City Council WORKSHOP Agenda
April 25, 2023 at 6:30 PM
City Hall Council Chambers - 210 W. 6th Ave and Virtual

The City of Kennewick broadcasts Council meetings via Zoom and on the City's website at
https://www.go2kennewick.com/CouncilMeetingBroadcasts.
No public comment is taken at workshops.

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1. CALL TO ORDER
2. POLICE DEPARTMENT ANNUAL REPORT
3. 2022 YEAR-END FINANCIAL REVIEW AND SPRING 2023 BUDGET ADJUSTMENT
4. CIVICCLERK BOARD PORTAL/LIVE MEETING REVIEW
5. ADJOURN

Council Agenda Coversheet	Agenda Item Number: 2.	Council Date: 4/25/2023	Category: Info Only
	Agenda Item Type: Presentation		
	Subject: PD Annual Report		
	Department: Police Department		

Summary

Kennewick Police Department Chief of Police, Chris Guerrero, will provide the department's annual report from 2022. This will include an overview of what occurred in 2022 and plans for 2023.

Attachments:

1. Report

KENNEWICK CITY COUNCIL

KENNEWICK POLICE DEPARTMENT

2022 YEAR END REPORT

April 25, 2023

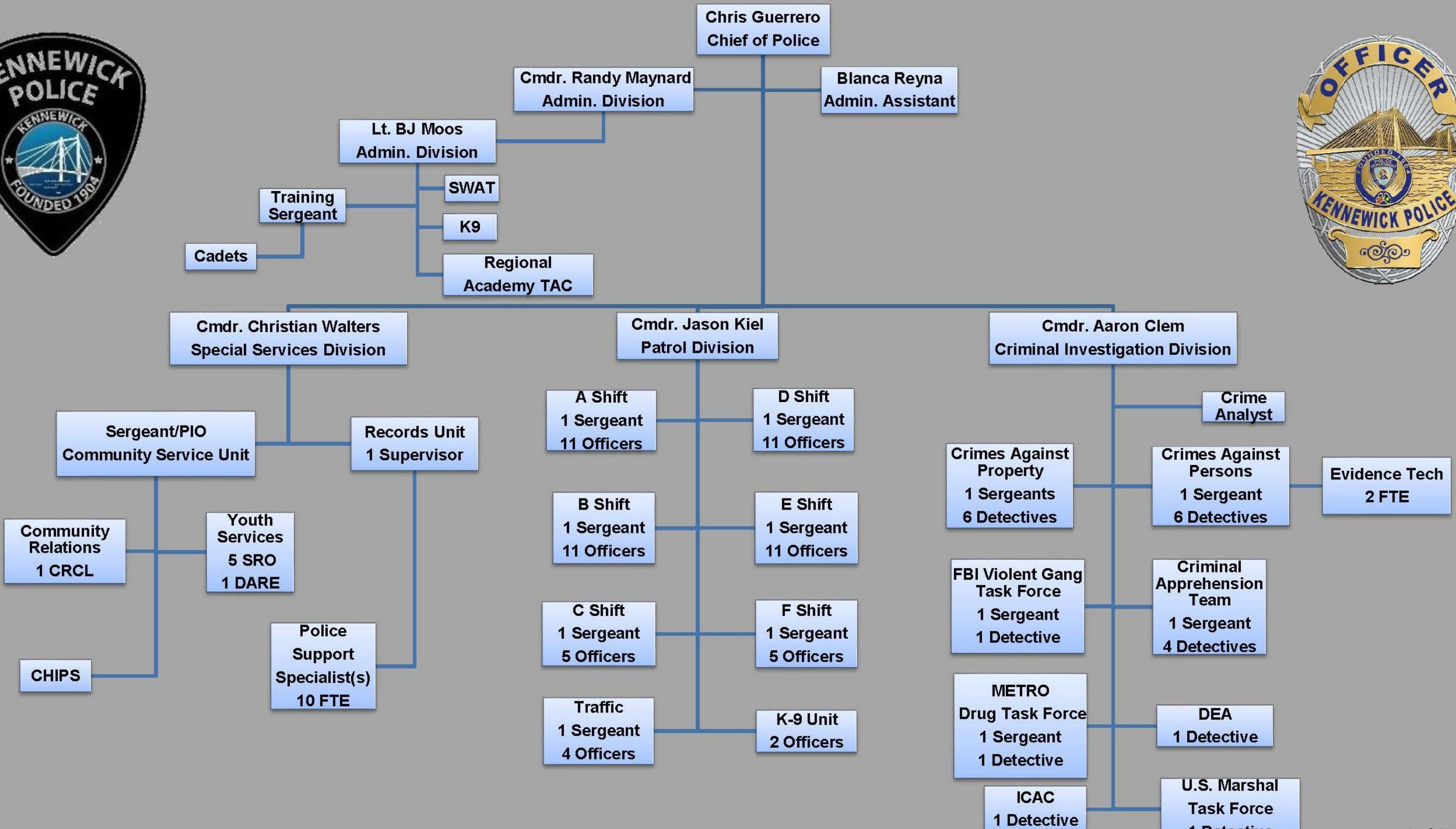
Presentation Outline

- Review of police department services by division.
- 2022 Accomplishments
- 2022 Challenges
- 2023-2024 Biennial Goals & Priorities

Divisional Makeup

Our police department is currently split into four divisions:

- Administrative Services Division
- Patrol Division
- Criminal Investigations Division
- Special Services Division


Chris Guerrero
Chief of Police
Cmdr. Randy Maynard
Admin. Division
Blanca Reyna
Admin. Assistant
Lt. BJ Moos
Admin. Division
SWAT
Training Sergeant
K9
Cadets
Regional Academy TAC
Cmdr. Christian Walters
Special Services Division
Cmdr. Jason Kiel
Patrol Division
Cmdr. Aaron Clem
Criminal Investigation Division
Sergeant/PIO
Community Service Unit
Records Unit
1 Supervisor
Community Relations
1 CRCL
Youth Services
5 SRO
1 DARE
CHIPS
Police Support Specialist(s)
10 FTE
A Shift
1 Sergeant
11 Officers
D Shift
1 Sergeant
11 Officers
B Shift
1 Sergeant
11 Officers
E Shift
1 Sergeant
11 Officers
C Shift
1 Sergeant
5 Officers
F Shift
1 Sergeant
5 Officers
Traffic
1 Sergeant
4 Officers
K-9 Unit
2 Officers
Crime Analyst
Crimes Against Property
1 Sergeants
6 Detectives
Crimes Against Persons
1 Sergeant
6 Detectives
Evidence Tech
2 FTE
FBI Violent Gang Task Force
1 Sergeant
1 Detective
Criminal Apprehension Team
1 Sergeant
4 Detectives
METRO
Drug Task Force
1 Sergeant
1 Detective
DEA
1 Detective
ICAC
1 Detective
U.S. Marshal
Task Force
1 Detective

2022 Accomplishments

Administrative Services

- Achieved WASPC reaccreditation, Lexipol Policies,
- Hiring, promoting, and training (9 separations, 15 hiring's, 22,723 hours)
- 14 Complaints, 46 Use of Force Incidents
- Transparency with Officer Involved Shootings (YouTube)

Patrol

- 91,767 Calls for Service
- 3,348 Collisions
- Deployment of Body Worn Cameras, In-Car
- Cameras, New Mobile/Records Management System

2022 Accomplishments – cont.

Investigations

- 593 cases assigned to CID
- Narcotics Specialty Units
- Special Investigations Unit

Special Services

- Managed large events – 4th of July, Boat Races, Fair & Rodeo
- SRO's and DARE
- CHIPS – 3,465 hours of volunteer service
- Records Division
- Outreach Partnership – Comprehensive, Three Rivers, Benton Franklin Health & Human Services

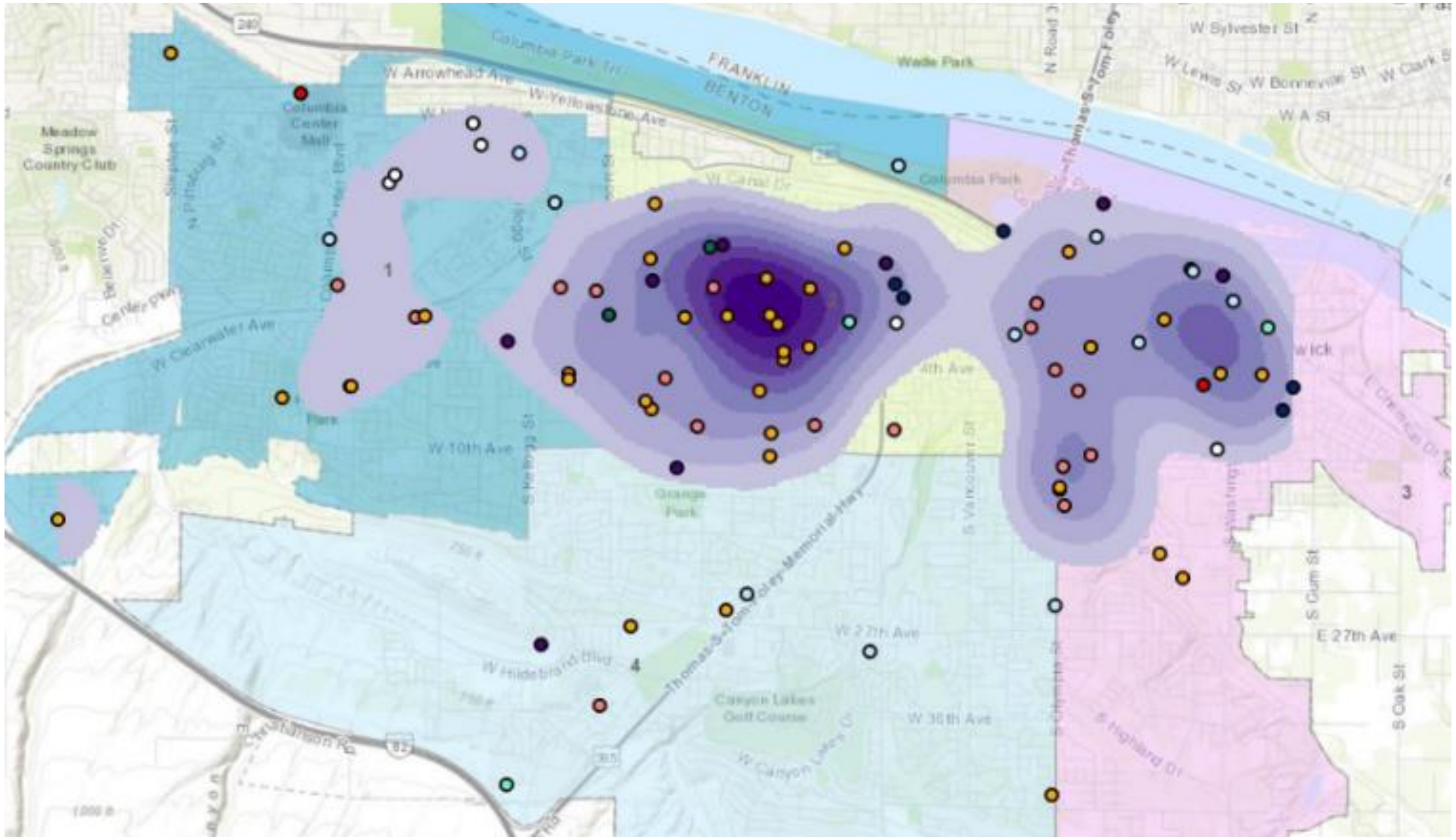
2022 – Challenges

- 30% increase in overall crime, both property and violent crimes up.
- Technology – BWC’s, Taser, Tyler Mobile/RMS, Lexipol
- Response to Legislation
- Officer Health and Resiliency

2023-2024 Goals and Priorities

1. Provide Profession Police Services
   - Proactively combat criminal activity.
     - Crime prevention strategy
     - Collision reduction strategy
   - Public Safety Sales Tax – 15 officers, 1 Asst. City Attorney, 2 Support Specialist, cadet program
     - Hire, promote and train
   - Officer health and resiliency

