charged with the following:
 - a. DUI cases with any prior DUI diversions and/or convictions;
 - b. DUI cases involving any injuries of any severity, including the driver;
 - c. DUI cases when the driver has been previously issued a CDL license;
 - d. The input of any victim will be considered when determining whether to grant or deny diversion.

Prior Criminal History

1. A defendant with the following criminal history is **ineligible** to apply (**5/10 Rule**):
 - a. Misdemeanor diversion or conviction where either the offense date, conviction date, or where jail/probation/parole occurred, completed or terminated within the last 5 years; or
 - b. Felony diversion or conviction where either the offense date, conviction date, or jail/probation/parole occurred completed or terminated within the last 10 years.
2. Traffic misdemeanors and infractions have a separate diversion or amendment program and are not be subject to the 5/10 Rule except as described below in paragraphs No. 3 and 4. The Prosecutor reserves the right to consider any prior offense as a basis to deny diversion on a case by case basis.
3. The following traffic misdemeanors are subject to the 5/10 Rule:
 - a. Any class 'A' misdemeanor
 - b. DUI
 - c. Fleeing and Eluding
 - d. Reckless Driving
4. Pursuant to K.S.A. 12-4415, no diversion can be granted on a complaint alleging an alcohol related offense if the defendant:
 - a. Has previously participated in diversion of an alcohol related offense;
 - b. Has previously been convicted of or pleaded nolo contendere to an alcohol related offense in this state or has previously been convicted of or pleaded nolo contendere to a violation of K.S.A. 8-2,144 or 8-1567, and amendments thereto, or of a law of another state, or of a political subdivision thereof, which prohibits the acts prohibited by those statutes; during the time of the alleged alcohol related offense was involved
 - c. Or was in a motor vehicle accident or collision resulting in personal injury or death.

5. Juvenile adjudications are not subject to the 5/10 Rule. The Prosecutor reserves the right to consider the nature, quantity, and timing of juvenile adjudications as a basis to deny diversion on a case by case basis.
6. A defendant who has had a prior diversion contract with the Leavenworth City Prosecutor's Office as an adult may not apply until 5 years after the dismissal date of the prior diversion. A defendant shall not be placed on diversion a second time for an offense which is the same or similar to the first diversion contract.
7. A defendant with criminal charges pending in any other municipal, state, or federal jurisdictions will not be considered for Diversion. Any outstanding traffic warrants must be resolved prior to a defendant applying for diversion.

ADDITIONAL REQUIREMENTS

1. All DUI and drug cases require that a substance use evaluation, from an approved provider, be completed before diversion can be granted.
2. A defendant may be required to submit to additional evaluations prior to determining whether to offer a Diversion Contract.

FAILURE TO FULFILL THE TERMS OF DIVERSION

1. After a defendant is placed on Diversion, the City reserves the right to file a Motion to Revoke Diversion upon discovering that the defendant has failed to fulfill any term of the specific Diversion Contract.
2. Upon discovering that the defendant has failed to fulfill any term of the specific Diversion Contract, the Prosecutor, in his or her sole discretion, may offer a defendant an internal sanction in lieu of filing a Motion to Revoke Diversion. Such internal sanctions may include, but are not limited to, one or more of the following:
 - a. Obtaining a substance abuse, domestic violence, mental health, or other assessment and completing any recommended counseling/treatment; or
 - b. Extension of the term of diversion.

Nothing in this policy shall require the Prosecutor to offer any defendant an internal sanction.

THE DIVERSION PROCESS

If the defendant meets the eligibility requirements and desires to apply for diversion, the defendant will need to complete a Diversion Application and pay the application fees. The Diversion Application form can be requested from The Leavenworth Municipal Courts Probation and Diversion Department at (913) 758-6645. The application form should be returned prior to, or at, the arraignment. A date will be given to the defendant approximately one (1) month after arraignment to determine if diversion has been granted. During the one

(1) month period, the defendant is to meet with a staff member from the Leavenworth Municipal Courts Probation and Diversion Department for a diversion conference and comply with requests for information and evaluations. No statement made by the defendant, or his or her attorney, during the diversion conference is admissible as evidence in a criminal proceeding, should you be denied diversion.

If diversion is granted, then the Diversion Contract will be filed with the Leavenworth Municipal Court and the Prosecutor shall seek a stay of further proceedings on the complaint.

If the Leavenworth City Prosecutor elects not to offer diversion to the defendant, the case will be set back on the court docket to proceed to trial.

MONITORING OF THE DIVERSION CONTRACT

The Municipal Courts Probation and Diversion Department shall follow the defendant's progress during the term of the Contract. All questions regarding defendant's diversion and progress should be directed to the Department at (913) 758-6645.

TERMINATION OF DIVERSION

1. Successful completion of the Diversion Contract will result in dismissal with prejudice of the criminal complaint against the defendant.
2. If the defendant fails to complete the Diversion Contract or violates any of the provisions of the Diversion Contract, and an internal sanction has either not been offered or there has been a further lack of compliance, the case will be set for a hearing on the Revocation of Diversion. If the Court finds the defendant violated the Diversion Contract, all stayed proceedings shall recommence and the charges shall proceed to trial based upon the stipulated facts signed by the Defendant.

**STUDY SESSION POLICY REPORT
SEMI-ANNUAL REVIEW
PRESENTATION BY
LEAVENWORTH COUNTY DEVELOPMENT CORPORATION**

OCTOBER 20, 2020

Steve Jack, Executive Director with the Leavenworth County Development Corporation (LCDC) will provide an update to the City Commission.

Attachment:

- PowerPoint

Leavenworth County Development Corporation

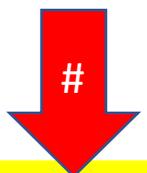
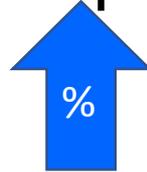
City of Leavenworth
October 20, 2020



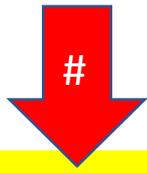
LEAVENWORTH COUNTY
DEVELOPMENT CORPORATION

Local Economic Indicators

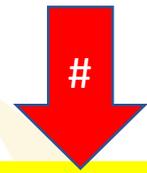
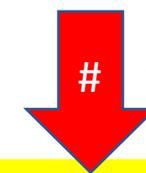
- Leavenworth County Unemployment Rate
 - August 2019 – 3.6%
 - **August 2020 – 6.7%**
- City of Leavenworth Unemployment Rate
 - August 2019 – 4.1% (13,702 employed)
 - **August 2020 – 7.9%** (12,881 employed)
- Balance of County Unemployment Rate
 - August 2019 – 3.2% (22,153 employed)
 - **August 2020 – 5.9%** (21,072 employed)
- Leavenworth County Employment
 - August 2019 – 35,855 (37,176 labor force)
 - **August 2020 - 33,953** (35,855 labor force)



