



Welcome - Please turn off or silence all cell phones during the Study Session.

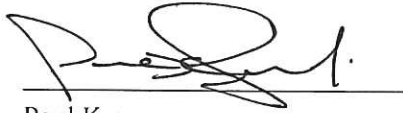
Meetings are televised everyday on Channel 2 at 7 p.m. and midnight

Study Session:

1. Stubby Park Discussion (pg. 2)
2. Rental Property Discussion (pg. 6)
3. Storm Water Fee Discussion (pg. 8)

Policy Report
Stubby Park Discussion
April 16, 2019

Prepared by:



Paul Kramer
City Manager

Issue:

A replacement of the playground equipment at Stubby Park is scheduled for 2019. The Capital Improvements Plan (CIP) includes a \$135,000 allocation for the project. Included in that cost is also some site grading work to help with drainage at the park.

Discussion:

Over the past six months, as staff prepared to execute the playground replacement later this year, a new discussion of making Stubby a “Destination Park” emerged. Currently, the park has unmatched visibility, has excess property and is the only park with a large play structure in the immediate area. However, the park also has some challenges, including very limited parking and its proximity to Fourth Street, which could create safety concerns with a footprint that extends west. The park is also underutilized, often with just a few patrons on weekends, regardless of the weather.

Staff reached out to a landscape architect to get an idea of what could be done to bring a much improved amenity to the City. The goals were:

- Bring life to this visible location
- A more diverse play setting with areas for children of varying ages
- A parent/guardian friendly area with benches, areas to observe children and a new shelter
- More parking to accommodate the improvement
- Maintain the sledding hill
- Create a setting where safety was of the utmost consideration

Cost:

Cost is a big issue, as the \$135,000 allocated for play equipment replacement is not sufficient for the entire plan. However, there are funds available in the CIP to increase the 2019 allotment, and the plan could be phased over two or three years. There is also the added benefit of doing a phasing in fall 2019 and spring 2020 that would almost seem like a continuous project, but allow multi-year funding. At the meeting, I will present a funding approach for the project.

Storm water:

One important issue that would have to be addressed as part of this program is the replacement of a large storm drainage pipe that runs diagonally across the property. Funds for this aspect would come from the storm water management program.

Discussion:

The item is before the Commission for discussion – if there is a consensus, the issue will return during the CIP/budget process.