Crime Prevention Strategy



Targeted Crimes

Auto Theft

Commercial Burglary

Residential Burglary

Gang Graffiti

Graffiti

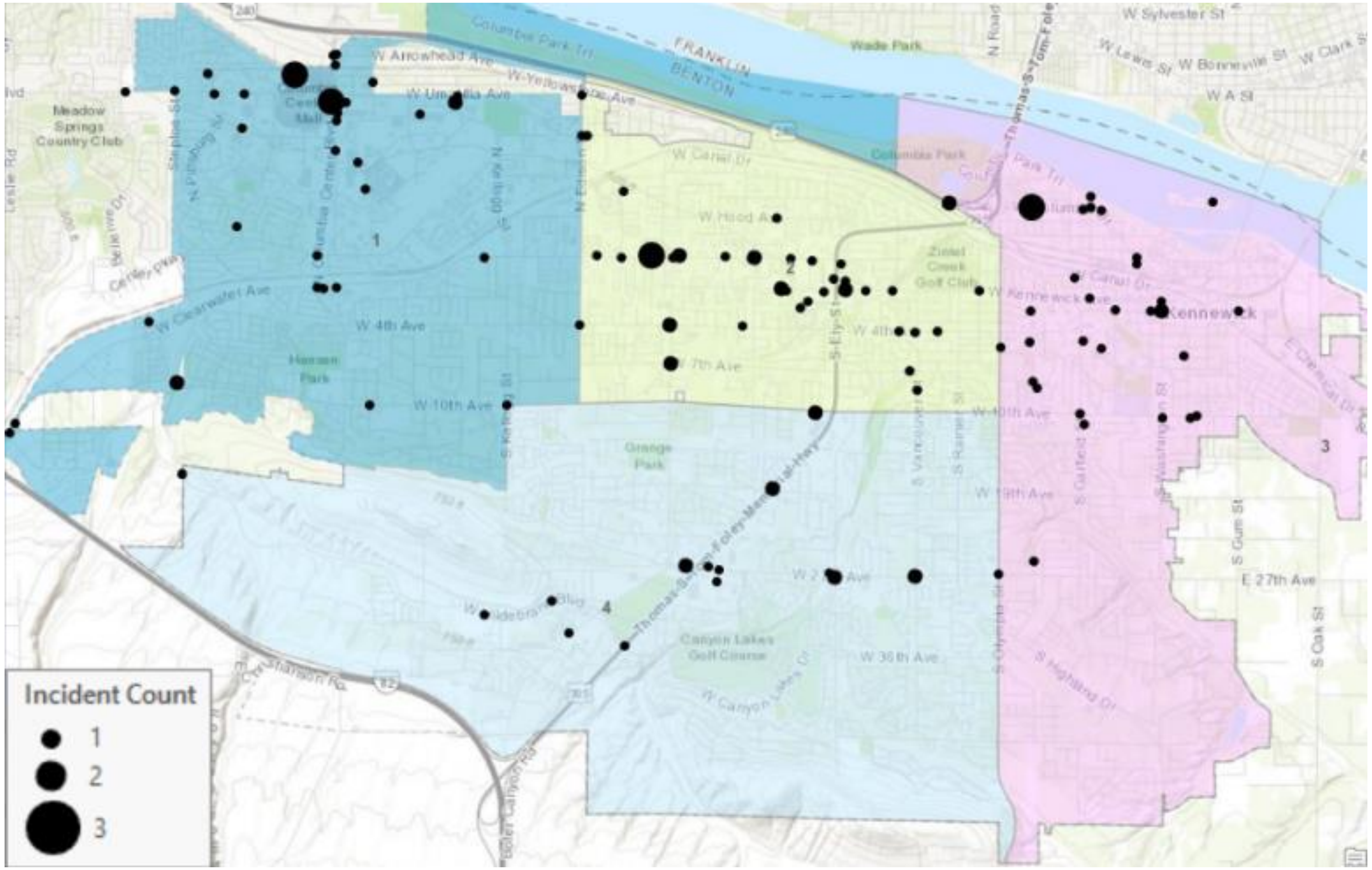
Robbery

Shots Fired

Vehicle Prowl

Theft Vehicle Parts/Accessories

Collision Reduction Strategy



Zone 1 = 40 (27%)

Zone 2 = 43 (29%)

Zone 3 = 34 (23%)

Zone 4 = 18 (12%)

149 over a 21 Day period

2023-2024 Goals and Priorities – cont.

2. Community / Partnership Engagement
   - Citizens Academy
   - Neighborhood Outreach – Neighborhood BBQ's
   - Coffee with A Cop
   - KPD Foundation – CCF
   - LE Partnerships – Regional Police Academy
   - Kennewick School District – SRO's in Middle Schools & Safety Officers

QUESTIONS??

Council Agenda Coversheet	Agenda Item Number: 3. Council Date: 4/25/2023	Category: Info Only
	Agenda Item Type: Presentation	
	Subject: 2022 Year-End Financial Review and Spring 2023 Budget Adjustment	
	Department: Finance	

Summary

Each spring after Finance completes the process of closing the prior year, staff provides the Council with an updated report on the City's financial condition and a review of the prior year's financial activity. The presentation at the April 25th workshop will cover the 2022 financial results for the City's general governmental operations, capital program, and enterprise operations. Additionally, staff will be providing Council with an overview of the spring 2023 budget adjustment, which is scheduled for City Council's formal consideration at the next regular meeting on May 2, 2023.

Attachments:

1. Presentation

2022 Financial Review

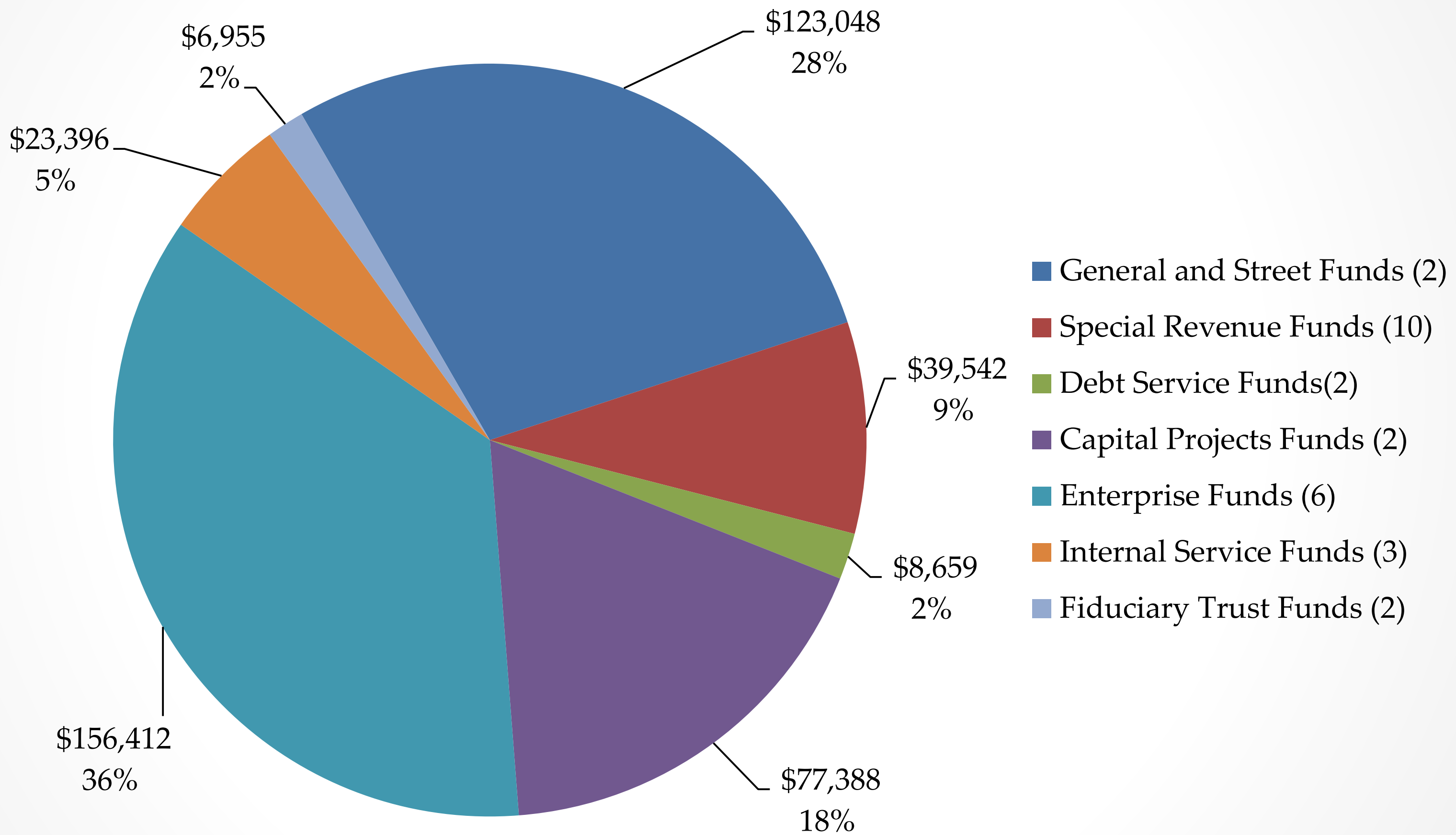
Kennewick City Council Workshop
April 25, 2023

Fund Types

- **General Governmental Funds:**
  - **General Fund**: to account for financial resources not required to be accounted for in another fund.
  - **Special Revenue Funds**: to account for legally restricted resources.
  - **Capital Projects Funds**: to account for financial resources to be used for acquisition or construction of capital facilities.
  - **Debt Service Funds**: to account for resources accumulated for the repayment of debt.
- **Proprietary Funds:**
  - **Enterprise Funds**: to account for operations that are financed and operated in a manner similar to a private business.
  - **Internal Service Funds**: to account for financing of goods or services provided by one department to another within the government.
- **Trust & Agency Funds**:
  - Fund used to account for assets held by a government in a trustee capacity.

2021/2022 Adj. Budget – All Funds

(In Thousands)



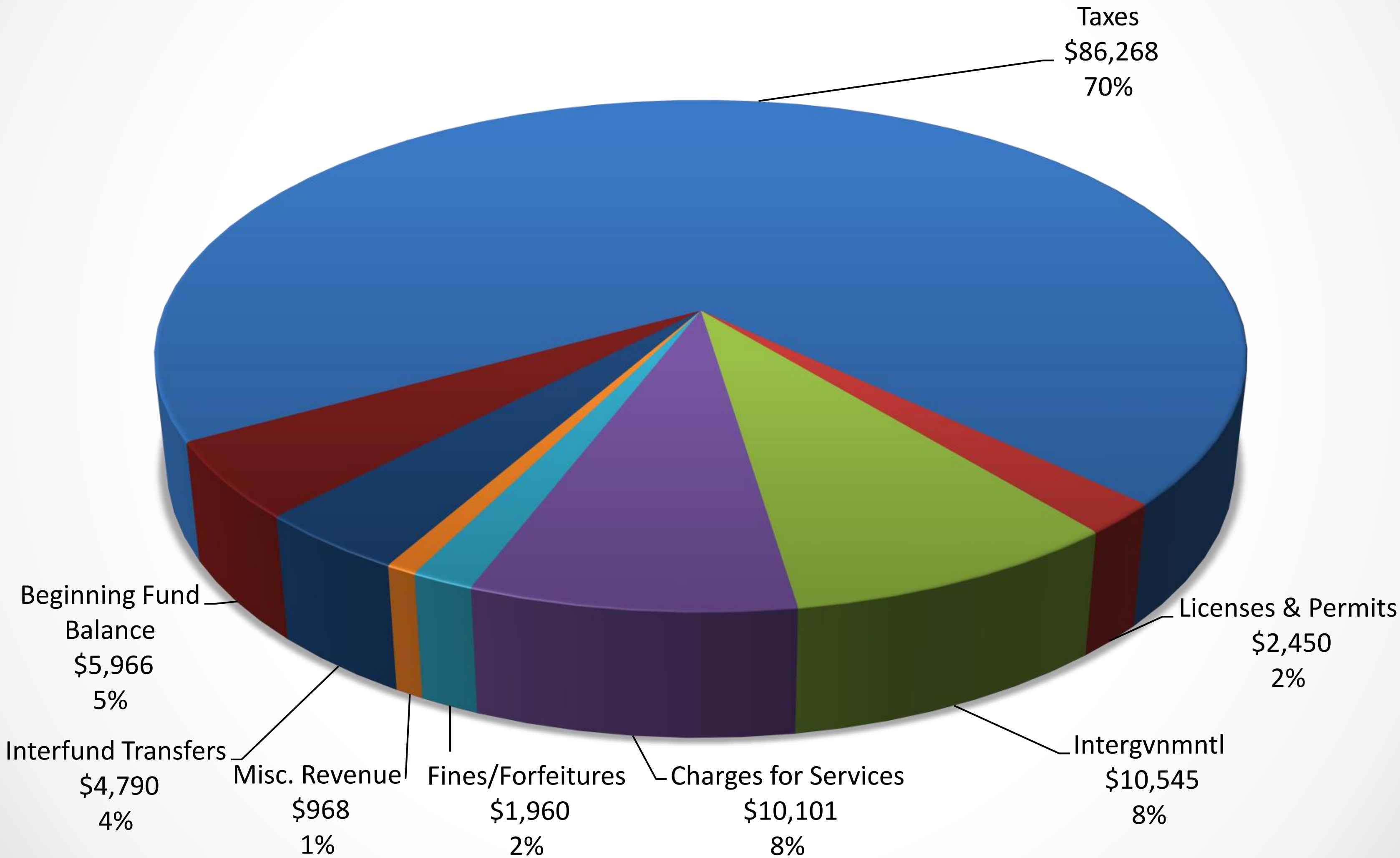
Total 2021/2022 Adjusted Budget = $435,399,967

General & Street Funds

- Police
- Fire Suppression & Inspection
- Planning
- Economic Development
- Engineering
- Parks & Recreation
- Street Maintenance
- Support & Administration Functions (e.g. City Manager & Council, City Attorney, City Clerk, Finance & Customer Service, Purchasing, Information Systems, Human Resources)

21/22 Adj. Budget – General/Street Funds

(In Thousands)



