City Council Regular Meeting Agenda
February 20, 2024 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.
Public comment is heard at all regular meetings and additional information is available at https://www.go2kennewick.com/PublicComments.

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1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome

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 must be given to the City Clerk by 4:00 p.m. the day of 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: February 6, 2024, City Council Regular Meeting
Motion to approve the February 6, 2024, City Council regular meeting minutes as presented.

b. Meeting Minutes: February 13, 2024, City Council Workshop Meeting
Motion to approve the February 13, 2024, City Council workshop meeting minutes as presented.

c. Claims Roster: January 2024
Motion to approve the Claims Roster for January 2024 in the amount of $7,369,150.93, comprised of electronic payments and check numbers 312958-313464.

d. Contract Approval: Pathway and Trails Master Plan Agreement
Motion to authorize the City Manager to execute the Pathway and Trails Master Plan contract with Kittelson & Associates in the amount of $159,584.00.

e. Easement: Gas Pipeline at 4800 South Olympia Street
Motion to authorize the Mayor to sign the deed for a gas pipeline easement to Cascade Natural Gas at 4800 South Olympia Street.

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

f. Contract Award: 2024 Bituminous Surface Treatment (BST) Seal Coat Project
Motion to award Contract P2402-24 2024 Bituminous Surface Treatment Seal Coat to Tommer Construction Co. in the amount of $512,512.51 plus a 10% contingency amount of $51,251.25, for a total amount of $563,763.76 and authorize the City Manager to execute the contract.

g. Interagency Letter Urging State-Level Action to Address the Fentanyl Crisis
Motion to authorize the Mayor to sign the letter to legislators.

5. ORDINANCES/RESOLUTIONS

a. Ordinance: Change of Zone COZ-2023-0009 at 10601 Ridgeline Drive from Business Park (BP) to Commercial, Community (CC)

6. PUBLIC HEARING

7. NEW BUSINESS

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 must be given to the City Clerk by 4:00 p.m. the day of the meeting.

10. COUNCIL COMMENTS/DISCUSSION

11. ADJOURNMENT

Council Agenda Coversheet	Agenda Item Number: 4.a.	Council Date: 2/20/2024	Category: Consent Agenda
	Agenda Item Type:	General Business Item	
	Subject:	Meeting Minutes: February 6, 2024, City Council Regular Meeting	
	Department:	Management Services	
	Ord/Reso #	Contract #	
	Project #	Permit #	

Recommendation

Staff recommends approving the meeting minutes as presented.

Motion for Consideration

Motion to approve the February 6, 2024, City Council regular meeting minutes as presented.

Summary

Alternatives

City Council may correct factual errors.

Fiscal Impact

None.

Attachments:

1. Minutes - Draft

CITY OF KENNEWICK
CITY COUNCIL REGULAR MEETING
February 6, 2024

1. CALL TO ORDER

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

City Council and Staff Present:

Loren Anderson	Lisa Beaton	Nick Farline
Brad Beauchamp	Anthony Muai	Beth Goldberg
Gretl Crawford	Christina Palmer	Evelyn Lusignan
Jason McShane	Laurencio Sanguino	Krystal Townsend
Jim Millbauer	Cary Roe	Steve Donovan
John Trumbo	Chris Guerrero	
Chuck Torelli	Chad Michael	

Councilmember Anderson led the Pledge of Allegiance.

No one was present to provide an invocation.

HONORS & RECOGNITION

Mayor Crawford presented Parks Crew Leader Steve Woelber with a plaque recognizing his 37 years of service to the community. Mr. Woelber spoke of his time with the City of Kennewick, his memories, and his appreciation for his family and co-workers.

Mayor Crawford read into the record a plaque recognizing the 16 years of service given by Fire Captain Jonathan Coates.

Mayor Crawford announced a 10-minute recess at 6:34 p.m. for a reception to honor the service of both men. Mayor Crawford called the meeting back to order at 6:44 p.m.

2. VISITORS: None

3. APPROVAL OF AGENDA

MOTION: Mayor Pro Tem Torelli moved, seconded by Councilmember Anderson to approve the agenda.

DISCUSSION: None.

VOTE: The motion passed unanimously (7-0).

4. CONSENT AGENDA

a. Meeting Minutes – January 16, 2024, City Council Regular Meeting
Motion to approve the January 16, 2024, City Council regular meeting minutes as presented.

b. Meeting Minutes – January 9, 2024, City Council Workshop
Motion to approve the January 23, 2024, City Council workshop meeting minutes as presented.

c. 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 December 2023 in the amount of $309,050.70 comprised of check numbers 26888-26966 in the amount of $187,765.20 and electronic transfers in the amount of $121,285.50.

d. Claims Roster: Columbia Park Golf Course Account

Motion to approve the Claims Roster for the Columbia Park Golf Course Account for December 2023 in the amount of $31,697.16, comprised of check numbers 2791-2796 in the amount of $6,475.70 and electronic transfers in the amount of $25,221.46.

e. Boundary Line Adjustment: 101 S Oak St.

Motion to authorize the Mayor to sign the quit claim deed and boundary line adjustment deed for 101 S. Oak St.

f. 2024 City Council Standing Meeting Calendar

Motion to approve the 2024 standing meeting calendar as presented.

g. Contract Award: Civic Center Splash Pad Project

Motion to authorize the City Manager to execute the contract with Cliff Thorn Construction in the amount of $147,650.47, for the Civic Center Splash Pad project.

MOTION: Mayor Pro Tem Torelli moved, seconded by Councilmember Millbauer to approve the consent agenda as presented.

VOTE: The motion passed unanimously (7-0).

5. ORDINANCES/RESOLUTIONS

a. Ordinance 24-6039: Adding a New Section to the KMC Regarding Acceptance of Service

Laurencio Sanguino, Interim City Attorney, provided a staff report.

City Clerk Krystal Townsend read the ordinance title into the record:

> AN ORDINANCE RELATING TO THE COMMENCEMENT OF ACTIONS AND ADDING A NEW SECTION 1.32.015 TO THE KENNEWICK MUNICIPAL CODE.

MOTION: Mayor Pro Tem Torelli moved, seconded by Councilmember Beauchamp, to adopt the ordinance as presented.

DISCUSSION: None.

VOTE: The motion passed unanimously (7-0).

6. PUBLIC HEARINGS/MEETINGS: None

7. NEW BUSINESS

a. Annexation: AZ Intent 2023-0002 Kapsi/Bernal (1215 S Cedar Street)

Steve Donovan, Development Services Manager, provided a staff report. Council asked clarifying questions.

Mayor Crawford invited Jorge Guitron Bernal, the property owner/ applicant, to the podium. Mayor Crawford made the following statements

"You have signed a Notice of Annexation that acknowledges three important factors:

1. The City Council may accept, reject, or geographically modify the proposed annexation.

2. The City Council may require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the Comprehensive Plan.

3. The Council may require the assumption of all or any portion of indebtedness by the area to be annexed.

Pursuant to RCW 35A.14.120, there shall be no appeal from the City Council's decision on these factors."

Mayor Crawford asked Mr. Guitron Bernal, "Do you have questions about the meaning or consequence these factors?" Mr. Guitron Bernal replied that he did not have questions or concerns.

Mayor Crawford asked Mr. Guitron Bernal, "Do you wish to proceed with this annexation?" Mr. Guitron Bernal answered affirmatively.

MOTION: Mayor Pro Tem Torelli moved, seconded by Councilmember Anderson, to accept the intent to petition for annexation request, to accept the proposed boundary, to require the simultaneous adoption of zoning regulations, and to require the assumption of existing city indebtedness.

DISCUSSION: None.

VOTE: The motion passed unanimously (7-0).

8. UNFINISHED BUSINESS: None

9. VISITORS:

Tina Gregory, Kennewick, spoke to current events, religion, and politics.

10. COUNCIL COMMENTS/DISCUSSION

Councilmembers reported on their respective activities.

11. EXECUTIVE SESSION

At 7:19 p.m. Mayor Crawford announced Council would enter Executive Session pursuant to RCW 42.30.110(1)(g), to consider the qualifications of applicants for City Manager and would conclude the Executive Session at 7:49 p.m.

Councilmember McShane left the meeting at 7:20 p.m. and did not return.

At 7:49 p.m. Mayor Crawford announced Council would extend the Executive Session pursuant to RCW 42.30.110(1)(g), to consider the qualifications of applicants for City Manager and would conclude the Executive Session at 8:20 p.m.

At 8:20 p.m. Mayor Crawford announced Council would extend the Executive Session pursuant to RCW 42.30.110(1)(g), to consider the qualifications of applicants for City Manager and would conclude the Executive Session at 8:50 p.m.

At 8:50 p.m. Mayor Crawford announced Council would extend the Executive Session pursuant to RCW 42.30.110(1)(g), to consider the qualifications of applicants for City Manager and would conclude the Executive Session at 9:20 p.m.

At 9:20 p.m. Mayor Crawford announced Council would extend the Executive Session pursuant to RCW 42.30.110(1)(g), to consider the qualifications of applicants for City Manager and would conclude the Executive Session at 9:35 p.m.

At 9:35 p.m. Mayor Crawford announced Council would extend the Executive Session pursuant to RCW 42.30.110(1)(g), to consider the qualifications of applicants for City Manager and would conclude the Executive Session at 9:45 p.m.

Council did not take action following conclusion of the executive session.

12. ADJOURNMENT

Mayor Crawford concluded the meeting at 9:47 p.m.

DRAFT
Krystal Townsend, CMC, CPRO
City Clerk

Council Agenda Coversheet	Agenda Item Number: 4.b.	Council Date: 2/20/2024	Category: Consent Agenda
	Agenda Item Type: General Business Item		
	Subject:		
	Department: Management Services		
	Ord/Reso #	Contract #	
	Project #	Permit #	

Recommendation

Staff recommends approving the meeting minutes as presented.

Motion for Consideration

Motion to approve the February 13, 2024, City Council workshop meeting minutes as presented.

Summary

Alternatives

City Council may correct factual errors.

Fiscal Impact

None.

Attachments:

1. Minutes - Draft

CITY OF KENNEWICK
CITY COUNCIL
Workshop
February 13, 2024

1. CALL TO ORDER

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

City Council and Staff Present:

Loren Anderson	Anthony Muai	Chad Michael
Brad Beauchamp	Laurencio Sanguino	Evelyn Lusignan
Gretl Crawford	Cary Roe	Beth Goldberg
Jim Millbauer	Christina Palmer	Michael Heffner
Chuck Torelli	Krystal Townsend	John Noble
John Trumbo	Brandon Lange	
Lisa Beaton	Chris Guerrero	

Councilmember Jason McShane arrived at 6:40 p.m. (with advanced notice he would be late).

2. KENNEWICK FIRE DEPARTMENT STANDARD OF COVER. Chief Michael provided a staff report and answered Council questions. **No action taken.**

3. FIRE DEPARTMENT APPARATUS PURCHASE. Chief Heffner and John Noble provided a staff report and answered Council questions. **No action taken.**

4. CITY REVENUE SOURCES: OVERVIEW. Beth Goldberg provided a staff report and answered Council questions. **No action taken.**

5. ADJOURNMENT

Mayor Crawford concluded the meeting at 9:22 p.m.

DRAFT
Krystal Townsend, CMC, CPRO
City Clerk

Council Agenda Coversheet	Agenda Item Number: 4.c.	Council Date: 2/20/2024	Category: Consent Agenda
	Agenda Item Type: General Business Item		
	Subject: Claims Roster: January 2024		
	Department: Finance		
	Ord/Reso #	Contract #	
	Project #	Permit #	

Recommendation

Staff recommends Council approve the Claims Roster for January 2024.

Motion for Consideration

Motion to approve the Claims Roster for January 2024 in the amount of $7,369,150.93, comprised of electronic payments and check numbers 312958-313464.

Summary

The purchasing card detail is provided in a separate report following the claims roster. The payments on this Claims Roster are comprised of the following issuances during the period 1/1/2024-1/31/2024:

Check numbers 312958-313464:	$7,150,969.75
Electronic payments (EFT):	$218,181.18
Total	**$7,369,150.93**

Alternatives

No alternatives are recommended.

Fiscal Impact

Total $7,369,150.93.

