



City Council Regular Meeting Agenda

December 5, 2023 at 6:30 PM

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

The City of Kennewick broadcasts Council meetings on the City's website at <https://www.go2kennewick.com/CouncilMeetingBroadcasts> and via Zoom. If you are unable to attend in person and wish to comment during one of the Visitors sections or if applicable to provide public testimony for a Public Hearing, please register at https://us02web.zoom.us/webinar/register/WN_-q0jKTePRUWU8ftuZKEHsw. Registrations must be received by 4:00 p.m. on the day of the meeting.

The public can also submit comments by either filling out an online form at <https://www.go2kennewick.com/PublicComments> via e-mail to clerkinfo@ci.kennewick.wa.us, or submitting written comments to P.O. Box 6108, Kennewick, WA 99336. Comments must be received no later than 4:00 p.m. on the Monday before the meeting.

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

HONORS & RECOGNITIONS

2. VISITORS

Public comments for item(s) on the agenda not covered under a public hearing. Please limit your comments to three minutes. The public comment period is not an opportunity for dialogue with council members, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering. For this reason, Council will not directly respond to comments, questions or concerns. Records intended for Council (9 copies are required) must be given to the City Clerk by 4:00 p.m. on the Monday before the meeting.

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Kennewick City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion.

a. Meeting Minutes - November 21, 2023

Motion to approve the meeting minutes of November 21, 2023.

b. Claim Roster - Toyota Center Operations and Box Office Accounts

Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for October 2023 in the amount of \$874,748.75 comprised of check numbers 26711-26806 in the amount of \$362,751.06 and electronic transfers in the amount of \$511,997.69.

c. Claims Roster - Columbia Park Golf Course Account

Motion to approve the Claims Roster for the Columbia Park Golf Course Account for October 2023 in the amount of \$41,467.95, comprised of check numbers 2782-2786 in the amount of \$7,451.89 and electronic transfers in the amount of \$34,016.06.

d. Payroll Roster Approval

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

Motion to approve the Payroll Roster for the pay period ending 11/15/2023.

- e. Fire Master Mutual Aid Agreement

Motion to authorize the City Manager to sign the Appendix A Signatory Sheet of the Master Mutual Aid Agreement of Benton County.

- f. Southridge Turf Replacement Project - Phase II - Contract Award

Motion to award the Southridge Turf Replacement Project - Phase II contract to C Watts Trucking, LLC in the amount of \$197,127.45.

- g. W. 46th Ave & W. 47th Ave Storm Drain Project Acceptance

Motion to accept the work of Ellison Earthworks LLC for contract P2116, W. 46th Ave & W. 47th Ave Storm Drain Project, in the amount of \$840,803.12.

- h. Conway Place (4th Ave to 130 Conway Place) Agreement & Prospectus

Motion to authorize the Mayor Pro Tem to sign the Funding Agreement and Project Prospectus with the Washington State DOT for the Conway Place (4th Ave to 130 Conway Place) Project.

- i. Keene Trail Extension Agreement & Prospectus

Motion to authorize the Mayor Pro Tem to sign the Funding Agreement and Project Prospectus with the Washington State DOT for the Keene Trail Extension Project.

- j. E. 4th & Elm Waterline Replacement (Re-bid) Project - Contract Award

Motion to award Contract P2308-23 E. 4th & Elm Waterline Replacement (Re-bid) Project to Sonray Enterprises LLC in the amount of \$1,195,868.49, plus a 10% contingency amount of \$119,586.85, for a total amount of \$1,315,455.34.

5. ORDINANCES/RESOLUTIONS

- a. Ordinance 6044: Adding KMC 13.40 - Neighborhood Traffic Calming
- b. Ordinance 6043: Amending Kennewick Municipal Code (KMC) Section 18.12.010 B.1 Non-Residential Uses

6. PUBLIC HEARINGS/MEETINGS

- a. Ordinance 6042: Right-of-Way Vacation at 11257 and 11343 W. Clearwater Ave

7. NEW BUSINESS

- a. Canyon Lakes POA Speed Hump Project
- b. Three Rivers Entertainment District Master Plan
- c. Mayor and Mayor Pro Tem Selection

8. UNFINISHED BUSINESS

9. VISITORS

Public comments for any item(s) the public wants to bring to Council. Please limit your comments to three minutes. The public comment period is not an opportunity for dialogue with council members, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering. For this reason, Council will not directly respond to comments, questions or concerns. Records intended for Council (9 copies are required) must be given to the City Clerk by 4:00 p.m. on the Monday before the meeting.

10. COUNCIL COMMENTS/DISCUSSION

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11. ADJOURNMENT

DRAFT

CITY OF KENNEWICK
CITY COUNCIL
REGULAR MEETING
November 21, 2023

1. CALL TO ORDER

Mayor Pro Tem Crawford called the meeting to order at 6:30 p.m.

City Council and Staff Present:

Councilmember John Trumbo	Marie Mosley	Nick Farline
Councilmember Chuck Torelli	Lisa Beaton	Chad Michael
Councilmember Jim Millbauer	Cary Roe	Chris Guerrero
Councilmember Brad Beauchamp	Anthony Muai	Steve Donovan
Councilmember Loren Anderson (<i>remote</i>)	Krystal Townsend	Evelyn Lusignan
Mayor Pro Tem Gretl Crawford	Dan Legard	
(Position 4, Vacant)		

Mr. Millbauer led the Pledge of Allegiance.

No citizens were present to provide the invocation.

HONORS & RECOGNITIONS: Dan Legard was recognized for his exception career spanning 21 years. Mayor Pro Tem Crawford presented Mr. Legard with a certificate. Mr. Legard addressed the Council and audience and spoke to his experiences with the City of Kennewick. A brief, five-minute reception was held; Council was in recess until 6:35 p.m.

2. VISITORS

Tina Gregory spoke to Item 4.e., Award Contract P2214-23 Systemic Safety Street Lighting Improvements Contract to Colvico, Inc.

3. APPROVAL OF AGENDA

Mr. Torelli moved, seconded by Mr. Trumbo, to approve the agenda as presented. The motion passed unanimously 6-0.

4. APPROVAL OF CONSENT AGENDA

Mr. Torelli moved, seconded by Mr. Trumbo, to approve the consent agenda as presented. The motion passed unanimously 5-0 (Councilmember Anderson's remote connection was lost).

Mr. Torelli moved, seconded by Mr. Millbauer, to excuse the absence of Mr. Anderson. The motion passed unanimously 5-0 (Councilmember Anderson Absent-Excused).

- Motion to approve the Meeting Minutes of November 7, 2023, as presented.
- Motion to approve the Claims Roster for October 2023 in the amount of \$9,094,203.01, comprised of electronic payments and check numbers 311722-312174.
- Motion to approve the Payroll Roster for the pay period ending 10/31/2023.

- d. Motion to approve the 2024 lodging tax funding recommendations as submitted by the City's Lodging Tax Advisory Committee (LTAC).
- e. Motion to award Contract P2214-23 Systemic Safety Street Lighting Improvements contract to Colvico, Inc. in the amount of \$381,389.43, plus a 10% contingency of \$38,138.94, for a total amount of \$419,528.37.
- f. Motion to approve Phase I - Procurement of Synthetic Turf at the Southridge Sports Complex baseball fields for the amount of \$836,530.00.
- g. Motion to award Contract SWR 23-016, Landscape and Irrigation Maintenance, to Heritage Landscaping in the amount of \$166,649.37 for a total of \$833,246.85 over the course of the five-year term.
- h. Motion to authorize the City Manager to sign service agreements with the Northwest HIDTA contractors for 2024.
- i. Motion to adopt Resolution 23-16.
- j. Motion to authorize the City Manager to sign a temporary agreement with the Department of Revenue (DOR) for the collection of the City's tourism promotion area (TPA) charge.
- k. Motion to authorize the City Manager to sign the Supplemental Agreement No. 2 with J-U-B Engineers, Inc., for the design of the Light Industrial Area Utilities Extensions project.

5. ORDINANCES & RESOLUTIONS

- a. Ordinance 6041: KMC 2.04.075 Council Salaries. Mr. Legard presented a staff report and outlined details of the ordinance. Council asked clarifying questions of staff.

Deputy City Clerk Townsend read Ordinance 6041 by title.

ORDINANCE 6041

AN ORDINANCE RELATING TO CITY COUNCIL SALARIES AND AMENDING SECTION 2.04.075 OF THE KENNEWICK MUNICIPAL CODE

Mr. Torelli moved, seconded by Mr. Trumbo, to adopt Ordinance 6041. The motion passed unanimously 5-0 (Councilmember Anderson Absent-Excused).

6. PUBLIC HEARINGS/MEETINGS

- a. 2024 CDBG Annual Action Plan

Kylie Peel, CDBG Coordinator, presented a staff report and outlined details of the plan and recommendations of the CDBG Committee. Council asked clarifying questions of staff.

Mayor Pro Tem Crawford opened the public hearing at 6:59 p.m.

No citizens wished to provide public comment.

Mayor Pro Tem Crawford closed the public hearing at 6:59 p.m.

Mr. Torelli moved, seconded by Mr. Millbauer, to approve Plan A of the 2024 draft CDBG Annual Action Plan and funding recommendations as prepared by the CDBG Committee and staff.

The motion passed unanimously 5-0 (Councilmember Anderson Absent-Excused).

b. Ordinance 6039: Mid-Biennium Review & Budget Adjustment

Mr. Legard presented a staff report and outlined details of the ordinance. Council asked clarifying questions of staff.

Mayor Pro Tem Crawford opened the public hearing at 7:04 p.m.

No citizens wished to provide public comment.

Mayor Pro Tem Crawford closed the public hearing at 7:04 p.m.

Deputy City Clerk Townsend read Ordinance 6039 by title.

ORDINANCE NO. 6039

AN ORDINANCE PROVIDING FOR MODIFICATION OF THE 2023/2024
BIENNIAL BUDGET

Mr. Torelli moved, seconded by Mr. Trumbo, to adopt Ordinance 6039. The motion passed unanimously 5-0 (Councilmember Anderson Absent-Excused).

c. Ordinance 6040: Property Tax Levy 2024

Mr. Legard presented a staff report and outlined details of the ordinance. Council asked clarifying questions of staff.

Mayor Pro Tem Crawford opened the public hearing at 7:11 p.m.

No citizens wished to provide public comment.

Mayor Pro Tem Crawford closed the public hearing at 7:11 p.m.

Deputy City Clerk Townsend read Ordinance 6039 by title.

ORDINANCE NO. 6040

AN ORDINANCE PROVIDING FOR A PROPERTY TAX LEVY IN THE CITY
OF KENNEWICK FOR THE YEAR 2024 IN ACCORD WITH STATE LAW

Mr. Millbauer moved, seconded by Mr. Torelli, to adopt Ordinance 6040. The motion passed unanimously 5-0 (Councilmember Anderson Absent-Excused).

7. NEW BUSINESS

a. Water Filtration Plant Miscellaneous Upgrades

Jeremy Lustig, Utility Services Manager, presented a staff report and outlined details of the bid history. Council asked clarifying questions of staff.

Mr. Torelli moved, seconded by Mr. Millbauer to reject the bid received for the Water Filtration Plant Miscellaneous Upgrades project.

8. UNFINISHED BUSINESS

a. City Manager Recruitment

Ms. Mosley provided a staff report staff report and outlined details of the recruitment efforts.

Mr. Torelli moved, seconded by Mr. Millbauer to approve the profile for the City Manager position recruitment.

b. Interim City Manager Contract

Ms. Mosley provided a staff report staff report and outlined details of the contract and the work to develop the agreement utilizing outside counsel to avoid a conflict of interest. Ms. Mosley clarified the proposed contract should be amended to clarify the salary is an annual amount rather than total compensation for the 13-month term of the contract. Council asked clarifying questions of staff concerning the salary. Ms. Mosley clarified the additional amount paid to Ms. Beaton as Interim City Manager equates to roughly \$10,000 over the course of six months more than her current salary as City Attorney.

Mr. Millbauer moved, seconded by Mr. Torelli to approve the interim City Manager Agreement with Lisa Beaton and authorize Mayor Pro Tem Crawford to sign the agreement as amended.

9. VISITORS

Ira Johnson spoke in opposition to speed humps in the Canyon Lakes neighborhood and the negative impact he has observed from the new speed humps.

Tina Gregory spoke about current affairs, political & religious concerns.

Dan Wirth spoke about current affairs and provided his suggestions for addressing his problems facing the community.

Tobaski Snipes urged support for teens and young adults who have been in foster care and/or are experiencing homelessness and asked about funding resources available for them.

Dwayne Klotz spoke about the importance of road safety in Kennewick and support for traffic control in Canyon Lakes. He urged additional patrol and speed enforcement.

10. COUNCIL COMMENTS/DISCUSSION

Council members reported on their respective activities.

Ms. Mosley thanked Mr. Legard for his service and announced the Council workshop for November 28, 2023 is cancelled due to a lack of agenda topics.

11. ADJOURNMENT

The meeting concluded at 7:59 p.m.



Krystal Townsend, CMC, CPRO
Deputy City Clerk

Council Agenda Coversheet	Agenda Item Number: 4.b. Council Date: 12/5/2023	Category: Consent Agenda
	Agenda Item Type: General Business Item Subject: Claim Roster - Toyota Center Operations and Box Office Accounts Department: Finance Ord/Reso # Project #	Contract # Permit #
<u>Recommendation</u> Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for October 2023. <u>Motion for Consideration</u> Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for October 2023 in the amount of \$874,748.75 comprised of check numbers 26711-26806 in the amount of \$362,751.06 and electronic transfers in the amount of \$511,997.69. <u>Summary</u> <u>Alternatives</u> None. <u>Fiscal Impact</u> Total - \$874,748.75.		
<u>Attachments:</u> 1. Claims Roster		

Date	Check	Method	Name	Amount
<u>TOYO Sterling Operating Account</u>				
10/02/2023		Wire Transfer	King Beverage (00000486)	5,460.85
10/02/2023	2829240		Beer	5,415.85
101413	• Inventory - Beer		Beer	5,415.85
10/02/2023	51020082		Beer	45.00
101413	• Inventory - Beer		Beer	45.00
10/03/2023		Wire Transfer	Live Nation (00000517)	192,438.62
10/03/2023	Ivan Cornejo Settle 9/30/23			192,438.62
102150	• A/P Settlements		V-6241 Live Nation/Ivan Cornejo Settle 9/30/23	192,438.62
10/03/2023		Wire Transfer	Professional Bull Riders, LLC (00002652)	175,112.65
10/03/2023	2023 PBR Settlement			175,112.65
102150	• A/P Settlements		PBR Settlement 9/9/2023	175,112.65
10/06/2023		Wire Transfer	King Beverage (00000486)	6,320.24
10/06/2023	2833611		Beer	6,320.24
101413	• Inventory - Beer		Beer	6,320.24
10/02/2023	26711	Auto Check	PNW Signs & Designs (00003161)	1,196.70
10/02/2023	1397			1,196.70
107314	• Signage Expense		Parking Lot & Restroom Signs	1,196.70
10/13/2023		Wire Transfer	King Beverage (00000486)	9,446.07
10/13/2023	2837998		Beer	369.00
101413	• Inventory - Beer		Beer	369.00
10/13/2023	2837318		Beer	9,077.07
101413	• Inventory - Beer		Beer	9,077.07
10/10/2023		Wire Transfer	Odom East LLC (00003343)	505.00
10/10/2023	15423131		Beer	505.00
101413	• Inventory - Beer		Beer	505.00
10/13/2023		Wire Transfer	Southern Glazer's of WA (00002855)	2,843.33
10/13/2023	4500348		Liquor	2,843.33
101415	• Inventory - Liquor		Liquor	2,843.33
10/13/2023	26712	Auto Check	3 Water Construction (00003481)	3,908.11
10/13/2023	INV0167		Epoxy Countertops 2nd Half	3,908.11
109010	• Capital Improvements		Epoxy Countertops 2nd Half	3,908.11
10/13/2023	26713	Auto Check	Abbott & Abbott LLC (00002770)	117.40
10/13/2023	448-012321		FiltaFry Fryer Service	117.40
107508	• F&B Equipment Repairs & Maintenance		FiltaFry Fryer Service	117.40
10/13/2023	26714	Auto Check	Advanced Protection Services, Inc. (00002751)	721.51
10/13/2023	R146181		TA - Fire Monitoring	73.86
107209	• Security & Fire Alarm System		TA - Fire Monitoring	73.86
10/13/2023	R146182		Ammonia Monitoring	68.43
107209	• Security & Fire Alarm System		Ammonia Monitoring	68.43
10/13/2023	R146183		Fire Monitoring	73.86
107209	• Security & Fire Alarm System		Fire Monitoring	73.86
10/13/2023	R146184		Open Eye Video Cloud	418.50
107209	• Security & Fire Alarm System		Open Eye Video Cloud	418.50
10/13/2023	R146185		Temp Security Monitoring	43.43
107209	• Security & Fire Alarm System		Temp Security Monitoring	43.43
10/13/2023	R146186		Vault Security Monitoring	43.43
107209	• Security & Fire Alarm System		Vault Security Monitoring	43.43
10/13/2023	26715	Auto Check	Andy See (00002880)	133.23
10/13/2023	Reimbursement: Wildhorse		REIMB: Wildhorse	133.23
107302	• Venue Marketing & Non-Event Advertising		REIMB: Wildhorse	133.23

Toyota Center and Arena

Claims Roster

October 2023

Date	Check	Method	Name	Amount
10/13/2023	26716	Auto Check	Apollo Heating and Air Conditioning (00002933)	16,985.47
10/13/2023	107210	KS-940052760	HVAC Repairs	4,590.43
		• HVAC Repairs & Maintenance	HVAC Repairs	4,590.43
10/13/2023	107210	KS-940049639	HVAC Repairs	7,792.95
		• HVAC Repairs & Maintenance	HVAC Repairs	7,792.95
10/13/2023	107210	KS-940049642	HVAC Repairs	4,602.09
		• HVAC Repairs & Maintenance	HVAC Repairs	4,602.09
10/13/2023	26717	Auto Check	Ascentis Corporation (00002983)	1,929.74
10/13/2023	107070	SI-155516	Nova5000	1,929.74
		• Payroll Processing	Nova5000	964.87
			Due To/From TRCC	964.87
10/13/2023	26718	Auto Check	Athletica Sport Systems Inc (00003517)	3,873.03
10/13/2023	107601	420273	PO4394 - Plexi Glass	3,873.03
		• Ice-Related Expenses	Plexi Glass	3,873.03
10/13/2023	26719	Auto Check	Baskin Robbins (00002754)	1,390.48
10/13/2023	104690	3630	Third Party Sales 10/7/23	1,390.48
		• Concession Sales - Third Party Expense	Third Party Sales 10/7/23	1,390.48
10/13/2023	26720	Auto Check	Bobablastic (00003078)	716.33
10/13/2023	104690	3630	Third Party Sales 10/7/23	716.33
		• Concession Sales - Third Party Expense	Third Party Sales 10/7/23	716.33
10/13/2023	26721	Auto Check	Brashear Electric, Inc. (00002756)	1,897.18
10/13/2023	101650	40390	Electrical Repair-Fire Damage	445.10
		• 3rd Party Event Expense Holding Account	Electrical Repair-Fire Damage	445.10
10/13/2023	107212	40399	Backdrop Electrical	1,452.08
		• Building Repairs & Maintenance	Backdrop Electrical	1,452.08
10/13/2023	26722	Auto Check	Canon Financial Services, Inc (00002793)	347.13
10/13/2023	107105	31358715	Copier Contract	347.13
		• Printing / Copying	Copier Contract	347.13
10/13/2023	26723	Auto Check	Canon Solutions (00002757)	37.29
10/13/2023	107105	6005744734	QHM Copier Maintenance	37.29
		• Printing / Copying	QHM Copier Maintenance	37.29
10/13/2023	26724	Auto Check	Carmen Contreras - Coffee Crush (00002762)	331.45
10/13/2023	104690	3630	Third Party Sales 10/7/23	331.45
		• Concession Sales - Third Party Expense	Third Party Sales 10/7/23	331.45
10/13/2023	26725	Auto Check	Chapala Express (00002758)	2,185.17
10/13/2023	104690	3630	Third Party Sales 10/7/23	2,185.17
		• Concession Sales - Third Party Expense	Third Party Sales 10/7/23	2,185.17
10/13/2023	26726	Auto Check	Chisholm's Saw & Supply, Inc. (00002760)	182.46
10/13/2023	107201	82071	Zamboni Knives Maintenance	182.46
		• Tools & Supplies	Zamboni Knives Maintenance	182.46
10/13/2023	26727	Auto Check	CI Information Management (00002840)	79.19
10/13/2023	107304	0156333	Shred Service	79.19
		• Contracted Services	Shred Service	79.19
10/13/2023	26728	Auto Check	City of Kennewick - Misc (00002830)	44,736.94
10/13/2023	101660	15613	Property Insurance 23-24	44,736.94
		• Prepaid Expenses - Manual	Property Insurance 23-24	44,736.94

Toyota Center and Arena

Claims Roster

October 2023

Date	Check	Method	Name	Amount
10/13/2023	26729	Auto Check	Concessions Supply (00002860)	2,271.85
	10/13/2023	93473	Equipment Service	355.74
	107508	• F&B Equipment Repairs & Maintenance	Equipment Service	355.74
	10/13/2023	93526	Food	1,916.11
	101411	• Inventory - Food	Food	1,916.11
10/13/2023	26730	Auto Check	Cougar Digital Marketing & Design (00002861)	159.00
	10/13/2023	12216	Website Maintenance	159.00
	107302	• Venue Marketing & Non-Event Advertising	Website Maintenance	159.00
10/13/2023	26731	Auto Check	Craig Bond (00002810)	280.00
	10/13/2023	LTS September 2023	LTS September 2023	280.00
	107304	• Contracted Services	LTS September 2023	280.00
10/13/2023	26732	Auto Check	DevFuzion (00000278)	8,916.74
	10/13/2023	23366	Network Support	5,865.01
	107104	• IT Support Services	Network Support	2,932.50
			Due To/From TRCC	2,932.51
	10/13/2023	23393	PC Replacements	3,051.73
	107103	• Computer Equipment & Software	PC Replacements - Andy	1,658.83
			Due To/From TRCC	1,392.90
10/13/2023	26733	Auto Check	Doggie Style Gourmet (00002767)	1,618.36
	10/13/2023	3630	Third Party Sales 10/7/23	1,618.36
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/7/23	1,618.36
10/13/2023	26734	Auto Check	Ferrell Gas (00002769)	1,014.07
	10/13/2023	2033839362	Propane	516.95
	107214	• Fuel & Vehicle Costs	Propane	258.47
			Due To/From TRCC	258.48
	10/13/2023	1124324153	Propane	484.08
	107214	• Fuel & Vehicle Costs	Propane	242.04
			Due To/From TRCC	242.04
	10/13/2023	RNT9988098	Tank	13.04
	107214	• Fuel & Vehicle Costs	Tank	6.52
			Due To/From TRCC	6.52
10/13/2023	26735	Auto Check	Imagicom Yakima (00003628)	408.00
	10/13/2023	108256-3	TV Ads - WWE	408.00
	107402	• Event Advertising	TV Ads - WWE	408.00
10/13/2023	26736	Auto Check	Janine Adamson (00002809)	60.00
	10/13/2023	LTS September 2023	LTS September 2023	60.00
	107304	• Contracted Services	LTS September 2023	60.00
10/13/2023	26737	Auto Check	Jennifer Bond (00002941)	240.00
	10/13/2023	LTS September 2023	LTS September 2023	240.00
	107304	• Contracted Services	LTS September 2023	240.00
10/13/2023	26738	Auto Check	Jocelyn Perez (00003676)	97.82
	10/13/2023	Reimbursement: Shoes	REIMB: Shoes - Fire Loss	97.82
	101650	• 3rd Party Event Expense Holding Account	REIMB: Shoes - Fire Loss	97.82
10/13/2023	26739	Auto Check	KC Brand (00002773)	1,894.39
	10/13/2023	3630	Third Party Sales 10/7/23	1,894.39
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/7/23	1,894.39
10/13/2023	26740	Auto Check	Kennewick Union Firefighters L-1296 (00003455)	2,405.00
	10/13/2023	9-31-23	EMT Services - Sept	2,405.00
	107404	• Event Contracted Labor	EMT Services	520.00
	107404	• Event Contracted Labor	EMT Services	520.00
	107404	• Event Contracted Labor	EMT Services	585.00
	107404	• Event Contracted Labor	EMT Services	780.00

Toyota Center and Arena

Claims Roster

October 2023

Date	Check	Method	Name	Amount
10/13/2023	26741	Auto Check	Loomis (00002895)	269.75
	10/13/2023	13336570	Armored Car Service	269.75
	107304	Contracted Services	Armored Car Service	134.87
			Due To/From TRCC	134.88
10/13/2023	26742	Auto Check	Lowe's Commercial Services (00002776)	1,099.40
	10/13/2023	984797	PO4374 - Tank Sprayer	33.00
	107201	Tools & Supplies	Tank Sprayer	33.00
	10/13/2023	998502	PO4338 - Washing Machine	720.79
	107202	Small Equipment & Furniture	Washing Machine	720.79
	10/13/2023	999986	PO4291 - Tools	107.91
	107201	Tools & Supplies	Tools	107.91
	10/13/2023	971560	PO4304 - Supplies	58.94
	107201	Tools & Supplies	Supplies	58.94
	10/13/2023	980879	PO4304 - Supplies	52.32
	107201	Tools & Supplies	Supplies	52.32
	10/13/2023	980886	PO4374 - Ice Supplies	119.78
	107601	Ice-Related Expenses	Ice Supplies	119.78
	10/13/2023	983535	PO4374 - Ice Supplies	53.65
	107601	Ice-Related Expenses	Ice Supplies	53.65
	10/13/2023	972087	PO4291 - Adhesive	61.92
	107201	Tools & Supplies	Adhesive	61.92
	10/13/2023	972472	PO4304 - Supplies	69.64
	107201	Tools & Supplies	Supplies	69.64
	10/13/2023	972909	PO4304 - Concrete Repair Kit	42.32
	107201	Tools & Supplies	Concrete Repair Kit	42.32
	10/13/2023	983904	PO4355 - Janitorial Supplies	167.05
	107203	Janitorial Supplies	Janitorial Supplies	167.05
	10/13/2023	983908	PO4304 - Tools	15.97
	107201	Tools & Supplies	Tools	15.97
	10/13/2023	911965	PO4338 - Washing Machine	-700.14
	107202	Small Equipment & Furniture	Washing Machine Return	-700.14
	10/13/2023	996746	PO4349 - Sheeting	175.51
	104360	Reimbursed Event Expense - Other	Sheeting	175.51
10/13/2023	26743	Auto Check	(voided check stub, detail below included in previous check amount)	
	10/13/2023	996751	PO4304 - Lubricant	35.09
	107201	Tools & Supplies	Lubricant	35.09
	10/13/2023	999140	PO4291 - Tools	51.59
	107201	Tools & Supplies	Tools	51.59
	10/13/2023	984920	PO4291 - Anchors	34.06
	107201	Tools & Supplies	Anchors	34.06
10/13/2023	26744	Auto Check	Mid Columbia Hockey Officials Association (00002777)	8,710.00
	10/13/2023	23-013	Games Worked 8/26-9/3/23	8,710.00
	107304	Contracted Services	Games Worked 8/26-9/3/23	8,710.00
10/13/2023	26745	Auto Check	Mighty Johns Portable Toilet & Septic (00003680)	75.00
	10/13/2023	A-23589	Sink Rental	75.00
	107305	General Rental Equipment	Sink Rental	75.00
10/13/2023	26746	Auto Check	PNW Signs & Designs (00003161)	298.93
	10/13/2023	1401	PO4375 - Box Office Vinyl	298.93
	107212	Building Repairs & Maintenance	Box Office Vinyl	298.93
10/13/2023	26747	Auto Check	Price Chopper Wristbands (00003215)	164.02
	10/13/2023	263513	PO4410 - Wristbands	164.02
	107414	Other Event Expense	Wristbands	164.02
10/13/2023	26748	Auto Check	R&R Pavement Maintenance (00003681)	7,717.70
	10/13/2023	10623	PO4396 - Markings & Signage	7,717.70
	107213	Grounds Repairs & Maintenance	Pavement Markings & Signage	5,788.27
			Due To/From TRCC	1,929.43

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Date	Check	Method	Name	Amount
10/13/2023	26749	Auto Check	Reign Drop LLC (00003211)	843.39
10/13/2023	101411	• Inventory - Food	Pizza	313.90
10/13/2023	101411	• Inventory - Food	Pizza	294.29
10/13/2023	101411	• Inventory - Food	Pizza Boxes	235.20
10/13/2023	101411	• Inventory - Food	Pizza Boxes	235.20
10/13/2023	26750	Auto Check	Spectrum Reach (00002871)	1,424.00
10/13/2023	107402	• Event Advertising	TV Ads - WWE	708.90
10/13/2023	107402	• Event Advertising	TV Ads - PBR	349.60
10/13/2023	107402	• Event Advertising	TV Ads - Dunham	365.50
10/13/2023	26751	Auto Check	Staples Advantage (00002740)	176.53
10/13/2023	107102	• Office Supplies	PO4371 - Calendar Board	114.06
10/13/2023	107102	• Office Supplies	PO4371 - Cardstock	62.47
10/13/2023	26752	Auto Check	Stephens Media Group (00002844)	9,002.65
10/13/2023	107402	• Event Advertising	Radio Ads - Ludacris	119.00
10/13/2023	107402	• Event Advertising	Radio Ads - Dunham	3,000.00
10/13/2023	107402	• Event Advertising	Radio Ads - PBR	1,458.60
10/13/2023	107402	• Event Advertising	Radio Ads - PBR	255.00
10/13/2023	107402	• Event Advertising	Radio Ads - PBR	822.80
10/13/2023	107402	• Event Advertising	Radio Ads - PBR	1,360.00
10/13/2023	107402	• Event Advertising	Radio Ads - PBR	425.00
10/13/2023	107402	• Event Advertising	Radio Ads - WWE	420.75
10/13/2023	107402	• Event Advertising	Radio Ads - WWE	420.75
10/13/2023	107402	• Event Advertising	Radio Ads - WWE	420.75
10/13/2023	107402	• Event Advertising	Radio Ads - WWE	420.75
10/13/2023	107402	• Event Advertising	Radio Ads - Bridal Show	300.00
10/13/2023	26753	Auto Check	Taco City (00003055)	1,081.49
10/13/2023	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/7/23	1,081.49
10/13/2023	26754	Auto Check	Taylor Lee Nelson (00003414)	64.00
10/13/2023	107304	• Contracted Services	LTS September 2023	64.00
10/13/2023	26755	Auto Check	Tim Berry (00002808)	64.00
10/13/2023	107304	• Contracted Services	LTS September 2023	64.00
10/13/2023	26756	Auto Check	Townsquare Media-Tri Cities (00002784)	1,586.95
10/13/2023	107402	• Event Advertising	Radio Ads - PBR	1,586.95

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Date	Check	Method	Name			Amount
10/13/2023	26757	Auto Check	US Foods (00002786)			9,003.24
	10/13/2023	4922636	Food		1,288.19	1,288.19
	101411	• Inventory - Food		Food	1,288.19	
	10/13/2023	4922637	Food		1,625.49	1,625.49
	101411	• Inventory - Food		Food	1,625.49	
	10/13/2023	4922640	Food		18.90	18.90
	101411	• Inventory - Food		Food	18.90	
	10/13/2023	4939154	Food		139.56	139.56
	101411	• Inventory - Food		Food	139.56	
	10/13/2023	5035656	Food		4,195.16	4,195.16
	101411	• Inventory - Food		Food	3,989.00	
	101413	• Inventory - Beer		Beer	206.16	
	10/13/2023	4976161	Food		64.45	64.45
	101411	• Inventory - Food		Food	64.45	
	10/13/2023	5100140	Food		1,534.26	1,534.26
	101411	• Inventory - Food		Food	1,419.99	
	101415	• Inventory - Liquor		Liquor	114.27	
	10/13/2023	5100141	Food		137.23	137.23
	101411	• Inventory - Food		Food	137.23	
10/13/2023	26758	Auto Check	Victory Way Sports (00003164)			3,039.25
	10/13/2023	5990	PO4341-Popcorn Hockey Helmets		3,039.25	3,039.25
	106001	• Concessions COGS - Food		Popcorn Hockey Helmets	3,039.25	
10/13/2023	26759	Auto Check	WCP Solutions (00002788)			1,267.42
	10/13/2023	13385214	PO4378 - Clorox Spray		77.19	77.19
	107203	• Janitorial Supplies		Clorox Spray	77.19	
	10/13/2023	13386176	PO4403 - Gloves		334.36	334.36
	107203	• Janitorial Supplies		Gloves	334.36	
	10/13/2023	13392650	PO4418 - Janitorial Supplies		146.79	146.79
	107203	• Janitorial Supplies		Janitorial Supplies	146.79	
	10/13/2023	13393511	PO4418 - Janitorial Supplies		168.51	168.51
	107203	• Janitorial Supplies		Janitorial Supplies	168.51	
	10/13/2023	13392649	PO4418 - Janitorial Supplies		540.57	540.57
	107203	• Janitorial Supplies		Janitorial Supplies	540.57	
10/13/2023	26760	Auto Check	Weaver Exterminating Service, Inc. (00002804)			420.67
	10/13/2023	19317	TA Monthly Rodent Control		140.22	140.22
	107304	• Contracted Services		TA Monthly Rodent Control	140.22	
	10/13/2023	19319	Monthly Rodent Control		280.45	280.45
	107304	• Contracted Services		Monthly Rodent Control	280.45	
10/19/2023		Wire Transfer	Roadcase.com, Inc (00003702)			3,740.00
	10/19/2023	1151	Truck & Cart		3,740.00	3,740.00
	107215	• Building Equipment		Truck & Cart	3,740.00	
10/18/2023		Wire Transfer	Via Entertainment Tours (00003701)			36,500.00
	10/18/2023	Yoakam 10/19/23	Yoakam 10/19/23		36,500.00	36,500.00
	101620	• Cash Advances for Events		Yoakam 10/19/23	36,500.00	
10/16/2023		Wire Transfer	Sweet Southern Sound (00003705)			15,500.00
	10/16/2023	P201341			15,500.00	15,500.00
	104315	• Reimbursed Event Rentals		Sound and lighting for Yoakam	15,500.00	
10/17/2023		Wire Transfer	King Beverage (00000486)			345.00
	10/17/2023	2838746	Beer		345.00	345.00
	101413	• Inventory - Beer		Beer	345.00	
10/16/2023		Wire Transfer	Odom East LLC (00003343)			1,162.56
	10/16/2023	15459026	Beer		1,162.56	1,162.56
	101413	• Inventory - Beer		Beer	1,162.56	
10/19/2023	26761	Auto Check	Adrianne Emineth (00003013)			250.00
	10/19/2023	23-0930366	Runner - Yoakam		250.00	250.00
	107404	• Event Contracted Labor		Runner - Yoakam	250.00	