Total 2021/2022 Adjusted Budget = $123,047,898

General/Street Funds Revenues

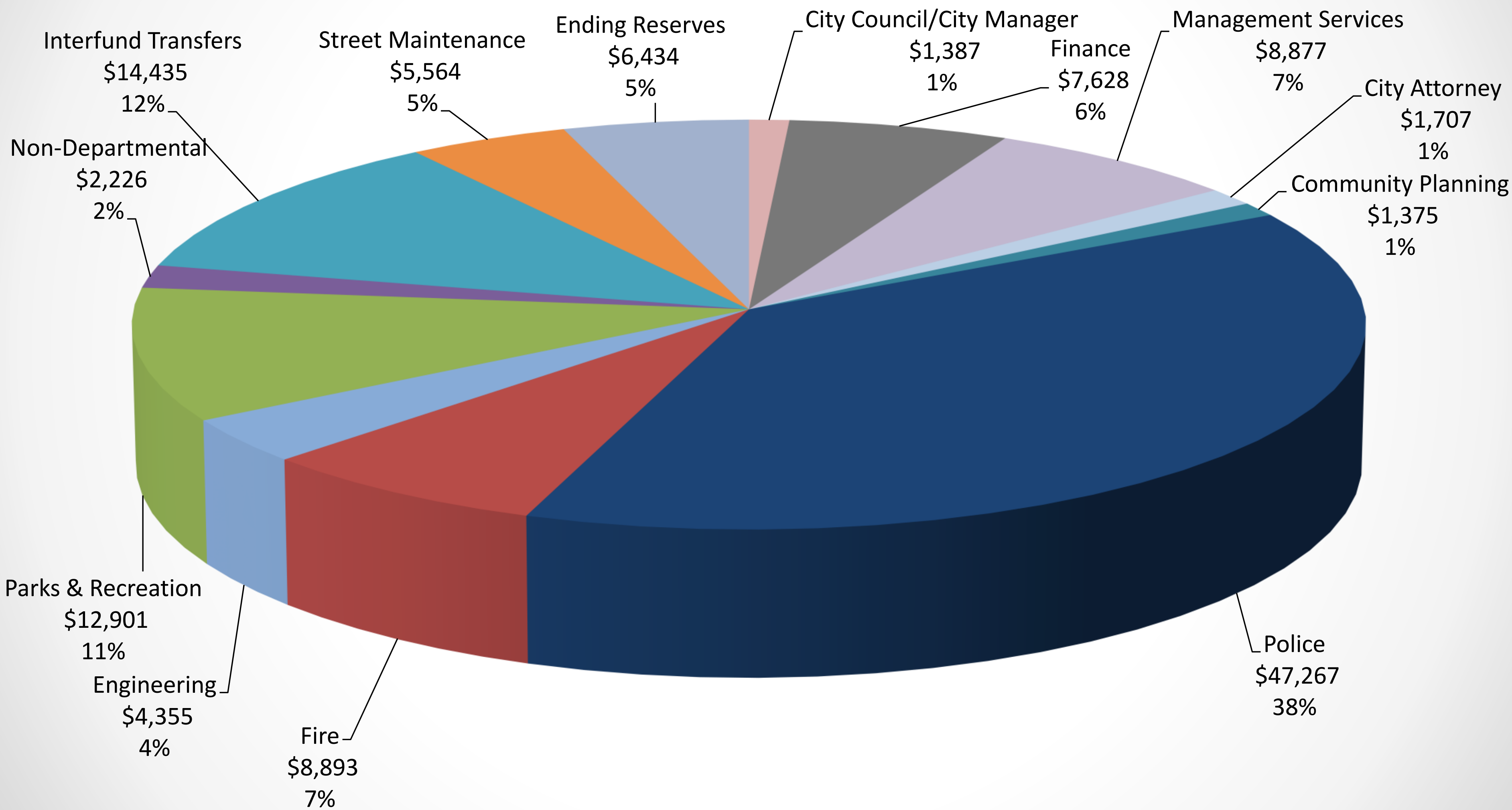
- Revenue increase of 5.1% (approx. $2.9M)
  - Tax revenue increased 3.8% ($1.6M)
    - Sales tax incr. citywide by 4.3% ($735K)
    - Property taxes incr. 2% ($281K)
    - Overall utility taxes incr. 2.7% ($266K), despite declines in telephone
    - Gambling taxes incr. 18% ($129K)
    - Admissions taxes incr. 71% ($191K)
  - Licenses & Permits incr. 80% ($877K) due to incr. in civil permit fees & reclassification of cable franchise fees
  - Intergovernmental revenues decr. by 7.9% (-$449K) due to reduction in state revenue for city assistance for police reform and reimbursement of 2021 COVID vaccination site costs
  - Charges for services incr. 12.3% ($552K) due to restoration of School Resource Officer (SRO) positions for full school year in 2022
  - Misc. Revenue (interest & facility rentals) incr. 113% ($489K) due to relaxation of statewide COVID restrictions/closures, higher interest rates

General/Street Funds Revenues (Thousands)

	Adj Budget 2021/2022	Actual 2021	Actual 2022	Actual 2021/2022	% Rec/Spent
Revenues:					
Taxes	$ 86,268	$ 43,266	$ 44,891	$ 88,157	102.2%
Licenses & Permits	2,450	1,098	1,974	3,072	125.4%
Intergovernmental Revenues	10,546	5,264	5,214	10,478	99.4%
Charges for Services	10,101	4,503	5,055	9,558	94.6%
Fines & Forfeitures	1,960	662	464	1,126	57.5%
Miscellaneous Revenue	967	832	923	1,755	181.5%
Transfers In	4,790	2,281	2,357	4,638	96.8%
Total Revenues	$ 117,082	$ 57,906	$ 60,878	$ 118,784	101.5%

21/22 Adj. Budget – General/Street Funds

(In Thousands)



Total 2021/2022 Adjusted Budget = $123,047,898

General/Street Funds Expenditures

- Expenditure increase of 5.1% (approx. $2.9M)
  - Increase in salaries & benefits of 4.7% (approx. $1.6M)
    - Restoration of part-time/seasonal labor
    - Negotiated pay increases for contract personnel & pay for performance awards for non-represented
    - Increase in medical premiums
    - Offset by savings from vacant positions
  - Increase in supplies of 28.3% (approx. $413K)
    - Inflationary increases in supplies, snow and ice removal
  - Increase in other services & charges of only 0.1% (approx. $15K)
    - Assessments to District Court and Benton County Jail declined
    - Offset by an increase in costs for animal control services
  - Increase in transfers out of 28% (approx. $1.8M)
    - Risk Management Fund (liability insurance premiums)
    - Restoration of annual $1M transfer to capital program

General/Street Funds Expenditures (Thousands)

	Adj Budget 2021/2022	Actual 2021	Actual 2022	Actual 2021/2022	% Rec/Spent
Expenditures:					
Salaries & Benefits	$ 73,359	$ 35,045	$ 35,680	$ 70,725	96.4%
Supplies	3,331	1,459	1,872	3,331	100.0%
Other Services & Charges	25,096	11,319	11,334	22,653	90.3%
Interfund Transfers	14,435	6,328	8,109	14,437	100.0%
Capital Outlay	393	138	155	293	74.6%
Total Expenditures	$ 116,614	$ 54,289	$ 57,150	$ 111,439	95.6%

General/Street Funds Reserves

- Ending fund balance > reserve req.
  - One-time funding opportunity
- Increased strategic reserve to $3.2M
  - Together with General Fund reserve, equals 29% of 2022 expenditures
- Opportunities & Vulnerabilities:
  - Long-term COVID-19 economic impacts/inflation/potential for recession
  - Status of Public Safety Sales Tax beyond 2024
  - One-time Federal Funding (remaining ARPA and other federal grants)
  - Future facility funding needs

General/Street Funds Reserves (Thousands)

	Adj Budget 2021/2022	Actual 2021	Actual 2022	Actual 2021/2022	% Rec/Spent
Total Revenues	$ 117,082	$ 57,906	$ 60,878	$ 118,784	101.5%
Total Expenditures	$ 116,614	$ 54,289	$ 57,150	$ 111,439	95.6%
Excess (Deficit) Revs over Exps	468	3,617	3,728	7,345	
Beginning Fund Balance	5,966	5,966	9,583	5,966	
Ending Fund Balance	$ 6,434	$ 9,583	$ 13,311	$ 13,311	
Required Ending Fund Balance	$ 4,373	$ 4,373	$ 4,373	$ 4,373	
Excess over Req Reserve	**$ 2,061**	**$ 5,210**	**$ 8,938**	**$ 8,938**	

2022 Capital Program Highlights

- 2022 Citywide Pavement Preservation
  - Gage Blvd. (Steptoe to N. Center Parkway)
  - W. Okanogan Pl. (S. Columbia Center Blvd. to W. Quinault Ave.)
  - W. 10^{th} Ave (S. Columbia Center Blvd. to S. Kellogg St.)
  - Clearwater Ave. (Steptoe to Ridgeline Drive) – ARPA Funded
- Lawrence Scott Pickleball Courts & Amenities – ARPA Funding
- Steptoe Street/Gage (Design/ROW) – Federally Funded
- Deschutes/CCB Intersection (Design/ROW) – Federally Funded
- Quinault/CCB Intersection (Design/ROW) – Federally Funded
- Fire Station #1/Admin Facility – Financed with 2022 Bond Issue
- Toyota Center & Arena Seating/Flooring – ARPA Funded
- 18^{th} & Kellogg Reservoir – Financed with 2019 Revenue Bonds
- AMI System & Meter Replacement – State Loan/Rate Revenue

Water & Sewer Highlights

- Operating revenues slightly higher than anticipated overall for the biennium
  - Water rate revenue increased by 2.4% in 2022
  - Sewer rate revenue increased by 7.7% in 2022
  - Water consumption down 7.1% in 2022
- Expenses in line with the adjusted budget
  - Inflationary pressure for supplies and other operating costs
- Capital projects include:
  - Automated metering infrastructure (AMI), 18th & Kellogg Reservoir, Water and Wastewater Plants improvements design work, Industrial Area Utility Extensions
- Ending reserves higher than anticipated
  - Significant capital projects for 2023 & beyond
  - Meets policy requirements for operating and capital reserves and debt service coverage ratio

Water & Sewer Fund (Thousands)

	Adj Budget 2021/2022	Actual 2021	Actual 2022	Actual 2021/2022	% Rec/Spent
Revenues:					
Revenue from Rates	$ 52,535	$ 26,266	$ 27,567	$ 53,833	102.5%
Other Fees & Charges	2,173	1,063	1,351	2,414	111.1%
Interest & Miscellaneous	66	147	357	504	763.6%
Other Financing Sources	20,251	681	4,110	4,791	23.7%
Total Revenues	$ 75,025	$ 28,157	$ 33,385	$ 61,542	82.0%
Expenditures:					
Salaries & Benefits	$ 10,463	$ 5,082	$ 5,137	$ 10,219	97.7%
Supplies	927	378	478	856	92.3%
Other Services & Charges	21,624	11,142	10,583	21,725	100.5%
Transfers	125	3	92	95	76.0%
Capital	34,810	7,578	11,644	19,222	55.2%
Debt Service	7,407	3,078	3,029	6,107	82.5%
Total Expenditures	$ 75,356	$ 27,261	$ 30,963	$ 58,224	77.3%
Excess (Deficit) Revs over Exps	$ (331)	$ 896	$ 2,422	$ 3,318	
Beginning Working Capital	$ 22,520	$ 22,520	$ 23,416	$ 22,520	
Ending Working Capital	$ 22,189	$ 23,416	$ 25,838	$ 25,838	

Stormwater Utility Highlights

- Total revenue slightly exceeded the adjusted budget at 101.5% of adjusted budget

- Total expenditures at 75.7% of adjusted budget
    - Operating expenses at 88% of adjusted budget
    - Transfers and capital outlay as projected for biennium
        - Multiple projects expected for construction in 2023

- Reserve levels improved to $2.6M
    - Exceeds operating reserve policy; anticipated to be reduced in 2023/2024

Stormwater Utility Fund (Thousands)

	Adj Budget 2021/2022	Actual 2021	Actual 2022	Actual 2021/2022	% Rec/Spent
Revenues:					
Revenue from Rates	$ 5,105	$ 2,526	$ 2,655	$ 5,181	101.5%
Interest & Miscellaneous	4	6	35	41	1025.0%
Total Revenues	$ 5,109	$ 2,532	$ 2,690	$ 5,222	102.2%
Expenditures:					
Salaries & Benefits	$ 1,762	$ 722	$ 704	$ 1,426	80.9%
Supplies	47	19	33	52	110.6%
Other Services & Charges	1,376	630	700	1,330	96.7%
Transfers	16	1	6	7	43.8%
Capital	2,800	493	1,237	1,730	61.8%
Total Expenditures	$ 6,001	$ 1,865	$ 2,680	$ 4,545	75.7%
Excess (Deficit) Revs over Exps	$ (892)	$ 667	$ 10	$ 677	
Beginning Working Capital	$ 1,912	$ 1,912	$ 2,579	$ 1,912	
Ending Working Capital	$ 1,020	$ 2,579	$ 2,589	$ 2,589	

Ambulance Utility Highlights

- Growth in total operating revenue of 3%:
  - Increase in billable transports & net transport revenue
  - Increase in revenue from availability charge due to growth in commercial and residential units & automatic rate change based on CPI
- General Fund contribution remained at $5.06M ($10.12M for biennium)
- Operating expenses increased 6%
  - Personnel costs (including overtime) incr. ~ 5.5%
  - Inflationary increases in medical supply and other costs
- Ending reserve level (working capital) increase
  - Exceeds budget policy requirement of 60-90 days operating & maintenance expenses
  - SAFER grant & funding for 12 positions expired in March, 2022
  - Future needs for new station #6

Ambulance Utility (Thousands)

		Adj Budget 2021/2022		Actual 2021		Actual 2022		Actual 2021/2022	% Rec/Spent
Revenues:									
Transport Revenue	$	6,580	$	4,262	$	4,292	$	8,554	130.0%
Household Ambulance Charge		11,440		5,672		5,960		11,632	101.7%
SAFER Grant		510		476		27		503	98.6%
Other Grants		-		1		3		4	n.a.
Interest & Miscellaneous		-		15		118		133	n.a.
Transfer from General Fund		10,120		5,060		5,060		10,120	100.0%
Total Revenues	$	28,650	$	15,486	$	15,460	$	30,946	108.0%
Expenditures:									
Salaries & Benefits	$	23,827	$	11,385	$	12,009	$	23,394	98.2%
Supplies		374		194		271		465	124.3%
Other Services & Charges		4,362		2,206		2,300		4,506	103.3%
Total Expenditures	$	28,563	$	13,785	$	14,580	$	28,365	99.3%
Excess (Deficit) Revs over Exps	$	87	$	1,701	$	880	$	2,581	
Beginning Working Capital	$	6,345	$	6,345	$	8,046	$	6,345	
Ending Working Capital	$	6,432	$	8,046	$	8,926	$	8,926	

Building Safety Highlights

- Total revenues exceeded adjusted 2021/2022 budget
  - Permit revenue increased by 33% overall in 2022
  - Permit activity back to pre-pandemic levels
- Operating expenses at 94.3% of adjusted budget
  - 3.6% increase in operating expenses
    - No change in expenses for personnel or supplies
    - 33% increase in credit card fees for permit payments
- Healthy ending reserve balance and liquidity from prior activity
  - Exceeds minimum policy target of 60-90 days of operating and maintenance expenses

Building Safety Fund (Thousands)

