



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

**CITY COMMISSION STUDY SESSION**  
**COMMISSION CHAMBERS**  
**TUESDAY, MARCH 19, 2024 6:00 P.M.**

**Welcome to your City Commission Study Session – Please turn off or silence all cell phones during the meeting**  
*Meetings are televised everyday on Channel 2 at 6 p.m. and midnight and available for viewing on YouTube*

**Study Session:**

1. Leavenworth Attainable Housing Update (pg. 02)
2. Big Brothers Big Sisters Update (pg. 03)
3. Food Truck Pilot Program (pg. 04)
4. Police Department Annual Review (pg. 09)

**STUDY SESSION POLICY REPORT  
LEAVENWORTH ATTAINABLE  
HOUSING UPDATE**

**MARCH 19, 2024**

**ISSUE:**

Representatives from Leavenworth Attainable Housing will provide an update to the City Commission.

**STUDY SESSION POLICY REPORT  
BIG BROTHERS BIG SISTERS UPDATE**

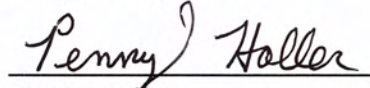
**MARCH 19, 2024**

**ISSUE:**

Representatives from Big Brothers Big Sisters will provide an update to the City Commission.

**STAFF REPORT**  
**Food Truck Pilot Program**  
**March 19, 2024**

Prepared By:



Penny Holler

Assistant City Manager

**ISSUE:**

Review drafted Food Truck Pilot Program.

**BACKGROUND:**

After reviewing the community-wide food truck survey results and restaurant feedback, the City Commission requested staff develop a limited pilot program that would allow on street food truck parking in the downtown. Current ordinances authorize the City Manager to allow food trucks to park on City property with permission. The drafted Food Truck Pilot Program outlines criteria for a sponsoring brick and mortar downtown business to receive a food truck parking permit. The criteria reflects feedback received from the survey and restaurant outreach including:

- Written permission is required from restaurants within 100 feet of food truck parking during hours of operation
- Sponsoring businesses and food trucks must comply with all current parking and traffic ordinances
- Any participating food trucks must have a City of Leavenworth Mobile Food Vendor License which requires a Certificate of Insurance, health/safety paperwork, and trash removal

**ATTACHMENTS:**

Food Truck Pilot Program Draft



## City of Leavenworth Food Truck Pilot Program 2024

The purpose of the pilot program is to explore allowing food trucks in downtown on-street parking spaces. The six month program will provide a limited number of permits under Chapter 22 Health and Sanitation, Article II Food, Division 4 Mobile Food Vending Section 22-108(f) allowing City Manager approval for parking on public property. The small number will allow staff to closely monitor the impact and capture information that will be used in program assessment.

All current food truck ordinances remain in place during the pilot program that allow for:

- Use of City-owned Haymarket Square with rental
- Food trucks during special events with a road closure and approved permit
- Parking on private property

### **Dates**

May 1, 2024 – October 31, 2024 (public notification will begin April 1, 2024)

### **Eligibility**

A brick and mortar downtown business or organization may obtain City Manager permission for one food truck to be parked in adjacent on street parking spaces.

### **Number of Permits**

Up to seven permits may be approved for sponsoring businesses during the program period. No single business may be approved for more than two permits.

### **Review Process**

Sponsoring local businesses will submit a permit application to the City Clerk's Office at least 20 days in advance of requested parking dates. The request shall include a map and specific parking spaces for food truck parking. Parking must be adjacent to the current brick and mortar downtown business or organization sponsoring the request. Requests will be reviewed by the Special Events Review Committee made up of various departments including the Police Department, the Fire Department, Public Works and the City Manager. Applications meeting all program guidelines and that do not have a significant public safety impact as determined by the Committee will be approved on a first-come, first serve basis. Once seven permits have been approved, the program will continue through October 31 but no further permits will be considered.

The decision of the City Manager to deny a permit is final, however, information regarding the request will be provided to the City Commission for consideration in future food truck ordinance updates after the six month program ends.

## **Restaurant Approval**

Written approval is required from restaurants located within 100 feet of proposed food truck parking spaces if that parking will occur during their posted hours (hours as listed at the business or on their website). Signed approval from those establishments shall be submitted along with the permit application.

## **Food Trucks**

Participating food trucks are required to obtain a City of Leavenworth Mobile Food Vendor License and meet all current requirements on food handling, health permits, insurance and trash pick-up found in Chapter 22, Article 4, Division 4 Mobile Food Vending Sections 22-106 and 22-107 of City ordinances. Food trucks must have the Mobile Food Vendor License at least 10 days in advance of any use of City parking.

## **Days/Times**

Permits may be requested for Saturday, Sunday, Monday, and Tuesday. Saturday hours are allowed between noon and midnight. Sunday, Monday, and Tuesday hours are allowed between noon and 11 pm.

Permits will not be approved for any day with a City permitted downtown parade (ex. Mayor's Holiday Parade).

## **Frequency**

Permits may be requested for a single day or as a multiple-day recurring item (ex. Mondays in July).

## **Location**

Food truck parking is only allowed in the downtown area zoned Central Business District (CBD) on City-owned street parking spaces. No more than two parking spaces may be utilized for a food truck. The food or sales counter must face the sidewalk to avoid pedestrian use of the street. Current ordinances regulating food truck parking locations found in Chapter 22, Article 4, Division 4 Mobile Food Vending Section 22-108 Operating Conditions will apply.

In addition, food trucks are not allowed:

- On 4<sup>th</sup> Street
- On Delaware Street Between 6<sup>th</sup> and Esplanade Streets (One Way Section)
- On Cherokee Street between 7<sup>th</sup> and 4<sup>th</sup> Street
- In ADA parking spaces or any area that would impede ADA accessibility
- Along any construction detour route

## **Towing**

The City will not tow privately owned vehicles parked in spaces approved for food truck parking through the pilot program's permit. The sponsoring business is allowed to reserve permitted spaces with orange traffic cones up to 10 hours in advance of permitted parking. The Police Department may provide a limited number of reserved parking signs if available.

## **Fees**

There are no fees for applying for or receiving a food truck parking permit under the pilot program.

## **Notifications**

The sponsoring local business is responsible for notifying addresses within 100 feet of the on-street food truck parking location, days and times at least 10 days in advance of the start of food truck parking. Notification should include contact information for the sponsoring business. Communication may be in the form of a written letter or door hanger. Leavenworth County provides a list based on their fee schedule. A copy of the list and the letter or door hanger shall also be provided to the City Clerk's Office.

## **Sidewalk Use Permit**

No chairs, tents, tables, or other objects may be placed on the sidewalk without a Sidewalk Use Permit from the sponsoring business. Applications are available in the City Clerk's Office.

## **Fire Safety Requirements**

Food trucks will maintain a 10 foot separation between other food trucks and structures (NFPA 96:7.8.2). The placement of the concession operation shall not interfere with fire lanes, firebreaks, fire hydrants, egress or exit access of any proximate structures (NFPA 1 18.2.4 - 13.1.3 - 4 - 5 Appendix D of the IFC & Chapter 3106 of IFC). Vehicles should also be readily mobile in case of an emergency requiring their removal during a fire-related or other emergency.

## **Law Enforcement Requirements and Safety Enforcement**

The Police Department is authorized by ordinance to require any vehicles blocking City Right of Way or otherwise causing a traffic obstruction to move. The City will not be held liable for any loss incurred by the food truck or sponsoring business or any additional fees or inconveniences that arise as a result of enforcing mobile food vendor or traffic ordinances or non-compliance that results in permit revocation.

Chapter 44, Article 4, Division 1 Parking, Stopping and Standing and Chapter 44, Article 1, Division 1 Incorporating Standard Traffic Ordinances require the following:

- The City is authorized to remove or cause to be removed any vehicles parked or standing in the streets, alleys, public parks, public off-street parking facilities, or in any other public place in the city during emergencies pursuant to Chapter 44, Article 4, Division 1 Parking, Stopping and Standing.
- Mobile food vendors shall comply with parking regulations outlined in the Standard Traffic Ordinance for Kansas Cities, Section 85 Stopping, Standing or Parking Prohibited in Specified Places, as adopted by City ordinance, reference Chapter 44, Article 1, Division 1 Incorporating Standard Traffic Ordinances.
- **Sec. 85. Stopping, Standing or Parking Prohibited in Specified Places.**
- Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic-control device, no person shall:
  - (a) Stop, stand or park a vehicle:
    - (1) On the roadway side of any vehicle stopped or parked at the edge or curb of a street;
    - (2) On a sidewalk;

- (3) Within an intersection;
- (4) On a crosswalk;
- (5) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings;
- (6) Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic;
- (7) Upon any bridge or other elevated structure upon a highway or within a highway tunnel;
- (8) On any railroad tracks;
- (9) On any controlled-access highway;
- (10) In the area between roadways of a divided highway, including crossovers; or
- (11) At any place where official signs prohibit stopping.
- (b) Stand or park a vehicle, whether occupied or not except momentarily to pick up or discharge a passenger or passengers:
  - (1) In front of a public or private driveway;
  - (2) Within 15 feet of a fire hydrant;
  - (3) Within 20 feet of a crosswalk at an intersection;
  - (4) Within 30 feet upon the approach to any flashing signal, stop sign, yield sign or traffic-control signal located at the side of a roadway;
  - (5) Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance, when properly sign-posted; or
  - (6) At any place when official signs prohibit standing.
- (c) Park a vehicle, whether occupied or not, except temporarily for the purpose of, and while actually engaged in, loading or unloading property or passengers:
  - (1) Within 50 feet of the nearest rail of a railroad crossing;
  - (2) At any place where official signs prohibit parking.
- (d) Move a vehicle not lawfully under his or her control into any such prohibited area or away from a curb such a distance as is unlawful.
- (e) Stand or park a vehicle in areas designated as fire lanes upon public or private property. (K.S.A. 8-1571)

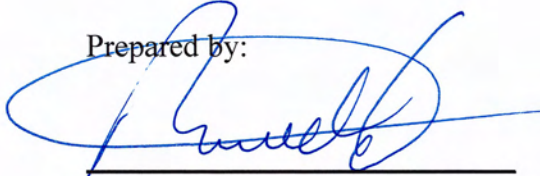
### **Permit Revocation**

An approved permit holder that does not comply with all requirements of the pilot program and City ordinances to include those referenced in this program may have their permit revoked with 5 days written notice. Permits that create the need for Police Department enforcement of City ordinances may have their permit revoked with 48 hours written notice.



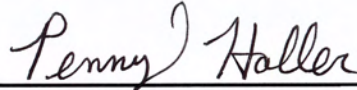
**Policy Report No. 3-2024  
2023 Annual Report  
March 19, 2024**

Prepared by:



Patrick R. Kitchens, Police Chief

Approved by:



Penny Holler, Assistant City Manager

**ISSUE:**

The Police Department prepared the annual report that provides an overview of law enforcement related activities in the City of Leavenworth in 2023.

**STAFF RECOMMENDATION:**

No action recommended.

**BACKGROUND:**

Each year the Leavenworth Police Department prepares an Annual Report that provides an overview of law enforcement related activities in the City of Leavenworth. Upon presentation, staff will make the report available on our Department website to review.

**BUDGET IMPACT:**

There is no budget impact.

**COMMISSION ACTION:**

Review and discuss the 2023 Annual Report.



# Leavenworth Police Department 2023 Annual Report





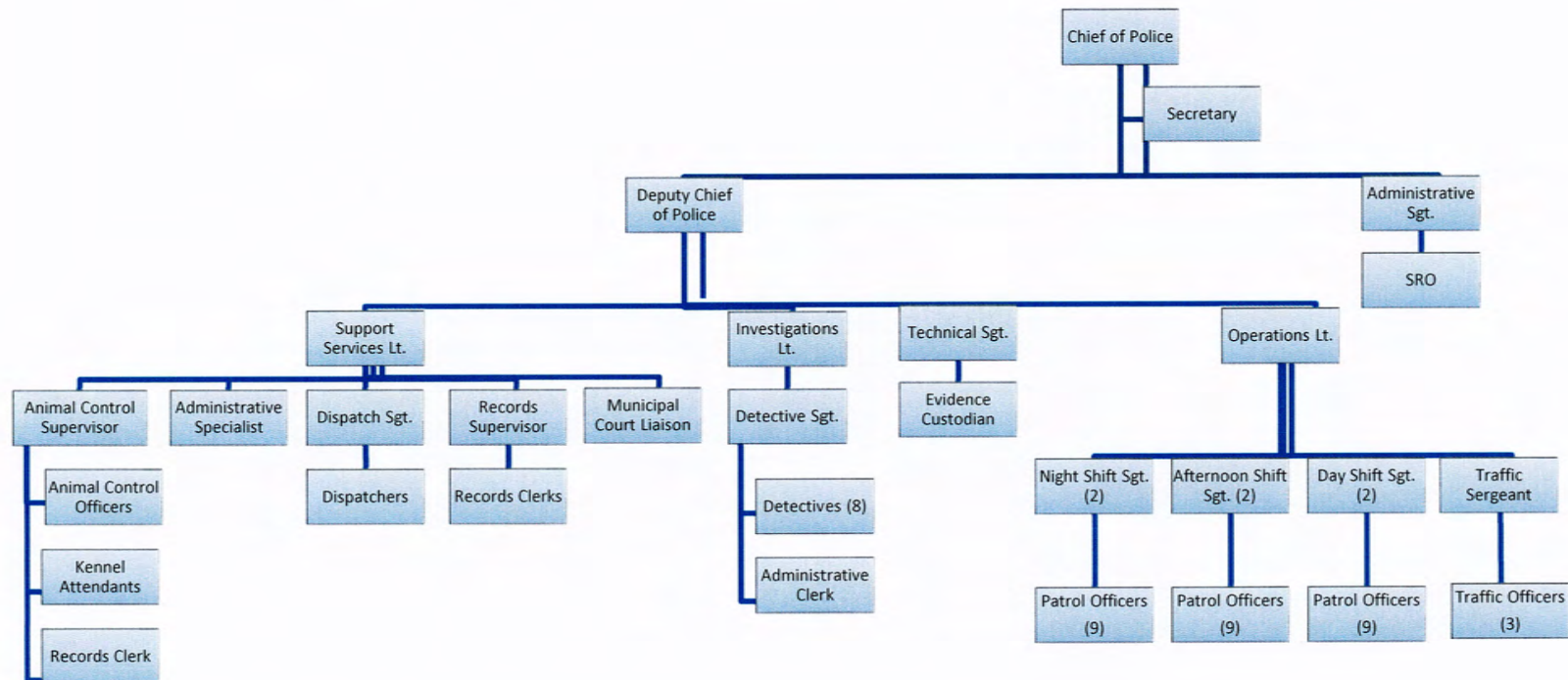
## Message from Chief Kitchens

The men and women of the Leavenworth Police Department are proud to present the 2023 Annual Report. Officers and employees continued to meet the challenges of providing for the public safety of our community with great spirit.

The overall crime rate in the City of Leavenworth went up 3%. Part 1 crimes were down significantly and Part 2 crimes went up. We continue to deal with the tragedy of Domestic Violence as our primary source of all calls for service but they were just about the same.

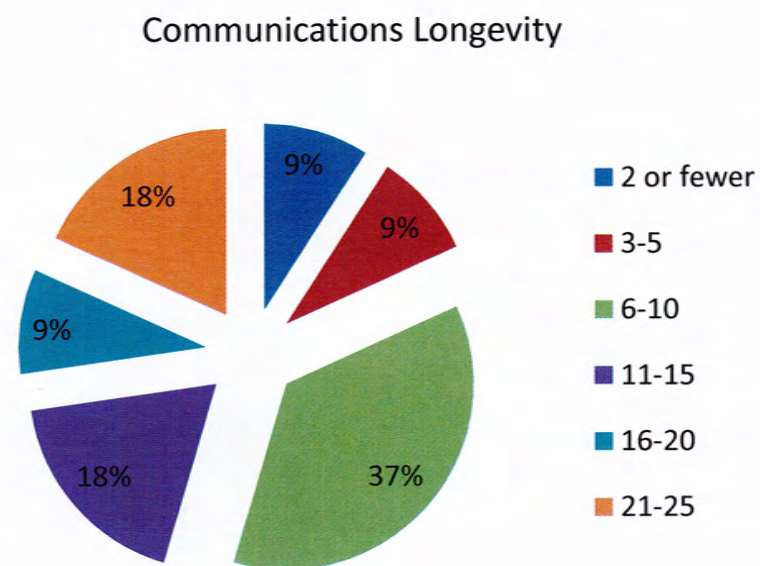
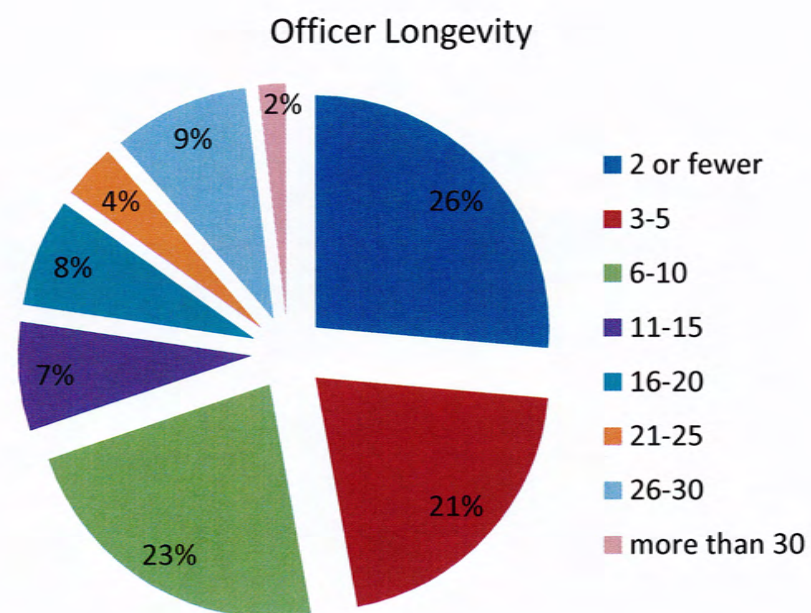
The law enforcement profession continues to focus our efforts on hiring and retention. We have been presented with serious staffing challenges, as Police Officers continue to take advantage of a highly competitive marketplace.

