



City Council Meeting Schedule September 2021

City Council temporarily designated the location for regular, special and study session meetings to a virtual location until termination of the state of emergency or until rescinded. The City broadcasts City Council meetings on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

September 7, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

September 14, 2021

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. 2021 Comprehensive Plan Amendments
2. Cross-Functional Teams Update

September 21, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

September 28, 2021

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. Micromobility Update
2. Event Administration Update
3. Redistricting 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

September 2021
Updated 09/09/21

Council Workshop Coversheet



Agenda Item Number	1.	Meeting Date	09/28/2021
Agenda Item Type	Presentation		
Subject	Micromobility Update		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Parks & Recreation		

Info Only	☒
Policy Review	☐
Policy DevMnt	☐
Other	☐

Summary

During the workshop, we will review and discuss the considerations for safe and legal operation of electric scooter and bicycles, including regional connectivity, consistent rules of the road, code revisions, and potential ride share opportunities.

Through

Dept Head Approval

City Mgr Approval

Emily Estes-Cross
Sep 22, 17:21:50 GMT-0700 2021

Marie Mosley
Sep 24, 09:52:27 GMT-0700 2021

Attachments: Presentation



Micromobility Update

***Council Workshop
September 28, 2021***



KENNEWICK
WASHINGTON

Overview

- Electric scooters and bikes
- Legal considerations
- Rules of the road
- Ride share interest
- Path forward



Legal Consideration

- Code Amendments
 - KMC 11.94 Motorized Foot Scooters
 - Adopt code regulations for e-bikes
 - Potential code provision requiring a permit and/or contract with vendors to offer ride-share programs
- Conditions for a permit/contract for potential dockless mobility ride share vendors.



Rules of the Road

- Connectivity and consistency with neighboring cities
- Speed limits on share use pathways and sidewalks
- Education and public outreach
- Signage



Multi-Use Trail Pilot
August 2018 - August 2019

The Multi-Use Trail Pilot updates regulations to create consistency and improve safety for everyone using these trails. The pilot sets the speed limit at 15 mph and allows for Class 1 and Class 2 electric-assisted bicycles.

SPEED LIMIT 15

CLASS 1 & 2 E-BIKES ALLOWED

No other motorized vehicles allowed, except ADA-compliant

Share the Trail!

- Use voice or bell when passing
- Keep right except to pass
- Bikes yield to pedestrians
- Keep dogs on a short leash
- Use light at night
- Be courteous to others

Learn more at seattle.gov/parks/multisetrail

Comments or Questions?

206-684-4075
PKS_info@seattle.gov
100 Dexter Ave N
Seattle WA 98109



Ride Share

- App-enabled
- Typically \$1 per ride to unlock, plus \$.15 per minute
- 9-15 mph
- Charged nightly by independent contractors or staff, returned to designated locations
- Reduce dependence on personal automobiles, improve sustainability
- ADA considerations
- Regional ride share pilot interest
- Public outreach



Discussion



Council Workshop Coversheet



Agenda Item Number	2.	Meeting Date	09/28/2021
Agenda Item Type	Presentation		
Subject	Event Administration Update		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Parks & Recreation		

Info Only	☒
Policy Review	☐
Policy DevMnt	☐
Other	☐

Summary

During the workshop, Parks and Recreation staff will be providing a special event administration update, including overview of permit review and issuance, cost recovery fees, and recommend changes for 2022.

Through

Dept Head Approval

City Mgr Approval

Emily Estes-Cross
Sep 22, 12:32:00 GMT-0700 2021

Marie Mosley
Sep 24, 11:03:31 GMT-0700 2021

Attachments: Presentation



2022 Special Event Administration

*Council Workshop
September 28, 2021*

Customer Service Focus

- Annual special event administrative process review
- High event retention rates
- Streamlining process utilizing Energov
- Increased communication between the Special Events Team and event coordinators



Special Events vs Rentals



Open to the
Public



100+
Attendance



Alcohol



Amplified
Sound



High Risk



Collaboration

- Special Event Team Review
 - Parks & Recreation
 - Police
 - Fire
 - Public Works
 - Customer Service
 - City Attorney
- Permit/Agreement Administration
 - Risk Mitigation Terms
 - Insurance
 - Fees



Permit Issuance

- Application
- Event Site and Parking Plan
- Incident Action Plan
- Vendor List
- Insurance Coverage
- Special Event Fees



Fee Overview

Fee change considerations

- Closing the gap in cost recovery for services provided by the city.
- Market value of similar event amenities in the area.
- Demand for event space.

Marketplace comparison

Rates may exceed Richland and Pasco event fees due to the scope and scale of the events Kennewick hosts. The size and types of parks and facilities, the level of service, and the type of activities allowed in Kennewick exceed those of our neighboring cities.