	Adj Budget 2021/2022	Actual 2021	Actual 2022	Actual 2021/2022	% Rec/Spent
Revenues:					
Licenses & Permits	$ 2,900	$ 1,712	$ 2,272	$ 3,984	137.4%
Interest & Miscellaneous	60	8	43	51	85.0%
Total Revenues	$ 2,960	$ 1,720	$ 2,315	$ 4,035	136.3%
Expenditures:					
Salaries & Benefits	$ 3,301	$ 1,535	$ 1,537	$ 3,072	93.1%
Supplies	34	13	11	24	70.6%
Other Services & Charges	657	300	367	667	101.5%
Total Expenditures	$ 3,992	$ 1,848	$ 1,915	$ 3,763	94.3%
Excess (Deficit) Revs over Exps	$ (1,032)	$ (128)	$ 400	$ 272	
Beginning Working Capital	$ 2,853	$ 2,853	$ 2,725	$ 2,853	
Ending Working Capital	$ 1,821	$ 2,725	$ 3,125	$ 3,125	

Toyota Center & Arena Highlights

- Net Operating Loss of $598K
  - $78K more than annual budget loss of $520K for 2022
  - $247K more than the prior year
    - Facilities received a federal PPP contribution of $199K in 2021
- 73% increase in operating revenues
  - Operating revenues still 5% below 2019 (pre-pandemic) levels
- 57% increase in operating expenses
  - Increase in variable costs including event-related costs and part-time labor
  - Rising minimum wage impacting both part-time and full-time labor costs
- Loss funded through General & Lodging Tax Funds

Toyota Center & Arena (Thousands)

	Adj Budget 2021/2022	Actual 2021	Actual 2022	Actual 2021/2022	% Rec/Spent
Revenues:					
Operating Revenue	$ 5,480	$ 1,895	$ 3,398	$ 5,293	96.6%
PPP Contribution	200	199	-	199	99.5%
Federal Grant - ARPA	2,840	-	2,775	2,775	97.7%
Transfer in - Operations	1,040	520	520	1,040	100.0%
Transfer in - Capital	518	43	452	495	95.6%
Total Revenues	$ 10,078	$ 2,657	$ 7,145	$ 9,802	97.3%
Expenditures:					
Cost of Operations	$ 6,720	$ 2,448	$ 3,996	$ 6,444	95.9%
Capital Outlay	3,358	184	3,110	3,294	98.1%
Total Expenditures	$ 10,078	$ 2,632	$ 7,106	$ 9,738	96.6%
Excess (Deficit) Revs over Exps	$ -	$ 25	$ 39	$ 64	
Beginning Working Capital	$ (81)	$ (81)	$ (56)	$ (81)	
Ending Working Capital	$ (81)	$ (56)	$ (17)	$ (17)	

Net General Fund Contribution

2022 Net Operating Loss	$597,950
Less: Lodging Tax Dedicated to TC&A	($320,000)
Less: Admissions Tax from TC&A Events	($237,006)
Net General Fund Contribution	$40,944

CP Golf Links Highlights

- Net operating loss of $97K
  - $7K less than budgeted
  - $25K lower than 2021
- 12% increase in operating revenues
  - Primarily attributable to green and range fees, merchandise sales
- 11% reduction in operating expenses
  - Includes non-recurring tree maintenance and removal project
- Cumulative working capital positive
- Mgmt. agreement with CourseCo extended to 2024 & Foodies now open at the Landing

Columbia Park Golf Links (Thousands)

	Adj Budget 2021/2022	Actual 2021	Actual 2022	Actual 2021/2022	% Rec/Spent
Revenues:					
Greens & Range Fees	$ 552	$ 259	$ 283	$ 542	98.2%
Concessions & Other	68	27	36	63	92.7%
Transfers In - Operations	247	124	126	250	101.2%
Transfers In - Capital	170	57	65	122	71.8%
Total Revenues	$ 1,037	$ 467	$ 510	$ 977	94.2%
Expenditures:					
General & Administrative	$ 201	$ 92	$ 99	$ 191	95.0%
Maintenance & Operations	666	373	314	687	103.2%
Capital Outlay	170	-	65	65	38.2%
Total Expenditures	$ 1,037	$ 465	$ 478	$ 943	90.9%
Excess (Deficit) Revs over Exps	$ -	$ 2	$ 32	$ 34	
Beginning Working Capital	$ 3	$ 3	$ 5	$ 3	
Ending Working Capital	$ 3	$ 5	$ 37	$ 37	

Spring Budget Adjustment (Thousands)

Fund Type	2023/2024 Adopted Budget	Spring 2023 Budget Adjustment	2023/2024 Adjusted Budget
General & Street	$ 126,734	$ 8,396	$ 135,130
Special Revenue Funds	40,303	2,238	42,541
Debt Service Funds	7,538	4	7,542
Capital Funds	57,004	25,128	82,132
Proprietary Funds	186,265	42,129	228,394
Trust Funds	7,658	11	7,669
Totals:	$ 425,502	$ 77,905	$ 503,408

(18% Incr.)

•To adjust estimated beginning fund balances to their actual amount ($47.5M).

•To carry forward capital projects or other items that were planned or began during the 2021/2022 biennium, but will not be completed until the 2023/2024 biennium, including the City's contribution towards a new ACA facility, Fire Station #1 replacement, Steptoe/Gage Intersection, Deschutes/CCB Intersection, Quinault Ave./CCB Intersection, Steptoe/Arrowhead Traffic Signal, 46th/47th-Ledbetter to Ely Stormwater Improvements, Advanced Metering Infrastructure (AMI), UGA Utility Extensions, Water Treatment Plant Improvements, Wastewater Treatment Plan Upgrade Ph. II, and Fleet Vehicle replacements.

•New budget items or project scope represents approximately $2.8M of total, or an increase of 0.6%.

General Obligation Debt

General Obligation Debt Capacity

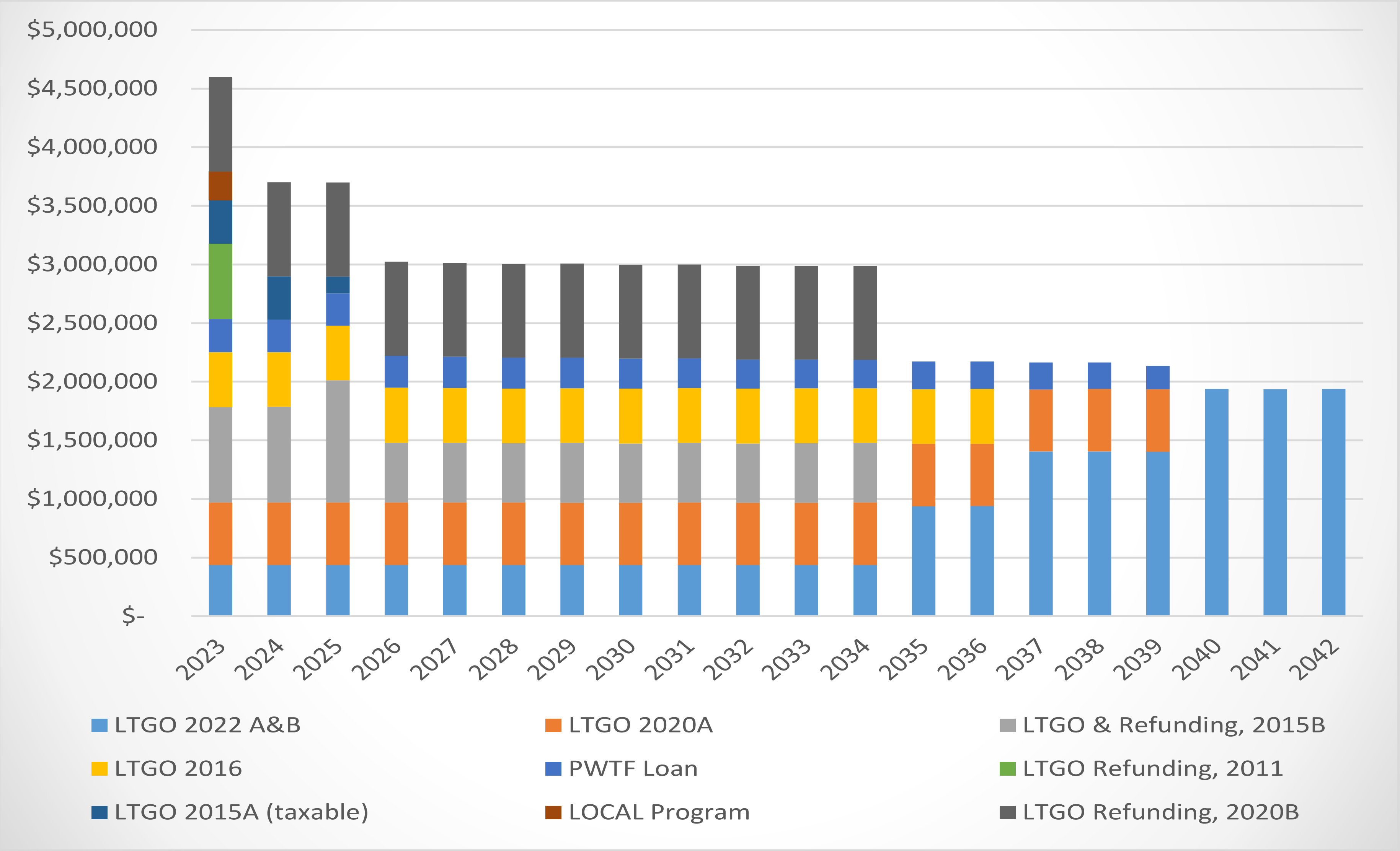
- Local governments in Washington State have limited debt authority under state law:
  - Non-voted debt: (councilmanic) cannot be greater than 1.5% of assessed value (AV) for the jurisdiction
  - Voter-approved debt: cannot be greater than 2.5% of AV <u>and</u> calculation is inclusive of non-voted debt
  - An additional 2.5% of AV is authorized for voter-approved debt for open spaces, parks, and capital facilities, as well as utilities

- City of Kennewick Non-Voted Limit 12/31/22:
  - Current AV of $9,615,364,766 x 1.5% = $144,230,471
  - Less: o/s general obligation debt @ 12/31 = ($40,645,453)
  - Less: o/s debt of the KPFD guaranteed by City = ($5,064,169)
  - 12/31/2022 Non-Voted Debt Capacity = <u>$98,520,849</u>

O/S General Obligation Debt

	Year of Issue	Final Maturity	Amount Issued	Amount Outstanding
Non-Voted General Obligation Bonds				
LTGO Refunding, 2011	2011	2023	$ 5,330,000	$ 620,000
LTGO 2015A (taxable)	2015	2025	$ 3,255,000	$ 840,000
LTGO & Refunding, 2015B	2015	2034	$ 10,000,000	$ 6,005,000
LTGO 2016	2016	2036	$ 6,505,000	$ 4,995,000
LTGO 2020A	2020	2039	$ 7,670,000	$ 6,890,000
LTGO Refunding, 2020B	2020	2034	$ 9,530,000	$ 7,890,000
LTGO Refunding, 2022A & 2022B	2022	2042	$ 10,170,000	$ 9,450,000
State Loans				
Public Works Trust Fund Loans	2018	2038	$ 5,600,000	$ 3,714,772
Other Non-Voted General Obligation Debt				
LOCAL Program	2018	2023	$ 1,062,976	$ 240,681
				$ 40,645,453

G.O. Debt Service 2023-2042



Questions?

Council Agenda Coversheet	**Agenda Item Number:** 4. **Council Date:** 4/25/2023	**Category:** Info Only
	Agenda Item Type: Presentation	
	Subject: CivicClerk Board Portal/Live Meeting Review	
	Department: Management Services	

Summary

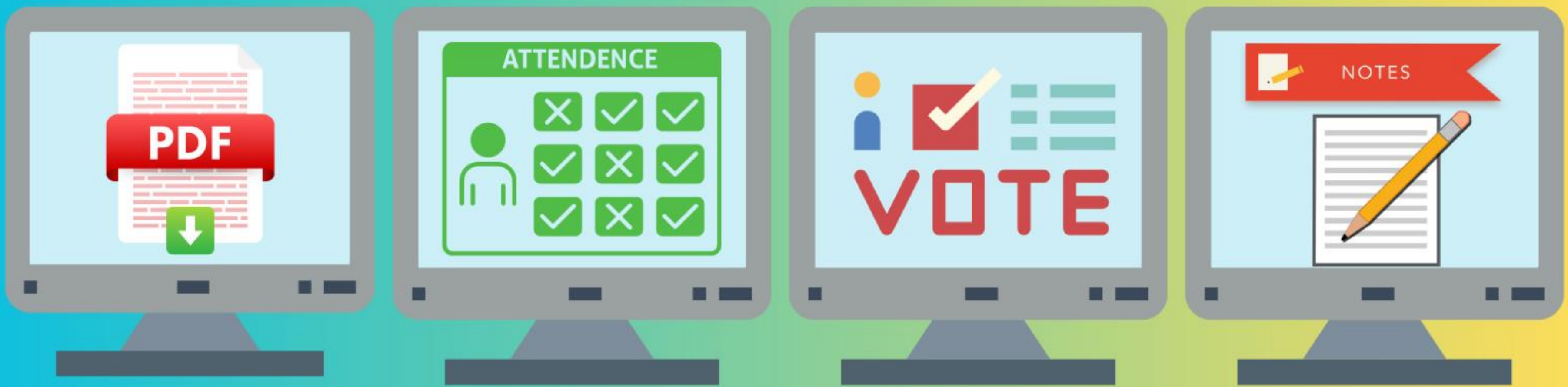
The City is ready to launch the final phase of CivicClerk, our new integrated agenda management platform. CivicClerk streamlines the entire meeting process from beginning to end. Live Meeting improves efficiencies when creating minutes, recording Council action, and researching legislative history. The electronic voting feature will assist the City Clerk with accurately recording motions and final action, regardless of whether Council members are attending meetings in person or virtually.

The City Clerk's Office will provide a thorough demonstration of the system's capabilities to ensure a successful launch of Live Meeting on May 2, 2023.