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Date	Check	Method	Name	Amount
10/19/2023	26762	Auto Check	Backstage Electric, Inc. (00002752)	7,324.75
	10/19/2023	2627	Labor - Yoakam	7,324.75
	107401	• Outside Event Expense	Labor - Yoakam	7,324.75
10/19/2023	26763	Auto Check	Paul Boskovich (00002984)	250.00
	10/19/2023	23-09303660	Runner - Yoakam	250.00
	107404	• Event Contracted Labor	Runner - Yoakam	250.00
10/19/2023	26764	Auto Check	Rocky Mountain Rigging (00002781)	3,551.40
	10/19/2023	Yokum	Riggers for Yoakam	3,551.40
	104370	• Reimbursed Outside Event Expense	Riggers for Yoakam	3,551.40
10/19/2023	26765	Auto Check	The Mavericks, Inc (00003694)	31,500.00
	10/19/2023	Dwight Yoakam	Dwight Yoakam - 10/19/23	31,500.00
	101620	• Cash Advances for Events	Dwight Yoakam - 10/19/23	31,500.00
10/25/2023		Wire Transfer	Washington State Department of Revenue (00002989)	36,941.23
	10/25/2023	TOYO B&O taxes Sept, paid Oct		36,941.23
	102325	• B&O Tax Payable	TOYO B&O taxes Sept, paid Oct	7,342.00
	102310	• Sales Tax Payable - State	TOYO B&O taxes Sept, paid Oct	25,947.00
	107603	• B&O Taxes	TOYO B&O taxes Sept, paid Oct	3,652.23
10/25/2023		Wire Transfer	King Beverage (00000486)	8,506.10
	10/25/2023	2845168	Beer	8,506.10
	101413	• Inventory - Beer	Beer	8,506.10
10/27/2023		Wire Transfer	Odom East LLC (00003343)	3,242.52
	10/27/2023	15183437	Beer	3,242.52
	101413	• Inventory - Beer	Beer	3,242.52
10/27/2023		Wire Transfer	Southern Glazer's of WA (00002855)	4,298.17
	10/27/2023	4512635	Liquor	4,298.17
	101415	• Inventory - Liquor	Liquor	4,298.17
10/27/2023	26766	Auto Check	Abbott & Abbott LLC (00002770)	469.58
	10/27/2023	448-012434	FiltaFry Fryer Service	195.66
	107508	• F&B Equipment Repairs & Maintenance	FiltaFry Fryer Service	195.66
	10/27/2023	448-012486	FiltaFry Fryer Service	273.92
	107508	• F&B Equipment Repairs & Maintenance	FiltaFry Fryer Service	273.92
10/27/2023	26767	Auto Check	Andy See (00002880)	142.25
	10/27/2023	Reimbursement: Clips	REIMB: Suite Slip Clips	11.94
	107201	• Tools & Supplies	REIMB: Suite Slip Clips	11.94
	10/27/2023	Reimbursement: QR Code	REIMB: F&B QR Code	130.31
	107505	• F&B Licenses, Fees & Permits	REIMB: F&B QR Code	130.31
10/27/2023	26768	Auto Check	Baskin Robbins (00002754)	4,949.28
	10/27/2023	2199	Third Party Sales 10/13	984.46
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/13	984.46
	10/27/2023	2031	Third Party Sales 10/14	1,031.77
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/14	1,031.77
	10/27/2023	1492	Third Party Sales 10/18	564.22
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/18	564.22
	10/27/2023	3425	Third Party Sales 10/20	1,566.53
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/20	1,566.53
	10/27/2023	1683	Third Party Sales 10/22	802.30
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/22	802.30
10/27/2023	26769	Auto Check	Benton PUD (00000121)	20,245.45
	10/27/2023	09/08/2023-10/08/2023	Large Gen Services	19,924.49
	107216	• Electricity	Large Gen Services	19,924.49
	10/27/2023	9/08/2023-10/08/2023	Small Gen Services	320.96
	107216	• Electricity	Small Gen Services	320.96

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Date	Check	Method	Name	Amount
10/27/2023	26770	Auto Check	Bobablastic (00003078)	1,669.09
10/27/2023	2199		Third Party Sales 10/13	350.64
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/13	350.64
10/27/2023	2031		Third Party Sales 10/14	331.55
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/14	331.55
10/27/2023	1492		Third Party Sales 10/18	157.50
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/18	157.50
10/27/2023	3425		Third Party Sales 10/20	522.08
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/20	522.08
10/27/2023	1683		Third Party Sales 10/22	307.32
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/22	307.32
10/27/2023	26771	Auto Check	Boyd's Tree Service (00003585)	4,320.83
10/27/2023	12059		Tree Maintenance	4,320.83
107213	•	Grounds Repairs & Maintenance	Tree Maintenance	2,160.42
			Due To/From TRCC	2,160.41
10/27/2023	26772	Auto Check	Brashear Electric, Inc. (00002756)	6,997.57
10/27/2023	40430		Stage Set Up for PBR	896.78
104327	•	Reimbursed Contract Labor	Stage Set Up for PBR	896.78
10/27/2023	40460		PO4119 -Light Pole Replacement	6,100.79
107204	•	Other Utilities	Light Pole Replacement	6,100.79
10/27/2023	26773	Auto Check	Canon Solutions (00002757)	29.79
10/27/2023	6005790700		UMT Copier Maintenance	29.79
107105	•	Printing / Copying	UMT Copier Maintenance	29.79
10/27/2023	26774	Auto Check	Carmen Contreras - Coffee Crush (00002762)	1,674.29
10/27/2023	2199		Third Party Sales 10/13	359.51
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/13	359.51
10/27/2023	2031		Third Party Sales 10/14	290.01
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/14	290.01
10/27/2023	1492		Third Party Sales 10/18	252.08
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/18	252.08
10/27/2023	3425		Third Party Sales 10/20	497.20
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/20	497.20
10/27/2023	1683		Third Party Sales 10/22	275.49
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/22	275.49
10/27/2023	26775	Auto Check	Cascade Natural Gas (00000161)	1,129.81
10/27/2023	09/09/2023-10/10/2023		TA Gen Com Service	1,129.81
107217	•	Natural Gas	TA Gen Com Service	1,129.81
10/27/2023	26776	Auto Check	Cascade Natural Gas (00000161)	1,490.69
10/27/2023	9/9/2023-10/10/2023		Gen Com Service	1,490.69
107217	•	Natural Gas	Gen Com Service	1,490.69
10/27/2023	26777	Auto Check	Central Washington Refrigeration, LLC (00002949)	75.75
10/27/2023	48122		Valve	75.75
107212	•	Building Repairs & Maintenance	Valve	75.75
10/27/2023	26778	Auto Check	Chapala Express (00002758)	7,141.52
10/27/2023	2199		Third Party Sales 10/13	1,064.73
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/13	1,064.73
10/27/2023	2031		Third Party Sales 10/14	1,480.66
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/14	1,480.66
10/27/2023	1492		Third Party Sales 10/18	1,045.50
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/18	1,045.50
10/27/2023	3425		Third Party Sales 10/20	2,358.62
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/20	2,358.62
10/27/2023	1683		Third Party Sales 10/22	1,192.01
104690	•	Concession Sales - Third Party Expense	Third Party Sales 10/22	1,192.01
10/27/2023	26779	Auto Check	Charlie's Produce (00002739)	228.84
10/27/2023	923672		Food	228.84
101411	•	Inventory - Food	Food	228.84

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Date	Check	Method	Name	Amount
10/27/2023	26780	Auto Check	Chisholm's Saw & Supply, Inc. (00002760)	556.49
10/27/2023	82097		Zamboni Knife Sharpening	228.09
107201	• Tools & Supplies		Zamboni Knife Sharpening	228.09
10/27/2023	82161		Zamboni Knife Sharpening	328.40
107201	• Tools & Supplies		Zamboni Knife Sharpening	328.40
10/27/2023	26781	Auto Check	City of Kennewick - Misc (00002830)	8,750.00
10/27/2023	15632		Security Services - Sept	1,250.00
104327	• Reimbursed Contract Labor		Security Services	300.00
104327	• Reimbursed Contract Labor		Security Services	750.00
104327	• Reimbursed Contract Labor		Security Services	200.00
10/27/2023	15635		Audit Costs 2023	7,500.00
107303	• Professional Fees		Audit Costs 2023	7,500.00
10/27/2023	26782	Auto Check	Coca-Cola (00000213)	15,144.50
10/27/2023	1363601		Beverage Credit	-32.00
101411	• Inventory - Food		Beverage Credit	-32.00
10/27/2023	146360		Beverages	8,691.50
101411	• Inventory - Food		Beverages	8,691.50
10/27/2023	146586		Beverages	1,214.50
101411	• Inventory - Food		Beverages	1,214.50
10/27/2023	146869		Beverages	5,290.50
101411	• Inventory - Food		Beverages	5,290.50
10/27/2023	1348648		Credit	-20.00
101413	• Inventory - Beer		Credit	-20.00
10/27/2023	26783	Auto Check	Culligan Water Conditioning (00002766)	297.31
10/27/2023	136203		Bottle Water	155.17
107201	• Tools & Supplies		Bottle Water	155.17
10/27/2023	136626		Bottle Water	114.95
107201	• Tools & Supplies		Bottle Water	114.95
10/27/2023	136917		Cooler Rentals	27.19
107201	• Tools & Supplies		Cooler Rentals	27.19
10/27/2023	26784	Auto Check	Doggie Style Gourmet (00002767)	5,658.63
10/27/2023	2199		Third Party Sales 10/13	1,016.30
104690	• Concession Sales - Third Party Expense		Third Party Sales 10/13	1,016.30
10/27/2023	2031		Third Party Sales 10/14	1,100.23
104690	• Concession Sales - Third Party Expense		Third Party Sales 10/14	1,100.23
10/27/2023	1492		Third Party Sales 10/18	853.20
104690	• Concession Sales - Third Party Expense		Third Party Sales 10/18	853.20
10/27/2023	3425		Third Party Sales 10/20	1,737.88
104690	• Concession Sales - Third Party Expense		Third Party Sales 10/20	1,737.88
10/27/2023	1683		Third Party Sales 10/22	951.02
104690	• Concession Sales - Third Party Expense		Third Party Sales 10/22	951.02
10/27/2023	26785	Auto Check	Ferrell Gas (00002769)	534.79
10/27/2023	1124645751		Propane	534.79
107214	• Fuel & Vehicle Costs		Propane	267.39
			Due To/From TRCC	267.40
10/27/2023	26786	Auto Check	KAPP-KVEW (00002980)	0.00
			VOID	0.00
10/27/2023	26787	Auto Check	Kayna O'Hare (00003704)	60.00
10/27/2023	Refund		Refund	60.00
105005	• Adult Hockey League		Refund	60.00
10/27/2023	26788	Auto Check	KC Brand (00002773)	5,405.08
10/27/2023	2199		Third Party Sales 10/13	1,217.99
104690	• Concession Sales - Third Party Expense		Third Party Sales 10/13	1,217.99
10/27/2023	2031		Third Party Sales 10/14	1,068.63
104690	• Concession Sales - Third Party Expense		Third Party Sales 10/14	1,068.63
10/27/2023	1492		Third Party Sales 10/18	811.19

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Date	Check	Method	Name	Amount
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/18	811.19
10/27/2023	3425		Third Party Sales 10/20	1,324.86
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/20	1,324.86
10/27/2023	1683		Third Party Sales 10/22	982.41
	104690	• Concession Sales - Third Party Expense	Third Party Sales 10/22	982.41
10/27/2023	26789	Auto Check	Kennewick Ranch & Home (00003069)	7.50
	10/27/2023	2310-586422	Engraving	7.50
	107111	• Employee Development & Recognition	Engraving	3.75
			Due To/From TRCC	3.75
10/27/2023	26790	Auto Check	Kennewick Union Firefighters L-1296 (00003455)	3,835.00
	10/27/2023	10-30-23	EMT Services - October 23	3,835.00
	107404	• Event Contracted Labor	EMT Services	520.00
	107404	• Event Contracted Labor	EMT Services	520.00
	107404	• Event Contracted Labor	EMT Services	520.00
	107404	• Event Contracted Labor	EMT Services	520.00
	107404	• Event Contracted Labor	EMT Services	715.00
	107404	• Event Contracted Labor	EMT Services	520.00
	107404	• Event Contracted Labor	EMT Services	520.00
10/27/2023	26791	Auto Check	KNDO/KNDU (00002825)	1,423.75
	10/27/2023	218632A-1	TV Ads - Yoakam	1,423.75
	107402	• Event Advertising	TV Ads - Yoakam	1,423.75
10/27/2023	26792	Auto Check	Mid Columbia Hockey Officials Association (00002777)	4,440.00
	10/27/2023	23-015	Games Worked 9/4/-10/1/23	4,440.00
	107304	• Contracted Services	Games Worked 9/4/-10/1/23	4,440.00
10/27/2023	26793	Auto Check	Performance Systems Integration, LLC (00002981)	2,473.21
	10/27/2023	12547932	Annual Suppression Inspection	2,473.21
	107209	• Security & Fire Alarm System	Annual Suppression Inspection	2,473.21
10/27/2023	26794	Auto Check	Reign Drop LLC (00003211)	1,258.91
	10/27/2023	S4176-23-1009	Pizza	124.11
	101411	• Inventory - Food	Pizza	124.11
	10/27/2023	S4176-23-1010	Pizza	79.24
	101411	• Inventory - Food	Pizza	79.24
	10/27/2023	S4176-23-1007	Pizza	134.92
	101411	• Inventory - Food	Pizza	134.92
	10/27/2023	S4176-23-1146	Pizza	96.27
	101411	• Inventory - Food	Pizza	96.27
	10/27/2023	S4176-23-1128	Pizza	139.51
	101411	• Inventory - Food	Pizza	139.51
	10/27/2023	S4176-23-1008	Pizza	90.05
	101411	• Inventory - Food	Pizza	90.05
	10/27/2023	S4176-23-1148	Pizza	184.92
	101411	• Inventory - Food	Pizza	184.92
	10/27/2023	S4176-23-1149	Pizza	174.11
	101411	• Inventory - Food	Pizza	174.11
	10/27/2023	S4176-23-1201	Pizza	96.27
	101411	• Inventory - Food	Pizza	96.27
	10/27/2023	S4176-23-1200	Pizza	139.51
	101411	• Inventory - Food	Pizza	139.51
10/27/2023	26795	Auto Check	Roto-Rooter (00002782)	726.12
	10/27/2023	52645275	Plumbing Repair	726.12
	107212	• Building Repairs & Maintenance	Plumbing Repair	726.12
10/27/2023	26796	Auto Check	Springhill Suites of Kennewick (00002726)	980.46
	10/27/2023	206D500004303	Room Rentals - Cornejo	980.46
	104370	• Reimbursed Outside Event Expense	Room Rentals - Cornejo	980.46

Toyota Center and Arena

Claims Roster

October 2023

Date	Check	Method	Name	Amount
10/27/2023	26797	Auto Check	Staples Advantage (00002740)	5,656.08
10/27/2023	107202	3549397719 • Small Equipment & Furniture	PO4407 - Suite Chairs Suite Chairs	3,260.73
10/27/2023	107102	3549397718 • Office Supplies	PO4406 - Office Supplies Office Supplies	24.19
			Due To/From TRCC	12.09
10/27/2023	107215	3549709162 • Building Equipment	PO4406 - Desk Desk	733.50
10/27/2023	107215	3549709163 • Building Equipment	PO4406 - Desk Desk	1,637.66
10/27/2023	26798	Auto Check	Sunbelt Rentals, Inc. (00002783)	1,861.19
10/27/2023	104370	145234919-0001 • Reimbursed Outside Event Expense	Manlift - Cornejo Manlift - Cornejo	676.05
10/27/2023	104370	146113909-0001 • Reimbursed Outside Event Expense	Manlift - Yoakam Manlift - Yoakam	1,185.14
10/27/2023	26799	Auto Check	Taco City (00003055)	4,045.42
10/27/2023	104690	2199 • Concession Sales - Third Party Expense	Third Party Sales 10/13 Third Party Sales 10/13	758.67
10/27/2023	104690	2031 • Concession Sales - Third Party Expense	Third Party Sales 10/14 Third Party Sales 10/14	646.81
10/27/2023	104690	1492 • Concession Sales - Third Party Expense	Third Party Sales 10/18 Third Party Sales 10/18	658.60
10/27/2023	104690	3425 • Concession Sales - Third Party Expense	Third Party Sales 10/20 Third Party Sales 10/20	1,373.02
10/27/2023	104690	1683 • Concession Sales - Third Party Expense	Third Party Sales 10/22 Third Party Sales 10/22	608.32
10/27/2023	26800	Auto Check	The UPS Store (00002801)	493.19
10/27/2023	107510	100323 • F&B Tools, Supplies & Equipment	PO4385 - Suite Menus & Slips Suite Menus & Slips	344.12
10/27/2023	107113	100323-1 • Miscellaneous Expense	PO4384 - Business Cards -David Business Cards -David	149.07
10/27/2023	26801	Auto Check	Tri-City Americans (00000851)	8,137.63
10/27/2023	102150	Pre-season 2023 • A/P Settlements	Ams Pre season settlement 9/15-16	8,137.63
10/27/2023	26802	Auto Check	US Foods (00002786)	13,860.25
10/27/2023	101411	5216498 • Inventory - Food	Food Food	5,004.75
10/27/2023	101411	5392367 • Inventory - Food	Food Food	8,855.50
10/27/2023	101413	• Inventory - Beer	Beer	517.05
10/27/2023	101415	• Inventory - Liquor	Liquor	278.77
10/27/2023	26803	Auto Check	VenuWorks, Inc. (00000894)	30,330.50
10/27/2023	102140	18993 • Accrued Expenses - Other	Advertising Commissions Advertising Commissions	26,973.90
10/27/2023	102140	18994 • Accrued Expenses - Other	F&B Commissions F&B Commissions	3,356.60
10/27/2023	26804	Auto Check	Vistar Corporation (00002787)	4,474.06
10/27/2023	101411	69800025 • Inventory - Food	Food Food	1,550.02
10/27/2023	101411	69967258 • Inventory - Food	Food Food	2,924.04
10/27/2023	26805	Auto Check	WCP Solutions (00002788)	1,524.00
10/27/2023	107203	13408066 • Janitorial Supplies	PO4442 - Janitorial Supplies Janitorial Supplies	435.63
10/27/2023	107203	13408065 • Janitorial Supplies	PO4442 - Janitorial Supplies Janitorial Supplies	333.88
10/27/2023	107203	13408064 • Janitorial Supplies	PO4442 - Janitorial Supplies Janitorial Supplies	754.49

Toyota Center and Arena

Claims Roster

October 2023

Date	Check	Method	Name	Amount
10/27/2023	26806	Auto Check	Sunbelt Rentals, Inc. (00002783)	933.67
	10/27/2023	144238425-0001	Manlift - PBR	933.67
	104370	• Reimbursed Outside Event Expense	Manlift - PBR	933.67
10/31/2023		Wire Transfer	American Payment Solutions - APS (00002969)	624.94
	10/31/2023	APS CC Fees Oct 23	APS CC Fees Oct 23	624.94
	107311	• Banking Fees	APS CC Fees Oct 23	624.94
10/31/2023		Wire Transfer	Revel Systems (00003299)	2,625.20
	10/31/2023	Revel POS Fees Oct 23	Revel POS Fees Oct 23	2,625.20
	107510	• F&B Tools, Supplies & Equipment	Revel POS Fees Oct 23	2,625.20
10/31/2023		Wire Transfer	Revel Systems (00003299)	5,948.64
	10/31/2023	Concessions CC Fees Oct 23	Concessions CC Fees Oct 23	5,948.64
	107514	• F&B Credit Card & Banking Fees	Concessions CC Fees Oct 23	5,948.64
10/31/2023		Wire Transfer	Revel Systems (00003299)	317.93
	10/31/2023	Arena CC Fees Oct 23	Arena CC Fees Oct 23	317.93
	107310	• Credit Card Fees	Arena CC Fees Oct 23	317.93
10/31/2023		Wire Transfer	Fintech (00003296)	23.37
	10/31/2023	Fintech Fees TOYO Oct 23	Fintech Fees TOYO Oct 23	23.37
	107311	• Banking Fees	Fintech Fees TOYO Oct 23	23.37
Total Paid - TOYO Operating:				<u>874,653.48</u>

TOYO Sterling Box Office Account

10/31/2023		Wire Transfer	American Express Card Processing (00003298)	95.27
	10/31/2023	AMEX Box Office Fees Oct 23	AMEX Box Office Fees Oct 23	95.27
	107310	• Credit Card Fees	AMEX Box Office Fees Oct 23	95.27
				Credit Card Fees 95.27
Total Paid - TOYO Box Office:				<u>95.27</u>
Total Paid - Combined:				<u>874,748.75</u>

I, Dan Legard, Finance Director, do hereby certify that the merchandise or services hereinbefore specified have been received, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the vouchers listed above are approved for payment this day.



Dan Legard, Finance Director

The payments on this claims roster are comprised of the following:

Check numbers 26711-26806	\$	362,751.06
Electronic transfers - Operations		511,902.42
Electronic transfers - Box Office		95.27
Total	\$	<u>874,748.75</u>

Exceptions:

Council Agenda Coversheet	Agenda Item Number: 4.c. Council Date: 12/5/2023	Category: Consent Agenda
	Agenda Item Type: General Business Item Subject: Claims Roster - Columbia Park Golf Course Account Department: Finance Ord/Reso # Project #	Contract # Permit #
<u>Recommendation</u> That Council approve the Claims Roster for the Columbia Park Golf Course Account for October 2023. <u>Motion for Consideration</u> Motion to approve the Claims Roster for the Columbia Park Golf Course Account for October 2023 in the amount of \$41,467.95, comprised of check numbers 2782-2786 in the amount of \$7,451.89 and electronic transfers in the amount of \$34,016.06. <u>Summary</u> <u>Alternatives</u> None. <u>Fiscal Impact</u> \$41,467.95.		
<u>Attachments:</u> 1. Claims Roster		

COLUMBIA PARK GOLF COURSE FUND

CHECK REGISTER

OCTOBER 2023

Check Number	Vendor Check Name	Check Date	Amount	Type
2782	KENNEWICK GOLF CORP	10/9/2023	\$5,106.45	Check
2783	TOTAL E INTEGRATED INC.	10/9/2023	\$438.00	Check
2784	YELP	10/9/2023	\$40.00	Check
2785	COLUMBIA POINT GOLF COURSE	10/23/2023	\$384.60	Check
2786	COURSECO, INC.	10/23/2023	\$1,482.84	Check
ADPTS 2936749	ADP TOTAL SOURCE (AUTOPAY)	10/10/2023	\$4,184.95	EFT
NATIONWIDE 1023	NATIONWIDE	10/1/2023	\$753.36	EFT
WA DOR 0036111612	DEPARTMENT OF REVENUE	10/25/2023	\$5,286.30	EFT
479525	ACUSHNET COMPANY, INC.	10/5/2023	\$589.86	EFT
479576	CITY OF KENNEWICK ELECTRICAL	10/5/2023	\$282.41	EFT
479683	NORTHWEST GOLF CARS	10/5/2023	\$705.94	EFT
479725	ODP BUSINESS SOLUTIONS, LLC	10/5/2023	\$63.15	EFT
Paid by ACH	CINTAS CORPORATION #085	10/6/2023	\$107.02	EFT
Paid by ACH	CINTAS CORPORATION #608	10/6/2023	\$107.02	EFT
Paid by ACH	COLEMAN OIL COMPANY	10/6/2023	\$456.92	EFT
Paid by ACH	GT GOLF SUPPLIES - GLOBAL TOUR GOLF	10/6/2023	\$219.00	EFT
Paid by ACH	MERCANTILE SYSTEMS, INC.	10/6/2023	\$235.00	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	10/6/2023	\$115.00	EFT
Paid by ACH	WESTERN EQUIPMENT	10/6/2023	\$62.38	EFT
480031	POINTE PEST CONTROL	10/12/2023	\$179.36	EFT
Paid by ACH	COLEMAN OIL COMPANY	10/13/2023	\$576.15	EFT
Paid by ACH	GT GOLF SUPPLIES - GLOBAL TOUR GOLF	10/13/2023	\$397.50	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	10/13/2023	\$33.72	EFT
480888	FOREUP GOLF SOFTWARE BILLING	10/18/2023	\$447.00	EFT
480901	WAMBEKE WINDOW WASHING	10/18/2023	\$25.00	EFT
Paid by ACH	CINTAS CORPORATION #608	10/19/2023	\$107.02	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	10/19/2023	\$105.32	EFT
Paid by ACH	COLEMAN OIL COMPANY	10/26/2023	\$613.54	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	10/26/2023	\$111.30	EFT
Paid by ACH	WESTERN EQUIPMENT	10/26/2023	\$275.89	EFT
Paid by ACH	CINTAS CORPORATION #608	10/31/2023	\$107.02	EFT
Paid by ACH	COLEMAN OIL COMPANY	10/31/2023	\$122.53	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	10/31/2023	\$21.25	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	10/6/2023	\$7,973.99	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	10/20/2023	\$6,364.68	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	10/31/2023	\$2,037.60	EFT
Bank Deduction	MERCHANT SERVICES	10/1/2023	\$1,306.60	EFT
Bank Deduction	US Bank	10/16/2023	\$42.28	EFT

\$41,467.95

I, Dan Legard, Finance Director, do hereby certify that the merchandise or services hereinbefore specified have been received, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the vouchers listed above are approved for payment this day.



Dan Legard, Finance Director

The payments on this claims roster are comprised of the following:

Check numbers 2782-2786	\$	7,451.89
Electronic transfers		34,016.06
Total	\$	<u>41,467.95</u>

Exceptions:

Check	Vendor	Date	Amount	Debit	Credit
2775	DROP BOX PAY PURCH	9/11/2023 20005-000-244-00 52800-080-244-00	ACCOUNTS PAYABLE - GP SUBSCRIPTIONS & PUBLICATIONS	\$204.48 \$204.48	 \$204.48
2776	KENNEWICK GOLF CORPORATION PAY PURCH PURCH	9/11/2023 20005-000-244-00 59600-080-244-00 59610-080-244-00	ACCOUNTS PAYABLE - GP ACCOUNTING FEES MANAGEMENT FEE	\$5,106.45 \$1,277.20 \$3,829.25	 \$5,106.45
2777	TOTAL E INTEGRATED INC. PAY PURCH	9/11/2023 20005-000-244-00 51900-050-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$137.95 \$137.95	 \$137.95
2778	YELP PAY PURCH	9/11/2023 20005-000-244-00 53100-080-244-00	ACCOUNTS PAYABLE - GP ADVERTISING & MARKETING	\$40.00 \$40.00	 \$40.00
2779	LEE ANN MARCOTTE PAY PURCH	9/20/2023 20005-000-244-00 50000-000-244-00	ACCOUNTS PAYABLE - GP TEMPORARY ACCOUNT	\$535.26 \$535.26	 \$535.26
2780	COLUMBIA POINT GOLF COURSE PAY PURCH PURCH	9/25/2023 20005-000-244-00 50100-060-244-00 50100-080-244-00	ACCOUNTS PAYABLE - GP SALARIES SALARIES	\$384.60 \$192.30 \$192.30	 \$384.60
2781	TOTAL E INTEGRATED INC. PAY PURCH	9/25/2023 20005-000-244-00 51900-050-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$900.15 \$900.15	 \$900.15
313	FOODIES PAY PURCH	9/2/2023 20005-000-244-00 46000-050-244-00	ACCOUNTS PAYABLE - GP OTHER REVENUES	\$157.58 \$157.58	 \$157.58
314	CURTIS DEWOODY PAY PURCH	9/6/2023 20005-000-244-00 50000-000-244-00	ACCOUNTS PAYABLE - GP TEMPORARY ACCOUNT	\$193.46 \$193.46	 \$193.46
ADPTS 2872379	ADP TOTAL SOURCE (AUTOPAY) PAY PURCH PURCH	9/10/2023 20005-000-244-00 50800-050-244-00 50800-060-244-00	ACCOUNTS PAYABLE - GP HEALTH BENEFITS HEALTH BENEFITS	\$4,107.73 \$2,057.10 \$2,050.63	 \$4,107.73
NATIONWIDE 0923	NATIONWIDE PAY PURCH	9/1/2023 20005-000-244-00 18400-000-244-00	ACCOUNTS PAYABLE - GP PREPAID GEN LIAB INS	\$753.36 \$753.36	 \$753.36
WA DOR 0035575729	DEPARTMENT OF REVENUE PAY PURCH PURCH	9/25/2023 20005-000-244-00 20300-000-244-00 91101-000-244-00	ACCOUNTS PAYABLE - GP SALES TAX PAYABLE OTHER STATE TAXES	\$5,530.88 \$3,803.79 \$1,727.09	 \$5,530.88
477248	POINTE PEST CONTROL PAY PURCH	9/7/2023 20006-000-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$179.36 \$179.36	 \$179.36
Paid by ACH	COLEMAN OIL COMPANY PAY PURCH	9/8/2023 20006-000-244-00 58300-060-244-00 58300-060-244-00	ACCOUNTS PAYABLE - GP FUEL & OIL MAINTENANCE FUEL & OIL MAINTENANCE	\$224.07 \$103.09 \$120.98	 \$224.07
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO PAY PURCH PURCH	9/8/2023 20006-000-244-00 49150-070-244-00 49200-070-244-00	ACCOUNTS PAYABLE - GP COGS - PACKAGED FOOD COGS - SOFT BEVERAGE	\$195.97 \$36.10 \$159.87	 \$195.97
477584	TRACER GOLF ACCESSORIES PAY PURCH	9/13/2023 20006-000-244-00 47150-050-244-00	ACCOUNTS PAYABLE - GP COGS MERCHANDISE	\$248.85 \$248.85	 \$248.85
Paid by ACH	CINTAS CORPORATION #085 PAY PURCH PURCH	9/14/2023 20006-000-244-00 51900-080-244-00 51900-060-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES CONTRACT SERVICES	\$107.02 \$66.78 \$40.24	 \$107.02
Paid by ACH	COLEMAN OIL COMPANY PAY PURCH	9/14/2023 20006-000-244-00 58300-060-244-00	ACCOUNTS PAYABLE - GP FUEL & OIL MAINTENANCE	\$277.65 \$277.65	 \$277.65
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO PAY PURCH PURCH	9/28/2023 20006-000-244-00 49150-070-244-00 49200-070-244-00	ACCOUNTS PAYABLE - GP COGS - PACKAGED FOOD COGS - SOFT BEVERAGE	\$403.39 \$109.70 \$293.69	 \$403.39

Check	Vendor	Date	Amount	Debit	Credit
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	9/8/2023		\$7,812.15	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$7,812.15
	PURCH	50200-050-244-00	HOURLY WAGES	\$4,131.37	
	PURCH	50200-060-244-00	HOURLY WAGES	\$3,163.95	
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$406.21
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$403.22
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$765.47	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$504.18	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$28.91	
	PURCH	52100-050-244-00	CELL PHONE	\$27.70	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	9/22/2023		\$6,476.52	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$6,476.52
	PURCH	50000-000-244-00	TEMPORARY ACCT		\$193.46
	PURCH	50200-050-244-00	HOURLY WAGES	\$3,735.27	
	PURCH	50200-060-244-00	HOURLY WAGES	\$2,580.33	
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$406.21
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$403.22
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$690.74	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$417.82	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$27.55	
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	9/30/2023		\$1,053.31	
	PURCH	50000-000-244-00	TEMPORARY ACCT		\$1,053.31
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$79.96	
	PURCH	52100-060-244-00	TELECOMMUNICATIONS	\$52.83	
	PURCH	52400-080-244-00	JANITORIAL SUPPLIES	\$22.74	
	PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS	\$9.26	
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$106.24	
	PURCH	54900-050-244-00	REPAIR GOLF CART OUTSIDE LABOR	\$48.68	
	PURCH	55000-050-244-00	GOLF CART PARTS	\$638.77	
	PURCH	55150-050-244-00	GOLF CART SUPPLIES	\$81.80	
Bank Deduction	MERCHANT SERVICES	9/1/2023		\$1,939.70	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$1,939.70
	PURCH	54000-080-244-00	BANK CHARGES	\$1,939.70	
Bank Deduction	US Bank	9/15/2023		\$49.96	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$49.96
	PURCH	54000-080-244-00	BANK CHARGES	\$49.96	

Council Agenda Coversheet	Agenda Item Number: 4.d. Council Date: 12/5/2023	Category: Consent Agenda
	Agenda Item Type: General Business Item Subject: Payroll Roster for PPE 11/15/2023 Department: Finance Ord/Reso # Project #	Contract # Permit #
<u>Recommendation</u> Staff recommends that Council approve the Payroll Roster. <u>Motion for Consideration</u> Motion to approve the Payroll Roster for the pay period ending 11/15/2023. <u>Summary</u> None. <u>Alternatives</u> None. <u>Fiscal Impact</u> Total: \$2,512,278.55.		
<u>Attachments:</u> 1. Roster		

December 5, 2023

All Departments:

November 15, 2023

ADMINISTRATIVE TEAM	1,927.55
CITY COUNCIL	4,380.86
CITY MANAGER	13,583.78
CIVIL SERVICE	5,601.00
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	29,278.47
EMPLOYEE & COMMUNITY RELATIONS	54,184.46
ENGINEERING	55,318.15
FACILITIES & GROUNDS	93,111.15
FINANCE	56,348.80
FIRE	108,868.34
LEGAL SERVICES	23,793.19
MANAGEMENT SERVICES	108,948.41
POLICE	542,407.52
Subtotal General Fund	1,097,751.68
STREETS	22,793.27
TRAFFIC	21,106.08
Subtotal Street Fund	43,899.35
BI-PIN	11,398.44
BUILDING SAFETY	48,625.36
COMMUNITY DEVELOPMENT	2,942.36
CRIMINAL JUSTICE	83,382.05
EQUIPMENT RENTAL	14,422.56
MEDICAL SERVICES	353,406.05
RISK MANAGEMENT	4,567.33
STORMWATER UTILITY	23,110.61
WATER & SEWER	152,283.05
Subtotal Other Funds	694,137.81
Total Salaries and Wages	1,835,788.84
<u>Benefits:</u>	
Dental Insurance	24,901.00
Industrial Insurance	53,724.21
Life Insurance	5,054.26
Long Term Disability Insurance	6,135.67
Medical Insurance	341,040.00
Medical Retirement Account	3,187.50
Retirement	130,252.52
Social Security (FICA)	105,011.41
Vision Insurance	3,604.08
WA Family Leave	3,579.06
Total Benefits	676,489.71
Grand Total	<u><u>\$2,512,278.55</u></u>

I, Dan Legard, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$2,512,278.55 comprised of check numbers 76801 through 76804 and direct deposit numbers 218899 through 219366.

Approved for payment:



Dan Legard, Finance Director

Council Agenda Coversheet	Agenda Item Number: 4.e. Council Date: 12/5/2023	Category: Consent Agenda
	Agenda Item Type: Contract/Agreement/Lease Subject: Fire Master Mutual Aid Agreement Department: Fire Department Ord/Reso # Project #	Contract # Permit #
<u>Recommendation</u> Staff recommends that Council authorizes the City Manager to sign the Signatory Sheet of the Master Mutual Aid Agreement, which will add the Kennewick Fire Department to the signatory list of the Master Mutual Aid Agreement of Benton County. <u>Motion for Consideration</u> Motion to authorize the City Manager to sign the Appendix A Signatory Sheet of the Master Mutual Aid Agreement of Benton County. <u>Summary</u> The Master Mutual Aid Agreement creates a formal structure for the provision of comprehensive mutual aid between jurisdictions. It is the means for one jurisdiction, or agency, under specific terms, to provide resources, facilities, services, and other required support to another jurisdiction or agency during an incident. This agreement spells out a number of critical elements including: • Authorizations and Authorities • Implementation • Roles and Responsibilities • Requesting and Providing Resources • Compensation and Reimbursements • Insurance, Indemnification/Liability, Claims and Immunity • Interoperable Communications and Information Management • Qualifications • Resource Sharing • Administration It is widely recognized that no community owns all the resources necessary for the emergencies they may be called to mitigate. However, by sharing resources, the needs of most emergencies can be effectively handled using local or regional resources without declaring an emergency as provided by law to garner access to resources outside of the region. Additionally, pre-planning through the Master Mutual Aid Agreement will help to ensure the most efficient utilization of the closest and most appropriate resources. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Agreement		

**ALL HAZARD MASTER MUTUAL
AID AGREEMENT
BETWEEN JURISDICTIONS, AGENCIES, NON-
GOVERNMENTAL GROUPS, AND PRIVATE
INDUSTRIES WITHIN BENTON COUNTY,
WASHINGTON**



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Section 1. Introduction

This Master Mutual Aid Agreement (MMAA) is made and entered by and between the signatory jurisdictions and agencies to this MMAA according to the date when signed by each signatory.

It is understood that no community owns all the resources required for all potential emergencies. By sharing resources the needs of most emergencies can be met on the local or regional basis without declaring an emergency as provided by law to garner materials elsewhere. Sharing resources will bring scarce resources to bear on the emergency faster than receiving outside help. Preplanning through an MMAA will help to ensure efficient utilization of the closest, most appropriate, available resources.