Application Fee

Current Fee - \$40

- Unchanged for at least 12 years
- Covers the cost of 8-10 City staff members spending at least 15 minutes each for review and feedback
 - Special Events Coordinator
 - KFD
 - KPD
 - Public Works
 - City Attorney
 - Risk Manager
 - Parks & Facilities Manager
 - Parks & Recreation Director

Recommended Fee - \$50



Contract Administration

Current Fee - \$230 flat rate

- Unchanged for at least 12 years
- To consider event scope, scale and City support needed to administer the event contract, change from a flat fee to a 3-tiered approach
- Approximately 26% of events fall into Tier 3 and would realize a \$30 reduction in fees.

Recommended Fee - Tier 3 \$200, Tier 2 \$300, Tier 1 \$400

- Tier 3: Average contract administration time of 15 hours
- Tier 2: Average contract administration time of 30 hours
- Tier 1: Average contract administration time of 40+ hours



Late Payments

Current Fee - \$0

- There is currently no penalty for late payments
- Recommend fee to improve responsiveness

Recommended Fee

- \$30 for accounts up to 14 days late
- \$70 if there is a balance due after the Late Notice “Final Payment” deadline



Expedited Review

Current Fee - \$0

- There is currently no penalty for late submission of these documents.
- Recommend applying Late Document Fee for required documents not submitted by the contractual deadline (i.e. Certificate of Insurance or Site Plan)
- Since cancelling an event less than 30 days prior is not ideal, late documentation acceptance enables the event to proceed, but gives the City the ability to recover cost for reallocating staff time from other duties to expedited review (and incentivizes organizers to meet deadlines).

Recommended Fees

- \$200 for **insurance certificate with endorsement** submitted less than 30 days prior to the first event date.
- \$100 per document for **all other required documents** submitted less than 30 days prior to the first event date.



Exclusive Park Use

- KAC limits fee increase to 1.5% per year
- Review of all park space fees and justification for price points in 2022
- Report to Council in mid-2022



Summary

- Continue crossfunctional special event permit review and approval
- Increase application fee from \$40 to \$50
- Replace flat contract administration fee of \$230 with tiers based on scope/scale:
 - Tier 3: \$400
 - Tier 2: \$300
 - Tier 1: \$200
- Implement new late payment fee of \$30
- Offer expedited review fee
 - \$200 for insurance
 - \$100 for other documents
- Increase exclusive park use fees 1.5%





Council Workshop Coversheet



Agenda Item Number	3.	Meeting Date	09/28/2021
Agenda Item Type	Presentation		
Subject	Redistricting (Ward Boundaries)		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Planning		

Info Only	☒
Policy Review	☐
Policy DevMnt	☐
Other	☐

Summary

Every ten years, following the U.S. Decennial Census, each jurisdiction within Washington State is required to examine its voting districts and make adjustments to the boundaries, where needed, to ensure that each district contains approximately equal population and preserves existing communities of related and mutual interest. The redistricting process in Washington State is guided by the Revised Code of Washington Section 29A.76.010. In Kennewick, KMC 1.08.060 outlines the process for examining existing ward boundaries and modifying them when needed.

This presentation will give a high level overview of why this is done, the criteria that guides redistricting and the next steps in the process.

Through

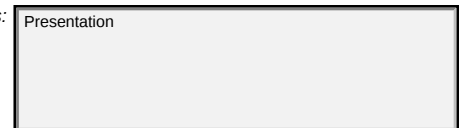
Dept Head Approval

City Mgr Approval

Anthony Muai
Sep 22, 12:57:55 GMT-0700 2021

Marie Mosley
Sep 24, 09:59:50 GMT-0700 2021

Attachments: Presentation



Redistricting

City Council Workshop

September 28, 2021



Background

- * Redistricting is required every 10 years (coinciding with decennial census)
- * Must be completed within 8 months of receiving census data
 - * Dates extended due to delay in issuing data
 - * 12/31/21 for jurisdictions with elections in 2022
 - * 11/15/2022 for all other jurisdictions

