



City Council Meeting Schedule May 2018

May 1, 2018
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

May 8, 2018
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Transportation Systems Plan
2. Upcoming Community Events
3. Open Negotiations Collective Bargaining

May 15, 2018
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

May 22, 2018
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Legislative Update
2. Budget Calendar/Citizen Budget Survey
3. Video Taping Council Meetings

May 29, 2018
Tuesday, 6:30 p.m.

NO MEETING

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio Taped

May 2018
Updated 5/01/18

Council Workshop Coversheet



Agenda Item Number	1.	Meeting Date	05/22/2018
Agenda Item Type	Presentation		
Subject	Legislative Update		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	City Manager		

Info Only	☐
Policy Review	☒
Policy DevMnt	☐
Other	☐

Summary

During the workshop on May 22nd, our legislative lobbyists, Tom McBride and Ben Buchholz will provide an update on the 2018 legislative session and begin discussion on strategies for the upcoming legislative session.

Through

Dept Head Approval

City Mgr Approval

Attachments:

Marie Mosley
May 18, 08:33:11 GMT-0700 2018

Council Workshop Coversheet



Agenda Item Number	2.	Meeting Date	05/22/2018
Agenda Item Type	Presentation		
Subject	2019-2020 Budget Calendar & Citizen Budget Survey		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Info Only	☒
Policy Review	☐
Policy DevMnt	☐
Other	☐

Summary

At the May 22nd workshop, the Finance Department will provide an overview of the 2019-2020 budget calendar, which includes an overview of key dates and deadlines from the start of the biennial budget process through Council's adoption of the budget prior to the end of the year. A citizen budget survey has also been a key component of the budgeting process in recent bienniums and staff will review potential questions to include in this year's survey with City Council.

Through

Evelyn Lusignan
May 15, 15:29:59 GMT-0700 2018

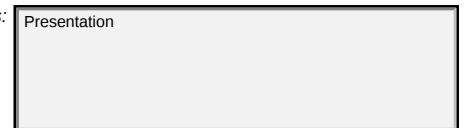
Dept Head Approval

Dan Legard
May 15, 15:40:07 GMT-0700 2018

City Mgr Approval

Marie Mosley
May 18, 08:22:51 GMT-0700 2018

Attachments: Presentation



Budget Calendar & Citizen Budget Survey

Kennewick City Council Workshop
May 22nd, 2018



2019-2020 Budget Calendar

- June 6th – Citizen Budget Survey Issued
- June 27th - Budget Instructions Issued
- August 3rd – Dept. Budget Requests Due
- Week of September 10th – CM Review/Dept. Meetings
- Week of September 24th – CM Budget Decisions
- October 30th/November 13th – Budget Workshops
- November 1st – Preliminary CM Budget Made Available
- November 20th – Public Hearing & Adoption



Citizen Budget Survey for 2019/2020 biennial budget

The City of Kennewick is committed to seeking community involvement and feedback as we work towards preparing the budget for the 2019/2020 biennium. Your views on how your tax dollars are spent are essential to creating a budget that best serves all of our citizens.

Please take a few minutes to provide your input on your service and spending priorities.

*** 1. Do you live or work in the City of Kennewick? (check all that apply):**

- ☐ I live in Kennewick
- ☐ I own a business in Kennewick
- ☐ I work in Kennewick



Next



Citizen Budget Survey for 2019/2020 biennial budget

2. How important are the following services to you?

	One of the Most Important	Very Important	Somewhat Important	Not too Important
Business Recruitment & Job Creation	☒	☒	☒	☒
Easy Access to Public Information	☐	☐	☐	☐
City-Sponsored Special Events	☒	☒	☒	☒
Fire & Ambulance Services	☐	☐	☐	☐
Good Standards for Residential & Commercial Development	☒	☒	☒	☒
Maintenance of High-Quality Streets	☐	☐	☐	☐
Nice Neighborhoods/No Blight	☒	☒	☒	☒
Police Services	☐	☐	☐	☐
Quality Entertainment & Recreation Options	☒	☒	☒	☒
Quality Parks	☐	☐	☐	☐
Reliable Sewer System	☒	☒	☒	☒
Safe Drinking Water	☐	☐	☐	☐

Citizen Budget Survey for 2019/2020 biennial budget

3. If you were to make changes to the existing budget, what funding changes would you make in the following operational areas? (current allocations are noted)

	Increase	No Change - Maintain Current Allocation	Reduce
Water (14%)	☒	☐	☐
Police Services (37%)	☐	☐	☐
Fire Services (15%)	☒	☐	☐
Recreation (3%)	☐	☐	☐
Planning/Development (2%)	☒	☐	☐
Parks & Facilities (6%)	☐	☐	☐
Fire Department Ambulance - Advanced Life Support (5%)	☒	☐	☐
Streets (5%)	☐	☐	☐
Sewer (13%)	☒	☐	☐



4. If reducing or eliminating some service areas were required to balance the budget, how would you feel about the following service level changes?

	Acceptable	Unacceptable	Undecided
Increasing processing time for plan reviews and permit issuance (Building, Planning, Public Works, & Business Licensing)	☒	☒	☒
Reducing operating hours at recreation facilities and community centers.	☐	☐	☐
Reducing level of road maintenance	☒	☒	☒
Reducing level of maintenance on City greenways	☐	☐	☐
Eliminating 4th of July celebration or other City-sponsored special events	☒	☒	☒

Please note any other service areas you would be willing to reduce or eliminate in order to balance the budget.