# Leavenworth Police Department Organizational Chart



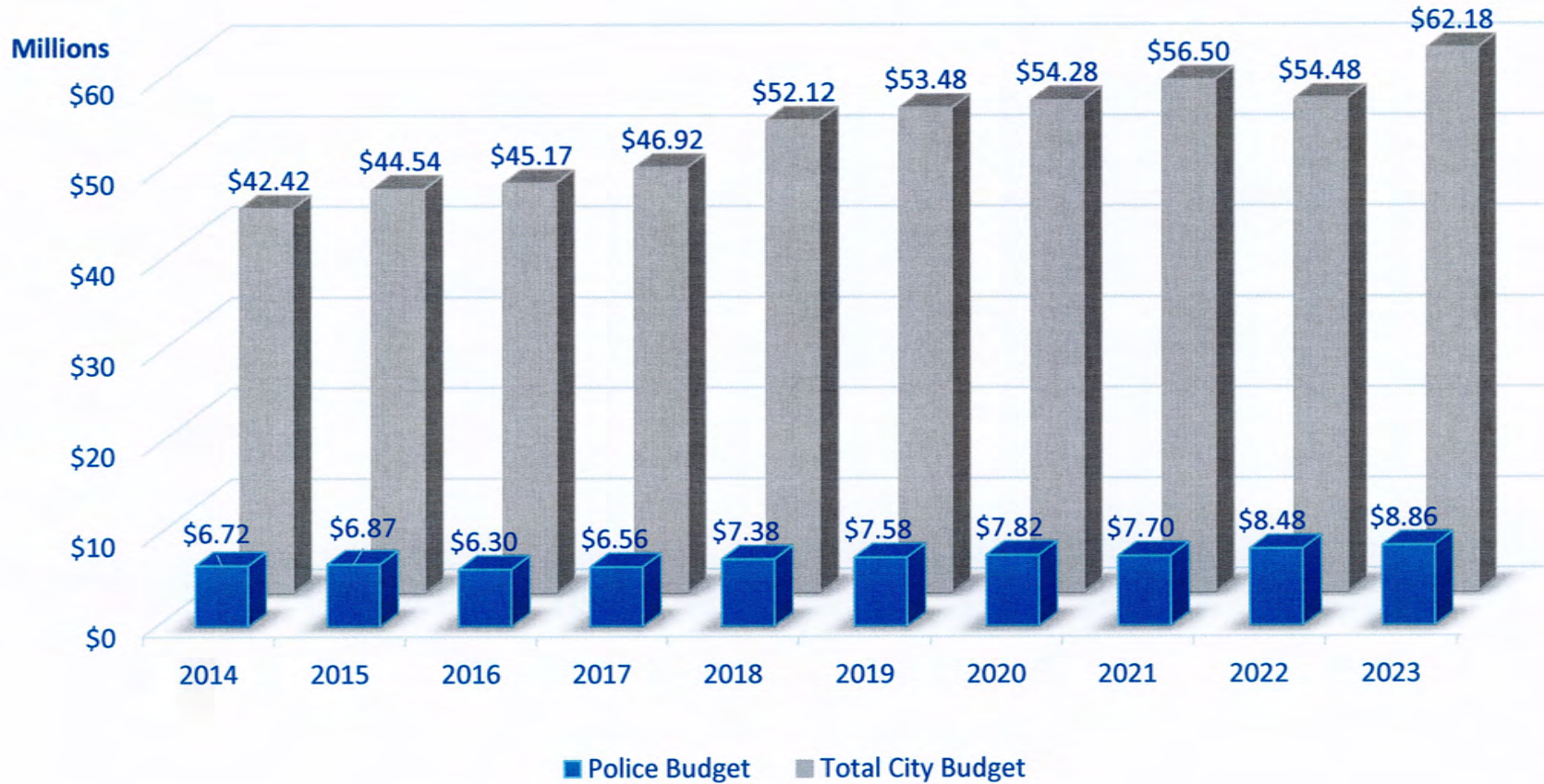
The Organizational Chart for the Leavenworth Police Department is established to ensure continued operations in the event of catastrophe. The Deputy Chief of Police is fully trained and experienced in all matters should it become necessary to fulfill the role of Chief of Police. Throughout the year the agency spends considerable time and effort training and preparing Officers for promotion and the transition to leadership roles. Several times each year, employees are appointed and serve in an acting role such as Acting Lieutenant or Acting Chief of Police. This helps people transition to positions of greater responsibility!

# Police Department Employee Longevity (in years)



# Annual City Budget

## Dollar Comparison



# Community Engagement

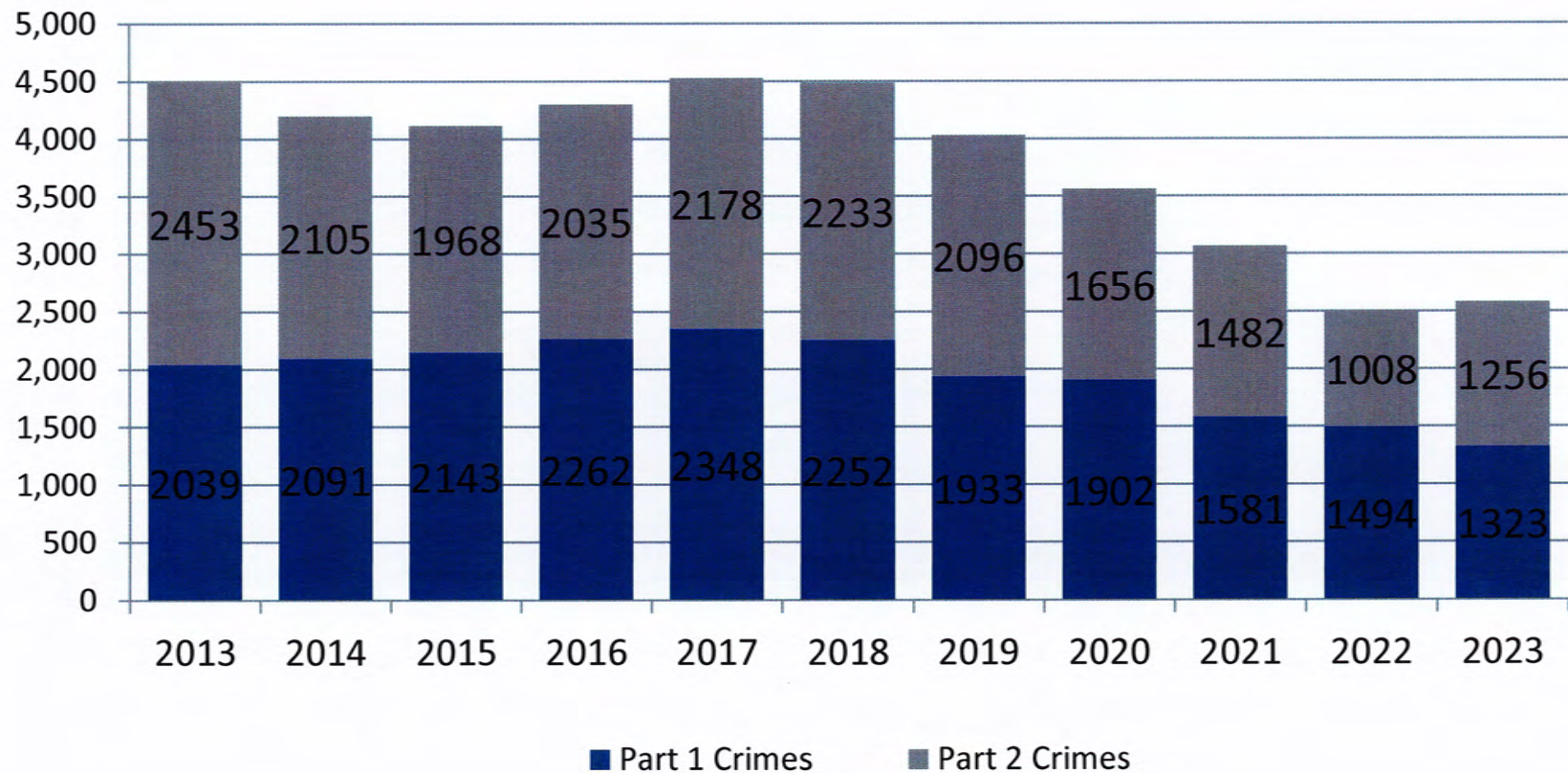


# Calls For Service

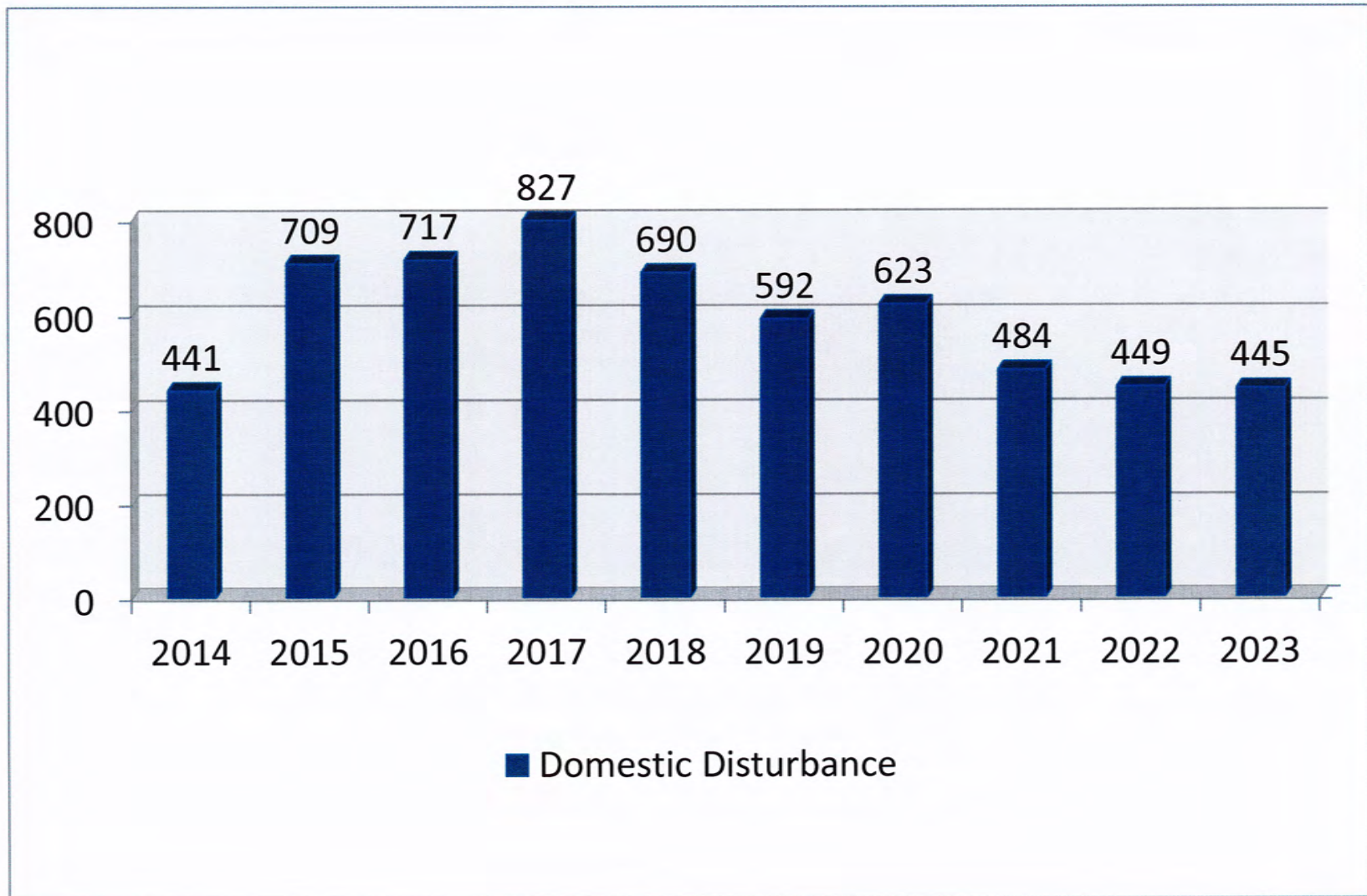




# Part 1 & Part 2 Crimes



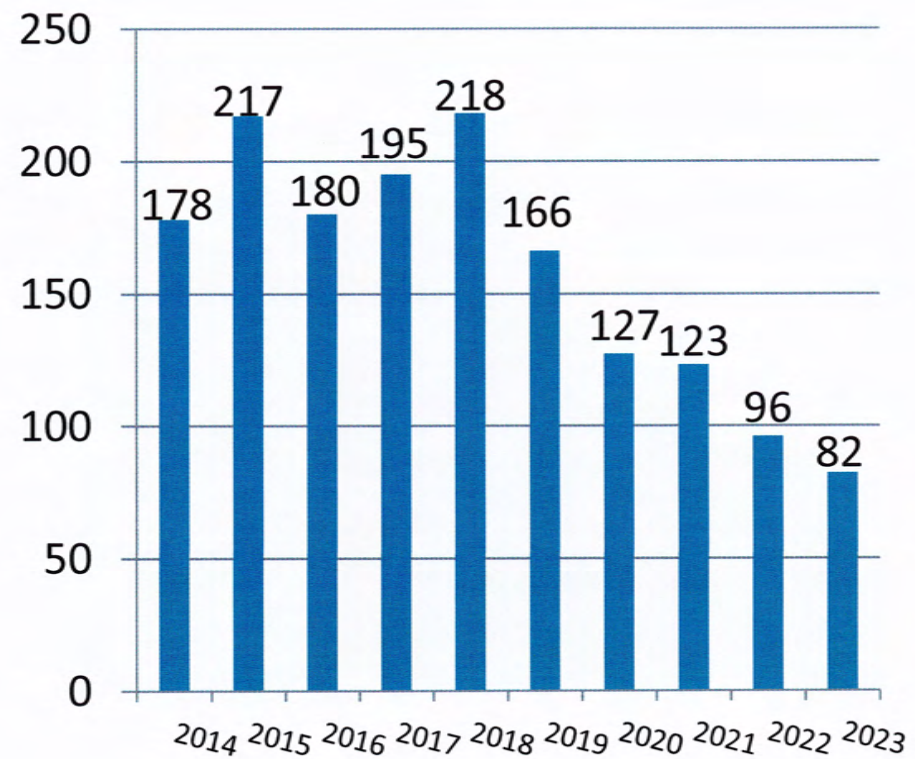
# Domestic Cases



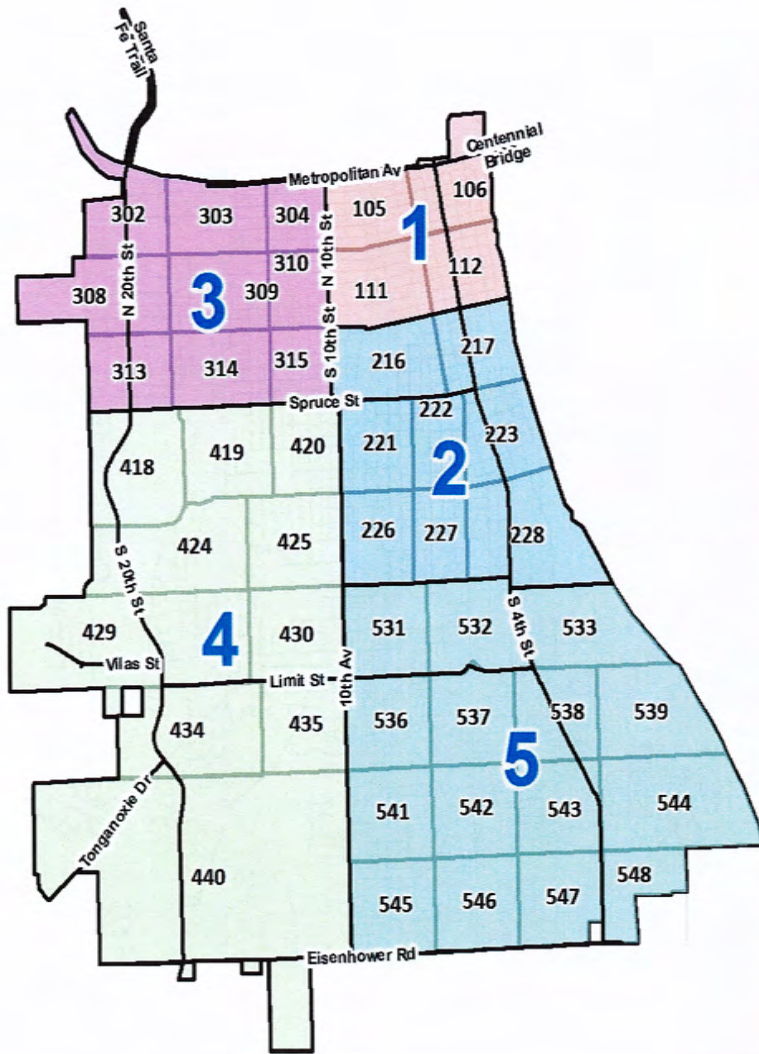
# Mental Health

In the last several years the issue of mental health has risen to one of the more difficult and dangerous calls that police officers deal with.