Attachment: 1) A Master Plan layout; 2) Architect probable cost estimates



STUBBY PARK MASTER PLAN

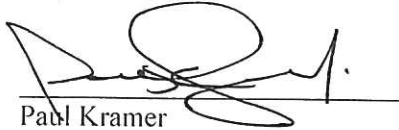
LEAVENWORTH, KANSAS

APRIL 10, 2019

Stubby Park Master Plan						
Opinion of Probable Costs						
4/10/2019						
Indigo Design, Inc.						
	ITEM	QTY	UNIT	UNIT PRICE	SUBTOTALS	TOTALS
PHASE 1						
PROJECT START-UP						
	Site Topographic Survey	1	L.S.	\$4,500.00	\$4,500.00	\$4,500.00
GENERAL SITE WORK						
	Construction Staking/Layout	1	L.S.	\$4,000.00	\$4,000.00	\$16,000.00
	Demo - existing play structures, walks, surfacing, etc.	1	L.S.	by city	by city	
	Earthwork	1	L.S.	\$8,000.00	\$8,000.00	
	Finish Grading	1	L.S.	\$4,000.00	\$4,000.00	
PARKING EXPANSION (NORTH)						
	Demolition/Site Prep	1	L.S.	\$2,000.00	\$2,000.00	\$27,320.00
	Earthwork	1	L.S.	\$5,000.00	\$5,000.00	
	Curb and Gutter	170	LF	\$28.00	\$4,760.00	
	Asphalt Pavement	246	SY	\$60.00	\$14,760.00	
	Striping	1	L.S.	\$800.00	\$800.00	
DRAINAGE						
	24" ADS Drain basin w/ grate Inlet	2	EA.	\$1,200.00	\$2,400.00	\$7,600.00
	10" HDPE Solid Pipe	130	LF	\$40.00	\$5,200.00	
NEW WALKING PATHS						
	Earthwork (subgrade excavation, create berms)	1	L.S.	\$3,500.00	\$3,500.00	\$37,216.00
	5' Width Concrete Trail - including 4" granular base	782	L.F.	\$38.00	\$29,716.00	
	Benches	5	EA.	\$800.00	\$4,000.00	
PLAY AREA RENOVATION						
	2-5 Play Structure	1	L.S.	\$25,000.00	\$25,000.00	\$134,704.00
	5-12 Play Structure	1	L.S.	\$75,000.00	\$75,000.00	
	Individual Spinners	2	E.A.	\$1,200.00	\$2,400.00	
	Spring Bouncers	2	E.A.	\$900.00	\$1,800.00	
	Toddler/bucket Swings (2 seats)	1	pair	\$1,500.00	\$1,500.00	
	Belt Swings (4-seats)	2	pair	\$1,500.00	\$3,000.00	
	Face-to-face/Companion Swing	1	E.A.	\$1,800.00	\$1,800.00	
	Play surface underdrains	1	L.S.	\$3,500.00	\$3,500.00	
	Wood Fiber Surfacing	8,812	S.F.	\$2.00	\$17,624.00	
	Pour-in-place Rubberized Surfacing (with AB-3 base)	0	S.F.			
	Concrete Play Area Border	140	L.F.	\$22.00	\$3,080.00	
MISCELLANEOUS						
	Fence - along south/west edges (4' ht, black-vinyl chain link)	400	LF	\$30.00	\$12,000.00	\$43,000.00
	Shade Trees	8	EA.	by city	by city	
	Seeding	1.5	AC	by city	by city	
	Design/Engineering - Final Design, Construction Docs, Bidding, CA	1	L.S.	\$21,000.00	\$21,000.00	
	Contingency	1	L.S.	\$10,000.00	\$10,000.00	
TOTAL PHASE 1 - PROBABLE CONSTRUCTION COSTS						\$270,340.00
FUTURE PHASES						
PARKING EXPANSION (WEST)						
	Demolition/Site Prep	1	L.S.	\$2,500.00	\$2,500.00	\$61,340.00
	Earthwork, Storm Inlet Adjustment	1	L.S.	\$10,000.00	\$10,000.00	
	Curb and Gutter	310	LF	\$28.00	\$8,680.00	
	Asphalt Pavement	646	SY	\$60.00	\$38,760.00	
	Striping	1	L.S.	\$1,400.00	\$1,400.00	
NEW SHELTER						
	Steel Structure (40' X 20') and footings	1	L.S.	\$70,000.00	\$70,000.00	\$102,200.00
	Concrete Pad (4" depth w/ 4" depth AB-3 Base)	1,800	S.F.	\$7.00	\$12,600.00	
	Electrical Supply	1	L.S.	\$8,000.00	\$8,000.00	
	Security lights in shelter	1	L.S.	\$2,400.00	\$2,400.00	
	Receptacles	1	L.S.	\$2,000.00	\$2,000.00	
	Picnic Tables	6	EA.	\$1,200.00	\$7,200.00	
NEW RESTROOM						
	Masonry Structure - 600 SF	1	LS	\$190,000.00	\$190,000.00	\$193,500.00
	- plumbing, service connection, lighting and electrical					
	Concrete Path	500	S.F.	\$7.00	\$3,500.00	
TOTAL FUTURE PHASES - PROBABLE CONSTRUCTION COSTS						\$357,040.00

Policy Report
Rental Property Discussion
April 16, 2019

Prepared by:



Paul Kramer
City Manager

Issue:

During the 2018-2019 and 2019-2020 City Commission Goal-Setting sessions, the Commission made the overall issue of addressing a variety of concerns about rental property a top priority. The City Commission has twice considered the issue of a Rental Inspection/Rental Property Management program at Study Sessions. The issue is once again before the governing body for discussion.

Priorities:

In evaluating previous discussions, a number of fundamental objectives have emerged that have a broad consensus of support. While not exhaustive and not representing any formal vote, the following objectives were created around Commission priorities and in a way that can each be objectively measured and analyzed going forward.