- 821



-1,081

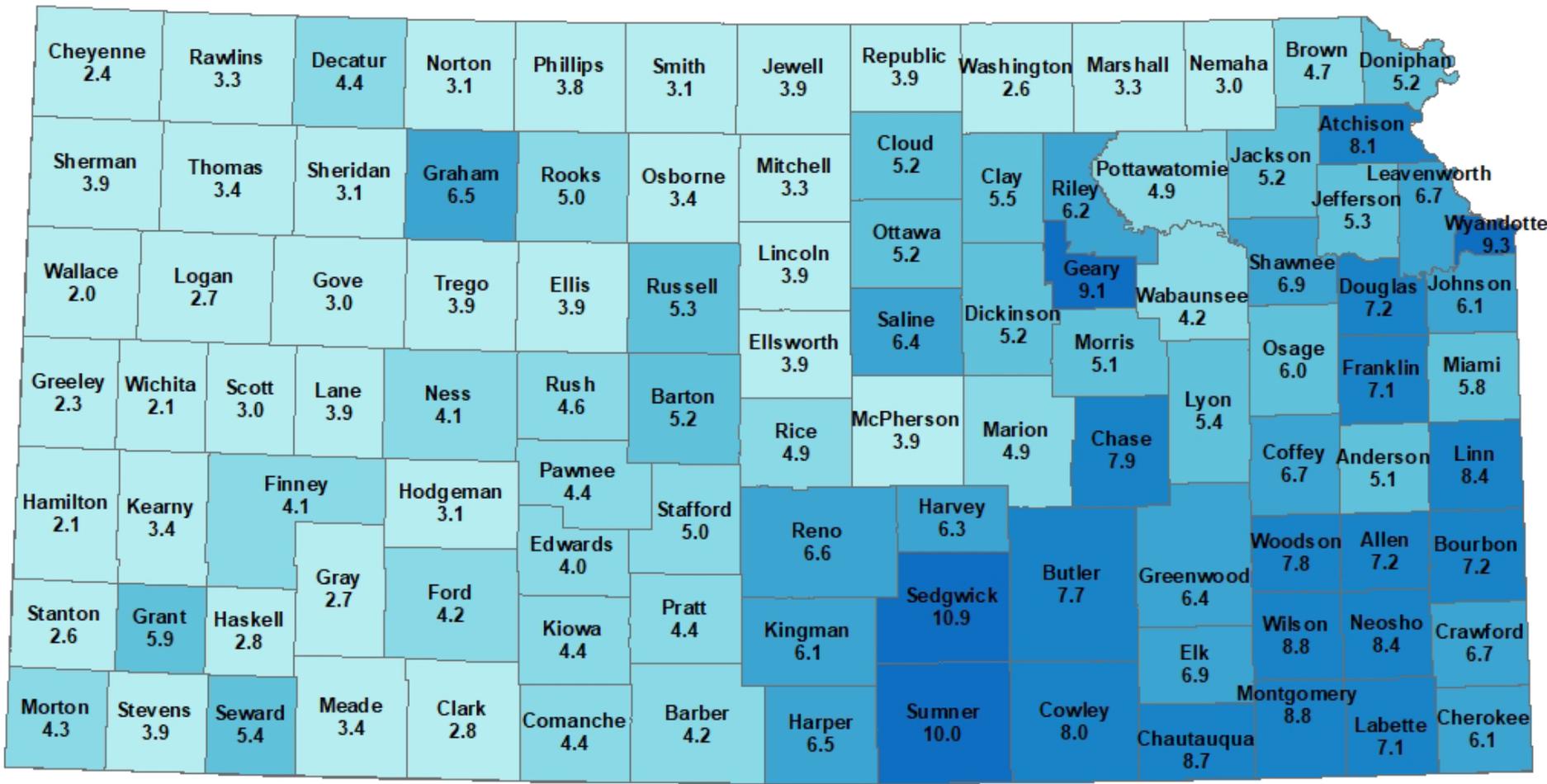
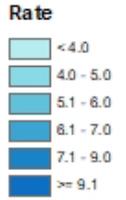


-1,902

-1,321



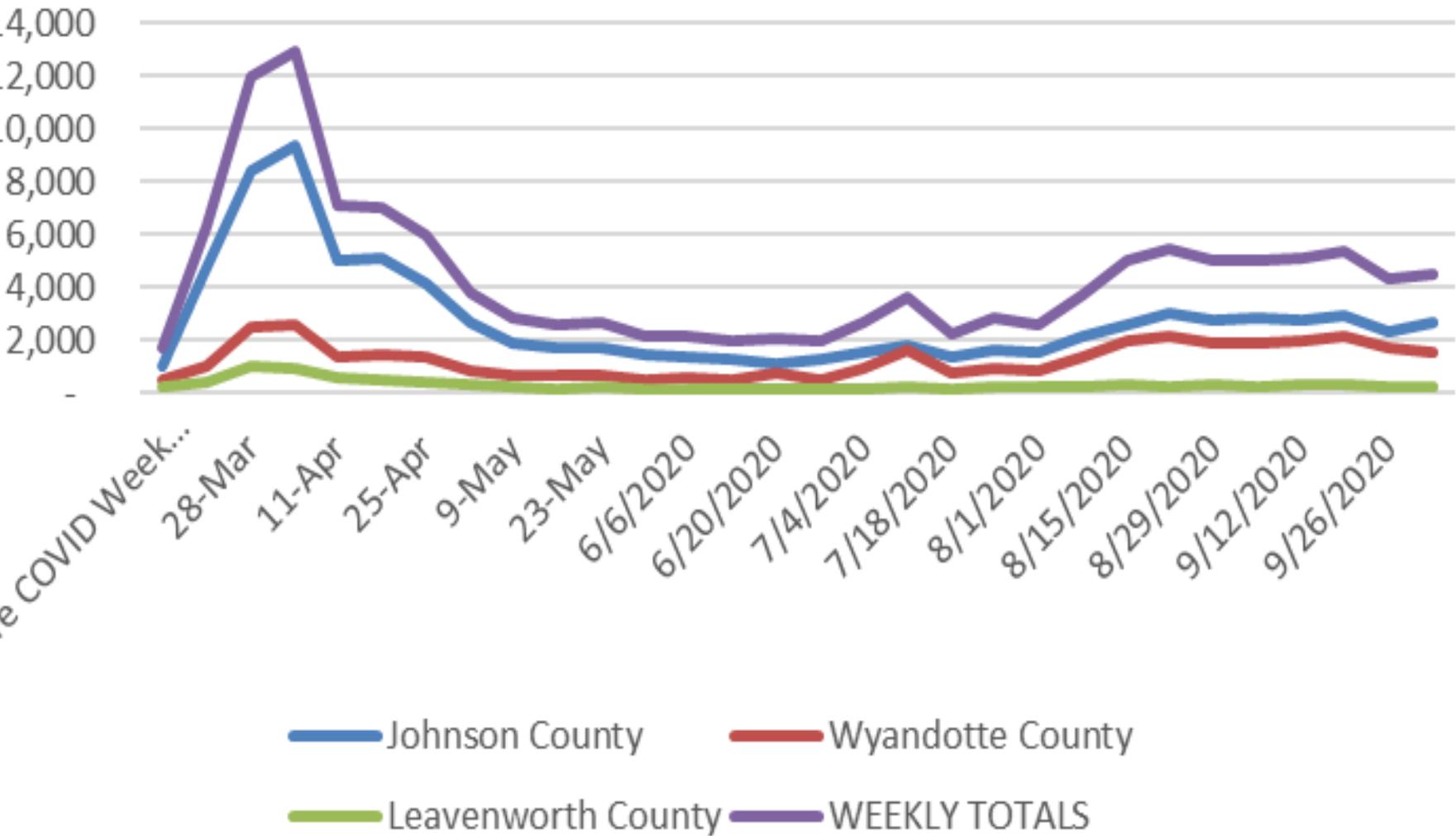
County Unemployment Rate Map August 2020



County Unemployment Rate



Initial Jobless Claims by County



Initial Jobless Claims Comparison

Comparison to One Year Ago	9/21/2019	9/19/2020	% Increase
Johnson	656	2,924	448%
Wyandotte	236	2,160	915%
Leavenworth	103	322	313%
	995	5,406	543%

Covid-19 Assistance Programs

- Small Business Administration PPP Loans
 - Leavenworth County
 - 591 loans
 - 3,106 retained jobs
 - \$18,184,892 in loans
 - City of Leavenworth
 - 294 loans
 - 1,465 retained jobs
 - \$8,869,591 in loans
- Governor's SPARK Task Force
 - Small Business Working Capital Grants & other grants
 - More than 7,000 applications for \$138 million
- Cares Act Funding to Cities (thru County)



Active Recruitment Projects

- Project Rosco (CBIZ/Commerce)
 - Biopharma company looking for 10 acre site (or bldg)
 - Submitted incentive letter for new LV Business Park
 - *Now refining their search to Opportunity Zones*
- Project Stargaze (Commerce)
 - Leavenworth was one of four KS communities to submit a proposal for U.S. Space Command
- JJI Manufacturing Project (KCADC)
 - 8-10 acres for manufacturing client
- Project Silver (Commerce)
 - 20-35+ acres for 240-350K sf for food processing
- Project Western (KCADC)
 - 20-25 acres for 200K sf for food processing

Active Local Real Estate Projects

- Project Franklin (LCDC)
 - 10 acres to build 80-100,000 sf facility
 - COVID-19 is delaying project
- Gary Carlson Project (LCDC)
 - 3 acres to build a 10 – 20,000 sf facility
 - Port Authority is hiring new attorney to complete development plan
- Project Salute (LCDC)
 - Existing company looking to add 10,000 sf
 - Taylour & Lisa met with company on 9/17
- Project Dallas (LCDC)
 - Need 50,000 to 150,000 sf
 - Sent FCC info plus BTS options in new LV Park

Business Recruitment Marketing & Assistance

LCDC Sources and Results

	2020 (to date)	2019	2018	2017	<u>Lead Sources</u> 2020 (2019)
Leads	72	60	70	86	Commerce – 26 (19)
Prospects	39	36	37	42	KCADDC – 19 (20)
Visits	4	4	5	11	LCDC – 27 (17)
Locations*	3	2	3	7	City/Chamber/Main St. – 0 (4)

*Locations in 2020 include **Mutual Savings Association** branch bank in Lansing and **Wilson Glass & Project Metal** in the Urban Hess Business Park in Tonganoxie.