Attachments:

1. Roster

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
Fund 001					
000 - Fund Activity					
EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	**$1,799.21**
312959	01/04/2024	99990	MISC REFUNDS	POLICE RECORDS REFUND	**$0.75**
312968	01/10/2024	70001	BENTON COUNTY TREASURER	CRIME VICTIM'S COMP DECEMBER 2023	**$467.44**
312969	01/10/2024	99990	MISC REFUNDS	SAGECREST SIDEWALKS PHASE 5B BOND RELEASE	**$29,125.00**
312971	01/10/2024	70000	WASHINGTON STATE TREASURER	COURT FINES DECEMBER 2023	**$30,592.30**
313191	01/17/2024	99992	CIVIC REC REFUNDS	64321873 REFUND	**$65.00**
313192	01/17/2024	99992	CIVIC REC REFUNDS	64237479 REFUND	**$500.00**
313197	01/24/2024	99992	CIVIC REC REFUNDS	64476233 & 64476232 REFUND	**$10.60**
313198	01/24/2024	99990	MISC REFUNDS	PRR-2023-33 REFUND	**$3.50**
313199	01/24/2024	99990	MISC REFUNDS	PRR-2023-26 REFUND	**$0.75**
313444	01/26/2024	7942	US BANK NATIONAL ASSOCIATION	BANK SERVICE FEES 2023	**$67,641.57**
				000 - Fund Activity Subtotal:	**$130,206.12**
011 - City Council					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$506.03**
313047	01/12/2024	80	BUSINESS INTERIORS OF IDAHO	COUNCIL CHAMBERS TABLES	**$2,792.06**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$280.07**
				011 - City Council Subtotal:	**$3,578.16**
012 - City Manager					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$282.72**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$87.72**
				012 - City Manager Subtotal:	**$370.44**
023 - Recreation Services					
EFT	01/03/2024	77146	GLOBAL PAYMENTS	CIVIC REC MERCHANT FEES	**$2,139.31**
EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	**$508.38**
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$413.50**
312978	01/12/2024	8070	ALLUSIONS FACE & BODY ART, ALICIA DUERR	WINDOW PAINTING	**$550.00**
313029	01/12/2024	3632	DANCE CONNECTION	DANCE CLASS INSTRUCTION	**$487.20**
313049	01/12/2024	2691	GESA CAROUSEL OF DREAMS, THREE RIVERS CAROUSEL FN	CHRISTMAS AT THE CAROUSEL EVENT SPONSORSHIP	**$2,000.00**
313097	01/12/2024	7969	MUSTANG SIGN GROUP, WANG ENTERPRISES	POWER BOX WRAP	**$652.20**
313101	01/12/2024	248	NICHOLAS A FARLINE	TRAVEL REIMBURSEMENT	**$397.75**
313165	01/12/2024	3564	US LINEN AND UNIFORM	LATE CHARGE	**$62.92**
313275	01/26/2024	7711	CULLIGAN WATER CONDITIONING	WATER DELIVERY	**$58.97**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$206.80**
				023 - Recreation Services Subtotal:	**$7,477.03**
024 - Facilities Maintenance					

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$2,512.01
312973	01/12/2024	8623	ACE SALES & SERVICE INC	PORTA POTTY RENTAL	$118.90
312975	01/12/2024	730	ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	$943.51
312983	01/12/2024	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	CAPACITOR AND BLOWER MOTOR	$8,542.91
312993	01/12/2024	3707	BAXTER AUTO PARTS	TRAILER PLUG ADAPTER	$16.29
313003	01/12/2024	749	BUILDERS HARDWARE & SUPPLY CO	PADLOCKS AND CORES - REPLENISH STOCK	$1,408.59
313027	01/12/2024	7711	CULLIGAN WATER CONDITIONING	WATER FOR COLUMBIA PARK SHOP	$24.46
313066	01/12/2024	6	IMPREST PETTY CASH FUND	PETTY CASH REPLENISH	$69.00
313068	01/12/2024	303	INTERMOUNTAIN CLEANING SERVICE INC.	EMERGENCY CLEANING	$12,923.00
313079	01/12/2024	78	KENNEWICK INDUSTRIAL & ELEC	IRRIGATION REPAIR	$135.07
313096	01/12/2024	3962	MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	$27.45
313097	01/12/2024	7969	MUSTANG SIGN GROUP, WANG ENTERPRISES	SIGNS FOR RESTROOM HOURS	$508.72
313101	01/12/2024	248	NICHOLAS A FARLINE	TRAVEL REIMBURSEMENT	$81.12
313114	01/12/2024	329	PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	LIGHT BULBS	$357.01
313120	01/12/2024	957	RANCH & HOME INC	SHACKLES / RIGGING	$26.07
313131	01/12/2024	817	SENSKE LAWN & TREE CARE INC	18-040 MAINT - BOB OLSON, STEP	$10,700.48
313135	01/12/2024	7555	SHERWIN-WILLIAMS COMPANY	PAINT OFFICE	$23.74
313136	01/12/2024	680	SIERRA ELECTRIC, INC.	TROUBLE SHOOT DOOR MAGS	$882.96
313149	01/12/2024	786	TERMINIX INTERNATIONAL COMPANY LIMITED PARTNERSHIP	SPRAY FOR SPIDERS - EXTERIOR	$271.75
313165	01/12/2024	3564	US LINEN AND UNIFORM	LINEN SERVICE	$297.04
313169	01/12/2024	800	VELOCITYEHS	2023 RICHLAND/KENNEWICK MSDS UPDATES	$676.90
313175	01/12/2024	1035	WASHINGTON HARDWARE AND, FURNITURE CO	PAINT FOR ARBORETUM TREE ID STAKES	$17.37
313183	01/12/2024	398	RENTOKIL NORTH AMERICA INC	EXTERMINATOR FOR FIRE STATIONS	$467.42
313211	01/26/2024	5911	AMERICAN BUILDING MAINTENANCE	SERVICE	$3,105.15
313214	01/26/2024	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT JANUARY	$7,409.24
313232	01/26/2024	84	BENTON PUD NO. 1	ELECTRICITY	$24,471.91
313244	01/26/2024	749	BUILDERS HARDWARE & SUPPLY CO	FOR STOCK - CITY WIDE	$510.74
313246	01/26/2024	10584	CAMTEK INC	FIRE SYSTEM	$489.16
313249	01/26/2024	83	CASCADE NATURAL GAS	GAS SERVICE	$20,088.95
313272	01/26/2024	809	TRAVIS GREENLEE	CONSULTATION TRAVEL REIMBURSEMENT	$3,485.53
313298	01/26/2024	166	FARMERS EXCHANGE	CHAIN SAW CHAINS	$510.57
313301	01/26/2024	9237	FIKES NORTHWEST CORP	SCENT	$201.74
313315	01/26/2024	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	CORDLESS DRILL AND SAWZALL	$1,497.32
313316	01/26/2024	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	BACK PACK BLOWER	$706.54
313326	01/26/2024	711	HOOKED UP PASCO INC	ABANDONED MOTORHOMES TOW SERVICE	$1,804.72
313329	01/26/2024	1112	IRRIGATION SPECIALISTS INC	SOUTHRIDGE PUMPHOUSE	$451.75
313344	01/26/2024	78	KENNEWICK INDUSTRIAL & ELEC	LIGHTS FOR LOBBY	$644.48
313348	01/26/2024	2638	LACEY, KEN	EMERGENCY HEATER REPAIR	$98.01
313367	01/26/2024	5112	MOON SECURITY SERVICES, INC	CITY HALL - 112317	$4,577.31
313391	01/26/2024	329	PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	LIGHTS	$617.33

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313397	01/26/2024	957	RANCH & HOME INC	EXTENTION CORDS	$129.82
313424	01/26/2024	7555	SHERWIN-WILLIAMS COMPANY	EXT. BLDG PAINT	$584.58
313425	01/26/2024	680	SIERRA ELECTRIC, INC.	NEW OUTLETS IN LN RESTROOM/STORAGE	$283.32
313437	01/26/2024	5945	TK ELEVATOR	ELEVATOR MAINTENANCE	$61.87
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$1,251.75
				024 - Facilities Maintenance Subtotal:	**$114,013.56**
026 - Economic Development					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$82.70
313049	01/12/2024	2691	GESA CAROUSEL OF DREAMS, THREE RIVERS CAROUSEL FN	CHRISTMAS AT THE CAROUSEL EVENT SPONSORSHIP	$1,000.00
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$41.36
				026 - Economic Development Subtotal:	**$1,124.06**
032 - Accounting					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$39.36
313051	01/12/2024	560	GMP CONSULTANTS LLC	SALARY FOR INTERIM FINANCE DIRECTOR 12/16-12/29	$6,528.00
313163	01/12/2024	4764	UNITED PARCEL SERVICE, UPS	SHIPPING	$16.56
313308	01/26/2024	560	GMP CONSULTANTS LLC	INTERIM FINANCE DIRECTOR WAGES	$10,216.00
313400	01/26/2024	1314	REHN & ASSOCIATES, INC.	COBRA NOTICES FOR DECEMBER RETIREMENTS	$75.00
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$46.36
				032 - Accounting Subtotal:	**$16,921.28**
033 - Human Resources					
312972	01/12/2024	6874	A WORKSAFE SERVICE INC	CDL DOT PRE-EMPLOYMENT DRUG SCREEN	$60.00
313009	01/12/2024	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	CI SHRED BINS	$102.63
313019	01/12/2024	1682	COLUMBIA FITNESS SYSTEMS	FROST GYM MAINTENANCE	$271.76
313038	01/12/2024	805	ERIC DALE SMYTHE	CANDIDATE REIMBURSEMENT FOR DEPUTY FIRE CHIEF	$680.48
313051	01/12/2024	560	GMP CONSULTANTS LLC	TRANSPORTATION MANAGER RECRUITMENT	$15,786.00
313072	01/12/2024	807	JIMMY R SANCHEZ JR	CANDIDATE REIMBURSEMENT FOR DEPUTY FIRE CHIEF	$540.17
313093	01/12/2024	806	MOLLIE SUNDVIK	CANDIDATE REIMBURSEMENT FOR DEPUTY FIRE CHIEF	$95.00
313099	01/12/2024	1030	NAVIA BENEFIT SOLUTIONS, CLIENT PAY	FLEX PLAN SERVICES	$610.60
313106	01/12/2024	7831	ON SCENE MEDICAL SERVICES PC	CDL DOT ANNUAL PHYSICAL	$110.00
313126	01/12/2024	808	ROBERT BALL	CANDIDATE REIMBURSEMENT FOR DEPUTY FIRE CHIEF	$1,498.43
313145	01/12/2024	8315	STERLING	NATIONAL CRIMINAL SEARCH	$1,721.81
313181	01/12/2024	7879	WESLEY GROUP, THE, TWG CONSULTING CORP	LABOR RELATIONS CONSULTATION	$4,200.00
313308	01/26/2024	560	GMP CONSULTANTS LLC	ADVERTISEMENT AND MARKETING FOR CITY MANAGER	$6,423.76
313382	01/26/2024	7831	ON SCENE MEDICAL SERVICES PC	PROFESSIONAL SERVICES	$110.00
				033 - Human Resources Subtotal:	**$32,210.64**
034 - Civil Service					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$175.40
313106	01/12/2024	7831	ON SCENE MEDICAL SERVICES PC	KFD PRE EMPLOYMENT PHYSICAL	$853.00