## Suicide Calls

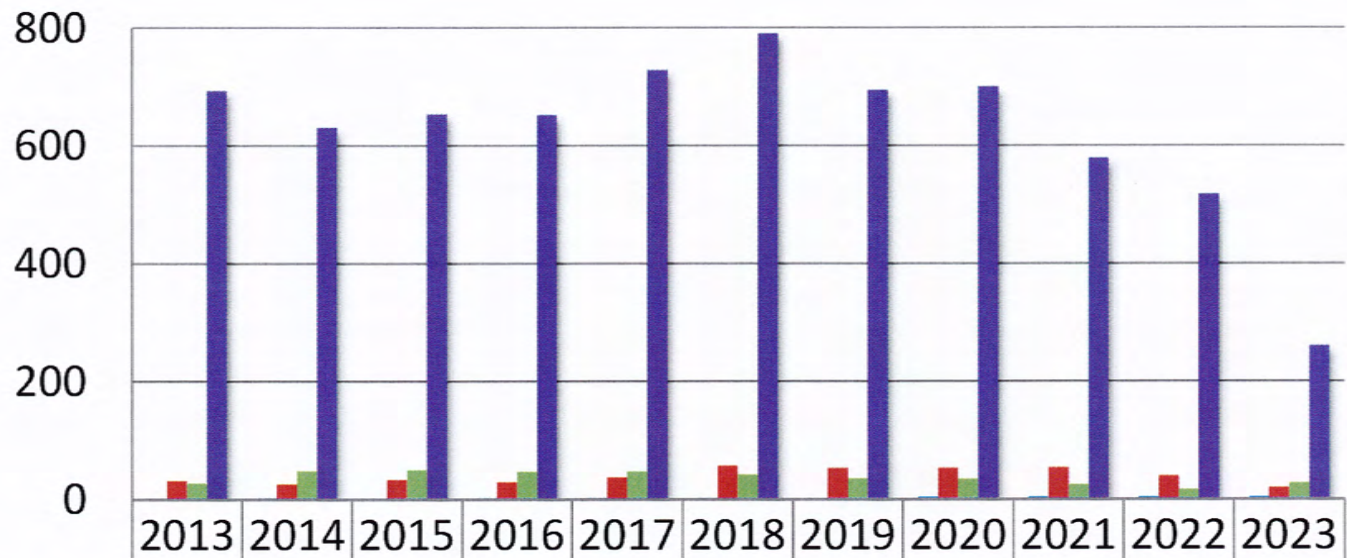


# Criminal Activity – Persons 2023



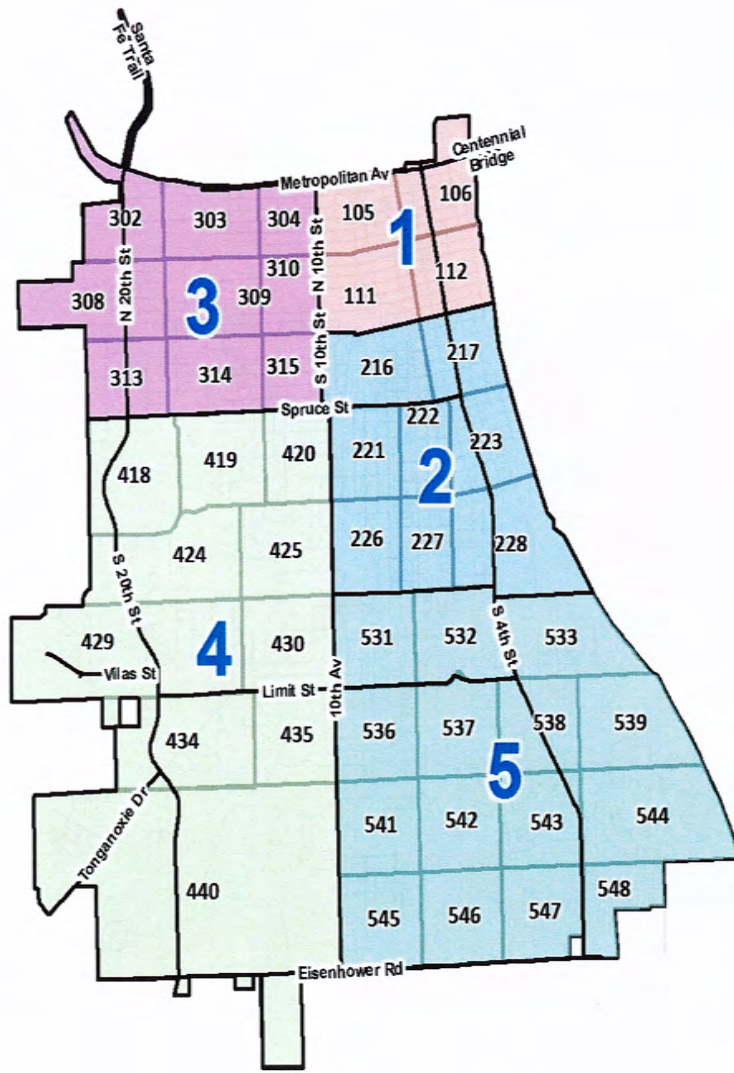
Area	Homicides	Rape	Robberies	Assaults
1	4	3	4	67
2	1	7	9	55
3	1	4	2	32
4	0	2	2	21
5	2	4	10	85

## Criminal Activity Persons – 10 Year Trend



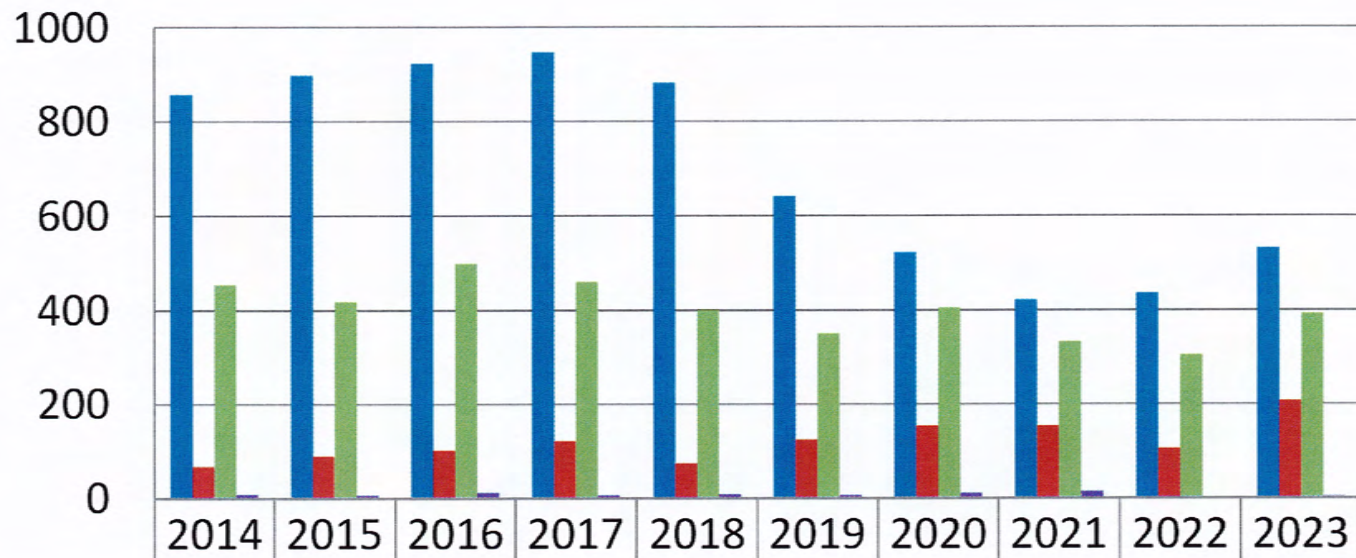
■ Homicides	1	2	0	2	2	2	1	3	4	4	3
■ Rape	32	26	33	29	37	57	53	53	54	40	20
■ Robberies	27	48	49	46	47	42	35	34	24	16	27
■ Assaults	693	630	653	652	728	790	694	700	579	518	260

# Criminal Activity – Property 2023



Area	Theft	Auto Theft	Burglaries	Arson
1	104	53	97	0
2	145	48	110	1
3	67	20	27	0
4	84	18	46	1
5	130	67	111	1

## Criminal Activity Property– 10 Year Trend

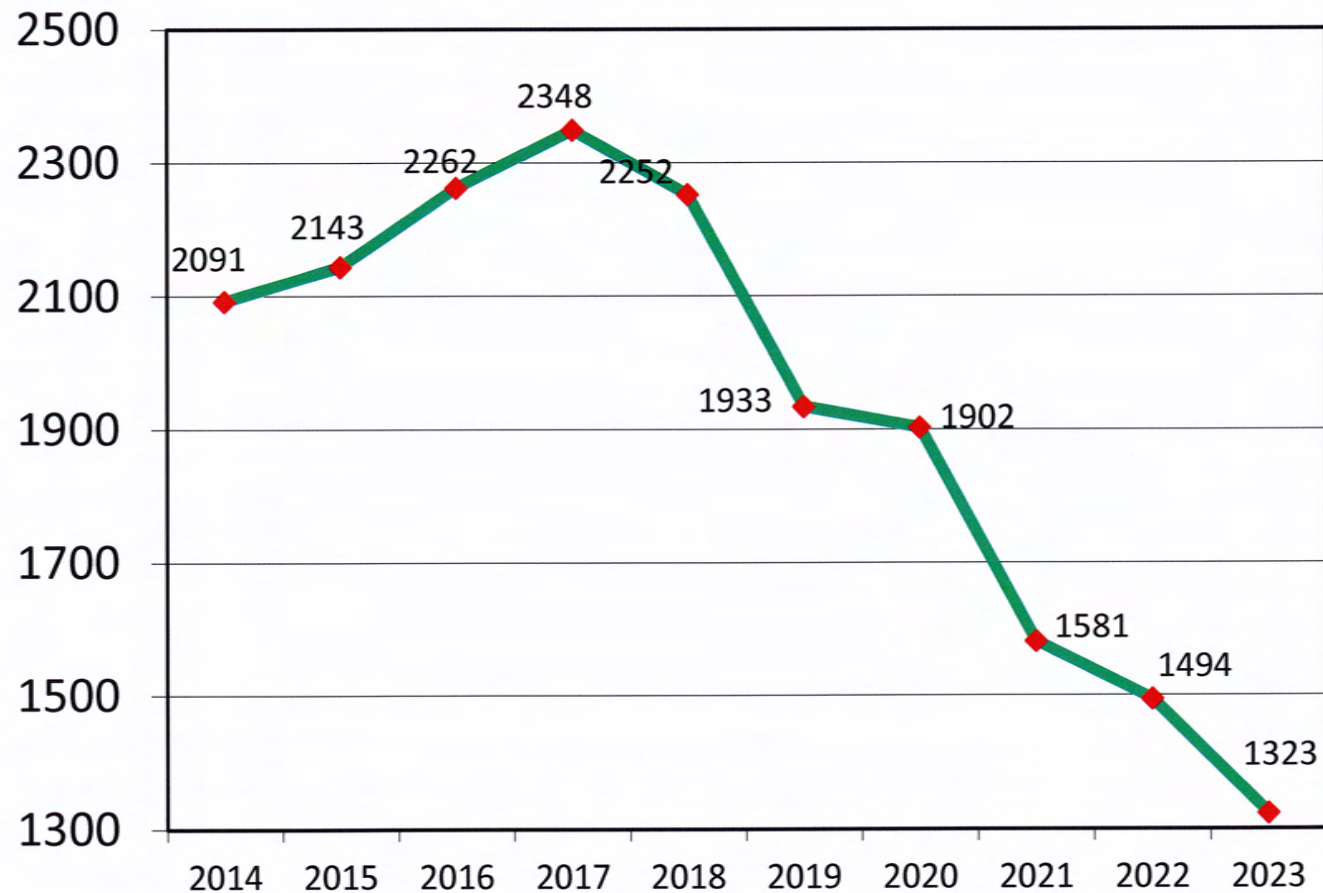


	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
■ Theft	856	897	922	946	881	641	521	421	435	530
■ Auto Theft	68	89	102	122	74	125	153	153	105	206
■ Burglaries	453	416	497	459	399	349	403	332	304	391
■ Arson	8	6	12	7	8	6	11	14	0	3

# Part 1 Crimes Reported

Part 1 crimes include:

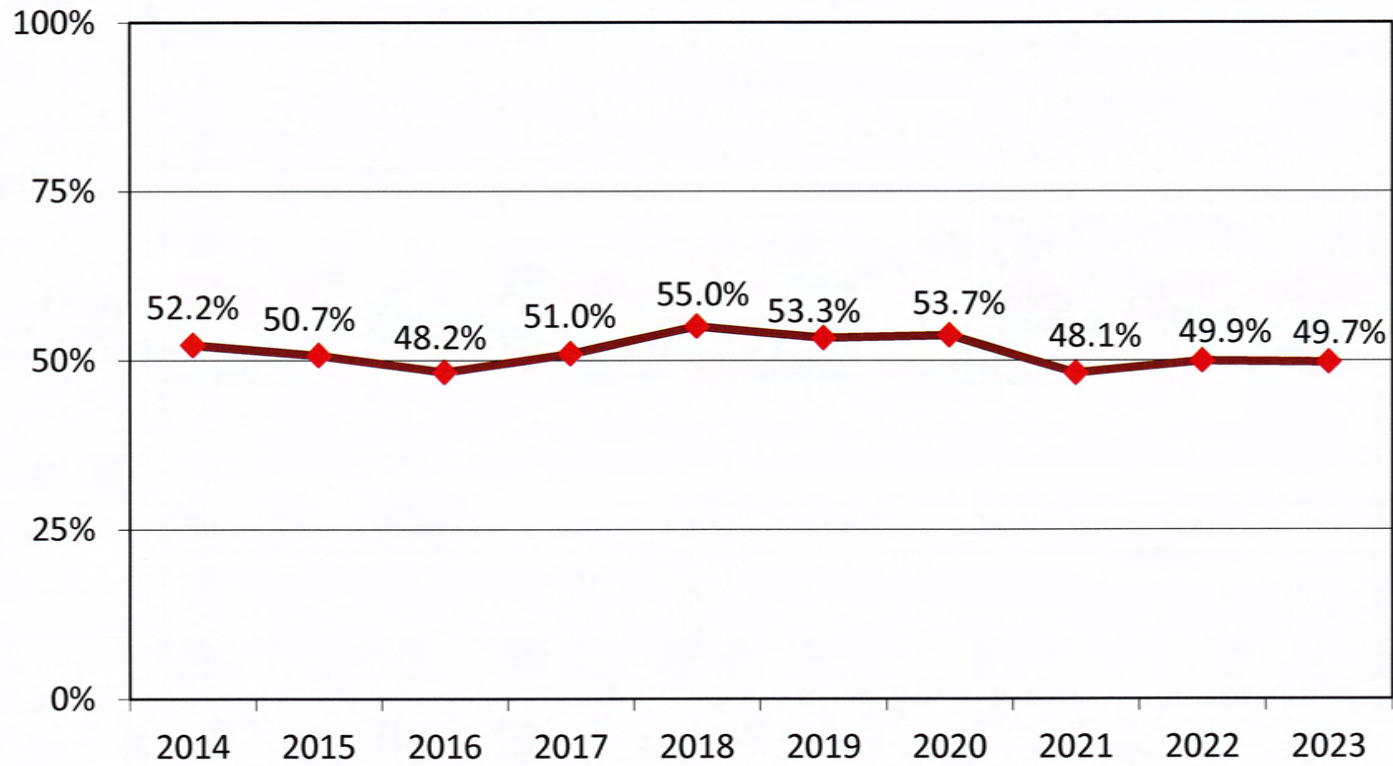
- ⇒ Murder
- ⇒ Rape
- ⇒ Robbery
- ⇒ Assault
- ⇒ Burglary
- ⇒ Theft
- ⇒ Auto Theft





