



City Council Meeting Schedule August 2020

City Council passed Resolution 20-08 on June 23, 2020, which temporarily designates the location for regular, special and study session meetings to the virtual location until Benton County enters into Phase Three of the Governor's Safe Start Reopening Plan. The City broadcasts City Council meetings on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

August 4, 2020

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

August 11, 2020

Tuesday, 5:30 p.m.

EXECUTIVE SESSION RCW 42.30.110(1)(ii) Pending Litigation (40 minutes)

Tuesday, 6:30 p.m.

WORKSHOP MEETING(the workshop meeting will be done via Zoom and broadcast on the City's website

<https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Blasting Ordinance
2. Parks & Recreation Update
3. Fire Department Annual Update

August 18, 2020

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

August 25, 2020

Tuesday, 6:30 p.m.

WORKSHOP MEETING(the workshop meeting will be done via Zoom and broadcast on the City's website

<https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Ethics Officer Update
2. Finance Update

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 and Video Taped

August 2020
Updated 08/4/20

Council Workshop Coversheet



Agenda Item Number	1.	Meeting Date	08/25/2020
Agenda Item Type	Presentation		
Subject	Ethics Officer Update		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	City Attorney		

Info Only	☐
Policy Review	☒
Policy DevMnt	☐
Other	☐

Summary

In August 2019, City Council approved Ordinance 5812 adding a new chapter to the Kennewick Municipal Code titled Council Code of Ethics. The ordinance created the Office of the Ethics Officer. In November of 2019, the City retained attorney Tom Atwood to serve as the Ethics Officer. The Ethics Officer Agreement requires the Ethics Officer to meet with City Council to advise the City regarding the clarity and adequacy of the City Ethics Code and other matters relating to the Ethic's Officers duties and responsibilities. Attached is a memo to council regarding two recommended changes to the Ethics Code.

Through

Selena Swearingen
Aug 19, 13:10:25 GMT-0700 2020

Attachments: Memo

Dept Head Approval

Lisa Beaton
Aug 19, 13:34:48 GMT-0700 2020

City Mgr Approval

Marie Mosley
Aug 21, 07:47:57 GMT-0700 2020

TO: City Council

FROM: Thomas J. Atwood

DATE: Friday, August 21, 2020

RE: City Council Ethics Code

It is not uncommon for statutes, rules, and ordinances to be amended over the course of time, based on observations and experiences pertaining to such written documents. The City of Kennewick Council Code of Ethics is no exception.

Topics for your consideration include:

1. 2.06.040(2) – Personal Integrity

The issue has been raised as to whether this Section pertains only to City related business. I suggest that the Council make it explicit one way or the other. This is a topic for discussion amongst the Council members.

2. 2.06.060 – Complaints, Investigation, Hearings, and Enforcement

I suggest that the Council consider some procedural changes in the Ordinance.

2.06.060(ii) provides that the accused official has the right to file a written answer to the Complaint. I suggest that any written answer be filed with the City Clerk, with a copy provided to the Ethics Office fifteen (15) days prior to the hearing date. I also suggest that if the accused official wants to call witnesses, the official is to file a witness list 15 days prior to the hearing, provided names, addresses, and telephone numbers of any witnesses. Again, all information provided to the Ethics Officer is to be first filed with the City Clerk.

In addition, I suggest an addition, possibly adding a Section 2.06.060(iii), that any procedural or technical challenge to the Complaint be filed 15 days prior to the hearing.

In conclusion, these are suggestions for discussion by the Council. If nothing else, the Ordinance should make it clear that all materials provided to the Ethics Officer should be first filed with the City Clerk. I also think it is important that written materials and witness lists be provided to the Ethics Officer prior to the hearing.