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313117	01/12/2024	326	PUBLIC SAFETY PSYCHOLOGICAL SERVICES	KPD PRE EMPLOYMENT TESTING	$1,800.00
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$88.01
				034 - Civil Service Subtotal:	**$2,916.41**
035 - Customer Service					
EFT	01/03/2024	70016	U.S. BANK	MERCHANT FEES	$23,537.00
313152	01/12/2024	172	THE TRI-CITY HERALD	PUBLICATION OF RATE INCREASE	$121.98
313166	01/12/2024	1198	US POSTAL SERVICE	PO BOX RENEWAL	$2,244.00
313179	01/12/2024	4479	WEBCHECK INC	LIEN SEARCH SVCS DEC 2023	$847.86
				035 - Customer Service Subtotal:	**$26,750.84**
036 - Code Enforcement					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$455.50
312989	01/12/2024	9813	B-F JUVENILE JUSTICE CTR	GRAFFITI ABATEMENT PROGRAM	$3,100.83
313007	01/12/2024	5265	CASCADE TITLE CO	TITLE SEARCH FOR 2811 W 2ND AVE	$326.10
313222	01/26/2024	9813	B-F JUVENILE JUSTICE CTR	GRAFFITI ABATEMENT PROGRAM	$3,100.87
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$227.91
				036 - Code Enforcement Subtotal:	**$7,211.21**
042 - City Attorney					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$248.73
313009	01/12/2024	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	RECURRING SHRED SERVICE - 12/28/23	$38.49
313054	01/12/2024	747	GRAVIS LAW PLLC	FLAG PLAZA - DECEMBER 2023	$1,359.00
313116	01/12/2024	3467	PRONTO PROCESS SERVICE, INC	MONTHLY COURIER - DECEMBER 2023	$52.50
313124	01/12/2024	794	RICHARD DEMORRIS	MILEAGE REIMBURSEMENT OCT - DEC 2023	$202.80
313182	01/12/2024	853	WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - DECEMBER 2023	$2,644.67
313221	01/26/2024	287	B-F COUNTY BAR ASSOCIATION	RENEW ANNUAL MEMBERSHIP FOR CA & ACAS	$225.00
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$108.41
313454	01/26/2024	853	WEST GROUP PAYMENT CENTER	LIBRARY PLAN - JAN 2024	$70.08
				042 - City Attorney Subtotal:	**$4,949.68**
051 - City Clerk					
313153	01/12/2024	172	THE TRI-CITY HERALD	LEGAL NOTICE: ORD 6042, 6043, 6044 SUMMARIES	$112.06
				051 - City Clerk Subtotal:	**$112.06**
053 - Purchasing					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$82.70
313026	01/12/2024	5727	COSTCO ANYWHERE CITI VISA	INTEREST CREDIT COSTCO VISA	($0.09)
313169	01/12/2024	800	VELOCITYEHS	2023 RICHLAND/KENNEWICK MSDS UPDATES	$138.84
313397	01/26/2024	957	RANCH & HOME INC	POWER EXT CORDS FOR WAREHOUSE RELOCATE	$41.28
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$41.36
				053 - Purchasing Subtotal:	**$304.09**

City of Kennewick
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CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
054 - Information Technology					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$1,981.56**
313014	01/12/2024	8131	CIVICPLUS, ICON ENTERPRISES INC	CIVIC PLUS ANNUAL RENEWAL	**$32,537.10**
313139	01/12/2024	8210	SMARSH INC	NET GUARD	**$1,508.35**
313188	01/12/2024	5471	ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	**$7,367.68**
313251	01/26/2024	8295	CENTURYLINK	PS/ALI - ALI/SR PER 100 REC	**$7.02**
313265	01/26/2024	6375	COMPUNET INC	MULTI FACTOR AUTHENTICATION LABOR	**$26,845.80**
313310	01/26/2024	4659	GOVERNMENT JOBS.COM INC	NEOGOV ONBOARD ANNUAL MAINTENANCE	**$10,908.00**
313328	01/26/2024	9739	INSIGHT PUBLIC SECTOR INC	MICROSOFT EA RENEWAL 2024	**$141,335.17**
313434	01/26/2024	8	TELCO WIRING & REPAIR INC	CITY NETWORK CONNECTIONS	**$7,504.62**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$1,150.47**
				054 - Information Technology Subtotal:	**$231,145.77**
060 - Planning Revenues					
313200	01/24/2024	99991	PERMIT REFUNDS	ED-2024-0001 REFUND	**$296.00**
				060 - Planning Revenues Subtotal:	**$296.00**
062 - Planning					
313152	01/12/2024	172	THE TRI-CITY HERALD	LEGAL PUBLICATION - COZ-2023-0010 NOPH	**$827.63**
313212	01/26/2024	924	AMERICAN PLANNING ASSOCIATION	S. DONOVAN: 2024 APA/AICP MEMBERSHIP DUES	**$548.00**
				062 - Planning Subtotal:	**$1,375.63**
070 - Police Revenues					
EFT	01/31/2024	70008	WA. STATE DEPT OF LICENSING	FIREARMS LICENSING	**$3,802.00**
EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	**$16.00**
				070 - Police Revenues Subtotal:	**$3,818.00**
071 - KPD-Administration					
313009	01/12/2024	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHRED SERVICE	**$412.98**
313015	01/12/2024	422	CLARITY POINT PLLC	WELLNESS PROGRAM	**$484.02**
313082	01/12/2024	2280	LANGUAGE LINE SERVICES, INC	INTERPRETATION SERVICES	**$398.90**
313163	01/12/2024	4764	UNITED PARCEL SERVICE, UPS	SHIPPING	**$142.25**
313171	01/12/2024	1433	W A S P C - WA ASSOC SHERIFF, & POLICE CHIEFS	FALL CONFERENCE REGISTRATION	**$1,125.00**
313188	01/12/2024	5471	ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	**$242.05**
313259	01/26/2024	422	CLARITY POINT PLLC	WELLNESS PROGRAM	**$472.90**
313410	01/26/2024	619	RYAN YATES	POLYGRAPH EXAM	**$250.00**
313450	01/26/2024	1433	W A S P C - WA ASSOC SHERIFF, & POLICE CHIEFS	ANNUAL ACCREDITATION ANNUAL FEE	**$3,500.00**
				071 - KPD-Administration Subtotal:	**$7,028.10**
072 - KPD-Criminal Investigation					
313012	01/12/2024	2134	CITY OF SPOKANE, UTILITIES BILLING	DRUG DISPOSAL	**$164.69**
313089	01/12/2024	3284	MEL'S INTER-CITY TOWING	TOW SERVICE	**$81.53**

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CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313100	01/12/2024	4055	NET TRANSCRIPTS INC	TRANSCRIPTS	$347.55
313154	01/12/2024	7228	TRANSUNION RISK ALTERNATIVE, DATA SOLUTIONS INC	PEOPLE SEARCH - DEC 2023	$222.84
313171	01/12/2024	1433	W A S P C - WA ASSOC SHERIFF, & POLICE CHIEFS	FALL CONFERENCE REGISTRATION	$375.00
313220	01/26/2024	5555	AYALA, MIGUEL	2024 UNIFORM ALLOWANCE	$1,750.00
313227	01/26/2024	2595	BENNETT, CHRIS	2024 UNIFORM ALLOWANCE	$1,500.00
313273	01/26/2024	9712	CRISTELLI, STEFANIE	2024 UNIFORM ALLOWANCE	$1,750.00
313283	01/26/2024	2151	DORAME, JUAN	2024 UNIFORM ALLOWANCE	$1,750.00
313284	01/26/2024	4774	DRAMIS, WILLAM	2024 UNIFORM ALLOWANCE	$1,750.00
313312	01/26/2024	5199	GRANT, LIZ	2024 UNIFORM ALLOWANCE	$1,750.00
313313	01/26/2024	5403	GREENOUGH, JOHN	2024 UNIFORM ALLOWANCE	$1,750.00
313324	01/26/2024	3998	HENRY, REBECCA	2024 UNIFORM ALLOWANCE	$1,750.00
313342	01/26/2024	2598	KELLY, RYAN	2024 UNIFORM ALLOWANCE	$1,500.00
313359	01/26/2024	6951	MCGEE, CORY	2024 UNIFORM ALLOWANCE	$1,750.00
313361	01/26/2024	3284	MEL'S INTER-CITY TOWING	TOW SERVICE	$290.24
313366	01/26/2024	2228	MONTEBLANCO, MARCO	2024 UNIFORM ALLOWANCE	$1,750.00
313368	01/26/2024	7694	MOORE, ZACHARIAH	2024 UNIFORM ALLOWANCE	$1,750.00
313373	01/26/2024	7576	NEBEKER, KIRK	2024 UNIFORM ALLOWANCE	$1,750.00
313392	01/26/2024	428	POCHERT, BRIAN	2024 UNIFORM ALLOWANCE	$1,750.00
313399	01/26/2024	3656	REES, REMIE	2024 UNIFORM ALLOWANCE	$1,500.00
313405	01/26/2024	6197	RILEY, JOSHUA	2024 UNIFORM ALLOWANCE	$1,750.00
313411	01/26/2024	10809	SAFRANEK, KRISTOFER	2024 UNIFORM ALLOWANCE	$1,750.00
313416	01/26/2024	2152	SCHWARTZ, KEITH	2024 UNIFORM ALLOWANCE	$1,750.00
313428	01/26/2024	2982	SLOCOMBE, CHRIS	2024 UNIFORM ALLOWANCE	$1,750.00
313433	01/26/2024	4174	TAYLOR, JEREMY	2024 UNIFORM ALLOWANCE	$1,500.00
				072 - KPD-Criminal Investigation Subtotal:	**$35,481.85**
073 - KPD-Patrol					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$20,304.86
312988	01/12/2024	3649	AXON ENTERPRISE INC	PRO LICENSE BUNDLE	$7,720.87
313089	01/12/2024	3284	MEL'S INTER-CITY TOWING	TOW SERVICE	$539.99
313095	01/12/2024	550	MOTOROLA SOLUTIONS INC	PORTABLE RADIO CHARGERS	$739.98
313115	01/12/2024	4186	PROFORCE LAW ENFORCEMENT	AEMS-211301-LEM	$8,549.79
313171	01/12/2024	1433	W A S P C - WA ASSOC SHERIFF, & POLICE CHIEFS	FALL CONFERENCE REGISTRATION	$375.00
313172	01/12/2024	971	WA CRIMINAL JUSTICE, TRAINING COMMISSION	FIRST LEVEL SUPERVISION TRAINING	$300.00
313205	01/26/2024	635	ABNER CHICAS	2024 UNIFORM ALLOWANCE	$1,750.00
313207	01/26/2024	10419	ALBERTIN, CODY	2024 UNIFORM ALLOWANCE	$1,750.00
313217	01/26/2024	9313	ARMITAGE, ZACHARIAH	2024 UNIFORM ALLOWANCE	$1,750.00
313218	01/26/2024	677	ASHLEY MARSHALL	2024 UNIFORM ALLOWANCE	$1,750.00
313219	01/26/2024	3649	AXON ENTERPRISE INC	SIGNAL UNIT	$303.27
313235	01/26/2024	4965	BETTENDORF'S PRINTING & DESIGN, JUDY BETTENDORF	BUSINESS CARDS	$70.65
313240	01/26/2024	333	BOWEN HADLEY	2024 UNIFORM ALLOWANCE	$1,750.00

