



City Council Workshop Agenda

November 14, 2023 at 6:30 PM

City Hall Council Chambers - 210 W. 6th Ave and Virtual

The City of Kennewick broadcasts Council meetings via Zoom and on the City's website at
<https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

No public comment is taken at workshops.

1. CALL TO ORDER
2. 2023/2024 MID-BIENNIUM REVIEW
3. 2024 PROPERTY TAX LEVY
4. NEIGHBORHOOD TRAFFIC CALMING POLICY/ CANYON LAKES SPEED HUMP PROJECT
5. ADJOURN

Council Agenda Coversheet	Agenda Item Number: 2.	Council Date: 11/14/2023	Category: Policy Review
	Agenda Item Type: Presentation Subject: Department: Finance		
<p>Summary</p> <p>The City of Kennewick is approaching the mid-point of the 2023/2024 biennium. State law requires local governments that prepare a biennial budget to have a mid-biennium review and public hearing between September 1st and December 31st of the first year of the biennium. City staff will be providing a presentation at the November 14th workshop that satisfies this requirement. A budget adjustment ordinance reflecting mid-biennium recommendations will be presented for Council's consideration following a public hearing at the City Council meeting on November 21st.</p> <p>The mid-biennium presentation will include a discussion of the following items:</p> <ul style="list-style-type: none"> *Updated assumptions for major revenues and expenditures and revised financial projections for the City's General and Street Funds for the 2023/2024 biennium. *An overview of mid-biennium recommendations. *A summary by fund type of the proposed mid-biennium budget adjustment as well as a description of the major individual items contained in the proposed adjustment. 			
<p>Attachments:</p> <ol style="list-style-type: none"> 1. PowerPoint 			



CITY OF KENNEWICK 2023/2024 MID-BIENNIUM REVIEW

Kennewick City Council Workshop

November 14, 2023

AGENDA

- 2023/2024 Projections for General and Street Funds
- Mid-Biennium Recommendations
- Overview of Proposed Mid-Biennium Budget Adjustment

2023/2024 REVENUE ASSUMPTIONS

Item	Adopted Budget	Revised Assumptions
Sales Tax	2.5% decr. in 2023 (projected 2022) 2.5% incr. in 2024	3.5% incr. in 2023 (actual 2022) 1.5% increase in 2024
Property Tax	Prelim '23 levy & proj '24 levy (\$100M new construction)	Actual '23 levy & prelim '24 levy (\$196M new construction)
Electric Utility Tax	1.5% incr. in 2023 (relative to 2022) 1.5% incr. in 2024	4.25% incr. in 2023 (relative to 2022) 1.5% incr. in 2024
Telephone Utility Tax	10% decr. in both 2023 and 2024	0% incr. in 2023 (relative to 2022) 5% decr. in 2024
Cable Utility Tax	1% incr. in 2023 (relative to 2022) 1% incr. in 2024	No change overall – Reclassification of cable franchise fees from utility tax
Natural Gas Utility Tax	21.5% incr. in 2023 (relative to 2022) 3.5% incr. in 2024	36% incr. in 2023 (relative to 2022) 2.5% incr. in 2024
Other Utility Taxes	2%-4% incr. in both 2023 & 2024	2%-4% incr. in both 2023 & 2024

2023/2024 REVENUE ASSUMPTIONS

Item	Adopted Budget	Revised Assumptions
Gambling Taxes	2% incr. in 2023 (projected 2022) 2% incr. in 2024	3% decr. in 2023 (actual 2022) 2% increase in 2024
School Resource Officer (SRO) Reimbursements	Assumed addition of 3 new middle school SROs in 2023 school year	Assume addition of 3 new middle school SROs in early 2024
State Shared Revenues	No legislative changes; moderate growth based on population changes	No legislative changes; moderate growth overall based on population changes. Reduction in motor vehicle fuel tax based on gallons purchased.
Interest Income	2.5% yield on investments (average)	4.5% yield on investments (average) on larger portfolio
Other Revenues	2% incr. per year	No Change

2023/2024 REVISED BUDGET PROJECTIONS

Revenue Category	Adjusted Budget 2023/2024*	Revised Projection 2023/2024	Variance
Taxes	\$91,622,602	\$93,194,172	\$1,571,570
Licenses & Permits	\$2,806,600	\$3,940,300	\$1,133,700
Intergovernmental Revenues	\$10,188,223	\$10,282,818	\$94,595
Charges for Services	\$10,257,625	\$10,249,757	(\$7,868)
Fines & Forfeitures	\$965,900	\$965,900	\$0
Miscellaneous Revenue	\$1,208,800	\$2,747,300	\$1,538,500
Transfers In	<u>\$4,769,250</u>	<u>\$5,004,771</u>	<u>\$235,521</u>
Total Revenues	<u>\$121,819,000</u>	<u>\$126,385,018</u>	<u>\$4,566,018</u>

*Reflects spring 2023 budget adjustment only.

3.7% incr.

2023/2024 EXPENDITURE ASSUMPTIONS

Item	Adopted Budget	Revised Assumptions
Salaries & Wages	Per contract terms or anticipated contract terms where applicable	Updated to reflect new contracts and/or updates to anticipated contract terms
Retirement Contributions	Per DRS projections	1% reduction in PERS 7/23 Add'l 0.56% reduction in PERS 7/24
Medical Insurance	6% incr. in 2023 7.5% incr. in 2024	4.5% incr. 2023 4.1% incr. 2024
Vacancy Savings	Projected at \$3M	Projected at \$3.4M
Jail Services	9.21% allocation of net billable costs for the 2023/2024 biennium	9.21% allocation in 2023 10.97% allocation in 2024 Addition of a work crew in 2024
SeComm/BCES	2023 final assessment & 5% incr. for 2024	2023 and 2024 final assessments (\$353K increase)

2023/2024 EXPENDITURE ASSUMPTIONS

Item	Adopted Budget	Revised Assumptions
District Court/OPD	16.89% & 38.64% allocation, respectively	16.89% & 38.64% allocation for 2023 18.19% and 39.26% for 2024
Transfers	Toyota Center & Arena - \$400K Capital Imp. Fund – \$2M Columbia Park Tri-Plex - \$200K Risk Management - \$2.45M Ambulance Utility - \$10.12M Equipment Rental - \$36K	Toyota Center & Arena - \$500K Capital Imp. Fund – \$2M Columbia Park Tri-Plex - \$200K Risk Management - \$3.075M Ambulance Utility - \$10.12M Equipment Rental - \$36K
Other Expenditures	5% incr. for the biennium	No change

GENERAL FUND MID-BIENNIUM RECOMMENDATIONS

- Staffing:
 - Addition of a 3-Year IT position to assist with cyber security and succession planning as identified in the IT Strategic Plan effective 1/1/24
- Prioritize recommendations from strategic plans and other departmental needs and begin implementation in 2024:
 - KFD Standard of Coverage (SOC)
 - IT Strategic Plan
 - Parks & Recreation Comprehensive Plan
 - Economic Development Strategic Plan

2023/2024 REVISED BUDGET PROJECTIONS

Expenditure Category	Adjusted Budget 2023/2024*	Revised Projection 2023/2024	Variance
Salaries & Wages	\$56,722,994	\$57,780,884	(\$1,057,890)
Personnel Benefits	22,566,190	22,620,890	(54,700)
Supplies	3,518,249	3,647,091	(128,842)
Other Services & Charges	25,446,225	26,797,325	(1,351,100)
Transfers Out	15,206,000	15,931,000	(725,000)
Capital Outlay	<u>38,000</u>	<u>75,900</u>	<u>(37,900)</u>
Total Expenditures	<u>\$123,497,658</u>	<u>\$126,853,090</u>	<u>(\$3,355,432)</u>

2.7% incr.