Council Workshop Coversheet



Agenda Item Number	2.	Meeting Date	08/25/2020
Agenda Item Type	Presentation		
Subject	Finance Department Update		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Info Only	☒
Policy Review	☐
Policy DevMnt	☐
Other	☐

Summary

At the August 25th workshop, the Finance Department will provide an overview of the department's structure including several significant changes that have occurred in 2020, discuss the scope of services currently provided by the department, and review a few of the challenges and opportunities for the department as we prepare for the upcoming 2021/2022 biennium.

Through

Dept Head Approval

City Mgr Approval

Dan Legard
Aug 19, 12:08:57 GMT-0700 2020

Marie Mosley
Aug 21, 07:53:30 GMT-0700 2020

Attachments: PowerPoint

Finance Department Update

August 25, 2020



Our Department



**PUBLIC RELATIONS &
GOVERNMENT AFFAIRS**

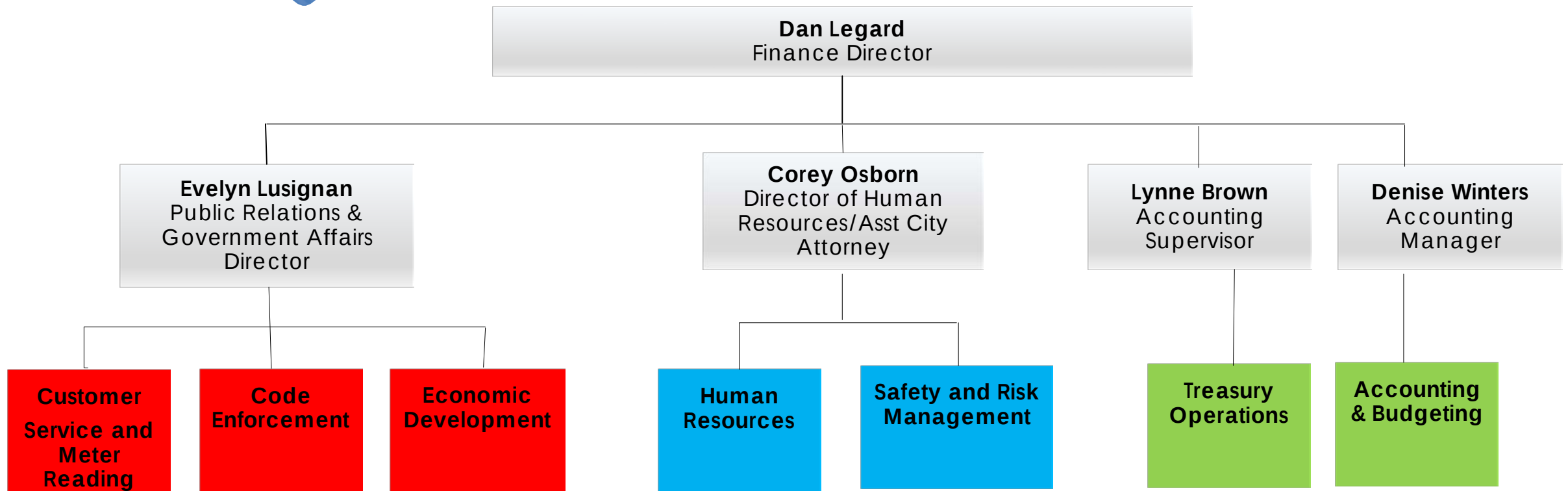


**HUMAN RESOURCES
& RISK/SAFETY**

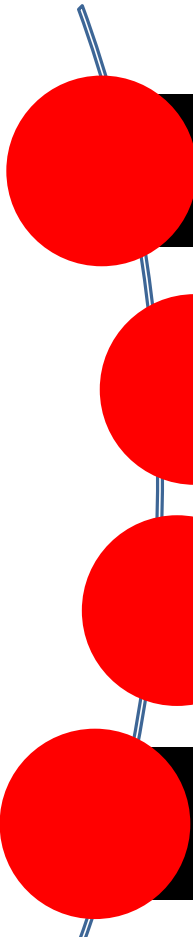


FINANCE

Organization Chart



Public Relations & Government Affairs



CUSTOMER SERVICE

CODE ENFORCEMENT

METER READERS

ECONOMIC DEVELOPMENT



Customer Service



Customer Service

ACCOMPLISHMENTS 2019-2020



- 25,000 Utility Accounts and Growing!
- Over 148,000 Annual Billings
- 2,800 Service Orders for Account Closings
- 500 New Meter Sets per Year
- 80-100 Calls Daily in the Phone Queue
- Staff Actively Engaged in Munis, Tyler Cashiering or Energov Upgrade Project
- Continually Cross Training Accountability Areas
- Ongoing Partnership with DOL's Business Licensing Service
 - 6,000 General Business Licenses & 75 Regulatory Licenses

Customer Service

ACCOMPLISHMENTS 2019-2020



Building & Planning Permitting Support:

- Permit Tech support for the Consolidated Intake Process
- Daily Processing of Miscellaneous Permits
- PW Permitting with DPW Meter Set Permit Issuance
- Permit Tech assistance with the Express Permitting Program
- Manage the Phone Queue for B&P



Customer Service

GOALS & MAJOR PROJECTS 2021-2022

- Conversion from Quadrant Cashiering to new Tyler Cashiering model
- Finalize Documentation on PW Permitting Manual
- Continual Cross Training of New Staff on Core Accountability Areas and Permitting