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CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313241	01/26/2024	7339	BRAKEBILL, MIKAEL	2024 UNIFORM ALLOWANCE	$1,750.00
313250	01/26/2024	9441	CASTILLEJA, SEBASTIAN	2024 UNIFORM ALLOWANCE	$1,750.00
313252	01/26/2024	530	CHANCE SIMPSON	2024 UNIFORM ALLOWANCE	$1,750.00
313253	01/26/2024	547	CHRISTIAN DUNN	2024 UNIFORM ALLOWANCE	$1,750.00
313260	01/26/2024	171	CLARY, KYLER	2024 UNIFORM ALLOWANCE	$1,750.00
313261	01/26/2024	712	COLE KRUGER	2024 UNIFORM ALLOWANCE	$1,750.00
313268	01/26/2024	9346	CONTRERAS, JESUS	2024 UNIFORM ALLOWANCE	$1,750.00
313269	01/26/2024	2153	COOPER, LEE	2024 UNIFORM ALLOWANCE	$875.00
313277	01/26/2024	1695	DAVIS, JOHN M.	2024 UNIFORM ALLOWANCE	$1,750.00
313278	01/26/2024	2159	DAVIS, TREVER	2024 UNIFORM ALLOWANCE	$1,500.00
313286	01/26/2024	9098	EALY-THOMAS, JAIR	2024 UNIFORM ALLOWANCE	$1,750.00
313287	01/26/2024	636	EASTON CLEM	2024 UNIFORM ALLOWANCE	$1,750.00
313290	01/26/2024	503	ELLIOT WEDDLE-MARTINEZ	2024 UNIFORM ALLOWANCE	$1,750.00
313297	01/26/2024	476	FABIAN MORENO-GOMEZ	2024 UNIFORM ALLOWANCE	$1,750.00
313306	01/26/2024	600	GARCIA, JACOB	2024 UNIFORM ALLOWANCE	$1,750.00
313309	01/26/2024	11052	GOULET, BRANDON	2024 UNIFORM ALLOWANCE	$1,750.00
313314	01/26/2024	9095	GREGG, JARED	2024 UNIFORM ALLOWANCE	$1,750.00
313325	01/26/2024	170	HOLDEN, ALEXANDER	2024 UNIFORM ALLOWANCE	$1,750.00
313330	01/26/2024	479	ISAIAH SEBO	2024 UNIFORM ALLOWANCE	$1,750.00
313332	01/26/2024	661	JACOB STANLEY	2024 UNIFORM ALLOWANCE	$1,750.00
313333	01/26/2024	632	JOSE RODRIGUEZ	2024 UNIFORM ALLOWANCE	$1,750.00
313334	01/26/2024	330	JOSEPH GARZA	2024 UNIFORM ALLOWANCE	$1,750.00
313337	01/26/2024	10849	JOYCE, DUSTIN	2024 UNIFORM ALLOWANCE	$1,750.00
313343	01/26/2024	6929	KEN'S AUTO RESCUE, KENNETH P SCHMIDT	TOW SERVICE	$371.75
313345	01/26/2024	2154	KUHN, JOSHUA	2024 UNIFORM ALLOWANCE	$1,750.00
313346	01/26/2024	772	KYLE LE	2024 UNIFORM ALLOWANCE	$1,750.00
313353	01/26/2024	545	LOGAN BURRUP	2024 UNIFORM ALLOWANCE	$1,750.00
313355	01/26/2024	543	MAKINNA BRUNS	2024 UNIFORM ALLOWANCE	$1,750.00
313356	01/26/2024	646	MARCO COVARRUBIAS	2024 UNIFORM ALLOWANCE	$1,750.00
313357	01/26/2024	10237	MARKLEY, DYLAN	2024 UNIFORM ALLOWANCE	$1,750.00
313358	01/26/2024	10939	MATA, JOSE	2024 UNIFORM ALLOWANCE	$1,750.00
313361	01/26/2024	3284	MEL'S INTER-CITY TOWING	TOW SERVICE	$1,019.12
313369	01/26/2024	550	MOTOROLA SOLUTIONS INC	PORTABLE RADIO MICROPHONES FOR PD	$569.91
313376	01/26/2024	1404	NEWTON, MATT	2024 UNIFORM ALLOWANCE	$750.00
313389	01/26/2024	199	PEYTON HANNAH	2024 UNIFORM ALLOWANCE	$1,750.00
313396	01/26/2024	9461	RAMOS, FERNANDO	2024 UNIFORM ALLOWANCE	$1,750.00
313397	01/26/2024	957	RANCH & HOME INC	K9 SUPPLIES	$115.20
313403	01/26/2024	602	RICHARDSON, RYAN	2024 UNIFORM ALLOWANCE	$1,750.00
313407	01/26/2024	3788	ROSANE, MICHAEL	2024 UNIFORM ALLOWANCE	$1,500.00
313414	01/26/2024	4629	SALTER, RON	2024 UNIFORM ALLOWANCE	$1,750.00

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313417	01/26/2024	8308	SCOTT, JAMES	2024 UNIFORM ALLOWANCE	$1,500.00
313421	01/26/2024	566	SHAKIR GARDAYA	2024 UNIFORM ALLOWANCE	$1,750.00
313429	01/26/2024	9035	SMITH, AVERY	2024 UNIFORM ALLOWANCE	$1,750.00
313432	01/26/2024	3654	SULLIVAN, JOSHUA	2024 UNIFORM ALLOWANCE	$1,750.00
313436	01/26/2024	7722	THATSANA, STEVE	2024 UNIFORM ALLOWANCE	$1,500.00
313438	01/26/2024	517	TRENTON BRAWDY	2024 UNIFORM ALLOWANCE	$1,750.00
313442	01/26/2024	565	TYSON ALVAREZ	2024 UNIFORM ALLOWANCE	$1,750.00
313455	01/26/2024	9033	WHITNEY, CHRISTOPHER	2024 UNIFORM ALLOWANCE	$1,750.00
313456	01/26/2024	10560	WITHAM, TRISTAN	2024 UNIFORM ALLOWANCE	$1,750.00
313458	01/26/2024	9629	WOLOSIN, STEPHEN	2024 UNIFORM ALLOWANCE	$1,500.00
313460	01/26/2024	634	ZACHARY HINTON	2024 UNIFORM ALLOWANCE	$1,750.00
				073 - KPD-Patrol Subtotal:	**$128,855.39**
074 - KPD-Staff Services					
EFT	01/03/2024	70016	U.S. BANK	MERCHANT FEES	$59.99
313091	01/12/2024	10360	MINUTEMAN PRESS OF KENNEWICK, WESTJAN ENTERPRISES	CRIMINAL WARNING FORMS	$878.43
313144	01/12/2024	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	$945.13
313171	01/12/2024	1433	W A S P C - WA ASSOC SHERIFF, & POLICE CHIEFS	FALL CONFERENCE REGISTRATION	$375.00
313176	01/12/2024	1033	WASHINGTON STATE PATROL	ACCESS USER FEES	$1,143.25
313235	01/26/2024	4965	BETTENDORF'S PRINTING & DESIGN, JUDY BETTENDORF	BUSINESS CARDS	$211.96
313245	01/26/2024	9595	BUROKER, CHRIS	2024 UNIFORM ALLOWANCE	$1,750.00
313247	01/26/2024	2962	CANADA, JAMES	2024 UNIFORM ALLOWANCE	$1,750.00
313255	01/26/2024	709	CHRISTOPHER DEFFINBAUGH	2024 UNIFORM ALLOWANCE	$550.00
313279	01/26/2024	804	DAWN RENEE	2024 UNIFORM ALLOWANCE	$550.00
313281	01/26/2024	2981	DENKE, DEBRA	2024 UNIFORM ALLOWANCE	$550.00
313289	01/26/2024	1063	EDMONSON, ELIZABETH	2024 UNIFORM ALLOWANCE	$550.00
313318	01/26/2024	4725	HARRINGTON, JASON	2024 UNIFORM ALLOWANCE	$1,750.00
313319	01/26/2024	4726	HARRIS, TIMOTHY J	2024 UNIFORM ALLOWANCE	$1,750.00
313364	01/26/2024	10360	MINUTEMAN PRESS OF KENNEWICK, WESTJAN ENTERPRISES	MISSING PERSON/RUNAWAY REPORT FORMS	$880.54
313374	01/26/2024	8355	NELSON, NICOLE	2024 UNIFORM ALLOWANCE	$550.00
313377	01/26/2024	10203	NINA WILLIAMS	2024 UNIFORM ALLOWANCE	$550.00
313387	01/26/2024	8750	PERKINS, TROY	2024 UNIFORM ALLOWANCE	$1,750.00
313388	01/26/2024	4711	PETERSON, JUSTIN	2024 UNIFORM ALLOWANCE	$1,750.00
313393	01/26/2024	10006	POWELL, CINDY	2024 UNIFORM ALLOWANCE	$550.00
313415	01/26/2024	9097	SANDERS, RICHARD	2024 UNIFORM ALLOWANCE	$1,750.00
313431	01/26/2024	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	$762.83
313441	01/26/2024	558	TRUJILLO, ROMAN	2024 UNIFORM ALLOWANCE	$1,750.00
313449	01/26/2024	8751	VOUGHT, JASON	2024 UNIFORM ALLOWANCE	$1,750.00
313452	01/26/2024	1190	WALTERS, CHRISTINA	2024 UNIFORM ALLOWANCE	$550.00
				074 - KPD-Staff Services Subtotal:	**$25,407.13**

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075 - KPD-Intergovernmental					
312994	01/12/2024	14	BENTON COUNTY	KIDS HAVEN - 4TH QUARTER 2023	**$4,791.97**
313158	01/12/2024	9790	TRIOS HEALTH, RCCH TRIOS HEALTH LLC	PRISONER MEDICAL	**$2,711.49**
313229	01/26/2024	14	BENTON COUNTY	JAIL SERVICE - SEPT. 23	**$168,515.25**
313258	01/26/2024	100	CITY OF RICHLAND	SECOMM ASSESSMENT - DISPATCH SVCS	**$286,369.28**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$10,852.29**
				075 - KPD-Intergovernmental Subtotal:	**$473,240.28**
076 - KPD-Special Services					
312973	01/12/2024	8623	ACE SALES & SERVICE INC	PORTABLE TOILET - SHOOTING RANGE	**$75.40**
313141	01/12/2024	9312	SOUND UNIFORM/BRATWEAR, SEATTLE SEWING SOLUTIONS	QUARTERMASTER SUPPLIES	**$660.35**
313232	01/26/2024	84	BENTON PUD NO. 1	ELECTRICITY	**$66.19**
313362	01/26/2024	2593	MELONE, KENNY	2024 UNIFORM ALLOWANCE	**$1,500.00**
313412	01/26/2024	2681	SAGE CONTROL ORDNANCE, INC.	REPAIRS ON LAUNCHER	**$1,061.92**
				076 - KPD-Special Services Subtotal:	**$3,363.86**
081 - Fire Administration					
313009	01/12/2024	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICES	**$49.41**
313120	01/12/2024	957	RANCH & HOME INC	PROPANE	**$14.47**
313144	01/12/2024	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS # 2 - SUPPLIES	**$169.44**
313258	01/26/2024	100	CITY OF RICHLAND	2024 BCEM ASSESSMENT	**$49,150.00**
313264	01/26/2024	1308	COLUMBIA VALLEY DAYBREAK, ROTARY	3RD QTR FEE	**$87.50**
313327	01/26/2024	3657	IAFC	IAFC - ANNUAL MEMBERSHIP	**$180.00**
313431	01/26/2024	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS #4 - STATION SUPPLIES	**$1,222.27**
				081 - Fire Administration Subtotal:	**$50,873.09**
082 - Fire Suppression					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$2,517.83**
313020	01/12/2024	436	COMMUNICATIONS INTERNATIONAL INC	L3 HARRIS RADIO PROGRAMMING EQUIP	**$832.39**
313021	01/12/2024	6375	COMPUNET INC	CRADLEPOINT R1900	**$2,120.97**
313036	01/12/2024	604	EFRAIN CABALLERO	REIMBURSEMENT - EMT TRAINING	**$2,389.47**
313081	01/12/2024	4244	L N CURTIS & SONS	BAUER COMPRESSOR - ANNUAL TESTING & PARTS	**$2,070.22**
313088	01/12/2024	1206	MED-TECH RESOURCE INC	TRAFFIC CONE	**$1,133.87**
313164	01/12/2024	5807	UPTOWN CLEANERS, SANDRA R NINEMIRE	UNIFORM CLEANING	**$142.71**
313202	01/26/2024	552	10TH AVENUE CLEANERS,LLC	UNIFORM CLEANING	**$12.55**
313258	01/26/2024	100	CITY OF RICHLAND	SECOMM ASSESSMENT - DISPATCH SVCS	**$5,771.99**
313305	01/26/2024	5823	GALLS, LLC	SOFTSHELL JACKET	**$207.45**
313311	01/26/2024	1775	GRAINGER	CREDIT - NONSPIKE FLARES	**($248.50)**
313347	01/26/2024	4244	L N CURTIS & SONS	MSA- G1 CARRIER	**$1,201.10**
313360	01/26/2024	1206	MED-TECH RESOURCE INC	LED FLASHLIGHT	**$278.38**
313363	01/26/2024	484	MILNE NAIL,POWER TOOL & REPAIR	9" SAW & BLADE	**$952.85**