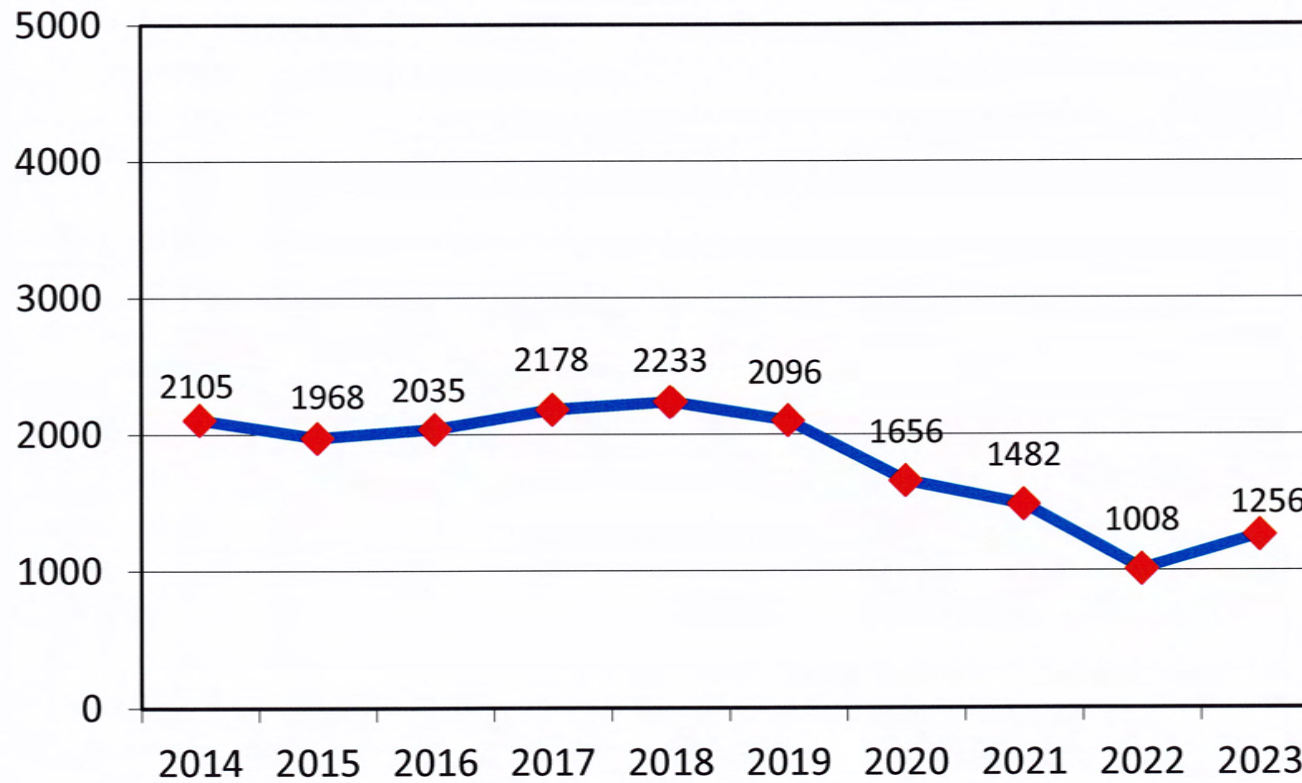
# Clearances

## Percent of Part 1 Crimes Cleared



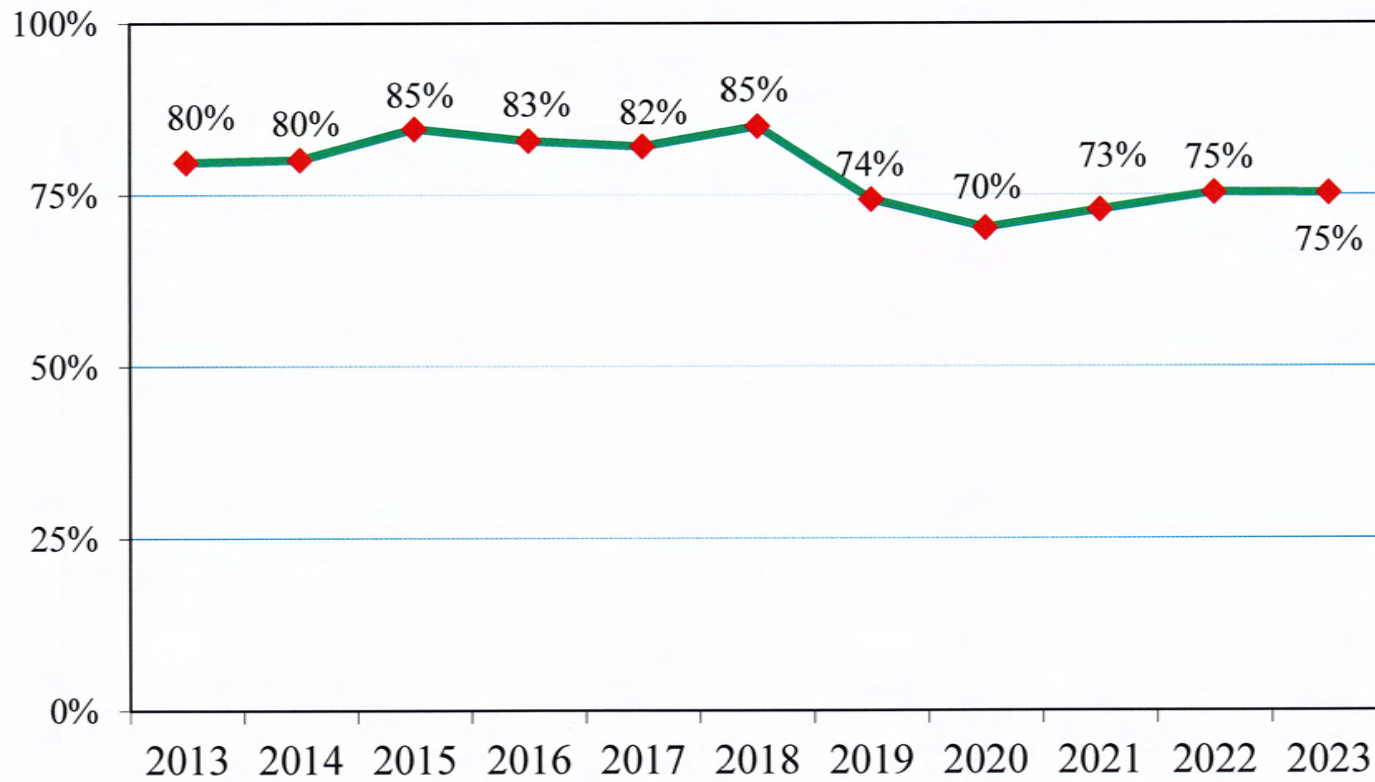
## Part 2 Crimes Reported

Part 2 crimes include all criminal events not included in the Part 1 index.



