



8/23/2023

**BLOCK GRANT ADVISORY COMMITTEE AGENDA
COUNCIL CHAMBERS - 210 W. 6TH AVE
PUBLIC CALL INTO MEETING 509-585-4566**

4:00 PM

- 1. CALL TO ORDER**
- 2. ATTENDANCE**
- 3. APPROVAL OF MINUTES**
 - a. Review and approval of the May 24, 2023 minutes
 - b. Review and approval of the June 28, 2023 minutes
 - c. Review and approval of the July 26, 2023 minutes
- 4. OPEN ISSUES**
 - a. CARES Act Substantial Amendment
- 5. NEW BUSINESS**
- 6. COMMITTEE COMMENTS/DISCUSSION**
- 7. ADJOURNMENT**

DRAFT
CITY OF KENNEWICK
CDBG COMMITTEE
May 24, 2023

1. CALL TO ORDER:

Ron Hue called to order the regular meeting of the Block Grant Advisory Committee at 4:00 p.m. on May 24, 2023 at City Hall Council Chambers.

2. ATTENDANCE:

Members Present

Ron Hue, Chair
Bobbie Littrell, Vice Chair
Bruce Donner
Christy Watts
Vel Wright
Carlo D'Alessandro
Jim Millbauer, Councilmember
Kylie Peel, Staff Liaison

Members Excused

Jerry Martin

3. APPROVAL OF MINUTES:

Ron Hue opened the discussion on the April 26, 2023 minutes and asked for a motion. Christy Watts motioned for the minutes to be approved as written. Bruce Donner seconded the motion - vote approved unanimously.

4. OPEN ISSUES:

a. 2023 Annual Action Plan Substantial Amendment Update

Kylie Peel updated the committee that the originally perceived substantial amendment to the 2023 AAP is no longer needed per HUD. The City has language in the beginning of the plan that states if the CDBG allocation comes in lower than expected and is not enough to cover any shortfalls, Public Service project awards will each be reduced to reflect the expenditure of no more than 15% of the entitlement. This statement allows us to adjust award amounts as necessary without completing a substantial amendment.

5. NEW BUSINESS:

a. CARES Act Substantial Amendment

Kylie Peel provided a staff report explaining the Public Works project (Pedestrian Pathway Solar Lighting) is completed and CDBG was given back \$28,249 in CV funds. Two project recommendations were presented to the committee to use these funds on:

1. Allocate additional funds towards the Customer Service COVID-19 Barrier Upgrade project as it has surpassed the original awarded amount by \$14,000 due to inflation and cost of labor.
2. Create a new project that installs security cameras at the Community Center. This is approved as a CARES Act project by HUD to reduce community violence that has increased from the start of the pandemic.

After some discussion, the security camera project was the favored out of both projects. Christina Palmer explained that if we went with the security camera project the City would not be starting from scratch. The system would be able to tie into the already existing infrastructure and the project would consist of purchasing the cameras, fiber and other necessary cables.

Christy Watts asked about having a wireless camera at the gazebo in Keewaydin Park since a lot of activity occurs in that area. Christina advised that wireless would not be beneficial but we can look at having a camera facing that direction once it's wired in.

The committee felt it could be possible to fund both projects since the COVID barrier activity is currently over budget by \$14,000. The committee would be comfortable providing that to cover costs and delegating the remaining amount to a security camera activity. Ron Hue and Bruce Donner asked if the City knew how many cameras or if a cost estimate for the cameras was available. Kylie and Christina did not, but would plan to meet with the IT Department and gain more information to bring back to the committee at the next meeting where an informed decision could be made on how to proceed with the remaining CV funds.

6. COMMITTEE COMMENTS/DISCUSSION:

No comments or discussion.

7. ADJOURNMENT:

The meeting adjourned at 4:26 p.m.

The next scheduled meeting is set for June 28, 2023.

DRAFT
CITY OF KENNEWICK
CDBG COMMITTEE
June 28, 2023

1. CALL TO ORDER:

Ron Hue called to order the regular meeting of the Block Grant Advisory Committee at 4:00 p.m. on June 28, 2023 in the City Hall Cascade Conference Room.

2. ATTENDANCE:

Members Present

Ron Hue, Chair
Bruce Donner
Carlo D'Alessandro
Jim Millbauer, Councilmember
Kylie Peel, Staff Liaison

Members Excused

Jerry Martin
Bobbie Littrell, Vice Chair
Christy Watts
Vel Wright

3. APPROVAL OF MINUTES:

There was no open discussion on the May 24, 2023 minutes due to being three (3) committee members present and not enough for a quorum. Voting of minutes is suspended until the next scheduled meeting where a quorum is present.

4. OPEN ISSUES:

a. CARES Act Substantial Amendment

Kylie Peel updated the committee a meeting was held with the City's Parks/Facilities Director about the proposed project of installing security cameras at the Community Center. After some discussion, a lockdown button behind the front counter and cameras inside the Community Center is the goal of the project. The idea of a lockdown button would be pushed if an unsafe situation is occurring outside, staff can push the button which locks all doors from someone coming inside. A vendor, Compunet, will be coming out on June 30th to walk the site, get measures and pricing. Final numbers on amount of cameras and pricing should be available at the next scheduled meeting.