City of Kennewick
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CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313370	01/26/2024	3450	MUNICIPAL EMERGENCY SVS, DEPOSITORY ACCOUNT	DUAL-PURPOSE BOOTS (2 PAIR)	**$254.11**
313380	01/26/2024	5059	NORTHWEST SAFETY CLEAN	PPE INSPECTION & CLEANING	**$1,321.51**
313382	01/26/2024	7831	ON SCENE MEDICAL SERVICES PC	PROFESSIONAL SERVICES	**$660.00**
313418	01/26/2024	7872	SEA WESTERN INC	DUAL PURPOSE & STRUCTURAL BOOTS	**$4,960.38**
313443	01/26/2024	5807	UPTOWN CLEANERS, SANDRA R NINEMIRE	UNIFORM CLEANING	**$15.70**
313445	01/26/2024	8884	US FIRE EQUIPMENT LLC, L HAMILTON V KARAHUTA	FIREPRO GOGGLES, BRACKETS & ATTACH.KIT	**$491.65**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$1,269.26**
				082 - Fire Suppression Subtotal:	**$28,355.89**
090 - Engineering					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$1,058.40**
312975	01/12/2024	730	ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	**$772.80**
313096	01/12/2024	3962	MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	**$65.09**
313105	01/12/2024	3700	OFFICE DEPOT INC	OFFICE SUPPLIES	**$147.90**
313128	01/12/2024	801	SANDRA QUANDT	TRAVEL REIMBURSEMENT	**$33.58**
313152	01/12/2024	172	THE TRI-CITY HERALD	VACATION OF ROW @ 11257 & 11343 W. CLEARWATER NOPH	**$139.34**
313223	01/26/2024	471	B-F-WW GOOD ROADS	2024 MEMBERSHIP DUES FOR GOOD ROADS	**$250.00**
313381	01/26/2024	3700	OFFICE DEPOT INC	OFFICE SUPPLIES	**$70.64**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$552.28**
				090 - Engineering Subtotal:	**$3,090.03**
100 - GF-Nondepartmental					
EFT	01/02/2024	75668	KENNEWICK GOLF CORPORATION	FUNDS TRANSFER	**$35,354.00**
EFT	01/19/2024	511	WA STATE DEPT OF RETIREMENT, SYSTEMS	PRIOR SERVICE CONTRIBUTION	**$217.00**
312980	01/12/2024	673	AMAREE TREVINO	2023 FALL QUARTER TUITION REIMBURSEMENT	**$508.00**
312995	01/12/2024	34	BENTON COUNTY AUDITOR	ELECTION FEES - NOVEMBER 2023 GENERAL ELECTION.	**$40,152.79**
313068	01/12/2024	303	INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - DECEMBER 2023	**$5,222.00**
313087	01/12/2024	8208	MCBRIDE PUBLIC AFFAIRS LLC, THOMAS AND ANGELA MCB	LOBBYIST EXPENSES	**$4,120.00**
313214	01/26/2024	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT JANUARY	**$526.13**
313228	01/26/2024	92	BENTON CLEAN AIR AGENCY	COK ASSESSMENT	**$19,514.60**
313232	01/26/2024	84	BENTON PUD NO. 1	ELECTRICITY	**$1,828.75**
313249	01/26/2024	83	CASCADE NATURAL GAS	GAS SERVICE	**$2,207.26**
313257	01/26/2024	435	CITY OF PASCO	ANIMAL SHELTER SERVICE/RENT/MAIN & ADMIN - DEC 23	**$114,110.16**
313275	01/26/2024	7711	CULLIGAN WATER CONDITIONING	WATER DELIVERY	**$505.72**
313367	01/26/2024	5112	MOON SECURITY SERVICES, INC	MCL - 113129	**$598.15**
				100 - GF-Nondepartmental Subtotal:	**$224,864.56**
				Total For Fund 001	**$1,565,341.16**
Fund 102					
000 - Fund Activity					
EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	**$38.35**

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				000 - Fund Activity Subtotal:	**$38.35**
010 - Fund Activity					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$610.86**
312986	01/12/2024	2181	ARROW CONSTRUCTION SUPPLY LLC	COLD MIX	**$1,753.90**
313031	01/12/2024	9827	DAY WIRELESS SYSTEMS	TRUCK 4200 RADIO INSTALL	**$299.42**
313078	01/12/2024	5148	KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - DECEMBER 2023	**$66.42**
313096	01/12/2024	3962	MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	**$4.47**
313120	01/12/2024	957	RANCH & HOME INC	150 SANDER REPAIR	**$51.03**
313156	01/12/2024	1872	TRI-CITY LUMBER CO.	BOARD FOR TRUCK 4308	**$45.32**
313161	01/12/2024	17	TWIN CITY METALS INC	FLINT FOR STRIKERS	**$9.51**
313169	01/12/2024	800	VELOCITYEHS	2023 RICHLAND/KENNEWICK MSDS UPDATES	**$190.92**
313293	01/26/2024	2160	ENVIROTECH SERVICES INC.	ROAD SALT	**$28,559.32**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$305.47**
				010 - Fund Activity Subtotal:	**$31,896.64**
110 - Traffic					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$906.56**
312992	01/12/2024	4052	BATTERIES PLUS	REFUND FOR BAD CHARGER	**($25.86)**
312998	01/12/2024	84	BENTON PUD NO. 1	POWER DISCONNECT AND RECONNECT	**$913.08**
313004	01/12/2024	1817	RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	**$55.75**
313053	01/12/2024	1775	GRAINGER	ELECTRICAL METER/TESTER	**$434.53**
313078	01/12/2024	5148	KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - DECEMBER 2023	**$66.42**
313079	01/12/2024	78	KENNEWICK INDUSTRIAL & ELEC	ELECTRICAL TAPE AND PHOTOCELLS	**$279.71**
313096	01/12/2024	3962	MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	**$8.87**
313136	01/12/2024	680	SIERRA ELECTRIC, INC.	REPAIRED DAMAGED LIGHTING CONDUIT	**$1,538.96**
313169	01/12/2024	800	VELOCITYEHS	2023 RICHLAND/KENNEWICK MSDS UPDATES	**$69.43**
313232	01/26/2024	84	BENTON PUD NO. 1	ELECTRICITY	**$25,008.19**
313425	01/26/2024	680	SIERRA ELECTRIC, INC.	REPAIR DIRECT BURIAL WIRE	**$479.89**
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$310.34**
				110 - Traffic Subtotal:	**$30,045.87**
				Total For Fund 102	**$61,980.86**
Fund 103					
010 - Fund Activity					
312990	01/12/2024	5867	BAER TESTING	P2401 HMA OVERLAY CORING	**$1,550.00**
				010 - Fund Activity Subtotal:	**$1,550.00**
				Total For Fund 103	**$1,550.00**
Fund 106					
010 - Fund Activity					

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CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$258.10
313021	01/12/2024	6375	COMPUNET INC	BIPIN VMWARE MAINTENANCE RENEWAL 23-25	$22,976.98
313265	01/26/2024	6375	COMPUNET INC	BIPIN EXAGRID 2024 MAINTENANCE	$9,521.08
313434	01/26/2024	8	TELCO WIRING & REPAIR INC	CITY NETWORK CONNECTIONS	$7,957.81
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$129.08
				010 - Fund Activity Subtotal:	**$40,843.05**
				Total For Fund 106	**$40,843.05**
Fund 107					
130 - CDBG					
313256	01/26/2024	395	CITY OF KENNEWICK	2023 CDBG 4TH QTR. INVOICE YOUTH SCHOLARSHIPS	$787.50
				130 - CDBG Subtotal:	**$787.50**
140 - HOME					
313011	01/12/2024	100	CITY OF RICHLAND	2023 HOME PROGRAM INCOME	$9,500.00
313233	01/26/2024	4125	BENTON-FRANKLIN TITLE CO.	RECONVEY LOAN #2K11-30 DPA	$380.00
				140 - HOME Subtotal:	**$9,880.00**
				Total For Fund 107	**$10,667.50**
Fund 111					
010 - Fund Activity					
313227	01/26/2024	2595	BENNETT, CHRIS	CAT REIMBURSEMENT	$160.00
				010 - Fund Activity Subtotal:	**$160.00**
				Total For Fund 111	**$160.00**
Fund 116					
010 - Fund Activity					
313155	01/12/2024	176	TRI-CITIES VISITOR &, CONVENTION BUREAU	CONTRACT DUES 2023-DECEMBER	$22,639.00
313464	01/31/2024	73761	TRI-CITIES VISITOR & CONV. BUR	DECEMBER-23 TOURISM PROMOTION	$141,038.77
				010 - Fund Activity Subtotal:	**$163,677.77**
				Total For Fund 116	**$163,677.77**
Fund 117					
042 - City Attorney					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$124.34
313009	01/12/2024	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	RECURRING SHRED SERVICE - 12/28/23	$12.83
313116	01/12/2024	3467	PRONTO PROCESS SERVICE, INC	MONTHLY COURIER - DECEMBER 2023	$17.50
313129	01/12/2024	50578	SARAH ZIMMERMAN	MILEAGE REIM. OCT - DEC 2023 -	$337.98
313182	01/12/2024	853	WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - DECEMBER 2023	$881.56
313221	01/26/2024	287	B-F COUNTY BAR ASSOCIATION	RENEW ANNUAL MEMBERSHIP FOR CA & ACAS	$75.00

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CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$54.19
				042 - City Attorney Subtotal:	**$1,503.40**
073 - KPD-Patrol					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$2,718.33
313115	01/12/2024	4186	PROFORCE LAW ENFORCEMENT	AEMS-211301-LEM	$5,021.31
313118	01/12/2024	1997	PUBLIC SAFETY TESTING, INC.	Q4 - OCTOBER / DECEMBER	$1,236.00
313242	01/26/2024	270	BRIGHAM PAGE	2024 UNIFORM ALLOWANCE	$1,750.00
313292	01/26/2024	8118	ENGEL, STEVEN	2024 UNIFORM ALLOWANCE	$1,750.00
313307	01/26/2024	10948	GARCIA, JOSE	2024 UNIFORM ALLOWANCE	$1,750.00
313321	01/26/2024	645	HAYNES, BRADY	2024 UNIFORM ALLOWANCE	$1,750.00
313335	01/26/2024	180	JOSEPH PURSLEY	2024 UNIFORM ALLOWANCE	$1,750.00
313339	01/26/2024	99	KALEB CHRISTENSEN	2024 UNIFORM ALLOWANCE	$1,750.00
313350	01/26/2024	8753	LEANDER, BRANDON	2024 UNIFORM ALLOWANCE	$1,750.00
313395	01/26/2024	8072	QUINONES, OSCAR	2024 UNIFORM ALLOWANCE	$1,750.00
313406	01/26/2024	3	ROGERS, DAKOTA	2024 UNIFORM ALLOWANCE	$1,750.00
313413	01/26/2024	3658	SAGEN, JEFFREY	2024 UNIFORM ALLOWANCE	$1,750.00
313420	01/26/2024	11053	SEVERSON, COLTER	2024 UNIFORM ALLOWANCE	$1,750.00
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$1,454.59
313448	01/26/2024	10918	VOLLAND, BRADY	2024 UNIFORM ALLOWANCE	$1,750.00
313457	01/26/2024	9496	WOLF, KEEGAN	2024 UNIFORM ALLOWANCE	$1,750.00
313459	01/26/2024	205	ZACHARY CAIN	2024 UNIFORM ALLOWANCE	$1,750.00
				073 - KPD-Patrol Subtotal:	**$34,930.23**
074 - KPD-Staff Services					
313210	01/26/2024	653	AMBER PURSLEY	2024 UNIFORM ALLOWANCE	$550.00
				074 - KPD-Staff Services Subtotal:	**$550.00**
				Total For Fund 117	**$36,983.63**
Fund 118					
010 - Fund Activity					
312977	01/12/2024	465	AFFIRMA CONSULTING LLC	MANAGED SERVICES - DECEMBER 2023	$2,091.00
312979	01/12/2024	793	AMANDA LEIGH DUTT	NW HIDTA PUBLIC HEALTH SPECIALIST	$3,633.41
313008	01/12/2024	10777	CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	$6,131.52
313034	01/12/2024	10225	DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	$8,555.39
313039	01/12/2024	10912	EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	$4,168.31
313048	01/12/2024	397	GABRIEL JOHNSTON VELASCO	ROUTINE TRAVEL TO SUPPORT INITIATIVE (DEC 23)	$4,362.19
313058	01/12/2024	403	HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	$3,599.77
313067	01/12/2024	486	INTERFACE TECHNOLOGIES NORTHWEST, INC	CABLING	$3,118.91
313077	01/12/2024	774	KELLEY CONNECT CO	PRINTER	$909.57
313092	01/12/2024	301	MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	$4,168.31