- Actively Involved in B&P Conversion to Energov
- Navigate Legal Mandates as it relates to Bankruptcies, Delinquent Accounts and Analysis of Commercial Accounts as a result of COVID-19



Code Enforcement

We are a Team of 2 Code Enforcement Officers and 1 Code Office Specialist that reactively ensure compliance with the Kennewick Municipal Code (KMC) by Citizens, Agencies or Businesses. Common Complaints include:

- Weeds & Grasses
- General Nuisance
- Substandard/Unfit/Vacant Land
- Title 18 Violations (Planning, Site Triangle, Fence Height, Etc.)



Multiple Partnerships Internally along with KSD, KID, PUD, BC Clean Air, Obnoxious Weed Board and various Non-Profit Organizations.

2019 – 471 Total Cases

2020 – Projected at Approximately 600 Cases

Code Enforcement

ACCOMPLISHMENTS 2019-2020

- Completed a CE Officer Training Manual
- Compliance Continues to Increase
- Managing Increased Case Load with one CE Officer after Patsy's Retirement
- New Code Office Specialist brought on board and trained to replace Luis Medina
- Outreach Presentation to Local Rental Owners Association
- Currently Designing new Code Enforcement System in Energov that has Enhanced Citizen Communication module
- Formalized the Dead Owner Process in Partnership with the City Attorney's Office



Code Enforcement

GOALS & MAJOR PROJECTS 2021-2022

- Conversion from the Iworqs Software to the Tyler Technologies Energov product
- Train a new CE Officer after Patsy's Retirement
- Navigating the Legality and Documentation on Substandard/Unfit Cases that were put on hold due to COVID
- Working with the State, City Attorney and Internal Records experts to Manage Archiving of Data
- Evaluating Enhancements or Modifications to Current Processes
- Continue to work with Building Official and City Attorney on Stop Work Orders for Substandard/Unfit process



Meter Readers

- City is Divided into 102 Meter Reading Routes and Approximately 25,000 Meters
- Over 12,000 Meters Read each Month on Bi-Monthly Billing Cycle
- Meter Readers have Accountability for Other Tasks Including:



- Closing Bill Reads
- Meter Investigates
- Non-Pay/Delinquent Account Door Hangers
- Turn On/Offs
- Marking, Tagging and Digging out Meters As Needed