*Reflects spring 2023 budget adjustment only.

2023/2024 REVISED BUDGET PROJECTIONS

	Adjusted Budget 2023/2024*	Revised Projection 2023/2024	Variance
Total Revenues	\$121,819,000	\$126,385,018	\$4,566,018
Total Expenditures	<u>123,497,658</u>	<u>126,853,090</u>	(<u>\$3,355,432</u>)
Revs above (below) Expenditures	\$(1,678,658)	(\$486,072)	\$1,210,586
Beginning Fund Balance	<u>\$13,311,301</u>	<u>\$13,311,301</u>	<u>\$0</u>
Ending Fund Balance	<u>\$11,632,643</u>	<u>\$12,843,229</u>	<u>\$1,210,586</u>
Estimated Required 7.5% Reserve	\$4,631,162	\$4,756,991	
Amt. above (below) Req. Reserve**	<u>\$7,001,481</u>	<u>\$8,086,238</u>	

*Reflects spring 2023 budget adjustment only.

**The City also maintains a cash reserve for revenue stabilization and contingencies with a current balance of \$3.21M.

OTHER MID-BIENNIUM RECOMMENDATIONS

- Allocate remaining American Rescue Plan Act (ARPA) Funding:
 - \$1.2M for a new KFD pumper truck
 - \$1M for Toyota Center HVAC Upgrades
- Utilize a portion of Capital Improvement Fund reserves:
 - \$1.45M turf replacement project at the Southridge Sports & Events Complex
 - \$65,000 to address connectivity issues in Council Chambers.

KMC 2.04.075 CITY COUNCIL SALARIES

- Four year salary schedule is updated every two years at the mid-biennium to avoid constitutional prohibition against elected officials approving a change to their compensation that would go into effect during their term
- Most recent City Council salary schedule was modified in 2021:
 - Council salary of \$1,400/mo. in 2024 and \$1,425/mo. in 2025
 - Additional \$100 for Mayor Pro-Tem and \$200 for Mayor
- Council salary has historically met Department of Retirement Services (DRS) service credit requirements for PERS retirement system
 - Must = 90 hours x minimum wage to receive a full service credit each month
 - 2024 minimum wage = \$16.28 (Increase of 3.43% from 2023 based on CPI)
 - Monthly salary of $\$16.28 \times 90 = \$1,465$ required for full service credit
 - 2024 Council monthly salary of \$1,400 qualifies for $\frac{1}{2}$ service credit each month (No change from 2023)
- Staff recommendation is to maintain 2025 salaries for 2026 and 2027

MID-BIENNIUM BUDGET ADJUSTMENT

Fund Type	2023/2024 Adjusted Budget	Mid-Biennium Budget Adjustment	Revised Budget
General/Street Funds	\$135,130	\$224	\$135,354
Special Revenue Funds	42,541	(2,192)	40,349
Debt Service Funds	7,542	-	7,542
Capital Projects Funds	82,132	(35)	82,097
Enterprise/Internal Svc Funds	228,394	3,151	231,545
Trust Funds	7,669	-	7,669
Totals:	\$503,408	\$1,149	\$504,556

(0.2% Incr.)

Major items included:

- To appropriate for a criminal justice grant from the Washington State Criminal Justice Training Commission to reimburse the City's costs associated with administering the state's Basic Law Enforcement Academy (BLEA) program.
- To appropriate for the costs incurred for a contract interim Human Resources Director in 2023.
- To appropriate for a 3-year rifle purchase program for the Kennewick Police Department.
- To appropriate for an increase in the City's 2024 liability insurance premium with Washington Cities Insurance Association (WCIA).
- To appropriate for a 3-year interim IT position to assist with cyber security and succession planning efforts.
- To appropriate for the use of the City's remaining American Rescue Plan Act (ARPA) award for the replacement of Toyota Center HVAC equipment and a new pumper truck for the Kennewick Fire Department.
- To appropriate for a turf replacement project at the Southridge Sports and Events Complex ball fields.



2024 Property Tax Levy

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Property Tax Distribution

KSD Enrichment - 17¢

KSD Capital - 20¢

State School - 27¢

City - 18¢

County - 11¢

Other - 7¢



2022 Total Property Tax Levy – \$9.65 per \$1,000 AV

Property Tax Distribution

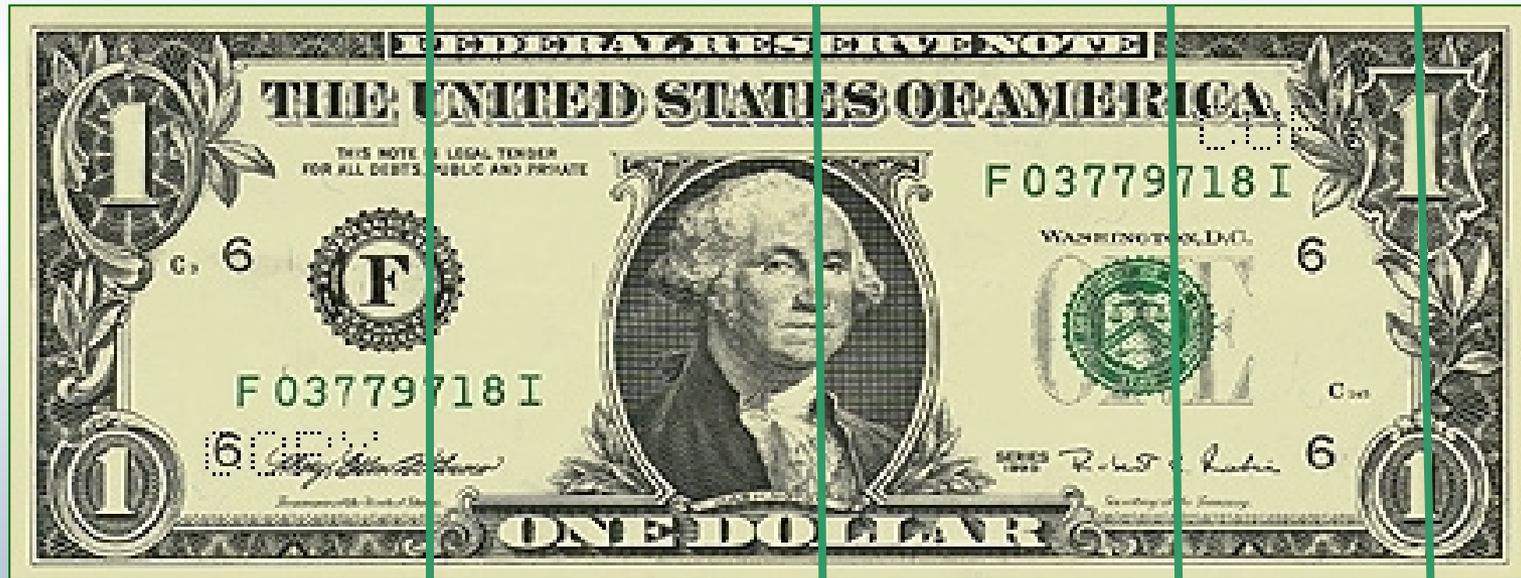
KSD Capital - 25¢

State School - 31¢

City - 22¢

County - 13¢

Other - 9¢



2023 Total Property Tax Levy – \$6.98 per \$1,000 AV

Tri-City 2023 Levy Rate Comparison

	<u>Kennewick</u>	<u>Pasco</u>	<u>Richland</u>
Regular Levy	\$ 1.5493	\$ 1.2875	\$ 2.0181
Voted G.O. Bonds	0.0000	0.0000	0.1552
Library District	<u>0.2621</u>	<u>0.0000</u>	<u>0.0000</u>
Total Rate Per \$1,000	<u><u>\$ 1.8114</u></u>	<u><u>\$ 1.2875</u></u>	<u><u>\$ 2.1733</u></u>