This MMAA between the parties delineated about and signed hereto:

- a. Creates a formal structure for the provision of comprehensive mutual aid between jurisdictions; it is the means for one jurisdiction, or agency, to provide resources, facilities, services and other required support to another jurisdiction, or agency, under specific terms during an incident.
- b. Provides that no party shall be required to unreasonably deplete its own resources in furnishing aid.
- c. Provides that the responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge of such incident and provides for the delegation of authorities to single resources and incident management teams.
- d. Provides that each signatory to this MMAA agrees to develop an operational plan to engage the resources received from and to implement this MMAA in their jurisdictions. Such operational plans should include how resources from their participating agencies and private entities that may provide resources during an emergency under this MMAA may be made operational upon request. Each operational plan should be reviewed by the jurisdiction at least annually.
- e. Provides that each signatory to this MMAA will cause to keep the Benton County Emergency Services (BCES) Resource Inventory up to date with their resources which are available for mutual aid and type-define such resources according to the National Incident Management System (NIMS), if applicable.
- f. This MMAA does not supersede any other mutual aid agreement the signatories may be a signatory to and it is the jurisdiction's responsibility to resolve any conflicts with other plans.

Section 2. Authorizations and Authorities

- a. Article I, section 10 of the Constitution of the United States permits a state to enter into an agreement or compact with another state, subject to the consent of Congress. Congress, through enactment of Title 50 U.S.C. Sections 2281(g), 2283 and the Executive Department, by issuance of Executive Orders No. 10186 of December 1, 1950, encourages the states to enter into emergency, disaster and civil defense mutual aid agreements or pacts.
- b. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended 93-288, 42 U.S.C 5121, April, 2013: provides for the federal emergency and disaster response capabilities and rules.
- c. The National Response Framework, which is the United States' plan for emergency response, details that the Chief Elected or Appointed Official of each jurisdiction is responsible for ensuring the public safety and welfare of that jurisdiction. It further states the emergency manager of each jurisdiction has the day-to-day authority and responsibility for overseeing emergency management programs and

activities and for coordinating local emergency planning and resources. These activities include the development of mutual aid agreements.

- d. Homeland Security Presidential Directive 5 which implements the National Incident Management System (NIMS) has a critical component which emphasizes mutual aid.
- e. Fire Protection Act of September 20th, 1922 (Stat. 857; 16 U.S.C. 594): describes federal Fish and Wildlife response to wildfire.
- f. Reciprocal Fire Protection Act of May 27, 1955 (69 Stat. 66, 67; 42 U.S.C. 1856, 1856A and 1856B) and Wildfire Suppression Assistance Act of 1989 (102 Stat. 1615): provides the Federal wild fire system to enter into agreements to suppress wild fires.
- g. Federal Fire Prevention and Control Act of October 29, 1974 (88 Stat. 1535; 15 U.S.C. 2201) and Supplemental Appropriation Act of September 19, 1982 (96 Stat. 837): provides the U.S. Interior Department policy for the emergency stabilization and rehabilitation on bureau lands and Indian trust lands following wild land fire.
- h. RCW 38.52.091 sets forth the requirements and content needed for mutual aid agreements.
- i. RCW 38.52.180 Amended 2016 (38.52.190) provides certain immunities from liability for registered emergency workers within the scope of their assignments.
- j. RCW 39.34.030 SB5348 (2015) sets forth the requirements of and between jurisdictions to enter into agreements for joint or cooperative actions.
- k. RCW 43.43.960-975 sets forth requirements for the Washington State Fire Service Mobilization.
- l. RCW 52 provides for Fire Protection Districts.
- m. WAC 118-04 describes the Washington State Emergency Worker Program.

Section 3. Implementation

- a. All signers to this MMAA shall utilize the National Incident Management System (NIMS) and the Incident Command System (ICS) when responding to, commanding, or planning for emergencies within Benton County.
- b. The designated Incident Commander of may call for mutual aid resources under this MMAA.
- c. Requests for mutual aid resources should be made through the host dispatch center.
- d. Each party to this MMAA should develop a plan known as an Operations Plan providing for the effective mobilization and utilization of its resources to assist with and support emergency or disaster response. Such plans would list the resources and services that can be made available by the parties to this MMAA and indicate the method and manner by which such resources and services can be utilized by the other parties. The plan should cover the NIMS requirements for Operations Plans.
- e. Each party to this MMAA agrees to furnish those resources and services to each other as reasonably necessary to assist in the response to emergencies or disasters in accordance with the Operations Plans.
- f. Personnel sent to render aid under this MMAA remain the employee of the sending agency. Their duties under mutual aid will be directed by the Incident Commander.
- g. Resources sent will be in good and safe working condition and of the type requested unless otherwise approved by the Incident Commander. Resource list would be included within the Operations Plan.

- h. Although an Incident Commander shall expect requested aid to be sent as outlined under this MMAA, any jurisdiction may reasonably refuse the request for mutual aid. No jurisdiction will be expected to deplete their resources under a mutual aid request or provide mutual aid when not in their best interest or capability.
- i. A jurisdiction may withdraw their resources from a mutual aid circumstance upon timely notice to the Incident Commander. At no time should this withdrawal put the requesting jurisdiction in immediate risk of injury to personnel or damage to property. Every attempt will be made by the sending jurisdiction to provide the aid requested until replacement resources can be found, or the Incident Commander can place all emergency personnel in safe conditions as a result of the withdrawal.
- j. At such time resources requested are no longer available or it becomes apparent to an Incident Commander that the requested resources are insufficient to abate or improve the emergency, an emergency may be declared by the jurisdiction's chief executive or other person delegated that authority. The emergency will be defined as is allowed by the jurisdiction's rules, codes, laws or other authorities. Should the jurisdiction be overwhelmed and no longer able to manage the incident with available resources, Benton County may declare an emergency and request help from other counties or the State of Washington.
- k. At the earliest possible time during an emergency, a demobilization plan will be created or made to be created by the Incident Commander for all resources requested under this MMAA.

Section 4. Roles and Responsibilities

All parties to this MMAA will:

- a. Develop a capability to take care of their own employees and internal functions so that they can reliably carry out their critical functions and services under emergency conditions.
- b. Strive to develop facilities that have a reduced vulnerability to hazards.
- c. Acquire and manage appropriate equipment, and train personnel to carry out their internal responsibilities and support regional efforts.
- d. Develop and test internal plans to manage their response as it links to this MMAA and developed operations plans.
- e. Participate in other mutual aid agreements and develop the capability to accommodate/support incoming resources from assisting agencies.
- f. Maintain or develop a mechanism for declaring an emergency, if applicable under a jurisdiction's code, charter or ordinance.
- g. Participate in further planning efforts in specific functional areas to create Emergency Support Functions (ESFs), which are consistent with existing procedures and developed Operations Plans.
- h. Share in the collective effort to educate area residents, employees, customers, clients, and the community to disaster preparedness fundamentals.
- i. Commit to providing a prompt reply to any request for support within Benton County.

- j. Participate in maintaining a single point of contact for gathering and disseminating damage information, resource requests, and response priorities within their jurisdiction, community and/or organization.
- k. Participate in the development of, and sign onto, the requisite Operations Plans.

Requesting Parties will:

- a. First use appropriate organizational resources to address the emergency.
- b. Request and use any available mutual aid resources.
- c. Request a mission number from Washington State Emergency Management Division, when deemed appropriate by Benton County Emergency Management.
- d. Assess the need to declare an emergency before requesting assistance from others.
- e. Communicate its damage assessment information, resource request, and response priorities to BCEM when requested.
- f. Utilize the National Incident Management System (NIMS) to provide direction for resources being utilized in response to the event.

Assisting Parties will:

- a. Assess internal capabilities and provide a prompt reply to any request for support from a requesting party, as provided in their operations plan.
- b. Deploy, or deliver, resources and services in a timely manner once a commitment is made.
- c. Document all communications, decisions, activities, deployments, and deliveries.
- d. Maintain avenues of communication with employees who have been deployed.
- e. Perform field operations or coordinating functions under the guidance of the Incident Commander.
- f. Demobilize and provide timely activity reports and final documentation.

Section 5. Requesting and Providing Resources

- a. The underlying concepts for resource management in this MMAA are that:
 - i. It provides a uniform method of identifying, acquiring, allocating, and tracking resources.
 - ii. It uses effective mutual-aid assistance, which is enabled by the standardized classification of kinds and types of resources required to support the incident management organization.
 - iii. It uses a credentialing system tied to uniform training and certification standards to ensure that requested personnel are successfully integrated into ongoing incident operations. It assumes the certifying or credentialing organization has assured the criteria have been met by their employee or resource for their certification or credential.
 - iv. Its coordination is the responsibility of the affected Emergency Operations/Coordination Centers (EOC/ECC) and/or Multi-Agency Coordination (MAC) Group(s), as well as specific elements of the Incident Command System (ICS) structure.

- v. It may also encompass resources contributed by private sector and non-governmental organizations.
- b. All available resources within the context of this MMAA should be categorized by size, capacity, capability, skill, and other characteristics (Kind and Type). A resources list shall be developed, managed and maintained by each signatory to this agreement. This makes the resource ordering and dispatch process within jurisdictions, across jurisdictions, and between governmental and non-governmental entities more efficient and ensures the Incident Commanders (IC) will receive available resources appropriate to their needs.
- c. Resources to be identified in this way include supplies, equipment, facilities, incident management personnel and/or emergency response teams.
- d. If a requesting party is unable to describe an item using the resource type or classification system, the requesting party's communications center may provide technical information to enable the requirements to be defined and translated into a specification.
- e. Requests for items that the IC cannot obtain locally are submitted through the communications center supporting the incident to the EOC/ECC or MAC Group using standardized resource-ordering procedures. If the communications center or EOC/ECC is unable to fill the order locally, the order is to be forwarded up to the next level - generally an adjacent local, State, regional EOC/ECC, or MAC Group.
- f. Incident assigned personnel begin mobilizing when notified through established channels. At the time of notification they are given:
 - i. the date, time, and place of departure;
 - ii. mode of transportation to the incident, if necessary;
 - iii. estimated date (if necessary) and time of arrival;
 - iv. reporting location (address, contact name, and phone number);
 - v. anticipated incident assignment;
 - vi. anticipated duration of deployment;
 - vii. resource order number (if available);
 - viii. incident number (if necessary); and
 - ix. applicable cost and funding codes (if necessary).
- g. The resource tracking and mobilization processes are directly linked. When resources arrive on scene, they must formally check in as directed through the resource order. Notification the resource has arrived is sent back through the established system.

Section 6. Compensation and Reimbursements

a. Compensation –

The parties agree that the resources available under this MMAA from each are equivalent by type or credential and agree that the availability and provision of such constitute consideration under this MMAA. . Reimbursement shall be made in accordance with this Section, unless otherwise required by law or superseded by another agreement.

b. Costs –

The terms and conditions governing reimbursement for any assistance under this MMAA shall be in accordance with the following provisions, unless otherwise agreed upon by the Requesting and Assisting Parties.

- i. Personnel – During the Initial Operations period of assistance, the Assisting Party shall continue to pay its employees according to its prevailing ordinances, rules, and regulations. This is considered to be the period of mutual aid. During Extended Operations or declared emergency the Requesting Party shall reimburse the Assisting Party for all direct and indirect payroll costs and expenses (including travel expenses) incurred excepting worker's compensation due to injuries or death occurring while such employees are engaged in rendering aid under this MMAA. Both the Requesting Party and the Assisting Party shall be responsible for payment of such benefits only to their respective employees. Personnel, including those assigned to an Incident Management Team (IMT), must have adequate rest and recuperation time, and facilities should be provided. Mobilization guides developed at each jurisdictional level and within functional agencies provide appropriate rest and recuperation time guidelines. Important occupational health and mental health issues must also be addressed, including monitoring how such events affect emergency responders over time.
- ii. Equipment/non-expendable resources– The Assisting Party shall be reimbursed by the Requesting Party for the use of its equipment during Extended Operations according to either a pre-established local or State hourly rate, or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency, the eligible direct costs shall be determined in accordance with 44 CFR 206.228 a (ii). If the incident is local or triggers State Mobilization, Washington State Fire Service Mobilization rates will be utilized..

The Assisting Party shall pay for all repairs to its equipment deemed necessary by its on-site supervisors to maintain such equipment in a safe and operable condition. At the request of the Assisting Party, fuels, miscellaneous supplies, and minor repairs may be provided by the Requesting Party, if practical. The total charges, if any, to the Requesting Party shall be reduced by the total value of fuels, supplies, and repairs provided by the Requesting Party. When damage or loss occurs to a non-expendable resource it should be fully accounted for at the incident site and again when they are returned to the home unit. The Requesting Party is responsible to restore the resource to a fully functional capability, if possible. Destroyed beyond repair and/or lost items should be replaced through the incident Supply Unit, by the organization with invoicing responsibility for the incident, or as defined in the Operations Plan.

- iii. Materials and Supplies/expendable resources– The Assisting Party shall cover all costs for all materials and supplies furnished by it and used or damaged during the period of mutual aid, unless such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of the Requesting Party’s personnel. All Parties personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used by them during mutual aid.

Under declared emergencies or extended operations, reimbursements may be available. Generally, the measure of reimbursement shall be determined in accordance with 44 CFR 206.228 a (ii) or by the Washington State Fire Service Mobilization for firefighting expendable materials. In the alternative, the Parties may agree that the Requesting Party will replace, with like kind and quality as determined by the Assisting Party, the materials and supplies used or damaged. Further, materials, supplies, and expendable resources shall also be fully accounted for at the incident and by the Assisting Party upon return. Restocking may occur at the incident or at the point from which a resource was deployed coordinated using ICS logistics and finance tracking methods. The incident management organization may bear the costs of expendable resources, as authorized in preplanned financial agreements or as defined in the Operations Plans.

Returned resources that are not in restorable condition--whether expendable or non-expendable--must be declared as excess according to established regulations and policies of the controlling entity. Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are dealt with according to established regulations and policies.

- iv. Other Cost Allocations - Some Parties to this MMAA may be charging for services or contracting to provide services under a cost allocation formula. If costs are not identified/determined at the time of the request, GSA or Fire Mobilization rates will apply. The determination of which rate to use will be dependent on authorization of State Mobilization. Examples, not to be considered an exhaustive list:

An agency may contract with a federal land management agency to provide services to lands outside their jurisdictional boundary.

An agency may provide medical services outside their jurisdiction on a per incident basis.

Agencies will determine and document, in the Operations Plans, who will be responsible for costs incurred by assisting agencies and these resources, will be provided under separate Contracts for Services outside of this MMAA.

- c. Record Keeping –

The Assisting Party shall maintain records and submit invoices for reimbursement by the Requesting Party using the format used by their respective administrative agency. Additional forms and procedures may be required by FEMA publications, including 2 CFR, 200, applicable Office of Management and Budget Circulars, and State requirements if the disaster provides for

reimbursements through the State from FEMA. Requesting Party; Division finance personnel; Expanded Resource Ordering Coordinator; Fire Coordinators/Dispatch centers and ICS forms may be used to provide information, directions, and assistance for record keeping to Assisting Party personnel.

d. Payment –

Unless otherwise mutually agreed in a written acknowledgment or contract for service, the Assisting Party absorbs the cost for all reimbursable expenses. This shall not preclude an Assisting Party or Requesting Party from assuming or donating, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided to a Requesting Party.

e. Reimbursement –

Any Requesting Party may reimburse the Assisting Party rendering aid under this system. An Assisting Party may determine to donate assets of any kind to a Requesting Party.

Should any dispute arise concerning the enforcement, breach or interpretation of this Agreement, the parties shall first meet in a good faith attempt to resolve the dispute. In the event such dispute cannot be resolved by agreement of the parties, such dispute shall be resolved by binding arbitration pursuant to RCW 7.04A, as amended, and the Mandatory Arbitration Rules (MAR); venue shall be located in host jurisdiction, the laws of the State of Washington shall apply, and the prevailing party shall be entitled to its reasonable attorney fees and costs.

Personnel of a Party responding to or rendering assistance for a request who sustain injury or death in the course of, and arising out of, their employment are entitled to all applicable benefits normally available to personnel while performing their duties for their employer. Responders shall receive any additional state and federal benefits that may be available to them for line of duty deaths.

Section 7. Insurance, Indemnification/Liability, Claims, and Immunity

- a. All activities performed under this MMAA are deemed hereby to be governmental functions. For the purposes of liability, all persons responding under the operational control of the Requesting Party are deemed to be employees of the Assisting Party.
- b. Insurance –Each Participating Government shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each Assisting Party shall be solely responsible for determining that its insurance is current and adequate prior to providing assistance under this MMAA. The amount of reimbursement from the Requesting Party shall be reduced by the amount of any insurance proceeds to which the Assisting Party is paid as a result of losses experienced in rendering assistance pursuant to this MMAA. No eligibility or protection offered under chapter 38.52 RCW will replace other state mandated insurance coverage required for vehicles, vessels, boats, or aircraft except as specified in 38.52.180 RCW. All resources are to be covered for liability and physical damage by the Assisting Party.

- c. Liability: Each Agency shall be responsible for the wrongful or negligent actions of its employees as their respective liability shall appear under the laws of the State of Washington and/or Federal Law and this agreement is not intended to diminish or expand such liability.
 - i. To that end, each Agency promises to hold harmless and release all the other participating Agencies from any loss, claim or liability arising from or out of the negligent or inactions of its employees, officers and officials. Such liability shall be apportioned among the parties or other at fault persons or entities in accordance with the laws of the State of Washington. Law enforcement agencies and their employees shall be governed by RCW 10.93.040, unless liability is otherwise allocated under a separate written agreement between the primary commissioning Agency and another Agency.
 - ii. Nothing herein shall be interpreted to:
 - a). Waive any defense arising out of RCW Title 51.
 - b). Limit the ability of a participant to exercise any right, defense, or remedy which a party may have with respect to third parties or the officer(s) whose action or inaction give rise to loss, claim or liability including but not limited to an assertion that the officer(s) was acting beyond the scope of his or her employment
 - c). Cover or require indemnification or payment of any judgment against any individual or Agency for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or Agency. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment is rendered and/or his or her municipal employer, should that employer elect to make said payment voluntarily. This agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.
- d. Immunity from Liability, Volunteer Emergency Workers – Duly registered volunteer emergency workers are exempt from some liability or covered for liability by the State of Washington according to 38.52.180 RCW and 118-04 WAC. All parties to this MMAA agree to register all of their volunteers as emergency workers. 118-04 WAC discusses volunteer emergency workers and their class scopes of duty. Each Party agrees to be familiar with these class scopes of duty and understand who is or is not a volunteer emergency worker under the RCW and WAC.
- e. Evidence Search, Training Event and Mission Numbers –The State of Washington Emergency Management Division will issue evidence search numbers, training event numbers and mission numbers for use when training, meeting with, or using emergency workers in an actual incident. Evidence search and training event numbers provide liability coverage for training events and meetings under 38.52 RCW. A mission number or evidence search number provides coverage for emergency workers during actual missions as well as setting up a reference number for incident resources requested from the State. Parties to this MMAA will request training event numbers and mission numbers when using emergency workers according to 118-04 WAC and 38.52 RCW.

Section 8. Interoperable Communications and Information Management

Effective communications, information management, and information and intelligence sharing are critical aspects of domestic incident management. Establishing and maintaining a common operating picture and ensuring accessibility and interoperability are principal goals of communications and information management.

- a. A common operating picture and systems interoperability provide the framework necessary to:
 - i. Formulate and disseminate indications and warnings.
 - ii. Formulate, execute, and communicate operational decisions at an incident site, as well as between incident management entities across jurisdiction and functional agency lines.
 - iii. Prepare for potential requirements and requests supporting incident management activities.
 - iv. Develop and maintain overall awareness and understanding of an incident within and across jurisdictions.
- b. Prior to an incident, entities responsible for taking appropriate pre-incident actions shall use communications and information management processes and systems to inform and guide various critical activities. These actions include mobilization or pre-deployment of resources, as well as strategic planning by preparedness organizations, MAC Groups, agency executives, jurisdictional authorities, and EOC/ECC personnel. During an incident, incident management personnel use communications and information processes and systems to convey the formulation, coordination, and execution of operational decisions and requests for assistance.
- c. The Parties to this MMAA recognize the importance of interoperable communications for command and control of an incident. Agencies receiving assistance under this MMAA will be responsible for establishing an appropriate communications link with all responding agencies prior to incident assignment. Agencies providing assistance agree not to engage their resources to the mitigation of an incident until such time as effective communications are established.
- d. Incident communications typically fall into four levels. Responsibility to ensure interoperable communications and information sharing changes at each level.

Level 1 - These incidents involve a single discipline responding within a single jurisdiction. Communications between the responders is established and requires no further action. The on-scene IC is responsible to ensure appropriate communications and information sharing.

Level 2 - Multiple disciplines responding within a single jurisdiction. Communications systems are usually compatible but current concept of operations may include response on individual frequencies. The host agency communications center will be responsible to establish communications and information sharing links.

Level 3 - Multiple disciplines and jurisdictions responding within a single jurisdiction. In this scenario you may encounter compatible and non-compatible communications systems. Establishment of effective interoperable communications and information sharing will initially be the responsibility of the host agency communications center. However, the host agency EOC/ECC should assist the

communications center to establish and maintain interoperable communications and information sharing.

Level 4 - Multiple disciplines, jurisdictions and levels of government responding throughout multiple jurisdictions. While this scenario is probably a very rare event communications plans should be established to minimize conflict and maximize the safety and utilization of resources. Interoperable communications and information sharing planning for, and resources for, this event are the responsibility of local and State Emergency Management programs.

Section 9. Qualifications and Certifications

- a. The development of a national credentialing system is a fundamental component of the National Incident Management System (NIMS). According to the NIMS, “credentialing involves the provision of documentation that can authenticate and verify the certification and identity of designated incident managers and emergency responders” to ensure that response personnel “possess a minimum common level of training, currency, experience, physical and medical fitness, and capability” for the roles they are tasked to fill.
- b. The NIMS Integration Center (NIC) initiated the development of a national credentialing system to help governments at all levels identify, request and dispatch qualified emergency responders from other jurisdictions when needed. Washington State has adopted the [All-Hazards Incident Management Team Association \(AHIMTA\) Interstate Incident Management Qualification System \(IIMQS\)](#) for deployable Type 3 All Hazard Incident Management Team personnel.
- c. A national credentialing system ensures that personnel resources requested from another jurisdiction to assist in a response operation are adequately trained and skilled. A national system to verify the identity and qualifications of emergency responders will not provide automatic access to an incident site. This system can serve to prevent unauthorized, self-dispatched or unqualified personnel, access to an incident site.
- d. If a person or entity holds a license, certificate or other permit issued by a participating party or the state evidencing qualification in a professional, mechanical or other skill and the assistance of that person or entity is requested by a participating party, the person or entity shall be deemed to be licensed, certified or permitted with the party requesting assistance for the duration of the declared emergency or authorized drills or exercises and subject to any limitations and conditions the chief executive of the participating party receiving the assistance may prescribe by executive order or otherwise. The party owning or employing a resource is responsible to verify or certify the credentials of a resource or if appropriate shall identify the resource as licensed and certified and is responsible to verify or certify the credentials.

Section 10. Resource Sharing

- a. Incident Resources refer to the combination of personnel and equipment required to enable incident management operations. Resources may be organized and managed in three different ways, depending on the requirements of the incident:

- i. Single Resources - These are individual personnel and equipment items and the operators associated with them.
 - ii. Task Forces - A Task Force is any combination of resources assembled and requested by the Incident Commander in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
 - iii. Strike Teams - Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel.
 - iv. The use of Strike Teams and Task Forces is encouraged, wherever possible, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.
- b. The Incident Management Team (IMT) is comprised of interagency management level representatives operating under ICS as section chiefs or other designated management functions. This Team functions under a delegation of authority from the governmental agency requesting the Team. The Team's function is to assume overall management of the on-scene functions of the incident, including coordination and support of operations and resources, planning, maintaining status and cost of resources utilized, record property losses, recommend needed disaster declarations and other major governmental actions.

Section 11. Administration

- a. Term and Withdrawal –This MMAA shall be in effect for one (1) year from the date herein and is renewed automatically in successive one (1) year terms. Upon no less than sixty (60) calendar days advance written notice a Party may withdraw from this MMAA. Notice of such withdrawal shall be made in writing and shall be served personally, by registered mail or email to the Manager of , Benton County Emergency Management. Notice of withdrawal shall not relieve the withdrawing Participating Party from obligations incurred hereunder prior to the effective date of the withdrawal.
- b. Termination – This MMAA may be terminated in its entirety by written mutual agreement of all the Parties' herein.
- c. Effective Date of this MMAA –This Master Mutual Aid Agreement shall become effective as to each party when adopted by resolution (if required) and executed by the governing body of the Party, and shall remain operative and effective as between each and every party that has heretofore or hereafter executed this MMAA, until participation in this MMAA is withdrawn by the party. The Emergency Management Manager shall issue an annual report, with updates as needed, to all parties identifying the parties to this MMAA and any changes made to the MMAA.
- d. Severability, Effects on Other Agreements – Should any portion, section, or subsection of this MMAA be held to be invalid by a court of competent jurisdiction, that fact shall not affect or invalidate any other portion, section or subsection; and the remaining portions of this MMAA shall remain in full force and affect without regard to the section, portion, or subsection or power invalidated. The withdrawal by one or more of the parties of its participation in this MMAA shall not affect the operation of this MMAA as between the other parties thereto.
- e. Dispute Resolution – Should any dispute arise concerning the enforcement, breach or interpretation of this Agreement, the parties shall first meet in a good faith attempt to resolve the dispute. In the

event such dispute cannot be resolved by agreement of the parties, such dispute shall be resolved by binding arbitration pursuant to RCW 7.04A, as amended, and the Mandatory Arbitration Rules (MAR); venue shall be placed in Benton County, Washington, the laws of the State of Washington shall apply, and the prevailing party shall be entitled to its reasonable attorney fees and costs.

- f. Master Mutual Aid Agreement Maintenance –The Signatory List, Appendix A, will be updated by Benton County Emergency Management as parties are added or removed and the updated list will be delivered to all parties of the MMAA as least annually.
- g. Any party may request modification of this MMAA by submitting the recommended change in writing to Benton County Emergency Management. The Director/Manager will convene a meeting with all Emergency Management Departments who are associated with this MMAA. The Directors/Manager will review the recommended changes, consult with legal and accept or deny the change. All Emergency Management Departments associated with this MMAA will deliver an updated MMAA annually to each Signatory. The annual report will identify any changes to the MMAA.

Definitions

The glossary of terms and definitions included below are adopted by the Parties and provide a common, standardized understanding of terminology commonly used in emergency management. These terms are identified in the federal resource typing initiative and are to be used in the development of EOPs.

A

Arbitration: the use of an unbiased third party to resolve disputes.

Assisting Parties: The jurisdiction providing aid to another jurisdiction as authorized under this Master Mutual Aid Agreement.

C

Compensation: Payment for materials, service, or losses.

Costs: Personnel, equipment, non-expendable resources, materials and supplies, and other outlay that may or may not be reimbursable under this agreement.

Credential: credentialing: uniform training and certification standards. The employer or sponsor of an individual is expected to verify the credentials of its employees and volunteers.

D

Declared emergencies: the official action from a jurisdiction to announce an emergency is likely to exceed local capabilities. Generally, jurisdictional approval of this declaration puts the next level of governmental jurisdiction on notice that the declaring jurisdiction is likely to exceed their capability to respond to a particular emergency and they may need assistance beyond mutual aid. It may also allow the jurisdiction to suspend certain laws, codes, activities, government employment conditions and other things to help to mitigate or respond to the emergency, depending on the jurisdiction's legal authority.

Demobilization plan: a written plan to downsize the response to an incident as the situation is mitigated and resources are no longer required. It includes accountability for resources used and compensation that may be required.

Delegation of Authority: The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an Agency to the Incident Commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

E

Emergency: any occurrence, or threat thereof including, but is not limited to, any human-caused or natural event or circumstance within the area of operation of any part to this agreement causing or

threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, such as: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, act of terrorism or sabotage; said event being or is likely to be beyond the capacity of any affected party or parties, in terms of personnel, equipment and facilities, thereby requiring assistance.

Emergency Operations/Coordination Centers: A physical location where strategies are developed, and resource allocation decisions are made by those with authority to make such decisions.

Emergency Operations Plan: A community's plan for mitigating, responding to, recovering from, and planning for emergencies and disasters within the community.

Emergency Support Functions: Functional areas of emergency response and emergency support as outlined in an EOP.

Emergency Worker: Volunteer emergency workers are defined within Washington State Revised Code. ·

EOC/ECC · See emergency operations/coordination center

EOP · See Emergency Operations Plan

ESF · See emergency support functions

Evidence Search: Mission number assigned by Washington State EMD through Benton County Emergency Management or other local authority to track accountability and costs of evidence searches and to provide volunteers with liability protection.

Expendable resources: Miscellaneous supplies and materials normally expected to be consumed during an incident or activity. ·

Extended Operations: phase of an incident when initial operations capabilities have been exceeded as determined by the IC. Mutual aid has been exhausted at this point and more outside resources are being ordered.

F

Benton County Emergency Management (BCEM): The agency formed by an interlocal agreement between the political jurisdictions within Benton County, Washington to provide required emergency management services.

Federal Emergency Management Agency (FEMA): The division within U.S. Homeland Security that is the liaison and federal response agency for major emergencies and disasters.

I

Immunity: Duly registered volunteer emergency workers are exempt from some liability or covered for liability by the State of Washington according to 38.52.180 RCW and 118-04 WAC.

Incident Command System (ICS): a standardized, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. It is the tactical all-hazard command system for managing the field tactics in incidents. It is flexible and scalable for the size or complexity of an incident organized under a common framework so disparate agencies can work together effectively and efficiently.

Incident Commander (IC): is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The Incident Commander sets priorities and defines the organization.

Incident Management Team (IMT): a trained incident command system team, type defined by the complexity of an incident, which manages an incident according to what has been assigned to them through an official, signed document by an agency or MAC group. That document and act is known as a delegation of authority.

Indemnification/Liability: means to hold harmless.

Initial Operations period: action taken by resources first to arrive at an incident and has not exceeded mutual aid capabilities as determined by the IC.

Interoperable Communications: Common operating picture for getting a message or communication efficiently and quickly to where it needs to go. Interoperable communications include telecommunications that can communicate with each other, common terminology, common forms, shared intelligence, and so forth.

M

Multi Agency Coordinating Group (MAC): consist of the policy makers in Benton County. They are the individuals that have authority to assign their jurisdiction's resources outside of their jurisdiction.

Master Mutual Aid Agreement (MMAA): Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mission Numbers: The Washington State Emergency Management Division shall assign a mission number to approved missions or other emergency activities. The local authorized official shall notify emergency management division as soon as practical of all missions or other emergency activities under their jurisdiction and request the assignment of a mission number. The mission number assigned shall be a reference for the dispatch of resources to assist in the mission, recordkeeping, and reimbursement of any emergency worker compensation claims filed in connection with that mission.

N

National Incident Management System (NIMS): The national standard for managing incidents that requires the implementation of ICS. ·

NIMS Integration Center (NIC): The FEMA Division that oversees all aspects of NIMS including the development of compliance criteria and implementation activities at federal, state and local levels. It provides guidance and support to jurisdictions and incident management and responder organizations as they adopt the system.

Non-expendable resource: resources that are routinely expected to be useful at the end of an incident, such as, but not limited to, equipment and tools.

O

Operational plan: the participants strategic plan for implementing this MMAA and for delineating how the participants will respond to emergencies.

P

Party to this MMAA: any participant/ jurisdiction or entity who has an opportunity to participate as signatory to this MMAA.

Q

Qualifications and Certifications: credentialing involves the provision of documentation that can authenticate and verify the certification and identity of designated incident managers and emergency responders” to ensure that response personnel “possess a minimum common level of training, currency, experience, physical and medical fitness, and capability” for the roles they are tasked to fill. Credentials must be verified by the home agency of the resource with the credential.

R

Reimbursable expenses: Any agreed-to service or resource the Requesting Party has agreed to pay the Assisting Party. Under a declared emergency, reimbursements from the State or Federal Government may also be allowed.

Requesting Parties: The jurisdiction requesting mutual aid from another jurisdiction as authorized under this MMAA.

Resources: Personnel, overhead, equipment, services and supplies available, or potentially available, for assignment to incidents.

S

Severability - refers to a provision in a [contract](#) or piece of [legislation](#) which states that if some of the terms are held to be illegal or otherwise unenforceable, the remainder should still apply

Single Resources: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Span of control: To limit the number of responsibilities and resources being managed by any individual, the ICS requires that any single person's span of control should be between three and seven, with five being ideal.

Staging: Staging areas are established for check in and temporary location of available resources.

Strike Teams: Specified combinations of the same kind and type of resources, with common communications, and a leader.

T

Task Forces: a grouping of unlike resources to perform a specific mission or task as ordered by the IC.

Type, types, typing: The NIMS/ICS method for describing resources according to size and capabilities. Typing resources allows an IC to know exactly what they are ordering and will receive.

Appendix A Signatory Sheet

**ALL HAZARD MASTER MUTUAL AID AGREEMENT BETWEEN AGENCIES,
NON-GOVERNMENTAL GROUPS AND PRIVATE INDUSTRIES WITHIN
BENTON COUNTY, WASHINGTON**

This Master Mutual Aid Agreement (MMAA) dated 2023 is made and entered by and between the signatory agencies to the MMAA according to the date when signed by each signatory agency.

It is understood that no community owns all of the resources required for all potential emergencies. By sharing resources the needs of most emergencies can be met on the local or regional basis without declaring an emergency as provided by law to garner materials elsewhere. Sharing resources will bring scarce resources to bear on the emergency faster than receiving outside help. Preplanning through an MMAA will help to ensure efficient utilization of the closest most appropriate available resources.

Each jurisdiction wishing to participate in this agreement shall use the legislative tools necessary to authorize their participation. Each agency will sign a separate authorization sheet that will be attached to the agreement. Benton County Emergency Management will be the keeper of said agreement and will distribute the agreement with signatories to all participants.

The undersigned warrant and represent that they are duly authorized to bind the jurisdiction represented by the undersigned as a party to this Master Mutual Aid Agreement, and that the jurisdiction represented by the undersigned is authorized to participate in and carry out the functions required of the Master Mutual Aid Agreement.

