

#### City Council Meeting Schedule August 2022

The City broadcasts City Council meetings on the City's website https://www.go2kennewick.com/CouncilMeetingBroadcasts.

August 2, 2022

Tuesday, 6:30 p.m. REGULAR COUNCIL MEETING - Cancelled

CITY/NATIONAL NIGHT OUT - Southridge Sports & Events Complex, 2901 Southridge Blvd, 5:00 p.m.-

7:30 p.m.

August 9, 2022

Tuesday, 6:30 p.m. WORKSHOP MEETING

1. Columbia Park Regional Summer Events Update

2. Parks & Recreation Department Update: Biennium

Goals & Priorities

August 16, 2022

Tuesday, 6:30 p.m. REGULAR COUNCIL MEETING

August 23, 2022

Tuesday, 6:30 p.m. WORKSHOP MEETING

1. Kennewick Irrigation District Update

2. Management Services Update: Biennium Goals &

Priorities

3. Wastewater Treatment Plant Phase II Biosolids

**Update** 

August 30, 2022

Tuesday, 6:30 p.m. NO MEETING SCHEDULED

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.

Council Works	-	Agenda Item Number		Meeting Date	08/23/2022		Info Only	X			
Covershee	et	Agenda Item Type	Presentation				Policy Review				
		Subject	Kennewic	k Irrigation Distric		Update	•				
		Ordinance/Reso #		Contract			Policy DevMnt				
		Project #		Permit	#		Other				
KENNEW	K	Department	City Mana	ager							
Chuck Freeman, District Manager with the Kennewick Irrigation District (KID) will be in attendance for our Council workshop to provide an update on several items of interest to the KID and the City of Kennewick. Some of those partnership opportunity topics for discussion are:  * Partnerships:  * Partnerships:  * Elliott Lake  * Recent Parthway Projects  * Zintel Canyon Clean Up  * Other Partnerships  * Future Partnership Opportunities (post Title Transfer)  * Water Supply & KID Capital Improvement Program:  * Canal Lining  * In Canal Storage  * Recapture Well Program in Badger Canyon  * Large Reservoir  * Integrated Plan Impacts  These are a few topics that will be discussed and addressed by the KID during the workshop. The Kennewick Irrigation District webpage has additional information regarding their organization, history, projects and other topics, which is located at https://www.kid.org/.											
Through					Attachments:						
Dept Head Approval											
City Mgr Approval		Marie M Aug 18, 10:36:08 (		2022							





## Mission Statement

The Kennewick Irrigation District will deliver irrigation water, protect water rights and enhance water supply, as authorized by Washington State statues and federal laws, for the maximum benefit of our community.

## District Priorities

- Service to Community and Care of the Environment
- Stewardship of District Assets, Water Rights & Supply
- Risk Management and Fiscal Responsibility
- Infrastructure Maintenance & Development

## Background

## Elected

Five-member Board of Directors

Gene Huffman | President

David McKenzie | Vice President

Director Kirk Rathbun

Director Arland Ward

Director Griffin Hanberg

## Leadership

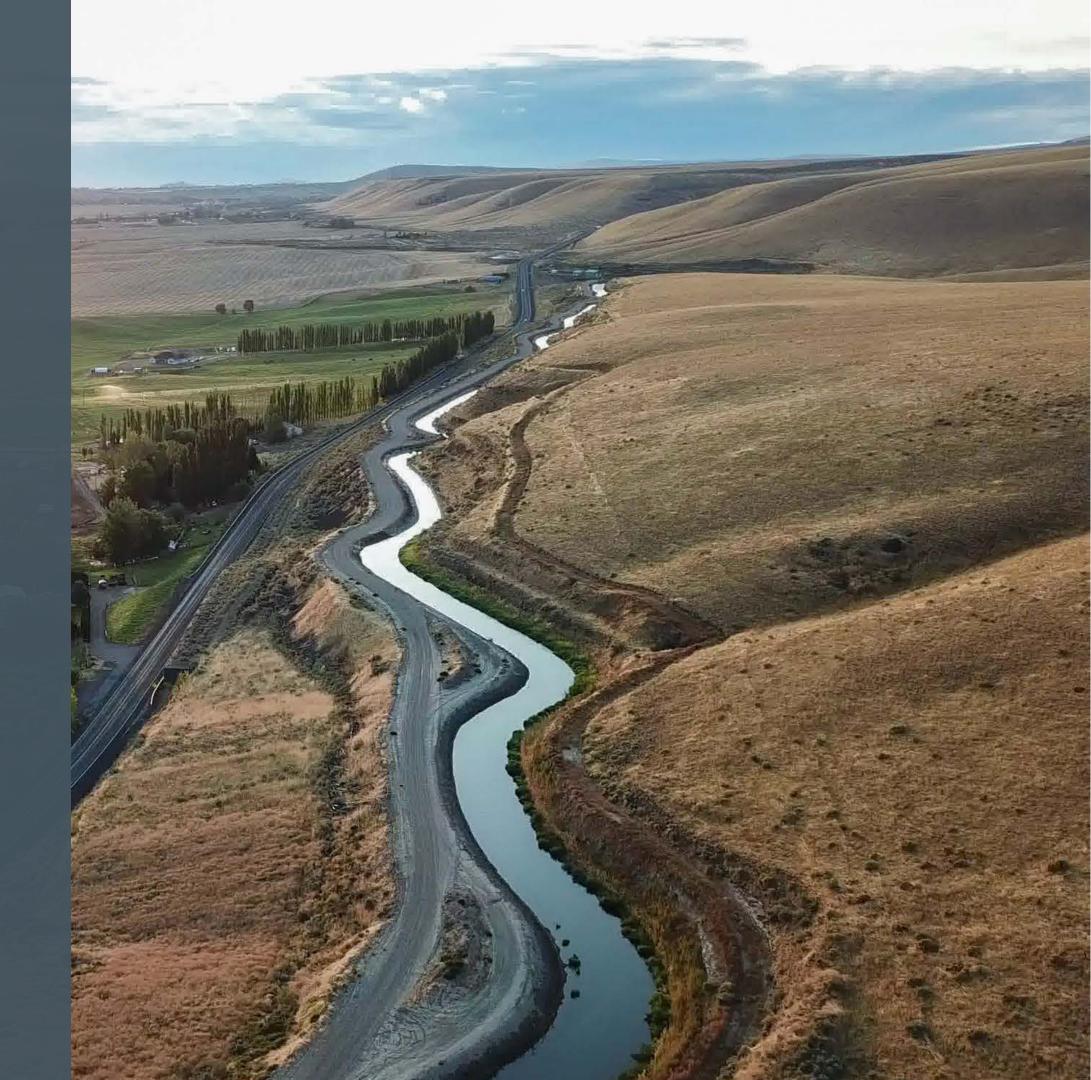
Charles Freeman | Secretary/Manager

Jason McShane | Engineering & Operations Manager

Seth Defoe | Land & Water Resources Manager

Stuart Dezember | Comptroller/Treasurer

John Crotty | General Counsel



## Background (Cont.)

Established under RCW 87.03 in 1917

| USBR Project (Authorized in 1948, Construction finished in 1957)