Property Tax Overview

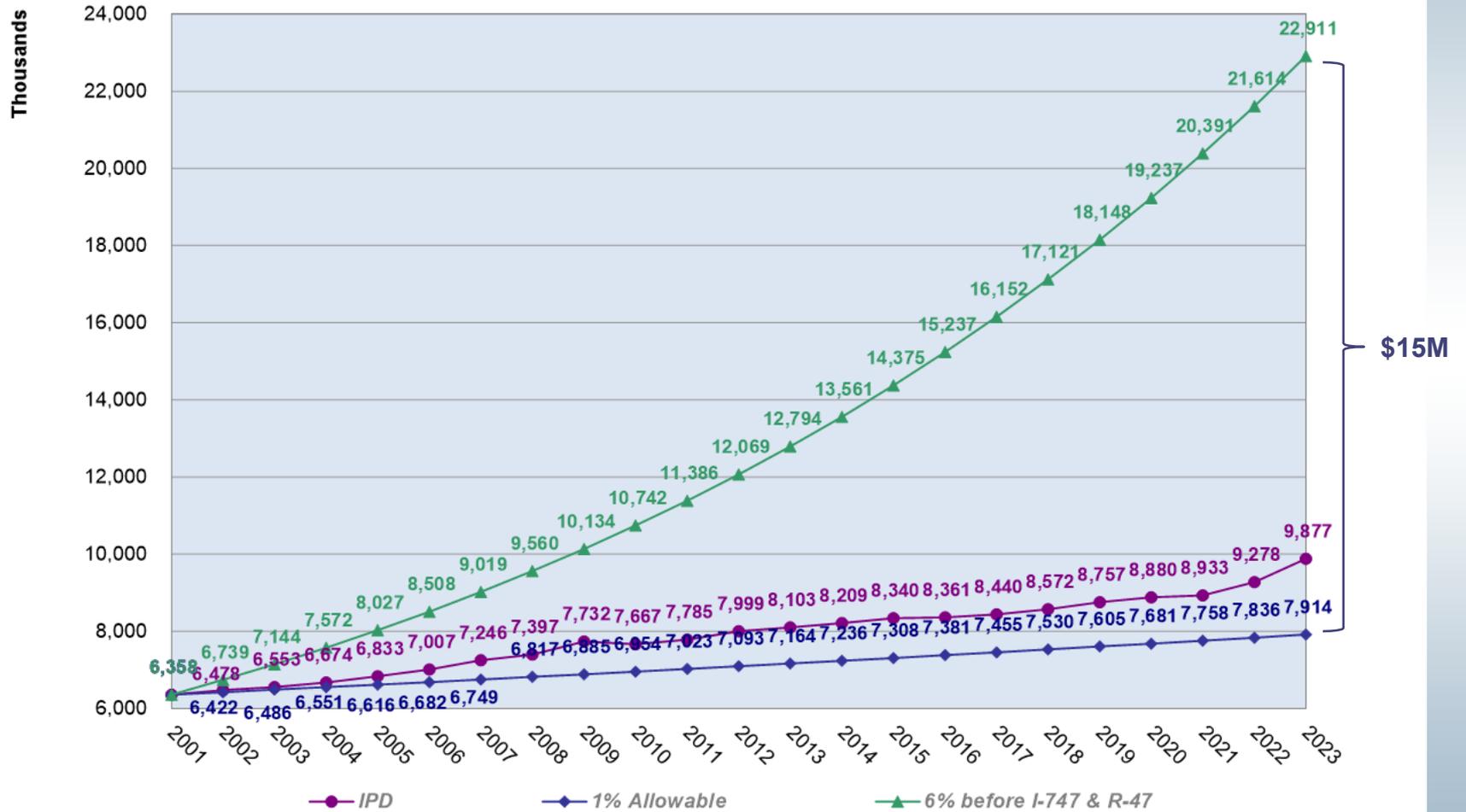
- Statutory Maximum Levy Rate is \$3.325 for Kennewick (\$3.825 less \$.50 library district) without voter approval

- Prior to November, 1997 the base limit factor was 106%

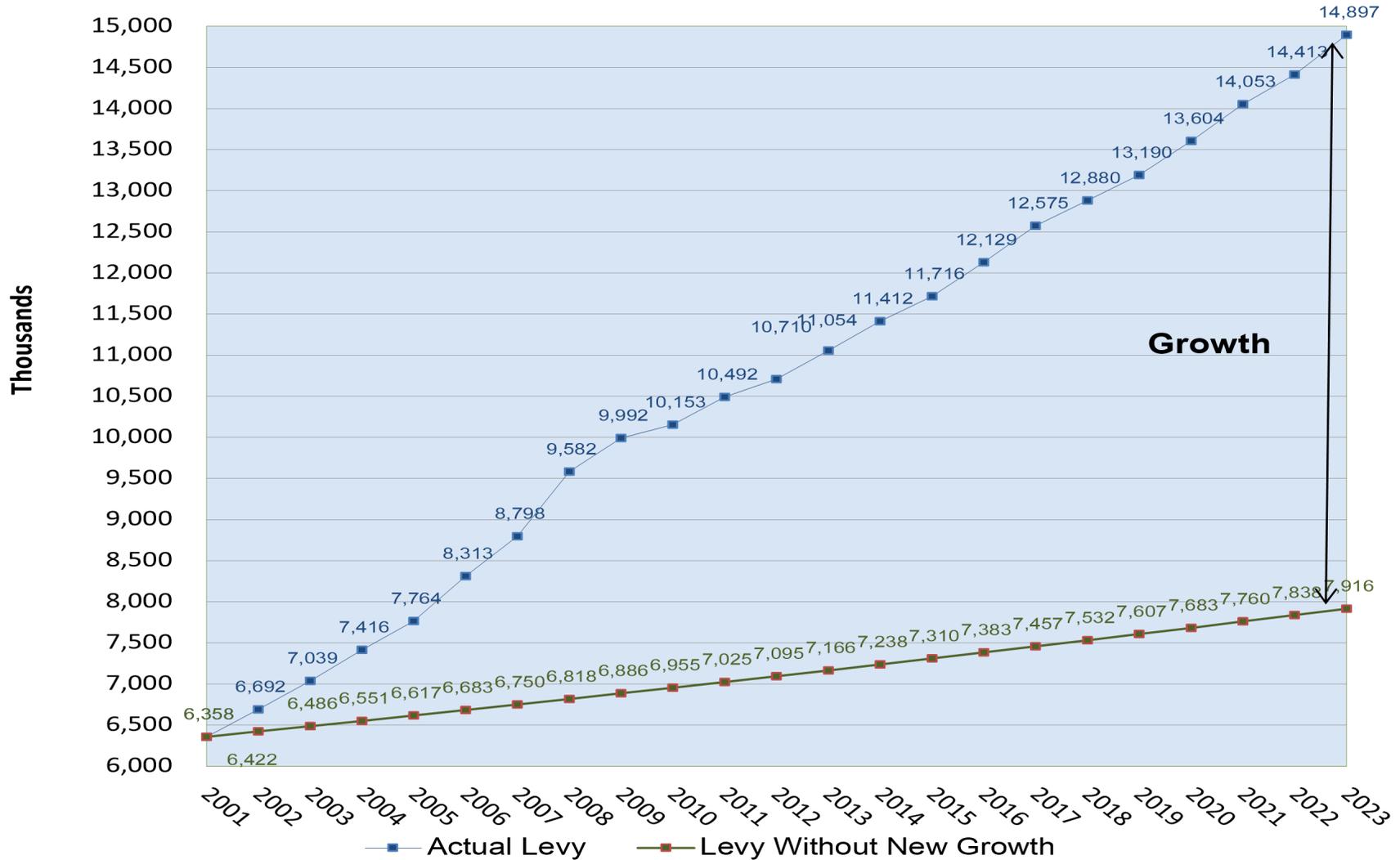
- Referendum 47 (1997) reduced limit to Implicit Price Deflator (IPD) but allowed for up to a 6% increase if approved by a super-majority vote of the Council