2020 Marketing Meetings, Tours, and Events

- **Pre-Pandemic Meetings w/**
 - VanTrust
 - EPC Real Estate
 - BTC Construction
 - LS Commercial
 - McCownGordon Construction
- Site Selection Guild Conference – March 9 – 11

- Team KS Chicago Dinner – **Postponed until 2021**
- Team KS Kansas City Event – **Postponed until 2021**
- Team KS Dallas Site Consultant Event - **Postponed until 2021**
- KCADC Marketing Travel - **Cancelled**
- KCADC Real Estate Council Event At the K – **Cancelled**
- LCDC Golf Tournament – September 16 – **Cancelled**
- SIOR Event – September 24 – **Cancelled**

2020 Marketing Meetings, Tours, and Events

- Austin Baier (CBRE) Site Tour – **June 5**
- Peter Ruiz/Jeff Freeman (Commerce) Site Tour – **August 28**
- Bill Murphy (Dept. Sec.) Meeting – **September 4**
- Grant Lackamp (Occidental) Site Tour – **September 22**
- JR Robl (Nabholz Construction) Meeting – **October 5**
- Craig VanWey/Sam Perrey (Commerce) Meeting – **October 12**

Plus virtual on-line meetings:

- SEDC Annual Meeting – **August 18**
- KEDA Annual Fall Conference – **September 29**
- Site Selectors Guild Webinars - **7/29, 9/29, 10/20, 11/17, 1/12**
- 1st Annual KC Commercial Real Estate Summit – **October 20**
- MarksNelson Manufacturing/Distribution Update – **October 22**
- Kansas Economic Policy Conference (KU) – **October 22**
- KCADC Annual Meeting – **November 18**



LEAVENWORTH COUNTY

DEVELOPMENT CORPORATION

Harland Russell – LCDC President

Steve Jack – Executive Director

Lisa Haack – ED Coordinator

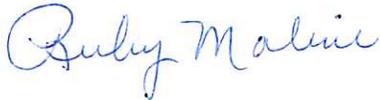
Mary Mack – Office Manager



*Policy Report No. FIN-20-05
Presentation of Revised Investment Policy*

October 20, 2020

Prepared By:



Ruby Maline
Finance Director

Approved By:



Paul Kramer
City Manager

Issue:

Consider revisions to the Investment Policy to add to the types of investments in which the City may participate.

Background:

Kansas statutes authorize cities to invest cash that is not immediately needed for their intended purposes.

The City's investment policy incorporates the types of investments that are authorized by state statutes. However, during the past year, some of the local banks offered investments in Certificates of Deposit Registry Service (CDARS)-type programs. The CDARS-type program and other qualifying reciprocal deposit programs allows for a participating institution to arrange for the allocation of deposits in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limit of \$250,000 among other participating institutions in amounts that would be eligible for FDIC coverage.

Kansas statutes allow cities to invest in CDARS-types of investments if:

- 1) the participating institution has a main or branch office in the City;
- 2) if the bank within the City receives reciprocal deposits for other institutions in an amount equal to the amount of funds being placed by the City;
- 3) if the other banks issuing certificates of deposit of the City are located throughout the United States; and
- 4) if each certificate of deposit issued by out-of-county banks is in an amount that is eligible for full FDIC coverage."

At the time of these offerings, the City's investment policy didn't allow for these types of investments. In order to participate in the CDARS-type investments, the City's policy requires the approval of the City Commission and the State Municipal Investment Pool Board.

The City policy requires that the following objectives be met:

- 1) Safety-the principal amount of the investment must remain intact
- 2) Liquidity-the investment must remain convertible to cash with minimal loss of principal or interest
- 3) Yield-the rate of return-it is desirable to maximize the rate of return, but it is less important than safety and liquidity
- 4) Local investments-the reason for the reciprocating investments is to ensure that an equal amount that leaves the City is returned to promote investments in the local community

Action:

Review the attached policy and provide recommendations. The Commission recommendations will be incorporated into the policy and brought back for approval at a future Commission meeting.

**CITY OF LEAVENWORTH, KANSAS
INVESTMENT POLICY
(Under revision)**

INTRODUCTION

K.S.A. 12-1675 allows cities to invest moneys that are not immediately needed for their intended purposes. The intent of the Investment Policy is to define the parameters within which funds are to be managed. The policy establishes the framework for the City's investment activities that ensures effective and conservative fiscal investment management of the City's funds. These guidelines are intended to be flexible enough to allow city staff to function properly within the parameters of their responsibility and authority, yet specific enough to safeguard the funds adequately.

POLICY

It is the policy of the City of Leavenworth, Kansas, to invest public funds in a manner that will provide the highest investment return, maximum security while meeting the daily cash flow demands of the entity, and conforming to all state and local statutes governing the investment of public funds.

SCOPE

This investment policy applies to all financial assets of the City. The financial assets of all funds, including the General Fund, Special Revenue Funds, Capital Projects Funds, Proprietary Funds, Internal Service Funds and Fiduciary Funds, and any other funds that may be created from time to time, except for those assets held in trust and bond fund investments, shall be administered in accordance with the provisions of this policy. Assets held in trust will be subject to the Trust Investment Policy. Bond Fund investments will be subject to the Debt Management Policy. This policy also does not apply to those intergovernmental revenues that contain restrictions on investment earnings.

PRUDENCE

The standards to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. The prudent person standard states "Investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

OBJECTIVES

The primary objectives, in priority order, of the City's investment activities shall be:

- A. **Safety:** Safety of principal is the foremost objective of this investment policy. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of the principal in the overall portfolio. Safety risks include credit risk (the risk of loss due to the failure of the security) and interest rate risk (the risk that the market value of securities in the portfolio will fall due to changes in market interest rates).
- B. **Liquidity:** The City's investment portfolio will remain convertible into cash with minimal loss of principal or interest to enable the City to meet all reasonably anticipated cash flow requirements sufficiently.
- C. **Yield:** The rate of return on the City's investments, while an important source of revenue, is less important than safety or liquidity. Typically, the safer the investment, the lower the rate of return on those investments. K.S.A. 12-1675(b)(2) identifies investments in which cities may participate.
- D. **Local investments:** K.S.A. 12-1675(b)(2) also addresses the institutions in which cities may invest funds with the intention of promoting further investment into the local community. These are specifically identified in the section entitled "Authorized and Suitable Investments."

INVESTMENT AUTHORITY

City Commission

The City Commission holds the responsibility for approval of the City of Leavenworth Investment Policy. The City Commission shall authorize the City Manager to manage the City's investment program according to City Ordinances, the City Resolution approving this policy, and State Statutes.

City Manager

The City Manager will review any modifications to the Investment Policy and submit them to the City Commission as appropriate. The City Manager has final management responsibility for the investment program.

Finance Director

The Director of Finance has direct management responsibility of the investment program. The Finance Director shall report to the City Manager on a periodic basis, as appropriate, concerning the status of the City's investment program. The Finance Director will review and receive prior approval from the City Manager before undertaking any major changes in the City's investment practices. The Finance Director shall establish written procedures for the operation of the

investment program consistent with this investment policy. Employees authorized to make investment decisions are as follows: City Manager, Finance Director, and/or Finance Director's authorized designee.

ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. All authorized investment officials shall disclose to the City Clerk any material financial interest in financial institutions that conduct business with the City.

AUTHORIZED FINANCIAL INSTITUTIONS

The Finance Director will maintain a list of financial institutions in which the City may purchase investment securities from and in which funds may be deposited. This list shall be reviewed and approved annually by the City Commission. All such financial institutions must supply the Finance Director with audited financial statements on a yearly basis.

AUTHORIZED AND SUITABLE INVESTMENTS

In accordance with K.S.A. 12-1675(b)(2), the Finance Director is authorized to invest in the following securities:

- Direct obligations of or obligations that are insured as to principal and interest by the United States or any agency thereof
- Savings deposits, demand deposits, time deposits, open accounts, certificates of deposit, or time certificates of deposits with maturities of not more than two (2) years
- State Municipal Investment Pool
- Municipal bonds issued by any municipality of the state of Kansas
- Repurchase agreements for direct obligations of, or obligations that are insured as to principal and interest by, the United States government or any agency thereof
- Any investments made with a depository institution must be made with banks, savings and loan associations, and savings banks which have a main or branch office located in Leavenworth County or the City of Leavenworth
- Temporary notes of the City of Leavenworth

K.S.A. 12-1675(b)(2) and K.S.A.12-1675(f) also allows for Certificate of Deposit Account Registry Service (CDARS)-type programs. The CDARS and other qualifying reciprocal deposit programs allows for a participating institution to arrange for the allocation of deposits in excess of the FDIC insurance limit of \$250,000 among other participating institutions in amounts that would be eligible for FDIC coverage if:

“(1) the Kansas participating institution has a main or branch office located in Leavenworth;

- (2) the Leavenworth bank receives reciprocal deposits from other institutions in an amount equal to the amount of funds placed by the City;
- (3) the other banks issuing certificates of deposit of the City are located throughout the United States; and
- (4) each certificate of deposit issued by out-of-county banks is in an amount that is eligible for full FDIC coverage.”

