



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. 2018 Stormwater Management Plan Review (pg. 2)
2. Thornton Street Improvement Project Update (pg. 8)

Special Meeting:

Open Special Meeting

Action: Motion

3. **Executive Session-** Economic Development - Discuss Data Related to Financial Affairs or Trade Secrets
Action: Motion: (pg. 10)

**POLICY REPORT PWD NO. 18-51
2018 STORMWATER MANAGEMENT PLAN REVIEW**

December 4, 2018

Prepared by:



Michael G. McDonald, PE
Director of Public Works

Reviewed by:



Paul Kramer
City Manager

ISSUE:

Review the 2019 action items and plans for the stormwater management program

BACKGROUND:

In discussions related to the implementation of the stormwater management program, the consensus was to begin making improvements as soon as possible, while working on engineering plans, a system assessment project and other large repairs/replacements that are more complex and require a more extended timeframe.

The initial funds from the stormwater service fee will be available in early 2019, and staff has worked toward a plan that will begin to put those resources to use as soon as possible. This policy report follows the outline of the programs described in previous Commission meetings.

Initial areas of focus will be:

1. Orange fence repairs
 - a. Less difficult projects, plans prepared internally
 - b. More difficult projects, some requiring an engineering contract
2. A system assessment that will lead to development of the other programs previously identified (i.e. curb inlet, corrugated metal pipe, stone/brick arch, stream bank/erosion)
3. Ensure that project signage reflects the stormwater service fee as the funding source

City Staff has targeted approximately 30 "orange fence" locations that currently have some type of temporary fencing around them, and/or are known and are impacting adjacent properties.

Each location was evaluated based on the criteria below, with the information entered into a spreadsheet and notebook to allow for basic sorting to assist in determining a course of action.

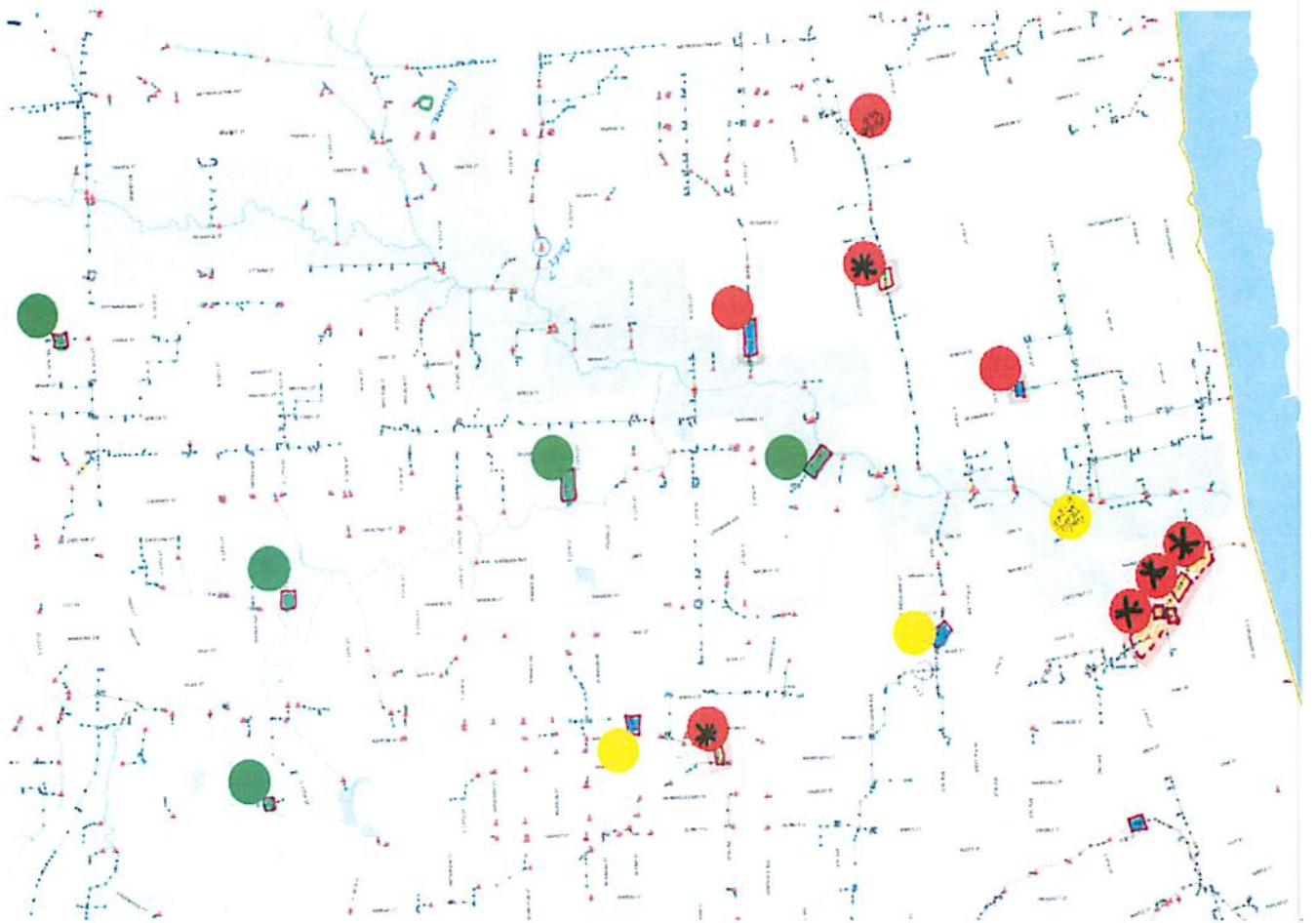
1. Reviewed the accumulated information – typically a combination of pictures, CCTV inspection reports, work order information and staff knowledge.
2. Evaluated the expected repair for requiring outside engineering and formal drawings taking into account project type, depth, known utility conflicts, need for easements and other documentation.