City of Kennewick
Agency

Date: _____

Signature

Title: City Manager

Attest:

Signature

Title: City Clerk

APPROVED AS TO FORM:

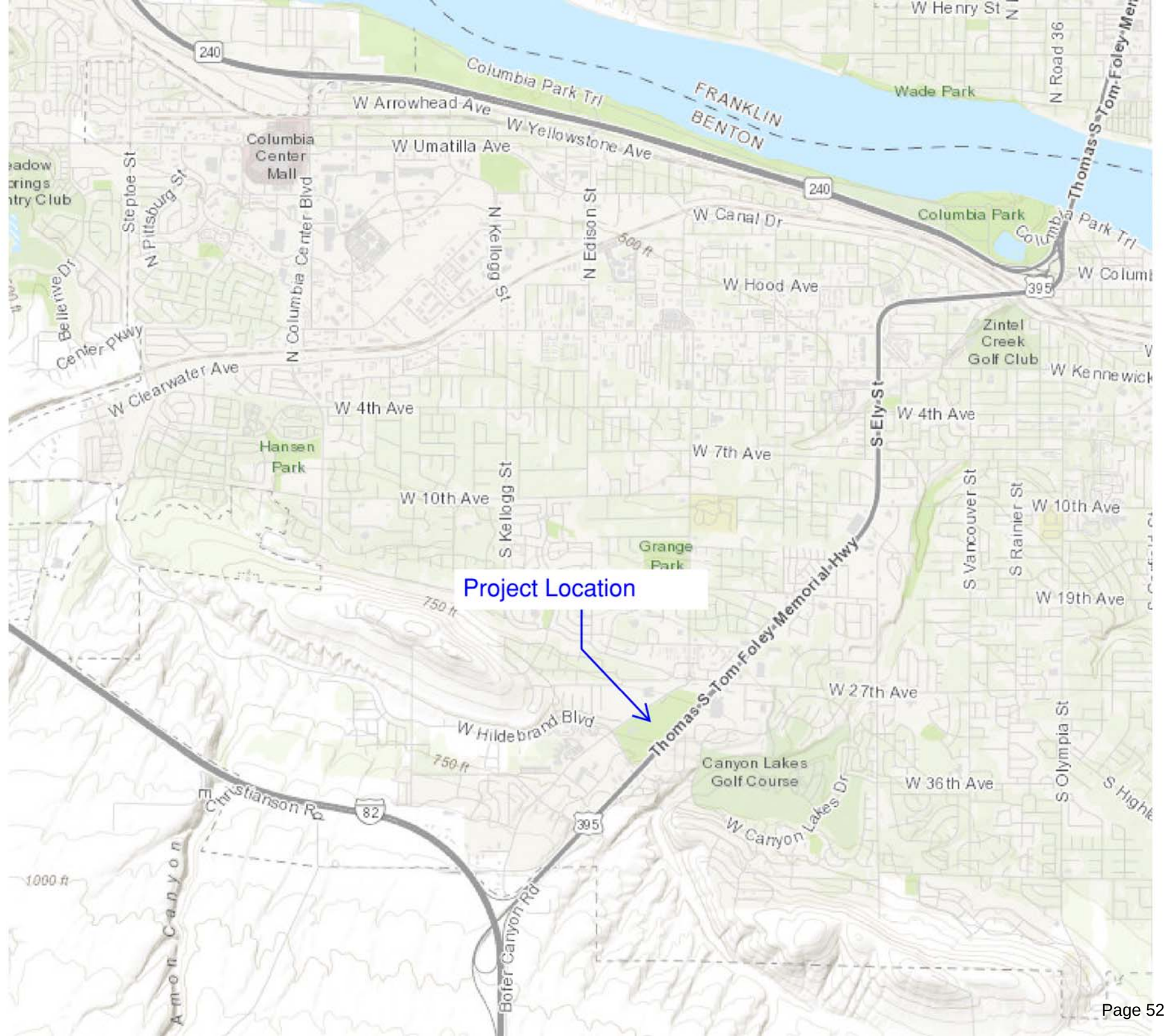
Signature

Title: City Attorney

Appendix B - Signatory List

Signatory Agencies to the MMAA	MMAA Signature Date	Resolution or Contract # No. (if applicable)	Resolution or Contract Signed by
Benton County Sheriff's Office	11/13/2009		
City of Richland	11/30/2009	Contract # 129-09	
Benton County Fire Protection District #1	12-01-2009		
American Red Cross	12/10/2009		
City of Prosser	01/15/2010		
Benton Franklin Health District	11/16/2009		
Franklin County Emg Mgmt.	08/25/2014		
Walla Walla County Emg. Mgmt.	07/11/2016		
Senior Life Resources	10/24/2017	10-17	Oct. 2017 by Nancy Aldrich, Board President
Benton County Fire Protection District #4	07/05/2018		
West Benton Fire & Rescue	10/20/2020		
Ben Franklin Transit	03/14/2022		
City of Kennewick			

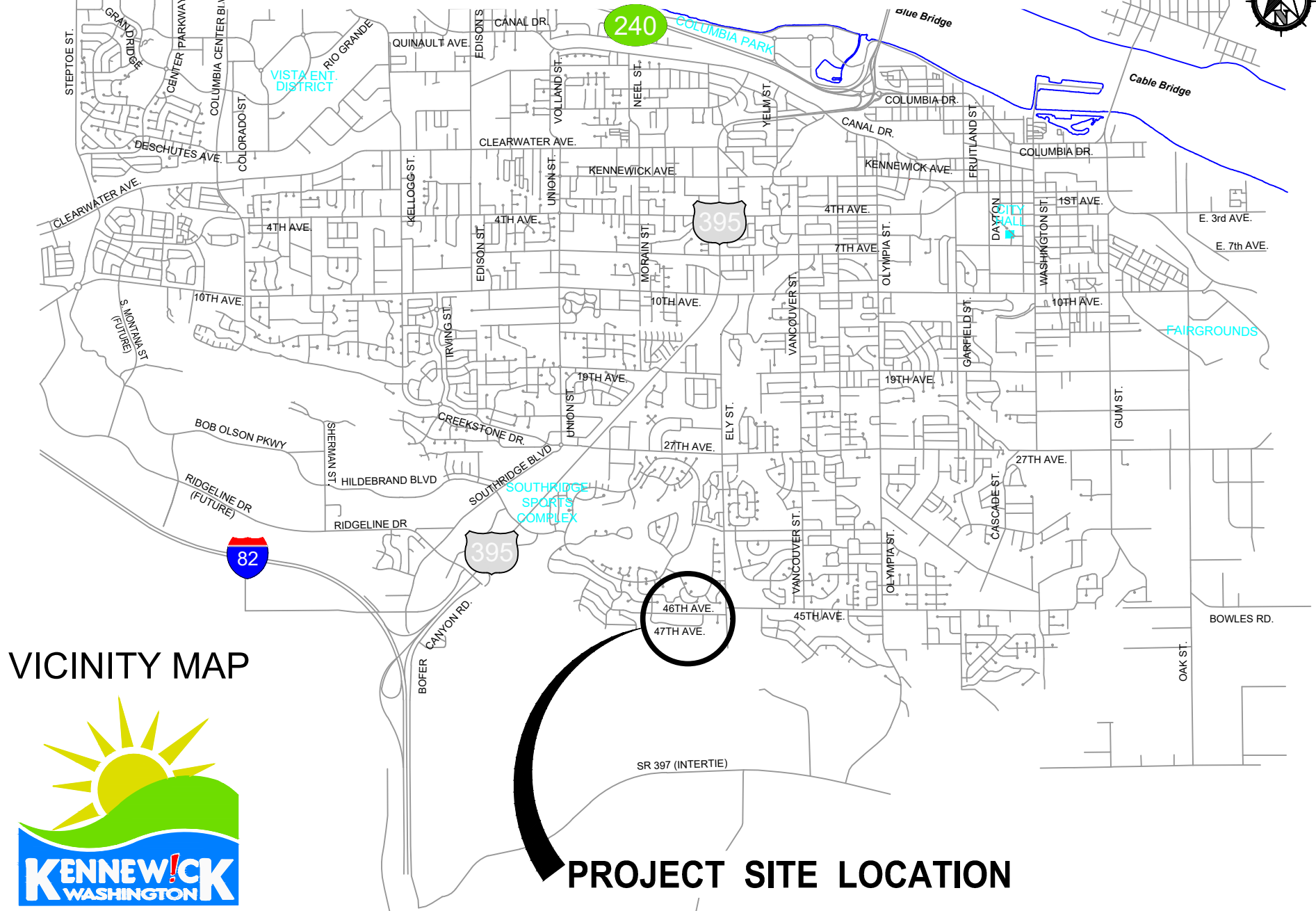
Council Agenda Coversheet	Agenda Item Number: 4.f.	Council Date: 12/5/2023	Category: Consent Agenda												
	Agenda Item Type: Contract/Agreement/Lease														
	Subject: Southridge Turf Replacement Project - Phase II														
	Department: Parks & Recreation														
	Ord/Reso #	Contract # K2306-23													
	Project # K2306	Permit #													
<u>Recommendation</u> Staff recommends the City Council award the Southridge Turf Replacement Project - Phase II contract to C Watts Trucking, LLC in the amount of \$197,127.45.															
<u>Motion for Consideration</u> Motion to award the Southridge Turf Replacement Project - Phase II contract to C Watts Trucking, LLC in the amount of \$197,127.45.															
<u>Summary</u> On 11/21/2023 City Council approved Phase I of the Southridge Sports Complex in-field replacement project. Six bids were received on November 28, 2023 at 10am: <table><tr><td>1. Simco Development Group</td><td>\$289,292.80</td></tr><tr><td>2. Pratt Construction</td><td>\$283,359.16</td></tr><tr><td>3. DDB LLC</td><td>\$237,368.19</td></tr><tr><td>4. C Watts Trucking LLC</td><td>\$197,127.45</td></tr><tr><td>5. DW Excavating</td><td>\$418,495.00</td></tr><tr><td>6. New X</td><td>\$301,533.92</td></tr></table> Engineer's Estimate \$290,000.00 This agenda item is to approve Phase II - groundwork for the Southridge Sports Complex in-field replacement, consisting of dirt removal and installation of aggregate gravel base required for the synthetic turf. State law requires that we award contracts to a responsible bidder with the lowest responsive bid. We have reviewed all bids and determined them all to be responsive. We are recommending award of this project to C Watts Trucking LLC, who we have determined to be a responsive bidder with the lowest responsive bid.				1. Simco Development Group	\$289,292.80	2. Pratt Construction	\$283,359.16	3. DDB LLC	\$237,368.19	4. C Watts Trucking LLC	\$197,127.45	5. DW Excavating	\$418,495.00	6. New X	\$301,533.92
1. Simco Development Group	\$289,292.80														
2. Pratt Construction	\$283,359.16														
3. DDB LLC	\$237,368.19														
4. C Watts Trucking LLC	\$197,127.45														
5. DW Excavating	\$418,495.00														
6. New X	\$301,533.92														
<u>Alternatives</u> None.															
<u>Fiscal Impact</u> Contract budget breakdown: \$197,127.45 Ending Fund Balance - P4508500.500000 (CIP Reserve Fund)															
<u>Attachments:</u> 1. Vicinity Map															



Project Location

Council Agenda Coversheet	Agenda Item Number: 4.g.	Council Date: 12/5/2023	Category: Consent Agenda
	Agenda Item Type: Contract/Agreement/Lease Subject: W. 46th Ave & W. 47th Ave Storm Drain Project Department: Public Works Ord/Reso # Project # P2116-23	Contract # Permit #	
<u>Recommendation</u> That City Council accepts the work of Ellison Earthworks LLC for contract P2116, W. 46th Ave & W. 47th Ave Storm Drain Project, in the amount of \$840,803.12.			
<u>Motion for Consideration</u> Motion to accept the work of Ellison Earthworks LLC for contract P2116, W. 46th Ave & W. 47th Ave Storm Drain Project, in the amount of \$840,803.12.			
<u>Summary</u> Original Contract \$ 774,650.02 (Authorized amount with the 10% contingency was \$852,115.02) Change Orders \$ 26,283.16 Quantity Changes \$ 39,869.94 Total \$ 840,803.12 (8.5% over original contract) This project was for storm drainage improvements to address drainage and flooding issues located on W. 46th Ave, W. 47th Ave and S. Green Pl located within the Lakeview Ranchettes subdivision. Work involved installation of 4,140 LF of 10-inch, 12-inch and 18-inch storm lines, installation of new 24-inch and 48-inch catch basins, storm manholes, asphalt patching and minor sewer service rerouting work. This project had three (3) change orders which included removal of an abandoned duct bank, removal and disposal of large boulders, standby costs associated with utility locate errors by Ziply Fiber, and delay costs associated with utility locate errors by Benton PUD and Charter Communications. Cost associated with utility locate errors have been forwarded onto the appropriate utility provider for payment. Quantity changes included increases in asphalt removal, curb and gutter removal, installation of concrete curb and gutter, asphalt restoration, 24-inch catch basin, 48-inch manhole, and dig and verify; and decreases in side sewer service repair, and waterline rerouting work.			
<u>Alternatives</u> None recommended			
<u>Fiscal Impact</u> Stormwater (46th/47th-Ledbetter to Ely) \$ 840,803.12 Ziply Fiber Invoice \$ 2,571.30 Benton PUD Invoice \$ 8,392.23 Charter Communications Invoice \$ 7,066.35			
<u>Attachments:</u> 1. Map			

W. 46th Ave. & W. 47th Ave. Storm Drain Retrofit Contract (P2116-23)



Council Agenda Coversheet	Agenda Item Number: 4.h. Council Date: 12/5/2023	Category: Consent Agenda
	Agenda Item Type: Contract/Agreement/Lease Subject: Conway Place Agreement & Prospectus Department: Public Works Ord/Reso # Project # P2319 Contract # Permit #	
<u>Recommendation</u> That City Council authorize the Mayor Pro Tem to sign the Funding Agreement and Project Prospectus with the Washington State DOT for the Conway Place (4th Ave to 130 Conway Place) Project. <u>Motion for Consideration</u> Motion to authorize the Mayor Pro Tem to sign the Funding Agreement and Project Prospectus with the Washington State DOT for the Conway Place (4th Ave to 130 Conway Place) Project. <u>Summary</u> Staff was successful in acquiring funding through Washington State's Safe Routes to Schools Program (SRTS). The purpose of SRTS is to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school. Funding from this program is for projects within two-miles of primary, middle and high schools (K-12). The Conway Place (4th Ave to 130 Conway Place) project will design and construct curb, gutter, sidewalk, ADA ramps, crosswalks, Rectangular Rapid Flash Beacons, retaining walls, additional street lights and school speed zone flashing beacons. These improvements will specifically serve school children attending both the Westgate Elementary School and the Keewaydin Discovery Center. Total project cost is \$790,000, with State funds at \$751,300 and a Local match of \$38,700. The attached agreement is only for the Design Phase, which is estimated at \$54,500 and be performed by in-house staff. A Local Agency Agreement with Washington State DOT and the Project Prospectus are required to be executed in order to obligate State dollars for this project. <u>Alternatives</u> None. <u>Fiscal Impact</u> The Local Match of \$38,700 will be covered by the Kennewick School District. There will be no out-of-pocket expense from the City of Kennewick for this project.		
<u>Attachments:</u> 1. Agreement 2. Prospectus 3. Map		



Local Programs State Funding Agreement Work by Public Agencies		Agency and Address City of Kennewick PO Box 6108 Kennewick, WA 99336-0108
Agreement Number	Maximum Amount Authorized \$751,232	Location and Description of Work (See also Exhibit "A") S. Conway Place (W 4th Ave to 130 S. Conway Place) to Westgate Elementary School - construct curb, gutter, sidewalk, ADA ramps, crosswalks, RRFBs, retaining walls, additional street lights and school speed zone flashing beacons.
Participating Percentage 0% PE,ROW; 95% CN	Project Number P2319	

This AGREEMENT is made and entered into between the STATE OF WASHINGTON, Department of Transportation, acting by and through the Secretary of Transportation, hereinafter called the "STATE," and the above named organization, hereinafter call the "AGENCY."

WHEREAS, the AGENCY is planning the work shown above, and in connection therewith, the AGENCY has requested financial assistance for the project or program, and

WHEREAS, the AGENCY has requested funds for the above shown project or program, which has been selected by the STATE for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREE AS FOLLOWS:

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated State Funds
PE	a. Agency	\$ 53,978.00	\$ 0.00	\$ 53,978.00
	b. Other			
	c. Other			
	d. State Services	\$ 500.00	\$ 0.00	\$ 500.00
	e. Total PE Cost Estimate (a+b+c+d)	\$ 54,478.00	\$ 0.00	\$ 54,478.00
Right of Way	f. Agency			
	g. Other Acquisition			
	h. Other			
	i. State Services			
	J. Total R/W Cost Estimate (f+g+h+i)	\$ 0.00	\$ 0.00	\$ 0.00
Construction	k. Contract			
	l. Other			
	m. Other			
	n. Other			
	o. Agency			
	p. State Services			
	q. Total CN Cost Estimate (k+l+m+n+o+p)	\$ 0.00	\$ 0.00	\$ 0.00
	r. Total Project Cost Estimate (e+j+q)	\$ 54,478.00	\$ 0.00	\$ 54,478.00

I General

The AGENCY agrees to perform the above described work in accordance with the Project Application attached hereto as "Exhibit A" and made a part of this AGREEMENT.

Plans, specifications, and cost estimates shall be prepared by the AGENCY in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction and adopted design standards, unless otherwise noted. The AGENCY will incorporate the plans and specifications into the AGENCY's project and thereafter advertise the resulting project for bid and, assuming bids are received and a contract is awarded, administer the contract, or if the project is of a size which the AGENCY is authorized to perform with its own forces under the laws of the State of Washington, the AGENCY may proceed with its own forces.

All work performed under this AGREEMENT shall comply with the applicable provisions of state law.

II Payment

The STATE, in consideration of the faithful performance of the work to be performed by the AGENCY, agrees to reimburse the AGENCY for the percentage of the actual direct and related indirect cost of the work shown above, up to the "MAXIMUM AMOUNT AUTHORIZED". The agency will comply with Governmental Accounting Auditing and Financial Reporting Standards and applicable state law and local regulations, policies and procedures. No payment will be made for work done prior to execution of this AGREEMENT.

Partial payments shall be made by the STATE, upon request of the AGENCY, to cover costs incurred. These payments are not to be more frequent than one (1) per month. It is agreed that any such partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of the final audit, all required adjustments will be made and reflected in a final payment. The AGENCY agrees to submit a final bill to the STATE within forty-five (45) days after the AGENCY has completed work.

The AGENCY agrees that all costs in excess of the amount authorized and the AGENCY's matching funds shall be the responsibility of the AGENCY.

III Audit

The AGENCY agrees that an audit may be conducted by the STATE. During the progress of the work and for a period not less than three (3) years from the date of final payment to the AGENCY, the records and accounts pertaining to the work and accounting thereof are to be kept available for inspection and audit by the STATE and copies of all records, accounts, documents, or other data pertaining to the project will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the three-year retention period.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year last written below.

AGENCY

By: _____

Title: Mayor, City of Kennewick

Agency Date: _____

IV Legal Relations

No liability shall attach to the AGENCY or the STATE by reason of entering into this AGREEMENT except as expressly provided herein.

V Nondiscrimination

The AGENCY agrees to comply with all applicable state and federal laws, rules, and regulations pertaining to nondiscrimination and agrees to require the same of all subcontractors providing services or performing any work using funds provided under this AGREEMENT.

VI Venue

For the convenience of the parties to this AGREEMENT, it is agreed that any claims and/or causes of action which the AGENCY has against the STATE, growing out of this AGREEMENT or the project or program with which it is concerned, shall be brought only in the Superior Court for Thurston County.

VII Termination

The Secretary of the Department of Transportation may terminate this AGREEMENT if the funding becomes unavailable or if the Secretary determines that it is in the best interest of the STATE.

VIII Final Report and Final Inspection

Within ninety (90) days following the completion of the project and submission of the final billing for the project, a final report and/or final inspection shall be submitted to the Director, Highways & Local Programs containing the following information:

Non-Capital Projects

1. A description of the project or program.
2. A summary of actual costs of the project or program.
3. An evaluation of the project or program. This should address aspects such as transportation and/or other benefits to the public.

Capital Projects

1. A final inspection is required.

IX Supplement

This agreement may be modified or supplemented only in writing by parties.

STATE

By: _____

Director, Local Programs

Date: _____



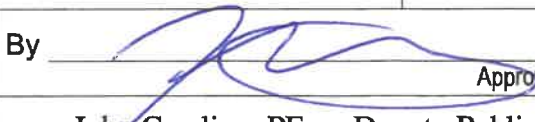
Prefix	Route	()	Date	12/05/2023
Federal Aid Project Number			DUNS Number	040187544
Local Agency Project Number	P2319	(WSDOT Use Only)	Federal Employer Tax ID Number	91-6001253

Agency City of Kennewick	CA Agency ☒ Yes ☐ No	Federal Program Title ☐ 20.205 ☒ Other State Safe Routes to School Program			
Project Title Conway Place(4th Ave to 130 Conway Place)	Start Latitude N 46.20594 End Latitude N 46.20881	Start Longitude W 119.15632 End Longitude W 119.15630			
Project Termini From-To W. 4th Ave. 130 Conway Place	Nearest City Name Kennewick	Project Zip Code (+4) 99336-0108			
Begin Mile Post	End Mile Post	Length of Project App. 0.15 Miles	Award Type ☒ Local ☐ Local Forces ☐ State ☐ Railroad		
Route ID	Begin Mile Point	End Mile Point	City Number 0610	County Number 03	County Name Benton
WSDOT Region South Central Region	Legislative District(s) 16	Congressional District(s) 4	Urban Area Number 4		

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date Month Year
P.E.	\$54,500	\$0	\$54,500	Dec. 2023
R/W	\$9,000	\$0	\$9,000	Jan. 2024
Const.	\$726,500	\$38,700	\$687,800	May 2024
Total	\$790,000	\$38,700	\$751,300	

Description of Existing Facility (Existing Design and Present Condition)	
Roadway Width 40' of pavement	Number of Lanes 2 (w/center turn lane on south half)
Curb, gutter and sidewalk only on east side of two-lane street. Schools exist on east side, with populated areas of apartments, baseball field and other housing on west side of street. No marked crossings exist on Conway.	

Description of Proposed Work
Description of Proposed Work (Attach additional sheet(s) if necessary) Construct curb, gutter, sidewalk, ADA ramps, crosswalks, RRFBs, retaining walls, additional street lights and school speed zone flashing beacons.

Local Agency Contact Person Heath Mellotte	Title Design Services Manager	Phone 509-585-4287	
Mailing Address PO Box 6108	City Kennewick	State WA	Zip Code 99336-0108
Project Prospectus	By  Title John Cowling, PE Deputy Public Works Director	Approving Authority Date 11/22/23	

Agency City of Kennewick	Project Title Conway Place(4th Ave to 130 Conway Pl	Date 12/05/2023
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Type of Proposed Work

Project Type (Check all that Apply)	Roadway Width 40'	Number of Lanes 2 (w/center turn)
☐ New Construction ☐ Path / Trail ☐ 3-R ☐ Reconstruction ☒ Pedestrian / Facilities ☐ 2-R ☐ Railroad ☐ Parking ☐ Other ☐ Bridge		

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	☐ Principal Arterial	☐ Principal Arterial
	☐ Minor Arterial	☒ Minor Arterial
	☒ Urban	☐ Collector
	☐ Rural	☐ Major Collector
	☐ NHS	☐ Minor Collector
	☒ Local Access	☐ Local Access
Terrain	☐ Flat ☒ Roll ☐ Mountain	☐ Flat ☐ Roll ☐ Mountain
Posted Speed	25 MPH	35 MPH
Design Speed	25 MPH	35 MPH
Existing ADT	3,200 (app.)	9,897
Design Year ADT	3,904	
Design Year	2045	
Design Hourly Volume (DHV)	3,462	

Performance of Work

Preliminary Engineering Will Be Performed By City of Kennewick Engineering	Others 0 %	Agency 100 %
Construction Will Be Performed By Lowest Bid Contractor	Contract 100 %	Agency 0 %

Environmental Classification

☐ Class I - Environmental Impact Statement (EIS)	☐ Class II - Categorical Excluded (CE)
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreement	☐ Projects Requiring Documentation (Documented CE)
☐ Class III - Environmental Assessment (EA)	
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreements	

Environmental Considerations

Project will only require filing of a SEPA with City Planning Department.

Agency City of Kennewick	Project Title Conway Place(4th Ave to 130 Conway Pl	Date 12/05/2023
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Right of Way

☐ No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	☒ Right of Way Needed ☒ No Relocation	☐ Relocation Required
--	--	--

Utilities

☐ No utility work required ☐ All utility work will be completed prior to the start of the construction contract ☒ All utility work will be completed in coordination with the construction contract

Railroad

☒ No railroad work required ☐ All railroad work will be completed prior to the start of the construction contract ☐ All the railroad work will be completed in coordination with the construction contract
--

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

City will coordinate with local PUD, telecommunications, cable and irrigation for utility relocations and adjustments.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? ☐ Yes ☒ No

Remarks

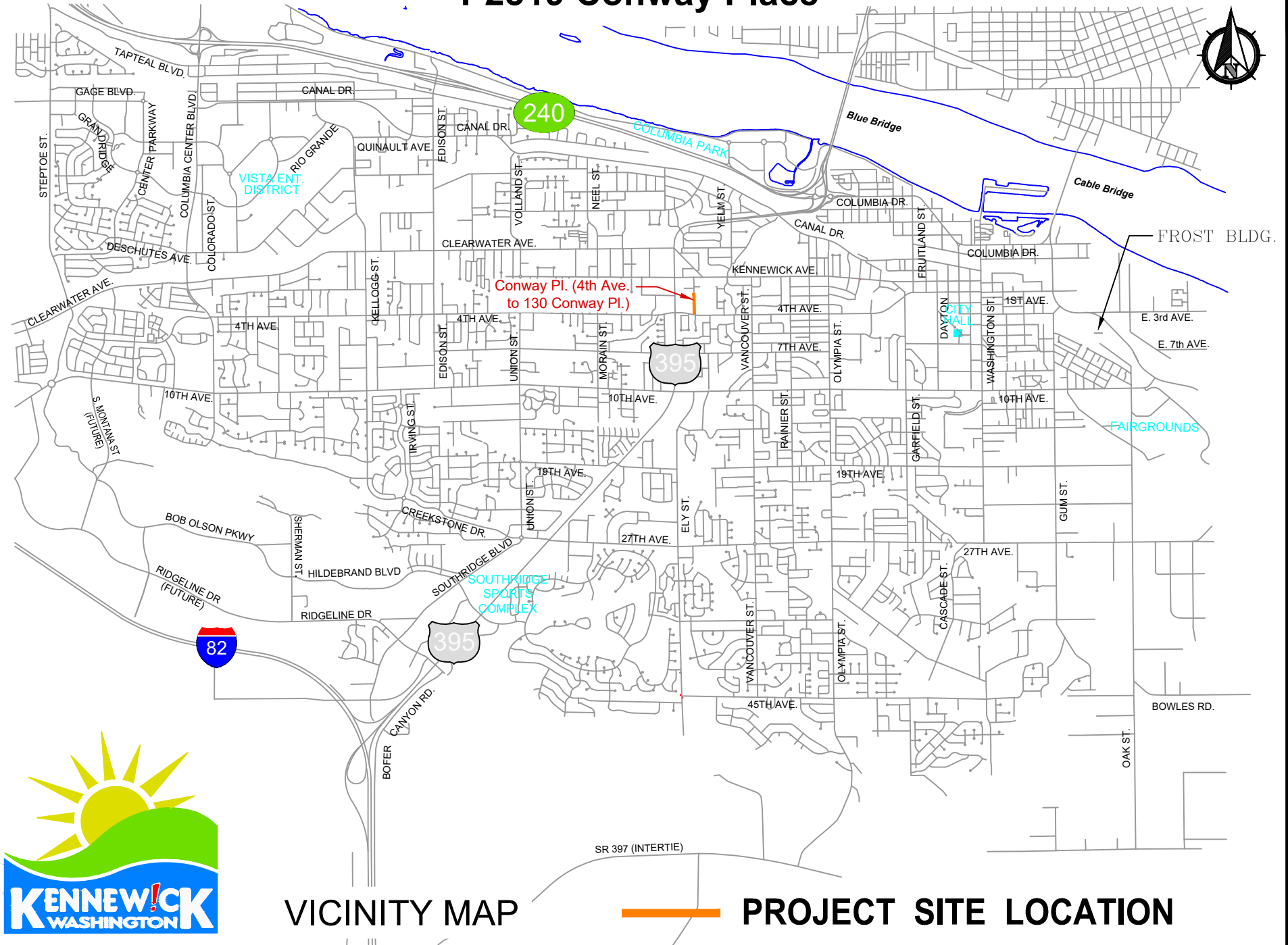
This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Kennewick

Date

By _____ Mayor/Chairperson

P2319 Conway Place



Council Agenda Coversheet 	Agenda Item Number: 4.i. Agenda Item Type: Contract/Agreement/Lease Subject: Keene Trail Extension Agreement & Prospectus Department: Public Works Ord/Reso # Project # P2320 Council Date: 12/5/2023 Contract # Permit #	Category: Consent Agenda
<u>Recommendation</u> That City Council authorize the Mayor Pro Tem to sign the Funding Agreement and Project Prospectus with the Washington State DOT for the Keene Trail Extension Project. <u>Motion for Consideration</u> Motion to authorize the Mayor Pro Tem to sign the Funding Agreement and Project Prospectus with the Washington State DOT for the Keene Trail Extension Project. <u>Summary</u> Staff was successful in acquiring funding through Washington State's Pedestrian and Bicycle Program. The Pedestrian and Bicycle program objective is to improve the transportation system to enhance safety and mobility for people who choose to walk or bike. The Keene Trail Extension Project will design, purchase ROW and construct a pedestrian signal, new green pavement markings, pedestrian hybrid beacon (HAWK), and shared-use path/trail within the existing abandoned railroad ROW from Steptoe to Center Parkway. Total project cost is \$2,592,720, with State funds at \$2,339,819 and a Local match of \$252,901. The attached agreement is only for the Design Phase, which is estimated at \$40,000, and will be performed by in-house staff. A Local Funding Agreement with Washington State DOT and the Project Prospectus are required to be executed in order to obligate State dollars for this project. <u>Alternatives</u> None. <u>Fiscal Impact</u> Capital Improvements Fund \$252,901		
<u>Attachments:</u> 1. Agreement 2. Prospectus 3. Map		



Local Programs State Funding Agreement Work by Public Agencies		Agency and Address City of Kennewick PO Box 6108 Kennewick, WA 99336-0108
Agreement Number	Maximum Amount Authorized \$2,339,819	Location and Description of Work (See also Exhibit "A") Keene Trail Extension (Steptoe to N.Center Parkway) project will design, purchase ROW and construct pedestrian signal, new green pavement markings, pedestrian hybrid beacon (HAWK), and shared-use path/trail.
Participating Percentage 90% PE,ROW; 91% CN	Project Number P2320	

This AGREEMENT is made and entered into between the STATE OF WASHINGTON, Department of Transportation, acting by and through the Secretary of Transportation, hereinafter called the "STATE," and the above named organization, hereinafter call the "AGENCY."

WHEREAS, the AGENCY is planning the work shown above, and in connection therewith, the AGENCY has requested financial assistance for the project or program, and

WHEREAS, the AGENCY has requested funds for the above shown project or program, which has been selected by the STATE for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREE AS FOLLOWS:

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated State Funds
PE	a. Agency	\$ 39,500.00	\$ 3,950.00	\$ 35,550.00
	b. Other			
	c. Other			
	d. State Services	\$ 500.00	\$ 50.00	\$ 450.00
	e. Total PE Cost Estimate (a+b+c+d)	\$ 40,000.00	\$ 4,000.00	\$ 36,000.00
Right of Way	f. Agency			
	g. Other Acquisition			
	h. Other			
	i. State Services			
	J. Total R/W Cost Estimate (f+g+h+i)	\$ 0.00	\$ 0.00	\$ 0.00
Construction	k. Contract			
	l. Other			
	m. Other			
	n. Other			
	o. Agency			
	p. State Services			
	q. Total CN Cost Estimate (k+l+m+n+o+p)	\$ 0.00	\$ 0.00	\$ 0.00
	r. Total Project Cost Estimate (e+j+q)	\$ 40,000.00	\$ 4,000.00	\$ 36,000.00

I General

The AGENCY agrees to perform the above described work in accordance with the Project Application attached hereto as "Exhibit A" and made a part of this AGREEMENT.

Plans, specifications, and cost estimates shall be prepared by the AGENCY in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction and adopted design standards, unless otherwise noted. The AGENCY will incorporate the plans and specifications into the AGENCY's project and thereafter advertise the resulting project for bid and, assuming bids are received and a contract is awarded, administer the contract, or if the project is of a size which the AGENCY is authorized to perform with its own forces under the laws of the State of Washington, the AGENCY may proceed with its own forces.

All work performed under this AGREEMENT shall comply with the applicable provisions of state law.

II Payment

The STATE, in consideration of the faithful performance of the work to be performed by the AGENCY, agrees to reimburse the AGENCY for the percentage of the actual direct and related indirect cost of the work shown above, up to the "MAXIMUM AMOUNT AUTHORIZED". The agency will comply with Governmental Accounting Auditing and Financial Reporting Standards and applicable state law and local regulations, policies and procedures. No payment will be made for work done prior to execution of this AGREEMENT.

Partial payments shall be made by the STATE, upon request of the AGENCY, to cover costs incurred. These payments are not to be more frequent than one (1) per month. It is agreed that any such partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of the final audit, all required adjustments will be made and reflected in a final payment. The AGENCY agrees to submit a final bill to the STATE within forty-five (45) days after the AGENCY has completed work.

The AGENCY agrees that all costs in excess of the amount authorized and the AGENCY's matching funds shall be the responsibility of the AGENCY.

III Audit

The AGENCY agrees that an audit may be conducted by the STATE. During the progress of the work and for a period not less than three (3) years from the date of final payment to the AGENCY, the records and accounts pertaining to the work and accounting thereof are to be kept available for inspection and audit by the STATE and copies of all records, accounts, documents, or other data pertaining to the project will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the three-year retention period.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year last written below.

AGENCY

By: _____

Title: Mayor, City of Kennewick

Agency Date: _____

IV Legal Relations

No liability shall attach to the AGENCY or the STATE by reason of entering into this AGREEMENT except as expressly provided herein.

V Nondiscrimination

The AGENCY agrees to comply with all applicable state and federal laws, rules, and regulations pertaining to nondiscrimination and agrees to require the same of all subcontractors providing services or performing any work using funds provided under this AGREEMENT.

VI Venue

For the convenience of the parties to this AGREEMENT, it is agreed that any claims and/or causes of action which the AGENCY has against the STATE, growing out of this AGREEMENT or the project or program with which it is concerned, shall be brought only in the Superior Court for Thurston County.

VII Termination

The Secretary of the Department of Transportation may terminate this AGREEMENT if the funding becomes unavailable or if the Secretary determines that it is in the best interest of the STATE.

VIII Final Report and Final Inspection

Within ninety (90) days following the completion of the project and submission of the final billing for the project, a final report and/or final inspection shall be submitted to the Director, Highways & Local Programs containing the following information:

Non-Capital Projects

1. A description of the project or program.
2. A summary of actual costs of the project or program.
3. An evaluation of the project or program. This should address aspects such as transportation and/or other benefits to the public.

Capital Projects

1. A final inspection is required.

IX Supplement

This agreement may be modified or supplemented only in writing by parties.

STATE

By: _____

Director, Local Programs

Date: _____



Prefix		Route		()	
Federal Aid Project Number				DUNS Number	040187544
Local Agency Project Number	P2320	(WSDOT Use Only)		Federal Employer Tax ID Number	91-6001253
Agency City of Kennewick		CA Agency ☒ Yes ☐ No	Federal Program Title ☐ 20.205 ☒ Other State Pedestrian & Bicycle Program		
Project Title Keene Trail Extension		Start Latitude N 46.22928 End Latitude N 46.22922		Start Longitude W 119.24392 End Longitude W 119.23130	
Project Termini From-To N. Steptoe St. N. Center Parkway		Nearest City Name Kennewick		Project Zip Code (+4) 99336-0108	
Begin Mile Post	End Mile Post	Length of Project App. 0.63 Miles		Award Type ☒ Local ☐ Local Forces ☐ State ☐ Railroad	
Route ID	Begin Mile Point	End Mile Point	City Number 0610	County Number 03	County Name Benton
WSDOT Region South Central Region		Legislative District(s) 8		Congressional District(s) 4	
Urban Area Number 4					
Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date Month Year	
P.E.	\$40,000	\$4,000	\$36,000	Dec.	2023
R/W	\$2,000,000	\$200,000	\$1,800,000	Jan.	2024
Const.	\$552,700	\$48,900	\$503,800	Jan.	2025
Total	\$2,592,700	\$252,900	\$2,339,800		
Description of Existing Facility (Existing Design and Present Condition)					
Roadway Width Abandoned RR Right of Way			Number of Lanes None		
Currently abandoned railroad right of way.					
Description of Proposed Work					
Description of Proposed Work (Attach additional sheet(s) if necessary) Design, purchase ROW and construct pedestrian signal, new green pavement markings, pedestrian hybrid beacon (HAWK), and shared-use path/trail.					
Local Agency Contact Person Heath Mellotte		Title Design Services Manager		Phone 509-585-4287	
Mailing Address PO Box 6108		City Kennewick		State WA	Zip Code 99336-0108
Project Prospectus	By  Approving Authority				
	Title John Cowling, PE Deputy Public Works Director				Date 11/22/23

Agency City of Kennewick	Project Title Keene Trail Extension	Date 12/05/2023
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Type of Proposed Work

Project Type (Check all that Apply)	Roadway Width 12'	Number of Lanes 1
☐ New Construction ☒ Path / Trail ☐ 3-R ☐ Reconstruction ☐ Pedestrian / Facilities ☐ 2-R ☐ Railroad ☐ Parking ☐ Other ☐ Bridge		

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	☐ Principal Arterial	☒ Principal Arterial
	☒ Urban	☐ Minor Arterial
	☐ Rural	☐ Collector
	☐ NHS	☐ Major Collector
	☐ Local Access	☐ Minor Collector
Terrain	☒ Flat ☐ Roll ☐ Mountain	☒ Flat ☐ Roll ☐ Mountain
Posted Speed	N/A	35 MPH
Design Speed	N/A	35 MPH
Existing ADT	N/A	
Design Year ADT	N/A	
Design Year	N/A	
Design Hourly Volume (DHV)	N/A	

Performance of Work

Preliminary Engineering Will Be Performed By City of Kennewick Engineering	Others 0 %	Agency 100 %
Construction Will Be Performed By Lowest Bid Contractor	Contract 100 %	Agency 0 %

Environmental Classification

☐ Class I - Environmental Impact Statement (EIS)	☐ Class II - Categorically Excluded (CE)
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreement	☐ Projects Requiring Documentation (Documented CE)
☐ Class III - Environmental Assessment (EA)	
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreements	

Environmental Considerations

Project will only require filing of a SEPA with City Planning Department.