Meter Readers

ACCOMPLISHMENTS 2019-2020



- Continual Partnership with Public Works and Water Distribution Team
- Upgraded Reading Technology to Cloud Technology through Itron
 - Utilize Cell Phones vs. Large Handhelds
- Reading Increased Number of Meters Year over Year with Same Staffing Level
- Ongoing Outreach to Educate the Public
- Assist in Ongoing Automated Meter Infrastructure (AMI) Project
- Radio Read (ERTs) Testing with Badger/Sensus Meters on Vancouver/Rainier



Meter Readers

GOALS & MAJOR PROJECTS 2021-2022

- Read Meters – Always the First Priority
- Route Management
- Continue to be a Resource for the AMI Project Team
- Cross Train new Staff with Water Distribution
- Obtain CDL/Cross Connect for Newest Meter Readers
- Contributing member of Field Risk Management Team
- Creative Solutions for Challenging Easement Areas



Support Existing Businesses and the Creation of Sustainable Family Wage Jobs

- Realignment of Economic Development Function
- Enhanced Cross-Functional Team
- Leveraging Partnerships
- Opportunity Centers
- Public Relations



Economic Development

ACCOMPLISHMENTS 2019-2020

- COVID-19 Assistance and Recovery
- Continued Partnerships
- Supported Legislative Efforts for Building Business Ecosystems Bill
- Rivershore Reconveyance Efforts
- Real Estate Promotion and Development
- Ribbon Cuttings & Events
- Cross-functional Team Efforts
- Wayfinding
- Arts Commission



Economic Development

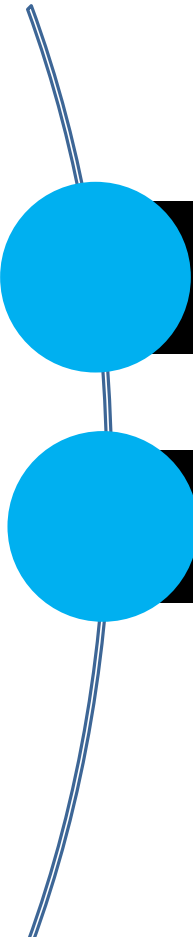
GOALS & MAJOR PROJECTS 2021-2022

- COVID-19 Recovery Continued
- Economic Development Manager Recruitment
- Continue Rivershore Reconveyance Efforts
- Increased Business Recruitment Efforts Towards Developers



- Support Legislative Efforts for Building Business Ecosystems
- Business Recruitment for UGA
- Assist with Creation of Public Arts District

Human Resources



HUMAN RESOURCES

WORKPLACE SAFETY



Human Resources

Recruitment / Classification & Compensation

HR plays a key role in ensuring adequate staffing throughout the City.

- Assists Hiring Managers from Recruitment Request Through Employee Onboarding
- Advises the Civil Service Commission and Administers Civil Service Testing
- Serves as the Primary Contact for Approximately 3,700 Job Applicants Each Year

HR researches and recommends competitive benefits packages.

- Monitors the Job Market and Recommends Appropriate Benefits Packages
- Responds to Compensation Surveys, Requests for Information, and Employment Verifications

Recruitment Classification & Compensation

ACCOMPLISHMENTS
2019-2020

- Added a Dedicated Part-time Background Investigator for Firefighters
- Redeveloped the Onboarding Process
- Analyzed Classification and Compensation Data for Police Officers, Firefighters, and 7 Non-contract Positions





Human Resources

Training & Development / Legal Compliance

HR helps identify and deliver training and professional development.

- Participates in Succession Planning and Leadership Development
- Facilitates Onsite Supervisory and Leadership Training Opportunities
- Administers the Performance Management Program

HR ensures compliance with constantly changing employment laws.

- Advises Managers, Supervisors, and Employees Regarding Employment Laws
- Responds to Internal and External Complaints; Conducts Workplace Investigations as Needed

Training & Development Legal Compliance ACCOMPLISHMENTS 2019-2020

- Simplified and Streamlined the Annual Performance Review Process
- Partnered with WCIA to Offer “Supervisory Skills” Credential Program
- Implemented Knowledge Transfer System





Human Resources

Labor Relations

HR helps to foster positive relationships with employees, including five labor unions.