3. Evaluated the expected repair for ease of construction from 1=easiest, 2=moderate, 3=difficult.

This information was placed on a map using colored dots to identify key features noted above. There is generally some economy of scale from bidders as well as inspection and management costs if projects can be grouped by similarity and/or location. A study of the map and features identified three initial project groups that met the following criteria:

- Between five and eight locations with similar projects grouped geographically
- A typical project requiring no engineering, only staff work and review
- Relative ease of construction

Five locations, mostly north of Spruce (green dots shown below), have been identified for the first bid package to be issued in early 2019. There is another group of six projects meeting these criteria south of Spruce Street that will be grouped together for a second project, also in early 2019. A third project will address any additional sites, as well as the yellow dots and possibly some red dots that will require limited engineering work.



Location	Description	Estimated Cost
810 Cherokee	Replace existing with 24" pipe	\$15,000
1200 Cherokee	Replace existing with 15" pipe & inlets	\$18,000
330 N. 20 th Terrace	Reset 18" pipe, install flume	\$7,500
509 S. 17 th Street	Repair Street, replace rip-rap	\$10,000
1013 S. 17 th Terrace	Replace pipe, possible other repairs	\$12,000

It is important to note that a project at 3118 Iowa was on the original list, but had greatly deteriorated to the extent it was a danger to the home and occupants. City staff used an accelerated process to select a contractor for the repair. The work is scheduled to begin as soon as the weather permits, taking less than two weeks to complete. The 3118 Iowa project is the first project of the new stormwater program.

Goals for 2019

1. Package, bid and complete north of Spruce "Orange Fence" projects
2. Package, bid and complete south of Spruce "Orange Fence" projects
3. Identify projects for late 2019 and early 2020 construction from the "Orange Fence" effort, expected to be primarily the yellow dots and possibly some red dots.
4. Select engineer(s) to design complex projects, generally the red and red-star dots.
5. Develop a scope of work and select a firm for the system assessment effort
6. Determine the most efficient method to construct and engineer batches of projects, including exploring the idea of an indefinite quantity contract for a period of time.
7. Create and populate a dedicated web page for project information for all stormwater fee-funded projects.