Agency City of Kennewick	Project Title Keene Trail Extension	Date 12/05/2023
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Right of Way

☐ No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	☒ Right of Way Needed ☒ No Relocation ☐ Relocation Required
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Utilities

☐ No utility work required
☐ All utility work will be completed prior to the start of the construction contract
☒ All utility work will be completed in coordination with the construction contract

Railroad

☒ No railroad work required
☐ All railroad work will be completed prior to the start of the construction contract
☐ All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

City will coordinate with local PUD, telecommunications, cable and irrigation for utility relocations and adjustments.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? ☐ Yes ☒ No

Remarks

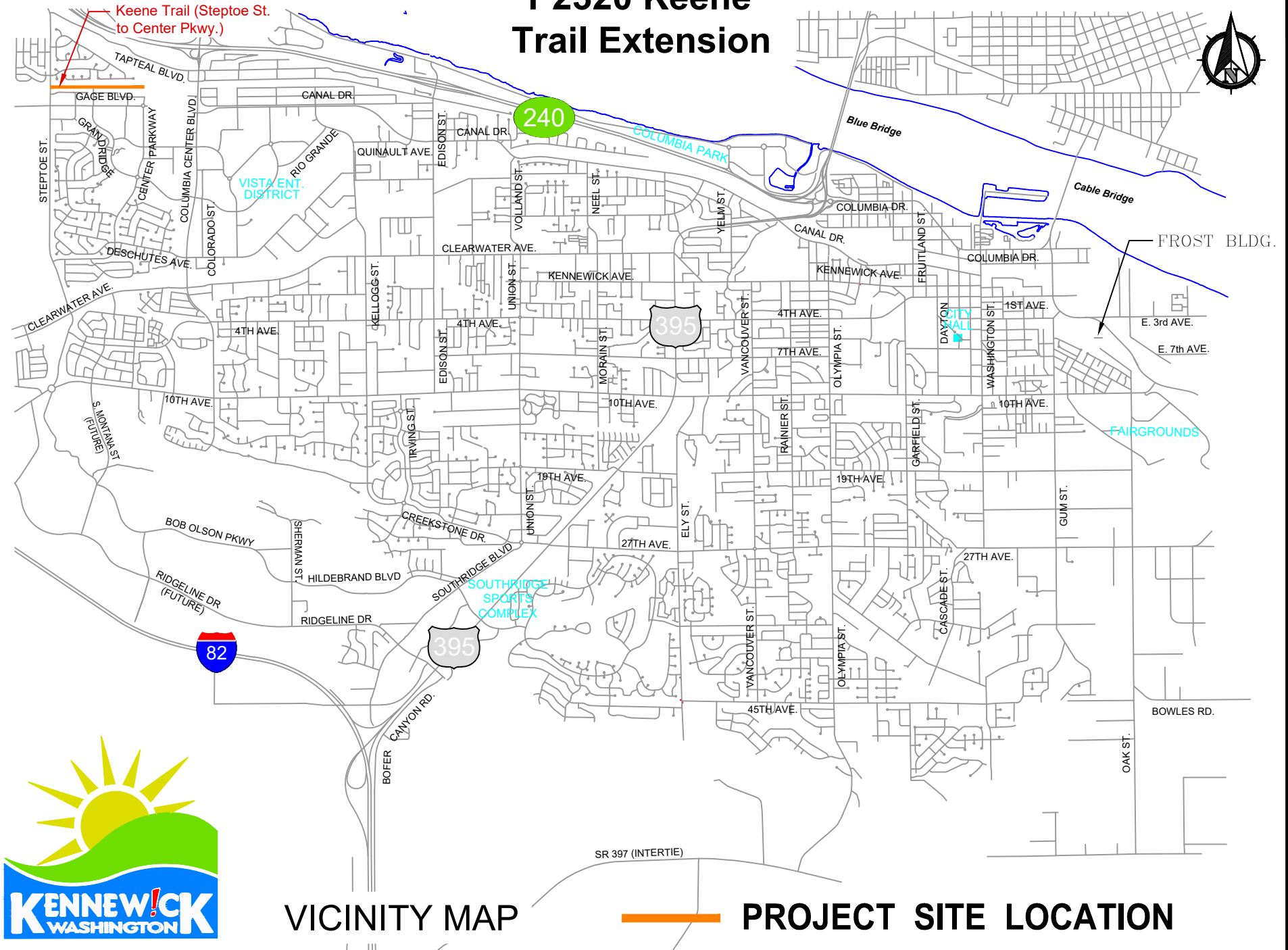
This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency City of Kennewick

Date

By _____ Mayor/Chairperson

P2320 Keene Trail Extension

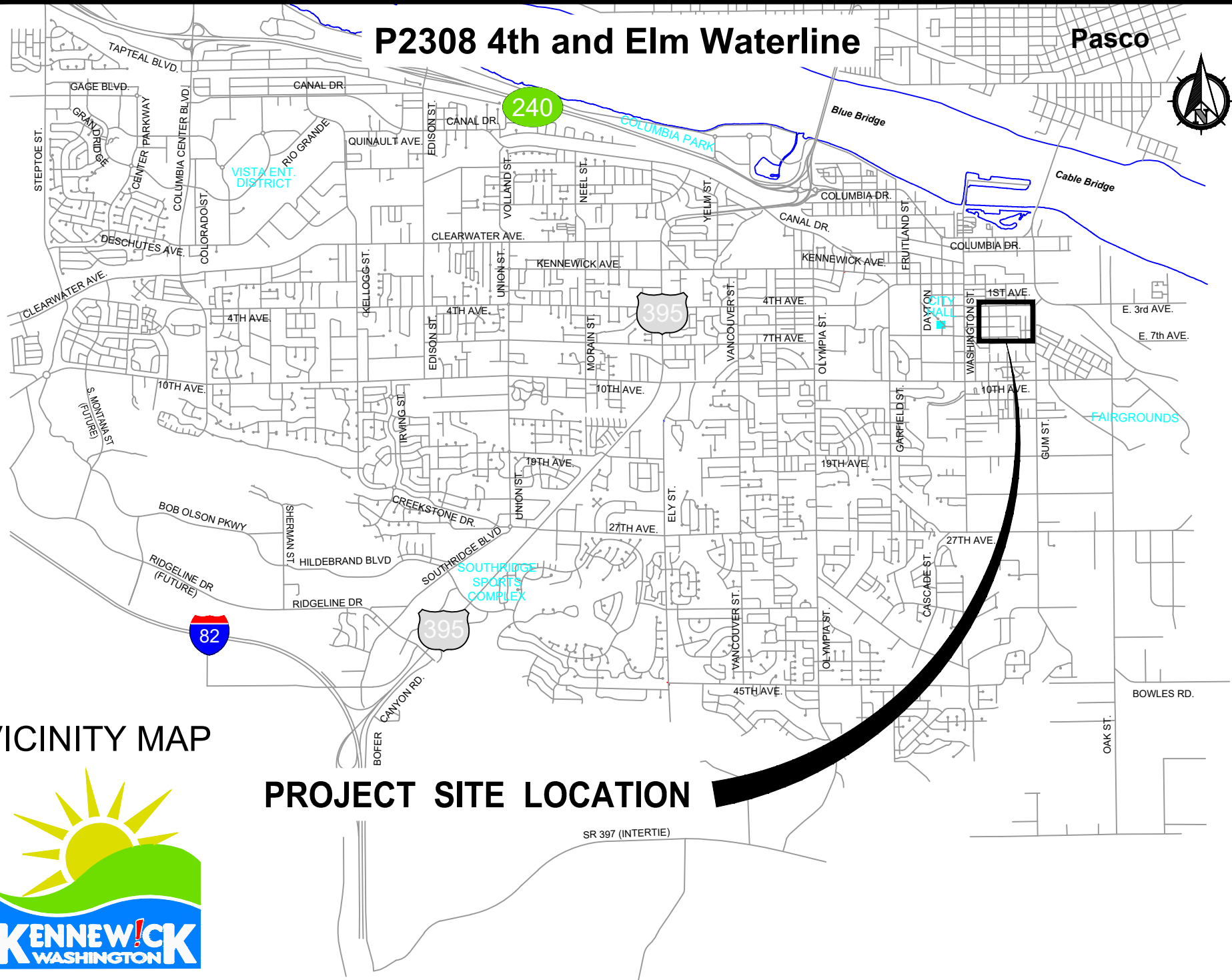


Council Agenda Coversheet	Agenda Item Number: 4.j.	Council Date:	12/5/2023	Category: Consent Agenda												
	Agenda Item Type:	Contract/Agreement/Lease														
	Subject:	4th & Elm Waterline Replacement														
	Department:	Public Works														
	Ord/Reso #		Contract #													
	Project #	P2308-23	Permit #													
<u>Recommendation</u>																
That City Council award Contract P2308-23 E. 4th & Elm Waterline Replacement (Re-bid) Project to Sonray Enterprises LLC in the amount of \$1,195,868.49, plus a 10% contingency amount of \$119,586.85, for a total amount of \$1,315,455.34.																
<u>Motion for Consideration</u>																
Motion to award Contract P2308-23 E. 4th & Elm Waterline Replacement (Re-bid) Project to Sonray Enterprises LLC in the amount of \$1,195,868.49, plus a 10% contingency amount of \$119,586.85, for a total amount of \$1,315,455.34.																
<u>Summary</u>																
Three (3) bids were received on November 28, 2023 at 10:00 a.m.																
<table><tr><td>Sonray Enterprises LLC</td><td>\$1,195,868.49</td><td>Engineer's Estimate</td><td>\$1,468,876.14</td></tr><tr><td>Culbert Construction Inc.</td><td>\$1,377,393.10</td><td></td><td></td></tr><tr><td>Industrial Construction of WA</td><td>\$1,362,594.47</td><td></td><td></td></tr></table>					Sonray Enterprises LLC	\$1,195,868.49	Engineer's Estimate	\$1,468,876.14	Culbert Construction Inc.	\$1,377,393.10			Industrial Construction of WA	\$1,362,594.47		
Sonray Enterprises LLC	\$1,195,868.49	Engineer's Estimate	\$1,468,876.14													
Culbert Construction Inc.	\$1,377,393.10															
Industrial Construction of WA	\$1,362,594.47															
This project consists of the installation of water mains and new fire hydrants within the City of Kennewick right of way, and crossing a Columbia Irrigation District Canal this winter in the dry. This project also includes the relocation of existing water meters and service lines along the water main alignment, and relocating existing backyard water meters and service lines out to street fronts. The project was originally advertised for bids in October of this year, with three bids submitted. The two low bidders were deemed nonresponsive, leaving the high bidder (\$300K over the Engineer's Estimate) remaining with the only responsive bid. At the November 7th meeting, Council rejected all bids and directed Staff to re-advertise the project. State law requires that we award contracts to a responsible bidder with the lowest responsive bid. We have reviewed all bids and determined them all to be responsive. We are recommending award of this project to Sonray Enterprises LLC, who we have determined to be a responsive bidder with the lowest responsive bid.																
<u>Alternatives</u>																
None recommended.																
<u>Fiscal Impact</u>																
Fire Flow Deficiencies Fund: \$1,315,500																
<u>Attachments:</u>																
1. Map																

Richland

P2308 4th and Elm Waterline

Pasco



VICINITY MAP

PROJECT SITE LOCATION



Council Agenda Coversheet 	Agenda Item Number: 5.a. Agenda Item Type: Ordinance Subject: Adding KMC 13.40 - Neighborhood Traffic Calming Department: Public Works Ord/Reso # 6044 Contract # Project # Permit #	Council Date: 12/5/2023 Category: Ordinance/Reso
<u>Recommendation</u> Staff recommends City Council adopt Ordinance 6044. <u>Motion for Consideration</u> I move to adopt Ordinance 6044. <u>Summary</u> At the November 14th, 2023 Council Workshop, staff provided an overview of the existing Neighborhood Traffic Calming Policy (KAC-13-40) and highlighted the following sections for Council discussion and potential revisions; Section 13-40-140: Eligibility - Subsection (2) (a) was deleted and subsection (2) (a) through (e) were relabeled Section 13-40-140: Procedures - Subsection (4) was revised by adding the language "and if it's sole access" Document wide-strike through "Municipal Services Department" and replace it with "Public Works Department" In addition, staff recommends that the existing Neighborhood Traffic Calming Policy be updated based on Council discussion and direction, move updated policy from the KAC to KMC and utilize the updated KMC Neighborhood Traffic Calming Policy for any future neighborhood traffic-calming requests. <u>Alternatives</u> City Council could delete, modify or add language to specific sections of the updated Neighborhood Traffic Calming code. <u>Fiscal Impact</u> None		
<u>Attachments:</u> 1. Ordinance 6044 2. Ordinance 6044 - Redline		

CITY OF KENNEWICK
ORDINANCE NO. 6044

AN ORDINANCE RELATING TO NEIGHBORHOOD TRAFFIC CALMING
AND ADDING CHAPTER 13.40 TO THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Chapter 13.40 of the Kennewick Municipal Code, be, and the same hereby is, added
to read as follows:

CHAPTER 13.40 - NEIGHBORHOOD TRAFFIC CALMING

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) The measured 85th percentile speed must exceed the posted or established speed by at least five miles per hour.
 - (b) The average weekday daily traffic volume must be greater than five hundred (500) vehicles per day.
 - (c) 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.
 - (d) 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.
 - (e) 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 and if it is the sole access, 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 Public Works 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 Public Works 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 modifying 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 five hundred feet (300' – 500') 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

Alternate Physical Traffic Calming Devices	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

(Ord. 6044 Sec. 1, 2023)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 5th day of December 2023 and signed in authentication of its passage this 5th day of December 2023.

Attest:

GRETLE J. CRAWFORD, Mayor Pro Tem

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 6044 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 6th day of
December, 2023.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

CITY OF KENNEWICK
ORDINANCE NO. 6044

AN ORDINANCE RELATING TO NEIGHBORHOOD TRAFFIC CALMING
AND ADDING CHAPTER 13.40 TO THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Chapter 13.40 of the Kennewick Municipal Code, be, and the same hereby is, added
to read as follows:

CHAPTER 13.40 - NEIGHBORHOOD TRAFFIC CALMING

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.~~
 - ~~(a) (b)~~ The measured 85th percentile speed must exceed the posted or established speed by at least five miles per hour.
 - ~~(b) (c)~~ The average weekday daily traffic volume must be greater than five hundred (500) vehicles per day.
 - ~~(c) (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.
 - ~~(d) (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.
 - ~~(e) (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 and if it is the sole access, 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~~ Public Works 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~~ Public Works 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 modifying 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~~ five hundred feet (300' - ~~600'~~ 500') 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

Alternate Physical Traffic Calming Devices	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

(Ord. 6044 Sec. 1, 2023)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 5th day of December 2023 and signed in authentication of its passage this 5th day of December 2023.

Attest:

GRETLE J. CRAWFORD, Mayor Pro Tem

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 6044 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 6th day of
December, 2023.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

Council Agenda Coversheet 	Agenda Item Number: 5.b. Agenda Item Type: Ordinance Subject: KMC 18.12.010 B.1 Amendment - Development Code Department: Community Planning Ord/Reso # 6043 Contract # Project # PROJ 23-0149 Permit # DCA-2023-0003 Council Date: 12/5/2023	Category: Ordinance/Reso
<u>Recommendation</u> The Planning Commission recommends approval of DCA-2023-0003 through the adoption of Ordinance 6043. <u>Motion for Consideration</u> I move to adopt Ordinance 6043. <u>Summary</u> The applicant, Marquis Holdings, LLC., requests to amend the Kennewick Municipal Code Section 18.12.010 B.1 Non-Residential Uses, by allowing Espresso Stands, Restaurants, and Fast Food Restaurants, as permitted uses in the Commercial, Auto Row (CAR) zoning district. The Planning Commission held a public hearing for this application on November 20, 2023. No comments were received in opposition to the application. One comment was received in favor of the application. The Planning Commission voted unanimously to recommend approval to the City Council. <u>Alternatives</u> None. <u>Fiscal Impact</u> None at this time.		
<u>Attachments:</u> 1. Presentation 2. Ordinance 6043 3. Staff Report 4. PC Minutes 5. PC Action Summary		

City Council Meeting

Development Code Amendment DCA-2023-0003

DECEMBER 5, 2023



Application Summary

Applicant: Marquis Holdings, LLC

Proposal: To amend Kennewick Municipal Code Section 18.12.010 B.1 Non-Residential Uses, by allowing Espresso Stands, Restaurants, and Fast Food Restaurants as permitted uses in the Commercial, Auto Row (CAR) zoning district.

Staff Analysis

- The purpose of the Commercial, Auto Row (CAR) zoning district is to provide areas for automobile dealerships and most automobile related uses.
- The CAR zone was originally created as part of the Bridge to Bridge-River to Railroad Revitalization Plan.
- Approval of the proposed amendment will allow permitting for espresso stands, restaurants and fast food restaurants, while still providing for automobile dealerships and most automobile related uses.
- Currently a food truck, espresso stand, and sports bar already exist in the CAR zone.

Recommendation

The Planning Commission recommends City Council concur with the Findings and Conclusions contained within staff report DCA-2023-0003 and approve the Development Code Amendment.

CITY OF KENNEWICK
ORDINANCE NO. 6043

AN ORDINANCE RELATING TO ZONE DISTRICTS AND STANDARDS AND
AMENDING SECTION 18.12.010 B.1 OF THE KENNEWICK MUNICIPAL
CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 18.12.010 B.1 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

18.12.010 B.1: Table of Non-Residential Uses:

The following table list uses allowed by zone and the applicable City review process as follows: Review Process I = Staff review, Review Process II = Conditional Use Permit. If a use is listed with a blank, it shall be prohibited in that zone. For certain categories of uses, additional requirements are also noted.

Nonresidential Uses	RS	RL	RM	RH	RMH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Academy							I		I		I	I		I			I						
Adult Entertainment (1) (See Title 18.12.030)																							
Adult Retail (1) (See Title 18.12.030).											II	II		II					II	II			
Agricultural Processing, heavy																				I			
Agricultural Processing, light																			I	I			
Airports and airfields																			I			I	
Alcoholic beverage sale (packaged)							I	I	I	I	I	I		I	I	I	I						
Accessory uses	I	I	I	I	I	I	I	I	I	I	I	I		I	I	I	I	I	I	I	I	I	I
Art Gallery							I	I	I	I	I	I		I	I	I	I						
Automobile-Oriented Uses (See Title 18.12.050)							I(6)	I			I	I	I	I	I								
Auto-Wrecking Yard																				I			
Aviation Storage and Service												I										I	
Bakeries, retail							I	I	I	I	I	I		I									
Bakeries, wholesale										II				I				I	I	I			
Banks and financial institutions							I		I	I	I	I	I	I	I		I						
Barbers, beauty shops, and tanning salons							I	I	I	I	I	I		I	I	I							
Bars and taverns							I			II	I	I		I	I								
Battery Charging Station	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Battery Exchange Station							I	I	I	I	I	I	I	I	I		I	I	I	I			
Boat building and repair, commercial														I	I				I	I			

Nonresidential Uses	RS	RL	RM	RH	RMH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Boat marinas														I	I				I	I			
Body Art Studios							I	I	I		I	I		I	I	I							
Brewpub							I			I	I	I		I									
Breweries, micro							I				I	I		I					I				
Business School							I		I		I	I		I			I						
Bus stations and terminals							II				II	II		II									
Car washes (See Title 18.12.050 and 18.12.055 if CN zone)							I(6)	I	II		I	I	I	I									
Casino and/or Cardroom											I	I		I									
Cemeteries	II	II	II																				
Clinics							I		I	I	I	I		I		I	I						
Construction yards														I					I	I			
Convenience stores							I	I		I	I	I	I	I									
Correctional institutions																					I		
Distilleries, craft							I			I	I	I		I					I				
Dry cleaners and laundries							I	I	II	I	I	I		I		II							
Energy facilities	II	II	II	II	II	II		II	II		II	II		II	II	II	II	II	II	II	II	II	
Equipment Rental											I	I		I				I	I				
Espresso stands							I	I	I	I	I	I	I	I	I	I	I	I	I	I			
Essential public facilities and utilities	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II
Event Center							I		II		I	I		I									
Gas stations							I(6)	I	II	I	I	I	I	I	I				I	I			
Golf Course											I											I	I
Golf: driving range, miniature golf,							I				I	I		I	I								
Grocery stores							I	I	II	I	I	I		I									
Hardware stores							I	I		I	I	I		I									

Nonresidential Uses	RS	RL	RM	RH	RMH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Hazardous waste storage facilities - off site																				II			
Hazardous waste storage facilities - on site									II		II			II					II	II			
Health Facilities, see 18.12.080			I	I			I		I		I	I		I									
Hospitals and sanitariums (except animal clinics, hospitals)				I			I		I		I	I		I								I	
Hotels, motels and similar accommodations				I			I		I	II	I	I		I	I	I	I						
Industrial uses, heavy																				I			
Industrial uses, light																			I	I			
Junk (See Title 18.12.100)																							
Kennels (See Title 18.12.110)											I	I		I					I	I			
Laboratories for research and testing							I		I		I	I		I			I	I	I	I			
Library	II	II	II	II	II	II	I	II	I		I	I		I	I	II	I					I	I
Lock and gunsmiths							I	I		II	I	I		I		I							
Lumber yards														I					I	I			
Manufactured Housing Display Areas (See Title 18.12.120)											I	I		I					I	I			
Mini-storage				I							I	I		I					I	I			
Museums	II	II	II	II	II	II	I	II	I	I	I	I		I	I	II	I					I	I
Nursery											I	I		I									

Nonresidential Uses	RS	RL	RM	RH	RMH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Offices, including professional offices, agencies and services							I		I	I	I	I		I	I	I	I	I	I	I	I		
Outdoor commercial driving ranges											I												
Parking garages and lots							I			II		I	I	I									
Pawnshop														I									
Pet grooming							I	I	I	I	I	I		I		I							
Pharmacy, dispensing							I	I	I		I	I		I			I						
Photographic studios							I	I	I	I	I	I		I	I	I	I						
Plumbing shops and yards														I					I	I			
Printing, publishing and reproduction establishments							I		I	I	I	I		I			I						
Private gymnasiums, fitness centers, dance studios, body building, and martial arts, etc.							I		I		I	I		I			I						
Public/quasi-public facilities and services	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II	II
Radio, television and small electronics repair and service							I		I	I	I	I		I									
Radio, television broadcasting stations (excluding antenna)							I			II	I	I		I									
Rapid Charging Station	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Recreational Vehicle Storage (See Note 4) (See Title 18.12.180)	I	I	I	I	I	I					I	I		I									

Nonresidential Uses	RS	RL	RM	RH	RMH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Recreational Vehicle Park																						I	I
Recycling, high intensity																			II	II		II	
Recycling, low intensity							I											I	I	I		I	
Repair shops (not auto)							I		II	I	I	I		I			I		I	I			
Restaurants							I	I	I	I	I	I	I	I	I		I	I	I				
Restaurants, fast food							I		II	I	I	I	I	I	I		I	I	I				
Retail stores not otherwise named in this list including department stores.							I	I	II	I	I	I		I		I(1)	I(1)						
Satellite Dishes (See Title 18.12.200)																							
Schools, private and public	I	I	I	I	I	I	II	I	I		I	I		I	I	I	I	I	I	I	I	I	I
Second Hand/Consignment Store							I			I	I	I		I									
Sign manufacture, painting and maintenance														I					I	I			
Skating rink							II					I											
Stables, Corrals, Riding Academies (See Title 18.12.210)	II																						
Storing of Commercial Vehicles (See Title 18.12.220)												I	I	I			I	I	I	I			

Nonresidential Uses	RS	RL	RM	RH	RMH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Subdivisions, Sales Area, Equipment and Material Yards (See Title 18.12.230)	I	I	I	I	I	I																	
Temporary and Parking Lot Businesses (See Title 18.12.250)							I						I										
Theaters, movie							I		II	I	I	I		I									
Towers, antennas, and supporting structures, including amateur radio towers, 55 feet or less	II	II	II	II	II	II	I	II	I		I	I	I	I	I	I	I	I	I	I	I	I	
Truck stops														I					I	I			
Undertaking establishments (Mortuary)									I		I	I		I									
Vehicle sales, incidental repair and service											I	I	I	I									
Vehicle rental and leasing											I	I	I	I									
Vehicle repair and service, body and fender shops													I	I					I	I			
Veterinary Clinic or Hospital (See Title 18.12.290)							I			I	I	I		I					I				
Vocational School							I			II				I			I		I				
Volatile Toxic and Volatile Flammable Material Storage (See Title 18.12.300)																				II			

Nonresidential Uses	RS	RL	RM	RH	RMH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Warehousing														I					I	I			
Wholesale, which may include incidental retail outlets for only such merchandise as is handled at wholesale														I					I	I			
Wineries Type A (See Title 18.12.305)							I			I	I	I		I									
Wineries Type B (See Title 18.12.305)							I(5)				II	II		II					II				
Wineries Type C (See Title 18.12.305)																			I				
Wireless Communication Facilities (See Title 18.12.310)																							

FOOTNOTE for Table 18.12.010 B.1 Non-Residential Use Table:

- (1) For HMU see limitations at Title 18.12.335.
- (2) For the Clearwater Master Plan Area and BP zoning districts see Title 18.12.340.
- (3) For Rental Equipment, all items must be contained within a completely enclosed building or screened from view by a sight-obscuring fence or wall.
- (4) Allowed in RS, RL, RM, RMH, and RTP only as part of a planned development or subdivision and only for the use by residents of the development consistent with Recreational Vehicle Storage provisions and limitations of the Kennewick Residential Design Standards KMC 18.75.
- (5) Winery Type B under 50,000 case annual production and located within a structure less than 20,000 square feet in size are allowed outright. The Conditional Use Process identified in Title 18.42.100 is applicable to Winery Type B uses exceeding either the 50,000 case annual production or 20,000-square-foot structure size threshold.
- (6) Not allowed in the Vista Field area.

(Ord. 6043 Sec. 1, 2023; Ord. 5852 Sec. 1, 2020; Ord. 5748 Sec. 2, 2018; Ord. 5712 Sec. 3, 2017; Ord. 5670 Sec. 1, 2016; Ord. 5572 Sec. 1, 2014; Ord. 5542 Sec. 2, 2014; Ord. 5462 Sec. 4, 2012; Ord. 5434 Sec. 5, 2011; Ord. 5309 Sec. 10, 2010; Ord. 5262 Sec. 3, 2009; Ord. 5244 Sec. 3, 2008; Ord. 5204 Sec. 7, 2007; Ord. 5180 Sec. 1, 2007)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 5th day of December, 2022, and signed in authentication of its passage this 5th day of December, 2023.

Attest:

GRETLE J. CRAWFORD, Mayor Pro Tem

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 6043 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington this 6th day of December, 2023.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION: _____



COMMUNITY PLANNING DEPARTMENT

STAFF REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

FILE NO: DCA-2023-0003

Public Hearing Date: November 20, 2023

Summary of Proposal: To amend Kennewick Municipal Code Section 18.12.010 B.1 Non-Residential Uses, by allowing Espresso Stands, Restaurants, and Fast Food Restaurants as permitted uses in the Commercial, Auto Row (CAR) zoning district.

Applicant: Marquis Holdings, LLC

Staff Contact: Alisha Piper, Planner

Background:

On September 15, 2023, the applicant applied to amend KMC Section 18.12.010 B.1.

The City sent the proposed amendments to the Department of Commerce, City of Kennewick Departments, and outside agencies on September 21, 2023. The Department of Commerce issued expedited review on October 9, 2023.

Discussion and Analysis:

The applicant has proposed the following amendments (underlined and in red) to KMC Section 18.12.010.B.1: Non-Residential Use Table:

The following table lists uses allowed by zone and the applicable City review process as follows: Review Process I = Staff review, Review Process II = Conditional Use Permit. If a use is listed with a blank, it shall be prohibited in that zone. For certain categories of uses, additional requirements are also noted:

Nonresidential Uses	RS	RL	RM	RH	RMH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Espresso stands							I	I	I	I	I	I	<u>I</u>	I	I	I	I	I	I	I			
Restaurants							I	I	I	I	I	I	<u>I</u>	I	I		I	I	I				
Restaurants, fast food							I		II	I	I	I	<u>I</u>	I	I		I	I	I				

As shown in the above table, the applicant has proposed to permit Espresso stands, Restaurants, and Fast Food Restaurants in the CAR Zone via the Staff Review Process.

Staff Analysis:

The proposed Development Code Amendment (DCA-2023-0003) is a request to allow Espresso Stands, Restaurants, and Fast Food Restaurants as permitted uses in the Commercial, Auto Row (CAR) zoning district. Pursuant to Table 1 of the Comprehensive Plan, the Commercial Auto Row Zoning District is an implementing zoning district of the Commercial Land Use Designation. RCW 36.70A, Growth Management Act, requires that a City's development regulations implement its comprehensive plan.

Per KMC 18.03.040 (12), the purpose of CAR zoning district is as follows:

CAR -The purpose of the CAR district is to provide areas for automobile dealerships and most automobile related uses.

Future development will be limited to only the permitted uses of the CAR Zoning District. Development will be subject to meeting applicable concurrency requirements, which include utility and street improvements.

The proposed findings meet the requirements of KMC 18.51.070(2).

Applicable Goals and Policies of the Comprehensive Plan:

Commercial Goals and Policies:

Goal 2: Sustain and enhance viable commercial areas.

Policy 1 Encourage a mixture of commercial, office, and residential uses within commercial center to support day and evening activities for all ages.

Policy 4 Encourage compatible commercial activities to concentrate near each other.

Regulatory Controls and Policies:

1. Comprehensive Plan – Land Use
2. KMC Title 4 – Administrative Procedures
3. KMC Title 18 – Zoning
4. Washington State Environmental Policy Act

Findings of Fact:

1. The applicant is Marquis Holdings, LLC. PO Box 173 Wenatchee, WA 98807.
2. The application was submitted on September 15, 2023.
3. Notice of the proposed code revision was sent to the Washington State Department of Commerce on September 21, 2023.
4. The City received confirmation of starting the 60-day/ Expedited review period and notice that the City has met the Growth Management Act notice to state agency requirements for the Washington State Department of Commerce on September 25, 2023.
5. The Department of Commerce granted expedited review on October 9, 2023.
6. Notice of the public hearing for this application was published in the Tri-City Herald on November 5, 2023.
7. The City fulfilled the State Environmental Policy Act requirements by issuing a Determination of Non-Significance (DNS), ED-2023-0027, on October 10, 2023.

Conclusions of Law:

1. Approval will implement the Comprehensive Plan Land Use Designation of Commercial.
2. Approval will not result in an increase of adverse environmental impacts.
3. Approval will implement Commercial Land Use Goal 2 of the City of Kennewick Comprehensive Plan.
4. Approval will result in the promotion of public necessity, convenience and/or general welfare.
5. The proposed Development Code Amendment complies with KMC 18.51.070(2).

Staff Recommendation:

Staff has reviewed the application and recommends that the Planning Commission concur with the findings and conclusions contained in staff report DCA-2023-0003 and recommend approval to City Council.

Motion:

I move that the Planning Commission concur with the findings and conclusions in staff report DCA-2023-0003 and recommend approval of the request to City Council.

Exhibits:

1. Staff Report
2. Application, Proposed Amendments and Supporting Information
3. SEPA DNS
4. Zoning Map



Community Planning Department

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4280

cedinfo@ci.kennewick.wa.us

REQUEST FOR AMENDMENT TO ZONING OR SUBDIVISION CODE

Applicable Filing Fee and SEPA Review Fee are due at the time of application ([Fee Schedule](#))

Applicant Marquis Holdings, LLC
 Address 1045 W. Columbia Drive Kennewick WA 99336
 Telephone 5098848000 Cell 15096704455 Fax _____ E-mail tcarsen@marquisholdings.com

The amendment, if adopted, will not be restricted to the applicant's particular situation, but will apply to any future situation that may fall under the amendment, regardless of location or other circumstances. Therefore, please state how, in your opinion, the requested amendment will be to the best interests of the City. Use additional paper if needed.

Requested Amendment: To allow Coffee Shop in the current CAR zoning

September 12, 2023

Signature _____

Date

Checklist:

X Application & fee

X State Environmental Policy Act checklist (SEPA) & fee



Community Planning Department

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4280

cedinfo@ci.kennewick.wa.us

DETERMINATION OF NON-SIGNIFICANCE

FILE/PROJECT NUMBER: ED-2023-0027

DESCRIPTION OF PROPOSAL: To amend Kennewick Municipal Code Section 18.12.010 B.1 by permitting Espresso Stands, Restaurants and Fast Food Restaurants as permitted uses in the Commercial Auto Row (CAR) Zoning Districts.

PROPONENT: Marquis Holdings, LLC

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: Not Site Specific

LEAD AGENCY: City of Kennewick

DETERMINATION: The City of Kennewick has determined that this proposal does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) will not be required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the City. This information is available to the public on request. Application for other required permits may require further review under SEPA procedures.

- ☒ There is no comment period for this DNS.
- ☐ This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
- ☐ This DNS is issued under 197-11-340(2); the City will not act on this proposal for fifteen days from the date below. Comments must be submitted by ___. After the review period has elapsed, all comments received will be evaluated and the DNS will be retained, modified, or withdrawn as required by SEPA regulations.

RESPONSIBLE OFFICIAL: Anthony Muai, AICP

POSITION/TITLE: Community Planning Director

ADDRESS: 210 W 6th Ave., P.O. Box 6108, Kennewick, WA 99336

PHONE: (509) 585-4386

- ☐ Changes, modifications and /or additions to the checklist have been made on the attached Environmental Checklist Review.

This DNS is subject to the attached conditions:

- ☒ No conditions.
- ☐ See attached condition(s).

Date: October 10, 2023

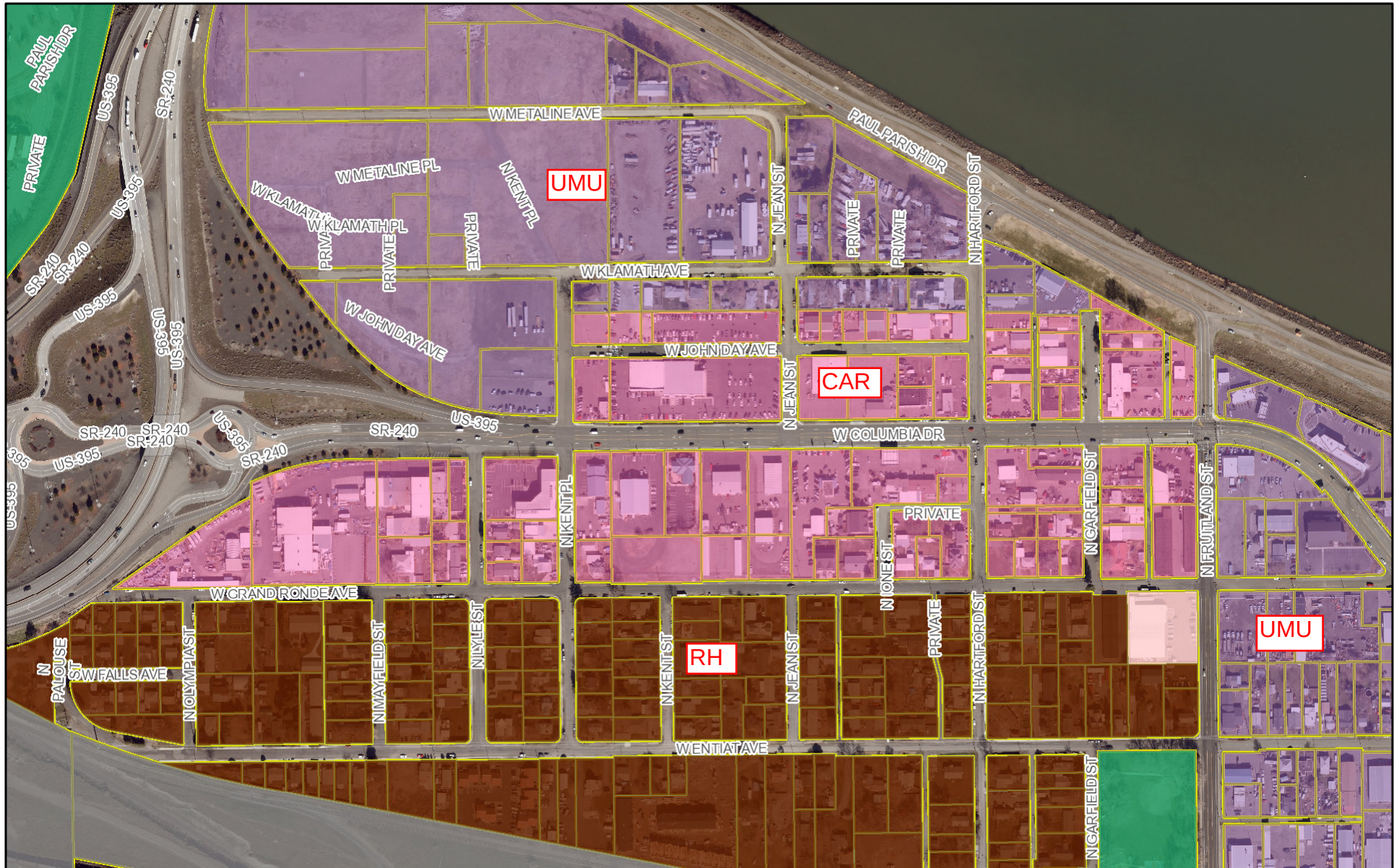
Signature: _____

Appeal: An appeal of this determination must be submitted to the Community Planning Department within fourteen (14) calendar days after the date issued. This appeal must be written and make specific factual objections to the City's threshold determination. Appeals shall be conducted in conformance with Section 4.12.090(9) of the Kennewick Municipal Code and the required fees pursuant to the City's adopted Fee Schedule shall be paid at time of appeal submittal.