- I-747 (2001) reduced the amount the base property tax levy can be increased annually to the lesser of IPD or 1%
 - Revenue derived from New Construction & Annexations are above limit
 - I-747 declared unconstitutional in 2007, but was then added to state law

Reduced Levy Capacity



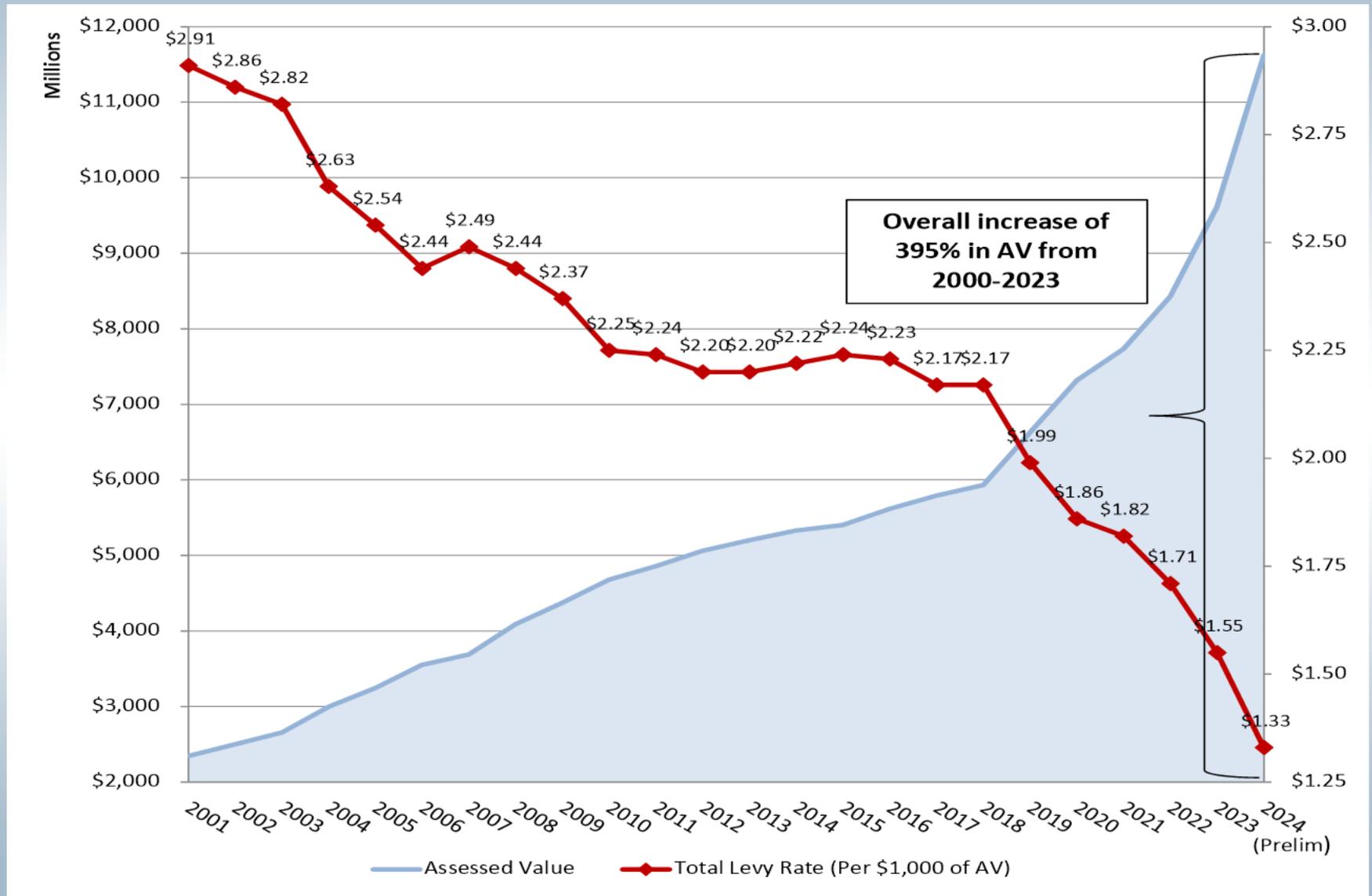
Property Tax Levy History 2001-2023



Property Tax Levy Rate Formula

$$(\text{Total Levy} \div \text{AV}) \times \$1,000 = \text{Rate per } \$1,000 \text{ AV}$$

AV & Levy Rate 2001-2024



2024 Property Tax Levy Proposal

- **Property Tax Levy** – Overall increase of \$502k to \$15,398,785
 - Change to base levy under state law - \$151K (1% of base levy)
 - July 2023 IPD = 3.67%
 - Administrative refund amount - \$47k
 - New construction/annexation (\$196.5M) - \$304k
- **Assessed Valuation** – Increased by \$2B (Total of \$11.6B)
 - \$196M from new construction
 - \$94M (48% of total) in Southridge LRA (75% to LRF program)
 - \$37K from annexation
 - \$1.8M from revaluation of existing property – 18.8% incr.
- **Property Tax Levy Rate** – Reduction of 22¢ to \$1.33 (per \$1,000 AV)
 - Increase of \$10 (~83¢/mo.) for a median value home (\$400,000)
 - Assumes AV of home increases by ave. change in AV for 2023 (18.8%)
 - Assumes levy rate reduction from \$1.5493 to \$1.3251 per \$1,000 of AV

Questions?

13-40 NEIGHBORHOOD TRAFFIC CALMING

SECTION:

- 13-40-010: Purpose and Need
- 13-40-020: Objectives
- 13-40-030: Impacts of Traffic Calming Devices
- 13-40-040: Effect on Emergency Vehicle Response Times
- 13-40-050: Traffic Diversion
- 13-40-060: Impacts to Transit and Utility Vehicles
- 13-40-070: Considerations for Other Roadway Users
- 13-40-080: Noise and Vibration Impacts
- 13-40-090: Loss of Parking
- 13-40-100: Liability Exposure Implications
- 13-40-110: Visual Impacts and Aesthetic Concerns
- 13-40-120: Increased Maintenance Costs
- 13-40-130: Proposed Neighborhood Traffic Management Process
- 13-40-140: Eligibility
- 13-40-150: Procedures
- 13-40-160: Support Survey
- 13-40-170: Approvals
- 13-40-180: Traffic Safety Commission Review
- 13-40-190: Funding of Studies and Traffic Calming Devices
- 13-40-200: New Development Mitigation
- 13-40-210: Device Construction and Time Limit
- 13-40-220: Monitoring
- 13-40-230: Speed Humps or Table Design Criteria
- 13-40-240: Mini Traffic Circle or Mini-Roundabout Design Criteria
- 13-40-250: Removal
- 13-40-260: Other General Descriptions and Conditions
- 13-40-270: Traffic Calming Toolbox: Preferred Physical Traffic Calming Devices
- 13-40-280: Traffic Calming Toolbox: Alternate Physical Traffic Calming Devices

13-40-010: Purpose and Need: Neighborhood traffic calming is a program that may be beneficial in reducing some of the negative impacts that traffic can have on residential neighborhoods. The protection of neighborhood environments and quality of life depends in large part on the proper usage of local residential streets. The primary function of local residential and neighborhood collector streets is to provide access to the residential properties that abuts them. Issues can arise when large proportions of vehicles traveling through the neighborhood are speeding, or where there are a substantial number of vehicles from outside the neighborhood that cut-through the area as a shortcut to somewhere else. Some neighborhoods in Kennewick experience one or both of these concerns to some degree. Independently, or in combination, non-local traffic volumes and excessive vehicular speed may result in safety, noise, air quality, and visual impacts that detract from neighborhood quality of life. In combating these issues, it is important to balance the neighborhood desire of

reducing the number of vehicles and/or vehicle speeds without degrading the response time of emergency vehicles below acceptable levels.