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CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313107	01/12/2024	351	OSMAN, WERDA M.	REGION 10 OPIOID SUMMIT REGISTRATION	**$200.00**
313121	01/12/2024	10914	RASK, ANDREA ROBIN	NW HIDTA OPERATIONS MANAGER	**$5,655.21**
313127	01/12/2024	10915	ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	**$5,322.63**
313134	01/12/2024	396	SHAWN ALEXANDER MITCHELL	WEEKLY TRAVEL TO SUPPORT INITIATIVES (DECEMBER 23)	**$4,329.05**
313180	01/12/2024	10001	WEINER, JONATHAN M	NW HIDTA DIRECTOR	**$9,997.46**
313209	01/26/2024	793	AMANDA LEIGH DUTT	NW HIDTA PUBLIC HEALTH SPECIALIST	**$3,633.33**
313254	01/26/2024	10777	CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	**$6,131.56**
313285	01/26/2024	10225	DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	**$8,555.47**
313295	01/26/2024	10912	EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	**$4,168.23**
313304	01/26/2024	397	GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	**$4,168.23**
313320	01/26/2024	403	HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	**$3,599.81**
313365	01/26/2024	301	MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	**$4,168.23**
313398	01/26/2024	10914	RASK, ANDREA ROBIN	NW HIDTA OPERATIONS MANAGER	**$5,655.33**
313404	01/26/2024	4573	RICOH USA INC	MONTHLY COPIER CHARGES	**$153.06**
313408	01/26/2024	10915	ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	**$5,322.69**
313419	01/26/2024	262	SELIG FAMILY HOLDINGS LLC	MONTHLY RENT & NEW LIGHT SWITCHES	**$22,269.01**
313423	01/26/2024	396	SHAWN ALEXANDER MITCHELL	NW HIDTA INTELLIGENCE ANALYST	**$4,168.23**
313453	01/26/2024	10001	WEINER, JONATHAN M	NW HIDTA DIRECTOR	**$9,997.38**
				010 - Fund Activity Subtotal:	**$148,233.29**
				Total For Fund 118	**$148,233.29**
Fund 119					
010 - Fund Activity					
313021	01/12/2024	6375	COMPUNET INC	ARCTIC WOLF 2023\2024 RENEWAL – MDR AND MSA	**$99,715.84**
313148	01/12/2024	4028	TED BROWN MUSIC COMPANY	CITY HALL A/V PROJECT COUNCIL CHAMBERS	**$2,748.41**
				010 - Fund Activity Subtotal:	**$102,464.25**
				Total For Fund 119	**$102,464.25**
Fund 200					
256 - 2022 GO Bond Issue					
313215	01/26/2024	1169	ARBITRAGE COMPLIANCE, SPECIALISTS INC	ARBITRAGE REBATE CALUCATION	**$1,150.00**
				256 - 2022 GO Bond Issue Subtotal:	**$1,150.00**
				Total For Fund 200	**$1,150.00**
Fund 300					
010 - Fund Activity					
312976	01/12/2024	8615	ADVANCED TRAFFIC PRODUCTS INC	INS2 PUSH BUTTON SYSTEMS	**$14,977.91**
313024	01/12/2024	35	CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	LED LUMINAIRES AND PHOTOCELLS	**$26,772.81**
313291	01/26/2024	182	ELLISON EARTHWORKS LLC	P2111 PAY EST 5	**$139,944.34**
				010 - Fund Activity Subtotal:	**$181,695.06**

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160 - Land & Facilities					
312983	01/12/2024	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	PRESSURE RELIEF VALVES, GAS VALVE AND CIRC PUMP	**$9,548.38**
313021	01/12/2024	6375	COMPUNET INC	CISCO C9200CX	**$1,875.59**
313075	01/12/2024	3349	KCDA PURCHASING COOPERATIVE	RETAINAGE RELEASE HARD SURFACING PLAYGROUND GRASS	**$6,576.34**
313131	01/12/2024	817	SENSKE LAWN & TREE CARE INC	18-040 MAINT - BOB OLSON, STEP	**$5,811.76**
313152	01/12/2024	172	THE TRI-CITY HERALD	PARKS & REC - RECREATION CENTER FEASIBILITY STUDY	**$1,382.89**
313384	01/26/2024	768	WILLIAM HUNTER HOLLAND	CONSULTING SERVICES FOR COMP PLAN	**$4,000.00**
313386	01/26/2024	1174	PBS ENGINEERING &, ENVIRONMENTAL	K2107 CONSULTANT INVOICE	**$82.50**
				160 - Land & Facilities Subtotal:	**$29,277.46**
170 - Capital Purchases					
313033	01/12/2024	229	DELL MARKETING L.P., C/L DELL USA L.P.	DELL THUNDERBOLT STOCK	**$31,164.64**
313162	01/12/2024	1566	TYLER TECHNOLOGIES INC	EDEN REPLACEMENT PROJECT - CONTRACT 19-013	**$2,800.00**
313265	01/26/2024	6375	COMPUNET INC	SQL SERVER UPGRADE LICENSES	**$19,083.37**
				170 - Capital Purchases Subtotal:	**$53,048.01**
				Total For Fund 300	**$264,020.53**
Fund 303					
000 - Fund Activity					
EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	**$709.48**
				000 - Fund Activity Subtotal:	**$709.48**
010 - Fund Activity					
312984	01/12/2024	501	APOLLO, INC.	P2012 PAY EST 9	**$160,583.80**
312997	01/12/2024	84	BENTON PUD NO. 1	P2012 ILA BPUD ELECTRICAL	**$138,061.68**
313030	01/12/2024	867	DAVID EVANS & ASSOCIATES, INC.	P1402 CONSULTANT INVOICE	**$10,654.26**
313152	01/12/2024	172	THE TRI-CITY HERALD	INVITATION TO BID P2011-23 QUINAULT & CCB SIGNAL M	**$654.69**
				010 - Fund Activity Subtotal:	**$309,954.43**
				Total For Fund 303	**$310,663.91**
Fund 340					
010 - Fund Activity					
313075	01/12/2024	3349	KCDA PURCHASING COOPERATIVE	RETAINAGE RELEASE HARD SURFACING PLAYGROUND GRASS	**$1,686.85**
				010 - Fund Activity Subtotal:	**$1,686.85**
				Total For Fund 340	**$1,686.85**
Fund 350					
000 - Fund Activity					
313193	01/17/2024	99991	PERMIT REFUNDS	BLDC-2021-5324 REFUND	**$38,800.00**
313194	01/17/2024	99991	PERMIT REFUNDS	BLDC-2021-5295 REFUND	**$13,776.00**
313195	01/17/2024	99991	PERMIT REFUNDS	REC-004953-2023 REFUND	**$55,104.00**

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				000 - Fund Activity Subtotal:	**$107,680.00**
				Total For Fund 350	**$107,680.00**
Fund 360					
000 - Fund Activity					
312960	01/04/2024	99991	PERMIT REFUNDS	BLDC-2023-1534 REFUND	**$11,523.10**
				000 - Fund Activity Subtotal:	**$11,523.10**
				Total For Fund 360	**$11,523.10**
Fund 371					
000 - Fund Activity					
EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	**$198.99**
				000 - Fund Activity Subtotal:	**$198.99**
010 - Fund Activity					
312991	01/12/2024	10834	BASIN BUILDING SOLUTIONS LLC	FIRE STATION #1 COMMISSIONING SERVICES	**$12,349.41**
313021	01/12/2024	6375	COMPUNET INC	FIRE1 GATE EGRESS BUTTON	**$2,991.37**
313066	01/12/2024	6	IMPREST PETTY CASH FUND	PETTY CASH REPLENISH	**$73.88**
313113	01/12/2024	467	PERFECTION GLASS, INC.	FS1 PT ROOM MIRRORS	**$2,456.62**
313148	01/12/2024	4028	TED BROWN MUSIC COMPANY	FIRE STATION #1 AV EQUIP	**$318.49**
313282	01/26/2024	811	DIVERSIONS LLC	ST.1 REPLACEMENT WINDOW SHADES	**$1,922.04**
313299	01/26/2024	7587	HIS DIME LLC - FASTSIGNS	RETAINAGE FS#1 INTERIOR SIGNAGE	**$1,549.86**
313352	01/26/2024	10613	LOCUTION SYSTEMS, INC.	FS#1 LOCUTION STATION ALERTING SYSTEM	**$430.45**
				010 - Fund Activity Subtotal:	**$22,092.12**
				Total For Fund 371	**$22,291.11**
Fund 402					
000 - Fund Activity					
EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	**$85.07**
312962	01/10/2024	99993	AMBULANCE REFUNDS	280-KFD2307371 REFUND	**$50.00**
312963	01/10/2024	99993	AMBULANCE REFUNDS	KFD2001354 REFUND	**$5.00**
312964	01/10/2024	99993	AMBULANCE REFUNDS	280-KFD2106199 & 280-KFD2107237 REFUND	**$293.39**
312965	01/10/2024	99993	AMBULANCE REFUNDS	280-KFD2311070 REFUND	**$94.58**
312966	01/10/2024	99993	AMBULANCE REFUNDS	280-KFD2309632 REFUND	**$90.75**
312967	01/10/2024	99993	AMBULANCE REFUNDS	280-KFD2301797 REFUND	**$342.12**
313462	01/31/2024	99993	AMBULANCE REFUNDS	AMBULANCE REFUND 280-KFD2205245	**$311.42**
				000 - Fund Activity Subtotal:	**$1,272.33**
010 - Fund Activity					
EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	**$15,091.89**
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	**$1,861.00**

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
312975	01/12/2024	730	ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	$1,068.23
313006	01/12/2024	7715	CARDINAL HEALTH 411, INC	MEDS	$442.35
313009	01/12/2024	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICES	$49.41
313021	01/12/2024	6375	COMPUNET INC	CRADLEPOINT R1900	$2,120.99
313084	01/12/2024	8868	LIFE-ASSIST	NASAL/ORAL ETCO2	$1,230.49
313088	01/12/2024	1206	MED-TECH RESOURCE INC	CERVICAL COLLAR BAG	$500.58
313108	01/12/2024	917	OXARC, INC.	OXYGEN	$468.45
313120	01/12/2024	957	RANCH & HOME INC	PROPANE	$14.46
313144	01/12/2024	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS # 2 - SUPPLIES	$169.43
313164	01/12/2024	5807	UPTOWN CLEANERS, SANDRA R NINEMIRE	UNIFORM CLEANING	$808.67
313189	01/12/2024	6869	ZOLL MEDICAL CORPORATION	CUFF & ELECTRODES	$607.00
313202	01/26/2024	552	10TH AVENUE CLEANERS,LLC	UNIFORM CLEANING	$71.15
313231	01/26/2024	44	BENTON COUNTY FIRE DISTRICT #1	2024 MPD ASSESSMENT	$4,223.31
313239	01/26/2024	3495	BOUND TREE MEDICAL LLC	MED SUPPLIES & ENDOTRACHEAL TUBE	$216.73
313248	01/26/2024	7715	CARDINAL HEALTH 411, INC	KETAMINE	$755.12
313258	01/26/2024	100	CITY OF RICHLAND	SECOMM ASSESSMENT - DISPATCH SVCS	$23,087.98
313264	01/26/2024	1308	COLUMBIA VALLEY DAYBREAK, ROTARY	3RD QTR FEE	$87.50
313305	01/26/2024	5823	GALLS, LLC	SOFTSHELL JACKET	$1,175.49
313327	01/26/2024	3657	IAFC	IAFC - ANNUAL MEMBERSHIP	$180.00
313336	01/26/2024	812	JOSHUA LOPEZ	REIMBURSEMENT - MEDIC SCHOOL TUITION	$1,376.66
313351	01/26/2024	8868	LIFE-ASSIST	GENERAL MEDICAL SUPPLIES	$5,340.43
313360	01/26/2024	1206	MED-TECH RESOURCE INC	LARYNGOSCOPES	$715.57
313370	01/26/2024	3450	MUNICIPAL EMERGENCY SVS, DEPOSITORY ACCOUNT	DUAL-PURPOSE BOOTS (2 PAIR)	$187.82
313383	01/26/2024	917	OXARC, INC.	OXYGEN	$412.20
313418	01/26/2024	7872	SEA WESTERN INC	DUAL PURPOSE & STRUCTURAL BOOTS	$461.79
313431	01/26/2024	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS #4 - STATION SUPPLIES	$1,244.60
313435	01/26/2024	7618	TELEFLEX LLC	NEEDLES & STABILIZERS	$2,858.70
313443	01/26/2024	5807	UPTOWN CLEANERS, SANDRA R NINEMIRE	UNIFORM CLEANING	$88.92
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$938.15
313461	01/26/2024	6869	ZOLL MEDICAL CORPORATION	CHILD CUFF	$1,296.01
				010 - Fund Activity Subtotal:	**$69,151.08**
				Total For Fund 402	**$70,423.41**

Fund 403

000 - Fund Activity

313201	01/24/2024	99991	PERMIT REFUNDS	BLDR-2023-2463 REFUND	$2,210.68
313444	01/26/2024	7942	US BANK NATIONAL ASSOCIATION	BANK SERVICE FEES 2023	$10,554.13
313463	01/31/2024	99991	PERMIT REFUNDS	BLDC-2024-0123	$163.31
				000 - Fund Activity Subtotal:	**$12,928.12**