5. NEW BUSINESS:

a. CAPER Approval/Grant Agreement Status

Kylie Peel updated the committee that the City's CAPER (Consolidated Annual Performance and Evaluation Report) was approved and signed by HUD on June 21st.
The latest update regarding the City's grant agreement was given on June 28th stating it was currently routing through internal processes in the HUD Seattle office before sending over to the City for signature and implementation.

6. COMMITTEE COMMENTS/DISCUSSION:

No comments or discussion.

7. ADJOURNMENT:

The meeting adjourned at 4:13 p.m.

The next scheduled meeting is set for July 26, 2023.

DRAFT
CITY OF KENNEWICK
CDBG COMMITTEE
July 26, 2023

1. CALL TO ORDER:

Bobbie Littrell called to order the regular meeting of the Block Grant Advisory Committee at 4:04 p.m. on July 26, 2023 in the City Hall Council Chambers.

2. ATTENDANCE:

Members Present

Bobbie Littrell, Vice Chair
Bruce Donner
Christy Watts
Jim Millbauer, Councilmember
Christina Palmer, M.S Director
Kylie Peel, Staff Liaison

Members Excused/Absent

Ron Hue, Chair
Jerry Martin
Carlo D'Alessandro
Vel Wright

3. APPROVAL OF MINUTES:

There was no open discussion on the May 24, 2023 and June 28, 2023 minutes due to being three (3) committee members present and not enough for a quorum. Voting of minutes is suspended until the next scheduled meeting where a quorum is present.

4. OPEN ISSUES:

CARES Act Substantial Amendment - Christina Palmer reviewed the cost break down of the proposed security upgrades at the Community Center. The project includes the addition of 4 internal security cameras, lockdown button and access control/badge reader for the door located in the kitchen. It was explained the \$28,000 leftover funds could be used towards the proposed Community Center Security project and staff recommends that the remaining funds after this project is completed would then roll it into the 2024 Annual Action Plan.

Bobbie Littrell asked if we would be able to make timeliness. Kylie Peel explained there is no concern due to HUD extending the timeline to have CARES Act funds expended by 2026.

Councilmember Millbauer asked if the quote required a new door to be installed. Christina explained that it would not require a replacement of the door, rather it installs badge reader to the door. Staff would then remove the physical key aspect of unlocking/locking that door. It was also explained that access control provides better security for the facility so we can see who is entering through that door and can better manage access as people/volunteers change with the Meals on Wheels program. Changing out physical keys is costly and time consuming.

Bruce Donner asked about centralized control on the badges and Christina informed that it is centralized within our IT Department and badges and door access are only given out by IT staff. We can also narrow down the days & times the badges will work on the door if needed. Voting on this project is postponed until the next scheduled meeting where a quorum is present.

5. NEW BUSINESS:

None.

6. COMMITTEE COMMENTS/DISCUSSION:

No comments or discussion.

7. ADJOURNMENT:

The meeting adjourned at 4:13 p.m.

The next scheduled meeting is set for August 23, 2023.



Leading the Way

July 24, 2023

To: Kylie Peel, CDBG Coordinator

From: Cody Lewis, IT Asst Manager/Project Manager

RE: Community Center Security Enhancements Proposal

Below is the requested proposal for the security enhancements at the Kennewick Community Center. The scope of the project includes adding 4 internal security cameras, a lock down button, and access control/badge reader on the kitchen door.

Cost Summary by Deliverable:

Cameras	\$ 8,544.85
Door	\$ 4,026.73
Lockdown Button	<u>\$ 2,766.27</u>
Total Cost (Installed)	\$15,337.85

Cost by Component:

Cabling	\$ 6,831.80
Software/Hardware	\$ 5,832.03
Professional Services	<u>\$ 2,674.02</u>
Total Costs	\$15,337.85

The detailed scope of work for the various components are:

- Low Voltage Cabling –
 - Provide and install 4 category 6 communications cables for camera locations.
 - Provide and install 1 – 18/4 cable to front counter for panic button.
 - Provide and install 1 bundled door access cable to kitchen door for door access.
 - Provide and install 8 category 6 jacks.
 - Provide and install 4 back boxes for cameras.
 - Provide and install EMT conduit with fittings and supports as needed.
 - Assist with card reader and door strikes.
 - Install 4 owner provided cameras.
 - Provide terminations, testing, and documentation of work performed.
- Professional Services for Installation & Configuration:
 - Configuration and setup of 4 Axis cameras in Genetec
 - Access Control/Badge Reader:
 - Configuration of LP1501 controller
 - Configuration of kitchen door



Leading the Way

- Configuration of lockdown button
- Configuration of Barix 50 and Informa Cast.
- Testing and verification of built system.
- Documentation of built system

Please let me know if you need any additional information.