Traffic calming is defined as the combination of measures or devices that reduce the potentially harmful effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized local street users. Traffic calming measures include vertical changes in the street surface (e.g., speed humps, speed tables), lateral changes in the street (e.g., traffic circles or chicanes), constrictions (e.g., chokers), and other methods such as turn restrictions, gateway features, and landscaping. The neighborhood traffic calming program is intended to establish a comprehensive approach to protecting Kennewick neighborhoods through the management and control of traffic on local residential streets.

13-40-020: Objectives: The intent of the Neighborhood Traffic Calming is to protect neighborhoods and quality of life through traffic management and control strategies. The goals are:

- (1) Improving neighborhood livability by mitigating the impact of vehicular traffic in residential neighborhoods.
- (2) Promotion of safe and pleasant conditions for motorists, bicyclists, pedestrians, and residents on neighborhood streets.
- (3) Encouraging citizen involvement and effort in neighborhood traffic management activities.
- (4) Making efficient use of resources by prioritizing traffic management requests.
- (5) Supporting the City's Comprehensive Plan policy that livability and safety of new and established residential neighborhoods be protected in transportation operations.
- (6) Maintain reasonable access for transit, emergency, and service vehicles.

13-40-030: Impacts of Traffic Calming Devices: Before a neighborhood considers pursuing physical traffic calming options, it is important that the impacts be carefully considered. While traffic calming measures can be successful, they can also result in problems more significant than the original concern. In most instances the benefits are quite obvious and predictable while the disadvantages can be unforeseen. Consequently, emphasis needs to be placed on the potential problems so that decisions can be made in a more fully informed manner.

Physical actions such as the installation of speed humps, traffic circles, street closures, etc. are almost always successful in forcing drivers to behave in an intended fashion. In certain situations, devices can achieve the desired result by utilizing a one-time capital expenditure and generally low ongoing maintenance costs.

13-40-040: Effect on Emergency Vehicles Response Times: Any traffic calming device that might be effective because it physically controls traffic generally has a negative impact on several classes of emergency vehicles. The City, as well as its residents and businesses, place a priority on minimizing emergency response times. Installation of most physical traffic calming devices can reduce emergency response time. This is especially true for fire apparatus and ambulances. Because of the longer wheel base and heavy weight of fire engines, and the delicate instruments and patients within ambulances, these vehicles must come to nearly a stop when they encounter a bump, dip, or sharp curve. Creating bumps, dips, and sharp curves is often precisely the objective being sought by many of the traffic calming devices. While use of these devices will cause moderate discomfort and delay for normal passenger vehicles, they

cause a much greater problem for emergency response vehicles. Studies show the following average range of delays to emergency vehicles for certain types of devices:

TYPE OF DEVICE	AMBULANCES	FIRE TRUCKS
Each Speed Hump	2.3 to 9.7 seconds	3 to 5 seconds
Each Traffic Circle	Not Available	1.3 to 10.7 seconds

The Kennewick Fire Department is concerned about the affect these devices have on response times. The Fire Department shall review all proposed physical traffic calming measures and have the authority to veto use of any of the devices on local residential or neighborhood collector access streets.

13-40-050: Traffic Diversion: In some instances implementing traffic calming devices would move the problem rather than solve the problem. In some instances the placing of impediments on a particular residential street may merely divert some or all of the offending traffic to other neighborhood streets.

13-40-060: Impacts to Transit and Utility Vehicles: Some of the traffic calming measures could potentially have severe impacts on Ben-Franklin Transit and Kennewick School District bus routes, and on utility vehicles, such as refuge or local delivery trucks. Providers of these services should be consulted whenever neighborhoods select physical traffic calming devices.

13-40-070: Considerations for Other Roadway Users: Physical traffic calming devices may have unintended adverse safety impacts on certain roadway users. They may result in worsening the situation for a range of roadway users such as bicyclists, roller skaters, skate boarders, joggers, pedestrians, and parked cars.

13-40-080: Noise and Vibration Impacts: The noise impact to adjacent residents resulting from vehicles braking, going over and around physical traffic calming devices can have a major impact on the acceptability of these devices by residents living closest to them. The unanimous support of residents living immediately adjacent to locations where physical changes are proposed will be essential to the success of any project.

13-40-090: Loss of Parking: It may be necessary to prohibit on-street parking in the immediate vicinity of the intersection or in the surrounding area of a device installed mid-block on the street in order to accommodate the realigned vehicle path.

13-40-100: Liability Exposure Implications: Increased liability exposure may stem from two general categories of adverse impacts.

(1) Delay to emergency vehicle response times could result in a civil action by an injured party from allegations that the emergency vehicle response was delayed by traffic calming devices.

(2) Traffic calming devices themselves might result in damage or injury if a traffic calming device were not properly designed or installed, or those without appropriate signing or pavement markings. There is also potential liability from properly designed and installed traffic calming devices if the device itself causes erratic driver behavior that results in damage to persons or property

13-40-110: Visual Impacts and Aesthetic Concerns: While some traffic calming devices can have favorable aesthetic impacts, others can, by their nature, be unsightly. Devices such as speed humps or tables and diverters most often pose no opportunity for the incorporation of aesthetics and can have negative visual impacts. Many physical traffic calming device actions require reflective devices, signs, and striping, which may negatively affect the aesthetics of a neighborhood.

13-40-120: Increased Maintenance Costs: Street maintenance costs will increase in two areas.

(1) Optional landscaping associated with such devices as traffic circles, chokers and slow points will require regular maintenance. Landscaping will only be considered on a project where the additional costs for irrigation, plantings, etc. are provided by the neighborhood as part of the construction of the device and a license agreement is entered into by the neighborhood to maintain the landscaping.

(2) Some devices, such as speed humps or tables, will have to be reinstalled each time a local street is overlaid and included into the cost of the overlay project.

13-40-130: Proposed Neighborhood Traffic Management Process: Traffic calming techniques work best when incorporated into a "traffic calming" or "neighborhood traffic management program." Successful programs include the planning process, overall community participation and City support. Because residents are the main initiators of traffic calming requests, they are an integral part of the process. By the neighborhood developing a program early on that addresses their traffic concerns on an area-wide basis, it encourages citizens to become actively involved in the improvement process. In this way, the City and the neighborhood can work together to create more livable neighborhoods.

13-40-140: Eligibility:

(1) Basic eligibility for potential use of physical traffic calming devices on local residential streets are:

- (a) The street section must be a public, city street.
- (b) The street must be either a local residential or in some cases neighborhood collector street.
- (c) Arterial and non-neighborhood collector routes are not eligible for physical traffic calming measures.
- (d) Local residential or neighborhood collector streets considered vital for emergency response may be considered for devices that have less impact on emergency response. The Kennewick Fire and Police Departments will assist in the determination of emergency response routes and appropriate devices for use on these routes.

(2) Assuming that a proposed location for a Neighborhood Traffic Calming project meets the above requirements, specific eligibility requirements for potential projects are as follows:

- (a) A proposed project area street section must be generally straight with at least one-quarter mile of uninterrupted length.
- (b) The measured 85th percentile speed must exceed the posted or established speed by at least five miles per hour.