When selecting a depository, the City will place investment priority on local institutions whose interest rates are equal to or greater than the investment rate as defined in K.S.A. 12-1675(a) before placing investments in the CDARS or CDARS-type programs.

COLLATERALIZATION

In order to reduce custodial credit risk (which is the risk that the City may not be able to recover its deposits in the event of the depository institution failure) collateral is required on all City investments and funds on deposit held in authorized financial institutions. Collateral is not required on investments which are covered by Federal Deposit Insurance Corporation (FDIC) and direct obligations of the U.S. government. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 100% of current value of principal and accrued interest.

Collateral may consist of the following:

1. Direct obligations of, or obligations that are insured as to principal and interest by, the United States of America or any agency thereof and obligations, including but not limited to letters of credit, and securities of United States sponsored corporations which under federal law may be accepted as security for public funds; and
2. Municipal bonds of the State of Kansas and political subdivisions thereof that are eligible for the deposit of public funds and approved by the State Bank Commissioner.

SAFEKEEPING AND CUSTODY

An independent third party with whom the City has a current custodial agreement will always hold collateral securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Pledged collateral shall not be released until an acceptable re-pledging of collateral is made and confirmed to the Finance Director or designee in the event of a transfer of collateral. The independent external auditor shall review safekeeping procedures annually.

DIVERSIFICATION

It is the policy of the City to diversify its investment portfolio by security type and maturity. Assets held in the cash fund and other investment funds shall be diversified to eliminate the risk of loss that result from over concentration of assets in a specific maturity or a specific class of securities.

MAXIMUM MATURITIES

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not invest in securities maturing more than two (2) years from the date of purchase. However, the City may invest reserve funds in securities exceeding two (2) years if the maturities of such investments are made to coincide as nearly as possible with the expected use of the funds.

INTERNAL CONTROL

The Finance Director shall establish a system of written internal controls to assure compliance with state laws and this policy. The controls shall be designed to prevent the loss of public funds due to fraud, error, misrepresentation by third parties, unanticipated market changes or imprudent actions by employees or officers of the City. An annual, independent audit review shall provide internal control by assuring compliance with state laws and this policy.

INTEREST ALLOCATION

Interest earned on investments will be allocated according to Kansas Statutes, specific fund requirements, and based on level of participation in the investments.

PERFORMANCE STANDARDS

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles taking into account the City's investment risks, constraints and cash flow needs.

MARKET YIELD

The basis used by The Finance Director to determine whether market yields are being achieved shall be the 91-day U.S. Treasury Bill rate or the amount established by the State Municipal Investment Pool.

REPORTING

The Finance Director or designee shall compile monthly investment reports showing type of investment, institution, rate of interest, term, maturity date, and projected interest earnings at maturity. Interest earnings reports and collateral reports for each financial institution shall also be prepared.

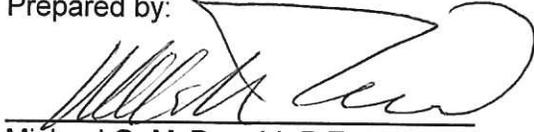
REVIEW OF POLICY

The Finance Director shall review the policy on an annual basis with the City Manager, and any modifications made thereto must have prior approval of the City Commission.

**POLICY REPORT PWD NO. 20-49
REVIEW THE SNOW AND ICE CONTROL POLICY AND SUPPORTING PLAN
PUBLIC WORKS DEPARTMENT**

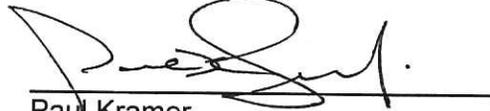
October 20, 2020

Prepared by:



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

Reviewed by:



Paul Kramer
City Manager

Mike Hooper
Deputy Director of Public Works

ISSUE:

Review the Snow and Ice Control Policy and Supporting Plan.

BACKGROUND:

The original plan was written in October 1993 and is reviewed by the City Commission annually and updated periodically. Staff has prepared the draft version of the plan, dated October 20, 2020. Only minor changes were made to the plan to correct typos and adjust formatting.

The Ordinance identifying specific streets as Emergency Snow Routes will be reviewed at a future date to ensure both documents identify the correct roadways.

The City will coordinate with internal resources and local media to distribute this information. This includes *The Leavenworth Times*, and Fort Leavenworth Public Affairs Office. The emergency snow routes will also be broadcast on Channel 2 (local cable access channel) and social media as appropriate.

A complete copy of the Snow and Ice Control Plan is available at the Municipal Service Center, City webpage and at the City Clerk's Office.

A pre-snow season virtual meeting is planned for October 19, 2020 with representatives of the City, USD 453, City of Lansing, and Leavenworth County to discuss and coordinate areas of responsibility, expectations, resources and spare parts.

POLICY:

The City Commission has consistently placed a high priority on snow and ice control operations.

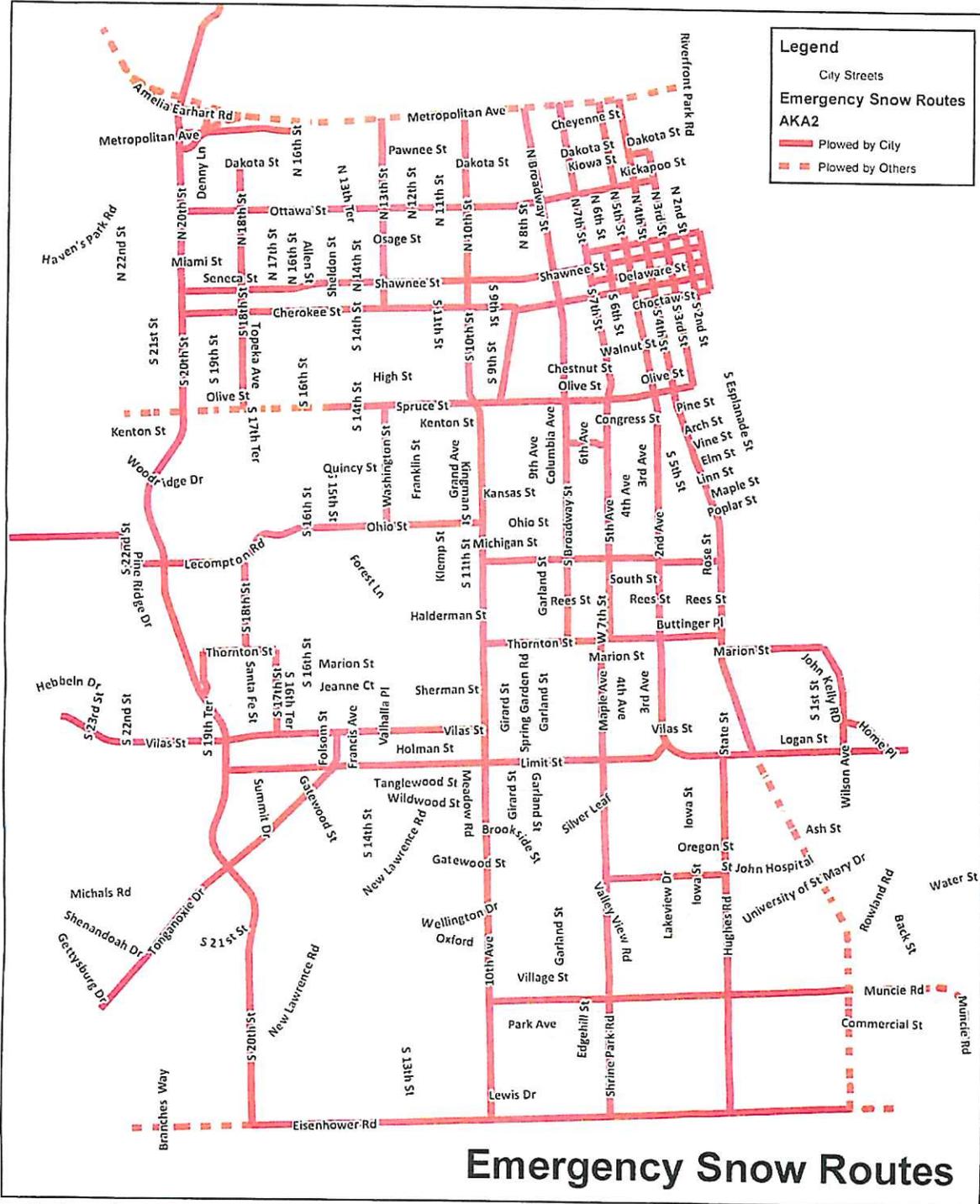
STAFF RECOMMENDATIONS:

Staff recommends that the City Commission review the current Snow and Ice Control Plan.