1. **Create real, near-term program for those who need it most**
 - a. The issue of substandard housing has been around for a long time and relief is needed.
 - b. With the tenuous nature of the current landlord/tenant mediation program, there is concern that residents requiring guidance have very few options.
2. **Minimize immediate impact to the landlord community**
 - a. There seems to be a general concern about fees, registrations and programs that could negatively affect property owners who operate a quality business.
 - b. Commissioners, staff and the public seem to agree that the majority of property owners are not the issue, therefore perceived impact on them should be mitigated.
3. **Create a program that addresses blight and appearance issues in neighborhoods**
 - a. Equal to relief for individuals in difficult situations seems to be the desire to provide relief to neighbors living near rental properties with chronic property maintenance issues.
4. **Gather data (there is a lack of data, even anecdotal)**
 - a. The existing landlord/tenant program has no requirements to capture data, nor have they captured anything of value for analysis. Capturing useful data is a critical component of creating a long-term solution.
5. **Create a structure that could grow over time**
 - a. The idea is to create something immediately manageable and meaningful, but through its operation, data and information could be gathered leading to strategic supplements adding to the program.

Discussions about rental property programs also have changed recently due to state legislation that limits the City's ability to make inspections a part of the program. The City Commission also discussed a new registration and licensing system, and while that may be something that emerges at a later time, that method did not seem to satisfy any of the objectives listed above.

Program Implementation

One method that could address all five objectives listed above is to create a new position with the City, tentatively titled Rental Property Coordinator. The person would be added to the newly established Community Development Department and provide the following:

- A stable and resourced place for residents to direct their issues
- A resource to guide residents in their options (legal, community services, etc.)
- A City staff member to coordinate the City's direct response (code enforcement, buildings, municipal court)
- A Community contact for related issues – to hold public meetings, public discussions
- A dedicated staff member for research and formulation of supplements to the program
- A dedicated staff member to create pamphlets, populate an area of the website, reach out to groups and people in person and online
- A dedicated staff member to collect data
- A commitment by the City that this is a meaningful issue
- A person to explore writing grants for this and other areas
- A person in the field who can either write or directly refer code enforcement citations and other either non-conforming or illegal issues to address property maintenance issues


The position is not currently funded and the necessary funds would need to be added during the upcoming budget process.

Discussion

The topic is before the Commission for discussion.

Policy Report
Storm Water Fee Discussion
April 16, 2019

Prepared by:


Paul Kramer
City Manager

Issue:

The City of Leavenworth enacted a dedicated storm water system fee in June 2018. The fee is included on property tax statements and is based on a set of classifications – single family, multi family, commercial and industrial – as well as the square footage, or number of units in the case of multi-family properties, of the physical structures on the property. The Commission has indicated a desire to review the structure of the fee schedule.

Background:

In 1994, the City hired Black & Veatch to complete a Storm Drainage Master Plan. The process for drafting the plan included establishing a Citizen Storm Water Advisory Committee, distributing citizen surveys, reviewing legal and technical issues, evaluating implementation of a storm water system computer model, and preparing a Capital Storm Water Improvement Master Plan. The plan was accepted by the Commission in 1997; plan recommendations included:

- The Public Works Department should increase the amount and frequency of maintenance of the storm water maintenance system, especially regarding roadside ditches.
- Evaluate the identified problems and recommendations in the water-shed subsystems outside the City boundaries.
- Analysis for the Three Mile and Five Mile Creek watersheds should be carried forward to preliminary design level analysis.
- Properly plan and develop the conveyance system and timing of improvements. The City should consider increasing its technical staff in engineering and GIS.
- Install a rainfall and stream flow monitoring system to establish peak run-off rates and flood elevations.
- **Consider the implementation of a storm water utility to fund capital improvement projects and the operation and maintenance of the drainage system.**

For various reasons, past City Commissions elected not to implement a storm water program fee. In the 22 years since the Black and Veatch plan was accepted, the City's storm water system has continued to decay.

Storm water fee:

In April 2017, staff brought the issue of a dedicated storm water fee to the City Commission Goal-Setting Session. Following a May 2017 Study Session consensus to move forward with the concept, staff focused

on the following areas: 1) Funding Structure; 2) Collection Methods; and 3) the Management Plan. For the purposes of this meeting, the information related to the funding structure discussion is included below.

1) Funding Structure

During a series of public meetings in 2017 – starting at the June 6, 2017 meeting – staff brought forth three recognized methods for assessing a storm water fee, ranging from simple to complex. To recap, the initial presentation included the following:

1. Simple, set rate formula

Assess as a fee on property tax statement or monthly billing (Bonner Springs)		
Residential	\$3.00 per month	\$36.00 annually
Non-Residential	\$5.50 per month	\$66.00 annually

This method is the easiest to implement and differentiates between residential and non-residential users. However, it lacks the ability to differentiate between large and small non-residential users, which could impose larger burdens on small businesses and limit the overall ability to generate sufficient revenue to make an impact.