010 - Fund Activity

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
EFT	01/03/2024	70016	U.S. BANK	MERCHANT FEES	$4,437.74
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$548.32
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$748.56
				010 - Fund Activity Subtotal:	**$5,734.62**
				Total For Fund 403	**$18,662.74**

Fund 405

010 - Fund Activity

EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	$4,414.78
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$648.90
312985	01/12/2024	5050	ARG INDUSTRIAL	WASHOUT NOZZLE	$30.45
313004	01/12/2024	1817	RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	$55.75
313079	01/12/2024	78	KENNEWICK INDUSTRIAL & ELEC	SWEEPER REPAIR	$93.79
313094	01/12/2024	1086	MONARCH MACHINE & TOOL CO INC	CUSTOM SIZED CATCH BASIN GRATES	$1,280.94
313120	01/12/2024	957	RANCH & HOME INC	DUCT TAPE	$73.31
313151	01/12/2024	172	THE TRI-CITY HERALD	ACCEPTANCE OF WORK AD FOR P2116-23	$59.98
313169	01/12/2024	800	VELOCITYEHS	2023 RICHLAND/KENNEWICK MSDS UPDATES	$190.92
313173	01/12/2024	164	WA STATE DEPARTMENT OF ECOLOGY	DAM SAFETY PERMIT	$1,208.00
313188	01/12/2024	5471	ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	$71.25
313302	01/26/2024	5910	FRANKLIN CONSERVATION DISTRICT	QUAD-CITIES WATER RIGHTS NPDES PERMIT	$4,476.25
313381	01/26/2024	3700	OFFICE DEPOT INC	OFFICE SUPPLIES	$3.10
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$363.80
				010 - Fund Activity Subtotal:	**$12,971.22**
				Total For Fund 405	**$12,971.22**

Fund 410

000 - Fund Activity

EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	$56.90
312961	01/04/2024	99991	PERMIT REFUNDS	DPW-2022-7709 REFUND	$680.00
313044	01/12/2024	86	FERGUSON ENTERPRISES INC	INV 300 SMARTPOINTS	$55,606.57
313196	01/18/2024	5608	BEPPLE, ROBERT	DIRECT DEPOSIT RETURN	$300.00
313224	01/26/2024	108	BADGER METER INC	INV 300 METERS	$30,203.67
313300	01/26/2024	86	FERGUSON ENTERPRISES INC	INV 400 METER BOXES AND LIDS	$83,520.40
313322	01/26/2024	865	HD FOWLER COMPANY INC	INV 300 HD FOWLER	$8,886.79
				000 - Fund Activity Subtotal:	**$179,254.33**

010 - Fund Activity

EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	$83,700.08
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$5,531.84
312981	01/12/2024	7400	ANALYTICAL SERVICES INC	AEROBIC ENDOSPORE SAMPLING	$530.00

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
312982	01/12/2024	2738	ANATEK LABS INC	PFAS SAMPLING	$3,383.00
312987	01/12/2024	1568	ATOMIC SCREEN PRINT &, EMBROIDERY	OE UNIFORM	$247.73
312992	01/12/2024	4052	BATTERIES PLUS	TRICKLE CHARGER FOR WALK BEHIND CONCRETE SAW	$59.35
312996	01/12/2024	93	BENTON FRANKLIN DISTRICT, HEALTH	QUARTERLY TKN TESTING FOR PERMIT	$2,691.00
312999	01/12/2024	706	BLACK & VEATCH CORPORATION	P2309 CONSULTANT INVOICE	$57,224.67
313001	01/12/2024	614	BRYAN BENTRUP	UNIFORM ALLOWANCE	$155.55
313004	01/12/2024	1817	RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	$55.74
313018	01/12/2024	6389	COLUMBIA ELECTRIC SUPPLY	SCADA NETWORK SWITCHES	$19,265.05
313022	01/12/2024	10831	CONCEPT SYSTEMS INC	SCADA SUPPORT PROFESSIONAL SERVICES	$4,725.00
313023	01/12/2024	4853	CONNELL OIL INC, 76 DISTRIBUTING	FOOD GRADE GREASE FOR FIRE HYDRANT MAINTENANCE	$327.87
313028	01/12/2024	8116	D&D TELECOMMUNICATIONS, PROPERTIES, LLC	INSPIRATION POINT - NOVEMBER 2023	$1,565.74
313032	01/12/2024	767	DDB LLC	P2113 PAY EST 3	$64,597.33
313044	01/12/2024	86	FERGUSON ENTERPRISES INC	METER SET WRENCH FOR METER MAINTENANCE	$72,608.80
313045	01/12/2024	2294	FIRST AMERICAN TITLE INSURANCE, COMPANY	TITLE REPORTS - MUNDI (2325 S. SHERMAN ST)	$380.45
313055	01/12/2024	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	WATERPROOF TAPE FOR TV VAN CABLE	$18.47
313057	01/12/2024	7234	GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS	P2318 CONSULTANT INVOICE	$4,184.73
313059	01/12/2024	865	HD FOWLER COMPANY INC	6" DUCTILE SPOOL FOR FIRE HYDRANT REPLACEMENT	$587.10
313060	01/12/2024	6569	HDR INC	P1905 CONSULTANT INVOICE	$5,262.45
313065	01/12/2024	9099	IDEXX DISTRIBUTION INC	FECAL QC TEST	$352.94
313068	01/12/2024	303	INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - DECEMBER 2023	$503.00
313069	01/12/2024	4713	J-U-B ENGINEERS INC	P2211 CONSULTANT INVOICE	$38,095.70
313076	01/12/2024	669	KELLER ASSOCIATES INC	P2310 CONSULTANT INVOICE	$9,361.25
313078	01/12/2024	5148	KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - DECEMBER 2023	$68.46
313090	01/12/2024	6441	MERRELL BROTHERS INC	P2209 CONSULANT INVOICE	$550,992.33
313096	01/12/2024	3962	MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	$146.37
313102	01/12/2024	4748	NORTH COAST ELECTRIC COMPANY	STANDARD VFDS	$285,348.82
313105	01/12/2024	3700	OFFICE DEPOT INC	OFFICE SUPPLIES	$60.01
313110	01/12/2024	1040	PARAMOUNT SUPPLY COMPANY	GASKETS FOR CHECK VALVES	$82.85
313119	01/12/2024	8218	QUALITY CONTROL SERVICES, INC.	RE CERTIFY LAB WEIGHT	$95.50
313120	01/12/2024	957	RANCH & HOME INC	INSPECTION SUPPLIES	$175.08
313123	01/12/2024	6065	RH2 ENGINEERING INC	P2316 CONSULTANT INVOICE	$2,805.76
313125	01/12/2024	773	ROACH CONSTRUCTION COMPANY LLC	P2027 PAY EST 2	$17,499.83
313132	01/12/2024	1831	SETCOM CORPORATION, PINNACLE PEAK HOLDING COR	WIRELESS HEADSET & CHARGER	$1,986.58
313152	01/12/2024	172	THE TRI-CITY HERALD	INVITATION TO BID P2117-23 WATER FILT. PLANT-REBID	$639.27
313157	01/12/2024	6270	TRI-CITY SIGN & BARRICADE, CONSTRUCTION AHEAD INC	MARKING PAINT FOR LOCATES AND WATER LINES	$237.01
313163	01/12/2024	4764	UNITED PARCEL SERVICE, UPS	SHIPPING	$197.91
313165	01/12/2024	3564	US LINEN AND UNIFORM	LINEN SERVICE	$118.44
313167	01/12/2024	7925	HD SUPPLY INC	PH BUFFER FOR LAB	$181.22
313168	01/12/2024	3881	UTILITIES UNDERGROUND, LOCATION CENTER	MONTHLY LOCATE FEES	$183.18
313169	01/12/2024	800	VELOCITYEHS	2023 RICHLAND/KENNEWICK MSDS UPDATES	$1,266.95

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313173	01/12/2024	164	WA STATE DEPARTMENT OF ECOLOGY	DAM INSPECTION FEE	$881.00
313188	01/12/2024	5471	ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	$466.43
313206	01/26/2024	4327	ADVANCED ANALYTICAL SOLUTIONS, LLC	LAB SUPPLIES	$529.04
313213	01/26/2024	7400	ANALYTICAL SERVICES INC	AEROBIC ENDOSPORE SAMPLING	$285.00
313214	01/26/2024	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT JANUARY	$1,409.38
313216	01/26/2024	5050	ARG INDUSTRIAL	NEW 6 INCH PUMP HOSES FOR THE PLANT	$1,005.46
313225	01/26/2024	4052	BATTERIES PLUS	WATER PUMP STATIONS UPS BATTERIES	$140.22
313226	01/26/2024	3707	BAXTER AUTO PARTS	SPRAY GLUE FOR REFLECTORS AROUND THE HRT'S	$78.26
313232	01/26/2024	84	BENTON PUD NO. 1	ELECTRICITY	$106,300.28
313236	01/26/2024	706	BLACK & VEATCH CORPORATION	P2309 CONSULTANT INVOICE	$23,598.50
313237	01/26/2024	618	BLACOH FLUID CONTROLS, INC	SURGE TANK SYSTEM PROGRESS PAYMENT 3	$14,950.00
313238	01/26/2024	8065	BOLT, ALLEN	UNIFORM ALLOWANCE	$108.65
313249	01/26/2024	83	CASCADE NATURAL GAS	GAS SERVICE	$3,433.39
313263	01/26/2024	6389	COLUMBIA ELECTRIC SUPPLY	SCADA NETWORK SWITCHES	$9,019.36
313266	01/26/2024	4853	CONNELL OIL INC, 76 DISTRIBUTING	KEROSENE FOR PORTABLE HEATER TO THAW PUMP	$33.57
313270	01/26/2024	13	CORE & MAIN LP	PARTS TO REPAIR CLOW FIRE HYDRANTS	$1,029.97
313276	01/26/2024	8116	D&D TELECOMMUNICATIONS, PROPERTIES, LLC	INSPIRATION POINT - JANUARY 2024	$782.87
313294	01/26/2024	9295	EUROFINS EATON ANALYTICAL INC	UCMR5 SAMPLING	$675.00
313296	01/26/2024	1790	EVERGREEN RURAL WATER, OF WASHINGTON	2024 ERWOW MEMBERSHIP DUES	$1,025.00
313300	01/26/2024	86	FERGUSON ENTERPRISES INC	BITS FOR LARGE LIVE WATER TAPS	$1,160.93
313302	01/26/2024	5910	FRANKLIN CONSERVATION DISTRICT	QUAD-CITIES WATER RIGHTS NPDES PERMIT	$21,368.16
313303	01/26/2024	10537	FREEMAN, LUKE	REIMBURSEMENT FOR SUPPLIES -18TH/KELLOGG RESERVOIR	$93.69
313315	01/26/2024	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	OE UNIFORM - GRIGGS DEPT. STORE	$137.20
313317	01/26/2024	7234	GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS	P2213 CONSULTANT INVOICE	$4,522.50
313322	01/26/2024	865	HD FOWLER COMPANY INC	REPAIR BANDS FOR SHOP STOCK	$15,189.30
313323	01/26/2024	6569	HDR INC	P2117 CONSULTANT INVOICE	$20,976.59
313331	01/26/2024	4713	J-U-B ENGINEERS INC	P2211 CONSULTANT INVOICE	$13,122.93
313338	01/26/2024	119	K&N ELECTRIC MOTORS INC	100 HP MOTOR REBUILD	$16,056.08
313340	01/26/2024	3349	KCDA PURCHASING COOPERATIVE	WTP LOW LIFT & INTAKE BUILDINGS ROOF REPLACEMENT	$213,464.03
313341	01/26/2024	669	KELLER ASSOCIATES INC	P2310 CONSULTANT INVOICE	$9,953.75
313344	01/26/2024	78	KENNEWICK INDUSTRIAL & ELEC	BUSHINGS FOR JUNCTION BOX ON 100HP MOTORS	$28.76
313354	01/26/2024	3154	M & M BOLT COMPANY, LLC	RIVETS TO REPAIR FIRE HYDRANT	$12.21
313367	01/26/2024	5112	MOON SECURITY SERVICES, INC	WFP - 10128	$342.27
313372	01/26/2024	1290	NCL OF WISCONSIN, INC.	LAB SUPPLIES	$342.93
313378	01/26/2024	4748	NORTH COAST ELECTRIC COMPANY	ABB DRIVE START UP	$217.80
313379	01/26/2024	8022	NORTHWEST BIOSOLIDS MANAGEMENT, ASSOCIATION	2024 ANNUAL MEMBERSHIP DUES	$1,308.88
313381	01/26/2024	3700	OFFICE DEPOT INC	OFFICE SUPPLIES	$64.66
313390	01/26/2024	2941	PHASE 2 ELECTRIC, INC.	RC5 PUMP 1 VFD INSTALLATION	$17,913.76
313391	01/26/2024	329	PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	SPARE POWER SUPPLY TO REPLACE THE ONES INSTALLED	$887.35
313397	01/26/2024	957	RANCH & HOME INC	STRAPS TO SECURE EXCAVATOR BUCKET ON TRAILER	$91.67