ATTACHMENTS:


- Policy Report PWD 17-40 without attachments

POLICY REPORT PWD NO. 17- 40
REVIEW OF STORMWATER PROGRAM POLICY
AND FUNDING SOURCES
July 18, 2017


Prepared by:


Mike Hooper
Deputy Director of Public Works

Reviewed by:


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

Reviewed by:


Paul Kramer,
City Manager

ISSUE

Continued review of funding structure for Stormwater Program Policy

BACKGROUND

The discussion at the June 6, 2017 Study Session, reviewed the stormwater fees from numerous Kansas cities. The fee structures ranged from a simple monthly fee (one for residential and one for non-residential) to a little more complex with the inclusion of a multiplier based commonly on a value called an "Equivalent Residential Unit" (ERU) rate.

The discussion and guidance focused on a methodology that was both simple and fair to the residences and businesses in the City. The method of collecting the fee was also reviewed with the Commission.

COLLECTION OPTIONS

1. Staff has had discussions with water department personnel regarding the practice of collecting the fee on the monthly water department billing as is currently done with the trash and sewer charges. It is anticipated that only properties with water meters or refuse service billed by waterworks would be receiving a bill. A number of items and issues associated with using waterworks were identified. They are listed below;
 - The water department is implementing a new internet billing system. *(Any impact to the billing procedure and any additional costs to the City is unknown at this time)*
 - The water department will charge an account set-up fee of \$15,000 - \$20,000 to set up the billing accounts for stormwater and they will also charge a monthly fee in the approximate amount of five percent of monthly revenue (in addition to the fees charged to collect refuse and sewer bills). The set-up work being done by the water department personnel will take approximately four to six months to complete.
 - Income from the fee would be received on a monthly basis. It is expected that failure to pay the fee would be handled by the waterworks through shut-off of the water meter, although that has been in question in the past.
 - The burden of the fee payment would be on the resident, who possibly is not the property owner.

2. The other option discussed for collecting the fee is to place it as a fee on the annual property tax statement which is mailed to the OWNER of any property that has a building. Important details of this method are presented below:

- Fee Collection could be implemented starting January 1, 2018 provided all fees or assessments are certified to the county clerk by the 2nd week in August for inclusion on the December tax statements.
- Income from the fee would be received by the City twice a year. There are no collection fees associated with adding this fee, and failure to pay the fee is handled as a failure to pay taxes by the county.
- This method places the burden of paying the fee on the property owner who may or may not be the resident at that address.

FEE STRUCTURE

In the effort to identify a fee structure that is fair and equitable to the City's citizens and businesses, staff has developed the revenue estimates identified in the spreadsheets on the additional pages of this report. Several broad categories were selected to provide simplicity in application of the fees as expressed by the Commission. The revenue estimates are divided in the categories shown below. Commercial and Industrial fees are based on the square footage of building as shown in the City of Leavenworth GIS.

These categories are applicable to collection of the fee by both waterworks and Leavenworth County.

- **Single Family** (*per housing unit*)
- **Duplex/Multi-family**
(*each housing unit would be billed for the fee, ** example – duplex, 2 housing units x the fee, four-plex, 4 housing units x the fee, six-plex, 6 housing units x the fee, etc.*)
- **Commercial**
 - Units less than 1500 sq. ft. of building footprint (*most downtown businesses*)
 - Units 1500 – 4500 sq. ft. of building footprint
 - Units greater than 4500 sq. ft. of building footprint (*auto dealerships & large box stores*)
- **Industrial**
 - Units less than 6500 sq. ft. of building footprint
 - Units greater than 6500 sq. ft. of building footprint

This method creates different fee structures for housing units (single family & multi-family) vs. the building footprint square footage (commercial & industrial structures).

MANAGEMENT PROGRAM

The implementation of the stormwater fee will require the adoption of a Comprehensive Stormwater Management Program. Attached for review is a draft document outlining the program. The document identifies five program goal activities. The five activities are:

- Address flood problems with drainage improvement projects to reduce the occurrence of property flood damage.
- Review, enact, and enforce ordinances, policies, and design criteria as necessary to manage the floodplain and prevent future flooding.
- Perform routine maintenance of the City's storm drainage system to maintain its intended capacity and condition.
- Enhance water quality to preserve the natural environment while maintaining compliance with the City's Kansas Water Pollution Control Permit
- Provide adequate funding for the Comprehensive Stormwater Management Program.

The implementation of the program will require additional staff to include a project coordinator and additional equipment for the current staff. We anticipate the following activities to occur if the fees are adopted.