- (c) The average weekday daily traffic volume must be greater than five hundred (500) vehicles per day.
- (d) Traffic patterns may change as a result of a neighborhood traffic project. The impact to adjoining streets and neighborhoods must be considered. The traffic calming measure should promote the routing of neighborhood through traffic to the adjacent arterial and collector classified streets, not to adjacent local residential streets.
- (e) Selection of type, number, and location of devices must be carefully considered with respect to their impact on emergency services response times, particularly on neighborhood collector routes.
- (f) Generally physical traffic calming devices should not be installed on street segments with grades greater than eight percent (8%), or along horizontal curves with sight distances less than two hundred feet (200'), or adjacent to driveways. Drainage, location of utilities, available street lighting and other considerations may also limit the placement of certain traffic calming devices.

13-40-150: Procedures: When a resident or neighborhood identifies a traffic issue the reason should be addressed by the Neighborhood Traffic Calming Program. The following process shall be followed:

(1) A request for traffic calming is initiated when an individual or neighborhood submits a written request for a traffic calming project to the City's traffic engineer. The specific traffic concern and area must be identified in the request.

(2) Prior to use of any physical traffic calming devices, neighborhoods are encouraged to use education and the resources of the Kennewick Police Department. Frequently, when speeding is a problem, the offenders usually live in the neighborhood. It is recommended that the neighborhood set up a meeting with concerned residents in the area to develop a public information campaign which could include flyers, or a neighborhood speed watch with letters mailed to offenders. The Kennewick Police Department may be contacted for use of the speed trailer followed up by enforcement.

(3) After receipt of a written request, the City's traffic engineering staff will meet with the requestor and explain the petition process and procedures for circulating the petition. The petition will need to be signed by property owners or residents within the neighborhood and impacted street area. Signatures from sixty percent (60%) of the project area residents and businesses are required to move the project forward. Each household and business is entitled to one signature.

(4) The initial petitioned area shall be defined by the City's traffic engineer and will generally consist of all businesses and residences abutting (whether facing or not) the proposed project area and all street segments radiating out from the intersection or street segment in question, that may be influenced or adversely impacted by use of any traffic calming device. Based on the results of the petitioning, the City's traffic engineer may choose to increase or reduce the size of the project area, or deny it altogether if there is a lack of support.

(5) The neighborhood is responsible for providing the information and data required to determine if the area meets the minimum eligibility requirements of use of traffic calming devices. This information and data must be obtained by an independent source and be stamped/signed by a registered engineer in the State of Washington experienced in traffic engineering. As an alternative, should schedules permit, the neighborhood may request that the eligibility information and data be obtained by City staff. If City staff performs this task,

the neighborhood shall be responsible for reimbursing all costs incurred by the City for this effort. The City shall provide an estimate of its costs to perform the initial traffic calming eligibility study. The neighborhood shall be responsible for providing a down payment of eighty percent (80%) of the estimate to the City prior to the City performing any work. Unused portions of the down payment shall be reimbursable to the neighborhood; provided, that whenever City's costs exceed the down payment required herein, the City shall not process the petition until such costs have been paid in full.

(6) Presuming the local residential street meets the eligibility conditions for use of traffic calming measures, and the petition meets the basic requirements, and the petition process yields a definable project area, the neighborhood may then proceed to have a follow-up engineering study done to help determine alternative traffic calming measures that may be appropriate for the local residential or neighborhood collector street. The follow-up study must be done by an independent professional engineer retained by the neighborhood. The follow-up study should include photographs of the site and develop a basic geometric inventory of the area, taking note of street widths, sidewalks, parking, driveway locations, utilities, drainage, traffic control, and street lighting. The City's traffic engineer may recommend to have some or all of the tasks in this process precede the petition process.

(7) The neighborhood is encouraged to gather additional data about the neighborhood area such as land uses, schools and parks, etc., to aid in the discussion about traffic calming options.

(8) The neighborhood is encouraged to meet with representatives from Fire, Police, the City Engineer and Traffic Engineer offices, Ben-Franklin Transit, the Kennewick School District, and the various utility providers to discuss potential impacts of physical changes to the street prior to any traffic calming measure being considered by the neighborhood or the preferred alternative being submitted to the City for consideration. If requested, the City's traffic engineer will try to set up a meeting with the above-referenced agencies and the neighborhood's representatives and its engineer.

(9) The neighborhood should hold one or more meetings with all the area residents and their engineer to define the alternative engineered solutions, including the type, location, and number of traffic calming devices desired, establishing neighborhood support of the preferred alternative, and developing the design. A description of the alternative traffic calming devices, including costs and potential positive and negative impacts for each, should be provided to all residents of the neighborhood. Alternative proposals should be developed in advance for the neighborhood to consider. Ideally, the type, size, and locations desired for the devices should be determined at this meeting so the petitioner/neighborhood can present the preferred alternative to the City for consideration. Depending on scheduling, City staff could also attend to assist in these discussions.

(10) All traffic calming measures must be planned, designed and installed in keeping with established and sound engineering and planning practices. A City permit shall be required for the installation of any traffic calming and control devices, including signs and/or markings needed to complete the project in compliance with municipal codes, standards and requirements.

13-40-160: Support Survey: Upon submittal of the preferred traffic calming plan to the City's traffic engineer by the neighborhood, the City shall send out one ballot to each property within the approved area. The ballot response form shall include the option to abstain. In order to be counted as an abstention, the survey response form must be returned to the City with the desire to abstain clearly indicated. Ballots shall be sent by first class mail to all affected

properties. Ballots must be returned to the City within 30 days of their mailing to be considered. Ballots not received by the cut-off date shall be counted as having voted against the proposal. The project will proceed to the Traffic Safety Commission for approval and public hearing only if the ballot survey results indicate support from at least seventy-five percent (75%) of all the identified property owners, residents and business owners in the survey area. Where the property owner or resident has chosen to abstain, the property shall be deducted from the total number of properties prior to calculating the 75% requirement. If a project fails due to lack of support, a 12-month waiting period is required to restart the process. If successful, notice of the successful ballot will be mailed to the entire affected neighborhood with notice of the date when the proposed project will be reviewed by the Traffic Safety Commission at a public hearing.

13-40-170: Approvals: Once a physical traffic calming devices has received the necessary approval by seventy-five percent (75%) of the owners/residents within the target area the use of the device shall be submitted to the Traffic Safety Commission for review and determination, and then to the City Council for their approval or denial.

13-40-180: Traffic Safety Commission Review: The Traffic Safety Commission will review proposed projects at its regularly scheduled meeting. At this time citizens may provide public testimony in support or against the proposed project, either in person or in writing. If the Traffic Safety Commission members raise significant concerns about the project, the Commission may refer the project back to the neighborhood, recommend denial of the project, or recommend the installation of temporary traffic calming measures for a trial period. If a trial period is selected it shall be for a minimum of two months and a maximum of six months. The neighborhoods engineering consultant will be responsible to collect traffic data before and after the installation of the temporary measures to evaluate their effectiveness. This information will be then be presented to the Traffic Safety Commission for its subsequent review and recommendation.

13-40-190: Funding of Studies and Traffic Calming Devices: Due to budget limitations, the City of Kennewick has no funds budgeted to determine if traffic control measures are warranted, to conduct neighborhood meetings, or to design and provide traffic calming devices. All costs for the traffic professional engineering consultant, neighborhood meetings, the design, permitting, installation, construction and inspection of traffic control devices approved by the City, including those used as a trial basis, shall be the responsibility of the neighborhood property owners and residents within the petition area. Funding of the physical traffic calming devices, excluding trial devices, may be done by any of the following methods:

- (1) Local Improvement District (LID) – All homeowners within the project area are required to participate an equal amount in the project. Council hearing is required in order to form the LID. This offers another opportunity for public testimony.
- (2) Permit – The neighborhood creates a bank account where deposits can be made in support of the project. In this case one or more property owners or residents may share the cost.
- (3) Community Development Block Grant (CDBG) – Low-income areas would be eligible to submit a grant application in order to come up with all or a portion of the funding.
- (4) Other funding mechanisms may also be possible which would be proposed by the neighborhood, subject to the approval of the City.