ATTACHMENT:

- Emergency Snow Route Map
- What is a Snow emergency page
- The draft 2020 Plan is available on City Commission Agenda web page.

City of Leavenworth Snow Plan Emergency Snow Routes



STORM CLASSIFICATIONS

1. Each snow or ice storm will be unique and vary in intensity, duration and total precipitation. This section will attempt to apply a basic classification system to assist in the establishment of priorities of equipment, material and manpower for a generic management system for implementation in all snow and ice removal operations. The storm classification system will utilize the estimated total expected snowfall for snow and total ice glazing for ice storms.
2. Classes of Storms
 - a) SNOWSTORMS
 - 1) Class A is defined as a storm of extremely heavy snowfall of 8 inches or more occurring in a period of 24 hours or less. This type of storm will cause life-threatening conditions to occur. When weather forecasts indicate that a Class A storm is imminent, the SNICCC will be immediately activated by direction of the Director of Public Works. All City assets will be mobilized as required. The City Manager, or in his absence the Chief of Police, based on the best available staff counsel and weather reports will declare a Traffic Emergency. The Public Information Officer will make all media notifications (radio, local newspapers, Facebook and Twitter).
 - 2) Class B is defined as a storm of moderate to heavy snowfall within the estimated range of 3 - 8 inches. This type of storm can pose the same threats to public safety and economic impact (as a Class A), but its intensity will allow the City Public Works Department to keep the snow emergency routes open during the storm. A Class B storm will normally not require the declaration of a snow emergency; however, as the storm progresses it could be upgraded to a Class A, which could necessitate the declaration of a snow emergency. The Snow/Ice Command and Control Center will be activated in the same fashion as with the Class A storm. The City Manager and the Public Works Director will be notified.
 - 3) Class C is defined as a storm with an accumulation of 1 to 2 inches (to include management of hot spots, i.e., glazing of bridges, hills and public safety and schools) which in most cases will only require chemical and or abrasive control. The Snow/Ice Command and Control Center will not be fully activated. All control and reporting operations will be managed by the City Operations Division. The City Manager and Public Works Director will be notified.

b) ICE STORMS*

All ice storms will be rated as a Class A type storm. Ice storms will cause immediate threats to the public safety and economic impact. If an ice storm is imminent or occurs, the Snow/Ice Command and Control Center will be activated immediately by the Director of Public Works.

c) FREEZING FOG*

Any freezing fog conditions will be rated as a Class B type storm. Fog storms can cause immediate threats to public safety and cause an economic impact (as Class A), but its intensity will allow the City Public Works Department to keep the emergency snow routes open during the storm. If enough freezing fog exists and conditions worsen, the storm could be upgraded to a Class A type storm and rated as an ice storm.

*North facing hills with a history of freezing groundwater will be converted to hot spot status.

**POLICY REPORT PWD NO. 20-50
REVIEW CITY OF LEAVENWORTH DRAFT
MANUAL OF INFRASTRUCTURE STANDARDS**

October 20, 2020

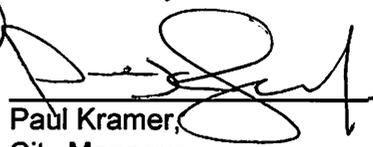
Prepared by:

Michael Hooper,
Deputy Director of Public Works



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

Reviewed by:



Paul Kramer,
City Manager

ISSUE:

Review the draft of the Manual of Infrastructure Standards

BACKGROUND:

Staff has been working to accumulate design expectations for infrastructure into a single document. A draft document has recently been completed. It is not intended to be a comprehensive technical reference, but rather a statement of expectations related to basic infrastructure. The City relies on American Public Works Association (APWA) and Kansas Department of Transportation (KDOT) technical publications for many design details.

The draft Infrastructure Manual identifies the basic dimensions and design considerations for street, sidewalk, storm sewers and other public infrastructure. The document is focused on providing uniform guidelines for all improvements.

- Providing an initial set of expectations of the City to developers so that they may obtain realistic estimates of the cost of a project.
- Simplifying choices for developers on smaller projects.
- Reducing maintenance costs of road and other infrastructure to the citizens of the City.

Key policy changes that are proposed in the document are:

1. Asphalt thickness is substantially increased for all new streets
2. Valley gutter width and concrete thickness
3. A "Sidewalk Bond" is required to ensure all sidewalks are constructed on vacant lots within subdivisions after two years

City staff had an informal meeting with the local engineers, contractors, and developers to seek input this year. There were minor revisions based on this meeting. Concerns raised by the developer and contractor that were not changed on key issues are noted below:

1. The standard minimum asphalt thickness specified on residential, collector, and arterial roadways remains as proposed in the manual. This is to provide long-term pavement life, reduce pavement failures by poor or erratic subgrade conditions, and to better withstand heavy loads from moving trucks, trash trucks, construction equipment, etc.
 - a. Residential – 8" of asphalt
 - b. Collector – 10" of asphalt
 - c. Arterial – 12" of asphalt

Thickness of asphalt on City streets was as little as 2 inches in the 1970s and 1980s. This has gradually been increased by staff over the years to the current proposal. Recent

developments such as West Glen 1 & 2 were constructed with 4 inches of asphalt. Recent City projects such as the Ottawa Street Reconstruction Project and the Choctaw Street Reconstruction Project were constructed with 8 inches of asphalt and the Business Park was constructed with 12" of asphalt.

Developers may choose to use the standard thickness or provide a detailed geo-technical evaluation of soil types and construction methods for individual projects for review by the City Engineer's office. Improvements in asphalt material, subgrade preparation and construction methods may result in a recommendation for a different "pavement cross section" which may include a reduced asphalt thickness.

2. The requirement of using a triaxial geogrid in the roadway section remains as proposed in the manual. Geogrid is used to stabilize poor soil conditions to allow construction of the gravel and asphalt layers above the subgrade. These high-strength plastic grids are typically available in a triangular (tri-axial) shape or a square (bi-axial) shape. Staff has used both products on projects and the experience has shown that a tri-axial geogrid experiences less "migration" of the gravel through the openings than the bi-axial geogrids during placement and compaction of the gravel.

Developers may choose to use the standard tri-axial grid recommendation or commit to a more aggressive inspection of the bi-axial grid during construction, and agree to repair any failed grid or subgrade locations.

Staff did a survey of various cities throughout the region to ascertain the roadway standards used. Results of the survey are attached. The proposed asphalt thickness, AB-3 subgrade, and soil subgrade specifications proposed by the City are essentially the same throughout the region with some minor exceptions.

Providing the higher standards noted should result in overall better infrastructure, improved decision making and estimating by smaller developers, and provides flexibility for larger projects to discuss alternate proposals.

RECOMMENDATION:

Staff recommends the City Commission review and comment on the draft "Manual of Infrastructure Standards" which shows the basic dimensions and design considerations of the City's public infrastructure. This will be brought back a regular Commission meeting for review.

ATTACHMENTS:

Draft Infrastructure Manual
Pictures of geogrid placement
Various City Street Designs Survey



CITY OF LEAVENWORTH

MANUAL OF INFRASTRUCTURE STANDARDS

DRAFT

October 20, 2020

INDEX

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- II. Street Design Standards
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- VI. Driveway Entrances
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- VIII. Materials
- IX. Street Lighting
- X. Stormwater

I. New Residential and Commercial/Industrial Developments and Public Infrastructure Extensions

All new developments and sewer line extensions will require an engineer's estimate of construction to be approved by the City Engineer/Public Works Director.

- a. **Bonding** – All new developments will require a Performance Bond in the amount of 125% of the approved engineer's estimate of construction.
- b. Construction shall be in accordance with the requirements outlined in the following sections of this document and/or City of Leavenworth KDHE approved Sewer Construction Specifications.
- c. Testing shall be in accordance with the requirements outlined in the following sections of this document and/or APWA or KDOT published standards as approved by the City Engineer/Public Works Director.
- d. **Inspection Fee** - All new developments and sewer line extensions shall pay an inspection fee to the City in the amount of 6% of the approved engineer's estimate of construction. (Payable at the end of construction and may be based on actual costs rather than estimates.) (Fee to be paid prior to final acceptance of the subdivision or sewer line extension and before issuance of any building permits.)