Last component of the Yakima Project

| Furthest downstream Bureau Project on the Yakima River

Over 25,400 accounts (68,000 people served)

20,201 irrigable acres

12,000 acres production agriculture

8,201 acres urban, rural residential



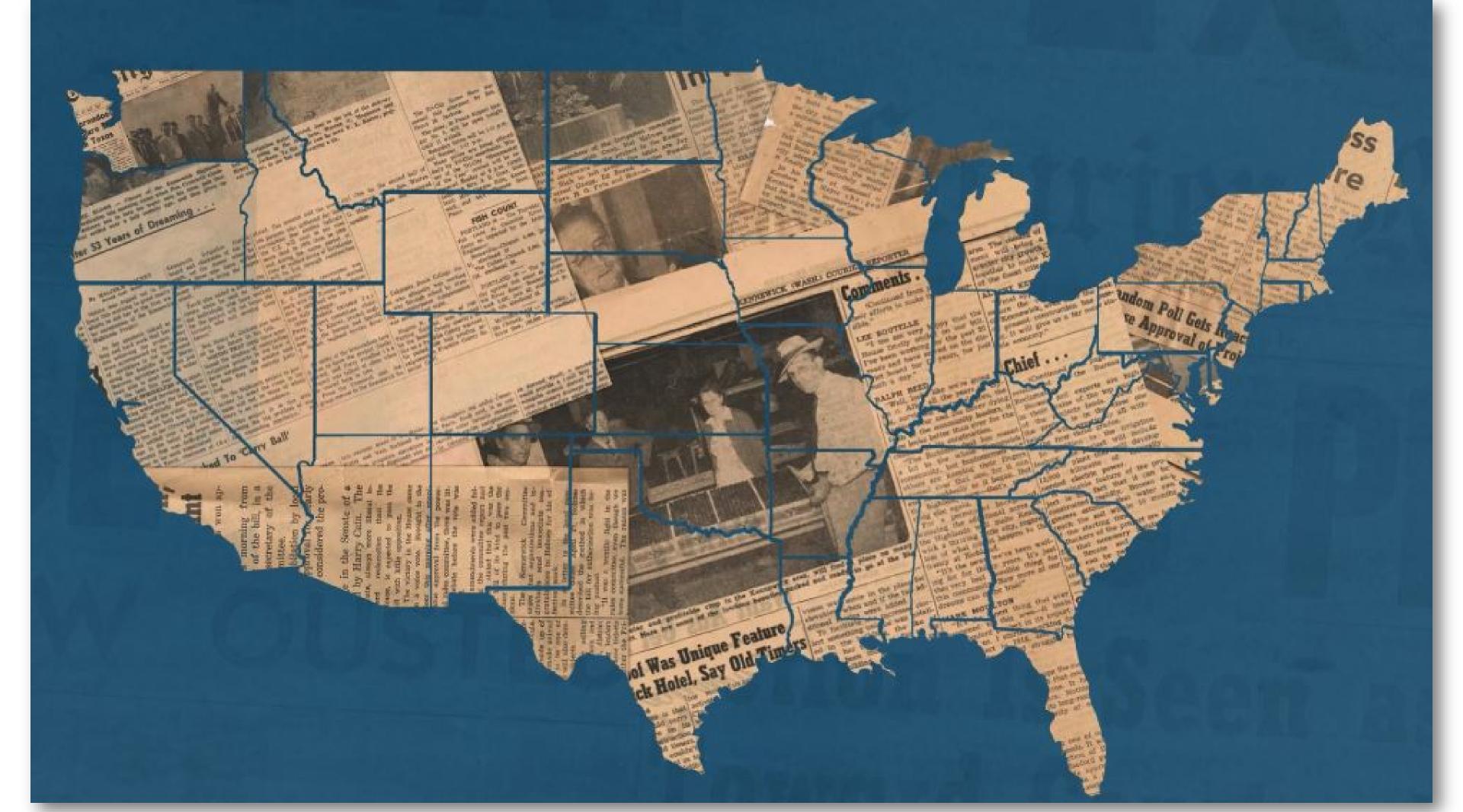
## Water Supply Challenges

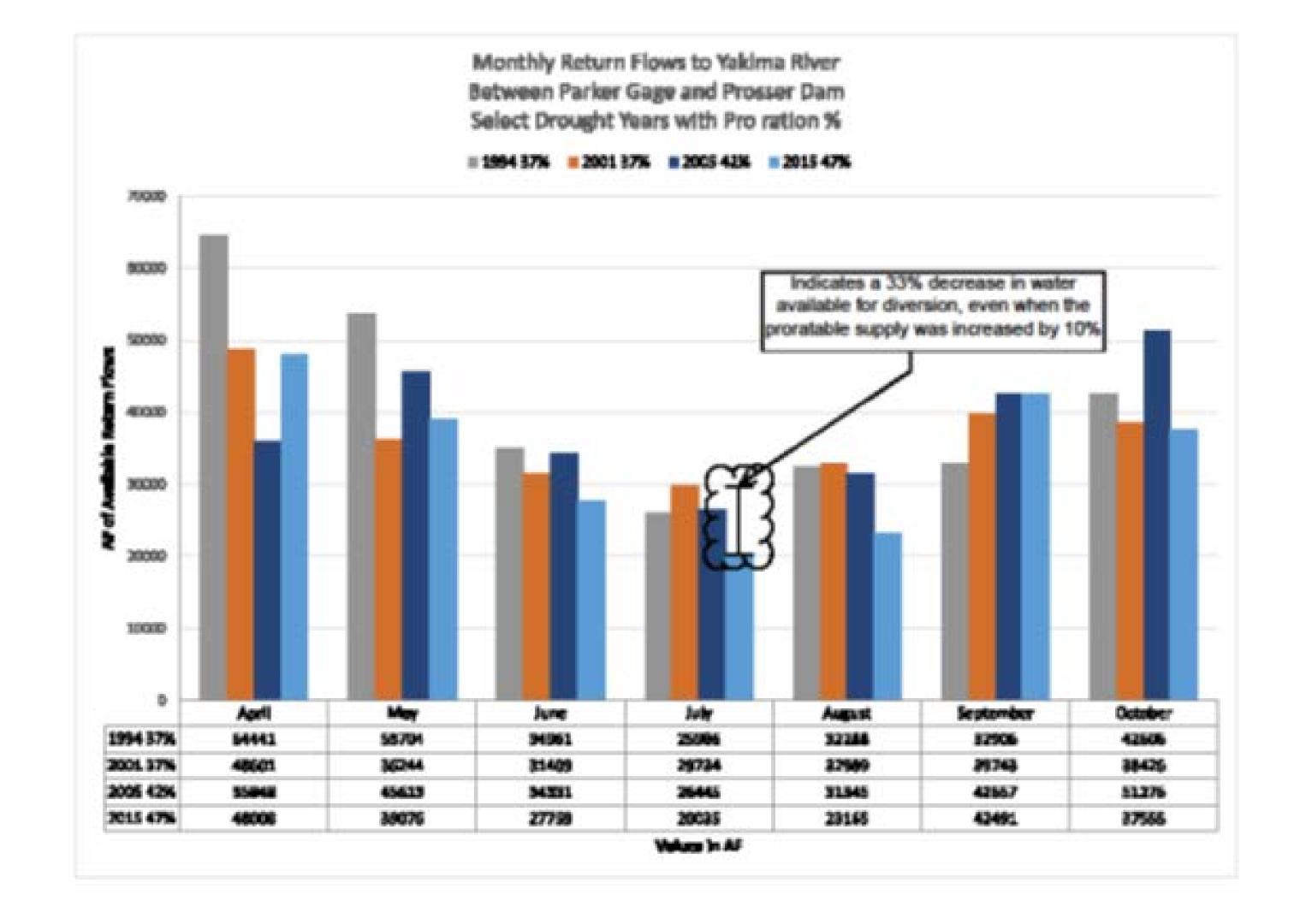
"Return Flow District"