Attachments:

1. Presentation

Welcome to the CivicClerk Board Portal



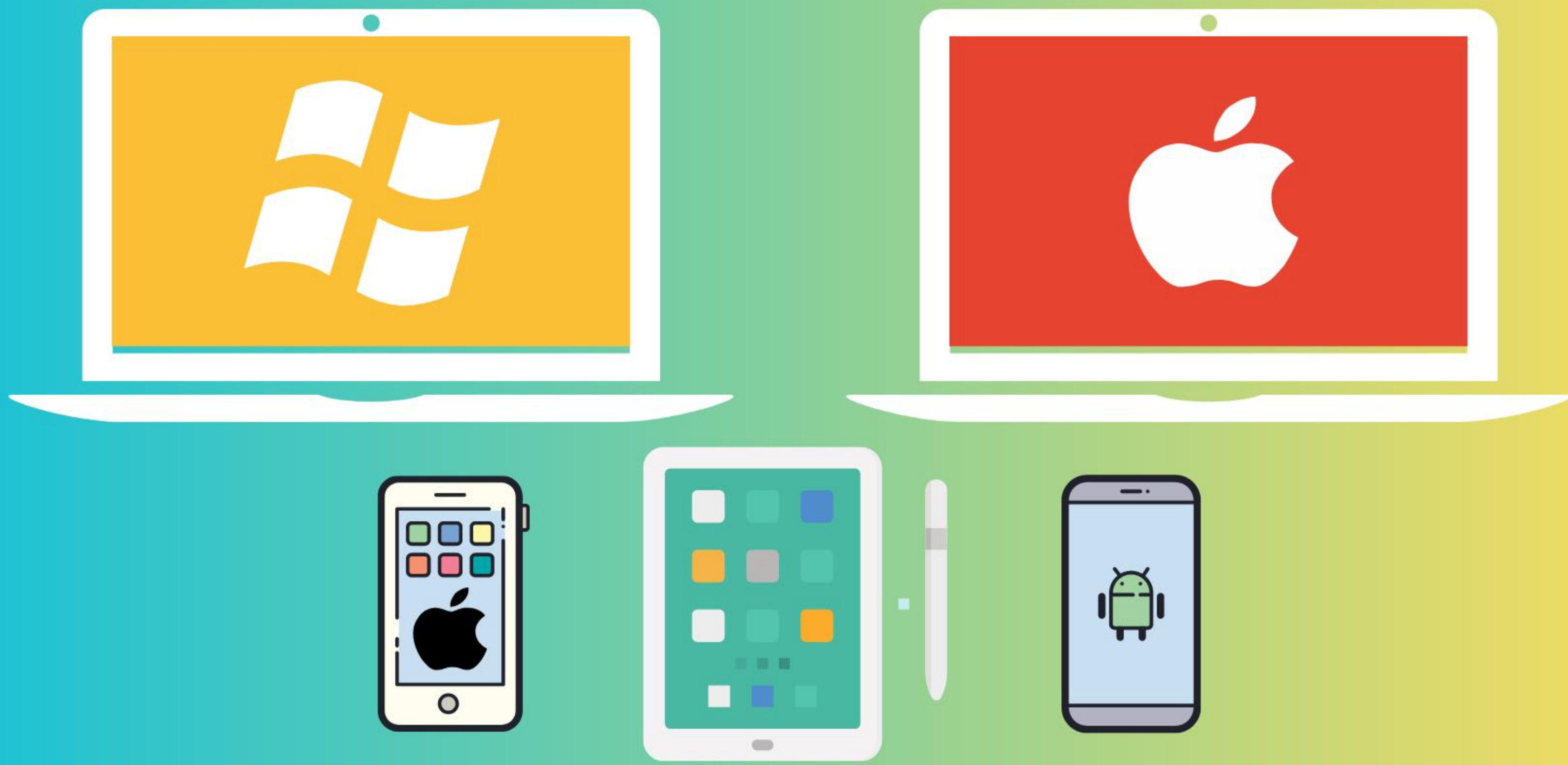
ACCESS MEETING MATERIALS

RECORD YOUR MEETING ATTENDANCE

TAKE ACTION (VOTE) ON MOTIONS

MAKE & ORGANIZE NOTES

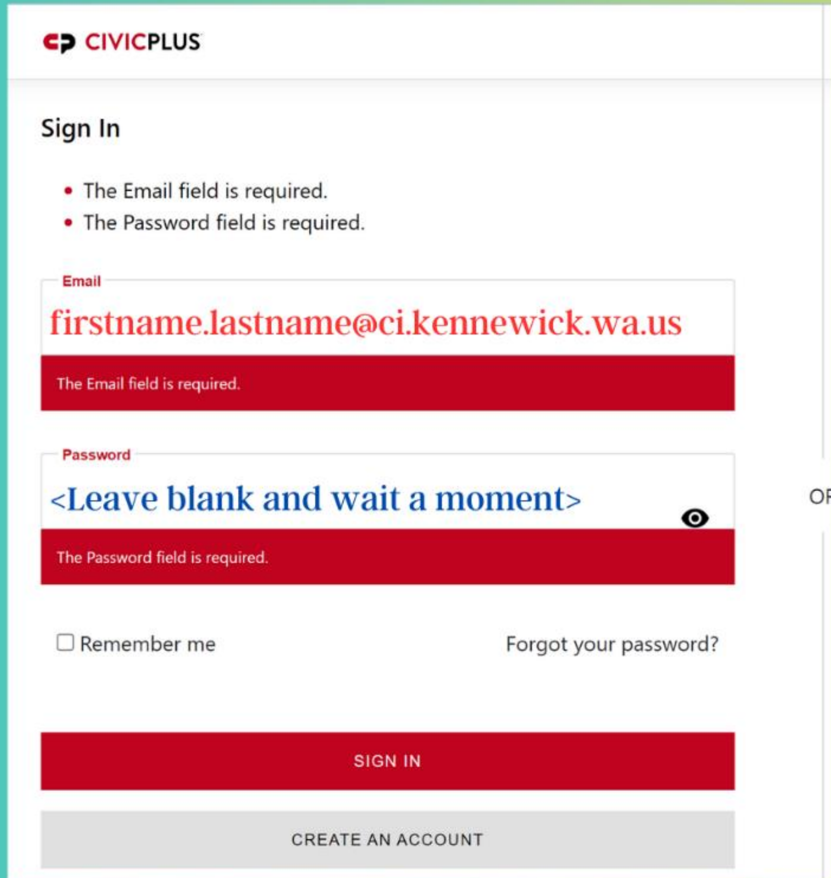
Access from Any Device, Any Place



All you need is an internet connection via cellular or Wi-Fi.

Enter Your Full Email Address

THIS IS THE FIRST OF TWO LOGIN SCREENS.

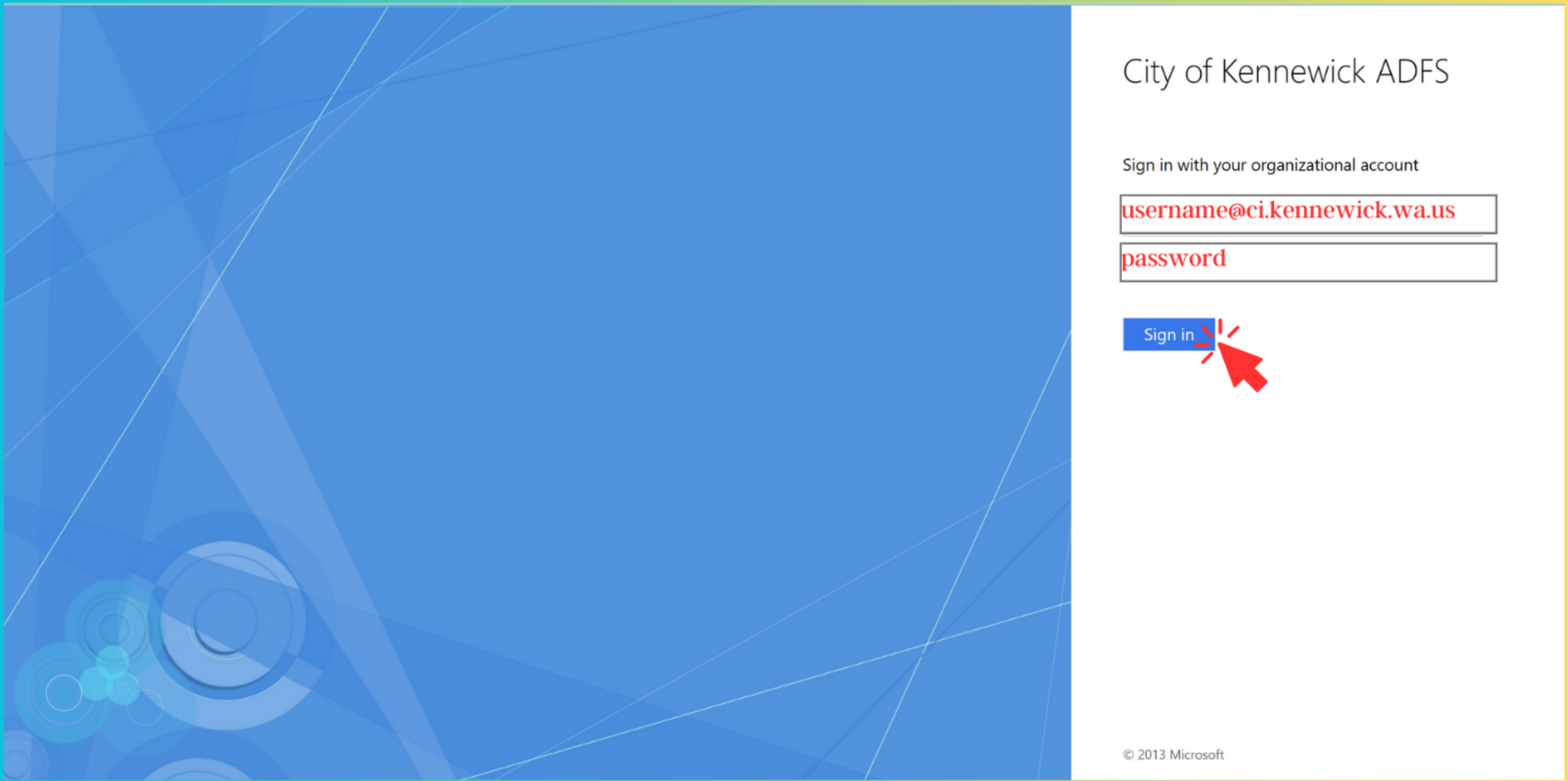


RESIST THE URGE TO CLICK BUTTONS.

The second login screen will automatically
pop up a moment after you enter your full email address.

Enter Your Username & Password

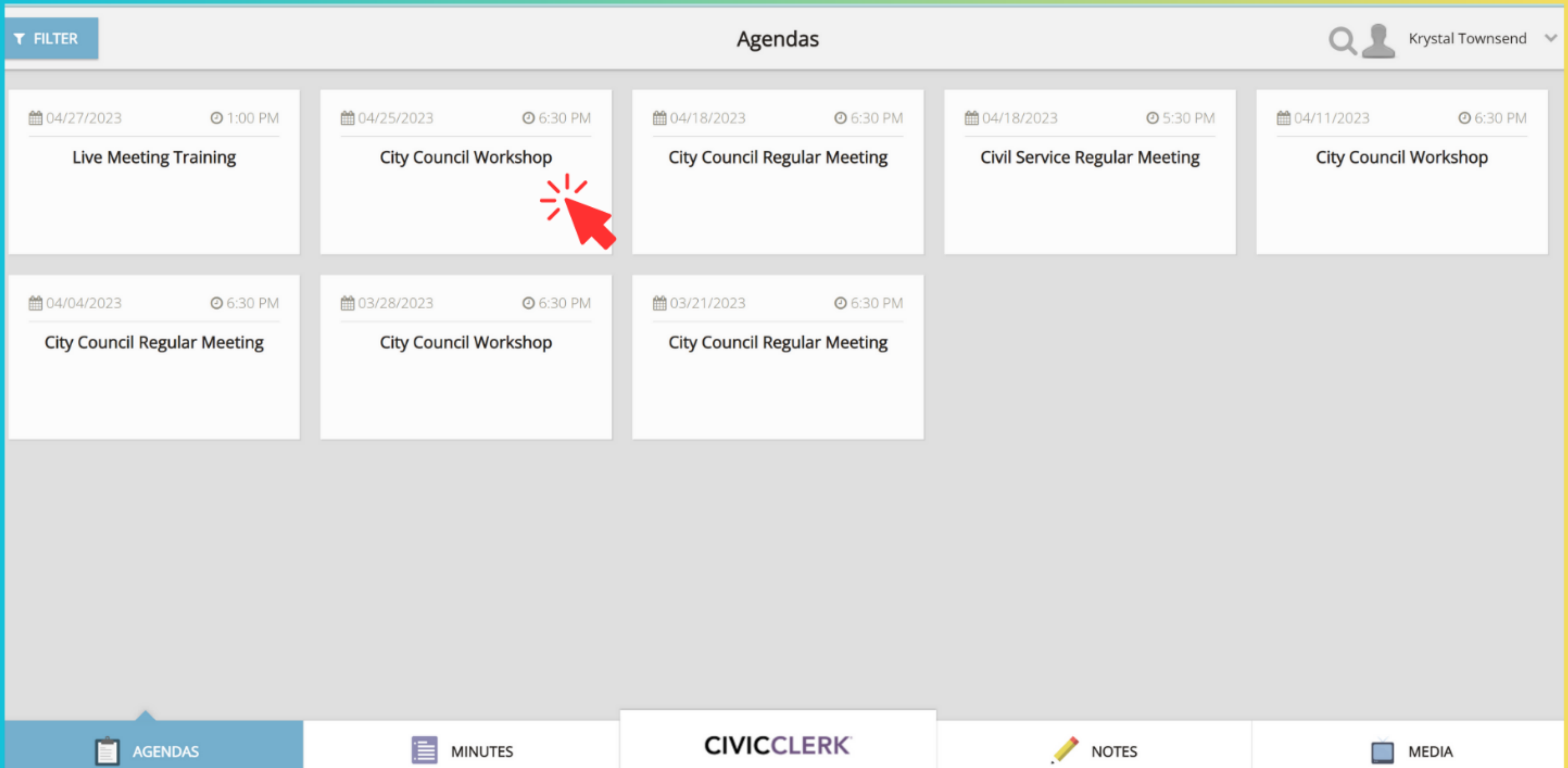
THIS IS THE SECOND OF TWO LOGIN SCREENS.