- Drives and Supports Employee Engagement for 410 Full-time Staff
- Researches and Recommends Appropriate Personnel Policies
- Advises Managers on All Potential Disciplinary Action
- Collectively Bargains Wages, Hours, and Working Conditions with 89 Police Officers, 13 Police Sergeants, 10 Police Support Specialists, 71 Operating Engineers, and 91 Firefighters
- Administers the “Wellcity” and “Worksafe Employer” Programs

Labor Relations ACCOMPLISHMENTS 2019-2020

- Implemented New Bargaining Agreements with Police Officers And Firefighters (2020-2022)
- Obtained the AWC Wellcity Award
- Obtained the AWC Worksafe Employer Award





Workplace Safety

Workplace Safety

Mission: to maintain a safe and healthful work environment for all employees.

- Researches and Recommends Appropriate Safety Policies and Practices
- Conducts Workplace Safety Inspections and Assessments
- Investigates any Workplace Accidents or Injuries
- Administers Workers Compensation and Return To Work Programs
- Oversees Four Safety Sub-committees and the City-wide Safety Committee

Workplace Safety

ACCOMPLISHMENTS

2019-2020



- Earned the “WorkSafe” Employer Award
- Enhanced Face-to-Face Safety Recognition
- Facilitated the City’s Continuity of Operations Plan and Reopening Plan
- Managed COVID-19 Impacts on City Staff
 - L&I Face Cover Requirements
 - Employee Contact Tracing and Exposure Analysis
 - Quarantine and Return-to-Work Procedures

Human Resources and Workplace Safety

GOALS & MAJOR PROJECTS 2021-2022

- o Succession Planning – Approximately 28% of Employees Eligible for Retirement, and 31% are Supervisors
 - o Managing the Ongoing Generational Shift
 - o Facilitating Continuity of Leadership
 - o Recruiting in COVID/Post-COVID Job Market
 - o Ensuring Diversity and Inclusion
- o Law Enforcement Recruitment – We Anticipate 20 Or More Vacancies Through 2022



Human Resources and Workplace Safety

GOALS & MAJOR PROJECTS
2021-2022

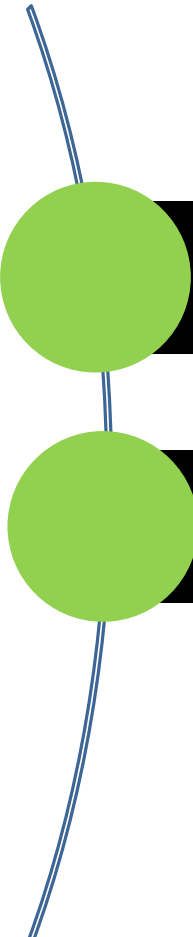
- o Covid-recovery and the “New Normal”
 - o Promoting Mental Health and Wellbeing
 - o Adjusting to Rapidly Changing Employment Laws
 - o Accomplishing Work with Limited Resources