Copies of this DNS were emailed to Benton Clean Air Authority, Confederated Tribes of Umatilla Indian Reservation, Department of Ecology SEPA Register, Department of Fish & Wildlife, Department of Natural Resources, Washington State Department of Transportation.

Zoning Map

Exhibit 4

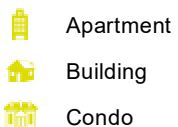


October 26, 2023

This plan is suitable for informational use only. City of Kennewick accepts no liability for any error whatsoever.

StreetName
SurveyAddressPoint

<all other values>



Mobile Home
Parcel

SurveyCityLimits

SV_CI_KENNEWICK_10
SV_CI_RICHLAND_10

SV_CI_COUNTY_1



1 inch = 400 feet

0 0.0375 0.075 0.15 mi

0 0.05 0.1 0.2 km

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

**KENNEWICK PLANNING COMMISSION
NOVEMBER 20, 2023
MEETING MINUTES**

1. CALL TO ORDER

Vice Chair Helgeson called the meeting to order at 6:30 p.m.

Vice Chair Helgeson led the Pledge of Allegiance.

Community Planning Administrative Assistant Melinda Didier called the roll and found the following present:

PRESENT: Vice Chairman Thomas Helgeson, Commissioners Tina Gregory, Lola Franklin (*All in person*); Commissioner Nikki Griffith (*attended remotely*).

ABSENT: Chairman Victor Morris, Commissioners James Hempstead, Ken Short (*Excused*).

STAFF: Steve Donovan, AICP Development Services Manager; Alisha Piper Planner; Melinda Didier, Community Planning Administrative Assistant.

Four commissioners were present and three absent; Ms. Didier declared a quorum was established.

2. CONSENT AGENDA

a. Approval of the minutes dated October 16, 2023.

b. Approval of the agenda.

c. Motion to enter Staff Report(s) into the Record.

MOTION: Commissioner Gregory moved to approve the Consent Agenda; Commissioner Franklin seconded the motion.

DISCUSSION: None.

VOTE: The motion passed on a unanimous roll call vote.

3. PUBLIC HEARINGS:

Vice Chairman Helgeson made the following statement:

"Good evening and welcome to the November 20, 2023 Kennewick Planning Commission meeting.

It is important that everyone who wishes to do so has an opportunity to speak. Each person who has either signed-in (in person) or registered (via Zoom) will have one, three-minute opportunity to address the Planning Commission.

If you are attending via Zoom, please confirm your microphone has been unmuted before you begin your comments.

Please state your name and address for the record; once you begin your remarks the countdown timer will start. At the end of your time, please mute your microphone.

The order of the hearings shall be as follows:

1. Planning staff shall provide a staff report; the Commission may ask questions of staff;
2. The Applicant or Applicant's Representative(s) Presentation;
3. Testimony in Favor of the Request;
4. Testimony Either Neutral or Against the Request;
5. Final Applicant Comments;
6. Final Staff Comments;
7. Close the public hearing and discuss the request."

A. DEVELOPMENT CODE AMENDMENT (DCA) #2023-0003:

Vice Chairman Helgeson opened the public hearing at 6:34 pm for Development Code Amendment (DCA) #2023-0003

1. Ms. Piper described the application, presented the staff report, and recommended the Planning Commission forward a recommendation for approval of DCA #2023-0003 to City Council.

Planning Commission asked clarifying questions of staff.

2. Testimony of Applicant/Applicant's Representative: None.
3. Testimony in Favor of the Request: None.
4. Testimony Neutral/Against the Request: None
5. Testimony of Those Registered on Virtual Format: None
6. Applicant/Owner Final Testimony: None
7. Staff Final Comments: None
8. Public Testimony Closed at 6:39 p.m.

MOTION: Commissioner Gregory moved to concur with the findings and conclusions in staff report DCA-2023-0003 and recommend City Council APPROVE the request. Commissioner Franklin seconded the motion.

DISCUSSION: None

VOTE: The motion passed on a unanimous roll call vote.

4. VISITORS NOT ON AGENDA:

- a. None

5. OLD BUSINESS:

- a. On November 7, 2023 City Council approved CPA-2023-0003 with additional properties added; all three 2023 Comprehensive Plan Amendments are now complete.

6. NEW BUSINESS:

a. None

7. REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF:

None.

8. ADJOURNMENT: The meeting concluded at 6:42 p.m.

Planning Commission Action Summary

DCA-2023-0003

Allowing Espresso Stands, Restaurants, and Fast Food Restaurants, as permitted uses in the Commercial, Auto Row (CAR) zoning district.

The Kennewick Planning Commission conducted a hybrid in-person/virtual public hearing on November 20, 2023. All interested parties were notified to come before the Commission and be heard. After reviewing the staff report and all oral and written facts and opinions, Commissioner Gregory moved that the Planning Commission concur with the findings and conclusions contained within staff report DCA-2023-0003 and recommend to City Council approval of the proposed Change of Zone.

Findings of Fact:

1. The applicant is Marquis Holdings, LLC., PO Box 173 Wenatchee, WA 98807.
2. The application was submitted on September 15, 2023.
3. Notice of the proposed code revision was sent to the Washington State Department of Commerce on September 21, 2023, consistent with the requirements of RCW 36.70A.106.
4. The City received confirmation of starting the 60-day/Expedited review period and notice that the City has met the Growth Management Act notice to state agency requirements from the Washington State Department of Commerce on September 25, 2023.
5. The Department of Commerce granted expedited review on October 9, 2023.
6. The Notice of Public Hearing was published in the Tri City Herald on November 5, 2023.
7. The City fulfilled the State Environmental Policy Act requirements by issuing a Determination of Non-significance (DNS) on October 10, 2023.

Conclusions of Law:

1. The proposed amendment will result in the promotion of public necessity, convenience and/or general welfare.
2. The proposed amendment will not conflict with goals and policies of the Comprehensive Plan.

The motion was seconded by Commissioner Franklin. The motion passed unanimously, with Commissioners Franklin, Gregory, Griffith, and Vice Chair Helgeson all in favor.

Council Agenda Coversheet	Agenda Item Number: 6.a.	Council Date:	12/5/2023	Category: Ordinance/Reso Public Mtg / Hrg
	Agenda Item Type: Ordinance	Subject:	Right-of -Way Vacation - 11257 & 11343 W. Clearwater Ave	
	Department:	Public Works		
	Ord/Reso #	6042	Contract #	
	Project #		Permit #	ENG-2023-0734
<u>Recommendation</u>				
Staff recommends vacation of public right-of-way at 11257 and 11343 W. Clearwater Ave.				
<u>Motion for Consideration</u>				
I move to adopt Ordinance 6042.				
<u>Summary</u>				
At the November 7, 2023 Council meeting, the date of December 5, 2023 was set for a public hearing, and all conditions and proper notice have been fulfilled.				
The property owner, Andy Clary, is requesting the vacation of a portion of W. 10th Ave adjacent to 11257 and 11343 W. Clearwater Ave.				
The portion of W. 10th Ave proposed to be vacated is where it previously tied into W. Clearwater Ave and has since been closed off to the public and is no longer in use.				
As a condition of Solbrak and Michaels future development to the east, new right-of-way and a new connection from W. 10th Ave to W. Clearwater Ave was established just to the east of the old connection.				
As part of the new W. 10th Ave alignment, the City agreed to vacate the portion of the old W. 10th Ave connection which will allow Mr. Clary to add parking and a new commercial building.				
Mr. Clary also made improvements to W. 10th Ct by adding curbing, new asphalt and relocating drainage structures.				
Affected City utility companies and City staff have reviewed the request and have no objection to the proposed vacation.				
<u>Alternatives</u>				
None recommended.				
<u>Fiscal Impact</u>				
None.				
<u>Attachments:</u>				
1. Ordinance				
2. Map				

When recorded, return to:

Kennewick City Clerk
P. O. Box 6108
Kennewick, WA 99336

CITY OF KENNEWICK
ORDINANCE NO. 6042

AN ORDINANCE RELATING TO VACATION OF STREET RIGHT-OF-WAY
ON A PORTION OF PUBLIC RIGHT-OF-WAY ABUTTING 11257 AND
11343 WEST CLEARWATER AVENUE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

WHEREAS, the City Council of the City of Kennewick, Washington, by Resolution No. 23-13 initiated proceedings to vacate a portion of right-of-way abutting 11257 and 11343 West Clearwater Avenue and by said resolution fixed the 5th day of December, 2023, at 6:30 p.m. at Kennewick City Hall as the time when the vacation of a portion of right-of-way abutting 11257 and 11343 West Clearwater Avenue should be heard and determined, and notice of such hearing was given as required by law; and

WHEREAS, such hearing was duly held at the time and place appointed by resolution and objections to said resolution were heard and considered by the City Council, and the City Council having determined to make said vacation; and

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. That portion of street right-of-way described as follows:

Parcels 1-0188-3BP-4583-001 And 1-0188-4BP-5063-017

PORTION OF WEST 10TH AVENUE TO BE VACATED:

THAT PORTION OF WEST 10TH AVENUE AS RECORDED UNDER AUDITOR
FILE NUMBER 94-25282, LYING IN A PORTION OF THE SOUTHWEST
QUARTER OF SECTION 1, TOWNSHIP 8 NORTH, RANGE 28 EAST,
WILLAMETTE MERIDIAN, BENTON COUNTY WASHINGTON BEING MORE
PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SECTION 1, TOWNSHIP 8 NORTH, RANGE 28 EAST, WILLAMETTE MERIDIAN THENCE N 86° 08' 30" E ALONG THE SOUTH LINE OF SAID SECTION A DISTANCE OF 1323.58 FEET TO THE TRUE POINT OF BEGINNING:

THENCE CONTINUING ALONG THE SOUTH LINE OF SAID SECTION N 86° 08' 30" E A DISTANCE OF 119.63 FEET; THENCE ALONG A 220.00 FOOT RADIUS NON-TANGENT CURVE TO THE RIGHT (THE RADIUS POINT BEARS N 13° 28' 59" E) AN ARC DISTANCE OF 175.09 FEET THROUGH A CENTRAL ANGLE OF 45° 36' 02" (SAID CURVE HAVING A LONG CHORD WHICH BEARS N 53° 43' 00" W A DISTANCE OF 170.51 FEET); THENCE N 30° 54' 59" W A DISTANCE OF 39.28 FEET; THENCE ALONG A 30.00 FOOT RADIUS CURVE TO THE RIGHT AN ARC DISTANCE OF 47.12 FEET THROUGH A CENTRAL ANGLE OF 90° 00' 00" (SAID CURVE HAVING A LONG CHORD WHICH BEARS N 14° 05' 01" E A DISTANCE OF 42.43 FEET); THENCE S 59° 05' 01" W A DISTANCE OF 120.00 FEET; THENCE ALONG A 30.00 FOOT RADIUS CURVE TO THE RIGHT (THE RADIUS POINT BEARS S 30° 54' 59" E) AN ARC DISTANCE OF 47.12 FEET THROUGH A CENTRAL ANGLE OF 90° 00' 00" (SAID CURVE HAVING A LONG CHORD WHICH BEARS S 75° 54' 59" E A DISTANCE OF 42.43 FEET); THENCE S 30° 54' 59" E A DISTANCE OF 39.28 FEET; THENCE ALONG A 280.00 FOOT RADIUS CURVE TO THE LEFT AN ARC DISTANCE OF 105.23 FEET THROUGH A CENTRAL ANGLE OF 21° 31' 57" (SAID CURVE HAVING A LONG CHORD WHICH BEARS S 41° 40' 57" E A DISTANCE OF 104.61 FEET) TO THE TRUE POINT OF BEGINNING.

EXCEPT ANY PORTION LYING WITHIN WEST CLEARWATER AVENUE.

Section 2. The City retains an 10.00 foot wide Utility Easement and a 15.00 foot wide and 10.00 foot wide Waterline Easements in favor of City of Kennewick in, on under and over a portion of land vacated in Section 1 of this ordinance for access, construction, installation, replacement, repair, expansion, improvement, removal, operation and maintenance of a water main and other utilities as described in attached Exhibit A and depicted on Exhibit A-1.

Section 3. Findings of Fact.

1. The area is no longer required for public use.
2. The vacation has been approved by affected utility companies.
3. The vacation has been approved by City staff.
4. No abutting property owners object to this vacation.

Section 4. This ordinance shall be in full force and effect five days from and after its passage, and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 5th day of December, 2023, and signed in authentication of its passage this 5th day of December, 2023.

Attest:

GRETL J. CRAWFORD, Mayor Pro Tem

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 6042 filed and recorded in
the office of the City Clerk of the City of
Kennewick, Washington this 6th day of
December, 2023.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION: _____

Exhibit A

A 15.00 foot waterline easement lying in a portion of the south half of the southwest quarter of Section 1, Township 8 North, Range 28 East, Willamette Meridian, Benton County, Washington lying 7.50 feet on each side of the following described centerline:

Commencing at the northeast corner of Lot 1 of that Binding Site Plan as recorded in Volume 1 of Surveys, Page 4583, Records of Benton County, Washington;

Thence along the northerly line of said Lot 1, South 59°04'48" West for a distance of 142.94 feet;

Thence leaving said north line, South 59°04'48" West for a distance of 53.27 feet to the True Point of Beginning;

Thence South 31°47'57" East for a distance of 18.63 feet to hereinafter referred Point A;

Thence South 31°47' 57" East for a distance of 54.90 feet;

Thence South 37°14'56" East for a distance of 48.03 feet;

Thence North 54°33'50" East for a distance of 22.72 feet to westerly line of said lot 1 and the terminus of said centerline;

The sidelines of said easement to be lengthened or shortened to intersect the northerly and easterly boundary of vacated West 10th Avenue right-of-way described in above Section 1.

Together with a 10.00 wide waterline easement lying 5.00 feet on each side of the following described centerline:

Beginning at aforementioned Point A, Thence North 58°01'29" East for a distance of 19.52 feet to the terminus of said centerline.

Also together with a 10.00 foot wide Utility Easement being the northerly 10.00 feet, the southerly 10.00 feet and the easterly 10.00 feet of vacated West 10th Avenue right-of-way described in above Section 1.

And also together with a 10.00 foot wide easement lying 5.00 feet on each side of the following described centerline:

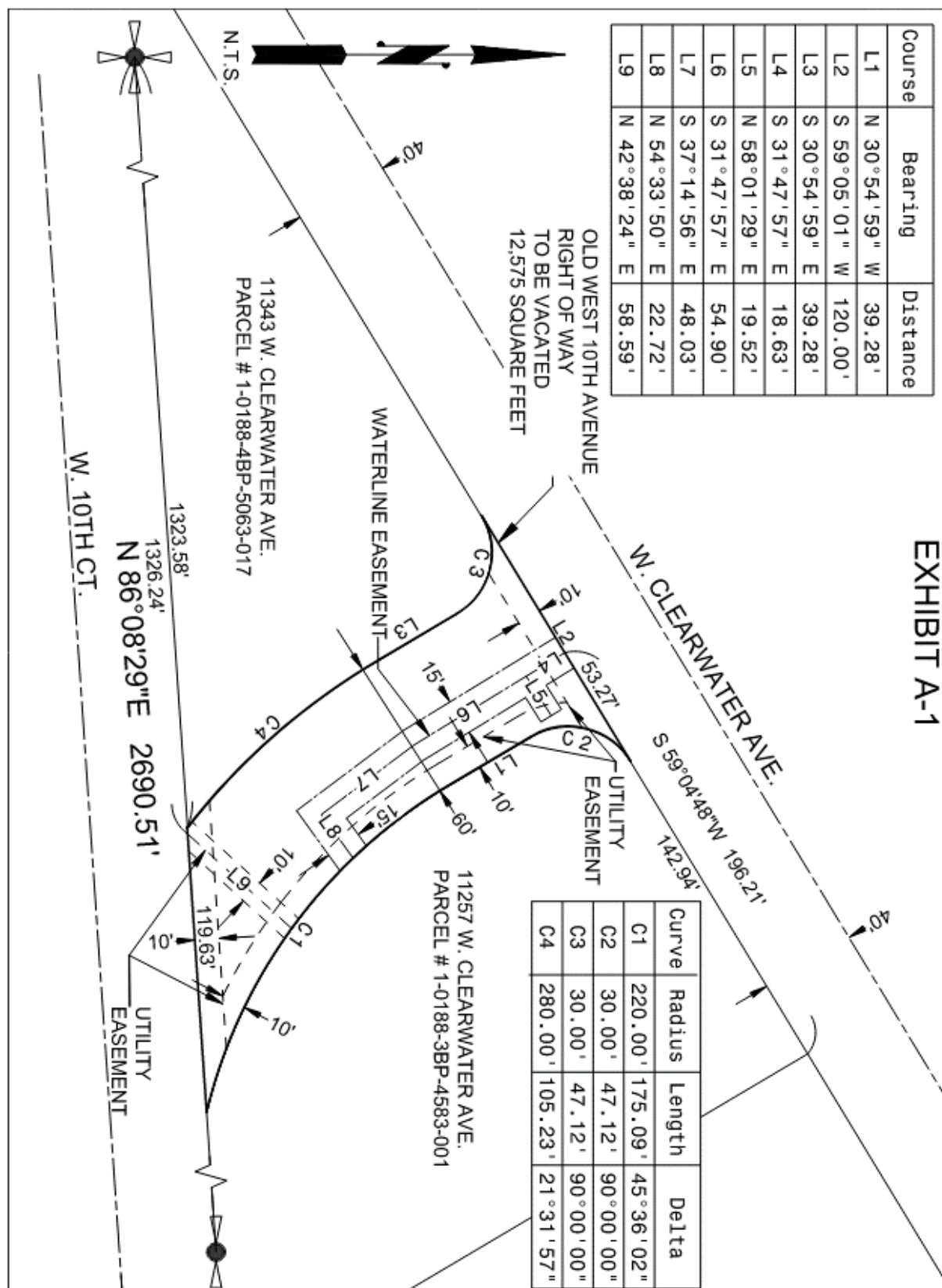
Commencing at the Southwest corner of Section 1, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, thence along the south line of the southwest quarter of said section North 86°08'29" East for a distance of 1326.24 feet to the True Point of Beginning;

Thence North 42°38'24" East for a distance of 58.59 feet the easterly right of way line of West 10th Avenue and the terminus of said centerline.

The sidelines of said easement to be lengthened or shortened to intersect the southerly, westerly and easterly boundary of vacated West 10th Avenue right-of-way described in above Section 1.

Course	Bearing	Distance
L1	N 30°54'59" W	39.28'
L2	S 59°05'01" W	120.00'
L3	S 30°54'59" E	39.28'
L4	S 31°47'57" E	18.63'
L5	N 58°01'29" E	19.52'
L6	S 31°47'57" E	54.90'
L7	S 37°14'56" E	48.03'
L8	N 54°33'50" E	22.72'
L9	N 42°38'24" E	58.59'

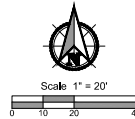
Curve	Radius	Length	Delta
C1	220.00'	175.09'	45°36'02"
C2	30.00'	47.12'	90°00'00"
C3	30.00'	47.12'	90°00'00"
C4	280.00'	105.23'	21°31'57"





10TH COURT REALIGNMENT

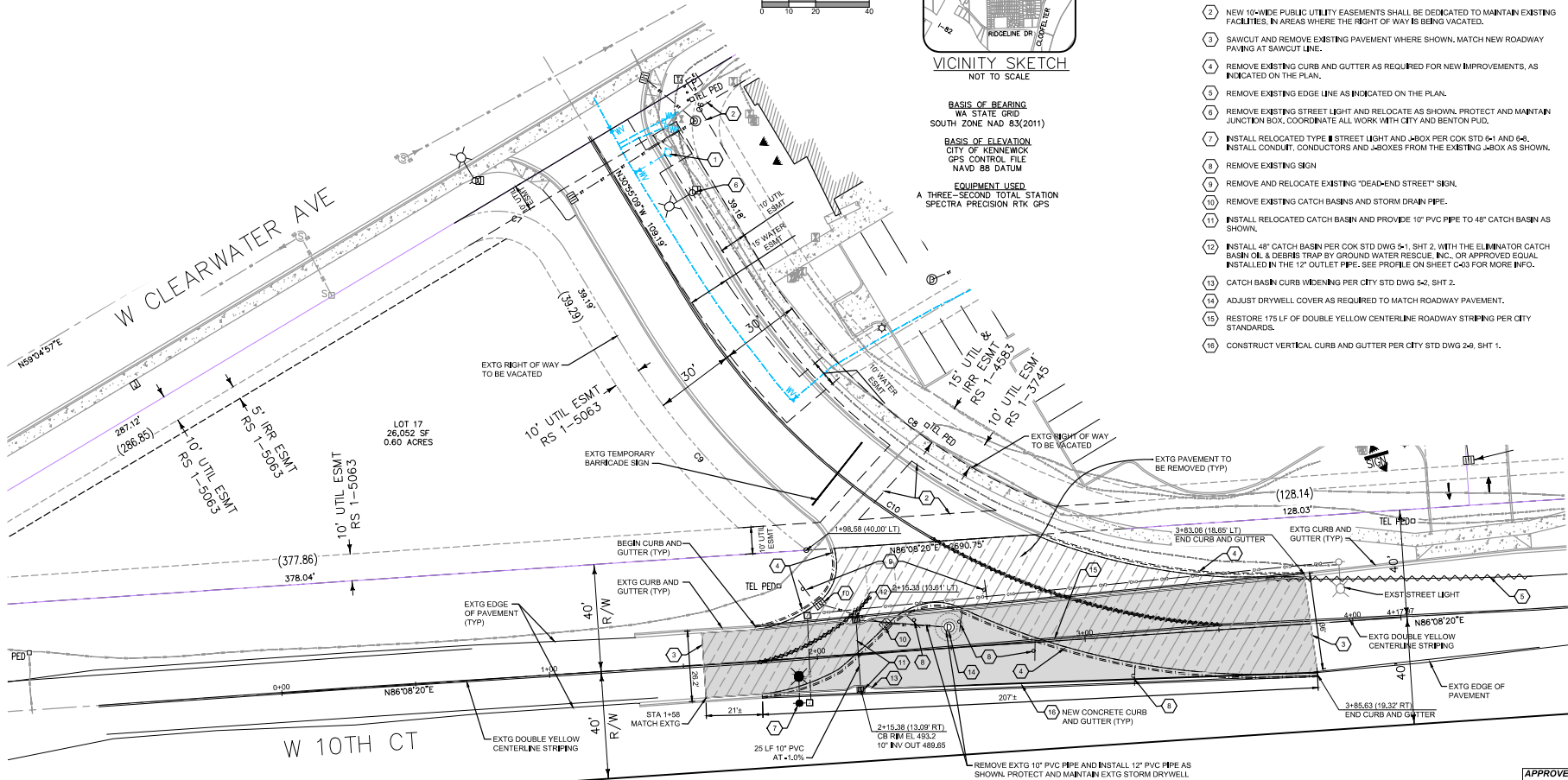
SW 1/4 OF SEC. 01, T.08N., R.28E., W.M.,
CITY OF KENNEWICK,
BENTON COUNTY, WASHINGTON



BASIS OF BEARING
WA STATE GRID
SOUTH ZONE NAD 83(2011)

BASIS OF ELEVATION
CITY OF KENNEWICK
GPS CONTROL FILE
NAVD 88 DATUM

EQUIPMENT USED
A THREE-SECOND TOTAL STATION
SPECTRA PRECISION RTK GPS



GENERAL GRADING NOTES:

- ALL SITE GRADING ACTIVITIES SHALL CONFORM TO THE RECOMMENDATIONS INCLUDED IN THE GEOTECHNICAL ENGINEERING STUDY PERFORMED BY BAER TESTING, INC. DATED SEPTEMBER 2, 2014.
- THE EXISTING CONDITIONS WERE COMPILED FROM A TOPOGRAPHIC SURVEY PERFORMED BY STRATON SURVEYING IN FEBRUARY 2023.
- ALL DISTURBED AREAS OUTSIDE OF SITE IMPROVEMENTS OR LANDSCAPED AREAS SHALL BE HYDRO-SEEDDED AT THE COMPLETION OF THE PROJECT.
- THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY EROSION AND SEDIMENT CONTROLS. EROSION AND SEDIMENT CONTROLS SHALL BE AS RECOMMENDED IN CHAPTER 8 OF THE WSDOT CONSTRUCTION MANUAL AND CHAPTER 710 OF THE WSDOT ROADSIDE MANUAL.
- SEE SHEET C-03 FOR ROAD PROFILE AND TYPICAL SECTION.

KEYED CONSTRUCTION NOTES:

- PROTECT AND MAINTAIN EXISTING FIRE HYDRANT, WATER MAIN, VALVES AND OTHER APPURTENANCES. WATER EASEMENTS AS SHOWN SHALL BE DEDICATED TO THE CITY.
- NEW 10'-WIDE PUBLIC UTILITY EASEMENTS SHALL BE DEDICATED TO MAINTAIN EXISTING FACILITIES. IN AREAS WHERE THE RIGHT-OF-WAY IS BEING VACATED.
- SAWCUT AND REMOVE EXISTING PAVEMENT WHERE SHOWN, MATCH NEW ROADWAY PAVING AT SAWCUT LINE.
- REMOVE EXISTING CURB AND GUTTER AS REQUIRED FOR NEW IMPROVEMENTS, AS INDICATED ON THE PLAN.
- REMOVE EXISTING EDGE LINE AS INDICATED ON THE PLAN.
- REMOVE EXISTING STREET LIGHT AND RELOCATE AS SHOWN. PROTECT AND MAINTAIN JUNCTION BOX. COORDINATE ALL WORK WITH CITY AND BENTON PUD.
- INSTALL RELOCATED TYPE II STREET LIGHT AND 4-BOX PER COK STD 6-1 AND 6-8. INSTALL CONDUIT, CONDUCTORS AND 4-BOXES FROM THE EXISTING 4-BOX AS SHOWN.
- REMOVE EXISTING SIGN.
- REMOVE AND RELOCATE EXISTING "DEAD-END STREET" SIGN.
- REMOVE EXISTING CATCH BASINS AND STORM DRAIN PIPE.
- INSTALL RELOCATED CATCH BASIN AND PROVIDE 10" PVC PIPE TO 48" CATCH BASIN AS SHOWN.
- INSTALL 48" CATCH BASIN PER COK STD DWG 5-1, SHT 2, WITH THE ELIMINATOR CATCH BASIN OIL & DEBRIS TRAP BY GROUND WATER RESCUE, INC. OR APPROVED EQUAL. INSTALLED IN THE 12" OUTLET PIPE. SEE PROFILE ON SHEET C-03 FOR MORE INFO.
- CATCH BASIN CURB WIDENING PER CITY STD DWG 5-2, SHT 2.
- ADJUST DRYWELL COVER AS REQUIRED TO MATCH ROADWAY PAVEMENT.
- RESTORE 175 LF OF DOUBLE YELLOW CENTERLINE ROADWAY STRIPING PER CITY STANDARDS.
- CONSTRUCT VERTICAL CURB AND GUTTER PER CITY STD DWG 2-9, SHT 1.

APPROVED FOR
CONSTRUCTION
G-2079_02

CITY OF KENNEWICK

No.	Revision	Date	By	App'd
1	REVISED PER CITY REVIEW COMMENTS	7/3/23	KWB	App'd

APPROVED

DATE

PBS Engineering and
Environmental Inc.
1000 1st Ave
Kennewick, WA 98541
360.247.2119
pbseia.com



SITE PLAN FOR:
10TH COURT REALIGNMENT
LOCATED IN KENNEWICK, WA



DESIGNED:
KWB
CHECKED:
KWB
JULY 2023
66500.000

SHEET ID

C-02

SHEET 2 OF 3

Council Agenda Coversheet	Agenda Item Number: 7.a. Agenda Item Type: General Business Item Subject: Canyon Lakes POA Speed Hump Project Department: Public Works Ord/Reso # N/A Project # N/A	Council Date: 12/5/2023 Category: Other
	Contract # N/A Permit # N/A	
<u>Recommendation</u> That Council approve staff's recommendation to allow the Northside Speed Humps to remain without any further process. <u>Motion for Consideration</u> I move to approve staff's recommendation to allow the Northside Speed Humps to remain without any further process. <u>Summary</u> At the November 14th, 2023 Council Workshop, staff provided an overview of the Canyon Lakes POA Speed Hump Project (See attached Powerpoint), including a discussion on the following topics; * Background & History * Technical Standards & Criteria * Process & Procedures * Northside/Southside Speed Humps * Negotiated Removal & Patch Back of Southside Speed Humps * Balloting/Voting Boundary for Northside Speed Humps In addition, staff provided Council with four Options/Alternatives to address the remaining Northside 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 removed * Remove one or more Northside Speed Humps expanding the distance between Humps and City shouldering installation & removal costs * Remove all Northside Speed Humps with the City shouldering the installation & removal costs Based on the above information, discussion at the workshop and taking into account the following factors; * Ongoing Neighborhood concerns with speeding and cut through traffic * Traffic Studies and data collected confirm concerns of speeding and cut through traffic * POA acted in good faith to address speeding and cut through traffic concerns * Need for traffic calming on northside with 26 driveways that have direct access to Canyon Lakes Dr. * Northside Speed Humps not perfect, but generally meet the technical standards and criteria * Effectiveness of Speed Humps and positive feedback from adjacent property owners Staff recommends that the Northside Speed Humps remain without any further process. <u>Alternatives</u> Don't approve staff's recommendation and provide direction. <u>Fiscal Impact</u>		

Potential fiscal impact depending upon option/alternative selected with respect to installation & removal costs of speed humps.

Attachments:

1. PowerPoint

***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.,

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

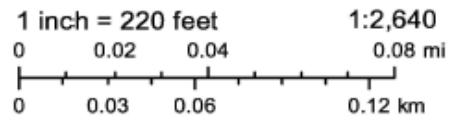
Ballot Area, North



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



Council Agenda Coversheet	Agenda Item Number: 7.b. Agenda Item Type: Reports/Plans Subject: Department: City Manager Ord/Reso # Project #	Council Date: 12/5/2023 Category: Other
	Contract # Permit #	
<u>Recommendation</u> Staff recommends that the City Council adopt the Three Rivers Entertainment District Master Plan as recommended by the Kennewick Public Facilities District. <u>Motion for Consideration</u> I move to adopt the Three Rivers Entertainment District Master Plan as recommended by the Kennewick Public Facilities District. <u>Summary</u> During the August 8th council workshop, Corey Pearson and Calvin Dudney from the Kennewick Public Facilities District (PFD) presented a draft master plan for the Three Rivers Entertainment District. The Kennewick Public Facilities District hired ALSC Architects, P.S. to prepare a master plan concept for the property located within the Entertainment District area. This project provides the City and PFD with a long-range vision and a plan to guide us and help us to understand the property needed in this area to implement the vision. As stated in the introduction, multiple facets of this master planning effort were considered and the plan incorporates these themes to include being identifiable and branded, thoughtfully phased to encourage ongoing progress, maintaining functionality and success of current venues. This plan considered and encourages key partnerships with private development for hospitality and retail success. The plan provides daily amenities for users and gives families a compelling reason to come to the Entertainment District, stay and create memories. This is a long-term strategic plan that has identified the amenities that potentially will be needed over the next 20–40 years. It provides a path forward as we work with potential development partners and identify public facility needs in the Entertainment District that will be complementary to the Vista Vision that the Port of Kennewick is working to implement, as well as the current public private partnership with A1 Pearl Development Group. <u>Alternatives</u> To not approve or modify the master plan. <u>Fiscal Impact</u> Adoption of the Master Plan requires no additional funding. Implementation of the Master Plan will require a combination of public and private funding. At this time, we are not asking for any additional funding to implement the plan. Any projects to be implemented will come forward for the City Council to consider in the future.		
<u>Attachments:</u> 1. Plan		

KENNEWICK PUBLIC FACILITY DISTRICT

Three Rivers Entertainment District



MASTER PLAN REPORT

SEPTEMBER 2023



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We would like to thank the following individuals who assisted with the process of preparing this assessment report:

CITY OF KENNEWICK	Bill McKay
	Charles Torelli
	John Trumbo
	Marie Mosley
	Dan Legard
KENNEWICK PFD	Corey Pearson
	Calvin Dudney
	Ron Hue
A1 HOSPITALITY GROUP	Vijay Patel
	Taran Patel

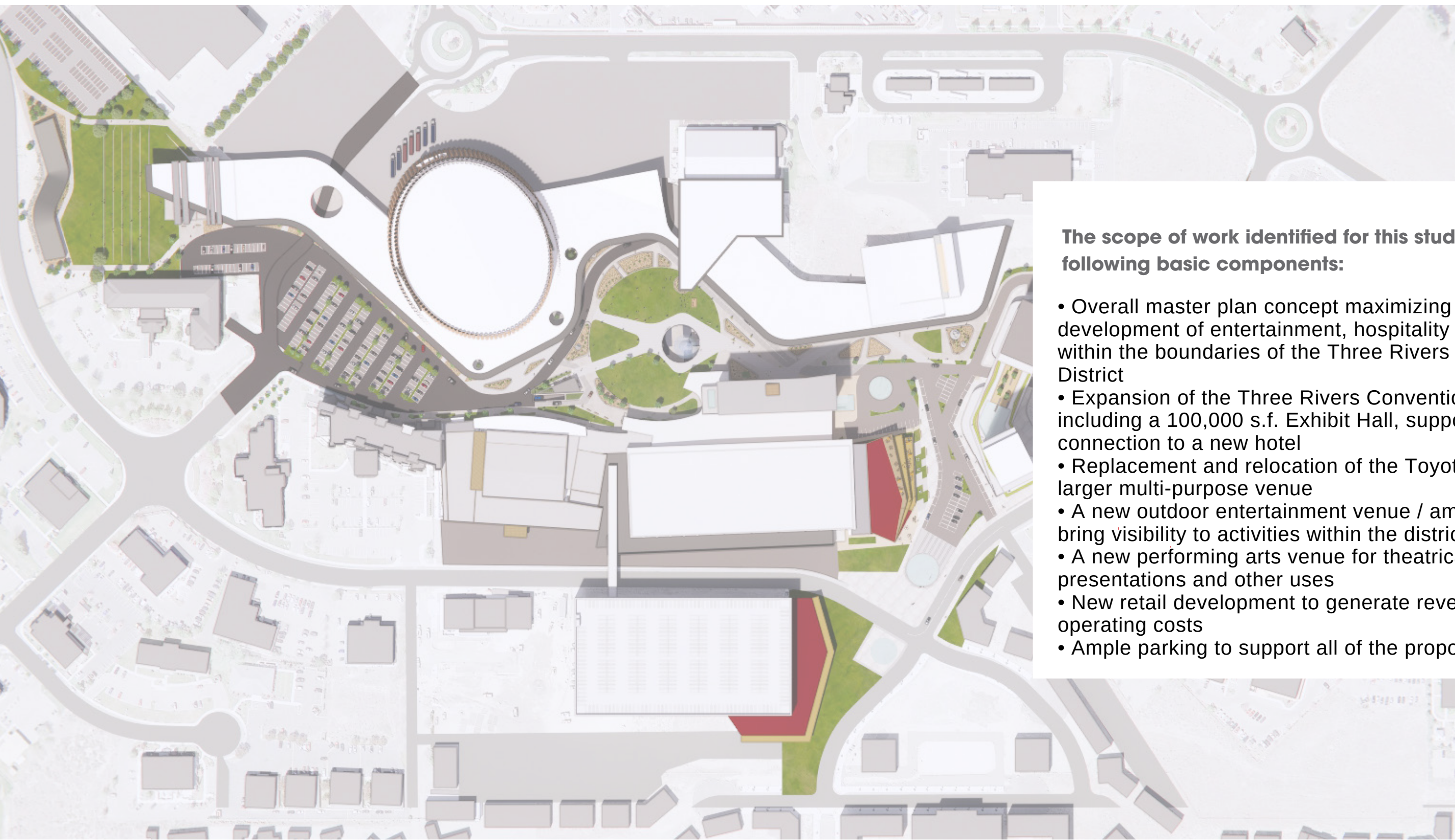


In May of 2023 the Kennewick Public Facilities District (PFD) hired ALSC Architects, P.S. to provide a new master plan concept for the Three Rivers Entertainment District property. The city of Kennewick has great interest in understanding both the potential for developing this property and the amount of property needed for the intended future venues to be developed.