II. Street Design Standards - Streets will be designed in accordance with existing subdivision standards. Technical specifications not covered in the adopted Subdivision Regulations will meet current Kansas City Metro Chapter APWA published standards.

III. Street Construction Standards

- a. Street widths will be based upon street classification.
 1. Residential Streets will be 28' back to back, parking allowed on one side.
 2. Collector Streets – 36' back to back with no parking.
 3. Arterial Streets – 12' lane widths with no parking.
- b. Residential street pavement sections will be designed and sealed by a professional engineer and approved by the City Engineer. (Pavement design is NOT required if the design engineer uses the minimum standard as identified below unless exceptionally bad conditions exist as determined by the City Engineer.)
 1. Standard residential street pavement section will be minimum of 8" asphaltic concrete placed upon a minimum of 6" AB-3 base rock with a layer of geo-textile grid (Tensar Triax 160 or an equivalent triaxle geo-grid approved by the City Engineer) on compacted sub-grade in accordance with Kansas City Metro Chapter APWA or KDOT specifications.
 2. Sub-grade - the sub-grade shall be proof-rolled in accordance with the criteria outlined by the City Engineer to verify the sub-grade is

solid prior to the placing of the geo-grid and AB-3. Developers will perform the necessary soils testing to determine the appropriate method of constructing the sub-grade should the soil fail the proof-roll. The proof-roll on all roadways shall be conducted using a tandem axle truck loaded with a minimum of 10 tons in weight. Should the soils testing recommend improvements beyond the standard requirements, those improvements will be provided at no cost to the City of Leavenworth. Such improvements may include such items, but not limited to:

- Sub-surface drains
- Geo fabrics
- Special backfill requirements for drainage pipe
- Soil additives installed in accordance with Kansas City Metro Chapter APWA or KDOT specifications

NOTE: All utility street crossings **MUST** be in place prior to the application of soil additives and the installation of the geo-grid and AB-3 sub-grade.

- c. Collector and arterial streets design will include a pavement design to specify pavement section. The pavement design will include a geotechnical report. The pavement design will be designed and sealed by a registered professional engineer and approved by the City Engineer.

Standard collector street pavement section will be a minimum of 10" of asphaltic concrete placed upon a minimum of 6" AB-3 base rock with a layer of geo-textile grid (Tensar Triax 160 or an equivalent triaxle geo-grid approved by the City Engineer) on compacted sub-grade in accordance with Kansas City Metro Chapter APWA or KDOT specifications.

Standard arterial street pavement section will be a minimum of 12" of asphaltic concrete placed upon a minimum of 6" AB-3 base rock with a layer of geo-textile grid (Tensar Triax 160 or an equivalent triaxle geo-grid approved by the City Engineer) on compacted sub-grade in accordance with Kansas City Metro Chapter APWA or KDOT specifications.

Sub-grade - the sub-grade shall be proof-rolled in accordance with the criteria outlined by the City Engineer to verify the sub-grade is solid prior to the placing of the geo-grid and AB-3. Developers will perform the necessary soils testing to determine the appropriate method of constructing the sub-grade should the soil fail the proof-roll. The proof-roll on all roadways shall be conducted using a tandem axle truck loaded with a minimum of 10 tons in weight. Should the soils testing recommend improvements beyond the standard requirements, those

improvements will be provided at no cost to the City of Leavenworth. Such improvements may include such items but not limited to:

- Sub-surface drains
- Geo fabrics
- Special backfill requirements for drainage pipe.
- Soil additives installed in accordance with Kansas City Metro Chapter APWA or KDOT specifications

NOTE: All utility street crossings **MUST** be in place prior to the application of soil additives and the installation of the geo-grid and AB-3 sub-grade.

- d. All street construction will include a two (2) year maintenance bond for all items associated with street construction to include drainage, grading, erosion control, and sidewalks.

I. Sidewalks

- a. All new residential and commercial construction will include sidewalks. All new sidewalks will be placed 5' from Right-of-Way unless a variance is approved by the City Engineer.
 1. Residential street improvements will include a minimum of sidewalks on one side of the street. The City Engineer may require sidewalks on both sides. Sidewalks will be required on both sides under the following circumstances;
 - a. Around a school
 - b. Around a park
 - c. Around public buildings
 - d. Where existing sidewalks are on both sides
 2. Collector or arterial streets will have sidewalks constructed on both sides.

Public improvements within new subdivisions will include sidewalks at the intersections to include ADA ramps. Public improvements will also include access points (ADA ramps) for mail delivery.

- b. All sidewalks will be concrete unless otherwise approved by the City Engineer.
 1. All new sidewalks will be a minimum of 5' in width and 4" in thickness. Sidewalks adjacent to the curb will be 6' in width and 4" in thickness. In areas where trails are planned or exist, wider sidewalks may be required.
 2. All sidewalks repaired will match the width of existing sidewalks or a minimum of 4' whichever is greater. All repaired sidewalks will match the material of the existing sidewalk unless a variance is granted by the City Engineer. Line and grade shall be compliant, to

the extent feasible, with PROWAG and/or required by the ADA ruling.

Sidewalks crossing driveways or adjacent to a street section, such as in the area of access ramps, will be a minimum of 6" in thickness. (This applies to the area within the right-of-way)

Brick sidewalks are not approved for sidewalk surfaces except in historic districts.

- c. All work performed adjacent or near a sidewalk and the adjacent curbing will be reason for the contractor/owner to install a curb ramp if required by current PROWAG accessibility regulations. All sidewalk construction will meet current legal requirements for ADA and/or PROWAG regulations. KDOT and/or APWA KC Metro Area standard specifications will be used as plan details.
 - All curb ramps will be constructed using *cast iron ADA compliant truncated dome panels manufactured by Neenah Manufacturing or TufTile, red in color or an equal approved by the City Engineer. ADA Panels within City Historic Districts as identified on the most current City map will be cast iron manufactured by Neenah Manufacturing or TufTile, red in color or an equal approved by the City Engineer.* Ramps will be constructed at maximum allowable grade to promote drainage, water to remain in the gutter line.
- d. Concrete for all new and replacement sidewalks will meet the most current requirements of a 4K KCMMB (Kansas City Metropolitan Materials Board) mix with course aggregate of Granite or Trap Rock. (Standard City Mix)
- e. All sidewalks will be constructed with tooled joints at a minimum distance equal to the width of the sidewalk. All joints will have a minimum depth of $\frac{1}{4}$ of the sidewalk thickness. The tooled joints will have a $\frac{1}{8}$ " radius. All new sidewalk construction will be picture framed. For replacement sidewalk construction, the picture frame requirement will be dependent on the adjoining sidewalk. Expansion joints will be installed a minimum of every 250 lineal feet or at the intersection of an existing sidewalk. Expansion joints will be formed with $\frac{1}{2}$ " wide prefabricated, non-extruding filler, and shall extend the full depth of the slab.
- f. All sidewalk construction will require an inspection prior to placement. New subdivisions will not be charged a permit fee, but will pay the standard 6% for inspection of public improvements prior to the acceptance of the subdivision.
- g. A cost share program for the improvement of public sidewalks is available for the replacement of existing sidewalks or the construction

of new sidewalks not related to new subdivisions or building construction. The City will participate in the cost of sidewalk improvements at the rate identified in the guidelines for the cost share program. The property owner must request to participate in the cost share program, in writing, prior to performing the work. The property owner must obtain a building permit and all work must be inspected. Once complete, the property owner may submit a bill with the appropriate documentation for reimbursement. Cost sharing does not apply to the installation of brick sidewalks.

- h. Prior to final acceptance of public improvements for any development or subdivision, the developer or contractor will post a performance bond for construction of sidewalks prior to the end of two (2) years from the date of acceptance of the public improvements. Should the contractor not have all sidewalks constructed 30 days prior to the two (2) year deadline, the contractor will be placed on notice that the bond is being called. The sidewalks will then be installed. (The developer will be required to construct the sidewalk across all lots not built-on prior to the release of the 2-year maintenance bond.)