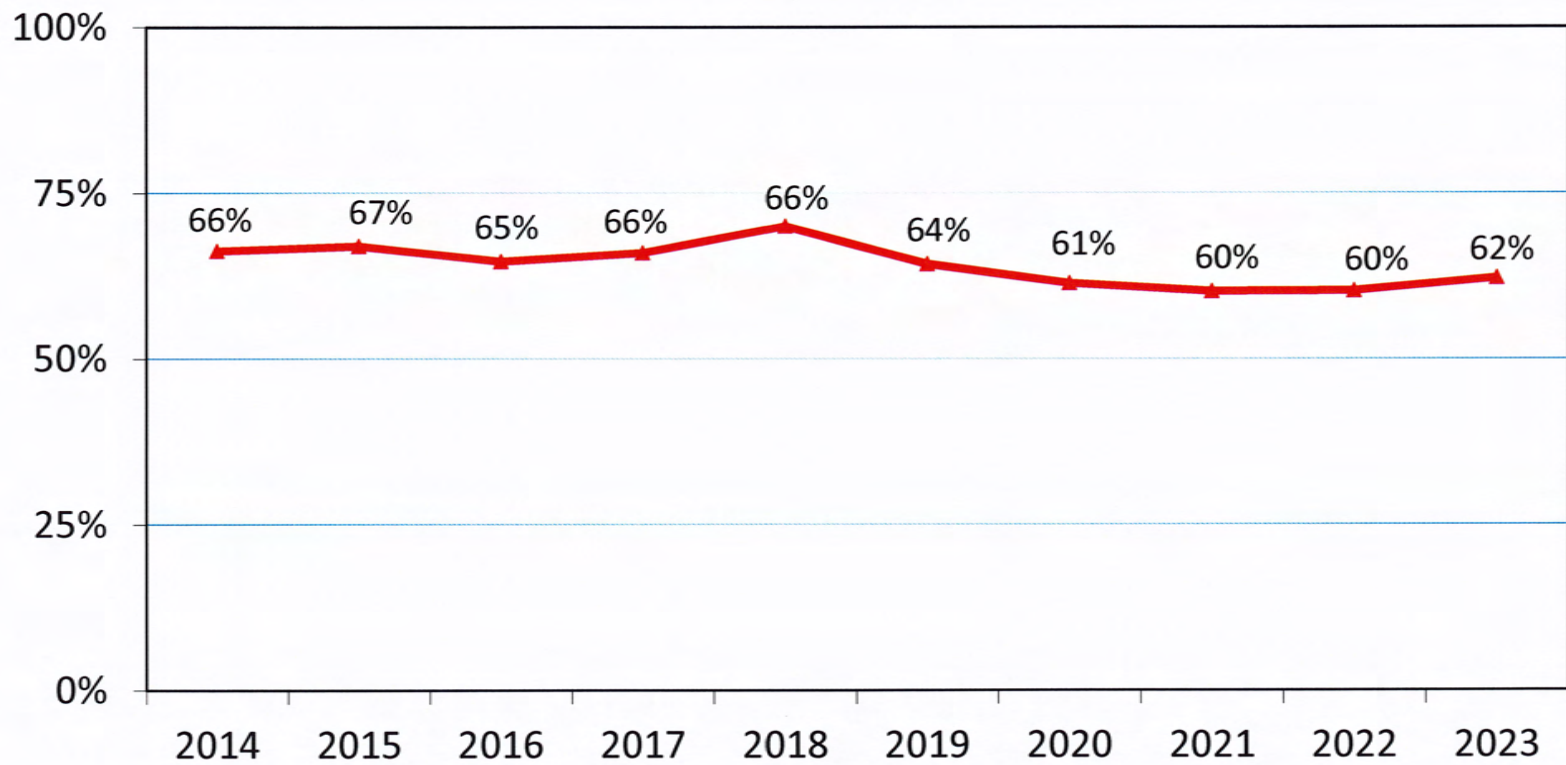
# Clearances

## Percent of Part 2 Crimes Cleared

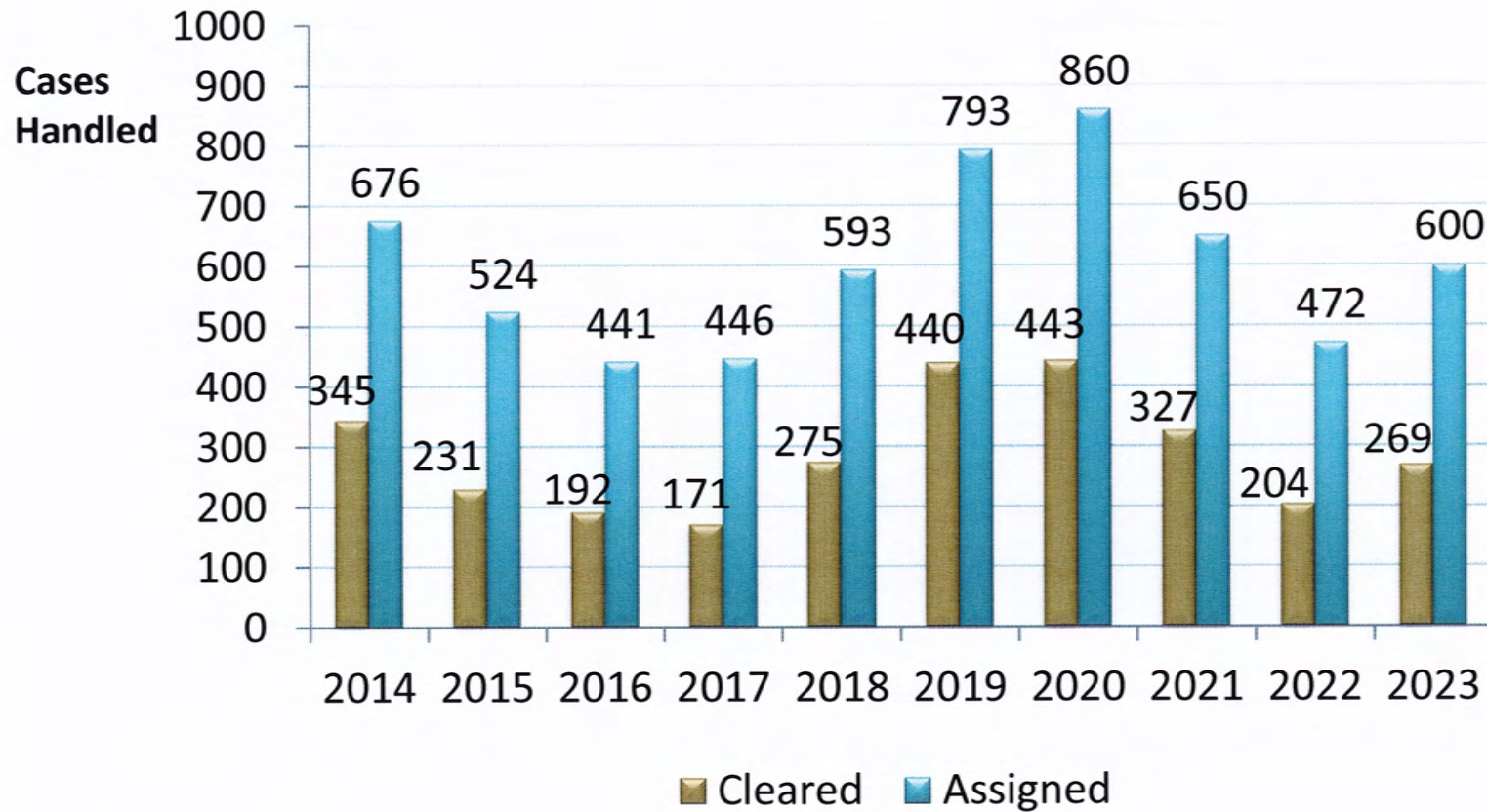


# Clearances

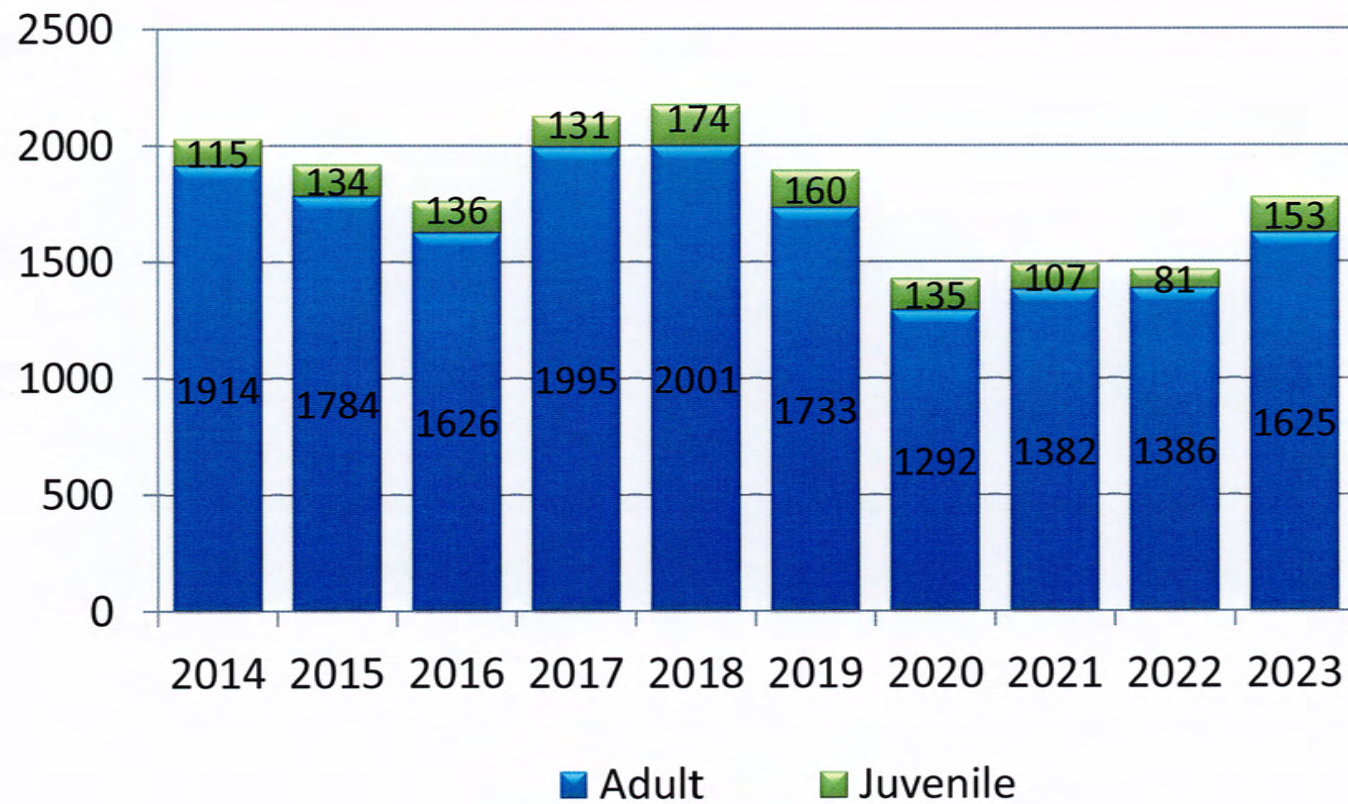
Percent of Part I & II Crimes Cleared



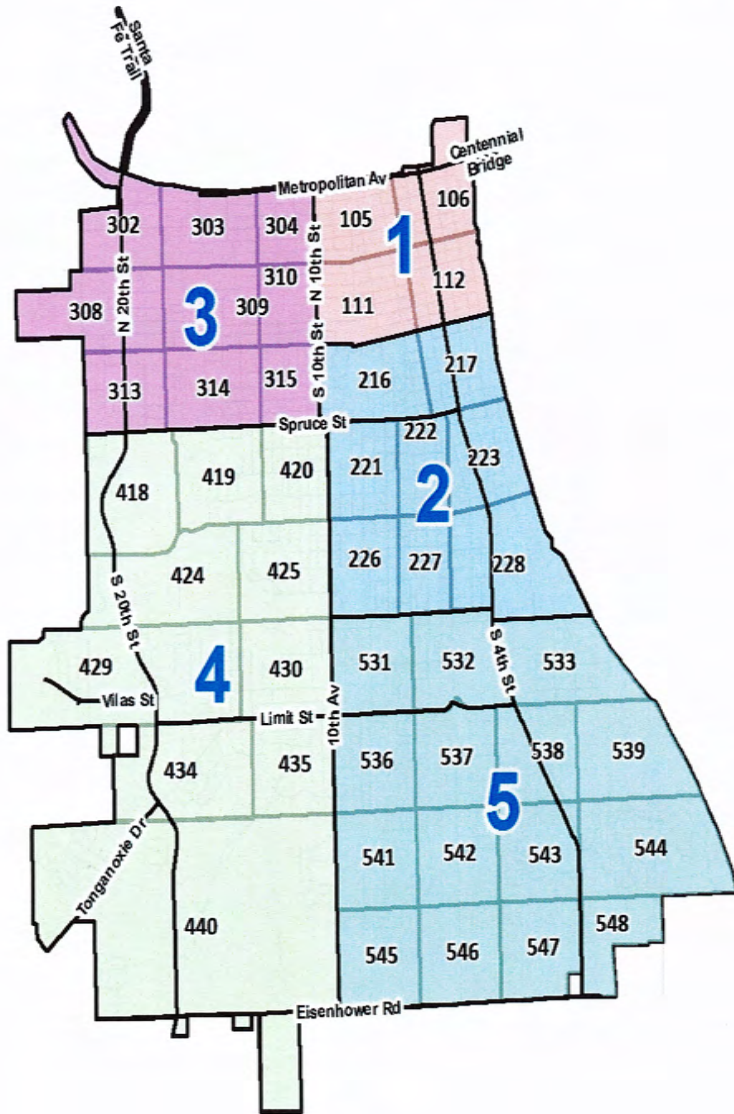
# Detective Division



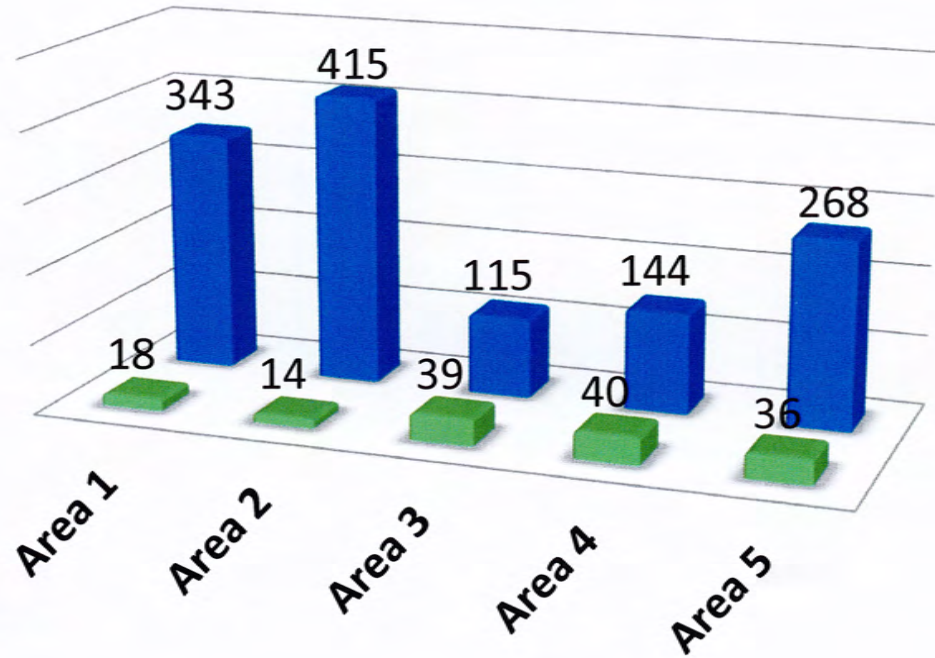
# Arrests



# Arrests by Area 2023

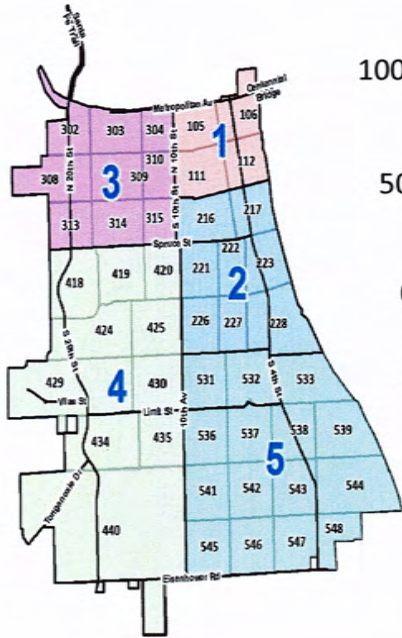
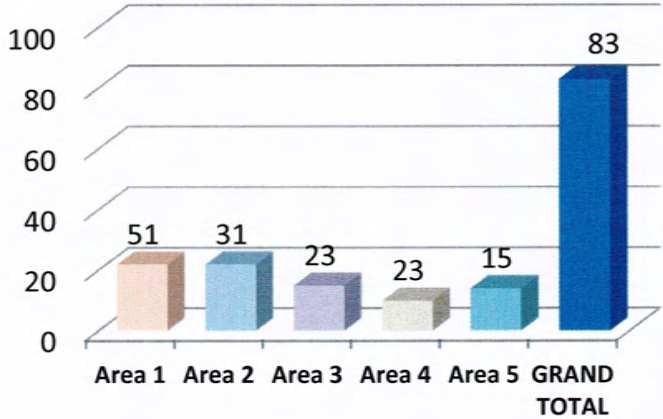


■ Juvenile ■ Adult

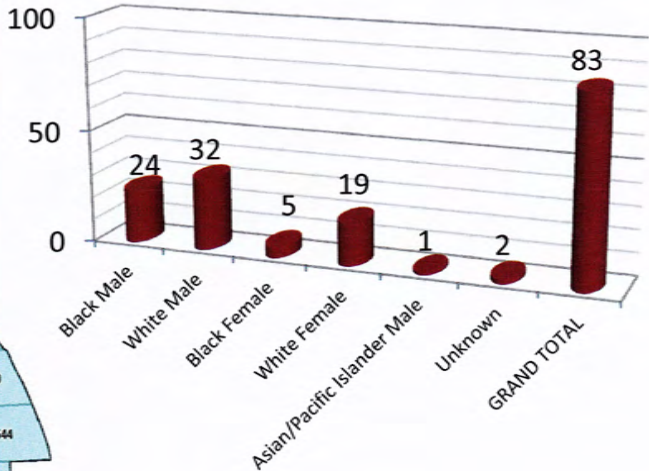


# Domestic Arrests 2023

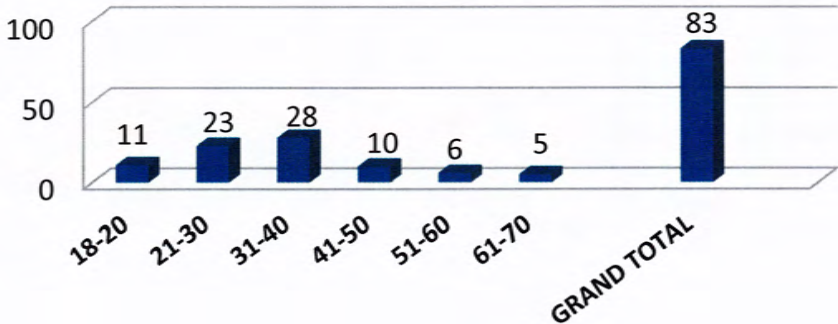
**By Area**



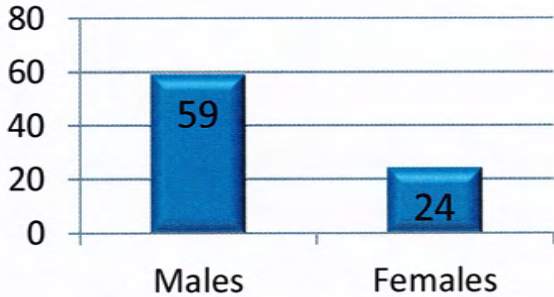
**By Race**



**By Age**

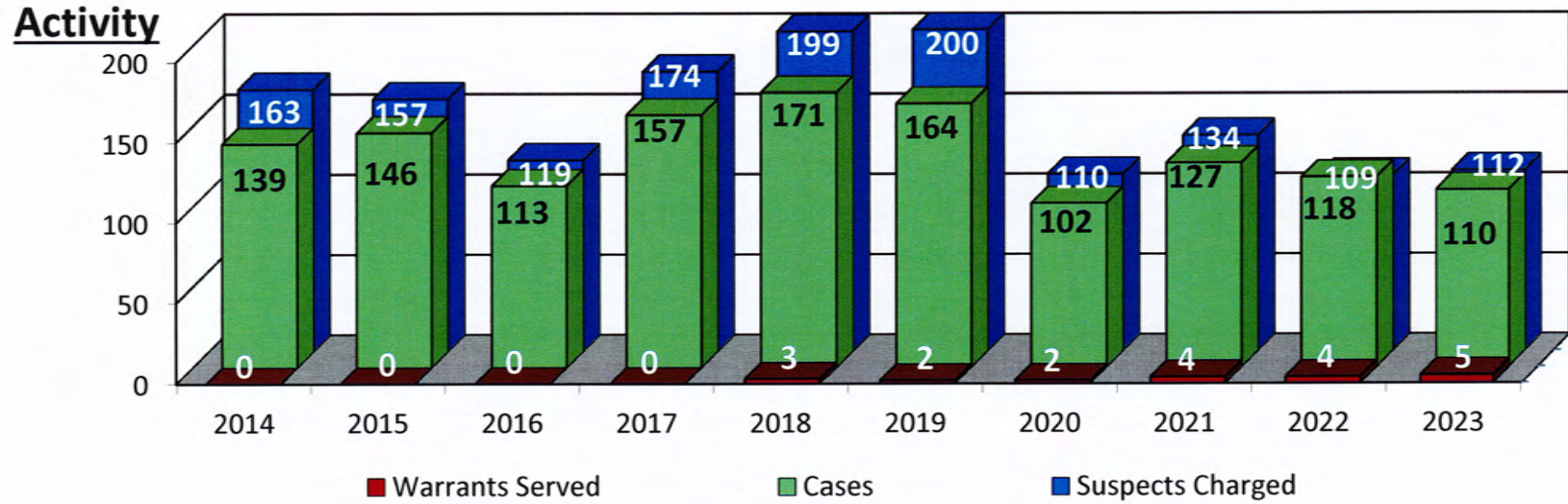


**By Gender**

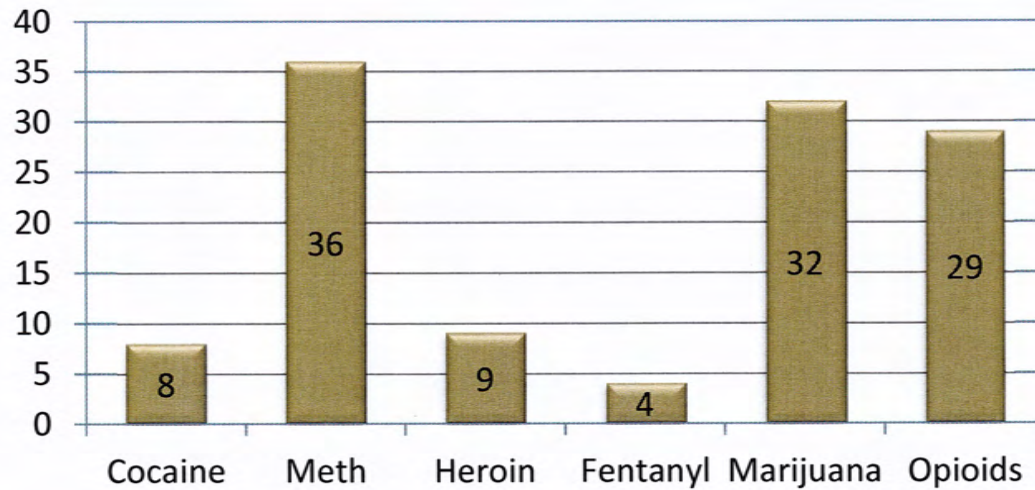




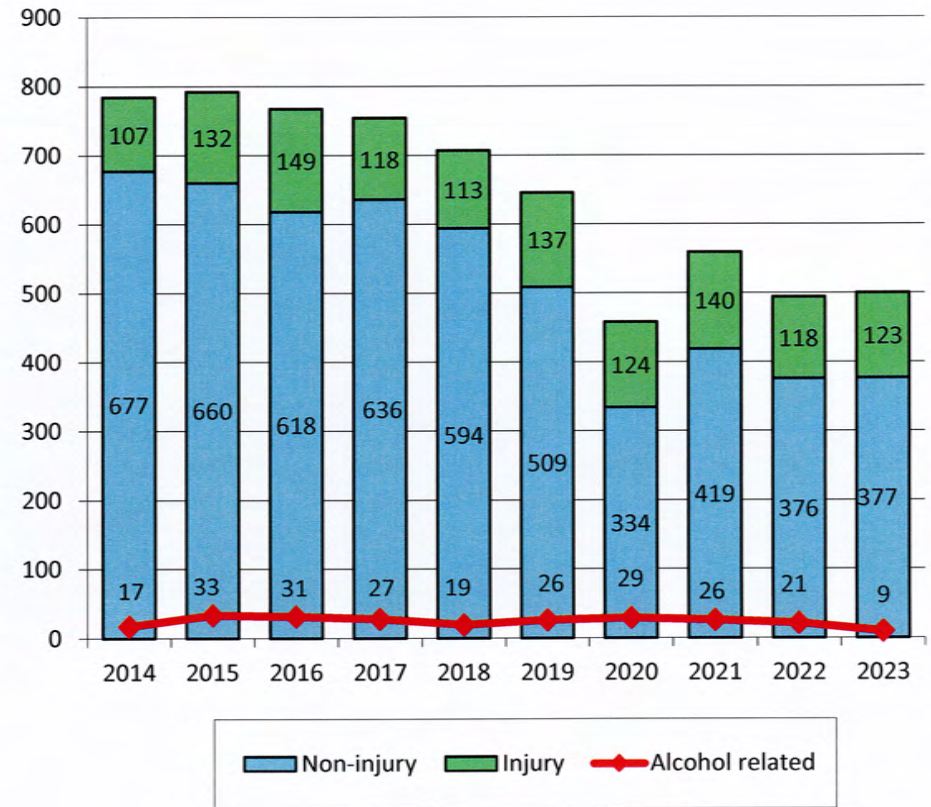
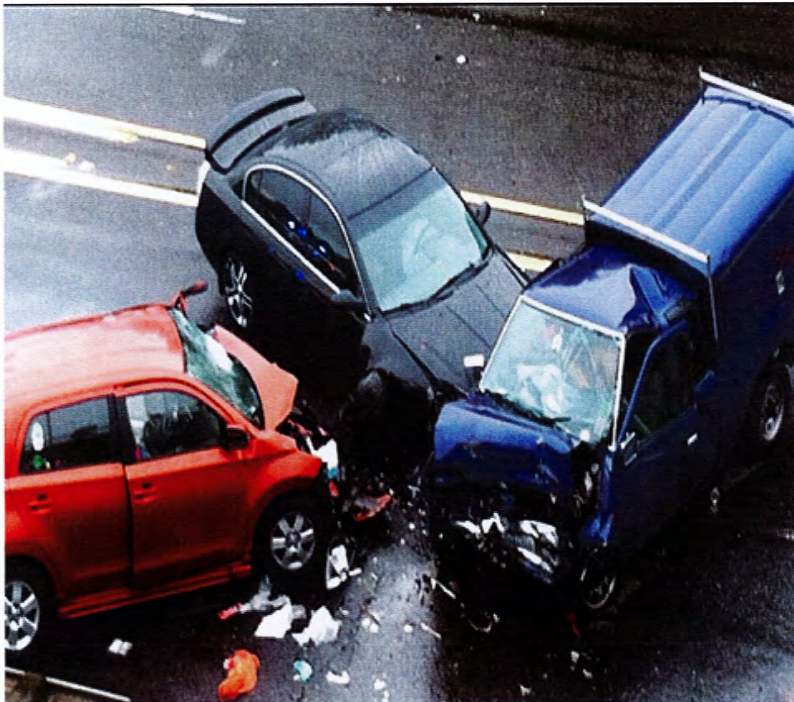
# Narcotics Enforcement