2. Set rate, with non-residential multiplier

Collects either monthly on the water/sewer bill or some variation (Atchison, Topeka, Hays, Hutchison use variations on this method)		
Single Family	\$4.00 per month	\$48.00 annually
Multi-family, Commercial, Industrial	\$4.00 per month per ERU	

This method differentiates between single-family in one class and multi-family residential, commercial, and industrial in another class. This method introduces the requirement to utilize impermeable area calculations for all non-single-family properties in the City.

3. Complex calculation including ERUs, impermeable surface calculation, etc.

Lawrence collects fees as an assessment on the property tax statement		
Total impervious surface is not known for every residential property; therefore the number of ERUs is based on building footprints as follows:		
Single Family Footprint (building sq. ft.)	ERU	Monthly Charge
Up to 1,000	.67	\$2.76
1,001 to 1,800	1.00	\$4.12

1,801 to 3,000	1.25	\$5.15
3,001 to 4,800	1.80	\$7.42
4,800 +	2.50	\$10.30
Commercial, Industrial (total area of impervious surface) \$4.12 per month per ERU		

This method creates different billing amounts for the different sizes of residences throughout the city by using the multiplier of the ERU. The use of the actual impervious surface area of the commercial and industrial allows the City to differentiate between large and small non-residential uses. However, it does not separate multi-family from a commercial use. The complex calculations are only performed once per year for the property tax billing.

(An Equivalent Residential Unit (ERU) is the area of impervious surface on an average single family residential property, and is generally seen as a constant value across the community. The ERU value will vary by community, for example:

- *City of Lawrence ERU 2366 sq. ft.*
- *City of Topeka ERU 2018 sq. ft.*
- *City of Ottawa ERU 2600 sq. ft.*

**There is currently no ERU calculation for the City of Leavenworth)*

Determination on method

At the end of the process, the Commission, with input from the public and staff, selected method #1, but modified it to create more classifications. Using a calculation of impermeable area or ERUs introduces a variety of variables, including number of structures, onsite storm water management methods and other property characteristics – and would require the City to determine how to address each variable. The tiered, flat-rate system also corresponds with the concept of creating a method to properly maintain a citywide system, while not over burdening any segment of the population.

In a more broad sense, the City Commission also recognized that a storm water system is an interconnected and interdependent collection of methods to move water away from homes, businesses, public areas, parks, parking lots, streets, etc., into areas designed to dissipate or convey water into appropriate outlets. Storm water systems are vulnerable to age, materials, development and deferred maintenance. Much of the work on the system cannot be tied to single properties, groups of properties or even properties within the City limits. Storm water problems are a common hurdle that requires all entities within a City to participate in a solution.

Discussion

The topic is before the Commission for discussion.

ATTACHMENTS: 1) Fee structure currently in place.

Zoning Type	Unit Annual Fee	Annual Revenue
Single Family		
8,829 Units	\$84.00	\$741,636.00
Duples/Multi-Family		
895 Units	\$84.00	\$75,180.00
	73.77%	\$816,816.00
Commercial		
Total Avg - 6,000 sq. ft.		
CBD Avg - 1,000 sq.ft.		
45 Units < 1,500	\$162.50	\$7,312.50
210 Units 1,501 - 4,500	\$337.50	\$70,875.00
118 Units 4,501 - 10,000	\$512.50	\$60,475.00
64 10,001 - 20,000	\$675.00	\$43,200.00
11 20,001 - 50,000	\$1,200.00	\$13,200.00
7 50,001 - 100,000	\$2,075.00	\$14,525.00
3 100,001 - 200,000	\$2,600.00	\$7,800.00
3 over 200,000	\$3,125.00	\$9,375.00
461	20.48%	\$226,762.50
Industrial		
33 Units <4,500	\$337.50	\$11,137.50
18 Units 4,501 - 10,000	\$512.50	\$9,225.00
12 Units 10,001 - 20,000	\$675.00	\$8,100.00
12 Units 20,001 - 50,000	\$1,200.00	\$14,400.00
6 50,001 - 100,000	\$2,075.00	\$12,450.00
2 100,001 - 200,000	\$2,600.00	\$5,200.00
1 over 200,000	\$3,125.00	\$3,125.00
84	5.75%	\$63,637.50
		\$1,107,216.00

10,269