Integrated Plan Implementation

Up Basin Conservation Projects

Climate Change







## Capital Improvement Plan

| Canal Lining

| In Canal Storage

| Automated Control

| Operational Reservoirs

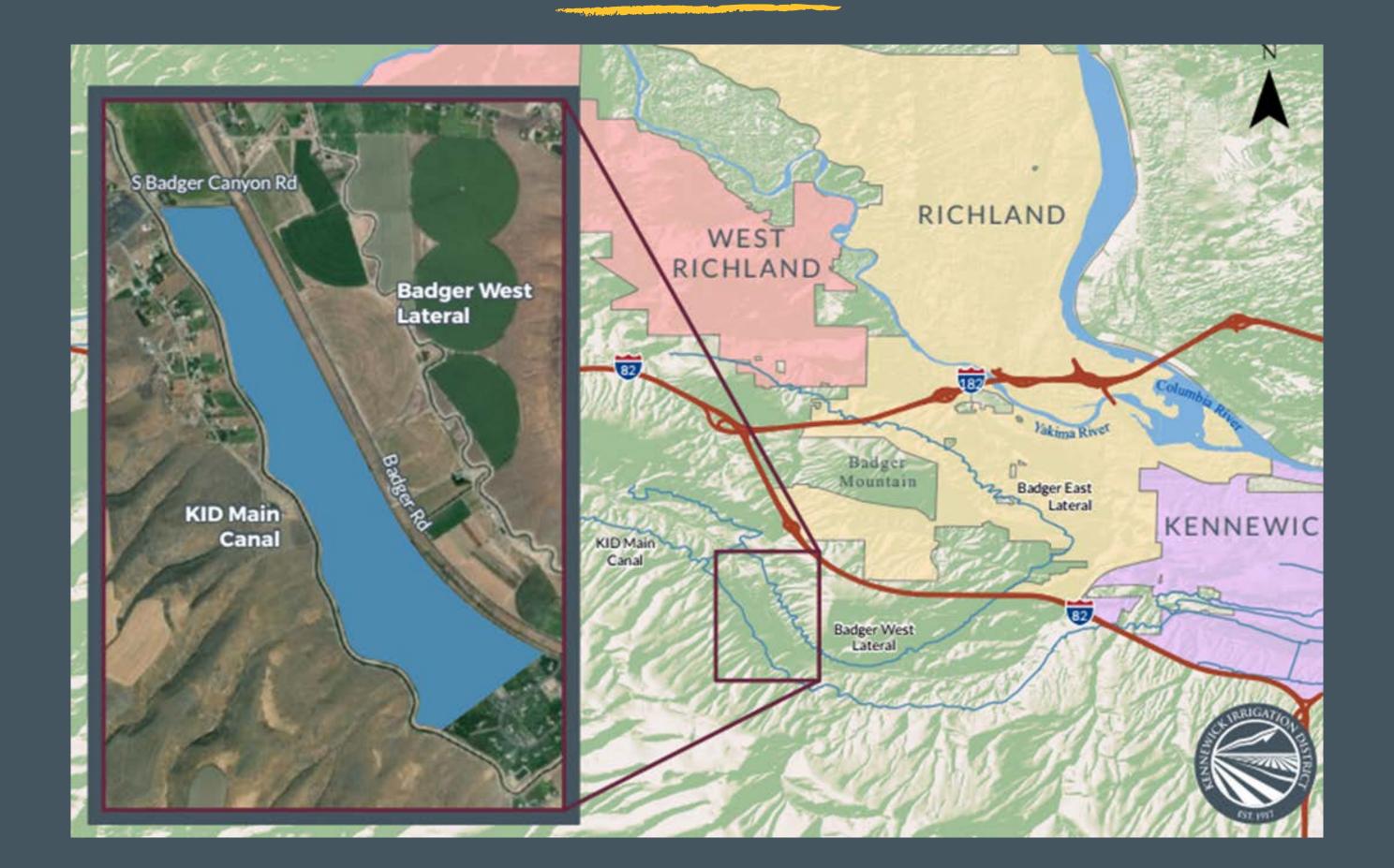
Recapture Reuse

| Central Storage Reservoir





## Central Storage Reservoir





## Project Goals (KID and OCR)

Improve Water Management and Drought Relief & Resiliency

Up to 12,000 acre-foot reservoir

| Meets OCR's mandate to develop water solutions that meet water needs for out-of-stream and instream uses



## Draft Preferred and Other Alternatives

#### Draft Preferred Alternative

| Up to 12,000-acre-foot reservoir at Badger Canyon on land owned by KID and filled by KID water rights