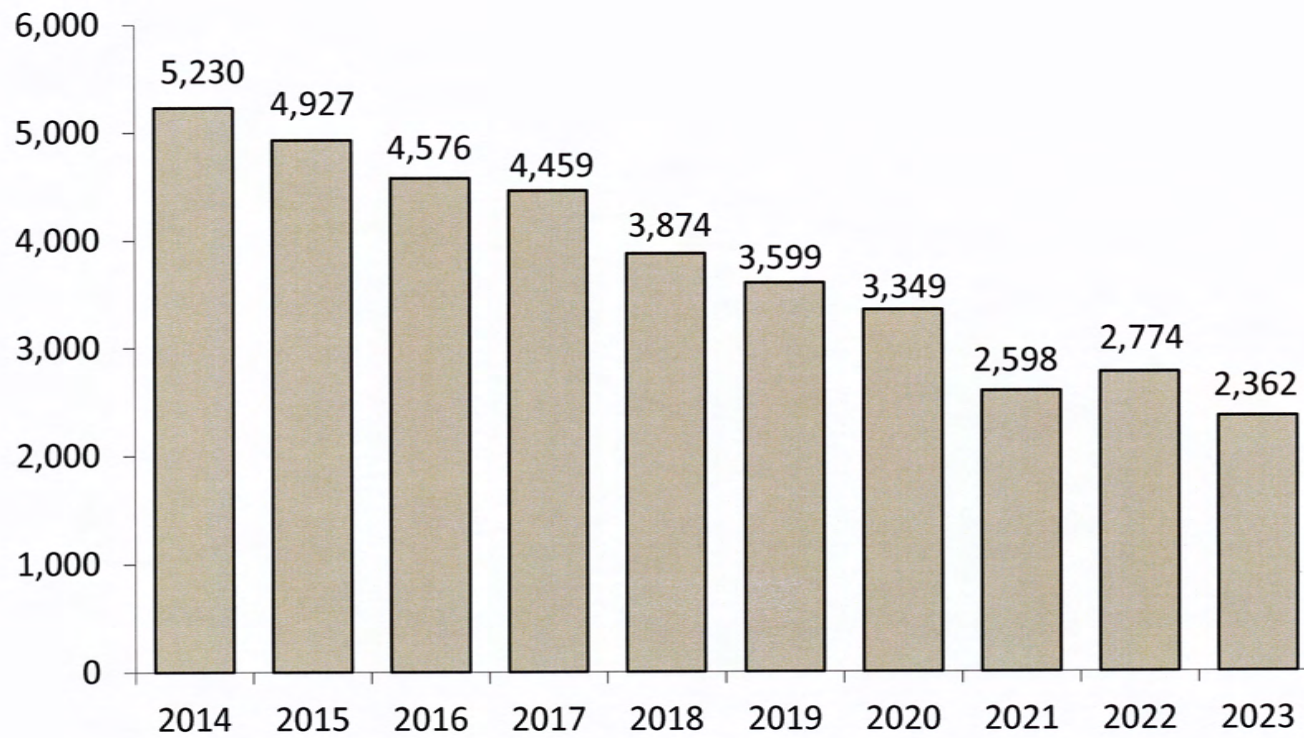
**Drug Chart**



# Traffic Accidents

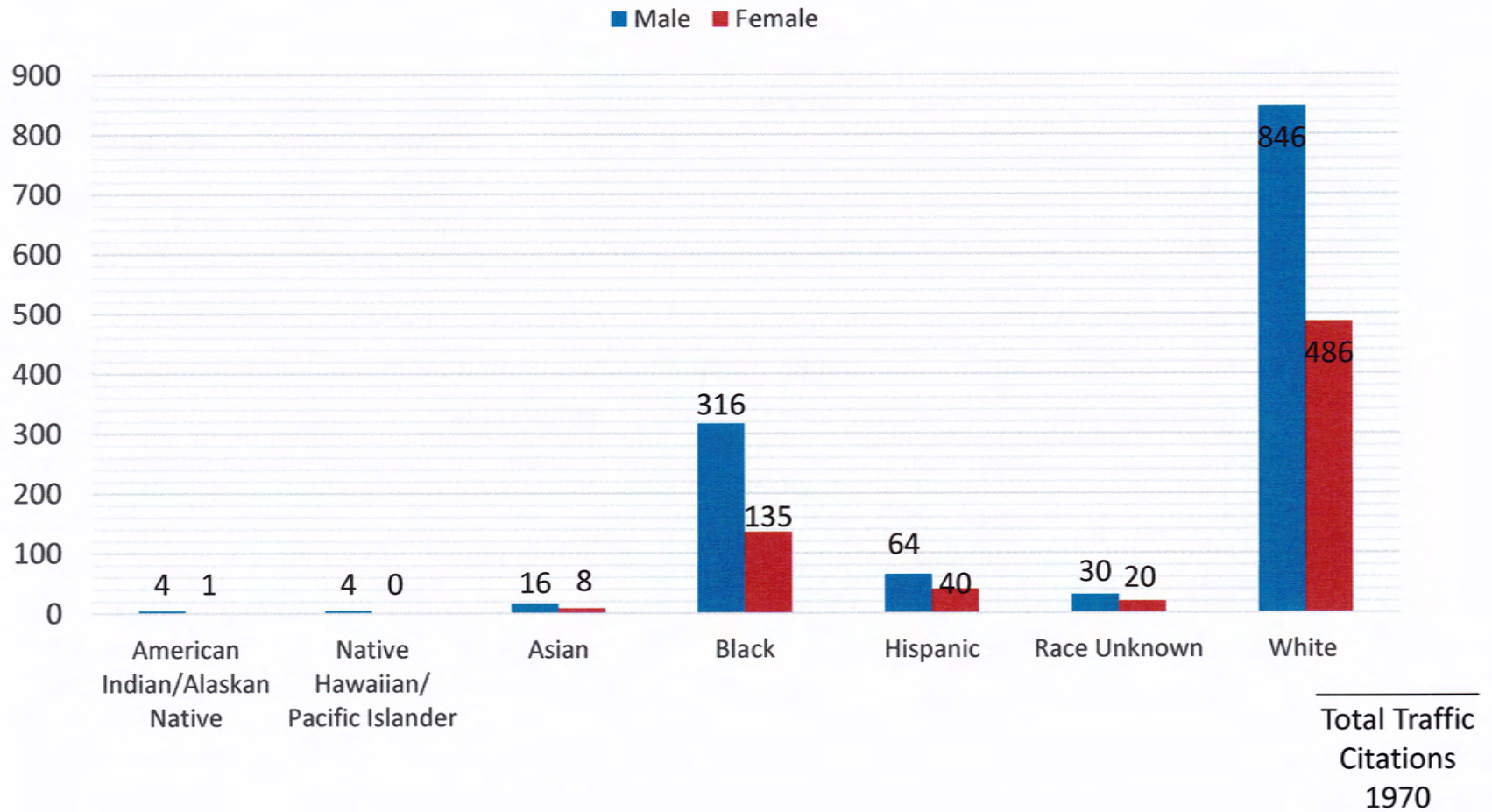


# All Citations

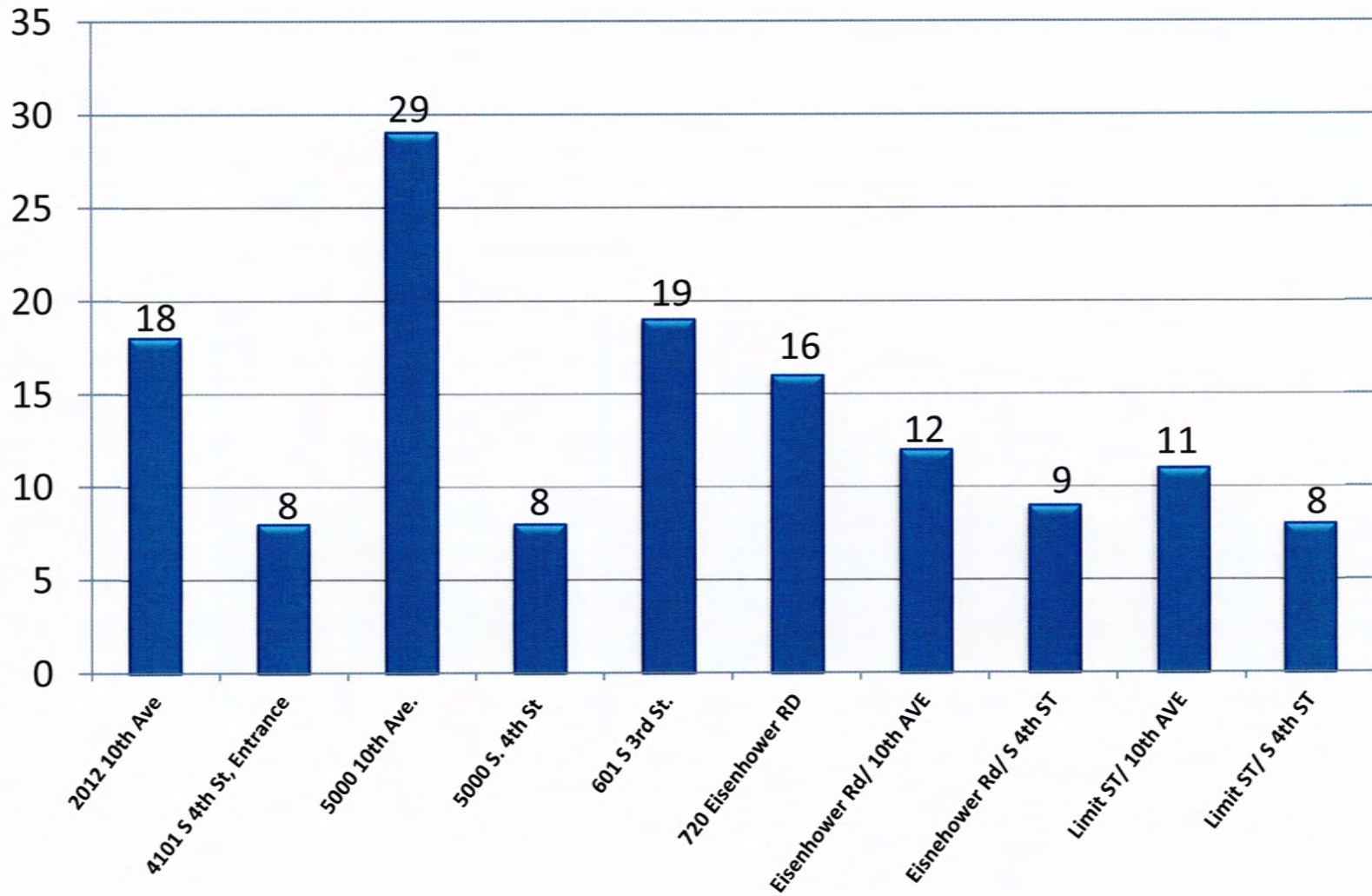


# Traffic Citations 2023

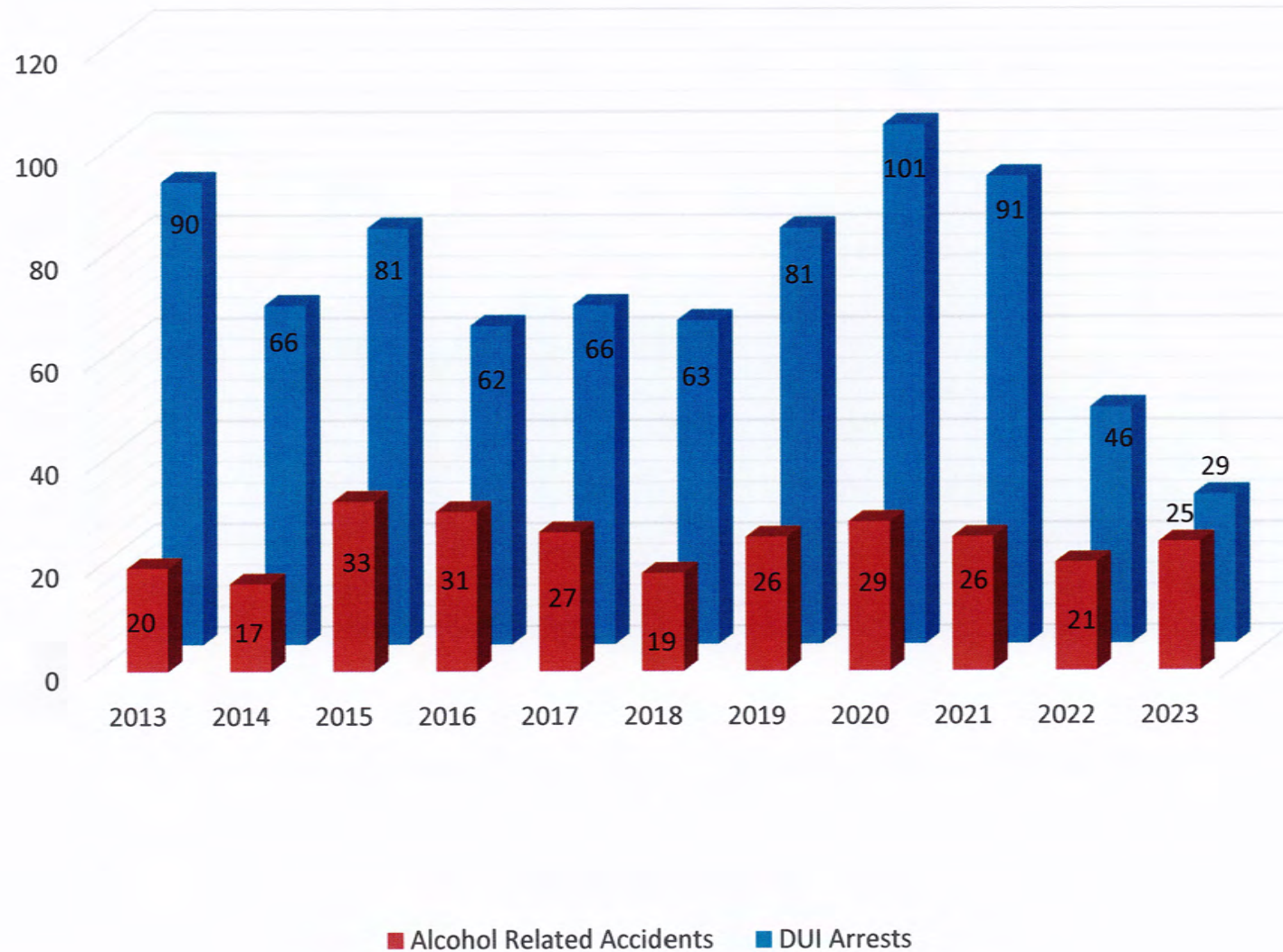
## By Race and Gender



# Top Traffic Accident Locations 2023

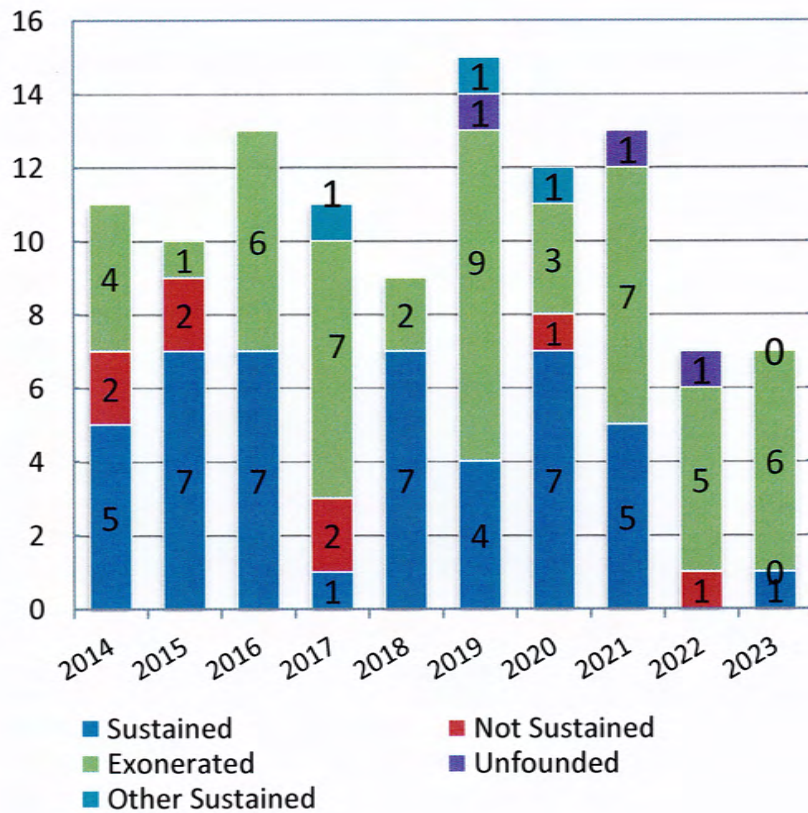


# DUI Arrests/Alcohol Related Accidents

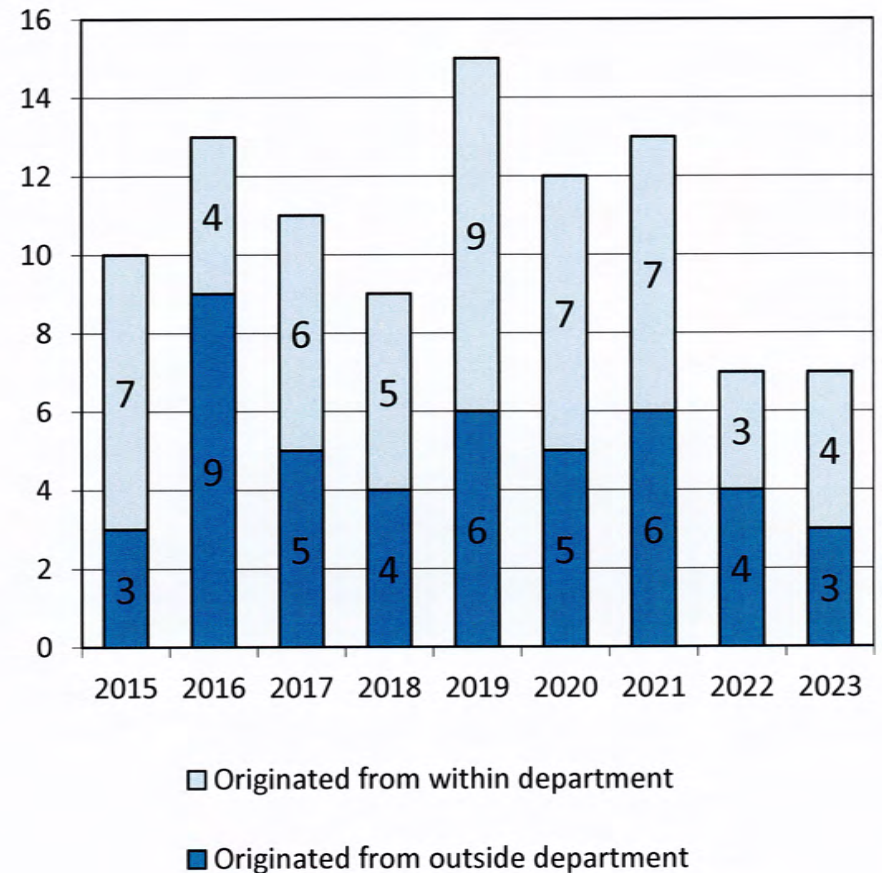


# Professional Standards Investigations

A Professional Standards Investigation follows any critical event or complaint about the conduct of an officer. Other officers, supervisors, or citizens may initiate this.

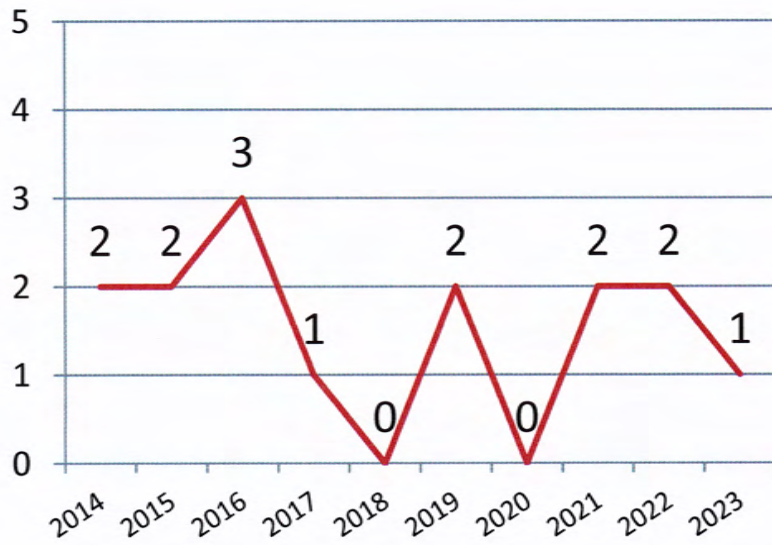


• Totals include all Bias-Based Complaints filed with the department.