II. Curbing Construction

- a. All curbing will be constructed in accordance to the standard specifications on file in the office of the City Engineer.
- b. All curbing impacted by driveway construction, ADA ramp construction, or utility construction will be replaced between the nearest construction joints.
- c. All collector or arterial streets will be constructed with Type B – Stand Up Curb and Gutter
- d. All residential streets will be constructed with Type A – Roll Back Curb and Gutter
- e. Downtown curbing will be constructed with 18” Stand Up Curbing
- f. The City Engineer may approve the use of other types of curbing on an individual basis.
- g. Concrete for all new and replacement curbing will meet the most current requirements of a 4K KCM MB mix with coarse aggregate of Granite or Trap Rock. (Standard City Mix)
- h. All curbing will be constructed with tooled joints at a maximum distance of ten (10) feet. All joints will have a minimum depth of ¼ of the curb thickness. The tooled joints will have a 1/8” radius.

III. Valley Gutter Construction

- a. All new or replacement valley gutters will be a minimum of 6’ in width and 12” in thickness.
- b. All valley gutters will be constructed with tooled joints at a maximum distance of six (6) feet. All joints will have a minimum depth of ¼ of the concrete thickness. The tooled joints will have a 1/8” radius.

- c. Concrete for all new and replacement valley gutters will meet the most current requirements of a 4K KCMMB mix with course aggregate of Granite or Trap Rock. (Standard City Mix)

IV. Driveway Entrances

- a. Driveways on curbed streets will not exceed 30' (including wings and flares) or the requirements of the Zoning Ordinance for the driveway on private property; whichever is less.
- b. Driveways on non-curb and gutter streets shall not be wider than 20' and will not extend into the street.
- c. Driveways on non-curb and gutter streets will be installed with a 15" minimum CMP, HDPE, or concrete driveway tube. Maximum tube length shall not exceed 24'. The City Engineer may require additional diameter of driveway tube in certain areas. In certain areas, the City Engineer may waive the requirement for a driveway tube. Maintenance of the tube is the property owner's responsibility. For tube replacement, the property owner shall purchase the new tube and the City Stormwater crew will install it at their convenience.
- d. Driveways and approaches to structures on the cul-de-sacs bulb shall not be wider than 20' from the curb line to the property line.
- e. Driveways and approaches constructed on the right of way will be constructed of concrete unless otherwise approved by the City Engineer.
- f. The contractor may saw the existing curbing to facilitate the installation of a driveway. All curbing impacted by driveway construction will be replaced between the nearest construction joints.
- g. The contractor may not impact the flow of water in the gutter line when installing the driveway.
- h. All driveways will be a minimum of 6" of concrete. Driveways shall meet the standard specification sheet for driveway construction on file at the office of the City Engineer. All driveways will have a non-slip finish applied transversely to the centerline of the driveway. All joints will be tooled to sidewalk standards.
- i. Removal of old driveways will include saw cutting full depth prior to removal. The new installation will include ½" pre-molded expansion joint at the sawed joint.
- j. All driveways will be constructed to maintain the on-street drainage.
- k. All new or replacement driveway construction will be graded to allow for future or existing sidewalks crossing the driveway. Such areas shall be constructed to meet the current ADA accessibility guidelines and ADA regulations (PROWAG).
- l. All concrete to the right of way line for all new and replacement driveways will meet the most current requirements of a 4K KCMMB mix with course aggregate of Granite or Trap Rock. (Standard City Mix)
- m. All new or replacement driveway construction must be inspected prior to installation.

V. Excavations – Private Property and in the Right of Way

- a. **All excavations (Public or Private) shall require the locating of all underground utilities by utilizing the 811 locating system prior to the start of any digging operations.**
- b. All excavations, including utility service cuts, on private property and in the right of way will be performed in accordance with all permits, notification requirements, and all standard specifications and drawings on file in the office of the City Engineer.
- c. All excavations located under or within 2' of a paved surface shall be backfilled utilizing a flowable concrete backfill material. Backfilling with AB-3 utilizing moisture and compaction control in 8" lifts may be approved by the City Engineer.
- d. All excavations in the right of way will be performed with proper traffic control compliant with the current edition of the MUTCD when traffic is impacted. The City Engineer may require a formal traffic control plan prepared by a licensed engineer or a traffic control specialty firm that employs certified personnel.
- e. No excavation in the street will be left open for over 48 hours. After 48 hours the area will be plated to allow traffic. All plates will be secured to the paving.
- f. Excavations allowed to remain open to weather will require the unsuitable backfill material be removed and replaced with suitable material.
- g. Excavations behind the street-traveled way will be restored to pre-construction condition immediately upon completion of work. Compaction will be TYPE B MR90.
- h. Excavations and repairs performed in improved alleys will be completed to Street Service Cut Specifications. Repairs performed within non-open alley right of ways will comply with requirements for excavations behind the curbing. A separate detail for alley repair is provided.
- i. All surface restoration for non-paved areas will be completed with soil material free of clods and rocks. The top 6" of material shall be organic in composition and capable of supporting vegetation. Areas to be seeded beyond the normal seeding seasons (KDOT seeding specifications) will be temporarily seeded to obtain temporary soil stabilization and then permanently seeded during the appropriate seeding season.
- j. All excavations will meet KDHE and City of Leavenworth requirements for erosion control. A Land Disturbance Permit (LDP) is required for all excavations.
- k. Excavations of one acre or more will be required to obtain an NOI permit and must comply with KDHE general guidelines for erosion control and best management practices (BMPs). Excavations less

than one acre will be required to obtain a LDP. This will include new home construction.

- l. The permit holder of any construction will be responsible for maintenance of the public improvements in the area as a result of failed or non-existent erosion control.
- m. Builders not complying with LDP requirements may have the building permit suspended until such time as the corrections have been made.

VI. Utility Installations

- a. All utility installation will comply with the rules within this document. Compaction will be to the established standards.
- b. Directional boring is an approved method of installing utilities if the boring does not damage other infrastructure. Any damage to existing utilities or facilities and/or heaving of existing pavement - including sidewalks, caused by the contractor's boring methods - shall be repaired by the contractor in an acceptable manner approved by the City Engineer.
- c. Utilities will grade and restore the right of way to pre-installation condition in a timely manner. *Grading shall be to a tined raked condition with rocks and debris removed. A minimum 300 lbs. per acre of similar grass seed will be applied in accordance with KDOT standards. Straw may be used for cover, but must be crimped in place.*
- d. *The contractor will place erosion control (BMPs) at all excavations and be responsive in providing maintenance after a storm event. (See LDP requirements)*
- e. *Utilities and contractors must repair damaged sidewalk, curbing, or other similar improvements to the nearest established construction joint. Short sections will not be allowed.*
- f. *Utilities and contractors will not tunnel beneath existing curbing and sidewalks unless a minimum 3' of cover exists from the top of the tunnel to the bottom of the curbing or sidewalk. The void area beneath the curbing or sidewalk must be filled with flowable fill material*
- g. *All areas where curbing or sidewalks are damaged to the point of repair will be reconstructed to meet the current ADA accessibility guidelines and ADA regulations (PROWAG).*
- h. *The contractor will be responsible for sweeping the entire area to include streets/sidewalks/alleys within 24 hours of completion of the project.*
- i. All repairs to the public infrastructure (pavement, curbs, sidewalks, driveway approaches, etc.) resulting from utility installations shall have a minimum 2-year warranty period.

VII. Materials

- a. Concrete
 1. All concrete to include sidewalks, curbing, paving, inlet box tops, and any other improvement exposed to a freeze/thaw cycle shall meet the current 4K KCMMB standards with Granite or Trap Rock as the coarse aggregate (Standard City Mix).
 2. All concrete will be installed in accordance to KDOT Standard Specifications with the exception that all joints will be tooled
- b. Asphalt - All asphalt paving will be a super-pave design meeting the requirements of KDOT SR-12.5A HMA – Commercial Grade. The City Engineer will approve the design mix.

VIII. Street Lighting

- a. A streetlight will be installed at every intersection. Streets over 600 feet between intersection centers will have a mid-block light installed if electrical supply is available.
- b. New subdivisions are responsible for supplying the appropriate easements and underground conduit for street lighting.
- c. All installations shall meet Evergy requirements.
- d. Subdivisions requesting the deletion of street lighting will have a home owner's association agreement in place specifying responsibility for street lighting. The subdivision plat will provide adequate easements should street lighting be requested in future years and all installation costs will be the responsibility of the homeowners association.
- e. Street lighting will be by Evergy contract as far as possible. Poles supplied will be wood, concrete, fiberglass, or steel. Pole type will be decided by the City Engineer.
- f. All installations in new subdivisions will utilize underground wiring. The poles will be centered 3' behind the curbing or at the direction of the City Engineer.