Potential Programmatic Alternatives Proposed for Phasing during Scoping

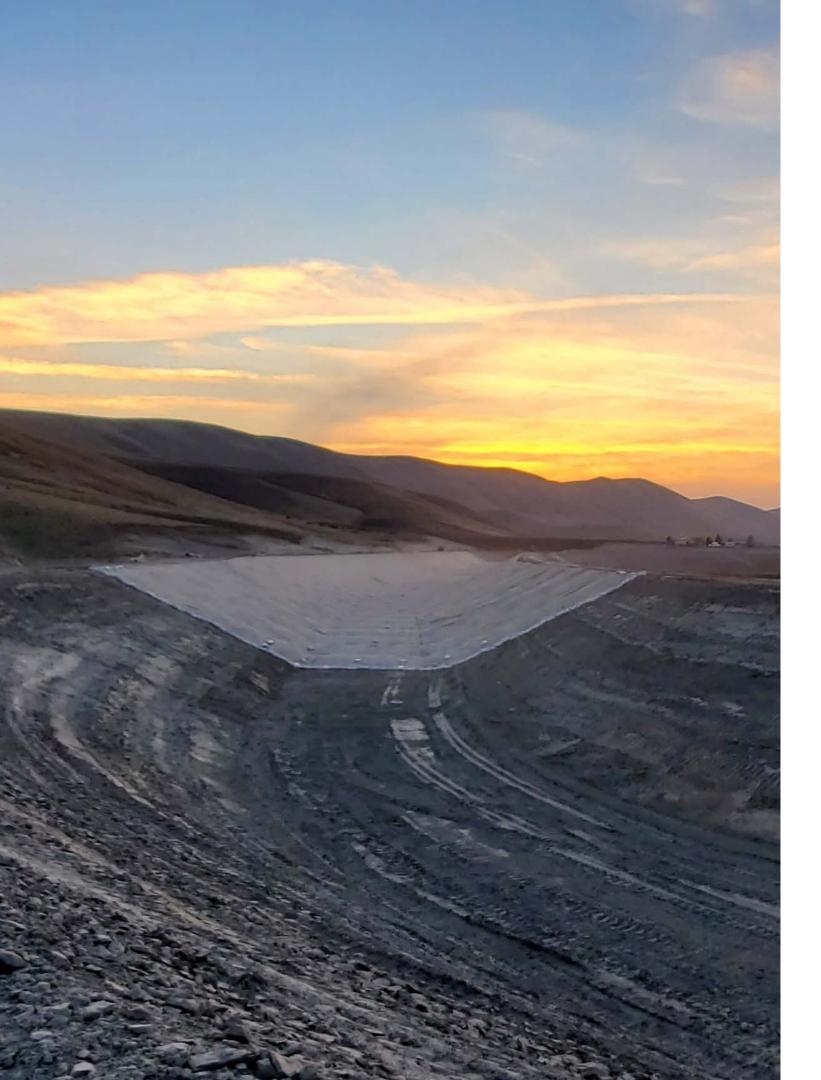
| Filling water from non-KID water rights under new Reclamation skimming rules

YBIP storage participation by KID

Conjunctive use with managed aquifer recharge

| Conjunctive use with hydro power generation





## SEPA - Process (Cont.)

#### Long-Term Timeline

Q4 2021: Conduct pre-scoping meetings

Q1 2022: Scoping period

| Q2 2022: Meet with OCR and Refine EIS Scope and EIS

Alternatives

| Q2 2022 to 2022-2023: Prepare DEIS

2023: Publish DEIS and Open House (60 days)

2023: Final EIS

# City Partnership

## Elliott Lake

## Zintel Canyon

## Title Transfer

- Pathway(s)
- Linear Park Opportunities
- Abandoned Facilities

## Request

| Continue to Participate in TRIDEC Water Supply Work Group

Attend YRBWEP Work Group.
Staff & Elected Representative

Establish Joint Planning on

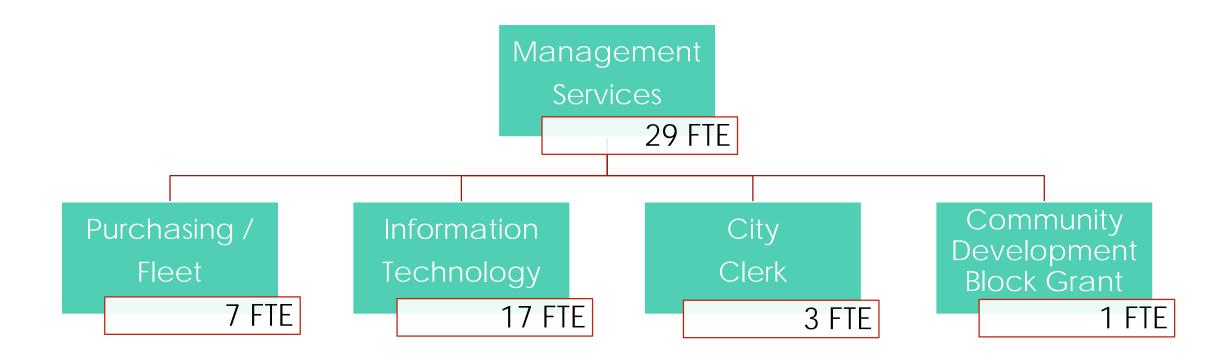


Council Worksh	=		08/23/2022	Info Only	X
Coversheet	Agenda Item Type	Presentation	Policy Review		
	Subject	Management Services Dep			
	Ordinance/Reso #	Contract #		Policy DevMnt	
	Project #	Permit #	#	Other	
KENNEWCK	Department	Management Services			
_	ices Department will provide prepare for the upcoming	e an overview on the department biennial budget.	nent's structure, services	provided, challen	ges
Through			Attachments: Presentation		
Dept Head Approval	Christina Aug 17, 17:54:03 (				
City Mgr Approval	Marie M Aug 18, 10:53:34 (				



Presented to City Council August 23, 2022

### DEPARTMENT OVERVIEW



#### Purchasing:

- Centralized Procurement
- Bid Processing
- Contract Administration
- Cell Phone Program
- Copier Maintenance & Replacement
- Surplus Disposal
- Fleet Admin Support

#### Warehouse:

- Inventory Stocking & Issuance
- Receiving & Delivery
- Surplus and Fleet Support