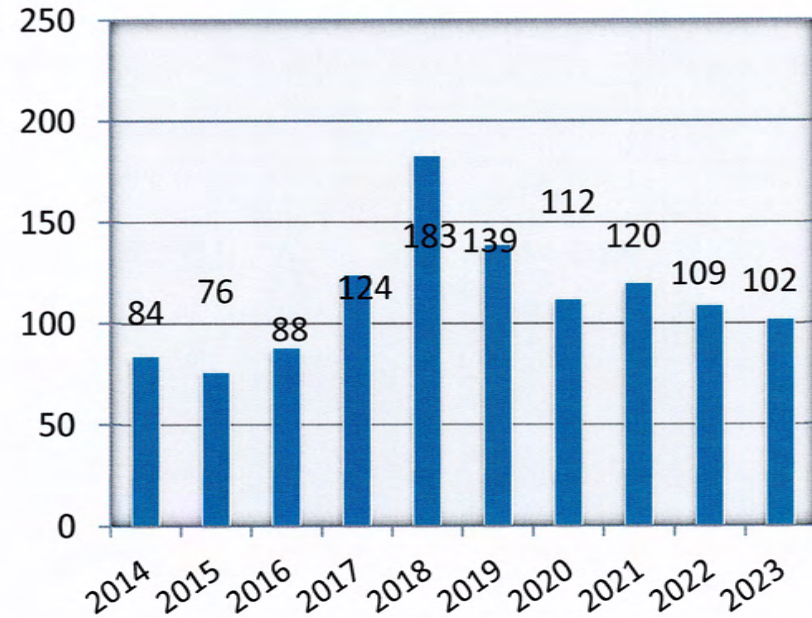


# Professional Standards Investigations

## Bias-Based Policing Complaints

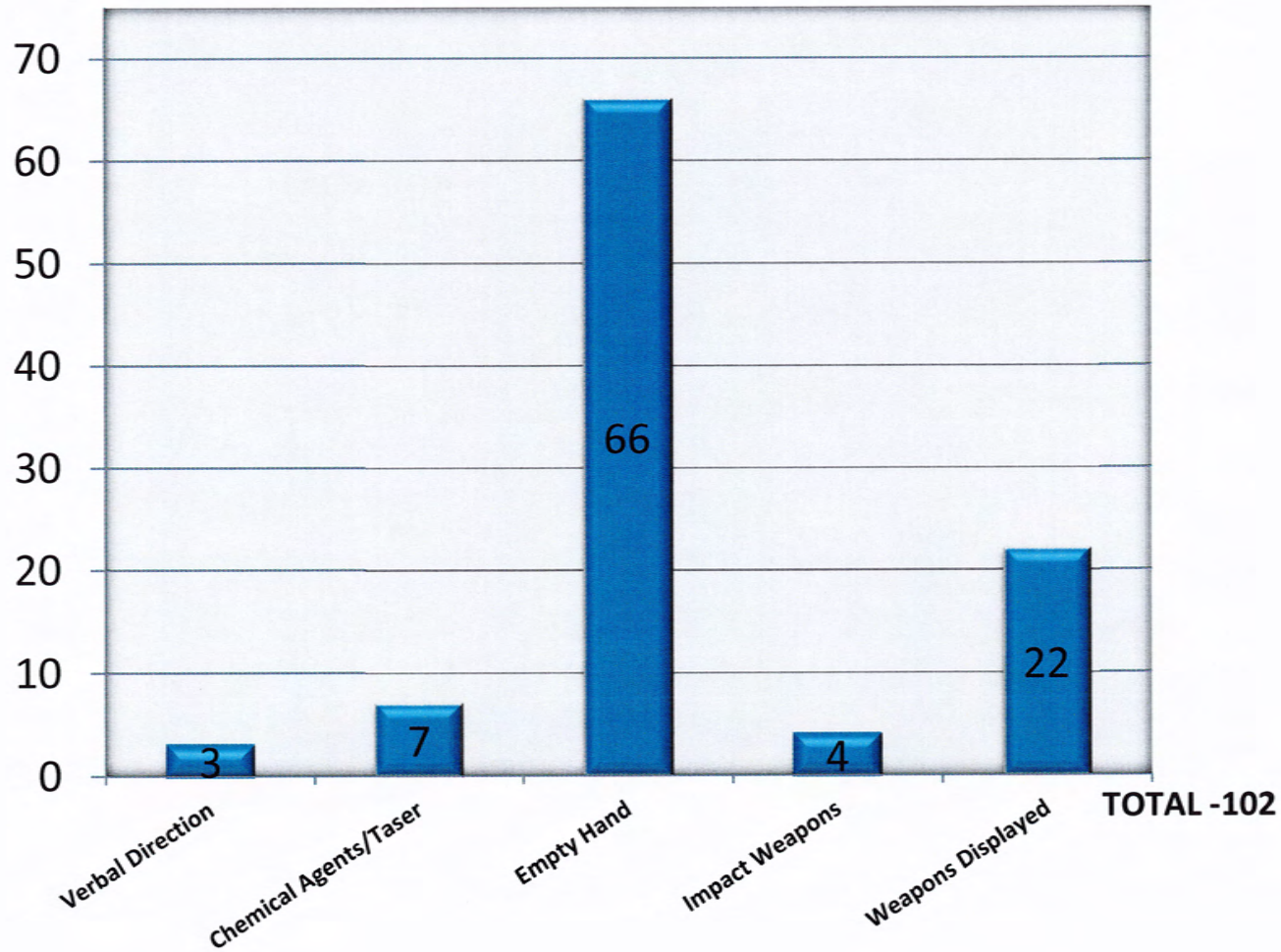


## Use of Force Reports Filed by Officers

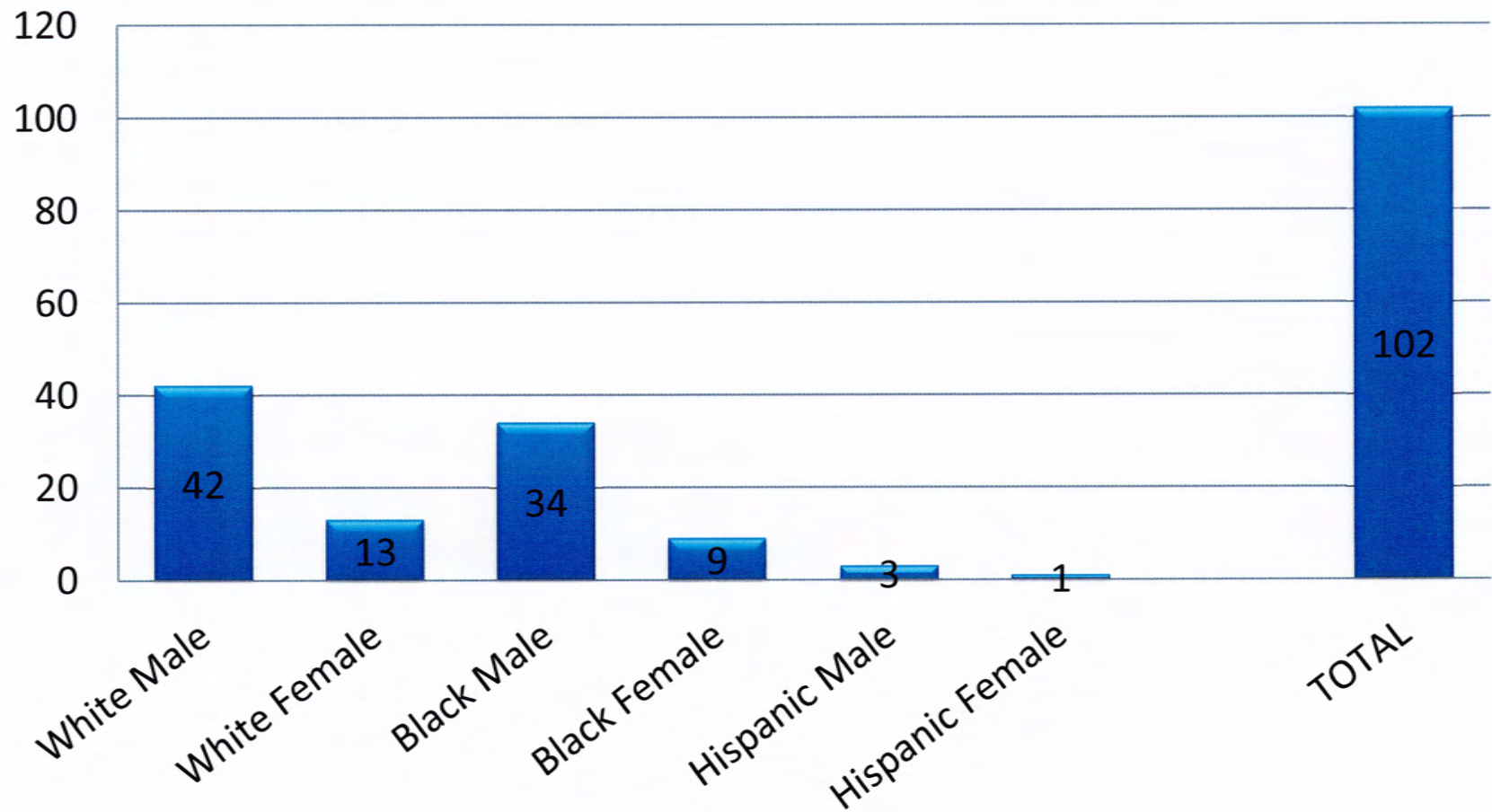




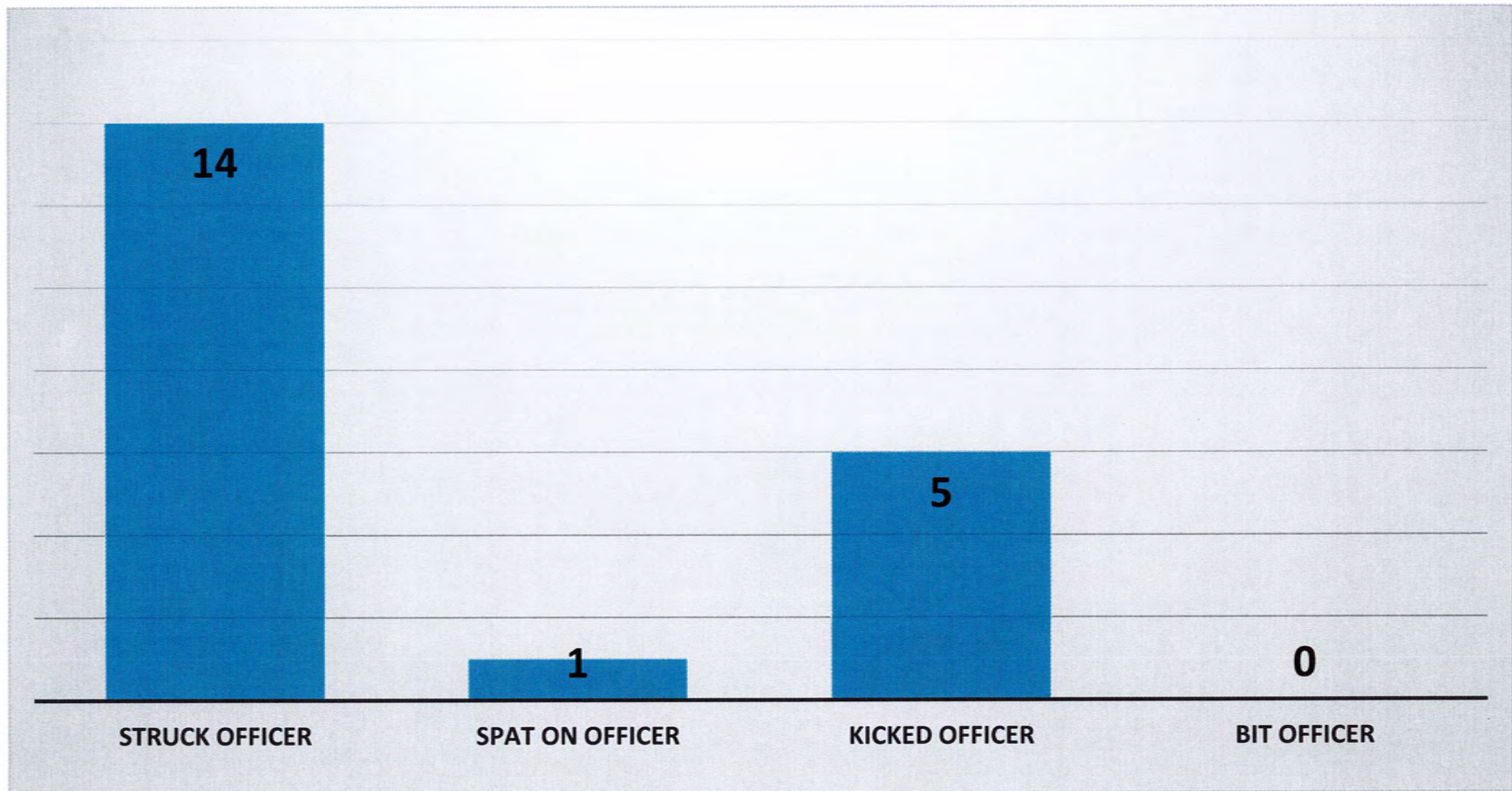
# Use of Force 2023



# Use of Force by Race & Gender



# Battery LEO



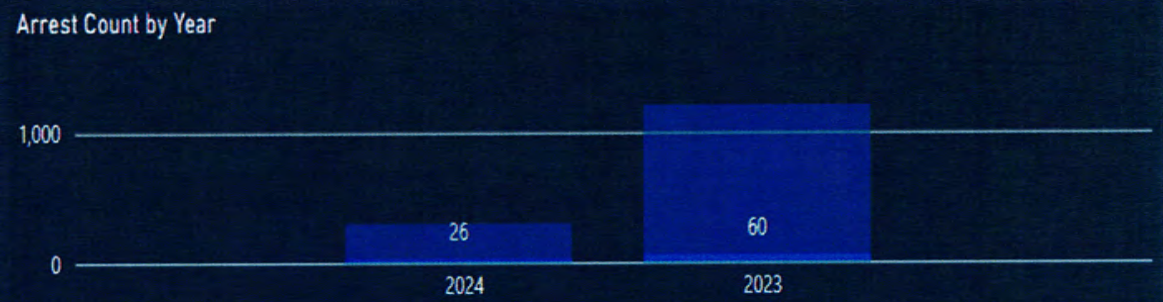
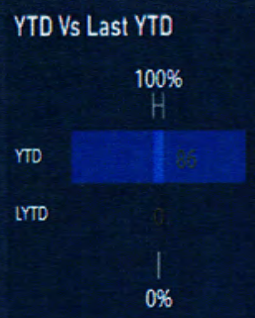
Juris All

# ARREST ANALYSIS

Data as of  
03/14/24 00:00

Phoenix rev 11/01/21  
PBI(RS) Jan 2021

**86**  
Arrest Count



### Date Range Filter

Last 1 Years

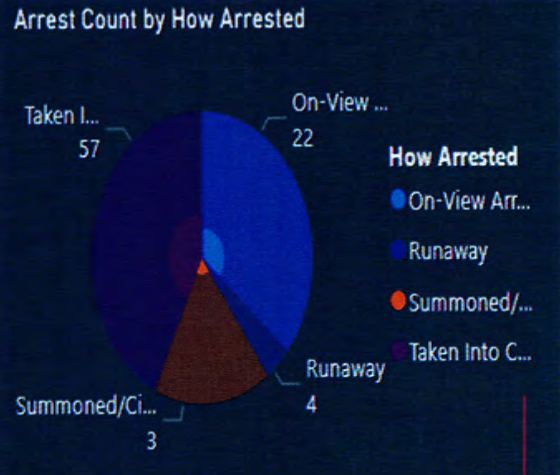
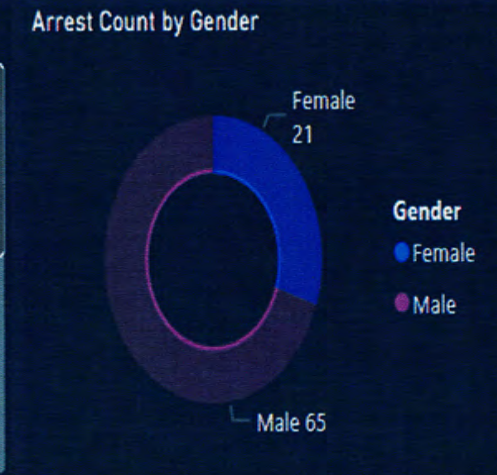
3/15/2023 - 3/14/2024

### Officer

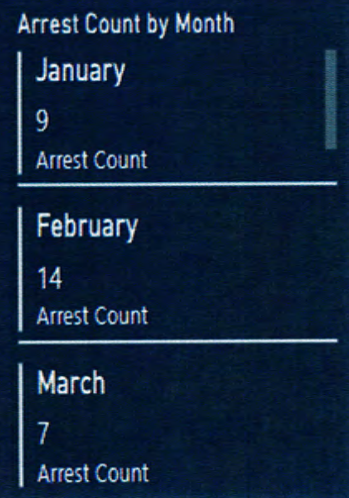
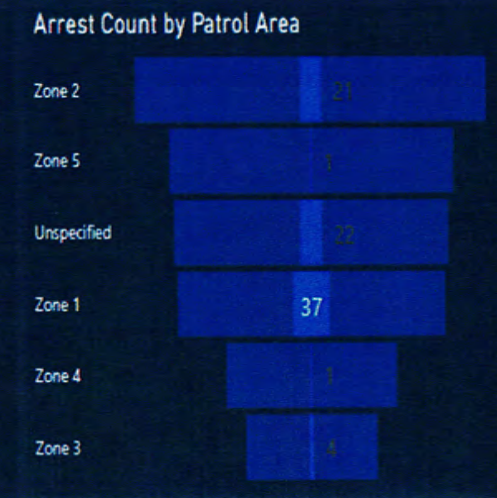
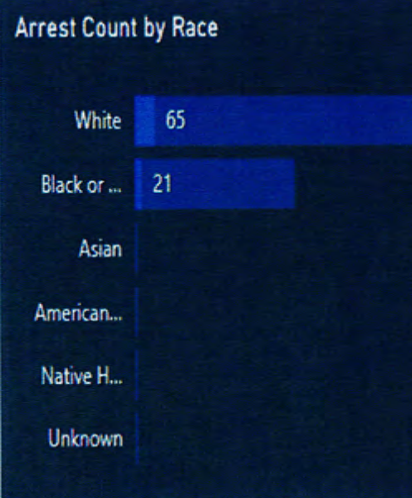
All