Multiple facets of this project needed to be considered in this planning effort. The District needs to be identifiable and branded. It needs to be thoughtfully phased to encourage ongoing progress while maintaining functionality and success of current venues. Key partnerships with private development must be encouraged and carefully considered for hospitality and retail success. The project must provide daily amenities for users and give families a compelling reason to come to this place, stay and create memories and a desire to return again.

Recognition of the overall context of the project is also essential. Being a great partner to adjacent developments including the Vista Field redevelopment master plan is paramount to the success of both developments. Long-term development of new direct vehicular access to the district from Columbia Center Boulevard and Clearwater Avenue will also be important considerations.

Working together with key stakeholders, the scope of work included the development of Design Principles, analysis of existing conditions, development and evaluation of master plan options and refinement of the selected approach.



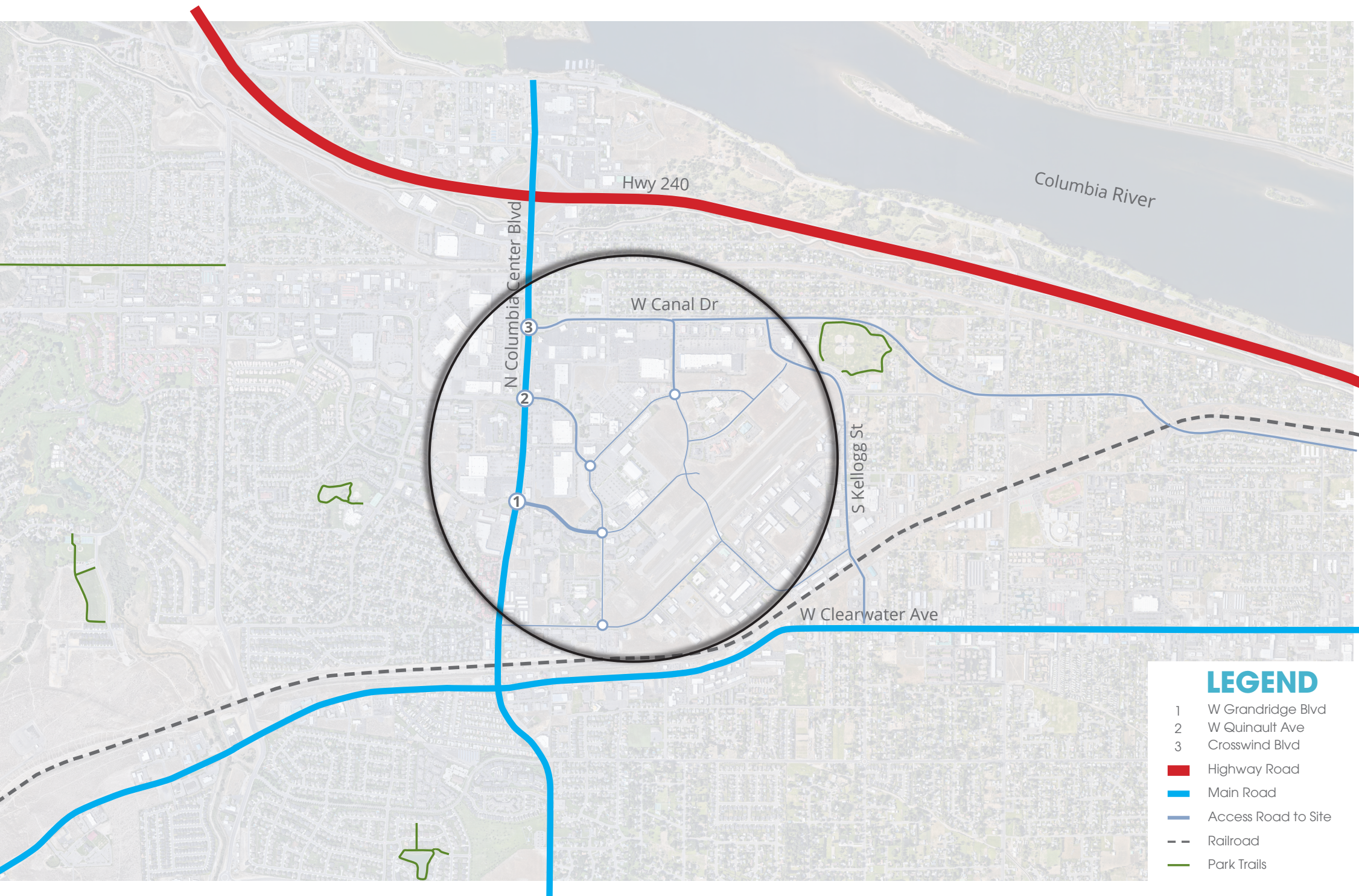
The scope of work identified for this study includes the following basic components:

- Overall master plan concept maximizing the potential for development of entertainment, hospitality and retail venues within the boundaries of the Three Rivers Entertainment District
- Expansion of the Three Rivers Convention Center including a 100,000 s.f. Exhibit Hall, support spaces and connection to a new hotel
- Replacement and relocation of the Toyota Arena with a larger multi-purpose venue
- A new outdoor entertainment venue / amphitheater to bring visibility to activities within the district
- A new performing arts venue for theatrical productions, presentations and other uses
- New retail development to generate revenue to offset operating costs
- Ample parking to support all of the proposed uses



REGIONAL LOCATION

The Three Rivers Entertainment District is located at the geographic center of the Tri-Cities region. The optimal location provides quick access for all residents in the region, creating a synergy with an already established Columbia Center Boulevard retail district. The full build-out of the Three Rivers Entertainment District has a critical mass of amenities to create a destination district that has the staying power of any great development. The scale of the structures ranging from performing arts, a sports/entertainment arena, hotels, and multi-story housing will make an identifiable district visible from many vantage points around the region.



VEHICULAR FLOW

SR 240 has direct signage to the Toyota Center Arena. Exiting towards Columbia Center Boulevard leads to three main access points. West Grandridge Boulevard is the most direct access to the site with clear visual connection to the Arena. Quinalt Avenue and Crosswind Boulevard meander through the surrounding properties and serve as secondary access points.

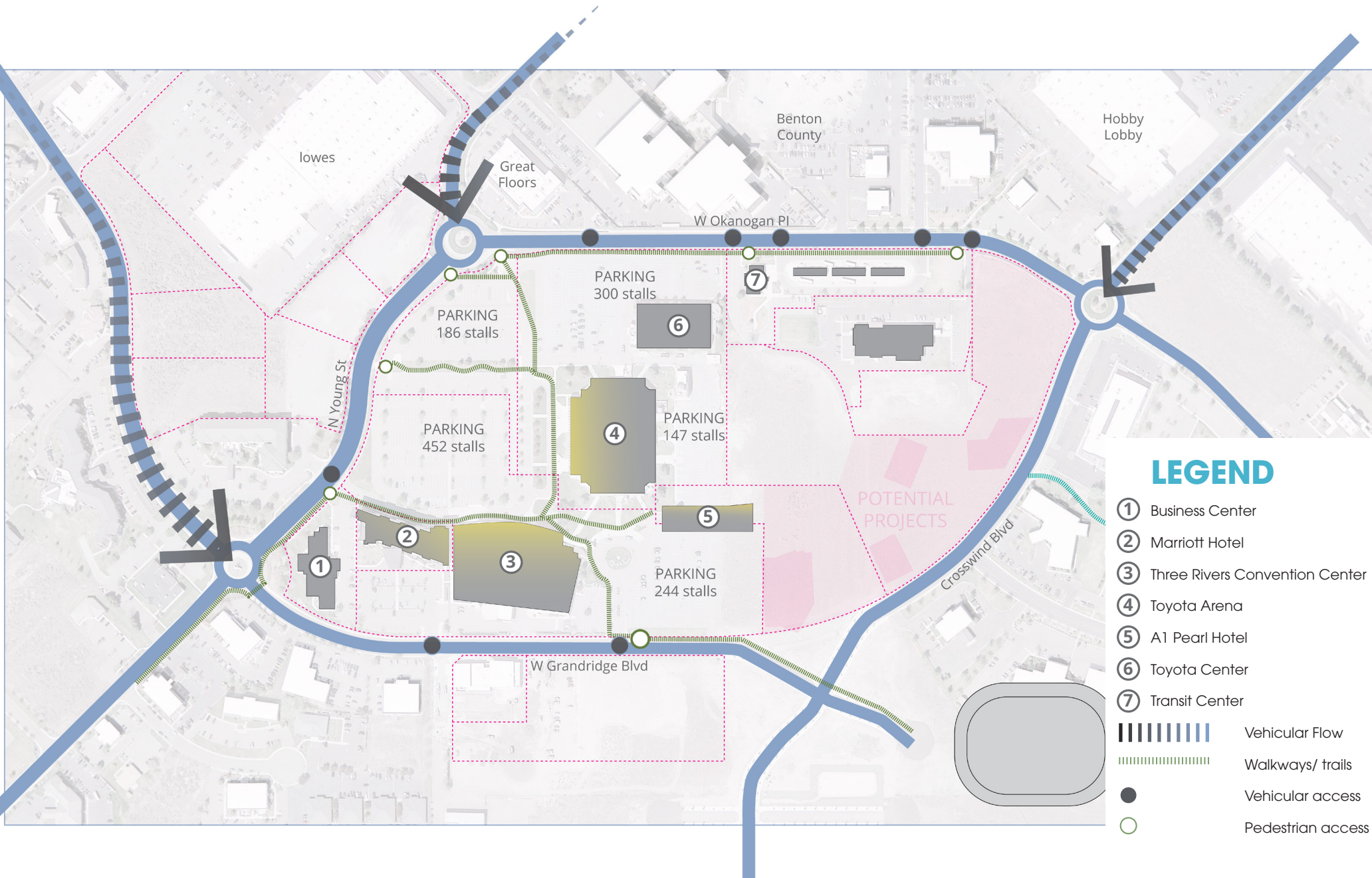
LEGEND

- 1 W Grandridge Blvd
- 2 W Quinault Ave
- 3 Crosswind Blvd
- Highway Road
- Main Road
- Access Road to Site
- - Railroad
- Park Trails



PEDESTRIAN FLOW

The Three Rivers Entertainment District is surrounded by diverse adjacencies including municipal, commercial, medical clinic, hospitality, education and housing uses. The proximity to the neighboring properties creates a great potential to make the district walkable, both for the day-to-day and for special events. Understanding the pedestrian flows has a major impact on the master plan, using walking patterns as data to inform design.



LEGEND

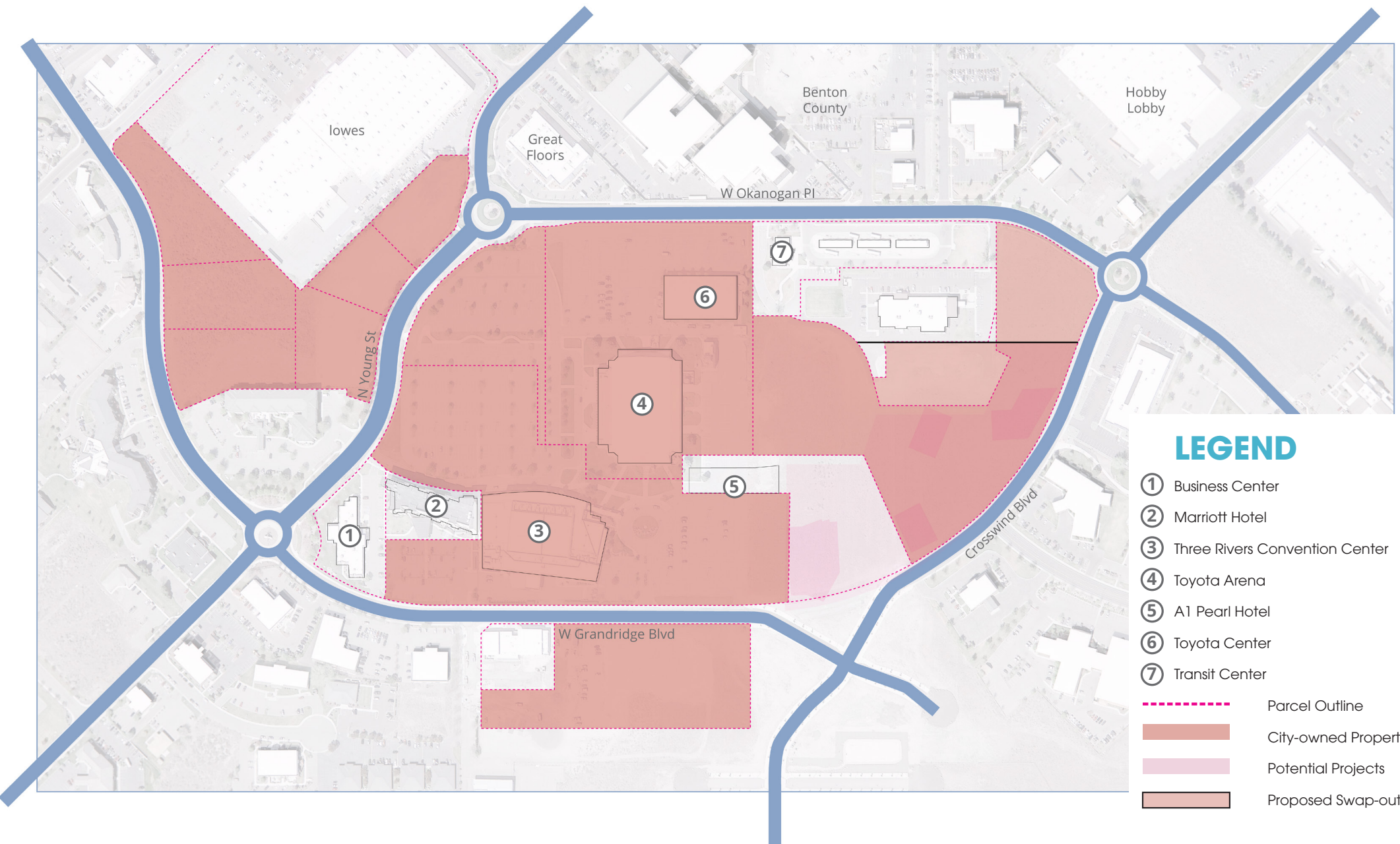
- ① Business Center
- ② Marriott Hotel
- ③ Three Rivers Convention Center
- ④ Toyota Arena
- ⑤ A1 Pearl Hotel
- ⑥ Toyota Center
- ⑦ Transit Center

- ||||| Vehicular Flow
- Walkways/ trails
- Vehicular access
- Pedestrian access

* Approx. 1,215 existing parking stalls

SITE FLOW

Combining vehicular flow, entry points, and pedestrian flow begins to indicate primary and secondary approaches to the site. The current condition is disconnected between each individual element of the district due to parking lots and overall distance between each element. The master plan will connect these existing assets with future amenities to create a unified framework that is intuitive and approachable in a multi-modal perspective.



LEGEND

- ① Business Center
- ② Marriott Hotel
- ③ Three Rivers Convention Center
- ④ Toyota Arena
- ⑤ A1 Pearl Hotel
- ⑥ Toyota Center
- ⑦ Transit Center
- Parcel Outline
- City-owned Property
- Potential Projects
- Proposed Swap-out

PROPERTY BOUNDARIES

Once an open landscape of undeveloped lots, the Three Rivers Entertainment District properties have historically been developed in a piece-meal fashion. Today the site is at risk of encroachment and potential loss of the critical mass of property needed to sustain master plan goals. The master plan analysis will determine how much land is needed to bring on the essential program elements to serve a rapidly growing region.



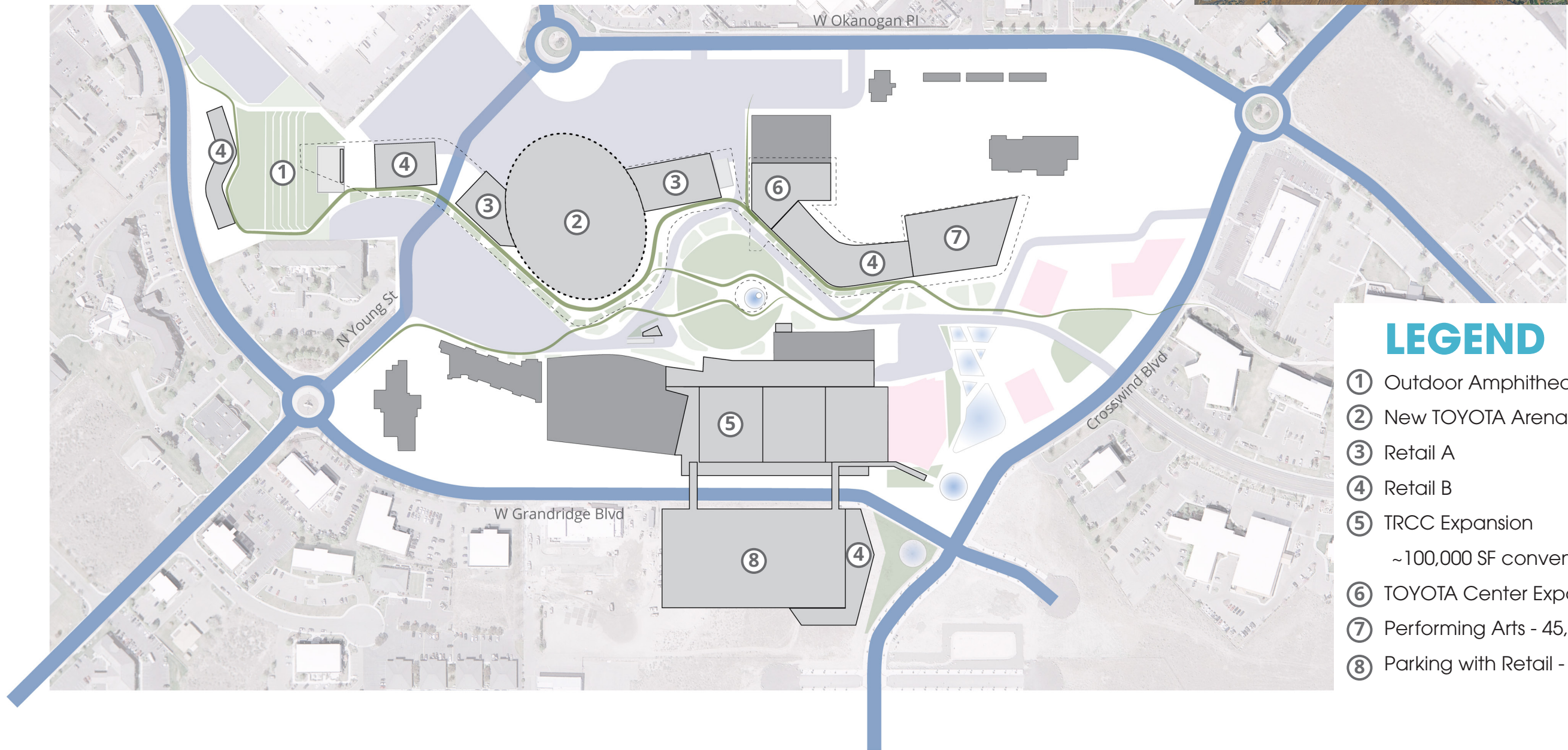
Design principles are crafted by the PFD, City of Kennewick, A1 Pearl development, the Toyota Center, and Three Rivers Convention Center. The stakeholders gained consensus as to what should guide the overall master plan and each of the individual elements of the district.

- IDENTIFIABLE** Entertainment/Hospitality District branding; clearly defined entrances, boundary.
- OASIS** Provides comfortable, exciting destination.
- ACTIVATING** Promotes Invigorating community activities and gatherings.
- INCLUSIVE** Thoughtful accessibility for all ages and mobilities.
- CONNECTED** To culture, transportation, bike/walk pathways, and existing/ future infrastructure.
- INTUITIVE** Simple wayfinding, effective pedestrian and vehicular flow.
- SMART** Wise investment of public dollars, strong cost recovery.
- REGIONAL CENTER** Connecting the three cities together in a central district.

06 MASTER PLAN

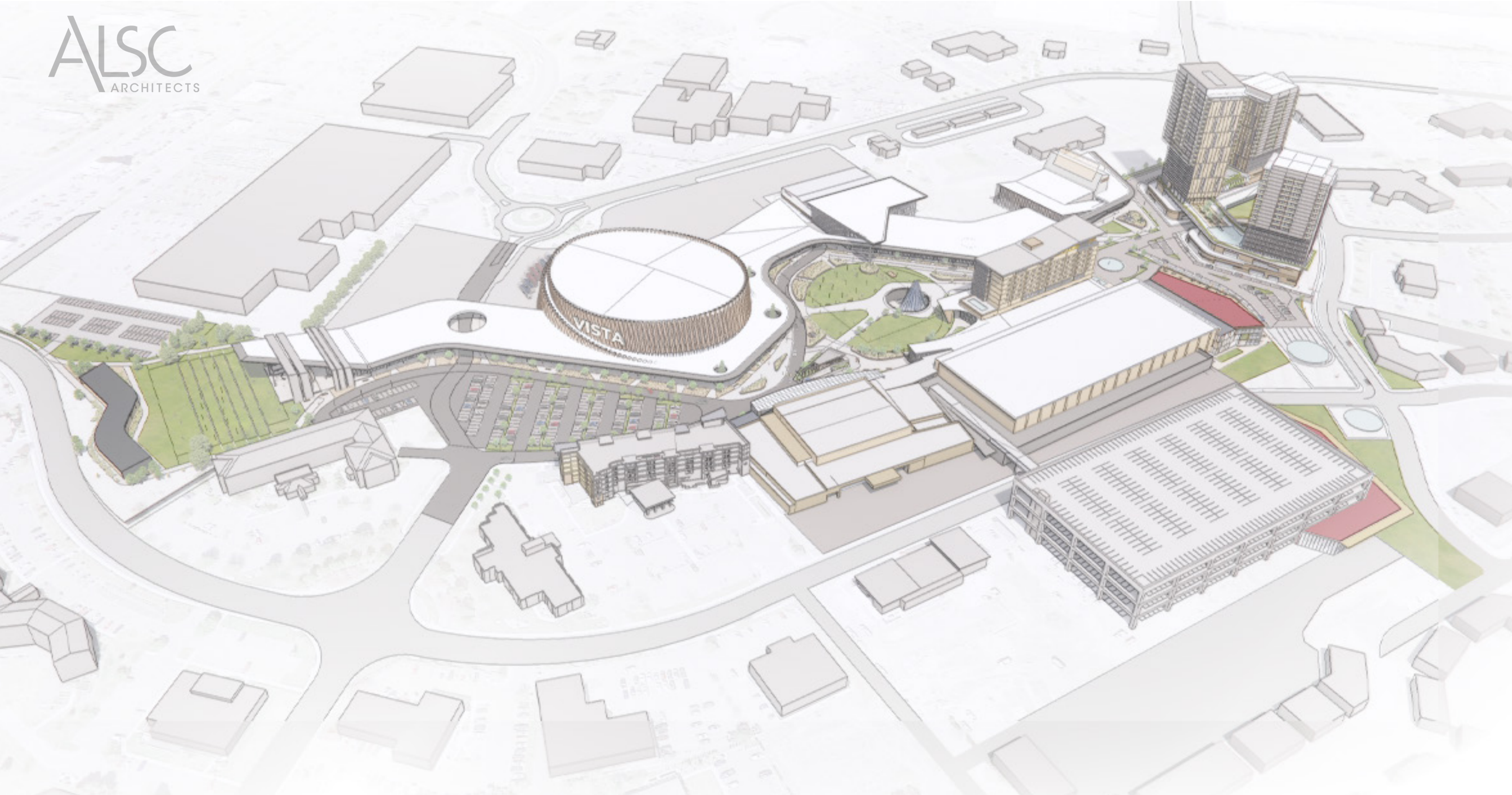
THE CONFLUENCE

The Confluence concept emulates the flow and confluence of the Columbia River, the Yakima River, and the Snake River coming together in this unique region. The Vista Entertainment District strives to be a central gathering place at the confluence of Kennewick, Richland, and Pasco as well as the outlying communities near the Tri-Cities. The site wants to be accept and organize the confluence of people coming from multiple directions and gather them along a flowing pedestrian place, central to large events; a place to see and be seen.



LEGEND

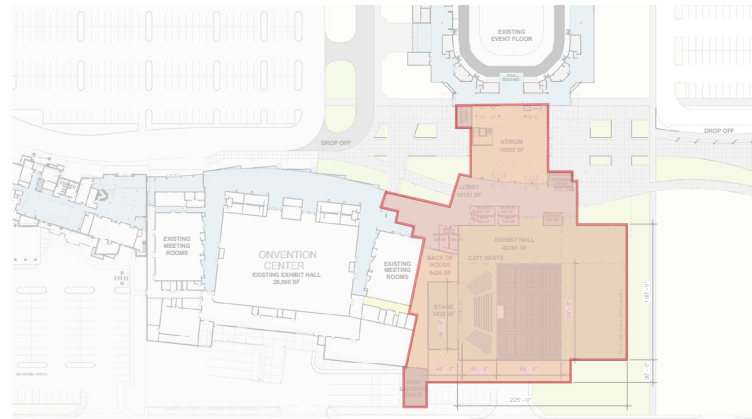
- ① Outdoor Amphitheater
- ② New TOYOTA Arena - 12,000 seats
- ③ Retail A
- ④ Retail B
- ⑤ TRCC Expansion
~100,000 SF convention space
- ⑥ TOYOTA Center Expansion - 20,000SF
- ⑦ Performing Arts - 45,000 SF
- ⑧ Parking with Retail - 400,000 SF



Numerous previous studies have been conducted on options for expansion of the Three Rivers Convention Center. The building was originally intended to expand to the southwest, but surrounding development caused the need to study other potential expansion concepts. Subsequent studies identified the potential for expansion towards the Arena and across Grandridge Boulevard. Ultimately the preferred expansion concept is to expand to the northeast along Grandridge boulevard with the potential for a 100,000 s.f. exhibit hall, concourse and support spaces. This approach provides opportunity for direct connection to a new hotel and additional meeting and retail spaces.



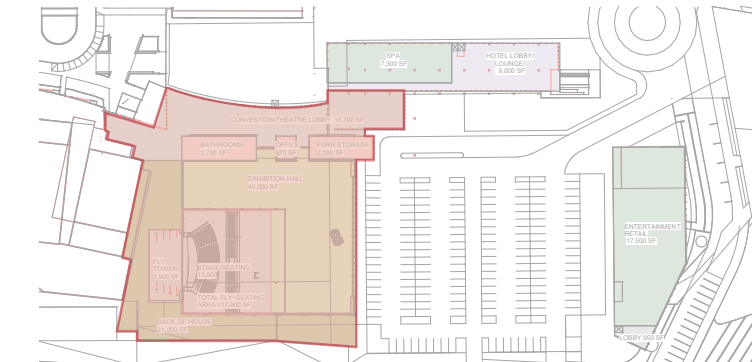
CONVENTION EXPANSION
05-04-09



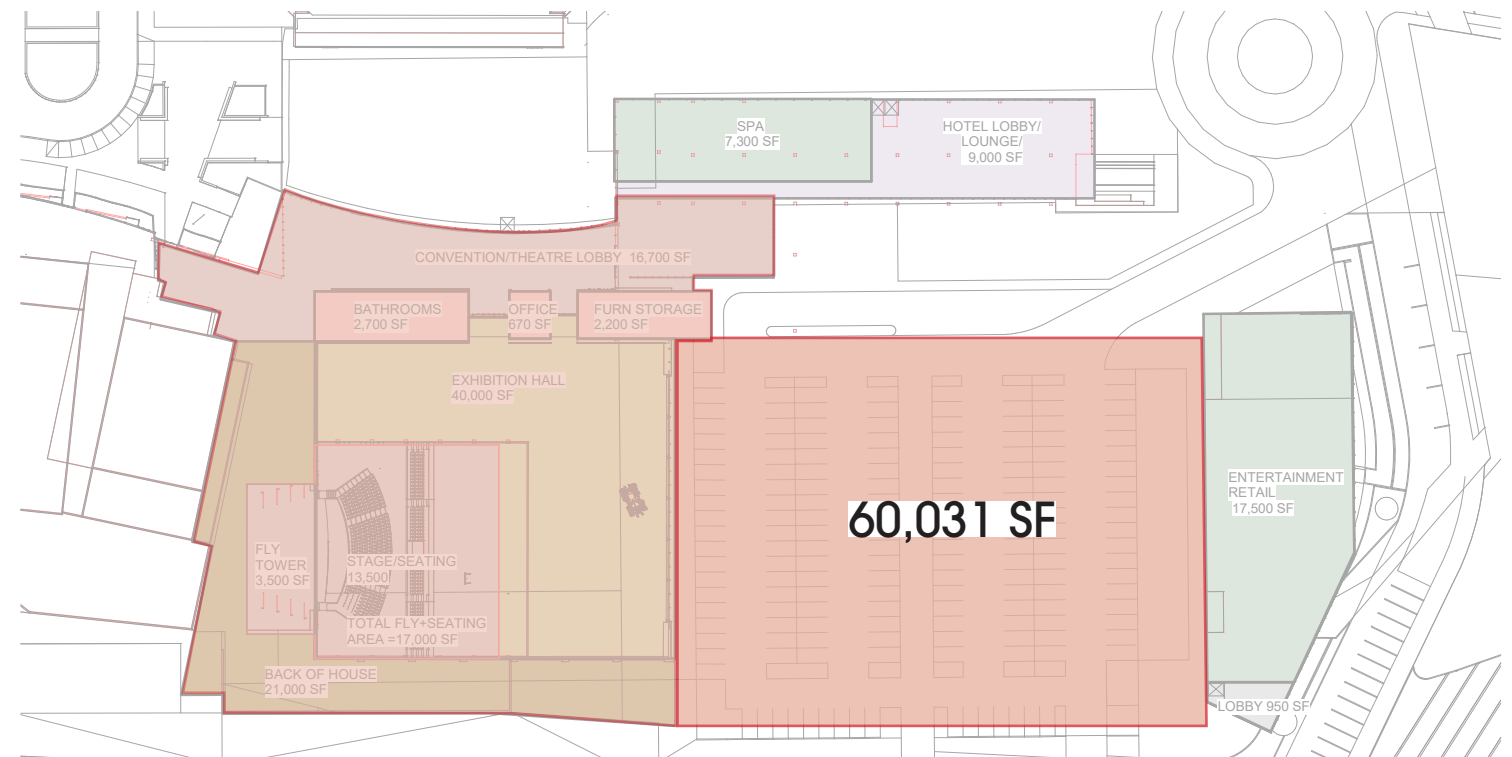
CONVENTION EXPANSION
07-29-15



CONVENTION EXPANSION
09-06-13



CONVENTION EXPANSION
07-10-19

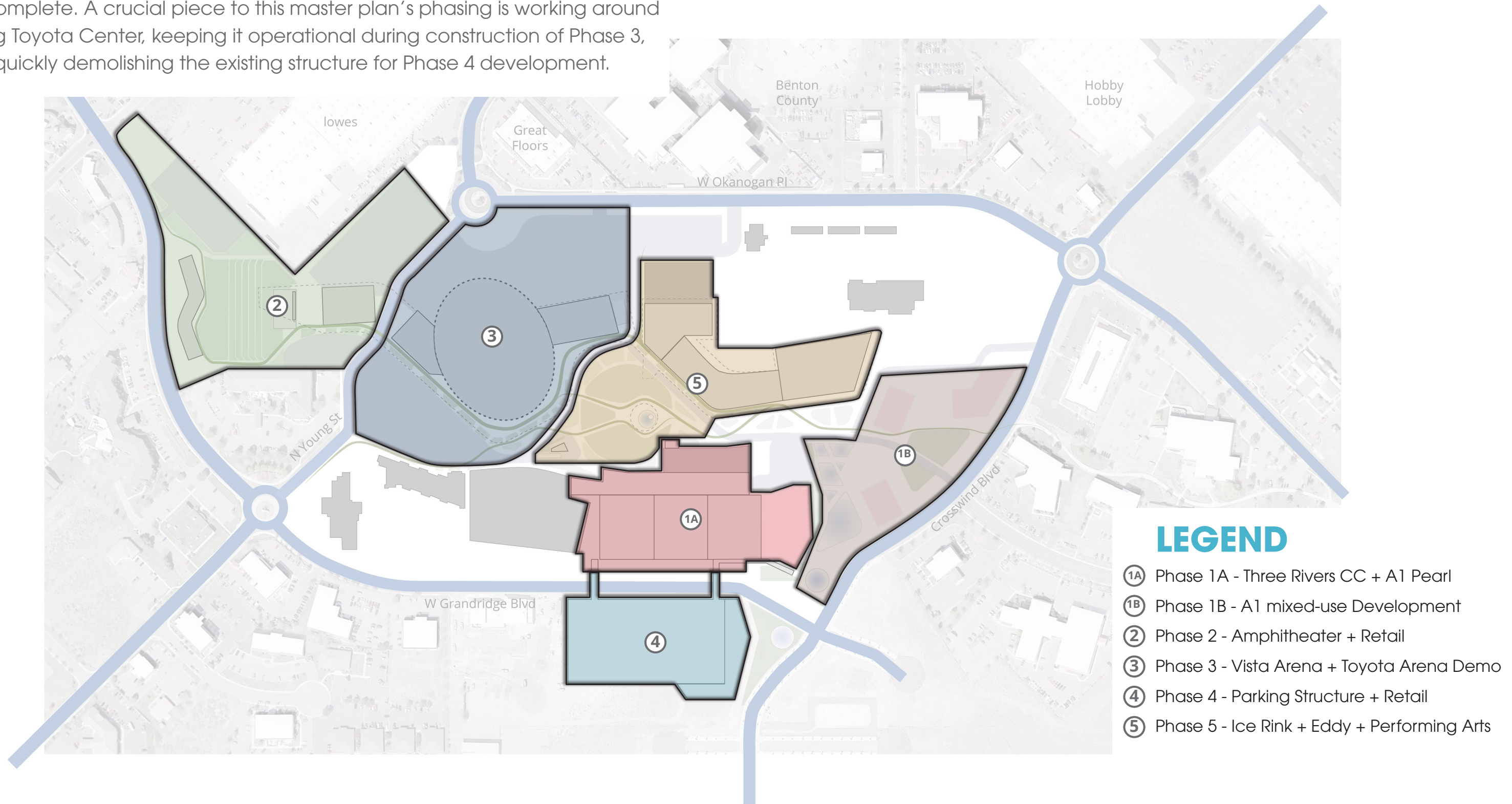


CONVENTION ADDITION
08-19-19



08 PHASING

Nothing great ever happens overnight. Phasing is a crucial component of building something great over time. Each phase must coordinate with the next phase and be successful on its own accord, and make sense if nothing happens after the phase is complete. A crucial piece to this master plan's phasing is working around the existing Toyota Center, keeping it operational during construction of Phase 3, and then quickly demolishing the existing structure for Phase 4 development.