#### Fleet:

- Maintenance & Repairs
- Vehicle & Equipment Replacement
- Warehouse Support

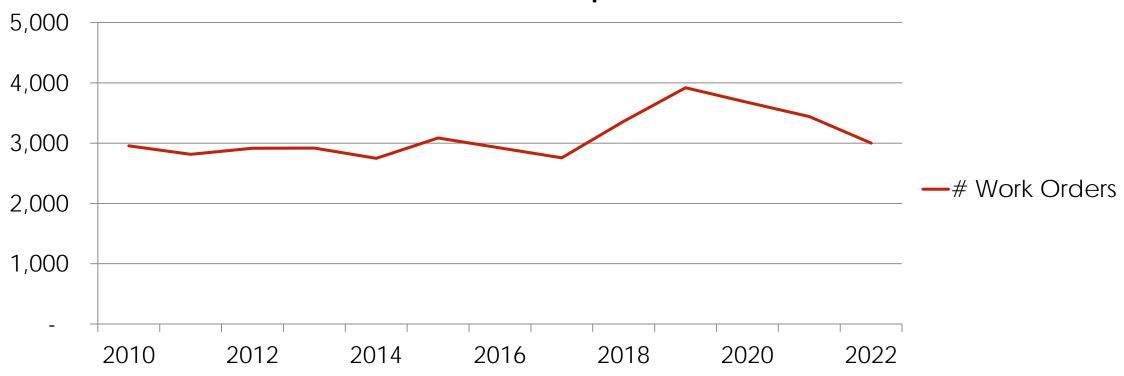
#### **Staffing Levels:**

- Purchasing Manager
- 2 Buyers
- 3 Mechanics
- 1 Warehouse Worker

#### **Statistical Overview:**

- 800+ purchase orders processed annually.
- Average of 100+ auctions posted on-line annually (\$90,000 annually).
- 823 unique items in stock average value of inventory \$354,994 (2019-current).
- Supports repair and maintenance of 569 vehicles and pieces of equipment.
- Average fleet age of 8.9 years (Licensed vehicles only).
- Current fleet replacement value \$29,833,909.
- Over 3,000 average fleet work orders annually.

#### Fleet Work Orders Completed



#### 2021/2022 Accomplishments:

- Successful implementation of Purchasing, Vendor and Inventory modules for new ERP financial software. Process review, testing and data validation for go-live.
- Supported unique procurement and fleet needs for pandemic.
- Continued decrease in number of vehicle repairs needed through improved preventative maintenance and communication with operators.

#### **Current Challenges:**

- Fleet Technology and Staffing:
  - New technology in vehicles requires outside vendors to diagnose and make repairs due to software required for programming.
  - Difficult to dedicate a mechanic on large multi-day repairs.
- Fleet Electric Vehicles
- Facility:
  - Facility mostly adequate but not ideal for latest technologies and proximity to customer base.
- Supply Chain:
  - Delivery lead times.
  - Availability.
  - Cost escalation.

#### Top Priorities for 2023/2024:

- Develop Reporting within the EAM Asset Management Module for Fleet Maintenance, Repairs and Management.
- Succession Planning and Cross Training
- Workplace Safety.

• Questions?

IT Manager

17 FTE

IT Project Manager

1 FTE

Software Support

8 FTE

- ✓ Application Support
- ✓ Application Development
- ✓ Phone System
- ✓ Database Administration
- ✓ GIS
- ✓ BiPin

Infrastructure Support

4 FTE

- ✓ Network Administration
- ✓ Security
- ✓ Server Maintenance
- / Exchange (email)
- ✓ Active Directory
- ✓ Backup
- ✓ UCS & SAN (storage)
- ✓ Web

Customer Service Support

3 FTE

- ✓ Service Desk
- Equipment Setup/ Deployment
- Equipment Maintenance
- After-hours Support

GIS Technicians (2 FTE):
Assigned to Planning
Assigned to Public Works

City of Kennewick Network Environment

#### **City Network**

- 19 facilities
- KPD Dedicated Verizon network

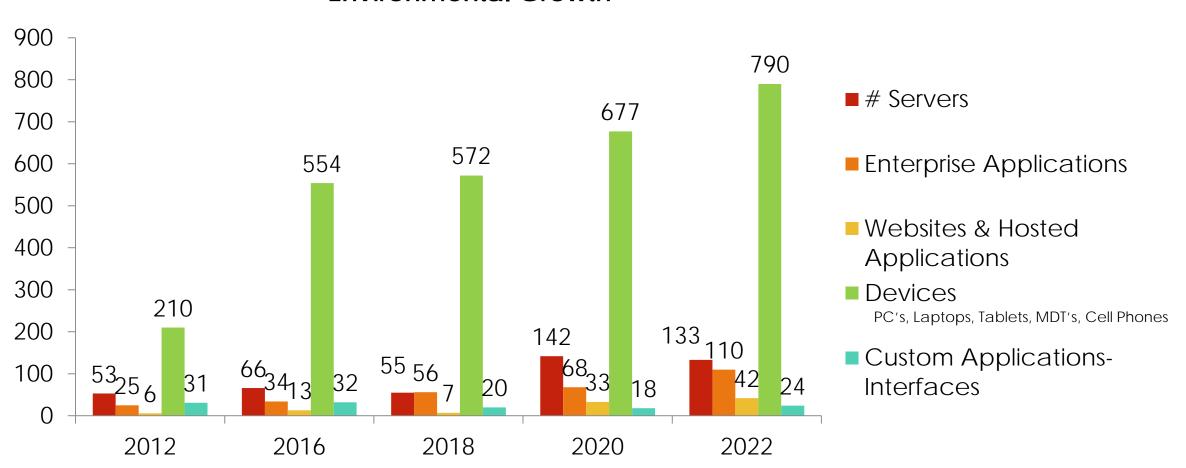
#### **BIPIN**

- 8 Agencies- Records
- 8 Agencies- Mobile
- 2 Jails

#### **SCADA**

- Water Treatment
- Wastewater

#### **Environmental Growth**



## Tyler Suite

- Munis
- EnerGov
- Human Content Mgmt (HCM)
- Executime & Adv Scheduling
- Tyler Cashiering

- Tyler Content Management
- Tyler HUB
- Utility Billing
- BIPIN (Public Safety)

### GIS

- ArcGIS Collector
- ArcGIS Field Maps
- ArcGIS Map
- ArcGIS Portal

- ArcGIS Pro
- ArcGIS Server
- ArcGIS for Office

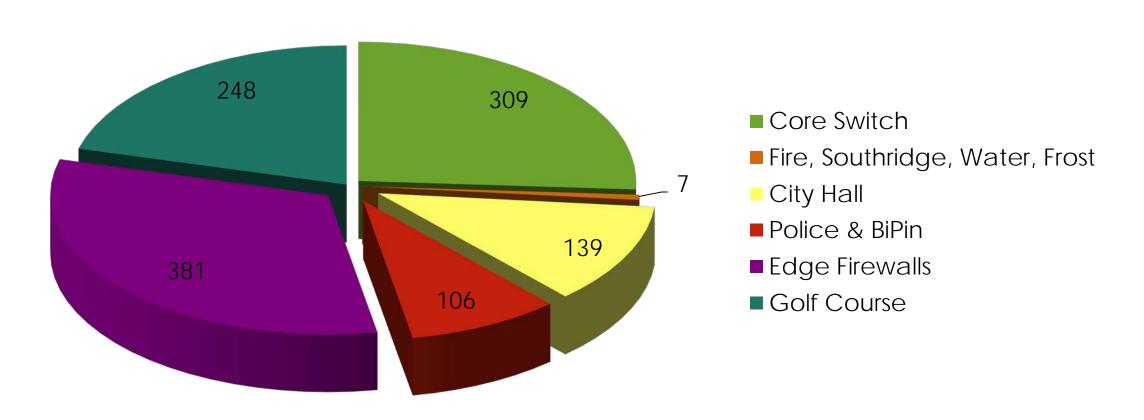
### OnBase

- DocuSign Integration
- Full-Text Search
- Indexing/Scanning
- Office and Outlook Integration
- Records Management
- Unity Client
- Unity Forms