### Age Range

All

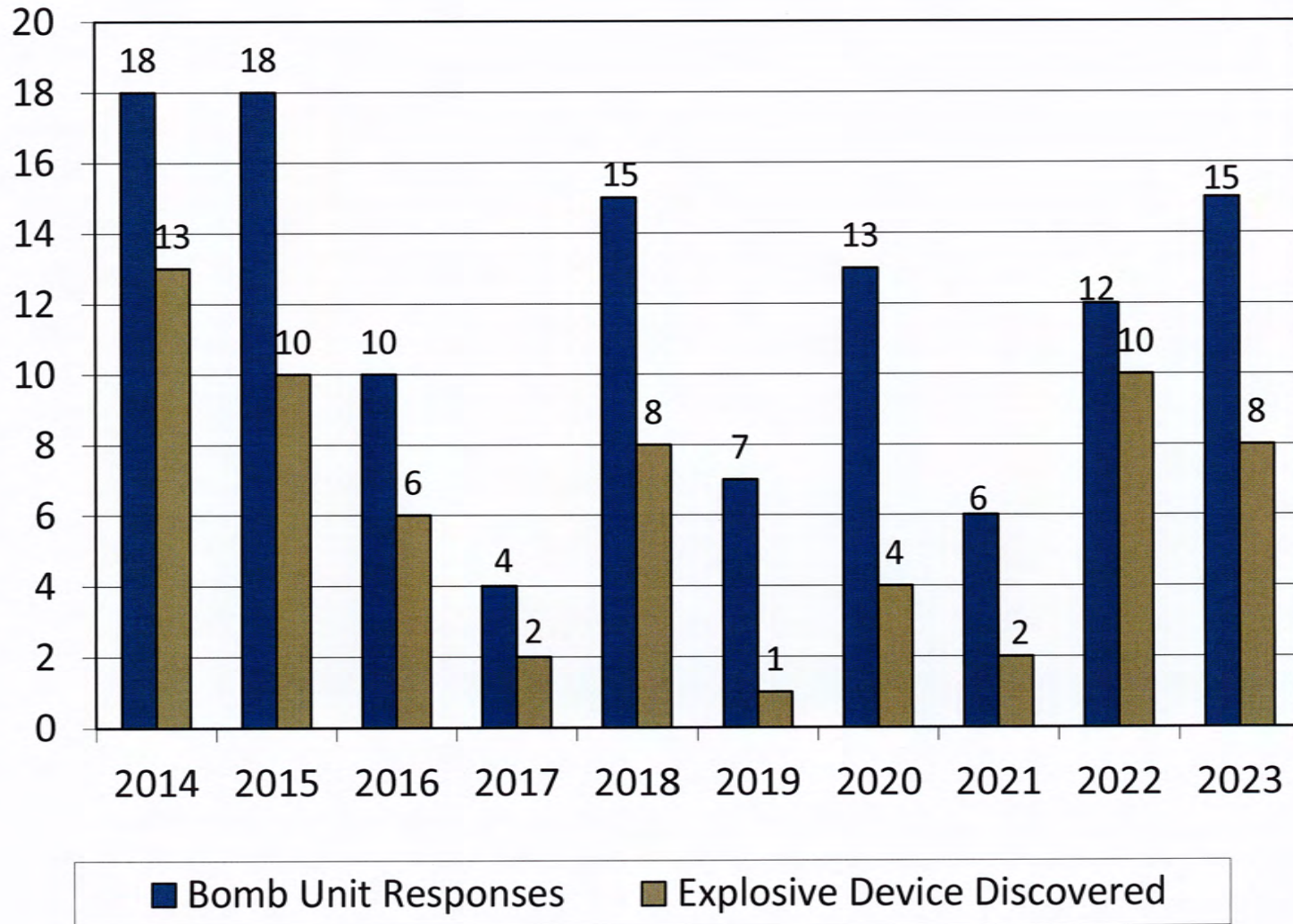


Officer	Arrest Count
Lednický, Paul T	86
Kennedy, LaCarol A	4
Kear, Cody Allen	6
Hundley, Roger M	2
Howard, Sarah L	126
Hoppe, Ryan E	12
Henley, Coby B	9
Harris, Maurice A	4
<b>Total</b>	<b>1509</b>

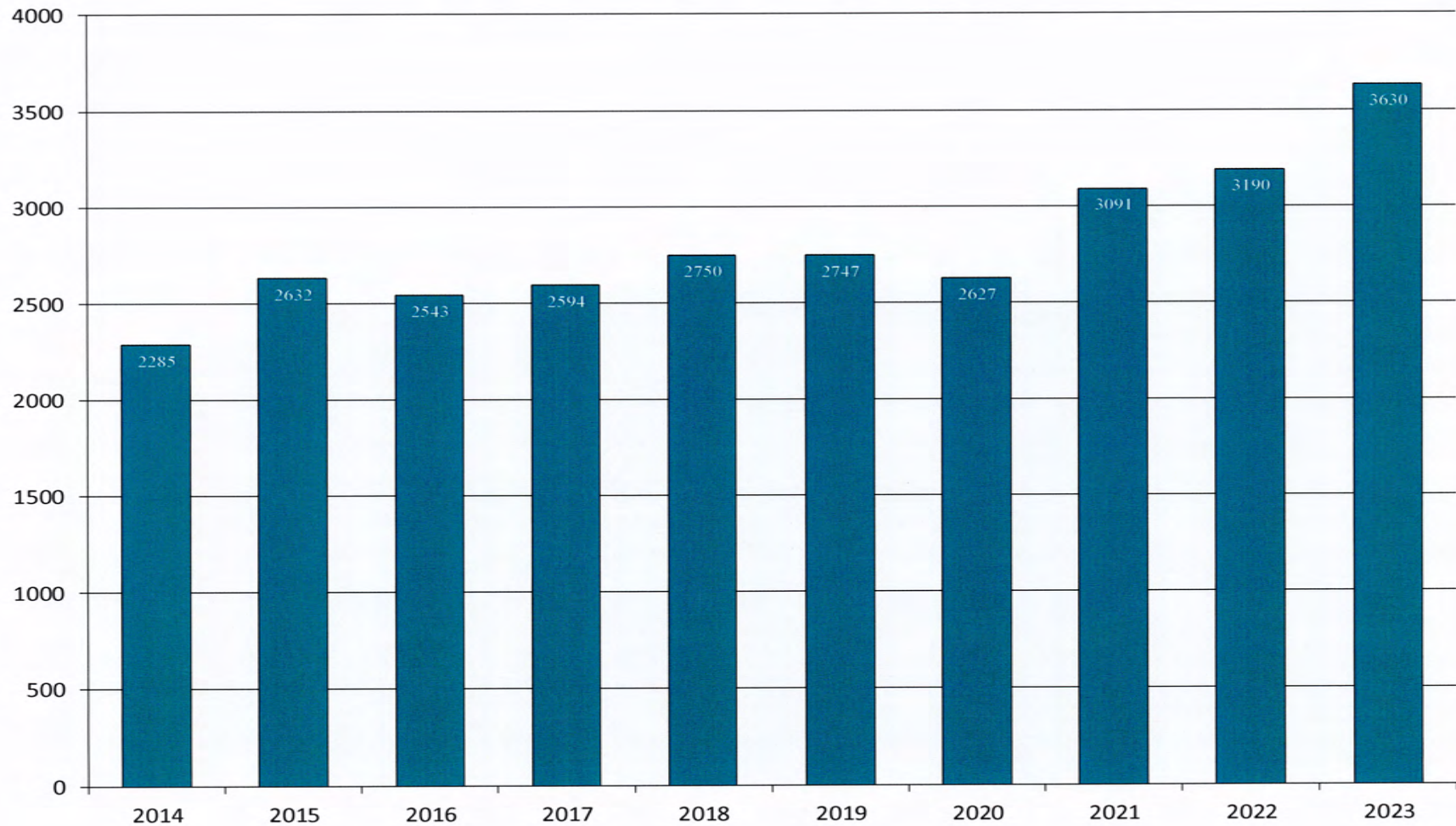


Arrest#	RMS
24-000297	
24-000296	
24-000270	
24-000246	
24-000240	
24-000239	
24-000238	
24-000202	
24-000201	

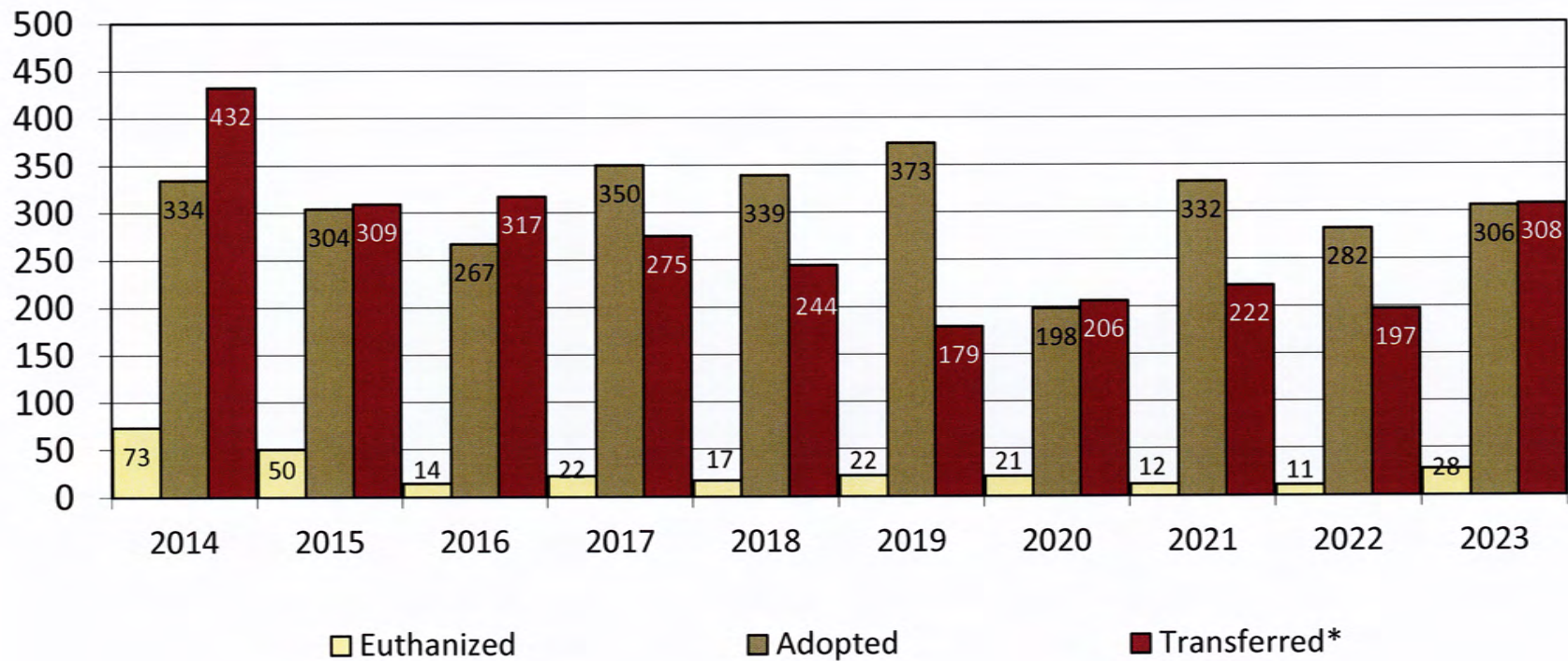
# Bomb Unit



# Fire Calls Processed by PD Communications

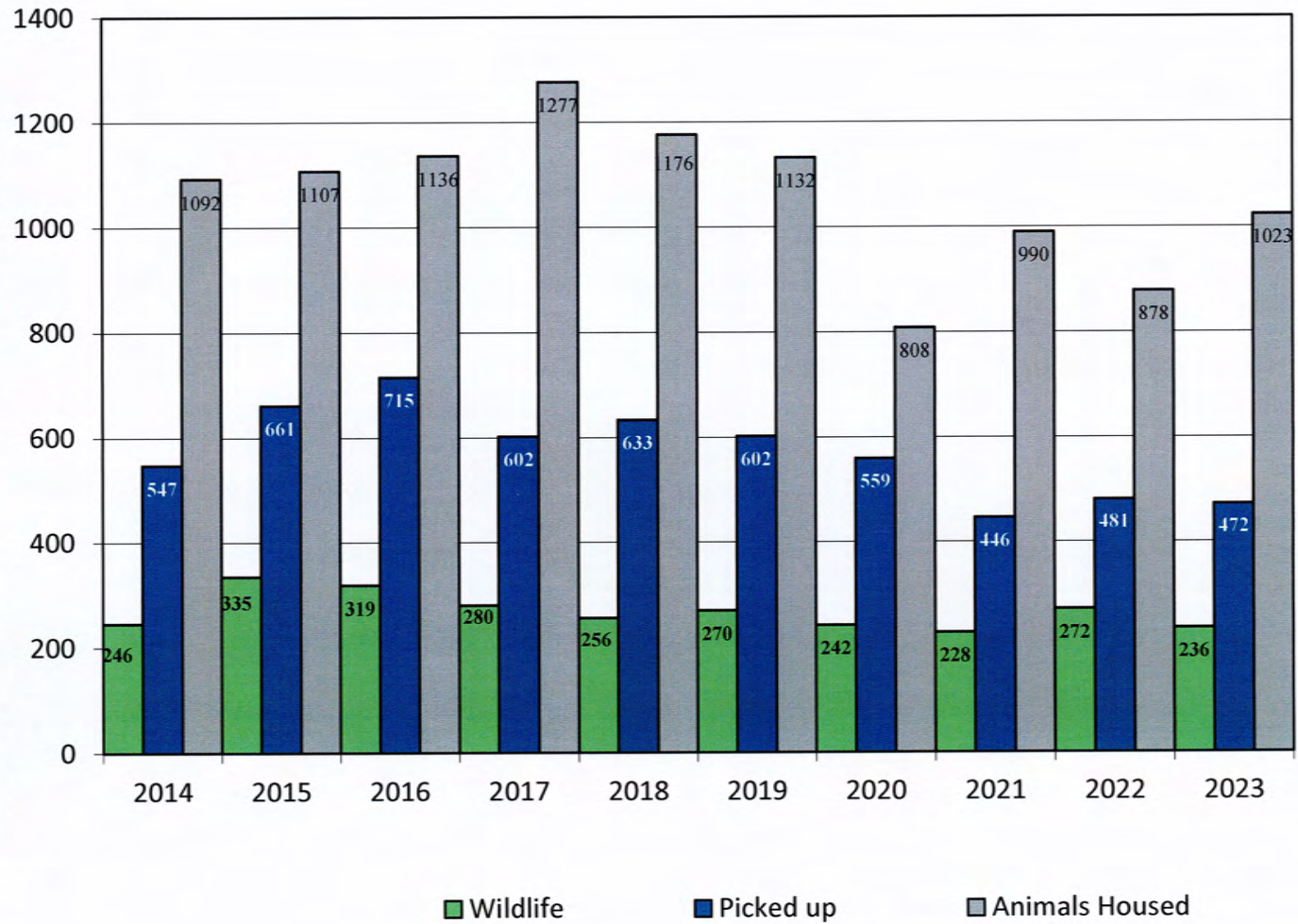


# Animal Control



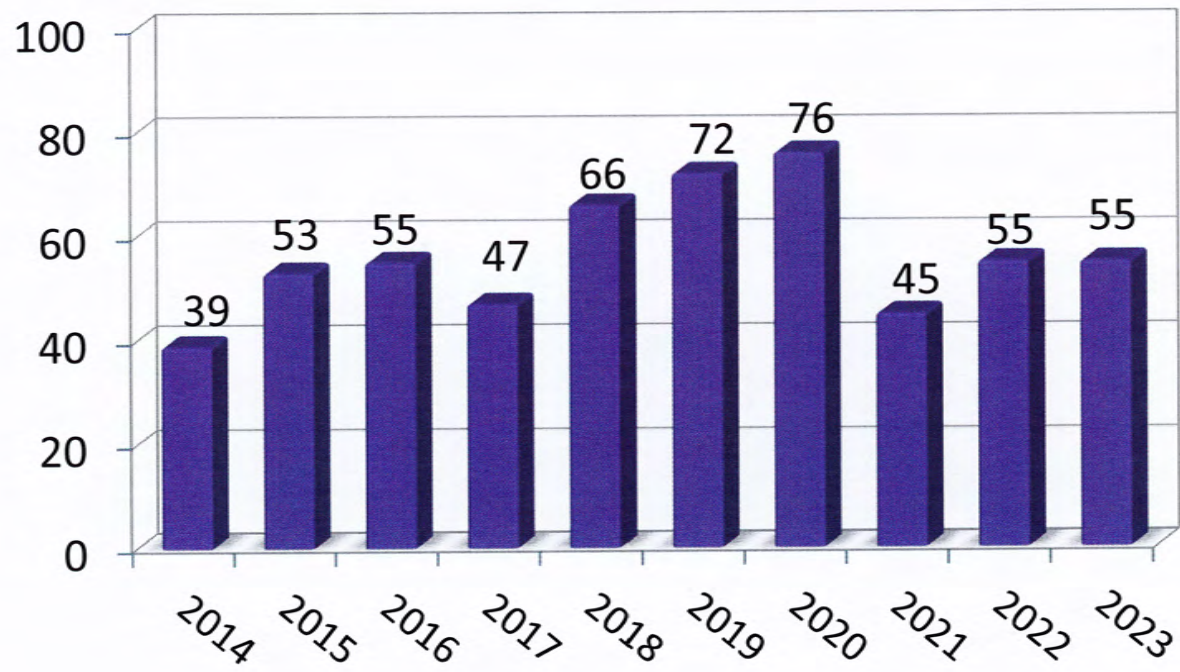
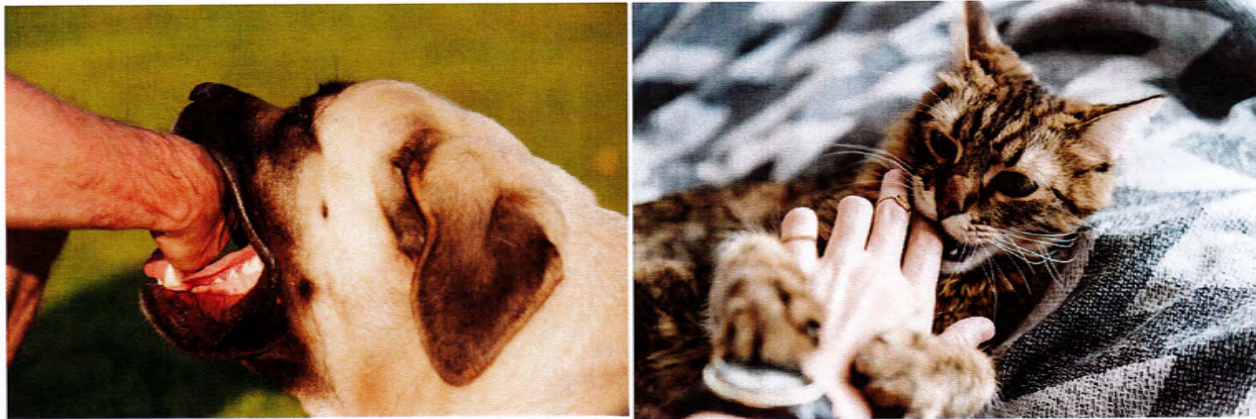
\*In 2006 Animal Control began transferring animals to other organizations. These organizations include LAWS, various Humane Societies, and other State Licensed Agencies.

# Animals Handled





# Bite Cases



# Animal Ordinance Enforcement