IX. Stormwater

- a. A drainage plan is required
- b. All new subdivisions or new commercial developments will meet the current Stormwater Design Guidelines
or

All new subdivision or new commercial developments will meet APWA Specifications Section 5600, Storm Drainage Systems and Facilities

All new subdivision and individual lots within subdivisions shall provide adequate temporary and permanent erosion control

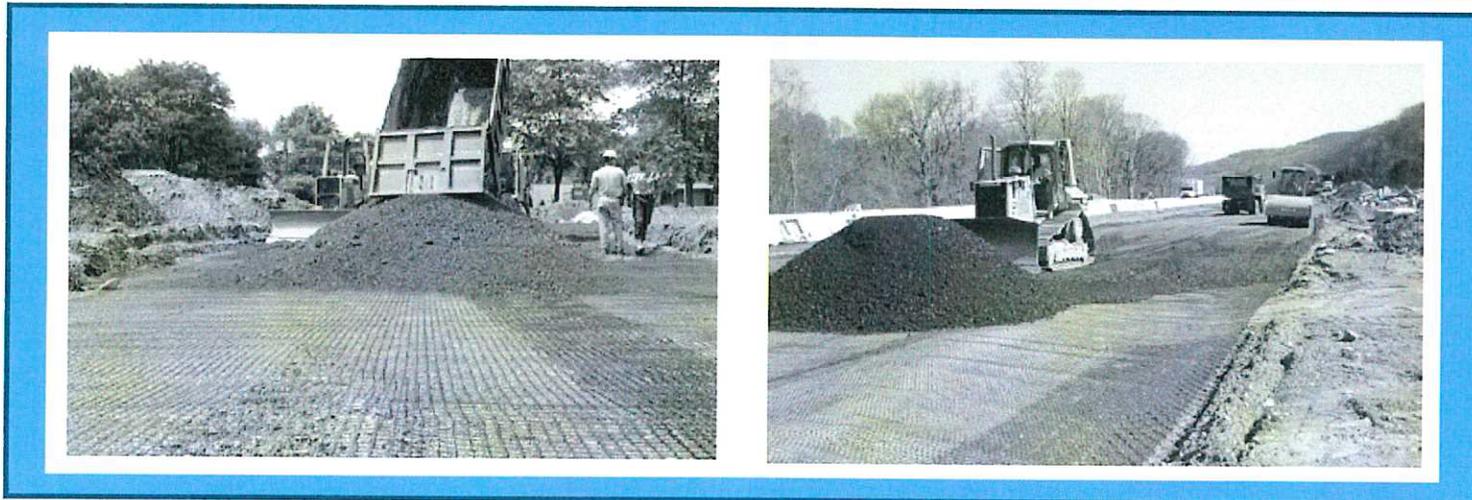
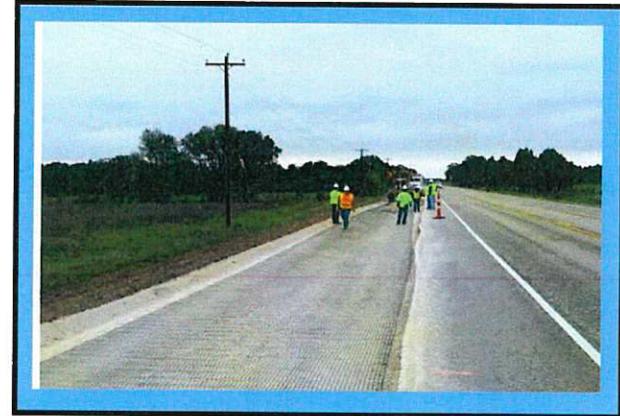
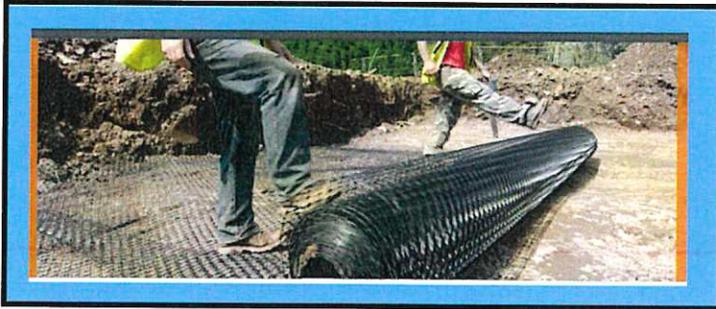
measures in accordance with the City's Land Disturbance Permits and Regulations.

- c. Subdivisions or developments that include stormwater detention or open channel drainage must have an approved maintenance plan on file in the office of the City Engineer to include a method of funding maintenance prior to the issuance of any building permit. Open channels not otherwise noted will be considered the property owner's responsibility.
- d. All drainage pipe utilized within the right of way will be reinforced concrete pipe meeting KDOT Standard Specifications. Drainage pipe exiting a storm drainage structure and running directly off right of way may be of concrete or HDPE upon approval of the City Engineer. All drainage pipe will extend to the right of way line and/or to the nearest drainage way.
- e. The City Engineer will require CCTV review of storm sewers upon completion of construction and at the end of the warranty period. The CCTV review will be completed by City Wastewater staff.
- f. All inlets and junction boxes, and appurtenances will comply with standards on file in the office of the City Engineer.

X. Sanitary Sewer

- a) All sanitary sewer installations will comply with the City of Leavenworth Standard Sanitary Sewer Specifications on file in the Office of the City Engineer.
- b) All sanitary sewer installations will include a 2-year maintenance warranty to include a maintenance bond.
- c) All sanitary sewer installations will be CCTV inspected prior to acceptance and at the end of the warranty period. The CCTV review will be complete by City Wastewater staff.

EXAMPLES OF GEOGRID



Street Design Requirements for Various Cities

Lawrence

- Residential - 6" compacted soils sub-grade
9" Flyash or cement treated sub-grade
6" Asphalt Base Course
2" Asphalt Surface Course
- Collector/Arterial - 6" compacted soils sub-grade
9" Flyash or cement treated sub-grade
8" Asphalt Base Course
2" Asphalt Surface Course

Lenexa

- Residential - 4" compacted soils sub-grade
8" Flyash or cement treated sub-grade
6" Asphalt Base Course
2" Asphalt Surface Course
- Collector - 4" compacted soils sub-grade
8" Flyash or cement treated sub-grade
7" Asphalt Base Course
2" Asphalt Surface Course
- Arterial - 4" compacted soils sub-grade
8" Flyash or cement treated sub-grade
10" Asphalt Base Course
2" Asphalt Surface Course

Olathe

- Residential - 9" compacted soils sub-grade
6" Asphalt Base Course
2" Asphalt Surface Course
- Collector - 9" compacted soils sub-grade
8" Asphalt Base Course
2" Asphalt Surface Course
- Arterial - 9" compacted soils sub-grade
10" Asphalt Base Course
2" Asphalt Surface Course

Overland Park

Residential - 6" compacted soils sub-grade
6" Asphalt Base Course
2" Asphalt Surface Course

Collector - 6" compacted soils sub-grade
7" Asphalt Base Course
2" Asphalt Surface Course

Commercial/Arterial - 6" compacted soils sub-grade
8/10" Asphalt Base Course
2" Asphalt Surface Course

Basehor

Residential - 9" compacted soils sub-grade
6" Asphalt Base Course
2" Asphalt Surface Course

Collector - 9" compacted soils sub-grade
8" Asphalt Base Course
2" Asphalt Surface Course

Arterial - 9" compacted soils sub-grade
10" Asphalt Base Course
2" Asphalt Surface Course

Lansing

Residential - Compacted soils sub-grade
6 1/2" Asphalt Base Course
1 1/2" Asphalt Surface Course

Collector - Compacted soils sub-grade
8 1/2" Asphalt Base Course
1 1/2" Asphalt Surface Course

Arterial - Compacted soils sub-grade
10 1/2" Asphalt Base Course
1 1/2" Asphalt Surface Course

Leavenworth

Current Development Regulations DO NOT have any requirements for sub-grade or pavement thickness specified. The requirements have apparently not been included during the last couple of updates.

	Current	Proposed
Residential -	6" compacted soils sub-grade 2" Asphalt Base Course 2" Asphalt Surface Course	6" Compacted soils sub-grade 6" Compacted AB-3 Geogrid Textile Grid 6" Asphalt Base Course 2" Asphalt Surface Course
Collector -	Design by Project Engineer	6" Compacted soils sub-grade 6" Compacted AB-3 Geogrid Textile Grid 8" Asphalt Base Course 2" Asphalt Surface Course
Arterial -	Design by Project Engineer	6" Compacted soils sub-grade 6" Compacted AB-3 Geogrid Textile Grid 10" Asphalt Base Course 2" Asphalt Surface Course