## Systems Management

- Active Directory
- Active Sync
- AD Connect Synchronization
- AD Federation Services
- Advanced Authentication

#### Avg Monthly Network Traffic Activity (in TB)



#### **Statistical Overview:**

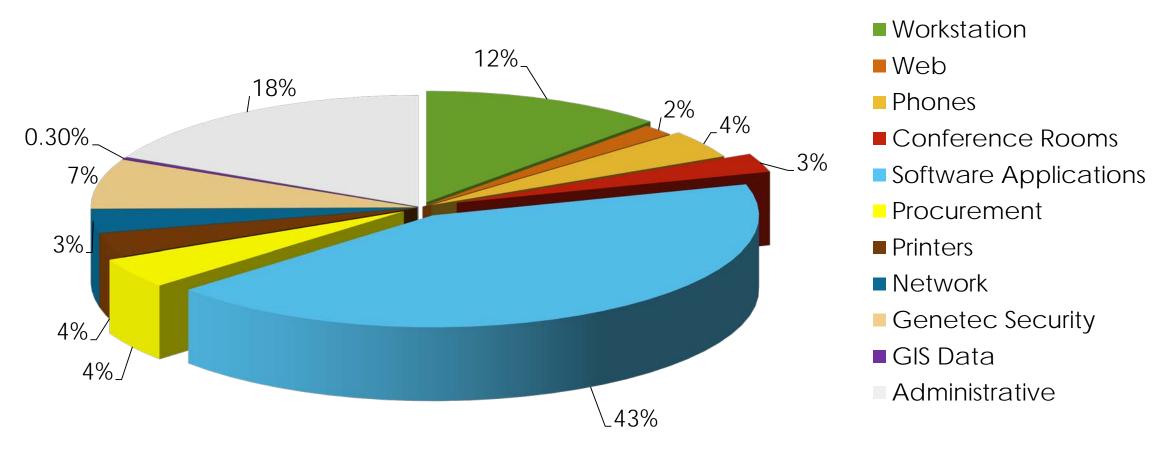
- From 2020 to 2021 we saw a 15% increase in inbound email traffic. Our mail gateway change to Cisco Email Security (CES) has increased our filtering from 60% to over 80%. Filtered as spam or infected with viruses.
- Exchange Server (email) handles an average of 9,700 messages per day.
- Currently managing 665 mailboxes.
- We currently support 2 storage systems consisting of 200TB (Pure Storage) with a compression ratio of 9.4 to 1 as well as an additional 348TB in NAS Storage.
- User data increased from 800GB in 2006 to 11,260GB (10.9TB) in 2020 to 12TB in 2021 reflecting about a 10% increase.

#### IT Service Desk:

- Provides multiple communication channels for staff to request service from a centralized Service Desk.
  - Phone.
  - Walk-in Service Desk.
  - Email.
  - Online Service Request ticket.
- Service desk receives an average of 300 phone calls per month; roughly 3,030 work orders per year.

#### Types of Service Desk Requests

2019-2020 Biennium as of June 30, 2020



#### 2021/2022 Project Assignments:

- ERP Project (5-yr project) IN PROCESS
- BIPIN RMS/JMS Replacement IN PROCESS
- Network Equipment Replacements IN PROCESS
- Telephone System Upgrade IN PROCESS
- Workstation Replacements ✓
- Physical Security Upgrades (scope expanded in 2022) IN PROCESS
- UPS Server Room Upgrade
- Network Security & Resiliency IN PROCESS
- Advanced Authentication IN PROCESS
- Cyber-Security ✓
- Council Chambers A/V ✓
- NAS Storage Expansion
- Electronic Voting for Council Meetings DELAYED

- Fire Station 1 New Construction
- Fire Station 3 New Construction IN PROCESS
- SCADA Security Updates





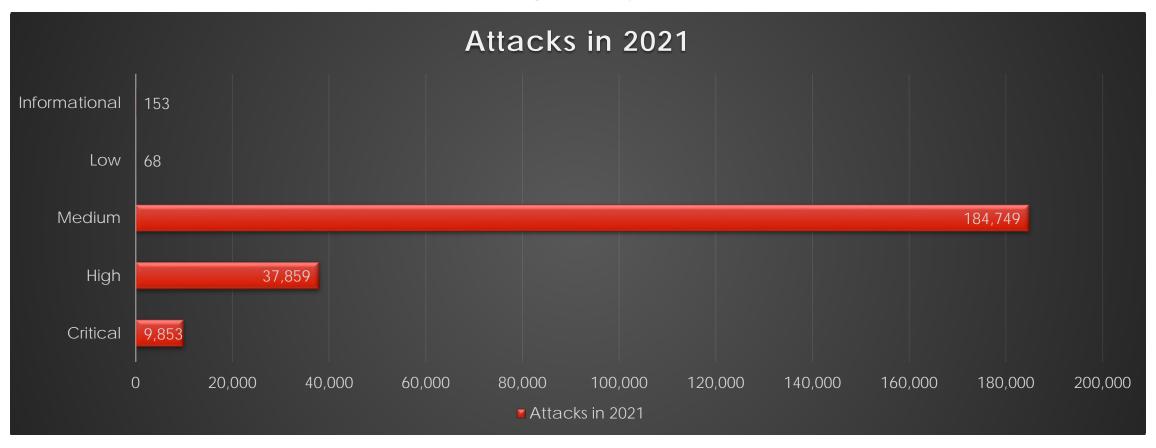
#### Security:

- Nationwide, cyber attacks and data breaches rose 50% from 2020 to 2021.
- Main causes of breaches are misconfigurations, human error, poor maintenance and unknown/unauthorized devices.
- Most targeted sector is education with government following a close 2nd, with an average of 1,100+ attacks weekly.
- Largest vector for attack is email consisting of 84% of all cyber-attacks. In 2019, this percentage was 64%.