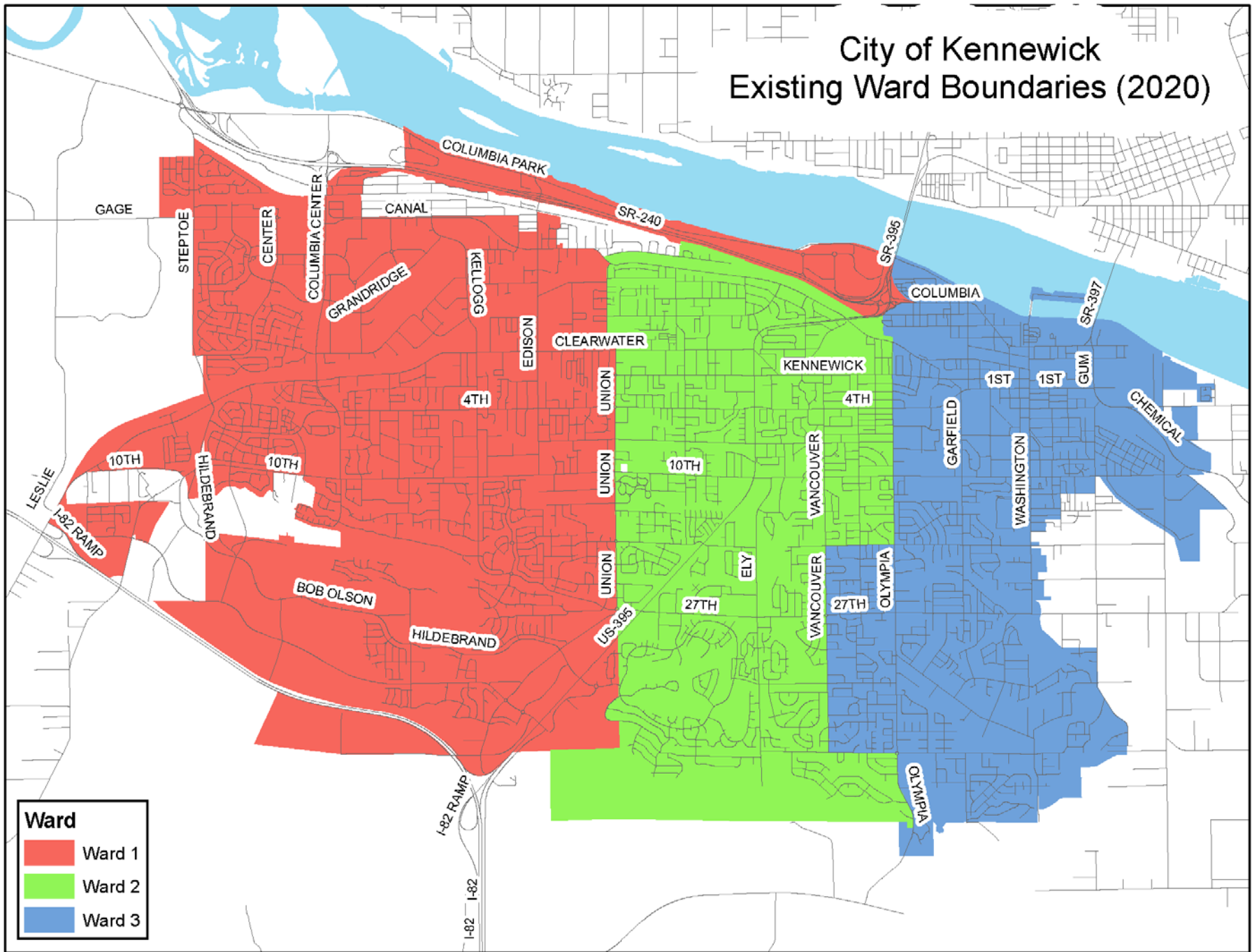
Criteria RCW 29A.76.010(4) (summarized)

- * Wards shall be as equal in population as possible
- * Wards shall be as compact as possible.
- * Wards shall consist of geographically contiguous area.
- * Population data may not be used to favor or disfavor any racial group or political party.
- * Wards shall coincide with existing recognized natural boundaries.
- * Wards shall, to the extent possible, preserve existing communities of related and mutual interest.

Criteria KMC 1.08.060(2) (summarized)

- * Planning Commission to review boundaries
- * If changes needed then:
 - * Wards shall be conterminous
 - * Wards shall be as homogeneous, socially, geographically and politically as practical
- * Planning Commission provides public notice and holds public hearing
- * Revises boundaries as needed to meet criteria

City of Kennewick Existing Ward Boundaries (2020)



Next Steps

- * Evaluate the data
- * Planning Commission workshop on proposed boundary options
- * Planning Commission public hearing
- * City Council workshop
- * City Council approval
- * Submit to Benton County Auditor



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October 5, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

October 12 2021

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. Historic Downtown Kennewick Partnership Update
2. 2022 TPA Budget & Marketing Plan
3. TRIDEC Update

October 19, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

October 26, 2021

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. Community Outreach Update
2. KMC Amendments - Development Improvements and Mitigation
3. KMC Amendments - Park Rules & Public Camping

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October 2021
Updated 09/21/21