5. How likely are you to use the following City communication tools?

	Very Likely	Likely	Somewhat Likely	Not Likely	Currently Use
Facebook (currently available)	☒	☒	☒	☒	☒
Twitter (currently available)	☐	☐	☐	☐	☐
Webpage (currently available)	☒	☒	☒	☒	☒
"My Kennewick" - Downloadable App (currently available)	☐	☐	☐	☐	☐
"Notify Me" for Road Closure Notifications, Meeting Updates & More via text & email (currently available)	☒	☒	☒	☒	☒
Audio Recordings of Council Meetings (currently available)	☐	☐	☐	☐	☐
Televised Council Meetings (not currently available)	☒	☒	☒	☒	☒



6. What do you think will be the biggest challenges facing our City as we grow?

- ☐ Crime
- ☐ Employment Opportunities
- ☐ Fire Suppression & Emergency Medical Response
- ☐ Housing Options/Property Values
- ☐ Maintaining High Water Quality/System Capacity
- ☐ Recreation Options
- ☐ Sewer Treatment/System Capacity
- ☐ Street Repairs & Maintenance
- ☐ Traffic Congestion
- ☐ Sufficient Quality Entertainment Facilities

Other (please specify)



7. Is there anything else that you would like to tell us about your budget priorities?



Prev

Done



Questions?



Council Workshop Coversheet



Agenda Item Number	3.	Meeting Date	05/22/2018
Agenda Item Type	Presentation		
Subject	Televising City Council Meetings		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Management Services		

Info Only	☒
Policy Review	☐
Policy DevMnt	☐
Other	☐

Summary

As a follow-up to the Council Retreat on April 14th, Council asked that staff review options for televising Council meetings. During the workshop, City staff has researched potential solutions and will present a preferred option for televising City Council Meetings. If Council decides this is a priority, we would recommend this be considered during the upcoming biennial budget discussion.

Through

Dept Head Approval

City Mgr Approval

Christina Palmer
May 17, 13:12:42 GMT-0700 2018

Marie Mosley
May 18, 08:13:43 GMT-0700 2018

Attachments: Presentation

Televising City Council Meetings

City Council Workshop
May 22, 2018



Hosted Services

- Broadcasting, video streaming and integrating documents with video (indexing) requires staff time and expertise not currently available within existing staffing.
- Utilizing hosted “hands-free” solution allows us to provide this access to our citizens without additional staffing.



SWAGIT'S HANDS-FREE SOLUTIONS

- ❑ No additional work staff – Meeting Content will be indexed and accessible shortly after it is adjourned.
- ❑ Our editors take the text for the indexed points right from your agenda
- ❑ Swagit does all the indexing, uploading and publishing of your content
- ❑ Hosted Solution – Swagit provides all the bandwidth and storage for you.
- ❑ Unlimited Bandwidth for the Public
- ❑ Unlimited Meeting Storage
- ❑ Unlimited Specialty Content Storage
- ❑ No Training Time or Training Cost



KENNEWICK
WASHINGTON

SWAGIT'S AVIOR AV-SYSTEM

AVIOR is a complete package of cameras and pro video-switching equipment that enables any client to fully outsource the production and operation of a multiple camera broadcast system to **Swagit**.

This system allows for local and remote control of the cameras

- Utilizes Pan/Tilt/Zoom (PTZ) cameras with pre-defined shots
- Allows client to outsource production of meetings

Our system will accommodate up to 8 inputs and can have dedicated inputs for Power Point Presentations.



KENNEWICK
WASHINGTON

SWAGIT'S AVIOR DIAGRAM



Agencies Using Swagit

- **City of Austin**

<http://austintx.swagit.com/play/05032016-614/4/?ts=1182>

- **City of Richland**

<https://www.ci.richland.wa.us/departments/communications-and-marketing-office/cityview/watch-cityview>

- **City of Brea**

<http://www.ci.brea.ca.us/812/Government-Access-Channel>

- **Santa Clara County Office of Education**

<https://www.sccoe.org/countyboard/Pages/Minutes-Agendas.aspx>



Cost Estimates

All costs include sales tax

Service	Cost
Avior System (3 cameras, streaming appliance & storage) <i>One Time Cost</i>	\$ 42,000
Annual Hosting for 50 meetings per year	\$ 17,600 (per year)
Optional “Sound Search”	\$1,955 (per year)

Year 1	On-Going Annual *
\$59,600	\$17,600

**Assuming we do not utilize Sound Search*



Timeline

Deliverable	Duration
Phase 1 – Hardware Provisioning & Development	2–4 Weeks
• Hardware ordered • Hardware assembled by Swagit engineers • Operating system installed and configured • Swagit EASE™ streaming appliance software installed • System burn-in testing conducted under fail-test load • Hardware sign-off by Swagit • Welcome packet information (meeting schedule, IP info, etc.) returned to Swagit	
Phase 2 – Web Element Design	4 Weeks
• Video library and player designed by Swagit in consultation with Client • Linking instructions provided to Client Webmaster/IT • Design sign-off by Client	
Phase 3 – Deployment/Implementation	2–4 Weeks
• Assembled hardware shipped • Remote configuration and testing of audio/video feed quality by Swagit • Confirmation of correct video library linking and integration with Client website • Installation sign-off by Swagit	
Phase 4 – Acceptance Testing	2 Weeks
• Dry run of meeting capture, indexing and encoding process using next available meeting rebroadcast, alternate content or live meeting • Final signoff by Client	

Questions?





City Council Meeting Schedule June 2018

June 5, 2018 Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
June 12, 2018 Tuesday, 6:30 p.m.	WORKSHOP MEETING 1. Comp Plan Docketing 2. Six-Year Transportation Improvement Plan
June 19, 2018 Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
June 26, 2018 Tuesday, 6:30 p.m.	WORKSHOP MEETING 1.

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June 2018
Updated 5/08/18