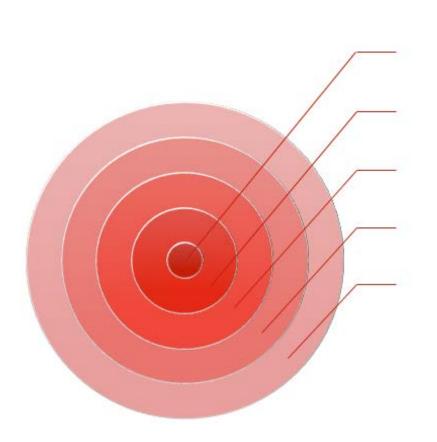
#### Security:

- Common Sources of Attacks:
  - Phishing.
  - Compromised Devices.
  - Credential Theft.

232,000 total attacks average nearly 20,000 attacks per month



#### Layered Approach to Security:



- Data The target.
- **Data Protection** backups, disaster recovery, offsite storage.
- Computer Protection security patches, end point detection and response (Antivirus).
- Network Protection firewalls and managed detection and response (Arctic Wolf).
- **Users** Training and awareness, policies and procedures (password changes).

#### **Current Challenges:**

- Security threats.
  - Ransomware.
  - Ongoing probing attacks.
- Regulatory compliance.
- Preventative maintenance.
- Staffing and succession planning.

#### **Future:**

- Upgrade/replace outdated equipment & software.
- Implementation of staffing recommendations included in the Strategic Plan.
- Ongoing compliance updates to reflect current best practices for cyber security.

#### Top Priorities for 2023/2024:

- Complete implementation of the Records Management System (RMS) and Jail Management System (JMS) for BIPIN.
- Complete implementation of the ERP Project
  - Payroll & Human Capital Management Expected Go-Live Jan 2024
  - Utility Billing Expected Go-Live Jan 2025
- Implement an out of region off site disaster recovery program
- Security evaluation Gap Analysis
- Expand the implementation of multifactor authentication.
- Assist KFD in the new construction of Fire Station 1.
- Exagrid backup expansion to keep with the data growth the City is experiencing.
- IT Staffing & Succession Planning

• Questions?

#### **Core Functions:**

- Agenda Management.
- Legislative Support.
- Regulatory Compliance.
- Records Management.
- Public Records Unit.

#### 2020/2021 Accomplishments:

- Council Agenda Items Processed:
  - 1,656 in 2020/2021
  - 528 YTD 2022
- Documents Indexed into OnBase:
  - 2,546 in 2020/2021
  - 815 YTD 2022
- Public Records Requests Administered:
  - 2,053 in 2020
  - 2,358 In 2021
  - 1,670 YTD 2022
- 100% of City Clerk's staff earned designation as Certified Public Records Officers.
- Deputy City Clerk Krystal Townsend earned her Certified Municipal Clerk (CMC) designation.
- City Clerk Terri Wright earned her Master Municipal Clerk (MMC) designation.
- Major update to the Public Records Fee Schedule.

#### Public Records Annual Activity – At-A-Glance

Year	Annual Requests Received	Requests Closed Annually	Requests Closed in 5 Days	% Closed in 5 Days	Hours Logged	Cost Estimate*	Avg. Cost**	Fees Paid by Requestor	% Recovered
2020	2,112 {1,231}	2,053 {1,238}	1,899	90%	4,606	\$549,761	\$255	\$2,269	0.41%
2021	2,358 {1,387}	2,387 {1,390}	2,099	89%	5,093	\$552,845	\$128	\$1,873	0.34%
2022	{1,670}	{1,683}	This data is analyzed at year-end.			{\$8,874}	TBD at Year End		

{#,###} = As of August 15 annually

### Public Records Activity – At-A-Glance

Year	Average Number of Attachments Viewed Per Month	Average Activities Assigned Per Month	In-Person Records Inspections*
2020	555	184	0
2021	560	195	3
2022	332	212	20



#### **New Challenges:**

Police body cam requests.

#### Ongoing Demands - Public Records Act:

- Complexity of Act.
- New legislation and reporting requirements.
- Ongoing variations in Court interpretations for compliance with the Act.
- Resource requirements in processing requests.

#### **Records Management Regulations:**

- Applying WA State Archives regulations and best practice recommendations for records management and retention city-wide.
- Ongoing coordination with departments to migrate to centralized records system.

#### Top Priorities for 2023/2024:

- Continue citywide expansion of OnBase Content Management system.
- Progress toward a paperless environment by digitizing records throughout all city departments.
- Continue best practices and compliance training program for staff on Public Records Act and records retention schedules.
- Facilitate a smooth transition of responsibilities after retirement of the current City Clerk.
- Research and implement an Agenda Management System.
- Reduce citywide redundant, obsolete and transitory records (ROT) by 4,000 files.

**Questions?** 

#### CDBG Program:

- Funded by HUD.
- Primary objective is improving our community by providing decent housing, a suitable living environment and expanding economic opportunities for persons of low and moderate income.
- Funding requests are reviewed annually by the CDBG Advisory Board, who then provide recommendations to City Council for funding.

#### **HOME Program:**

- HOME is the largest Federal block grant available to communities to create affordable housing.
- Primary goal is to increase the supply of decent, safe, sanitary and affordable housing to low- and very low-income households.

#### **2022 Funding Allocations:**

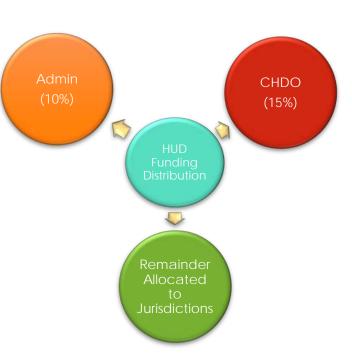
<ul> <li>W Canal Dr. Sidewalk</li> </ul>		\$400,000
<ul> <li>W 6<sup>th</sup> Ave Sidewalk</li> </ul>		\$286,000
• Youth Recreation Schola	arships	\$ 25,000
• ARC Therapeutic Recrea	ation Scholarships	\$ 24,000
• Senior Life Resources Me	eals on Wheels	\$ 25,000
<ul> <li>CDBG Administration, Pl</li> </ul>	anning & Delivery	\$135,000

#### **Community Impacts:**

- \$600,000 in upgrades to 3 city parks in low-mod income areas over the past 2 years.
- \$299,000 for over ½ mile of Pedestrian Pathway in low-mod income area.
- \$1,400,000 for pedestrian ramp and audible crossing upgrades since 2010.
- \$968,000 for street reconstruction and sidewalk installations since 2016.
- \$402,500 for microenterprise grants in response to COVID-19.
- Public service projects over the past 10 years (capped at 15% of the annual CDBG allocation).
  - Over 8,000 youth scholarships provided.
  - Over 8,000 seniors were provided meals (Meals on Wheels program).
  - Nearly 600 developmentally disabled persons received assistance through Arc of Tri-Cities.