(5) Some projects may have the potential for landscaping. If included in the project, the responsibility for maintaining landscaping in conformance with City criteria on the physical traffic calming devices rests with the benefitted neighborhood and a license agreement with the City will be required. If the neighborhood fails to fulfill the responsibility, or the landscaping obstructs the view of traffic, becomes unsightly, or is otherwise potentially hazardous, then the **Municipal Services Department** shall have the authority to remove the landscaping and/or the traffic calming device with no reimbursement due to the neighborhood for any costs associated with installation or maintenance of the device.

13-40-200: New Development Mitigation: Neighborhood traffic calming is intended to provide relief to established neighborhoods. For new development the **Municipal Services** and Community Planning Departments will be involved in the review process and will look to ensure that proper design features are incorporated in order to reduce or prevent the need for future traffic calming projects in the new neighborhood. There will be instances where new development may be anticipated to have adverse traffic impacts on adjacent neighborhood streets. In these cases the developer will be required to provide mitigation measures and/or a mitigation fee for potential traffic calming projects in the adjacent neighborhood to reduce their impacts to the existing residential local or neighborhood collector streets.

13-40-210: Device Construction and Time Limit: Traffic calming devices shall be built to city standards and specifications or industry standards, in the case no city standard exists. All designs are subject to City review and approval and shall require a city permit. Construction shall be accomplished by contractor approved to do construction work within the City. The traffic calming devices approved by the City must be completed within eighteen months of the approval by the City Council. The Public Works Director may allow up to one additional 12-month extension (for a total of 30 months) if requested by the neighborhood and the neighborhood has made reasonable efforts to install the devices. If the approved traffic calming devices are not installed within the authorized time frame then the agreement to install same is null and void and the new petition process must be started.

13-40-220: Monitoring: Installed projects may be monitored by the City to compare before and after statistics for speed, volume, and accidents. Unless the device is determined to be an immediate hazard by the City, any recommendations for modifications or removal of a project by the City based upon the City's review will normally be referred to the Traffic Safety Commission for consideration. However, the City retains its right to modify or remove any traffic calming device within the public right-of-way with or without prior notification and with or without cause. The neighborhood, or individual, or organization shall not be eligible for any compensation as the result of the City modify or removing any traffic control measure or calming device.

13-40-230: Speed Hump and Table Design Criteria: The following guidelines are to be considered for the installation of speed humps and tables. These guidelines are subject to review by the City Engineer and Traffic Engineer, who may modify these criteria in a particular situation to achieve the safe and effective application of the speed hump or table:

(1) The street should have adequate existing drainage on each side to prevent ponding of water in the area of the speed hump or table.

(2) The street should have curb and gutter or other barrier to prevent vehicles from going around the speed hump or table. If another barrier is used it must have prior approval of the City Engineer and Traffic Engineer.

(3) An appropriate street location for the device shall be available. Appropriate distance from driveways, manholes, drain inlets, water valves, street monuments, fire hydrants, and other appurtenances shall be considered.

(4) Devices shall be installed only where a minimum safe stopping sight distance for the established speed limit or two hundred feet (200'), whichever is greater, can be provided.

(5) The affected street segment should be of an adequate length for a speed hump or table to be effectively installed. Typically, a minimum length of three to five hundred feet (300' – 500') is desirable.

(6) The first speed hump or table in a series should be located in a position where it can not be approached at high speed in either direction. To achieve this, the first hump or table should be located a minimum of two-hundred feet (200') from an intersection stop sign, or one-hundred feet (100') from an uncontrolled intersection. No speed hump or table shall be placed within five-hundred feet (500') of a traffic signal or roundabout (excluding mini-roundabouts or small neighborhood traffic circles).

(7) Where possible, speed humps or tables should not be placed on vertical or horizontal curves, but on tangent stretches of roadway. However, in areas where placement on curves is unavoidable, proper horizontal and vertical sight distance shall be provided.

(8) Speed humps or tables should be located at or near residential property lines and a minimum of five feet (5') from the beginning or end of any driveway.

(9) Speed humps or tables should be located near existing street lights, where practicable.

(10) Speed humps or tables shall be accompanied by the appropriate advanced signage. Only one sign in advance of the first speed humps or tables in a series of speed humps or tables is normally required.

(11) Speed humps or table should be accompanied by the appropriate pavement markings. If markings are required, the markings shall follow the guidelines provided in the Manual on Uniform Traffic Control Devices (MUTCD). The markings shall be plastic unless another material is approved by the City's traffic engineer.

(12) Spacing between speed humps or tables should be as even as possible to produce uniform speed along an entire street. Speed humps or tables in a series should be placed between three and six hundred feet (300' - 600') apart, which may vary depending on the length of the street segment where the devices are placed. Typically, speed humps or tables are placed farther apart on longer segments than shorter segments. Spacing should allow at least one speed hump on each block.

13-40-240: Mini Traffic Circle or Roundabout Design Criteria: The following guidelines are to be considered for the installation of mini traffic circle or mini-roundabout. These guidelines are subject to review by the city engineer and traffic engineer, who may modify these criteria in a particular situation to achieve the safe and effective application of the mini traffic circle or mini-roundabout:

(1) Intersection should be a minimum of fifty-five feet (55') diagonally across (both directions, measured from curb face).

(2) Device should allow for a minimum sixteen foot (16') wide travel lane for circulating traffic (measured curb face of interior circle to the curb return).

- (3) Interior diameter of circle should be a minimum diameter of ten feet (10').
- (4) Mini traffic circles or mini-roundabouts should be installed with vertical or roll curb or other method approved by the city engineer and traffic engineer.
- (5) An appropriate street location for the device shall be available. Appropriate distance from driveways, manholes, drain inlets, water valves, street monuments, fire hydrants, and other appurtenances shall be considered.
- (6) Devices shall be installed only where a minimum safe stopping sight distance for the posted or established speed limit for the street and the proper sight distance across the intersection can be provided.
- (7) Mini traffic circles or mini-roundabouts shall not be used in conjunction with stop signs at a given location. Yield signs may be used if determined appropriate by the city's traffic engineer.
- (8) Marked crosswalk, if warranted, should be located a minimum of twelve feet (12') from the interior circle (measured from curb face of circle to white stripe of crosswalk).
- (9) Mini traffic circles or mini-roundabouts shall not be allowed where traffic queuing at a traffic signal, stop sign, railroad crossing, etc. could back up into the mini-circle or mini-roundabouts.

13-40-250: Removal: At the request of the neighborhood, their traffic calming devices installed under this program may be considered for removal by the City when all of the following criteria are met:

- (1) A petition must be submitted signed by owners or residents representing at least sixty percent (60%) of the residents, properties, and business owners within the original neighborhood traffic management area.
- (2) Business, property owners, and residents within the affected area shall be sent a city prepared or approved ballot by first class mail. Sixty percent of the property in the affected area must vote affirmatively within thirty (30) days of the ballot mailing concurring with the removal of devices. Where the property owner or resident has chosen to abstain, the property shall be deducted from the total number of properties prior to calculating the sixty percent (60%) requirement.
- (3) The traffic calming devices will normally be removed by the City. If the devices are removed as requested by the neighborhood, then the neighborhood area will not be eligible for traffic calming program for a minimum of five (5) years following their removal unless restitution is made in full to the City for all its costs incurred in the removal of the devices.
- (4) The City retains its right to modify or remove any traffic calming device within the public right-of-way with or without prior notification and with or without cause.
- (5) The neighborhood, or any individual or organization shall not be eligible for any reimbursement of their costs as the result of the removal of any traffic control or traffic calming device by the City.