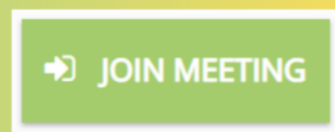
We will send out your username by email so you have it handy.

All Board Meetings Are Listed

CLICK THE MEETING TO VIEW ITS AGENDA MATERIALS

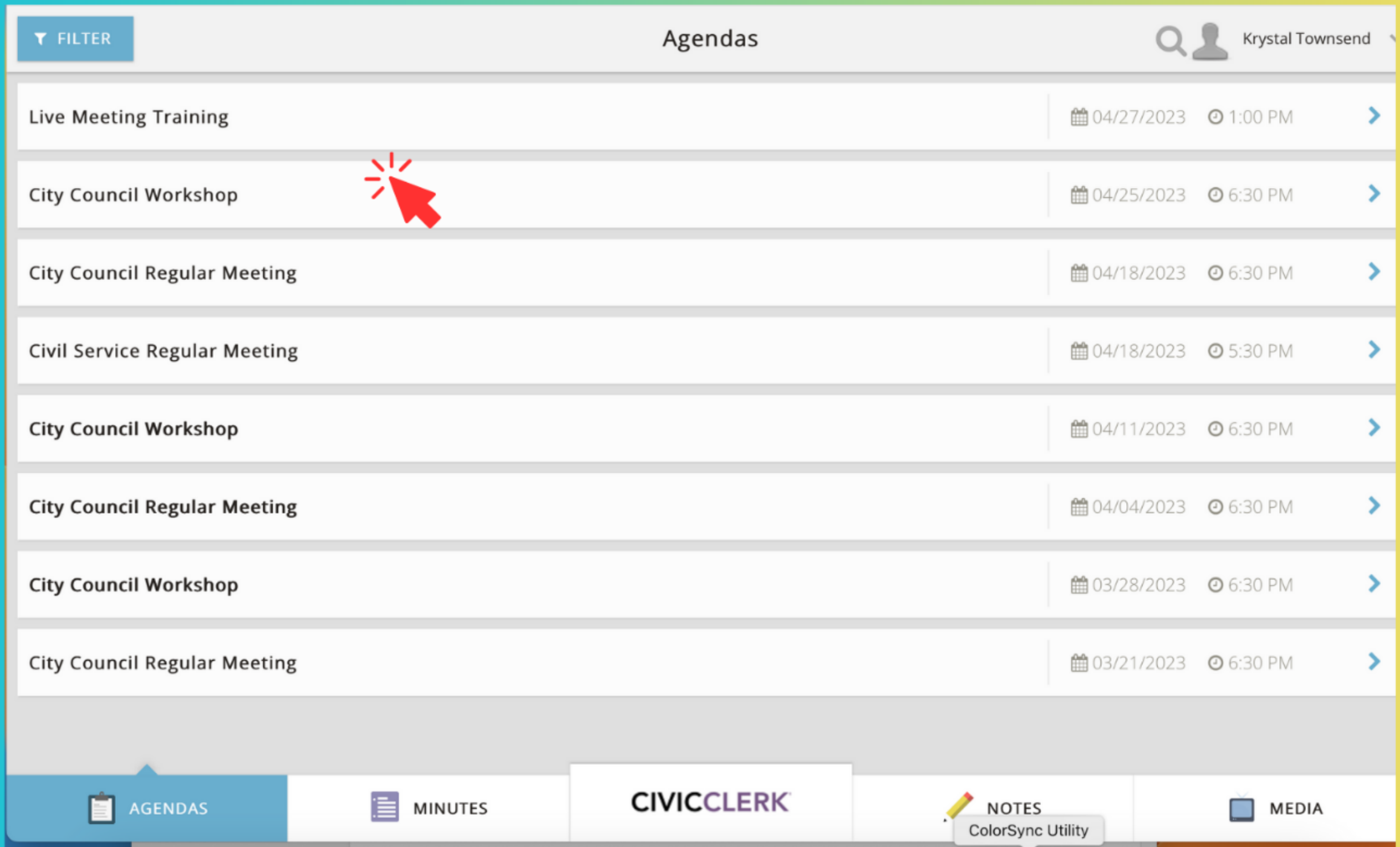


NOTE: A "join meeting" button will be available the day of the meeting. You'll click this to record your presence and vote.



All Board Meetings Are Listed

USING A SMALL SCREEN? THE MEETINGS WILL BE SHOWN AS A LIST



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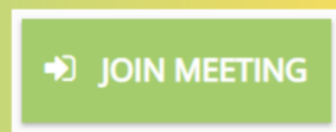
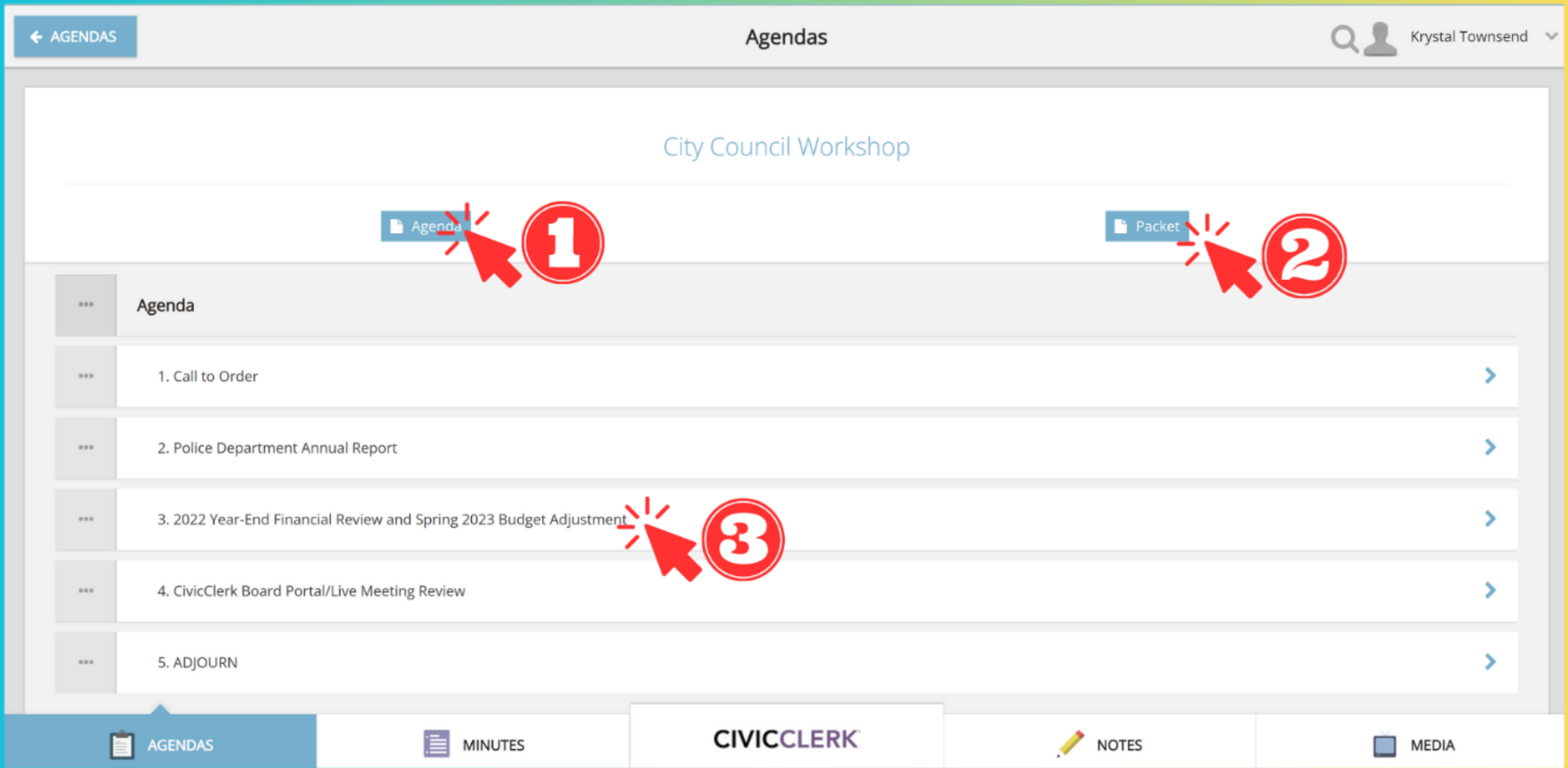


3 Ways to View Agenda Materials

CHOOSE WHICHEVER METHOD YOU PREFER



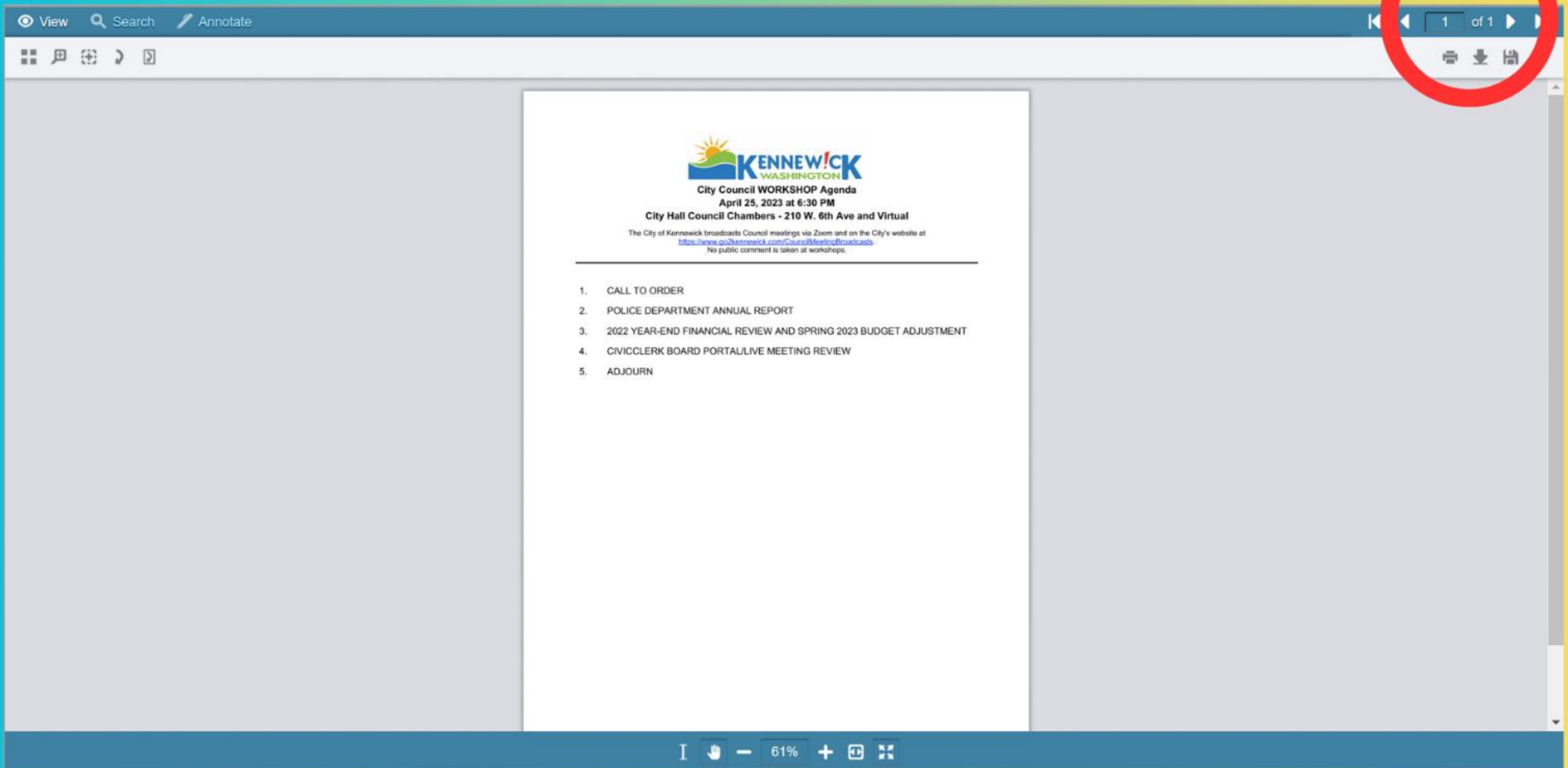
1 Agenda only

2 Full PDF packet

3 Item-by-item

1 Agenda Only View Option

NO ATTACHMENTS ARE INCLUDED IN THIS OPTION



KENNEWICK WASHINGTON

City Council WORKSHOP Agenda
April 25, 2023 at 6:30 PM
City Hall Council Chambers - 210 W. 6th Ave and Virtual