## HOME PROGRAM

- Program administered jointly with Cities of Richland & Pasco (Tri-Cities HOME Consortium). Richland is the lead entity.
- Of the annual funding allocation, Richland first sets aside 25% (10% for administration plus 15% for Community Housing Development Organizations (CHDO) eligible projects).
- Remaining funds are then allocated to each agency.
- Kennewick has historically used their allocation for the Homebuyer Downpayment Assistance Program.
- The rapid rise in home valuation and the scarcity of affordable houses has slowed the number of loans since 2017. Given this, the Consortium will be adding a Tenant Based Rental Assistance Program. The program is in the development stages.



## HOME PROGRAM

#### Community Impacts Since Program Started in 1999:

- 572 families assisted with loans.
- Average loan amount is \$8,000.
- \$4,342,800 in assistance provided.
- \$378,000 in emergency tenant based rental assistance with CARES ACT funds.

#### **Current Challenges:**

- Regulatory compliance with HUD regulations.
- HUD regulations effective prior to full directive on implementation.
- Unpredictable entitlement funding amounts and release dates.
- Few local subrecipients with ability to meet HUD requirements.
- CARES Act Funding (CDBG-CV) with no additional staff to implement.
- No extensions for 2021 projects even with COVID implications.
- Section 3 changes.

#### Top Priorities for 2023/2024:

- Assist approximately 5 households per year with first time home buyer DPA financing.
- Provide tenant based rental assistance (TBRA) with HOME funds.
- Work with the Kennewick Housing Authority to address public housing needs.
- Assist Benton Franklin Human Services with the planning efforts to help reduce homelessness.
- Provide youth scholarships for low-income Kennewick residents to participate in City recreation programs.
- Provide scholarships to ARC of Tri-Cities for developmentally challenged young adults for therapeutic recreation.
- Improvements to infrastructure to remove architectural barriers.

• Questions?

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Council Works			08/23/2022	Info Only	X		
Covershee		Presentation		Policy Review			
	Subject	WWTP Phase II Biosolids P		D. II. D. M. (			
	Ordinance/Reso #	Contract #		Policy DevMnt			
KENNEWIC	Project #	Permit #	#	Other			
K ENNE W & C	Department	Public Works					
Summary							
The Utility Services Phase II Biosolids p	Division of Public Works will be roject	e giving a brief update on the	status of the Wastewater	r Treatment Plant			
Triade ii Biodoliao p	rojoot.						
	Jeremy	Lustia					
Through	Aug 18, 09:15:42		Attachments: Presentation				
Dept Head Approval	Cary						
Dopt Head Apploval	Aug 18, 10:09:04						
City Mgr Approval	Marie N Aug 18, 10:56:25						
	Aug 10, 10.56:25	OIVI I -07 00 2022					

# Wastewater Treatment Plant Upgrade Council Workshop Update

August 23, 2022 Jeremy J. Lustig, PE, Utility Services Manager



- WWTP 2014 Facility Plan
  - Lagoons are an older treatment technique and have a tendency to be a source of odor
  - Facility plan recommended several improvement phases over many years at a significant capital cost
  - Florida Green treatment approach:
    - Eliminates the lagoon treatment and odor
    - Significantly less capital costs
    - Produces a higher quality product sooner



Kennewick's Aerated Lagoons



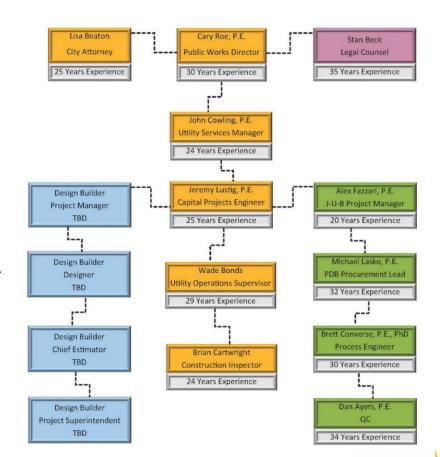
- Florida Green Concept Selected
  - On October 20<sup>th</sup>, 2020
     Council adopted Resolution
     20-12 authorizing the design
     and construction of the
     Wastewater Treatment Plant
     Upgrade Project in
     accordance with the Florida
     Green treatment option
  - After assessing various design options best suited for the project the Progressive Deign Build (PDB) process was selected



Merrell Brother Biosolids Plant, Pasco County, FL



- Progressive Design Build (PDB):
  - PDB Benefits
    - Team selected based on qualifications, not low bid
    - Flexibility and collaboration
    - Faster decision making
    - High quality outcome
  - JUB Engineering selected as City's "owners representative" to assist the City with the PDB delivery
  - WA State requires approval for Progressive Design Build
    - In July of 2021, Kennewick gained approval to use PDB as the alternative project delivery method.





Key:

- Funding State Revolving Fund (SRF)
  - The Department of Ecology have issued their final list of projects to receive SRF funding. The City is shown to receive full funding requested at \$29,100,000.
    - \$23 million
      - Std SRF Terms (20 years ~1% interest rate)
    - \$6.1 million
      - Green Project Reserve (potentially forgivable principal loans)





- Schedule
  - CPARB Presentation & PDB Approval
  - Ecology Funding @ 100%
  - PDB RFQ Announcement
    - RFQs Due
  - PDB RFP/ Interviews
    - City PDB Team Selection
  - CC Award PDB Step 1 (Pre-Construction)
  - Accept Guaranteed Maximum Price (GMP)
  - CC Award PDB Step 2 (Construction)
    - Issue NTP
  - Final Completion

Complete

Complete

Complete

September 2022

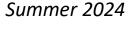
October 2022

November 2022

December 2022

Spring 2023

Summer 2023





## Questions?







#### City Council Meeting Schedule September 2022

The City broadcasts City Council meetings on the City's website <a href="https://www.go2kennewick.com/CouncilMeetingBroadcasts">https://www.go2kennewick.com/CouncilMeetingBroadcasts</a>.

September 6, 2022 Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

September 13, 2022 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)

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- 1. Animal Control Update
- 2. Kennewick Housing Authority Interlocal Agreement
- 3. Council Code Amendments: Term Limits & Boards & Committees

September 20, 2022 Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

September 27, 2022 Tuesday, 6:30 p.m.

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

- 2023/2024 Budget Assumptions
   Comp Plan Amendments Part One
- 3. Economic Development Update

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