- o Assessing and Implementing New Technology
- o Enterprise Replacement Project



Finance



TREASURY OPERATIONS

ACCOUNTING & BUDGETING



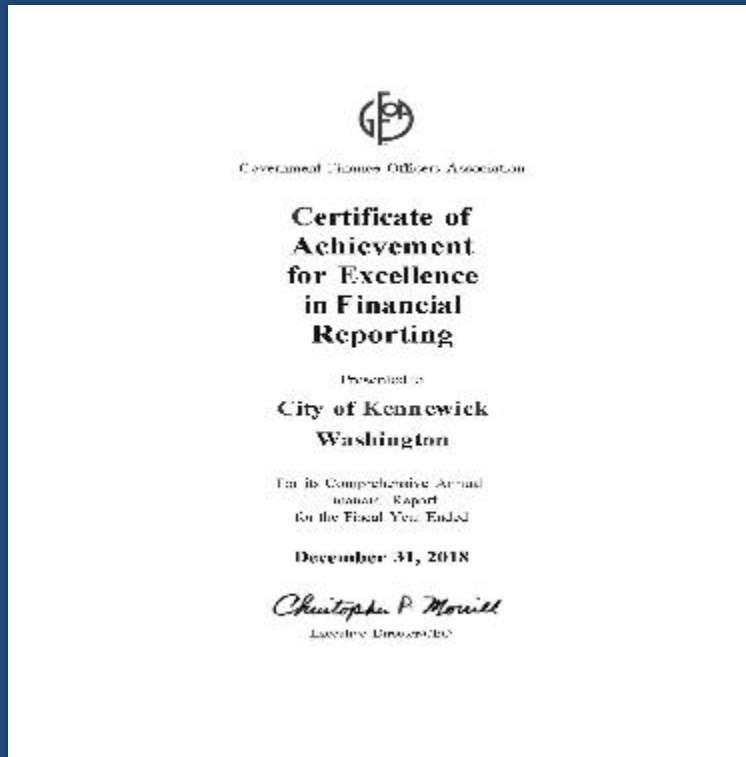
Treasury Operations, Accounting & Budgeting

- 10 Full-time Equivalent Positions
- Maintain a Citywide Biennial Budget of \$408.9m
- Budgeting and Financial Reporting for 25 Individual Funds
- Administer an Overall Debt Portfolio of \$58M
- Treasury Functions:
 - Manage Average Investment Portfolio of \$58M
 - Over 12,000 Payroll Disbursement Processed Annually
 - Over 15,000 AP Invoices Processed Annually
 - \$5.6M in Grant Billings Processed Per Year
 - Process Over 5,000 Billable Ambulance Transports Each Year



Treasury Operations, Accounting & Budgeting

ACCOMPLISHMENTS 2019-2020



- National Recognition From GFOA:
 - Excellence In Financial Reporting – 34th Consecutive!
 - Distinguished Budget Presentation – 17th Consecutive!
 - Popular Annual Financial Report – 12th Consecutive!
- Completed Financing for 18th & Kellogg Reservoir Project and Fire Station #3
 - Maintained City's AA Rating for Limited Tax General Obligation (LTGO) Bonds
 - Established AA- Rating for the City's 2019 Water and Sewer Revenue Bonds
- Design and Testing of Munis Enterprise Resource Planning (ERP) Financial Software

Treasury Operations, Accounting & Budgeting

GOALS & MAJOR PROJECTS 2021-2022

- Transition to New Munis ERP Financial Software 1/1/2021
- Finalize Design and Testing of Munis Human Capital Management (Payroll & HR) & Implement in Sept. 2021
- Streamline/Automate Comprehensive Annual Financial Report (CAFR) Preparation Using New ERP System
- Implement Governmental Accounting Standards Board (GASB) Statements Applicable For 2020



OPPORTUNITIES & CHALLENGES



MAJOR PROJECTS –
ERP/ENERGOV & AMR/AMI

ADOPTION OF 2021/2022
BIENNIAL BUDGET

SUCCESSION PLANNING &
STAFFING LEVELS



Thank You





City Council Meeting Schedule September 2020

City Council passed Resolution 20-08 on June 23, 2020, which temporarily designates the location for regular, special and study session meetings to the virtual location until Benton County enters into Phase Three of the Governor's Safe Start Reopening Plan. The City broadcasts City Council meetings on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

September 1, 2020

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

September 8, 2020

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. WWTP Phase II Update
2. Capital Improvement Plan Update
3. City Attorney's Office Annual Update

September 15, 2020

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

September 22, 2020

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Water & Sewer Rate Study Update
2. Council Sub-Committees
3. 2021/2022 Budget Assumptions

September 29, 2020

Tuesday, 6:30 p.m.

NO MEETING SCHEDULED

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August 2020
Updated 08/18/20