13-40-260: Other General Descriptions and Conditions:

- (1) Classified Streets: Specific streets in the city are generally classified as arterial, collector, and local streets. The hierarchy of classifications for arterial and collector streets within the City includes Principal Arterial, Minor Arterial, Major Collector, and Minor Collector. Typically these classifications correspond to traffic volumes, lengths of roadway, and other geometric features of the street facility. Arterial and collector streets connect neighborhoods, link residential areas with commercial and business areas, and provide access

to other cities, county, state, and federal roadways. Neighborhood traffic calming projects are normally not implemented on arterials or collector streets. However, some classified minor collector streets may be eligible for neighborhood traffic analysis if their current and twenty-year projected traffic volumes is less than three thousand (3,000) vehicles per day, they are between one-third and one-mile in length, are not an emergency route, and they have a minimum of seventy-five percent (75%) of residential frontage. Other traffic factors and conditions may also be analyzed to determine which classified streets might be considered for neighborhood traffic calming devices

(2) Local Residential Streets: Local streets are the minor, lower volume neighborhood streets linking residential land uses to the collector and arterial systems. They make up the majority of the City's street network and they serve local circulation needs for automobiles, bicycles, and pedestrians. They are normally designed for less than fifteen hundred (1,500) vehicle per average weekday and lower speeds (25 mph or less). It is on these local residential streets that the neighborhood traffic projects would be considered.

(3) Travel Speed: This is usually the most often discussed traffic issue on neighborhood streets. Unless otherwise posted, local streets have a speed limit of 25 mph, per state law. Factors considered when adjusting speed limits include adjacent land use and access, reported collision history, roadway geometry, traffic volumes, and prevailing speeds. When a speed limit change is recommended, staff submits the proposal to the City Council for approval or includes the information as one of possibly several traffic issues considered in a neighborhood traffic calming projects.

(4) Volume: This refers to the actual number of vehicles that cross a section of roadway during a specific time period on a typical day. Data is usually gathered for twenty-four hours on a weekday and the total volume represents the sum of traffic in both directions. This is also an analysis factor in neighborhood's eligibility for use of traffic calming devices.

(5) Collision History: Reported traffic collisions are analyzed on a roadway segment and/or at specific intersections in a neighborhood. Many collisions at low volume residential street or intersections are of a random nature, and one or two collisions annually are often normal. However for local streets or intersections, city staff looks for a crash pattern as this may be indicative of problems at or near a specific location that may be reduced or eliminated by traffic control devices or a neighborhood traffic calming project. A collision pattern on local street or intersection has, at a minimum, three or more similar type reported collisions at a location during the most recent twelve month period for which data is available.

13.40.270: Traffic Calming Toolbox - Preferred Physical Traffic Calming Devices:

	Traffic Management Option	Speed Reduction	Volume Reduction/ Traffic Diversion	Noise Pollution	Loss of On-Street Parking	Access Restriction	Bus Route And Emergency Vehicle Impacts	Increase In Street Maintenance	Installation Cost
Preferred Physical Traffic Calming Devices	Speed Humps	Yes	Possible	Increase	Possible	None	Yes	Yes ⁽¹⁾	\$3,000 to \$5,000 each
	Traffic Circles	Yes	Possible	Possible	Yes	None	Some Constraint	Yes	\$6,000 to \$25,000 each
	Speed Table	Yes	Possible	Increase	Possible	None	Yes	Yes ⁽¹⁾	\$8,000 to \$15,000
	Chokers	Yes	Possible	No Change	Yes	None	Some Constraint	No	\$5,000 to \$15,000
	Turning Restrictions	Possible	Yes	Decrease	None	Yes	Yes	Yes	\$1,000 to \$10,000

⁽¹⁾ Speed humps and tables have to be reinstalled each time a street is resurfaced.

13.40.280: Traffic Calming Toolbox - Alternate Physical Traffic Calming Devices:

	Traffic Management Option	Speed Reduction	Volume Reduction/Traffic Diversion	Noise Pollution	Loss Of On Street Parking	Access Restriction	Bus Route And Emergency Vehicle Impacts	Increase In Street Maintenance	Installation Cost
Alternate Physical Traffic Calming Devices	Placing radar warning signs	Possible	No	No Change	Possible	None	None	No	\$5,000 to \$10,000
	Median Barrier	Possible	Yes	No Change	Possible	Right Turn Only	Yes	No	\$10,000 to \$25,000/100 ft
	Gateways (Entry Island) or Textured Pavement	Yes	Yes	Possible	None	Possible	None	No	\$5,000 to \$30,000
	Neckdown or Curb Extension	Possible	Possible	No	Yes	None	Possible	Yes	\$10,000 to \$30,000
	Curvilinear Street (Chicane)	Yes	Possible	Increase Possible	Yes	None	Possible	Possible	\$50,000 to \$75,000
	Realigned Intersection	Yes	Yes	No	Yes	No	Yes	Possible	\$10,000 to \$20,000
	Restricted Movement/ Partial Closures	Possible	Yes	Decrease	Possible	Yes	Yes	No	\$7,500 to \$30,000
	Diagonal Diverter	Yes	Yes	Decrease	Possible	Yes	Yes	No	\$6,000 to \$25,000
	Mid Block Street Closures	Yes	Yes	Decrease	Possible	Yes	Yes	Yes	\$50,000 to \$200,000

***City Council Workshop
November 14, 2023***

***Neighborhood Traffic Calming Policy &
Canyon Lakes POA Speed Hump Project***

***Cary M. Roe, P.E.
Director of Public Works***



Canyon Lakes POA Speed Hump Project

- Background/History
- Technical Standards & Criteria
- Process & Procedures
- Northside Speed Hump Map
- Southside Speed Hump Map
- Negotiated Removal & Patch Back of Southside Speed Humps
- Balloting/Voting Boundary for Northside Speed Humps



Canyon Lakes Dr. Speed Humps

North Location



 Speed Humps



1 inch = 200 feet 1:2,400
0 0.0175 0.035 0.07 mi
0 0.0275 0.055 0.11 km

Sources: Esri, HERE, Garmin,
Intermap, InCREMENT P Corp.

ArcGIS WebApp Builder
City of Kennewick

Canyon Lakes Dr. Speed Humps

South Location



 Speed Humps



1 inch = 200 feet 1:2,400
0 0.0175 0.035 0.07 mi
0 0.0275 0.055 0.11 km

Sources: Esri, HERE, Garmin, Intermap, Increment P Corp.,

Canyon Lakes Dr. Speed Humps

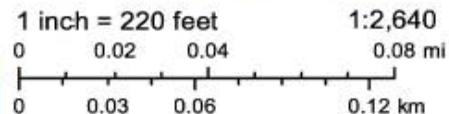
Ballot Area, North



Speed Humps



Radiated/Abutting Area (74 Residence)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,

Council Options & Alternatives

- With Negotiated Removal of Southside Speed Humps
 - Allow Northside Speed Humps to remain without any further process
 - Require Northside Speed Humps to be balloted using 75% approval threshold to determine if they remain or are removed
 - Remove one or more Northside Speed Humps expanding the distance between Humps with City shouldering the installation and removal costs
 - Remove Northside Speed Humps with the City shouldering the installation and removal costs
- Update existing Policy based on Council discussion and bring Policy back to Council for approval
- Move updated Policy from KAC to KMC
- Utilize updated Policy for any future neighborhood Traffic Calming requests



Staff Recommendation

- Staff recommends Council to consider the following actions;
 - Allow Northside Speed Humps to remain without any further process
 - Update existing Policy based on Council discussion and bring Policy back to Council for approval
 - Move updated Policy from KAC to KMC
 - Utilize updated Policy for any future neighborhood Traffic Calming requests



Questions