A1 MIXED-USE DEVELOPMENT

Anchoring the Arts District, the A1 Pearl Lifestyle Center will bring the critical mass of residents and hotel access to bring a 24-hour presence to Vista. Vibrant housing and shops will bring a dynamic to this place which will help sustain retail and events year-round. Views from the multi-story structures offer views to Red Mountain and the mighty Columbia River. The verticality of the development offers a wayfinding beacon for visitors to be drawn to the Vista Entertainment District.



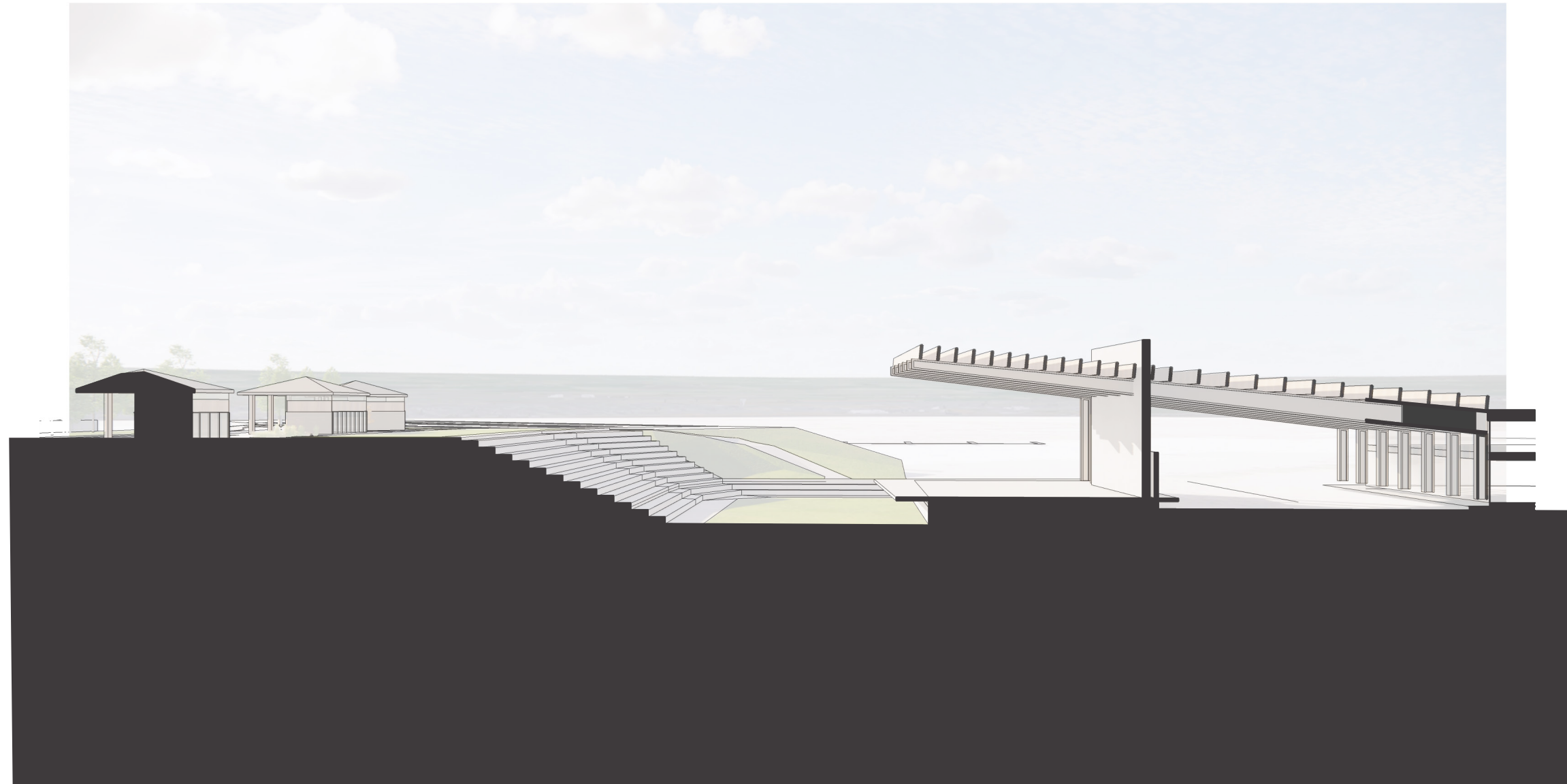






AMPHITHEATER + RETAIL

Phase 2 amphitheater and retail anchor the west edge of the site, drawing people into the Vista Entertainment District off of Columbia Way. The outdoor arts venue with adjacent food and brewery venues displays people using the district. The adjacent hotels offer the opportunity to bring in great artists during the moderate-temperature months. The performance aspect of the amphitheater gives the convention center new amenities to draw larger convention groups to the region. The initial bookend to the arts.

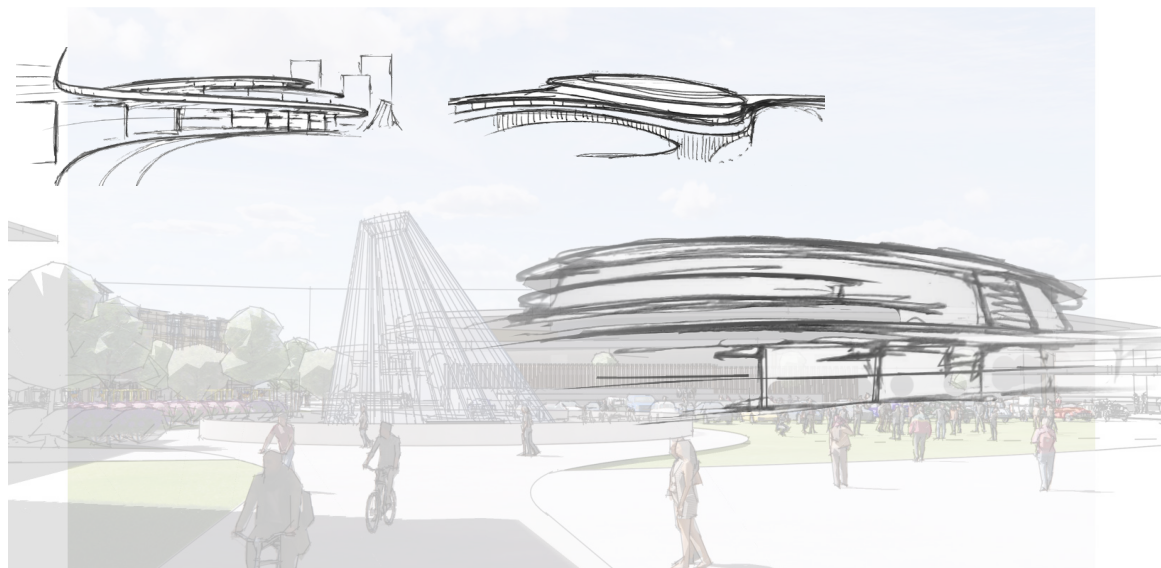
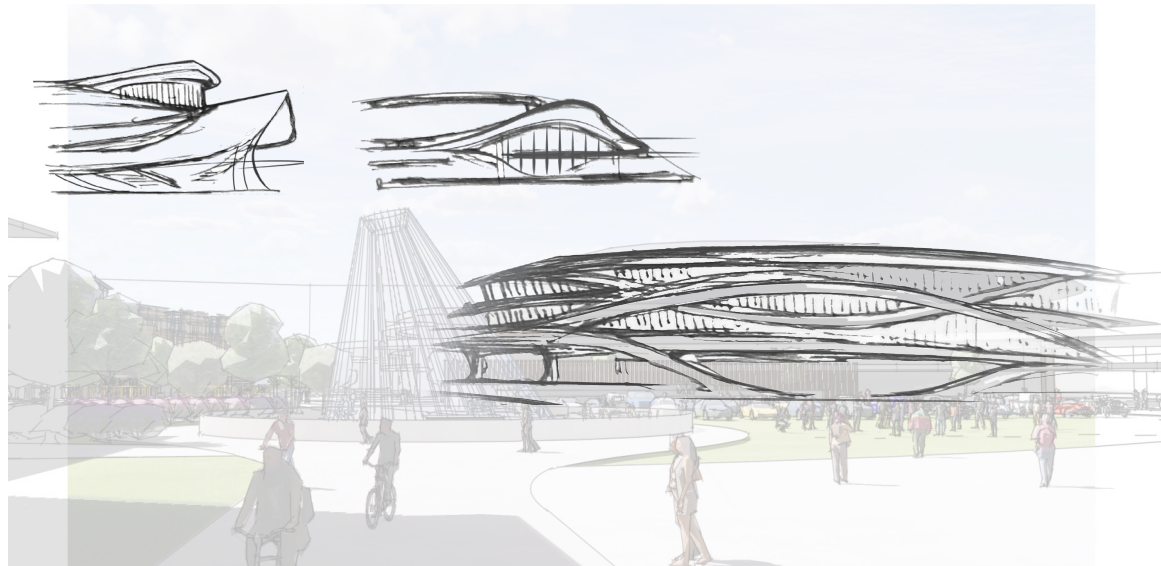






VISTA ARENA + TOYOTA ARENA DEMO

To attract the regional venues traveling the West Coast, Kennewick needs to increase capacity within the arena to 8,000-10,000 seats. The large structure and adjacent parking and loading dock needs requires large open land. Directly west of the existing Toyota Center sits a large open parking lot, which is the optimal location for construction and facing the front door towards the Vista Entertainment District. The Tri-City American’s CHL Hockey team could use the added capacity and needs to not be disrupted during construction of the new arena. The new Vista Arena will be the hallmark project for the surrounding region, becoming a large economic driver for the Tri-Cities.

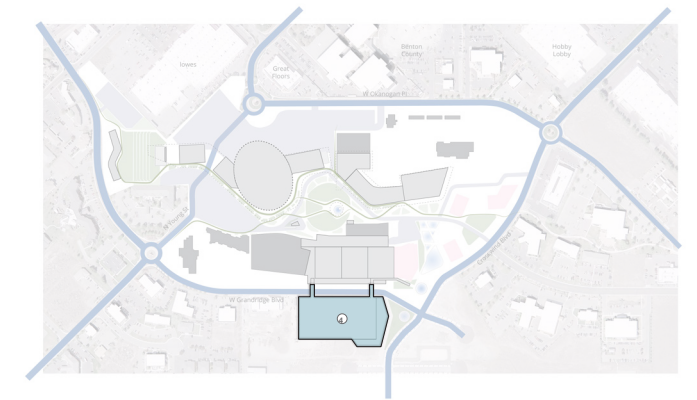


Inspired by the landscape through the Wallula Gap, the tight Basalt Cliffs after the confluence of the Columbia and Snake Rivers. Like the landform the Vista Arena will be the anchor to a flowing landscape and social space, creating an exterior gathering place, the Eddy



PARKING + RETAIL

Following the construction of the new arena will require supporting retail to keep the area activated, even when there isn't an event going on. Retail and parking will cater to the new A1 Complex and the Vista Fields Development across the street. When an event occurs in the Vista Arena, there will be a rough estimate of 3,000 parking stalls to serve the maximum capacity.

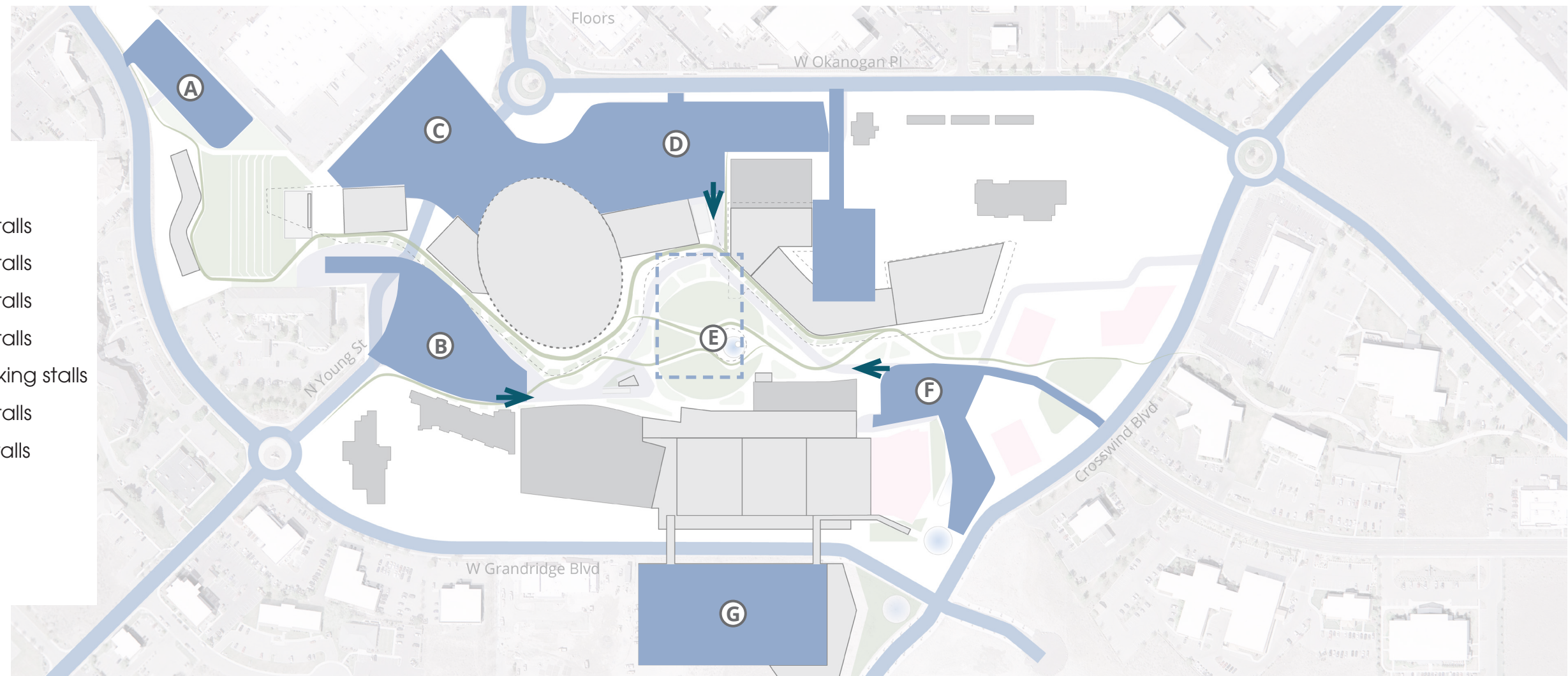


COUNT

- Ⓐ 140 surface parking stalls
- Ⓑ 210 surface parking stalls
- Ⓒ 215 surface parking stalls
- Ⓓ 350 surface parking stalls
- Ⓔ 500 underground parking stalls
- Ⓕ 115 surface parking stalls
- Ⓖ 1,500 vertical parking stalls

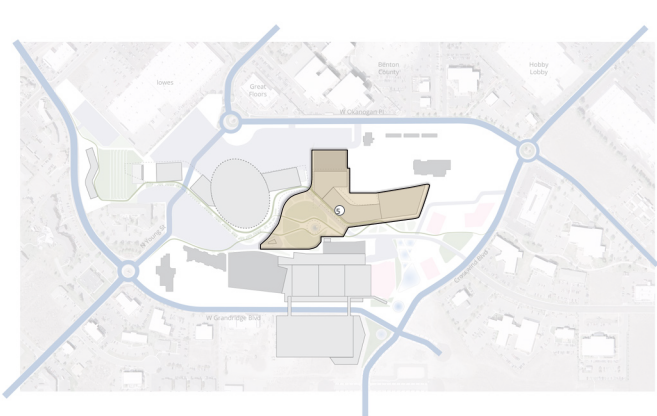
TOTAL

~ 3,030 parking stalls

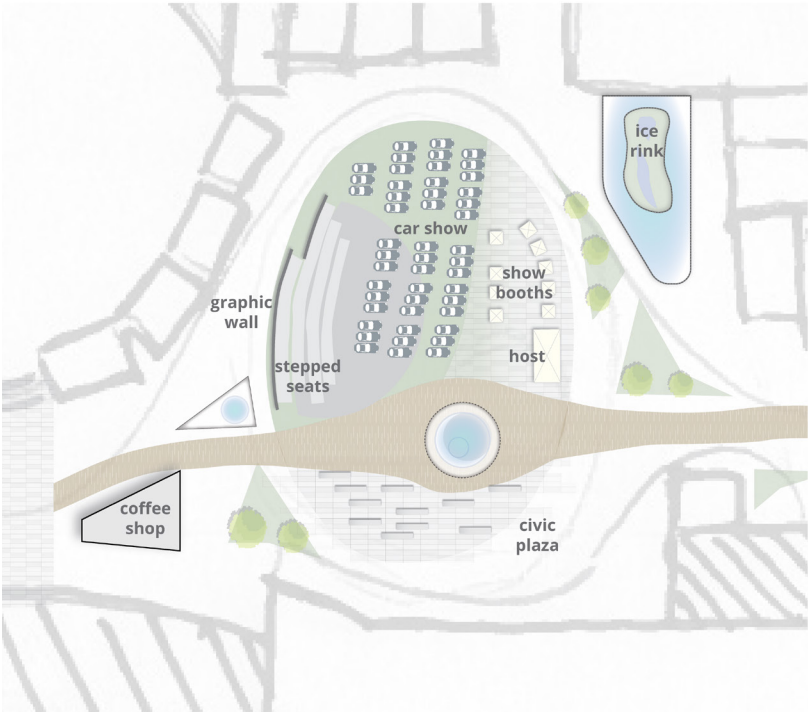


THE EDDY

The Eddy is designed to be programmed with any adjacent function. The Ice Rink, Vista Stadium, and the Three River’s Convention Center all can open up and expand into the greenspace. Flexibility is crucial, yet the greenspace wants to be memorable enough for people to enjoy when there is no events. The region’s front yard.



COMMUNITY



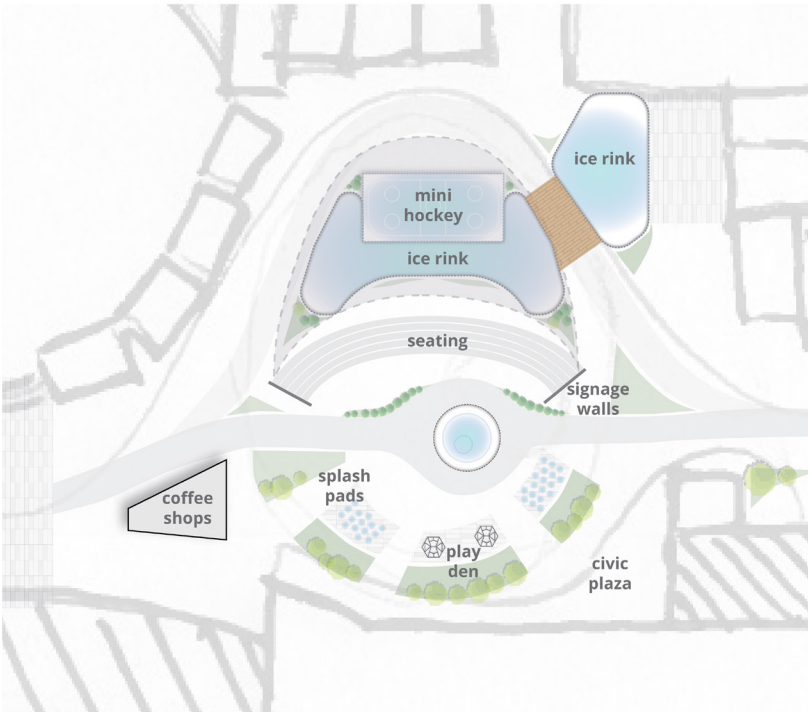
- large event space
- seating
- green space
- vehicular access

PASSIVE



- whimsical garden
- meandering pathways
- play areas

PROGRAM



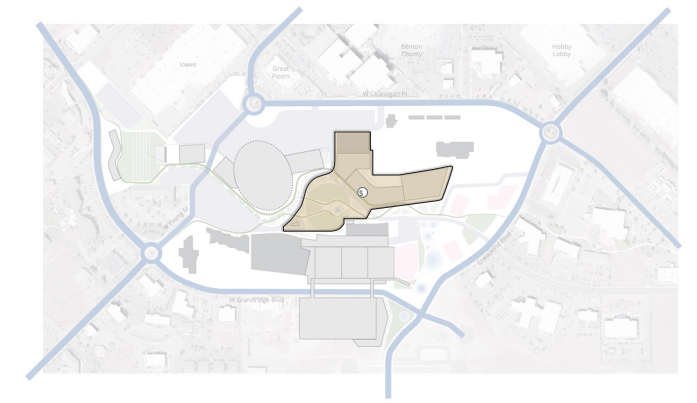
- expanded ice rink
- expanded overhang
- levels of program
- splash pads



ALSC
ARCHITECTS

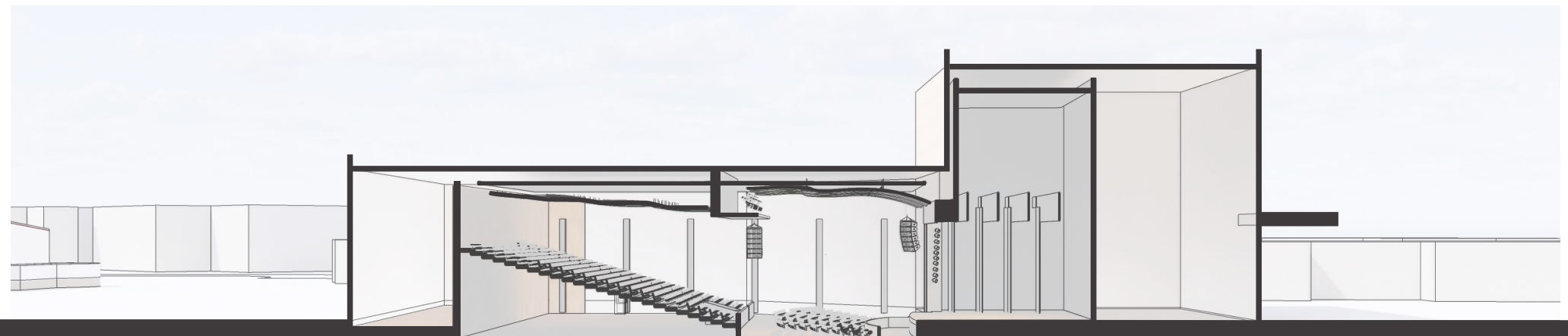






PERFORMING ARTS CENTER

The final bookend to the Vista Entertainment Arts District is the Performing Arts Center. Sized to draw the best venues, while being appropriately scaled for the extensive local arts communities, this building will draw all types of residents in the surrounding region. A connection to local School Districts through the arts, this building will bring a level of quality to aspiring thespians and performers, launching the region's youth. Let the show begin.











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Project No.: 2023-017

Project Name: Three Rivers Entertainment District Master Plan

Subject: Meeting Minutes
Workshop with Kennewick PFD
June 15, 2023

By: Denise Tlatelpa, Rustin Hall

Attendees	Representing
Marie Mosley	City of Kennewick
Dan Legard	City of Kennewick
Calvin Dudney	Kennewick PFD
Corey Pearson	TRCC
Rustin Hall	ALSC Architects
Denise Tlatelpa	ALSC Architects

This report is not intended to provide a transcript of proceedings, but rather to record the general content of the discussion that took place.

Action	Item
I.	DESIGN PRINCIPLES:
A.	Identifying "What's the front door?"
B.	Activating the site daily, monthly, and yearly.
C.	Add to Connection: Connected within the campus with Vista Field and to other neighbors.
D.	Add to Smart: Wise use of existing assets, phasing.
E.	Include the site in the Tri-Cities geographic center.
F.	Sense of Place; sticky architecture. How do we create a place that will engage people and make them want to stay?

PRINCIPALS: Rustin L. Hall, AIA Ken J. Murphy, AIA, LEED AP Indy S. Dehal, AIA Troy H. Bishop Kim A. Phelps, AIA



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TRCC EXPANSION: PRILIMINARY SCHEDULE	22
VISTA FIELDS: MASTER PLAN	29



II. VEHICULAR FLOW:

- A. Main entry is likely off of W. Grandridge Blvd from Columbia Center Blvd. Local residents mostly use Okanogan.
- B. Vista Field may be doing an extension of Grandridge Blvd further to the Southeast.
- C. The City of Kennewick is studying lowering the railroad tracks from Columbia Center Blvd further to the east, creating the potential for more north/south connections across the city. Young St. may be a prime candidate to extend to provide a more direct connection to Vista Field and the TRCC campus.
- D. Access off of Rio Grande Ave is also viable off of N. Kellogg St.
- E. Overall capacity, including dirt lot is 1,700 stalls.

III. **PROPERTY BOUNDARY:** City staff will convene conversations regarding the potential for a land swap at the north corner of the property. The swap might simplify development for both involved land ownerships (private and City). Otherwise, boundaries are correct.

IV. CONCEPT REVIEW GENERAL COMMENTS:

- A. Phasing will be critical as funding will only become available over time.
- B. Retail will be essential to offset costs. The City will review its options for owning retail buildings, leasing land for retail use, or selling pad sites to private developers. Food / beverage, breweries have potential.
- C. Connecting to Vista Field development must be given consideration, do not turn our backs on neighboring development.
- D. All schemes include added ice sheet connected to existing ice; seen as a plus.
- E. All schemes total approximately 3,000 parking stalls, nearly doubling the current paved and dirt stalls.
- F. All schemes would potentially benefit from the land swap in III "Property Boundary" above.
- G. Benton County garage parking may be available to the north.

- H. Hotel /retail development parking needs consideration.
- I. Parking garage behind convention center approved. Could be connected to CC and A1-Pearl Hotel and retail. Consider ground floor retail and architectural façade facing Vista Field to lessen the impact on neighboring development. The garage is well-placed to serve both developments.
- J. Schemes should include a Performing Arts venue, as it is not likely to be built in Vista Field.
- K. A1-Pearl property and housing usage at the north end are to be considered as given land use.

V. GREEN BELT

- A. Placing arena near Lowe's would make it more visible from N. Columbia Center Blvd.
- B. Close proximity of three large venues creates opportunity for "festival" use of parking lot for events.
- C. Existing arena could tie to CC.
- D. No new retail or daily draw.
- E. Cuts site in half; pedestrian flow restricted.
- F. Blocks view from Grandridge.
- G. Provide BOH Entry from Grandridge.
- H. Entry from Okanogan is not great – garage and back of Arena.

VI. CIVIC BLVD

- A. Okanogan entry focused on BOH. If BOH is facing a road, it should have a visual barrier.
- B. Parking too far away from major building entrances.



- C. Property at Grandridge/entry not useable for development.
- D. No surface parking is a main issue.
- E. Ice sheets cut off from the rest of development.

VII. FRONT YARD / BACK YARD:

- A. Non-starter. Cannot put a new arena where the current arena exists.
- B. Create a connection between the new Arena and parking garage.
- C. BOH highly visible to housing.
- D. Entry from Okanogan is not great.

VIII. TERMINUS:

- A. Parking at the hill reduces the scale and gives more access points.
- B. Expand ice towards the retail, new front.
- C. No centralized structured parking. One garage “dedicated” to Arena.
- D. Okanogan entry still BOH.
- E. Include new Performance Center.
 - 1. i.e., John Dam Plaza in Richland; emphasis on quality of life.

IX. UNDERGROUND:

- A. Preferred scheme. All main activities have good pedestrian and vehicular access. Large open area could feature pavilions, restrooms, promote turf use, sports, daily use, food trucks, pop-ups, tournaments, ice ribbon in winter, car shows, art on the green, public market, holiday lights events, etc. Excited for new cultural center activity potential.
- B. Central underground parking touches all main buildings yet is tucked away. Cost comparison of underground versus above ground structure is needed.
- C. Add more retail. Pull ice towards the plaza.

- C. Add performing arts, possibly next to housing site.
- D. Outdoor amphitheater to the south on Grandridge at slope is a great idea. This is an inexpensive first step with high revenue potential. Also preserves view of plaza as one enters.
 - 1. Consider the noise for residents across Grandridge.
 - 2. Examples: Bend Amphitheater, John Dam Plaza in Richland; emphasis on quality of life.
 - 3. Add a small brewery near amphitheater. Parking above, service below. Could also be repurposed later if higher need arises.

X. FOLLOW-UP MEETINGS:

- A. City to schedule three upcoming meetings with updated plans/renders:
 - 1. Mid-July, end of July, and September 3rd
 - 2. Multiple parties to be involved, including JCAC, A1-Pearl

If you have any additions or corrections to these minutes, please bring them to the attention of the editor within two weeks of the date of this meeting.

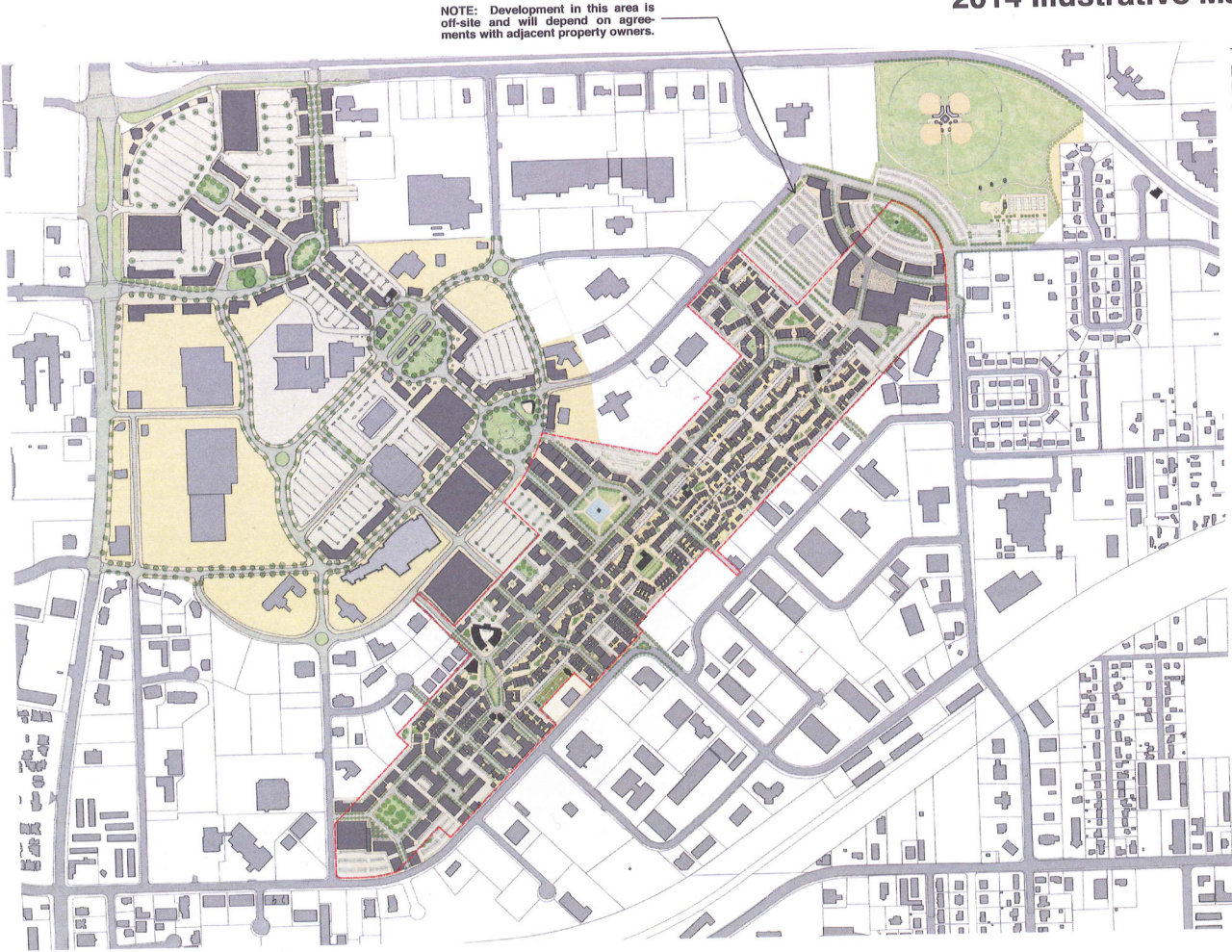
Distribution: Corey Pearson, TRCC for distribution
RLH, DT, file

VISTA FIELDS: MASTER PLAN

TRCC EXPANSION
PRELIMINARY TIMELINE

Task	Aug '23	Sept	Oct	Nov	Dec	Jan '24	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan '26	Feb	Mar
1. FINALIZE Basic PROGRAM, SCOPE, BUDGET																				
2. Prepare RFP Documentation																				
3. Select Owner's Rep and Architect (Separately)																				
a 8/21 Ad		*																		
b 9/4 Proposals Due		*	*																	
c 9/11 Notify Shortlist		*	*	*																
d 9/18 Interview/select		*	*	*																
e 9/25 KPFD Approval/Contract/NTP		*	*	*																
4. Prepare CPARB PRC Application for PDB																				
5. Submit PRC Application 10/20				*																
6. Prepare RFP Documentation																				
7. PRC Interview/Approval 11/30					*															
8. Ad for PDB GC 12/1					*															
9. PDB SOQ's Due 12/15					*															
10. Review / Shortlist 12/22					*															
11. Interviews 1/8						*														
12. Final Proposals Due 1/19						*														
13. Final Selection 1/26							*													
14. KPFD Approval/Contract/NTP 2/9							*													
15. PDB Pre-Construction Services Pre-Construction Services																				
a Validation Period / Pre-construction Services (GC)																				
b Establish GMP (Guaranteed Maximum Price)														*						
16. A/E Services																				
a Pre- Design																				
b Schematic Design																				
c Design Development																				
d Construction Documents																				
e Early Site Package Permitting																				
f Remaining Permitting																				
g Bidding Assistance																				
h Construction Administration																				
i Substantial completion January 2026																			*	
j Project Closeout																				
k Final Completion March 2026																				*

2014 Illustrative Master Plan Proposal
Illustrative Master Plan



This illustrative master plan shows new buildings in gray, although the actual location and shape of buildings may vary (existing buildings are shown in light gray.) Major concentrations of commercial and civic facilities occur at the center and ends. The streets feature a chain of small parks and green spaces. Parking is hidden behind "liner buildings" and other screening.

Note: Offsite connections to be coordinated with adjacent property owners, or modified as required.

- Private Lots
- Existing Building
- Proposed Non-civic Building
- Proposed Civic Building
- Civic Green
- Sidewalk/Pedestrian Street
- Alley/Parking

0' 200' 400' 800'

02/06/15 © 2015 Duane Purten-Zweck & Company

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Council Agenda Coversheet	Agenda Item Number: 7.c. Council Date: 12/5/2023	Category: Other
	Agenda Item Type: General Business Item Subject: Mayor and Mayor Pro Tem Selection Department: Management Services Ord/Reso # Contract # Project # Permit #	
<u>Recommendation</u> Select a Mayor and Mayor Pro Tem to serve the remainder of the unexpired term. <u>Motion for Consideration</u> Motion to select Council Member ____ to act as Mayor for the remainder of the unexpired term. Motion to select Council Member ____ to act as Mayor Pro Tem for the remainder of the unexpired term. <u>Summary</u> It has been brought to staff's attention that per RCW 35.18.190 a vacancy in the office of the Mayor requires the members of the City Council to select a Mayor from among their number for the unexpired term. Both the KMC and KAC are silent regarding the selection of a Mayor under these circumstances. Council is scheduled to conduct interviews to fill the vacant council position on December 15th. The normal biennial election of the Mayor and Mayor Pro Tem is scheduled to take place at the January 2nd regular council meeting. Aside from the special meeting to fill the council vacancy on the 15th, there are only two regular council meetings and one workshop meeting remaining for 2023. In consideration of the foregoing, Council can comply with the statute through an informal selection of a Mayor and Mayor Pro Tem to serve the remainder of the unexpired term. It is staff's recommendation that Council select a Mayor and Mayor Pro Tem by way of a simple motion and vote of the Council. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u>		
Attachments: None		