1. Within six months after initiation of the fee, the hiring of a project coordinator to facilitate the Stormwater Management Program.
2. Priority ONE beginning at the initiation of the program would be to address the growing list of resident calls who have identified stormwater system issues and orange fence on their properties. *(These locations can be addressed fairly expeditiously through the use of consultants and outside contractors once the funding is established.)*
3. Beginning within eighteen months after implementation, staff anticipates the following additional programs to be under development:
 - **Curb Inlet Replacement Program.** *This would address the failing brick & concrete block curb inlets throughout the City. Most projects can be completed using city staff, although a sufficiently large number of locations will require use of a contractor to complete the work.*
 - **Corrugated Metal Pipe (CMP) Program.** *Identify and prioritize repair of CMP*
 - **Lining Program** – *where dig and replace is not an option or recommended due to pipe condition, depth, and/or location. Projects of this type would be completed by outside contractors.*
 - **Replacement Program.** *This would address the corrugated metal pipe that is in an advanced state of deterioration where lining would not be feasible. Projects of this type would be completed by outside contractors.*
 - **Brick & Stone Arch Replacement Program.** *This would be a proactive program that will address the numerous very old street crossings and drainage structures throughout the City. Projects of this type would be completed by outside contractors.*
 - **Stream Bank & Streamway Resoration Program.** *This would be a proactive program that will address the removal of the brush and trees that are growing along the stream that inhibit the efficient flow of stormwater during peak flow events. Projects of this type would be completed by, city staff, inmate workforce, and outside contractors.*
4. Project priority sheets will be reviewed with the City Manager. It is anticipated that most projects can be addressed within the funding stream created from the fees. Larger or high priority projects may need to compete for CIP funds.

ATTACHMENTS

Sample Fee Structure
Draft Stormwater Management Program
Stormwater Fee Zoning Map

POLICY REPORT PWD NO. 18-52
THORNTON STREET PROJECT UPDATE

E-FILE

City Project 2015-795

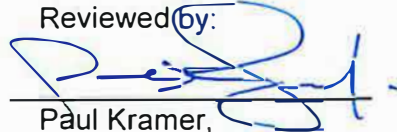
December 4, 2018

Prepared by:



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

Reviewed by:



Paul Kramer,
City Manager

ISSUE:

Commission update on the Thornton Street Improvement Project.

BACKGROUND:

On June 5, 2018, the City Commission approved the design contract with Affinis Corporation for the Thornton Street Improvement Project between 5th Street and 10th Avenue. Kristen Leathers from Affinis Corporation will give the Commission an update on the progress of the field work and plan preparation.

Once field check plans are complete, the City staff will schedule an information meeting with all property owners who will be affected by the project.

Affinis has initiated the following work required for the preliminary design:

- Topographic field survey to identify
 - Existing curb inlet, invert, and pipe elevations
 - Property features – i.e. retaining walls, trees, landscaping, and irrigation systems
 - Sidewalk, driveway, and structure locations
 - Existing utility locations and elevations
- Conduct geological investigations (soil borings)
- Review record drawings of abutting projects, subdivisions, and property ownership
- Develop a base map from survey and property information to identify construction limits and easement locations (temporary and permanent)
- Analyze storm drainage needs along the project to include:
 - Review watershed areas for all streams and basins draining onto the proposed roadway
 - Locate all storm drainage system discharges upstream from the project
 - Verify condition and adequacy of the existing stormwater system
 - Identify areas to construct BMPs within the right-of-way or on City-owned property
- Prepare an analysis of the construction phasing and traffic control needs to maintain acceptable access to adjoining properties and roadways.
- Hold a utility coordination meeting to identify potential utility conflicts and necessary utility relocations
- Prepare Field Check Plans for use in the public information meeting with all property owners associated with or adjacent to the project.

POLICY:

In projects of this magnitude, at least one meeting is held with property owners during the design phase and one prior to construction after the contractor has been selected.

RECOMMENDATION:

Proceed with the design and schedule a public meeting to obtain input, answer questions, and address concerns of the property owners.

EXECUTIVE SESSION

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

DECEMBER 4, 2018

CITY COMMISSION ACTION:

Motion:

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