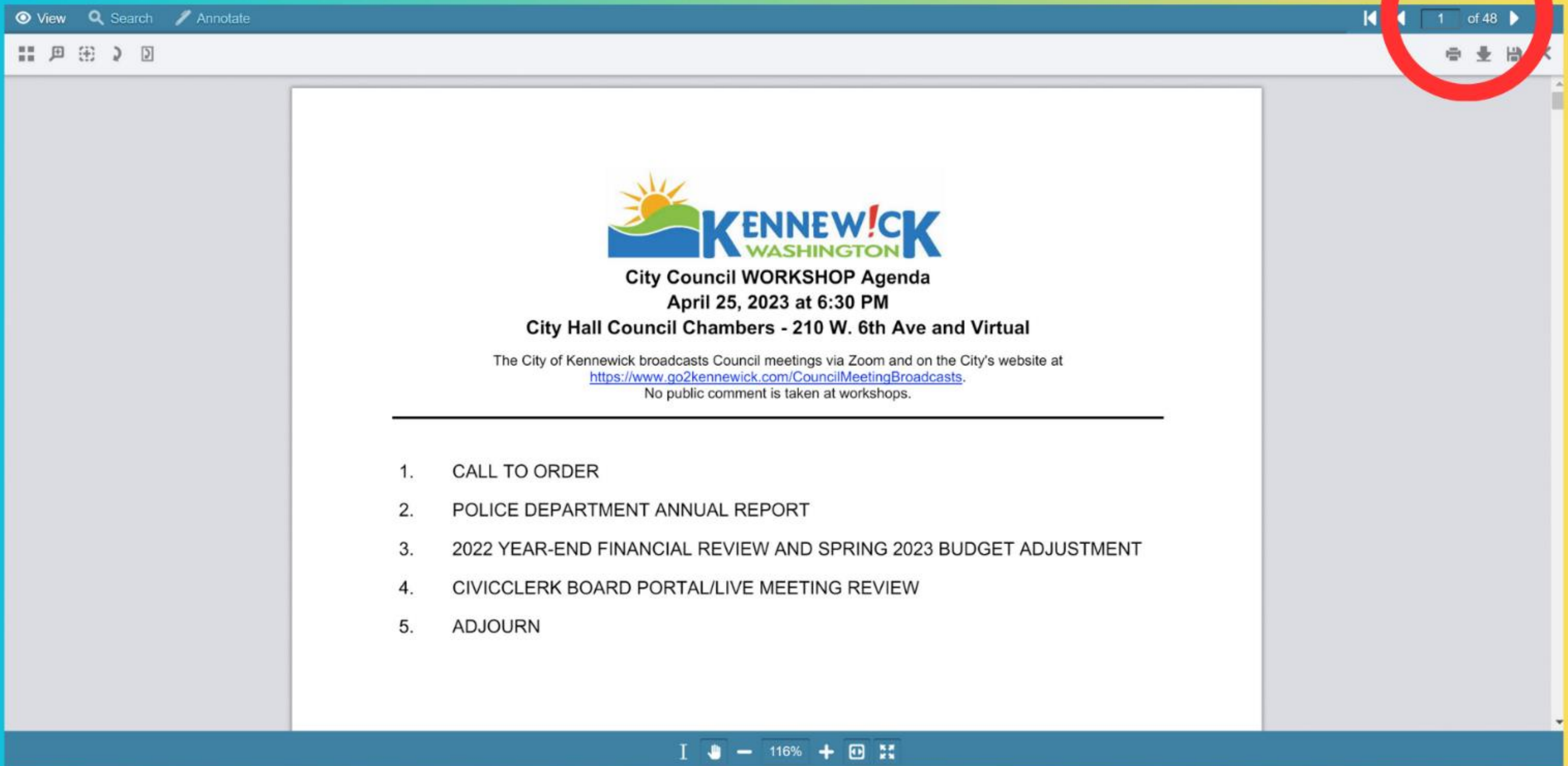
The City of Kennewick broadcasts Council meetings via Zoom and on the City's website at https://www.go2kennewick.com/CouncilMeetingBroadcasts.
No public comment is taken at workshops.

1. CALL TO ORDER
2. POLICE DEPARTMENT ANNUAL REPORT
3. 2022 YEAR-END FINANCIAL REVIEW AND SPRING 2023 BUDGET ADJUSTMENT
4. CIVICCLERK BOARD PORTAL/LIVE MEETING REVIEW
5. ADJOURN

This is just a formal way of viewing
the same list of agenda items from the previous screen.

2 Full PDF View Option

ALL PAGES ARE INCLUDED



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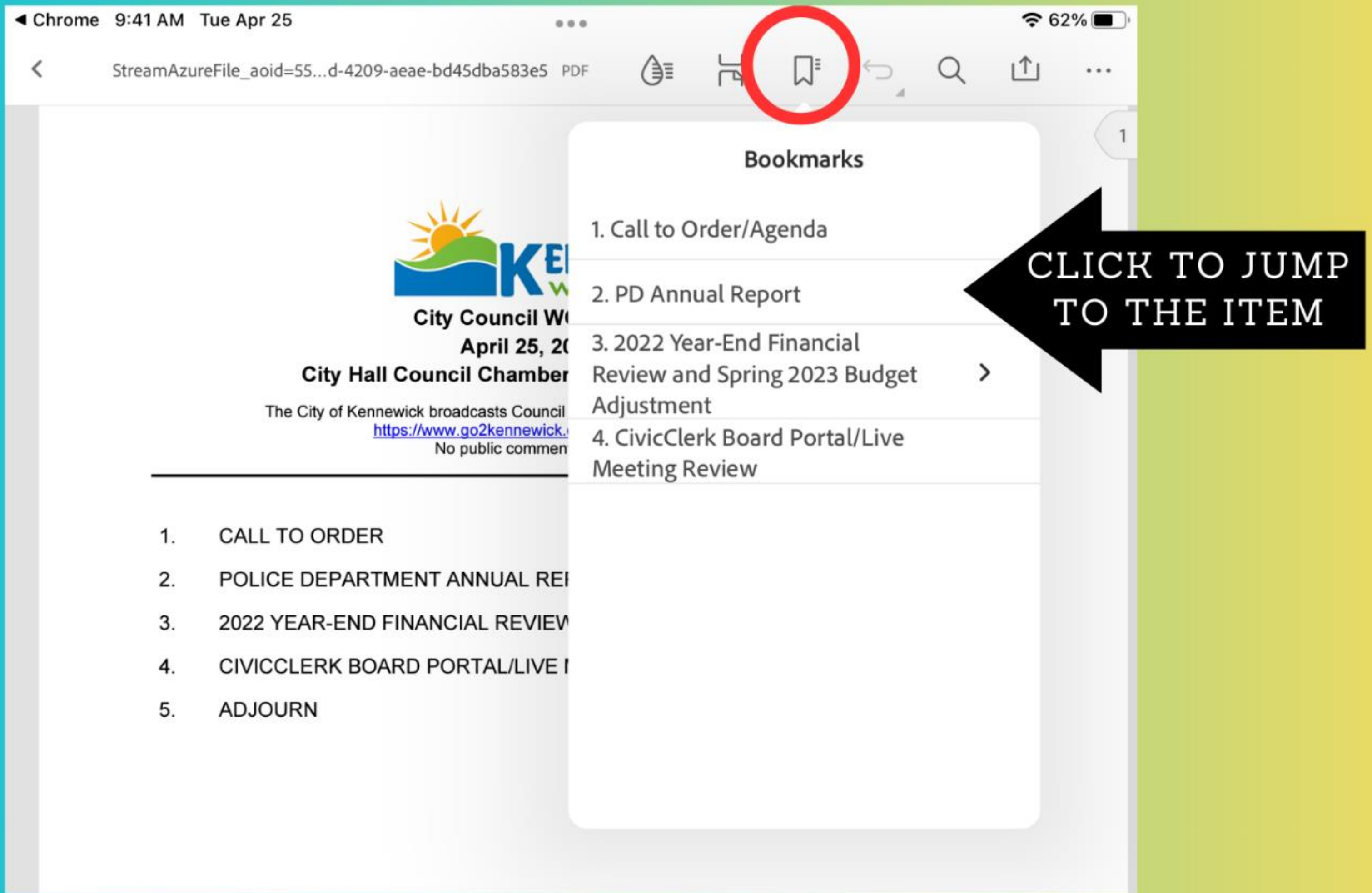
5. ADJOURN

To use the bookmarks (jump to items) you need to download the file and open it in Adobe Acrobat.

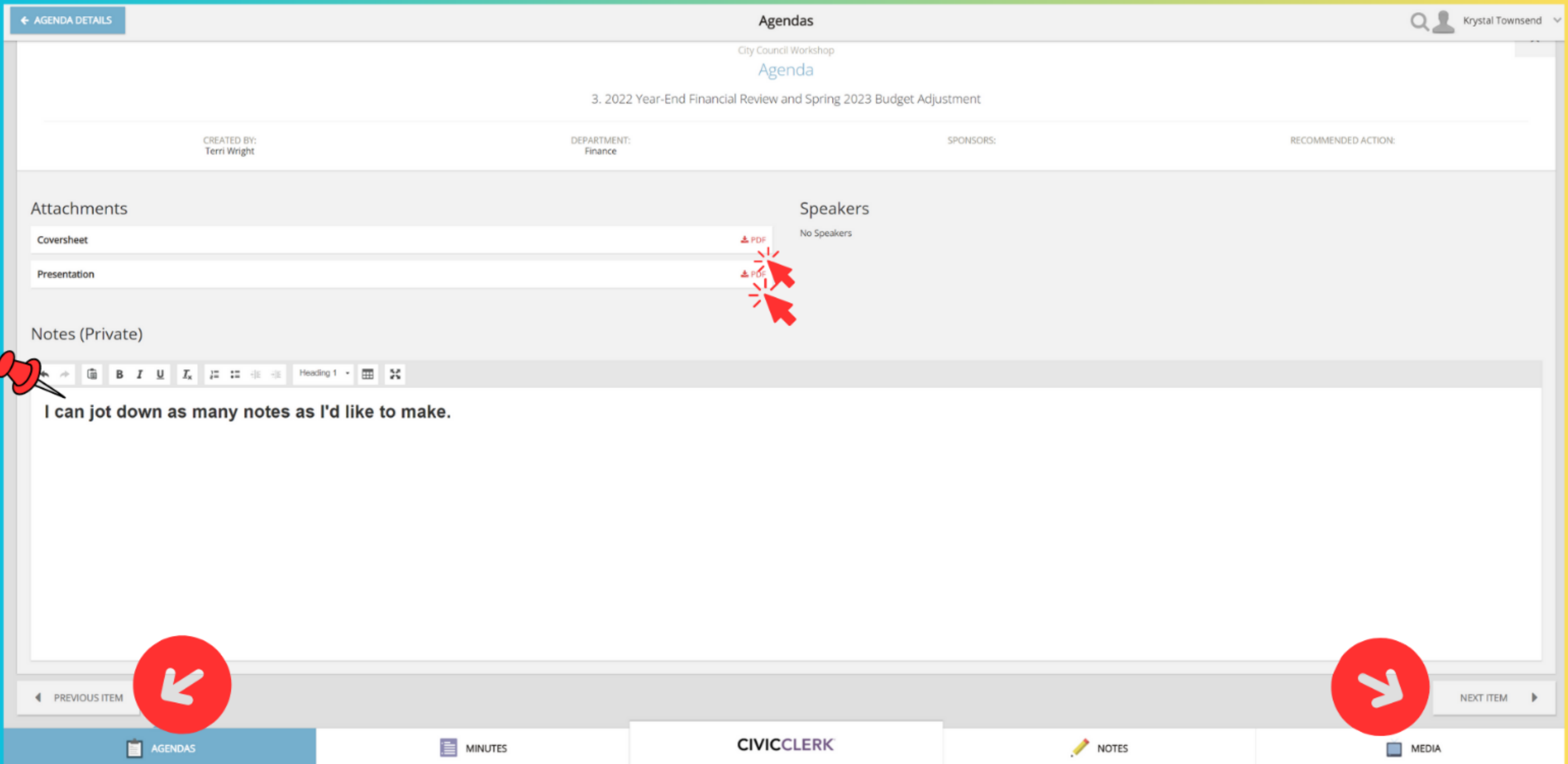
❷ Full PDF View Option

DOWNLOADED AND OPENED IN ADOBE ACROBAT



3 Item-Specific Agenda View Option

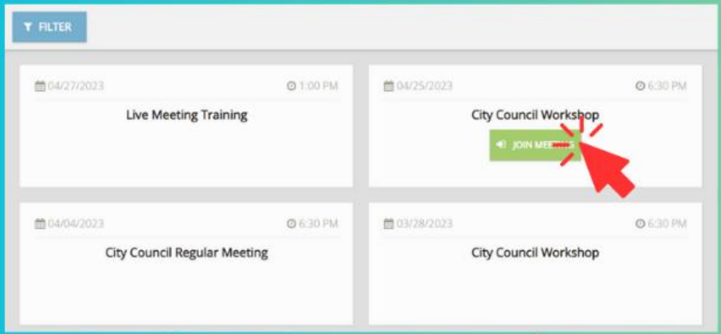
THE COVERSHEET AND ATTACHMENTS ARE VIEWED SEPARATELY



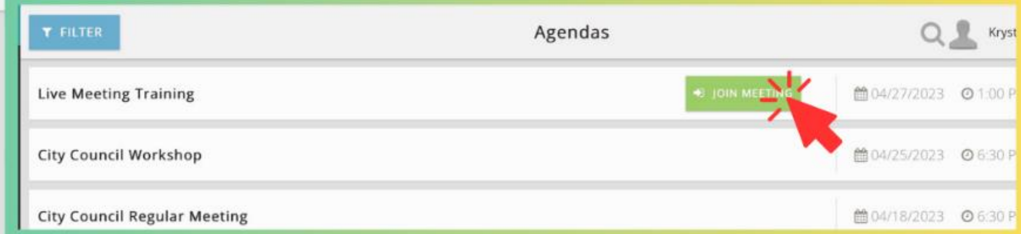
Use the "previous" and "next" buttons to scroll through the agenda packet materials.

Joining the Meeting

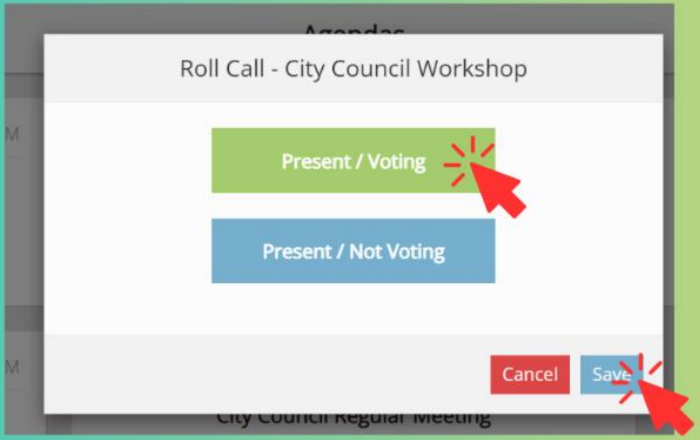
CLICK "JOIN MEETING" TO ENTER THE ROLL CALL & VOTING MODULE



{card view option}



{list view option}

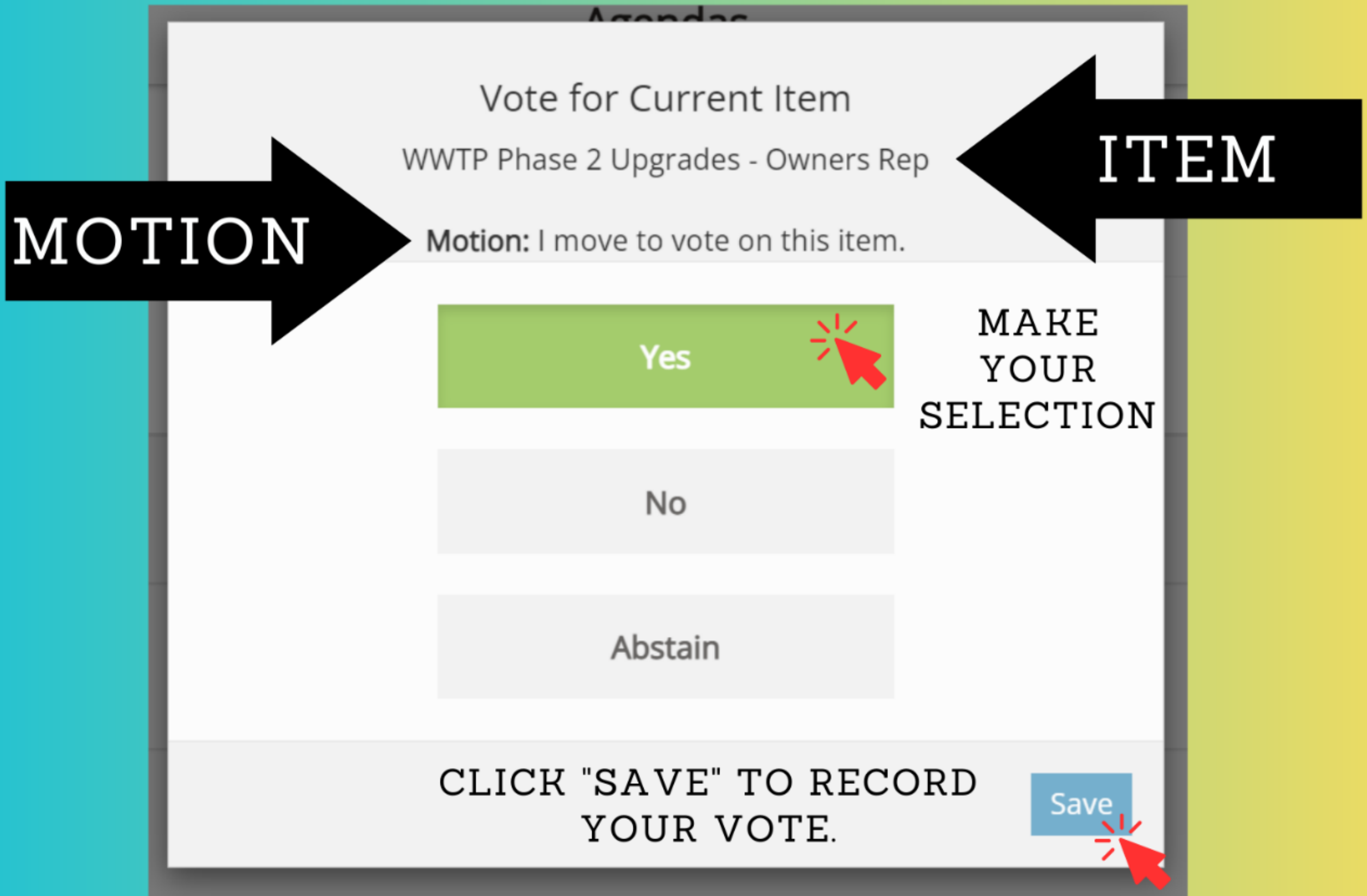


CLICK "PRESENT/VOTING"
THEN SAVE.

The JOIN MEETING button will be available just prior to the meeting start time.

Voting

A VOTE IS SENT OUT WHEN DISCUSSION FOR A MOTION HAS ENDED



If you click the wrong vote,
simply click the correct one before saving.

Voting

THE FINAL RESULTS WILL BE BROADCAST ON THE DISPLAY MONITOR

CURRENT ITEM
a. WWTP Phase 2 Upgrades - Owners Rep

MOTION
I move to vote on this item.

VOTE RESULTS

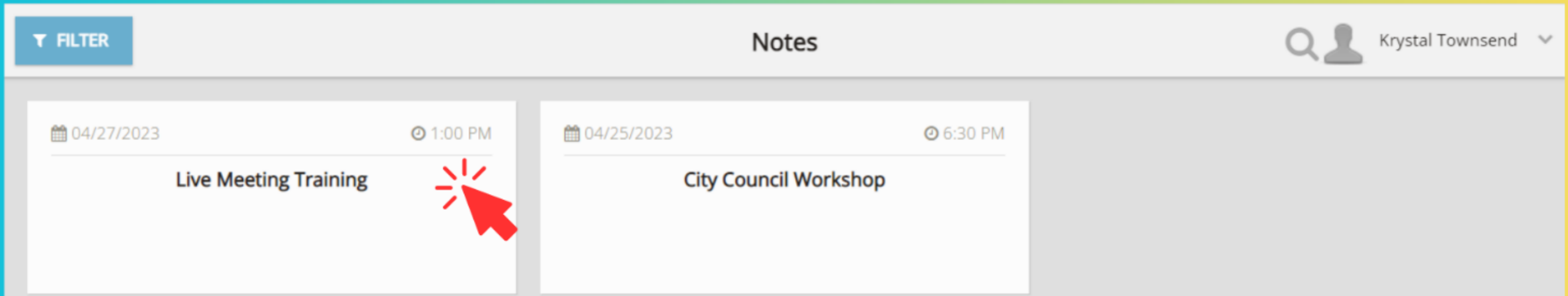
YES JANE DOE
YES JACK RYAN
YES JOHN JOSEPH

Passed 3-0-0

This is only visible once all votes are saved.
This display is public facing to the audience.
(Streaming virtually and in Council Chambers).

Notes Library

EASILY ACCESS NOTES YOU'VE MADE FOR ANY AGENDA MATERIALS

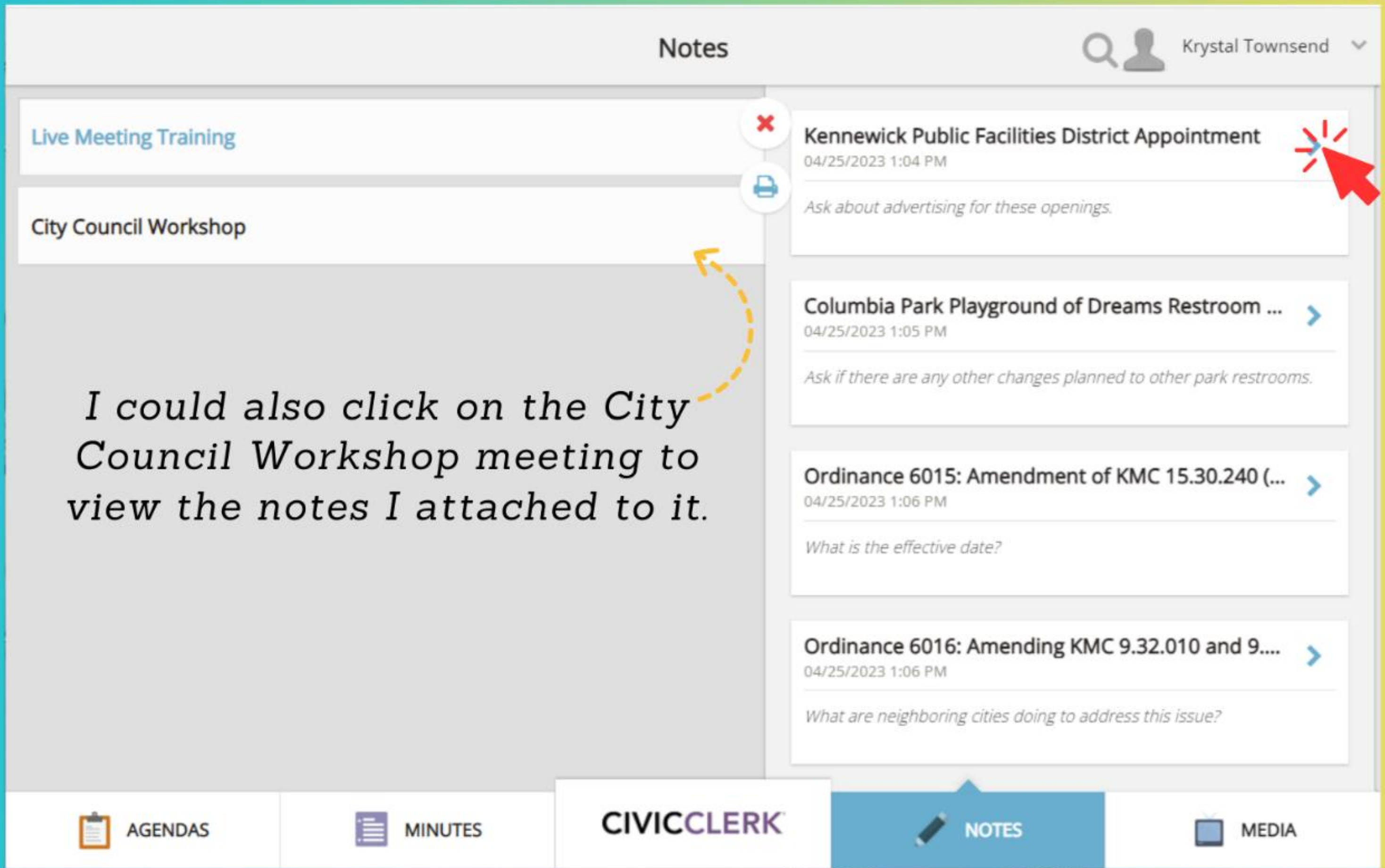


I've only added notes to agenda items for two meetings.
Therefore, only those meetings are listed.

I will click on the meeting to view the notes I attached to it.
I cannot view notes added by anyone else.
I cannot share my notes with anyone else.

The notes are private to me but are a public record.
They would need to be extracted by CivicClerk in response
to any related public records request.

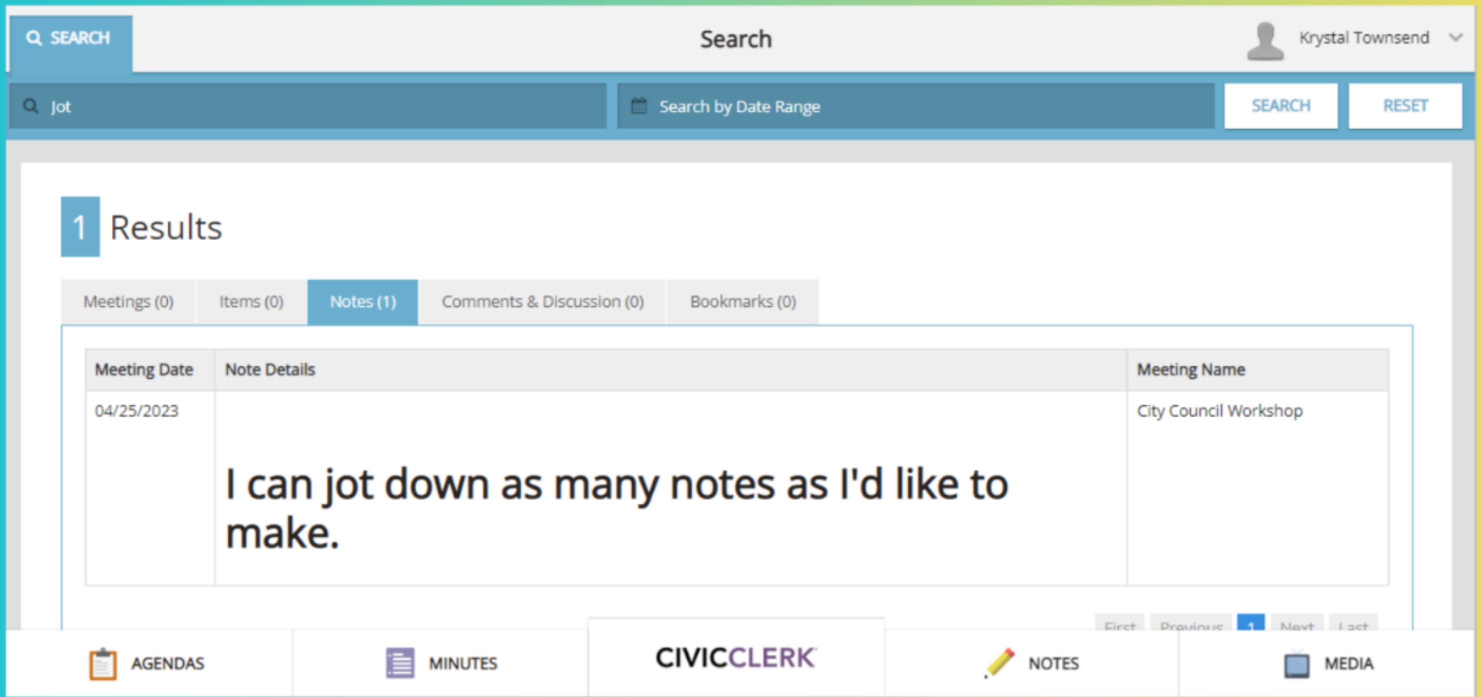
Notes Recall



From here, I can see each note I made for this meeting all in one place.
If I click on the arrow next to the agenda item title,
I can jump to the agenda materials for that item.

Explore!

USE THIS PLATFORM IN WHICHEVER WAY WORKS BEST FOR YOU!



We've just walked through the basic functionality of this powerful platform. But! There are many other tools and features available.
Rest assured, you can't damage the system by exploring - so feel welcome to click buttons and discover different filters, views, and searches.
The City Clerk's Office is happy to help you get the most from CivicClerk!