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313402	01/26/2024	6065	RH2 ENGINEERING INC	P2316 CONSULTANT INVOICE	$10,340.25
313409	01/26/2024	6567	RS AMERICAS INC	VFD FAN FOR HIGH SERVICE IN WTP	$338.34
313430	01/26/2024	5320	SOLID WASTE SYSTEMS INC	NEW TV CAMERA CABLE	$6,217.77
313439	01/26/2024	6270	TRI-CITY SIGN & BARRICADE, CONSTRUCTION AHEAD INC	GUIDE POST FOR AROUND HRT'S	$860.90
313440	01/26/2024	393	TROJAN TECHNOLOGIES	QUARTZ SLEEVES FOR UV SYSTEM AT RC5	$3,959.79
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$2,781.73
313451	01/26/2024	63	WA STATE DEPT TRANSPORTATION, HIGHWAYS & LOCAL PR	P2211 PERMIT BORE DRILLING	$236.70
				010 - Fund Activity Subtotal:	**$1,765,242.72**
				Total For Fund 410	**$1,944,497.05**

Fund 501

000 - Fund Activity

EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	$597.68
313000	01/12/2024	10612	BRAUN INDUSTRIES INC	INV 700 LATCH	$240.73
313026	01/12/2024	5727	COSTCO ANYWHERE CITI VISA	INV 700 CUMMINS FILTERS	$484.64
313037	01/12/2024	10299	ENVIRONMENTAL PRODUCTS AND, ACCESSORIES LLC	INV 700 HOSE AND PARTS	$1,243.57
313081	01/12/2024	4244	L N CURTIS & SONS	INV 700 LN CURTIS	$256.01
313098	01/12/2024	8875	NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 NAPA	$549.71
313169	01/12/2024	800	VELOCITYEHS	2023 RICHLAND/KENNEWICK MSDS UPDATES	$2,568.69
313184	01/12/2024	5380	WESTERN SYSTEMS FABRICATION, INC	INV 700 GUTTER BROOMS	$2,153.89
313225	01/26/2024	4052	BATTERIES PLUS	INV 700 BATTERIES PLUS	$357.89
313266	01/26/2024	4853	CONNELL OIL INC, 76 DISTRIBUTING	INV 700 OIL	$665.88
313371	01/26/2024	8875	NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 MOTORCRAFT	$405.33
313385	01/26/2024	6241	PASCO TIRE FACTORY INC	INV 800 PASCO TIRE FACTORY	$3,200.97
				000 - Fund Activity Subtotal:	**$12,724.99**

010 - Fund Activity

312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$268.10
313016	01/12/2024	1310	COLEMAN OIL COMPANY	CITYWIDE FLEET FUEL	$20,875.83
313025	01/12/2024	7868	CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC	KIT VEH 3033	$285.98
313031	01/12/2024	9827	DAY WIRELESS SYSTEMS	2023 POLICE VEHICLE UPFITS RFQ 22-007	$41,725.15
313041	01/12/2024	166	FARMERS EXCHANGE	PROPANE VEH 0401	$50.07
313062	01/12/2024	8572	HIGH DESERT MAINTENANCE INC	TRUCKVAULT MOUNTS VEH 7320 AND 7935	$584.00
313064	01/12/2024	8711	HUGHES FIRE EQUIPMENT INC	ANNUAL DOT INSPECTION VEH 2715	$3,392.14
313070	01/12/2024	2285	JIFFY CAR WASH, INC.	FLEET CAR WASHES DECEMBER	$652.20
313071	01/12/2024	3363	JIM'S PACIFIC GARAGES INC	SENSOR VEH 4100	$9,486.93
313098	01/12/2024	8875	NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	COOLANT VEH 2802	$326.54
313103	01/12/2024	1677	NORTHSTAR CLEAN CONCEPTS HOTSY, CLEAN CONCEPTS GR	PARTS WASHER REPAIR FLEET	$1,433.26
313109	01/12/2024	6603	PAPE MACHINERY INC	INSTALL BLOCK HEATER VEH 0094	$613.48
313111	01/12/2024	6241	PASCO TIRE FACTORY INC	TIRE SERVICE VEH 0094	$3,806.24
313137	01/12/2024	9797	SIGNS BY SUE	RENUMBER NEW PD VEHICLES 7320 7321	$54.45

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313140	01/12/2024	5320	SOLID WASTE SYSTEMS INC	HOSE AND CLAMPS VEH 4104	$2,356.53
313142	01/12/2024	9499	SOUNDOFF SIGNAL GSA, EMERGENCY TECHNOLOGY INC	SURFACE MOUNT KIT VEH 2105	$863.08
313146	01/12/2024	696	M&A TIRE AND AUTO REPAIR INC	WATER PUMP AND FUEL PUMP VEH 5519	$1,727.67
313150	01/12/2024	7370	THE FAB SHOP LLC	KEYPAD VEH 0156	$1,902.62
313160	01/12/2024	9405	TRUCK PRO LLC SIX STATES, TRUCK PRO HOLDING CORP	VALVES VEH 2003	$573.21
313165	01/12/2024	3564	US LINEN AND UNIFORM	LINEN SERVICE	$131.04
313203	01/26/2024	8802	A1 TRUCK WASH	TRUCK WASH VEH 4105	$95.00
313243	01/26/2024	2579	BUD CLARY FORD/HYUNDAI, CLARY LONGVIEW LLC	2023 FORD INTERCEPTOR DETECTIVE VEH 7328	$150,786.79
313262	01/26/2024	1310	COLEMAN OIL COMPANY	CITYWIDE FLEET FUEL	$24,232.23
313280	01/26/2024	9827	DAY WIRELESS SYSTEMS	2023 POLICE VEHICLE UPFIT VEH 7314	$62,871.53
313426	01/26/2024	9797	SIGNS BY SUE	V7371 DECAL REPLACEMENT	$1,231.01
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$134.08
				010 - Fund Activity Subtotal:	**$330,459.16**
				Total For Fund 501	**$343,184.15**

Fund 502

000 - Fund Activity

EFT	01/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX DECEMBER 2023	$75.33
313040	01/12/2024	5426	EWING IRRIGATION PRODUCTS, INC	INV 500 EWING	$1,464.41
313053	01/12/2024	1775	GRAINGER	INV 200 GRAINGER	$1,465.17
313147	01/12/2024	3697	SUNWEST SPORTSWEAR, A DIVISION OF US LINEN	INV 200 SUN WEST	$3,687.97
313190	01/12/2024	4578	ZUMAR INDUSTRIES INC	INV 900 ZUMAR	$5,195.86
313208	01/26/2024	8871	ALLIED MATERIALS AND EQUIPMENT, CO INC	INV 200 FLAGS	$493.00
313271	01/26/2024	5727	COSTCO ANYWHERE CITI VISA	INV 200 AUTO WASH	$217.36
313274	01/26/2024	481	CROWN PAPER & JANITORIAL, SUPPLY	INV 200 TRASH BAGS	$16,563.16
313311	01/26/2024	1775	GRAINGER	INV 200 GRAINGER	$929.26
313364	01/26/2024	10360	MINUTEMAN PRESS OF KENNEWICK, WESTJAN ENTERPRISES	INV 100 CHECK STOCK	$765.62
313375	01/26/2024	4770	NETWORK SERVICES COMPANY	INV 200 WYPALL TOWELS	$464.89
				000 - Fund Activity Subtotal:	**$31,322.03**

010 - Fund Activity

313083	01/12/2024	6743	LEAF CAPITAL FUNDING LLC	12 COPIER LEASE - 2023	$1,769.84
313204	01/26/2024	1526	ABADAN	COPIER MAINTENANCE - 2024	$1,779.18
313349	01/26/2024	6743	LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2024	$2,640.77
313375	01/26/2024	4770	NETWORK SERVICES COMPANY	COPY PAPER FOR COPIER PROGRAM	$3,391.44
				010 - Fund Activity Subtotal:	**$9,581.23**
				Total For Fund 502	**$40,903.26**

Fund 503

010 - Fund Activity

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
EFT	01/17/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	$60.00
EFT	01/25/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	$45.00
EFT	01/26/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	$30.00
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$82.70
313017	01/12/2024	2899	COLUMBIA BASIN HEARING CENTER, LLC	2023 ANNUAL HEARING TESTS	$3,800.00
313046	01/12/2024	81	FNS COLLISION GROUP LLC	REPAIR - KFD #2005	$6,260.42
313136	01/12/2024	680	SIERRA ELECTRIC, INC.	REPLACE LIGHT POLE AT STEPTOE NEAR GAGE	$2,149.87
313148	01/12/2024	4028	TED BROWN MUSIC COMPANY	REPLACE 2 SECURITY CAMERAS AT FIRE STATION #1	$10,174.32
313169	01/12/2024	800	VELOCITYEHS	2023 RICHLAND/KENNEWICK MSDS UPDATES	$34.71
313178	01/12/2024	1855	WCIA WASHINGTON CITIES, INSURANCE AUTHORITY	2024 WCIA ASSESSMENT	$1,993,645.00
313185	01/12/2024	2368	WESTERN SYSTEMS INC	REPLACE RRFB AT CLODFELTER & RIDGELINE	$1,156.75
313267	01/26/2024	35	CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	REPLACE LIGHT POLE AT 38TH & CANYON LAKES	$5,840.24
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$41.36
				010 - Fund Activity Subtotal:	**$2,023,320.37**
				Total For Fund 503	**$2,023,320.37**

Fund 611

010 - Fund Activity

313234	01/26/2024	4065	BERNA, LETA	LEOFF 1 PENSION	$386.03
313288	01/26/2024	5685	ECKERT, NANCY	LEOFF 1 PENSION	$1,721.91
313394	01/26/2024	6700	PURDY, PAULA	LEOFF 1 PENSION	$1,099.34
313401	01/26/2024	145	REMUS, LARRY J	LEOFF 1 PENSION	$893.51
313422	01/26/2024	148	SHAW, LEONARD	LEOFF 1 PENSION	$630.69
313427	01/26/2024	150	SLEATER, LARRY L	LEOFF 1 PENSION	$1,467.49
313447	01/26/2024	152	VICKERMAN, THOMAS	LEOFF 1 PENSION	$448.25
				010 - Fund Activity Subtotal:	**$6,647.22**
				Total For Fund 611	**$6,647.22**

Fund 612

010 - Fund Activity

312974	01/12/2024	24	ADKINS, WILLIAM	RETIREE MEDICAL	$164.90
313002	01/12/2024	185	BUCK, GARY E	RETIREE MEDICAL	$164.90
313035	01/12/2024	1894	EASLING, CONNIE	RETIREE MEDICAL	$164.90
313042	01/12/2024	41	FARNKOFF, ROBERT C	RETIREE MEDICAL	$164.90
313043	01/12/2024	58	FEARING, DOUG	RETIREE MEDICAL	$164.90
313050	01/12/2024	181	GIER, CHARLES W.	RETIREE MEDICAL	$164.90
313052	01/12/2024	134	GONDERMAN, DAVID A	RETIREE MEDICAL	$164.90
313056	01/12/2024	62	GROSS, ROBERT	RETIREE MEDICAL	$164.90
313061	01/12/2024	455	HEIMBIGNER, MICHAEL	RETIREE MEDICAL	$164.90
313063	01/12/2024	6744	HIRSCHEL, ARTHUR D	RETIREE MEDICAL	$104.90

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313073	01/12/2024	3891	JOPLIN, ALAN	RETIREE MEDICAL	$164.90
313074	01/12/2024	65	JUERGENS, CURT	RETIREE MEDICAL	$164.90
313080	01/12/2024	60	KRAFT, JAMES	RETIREE MEDICAL	$164.90
313085	01/12/2024	50	MACE, BILL	RETIREE MEDICAL	$164.90
313086	01/12/2024	52	MAPLETHORPE, JOHN G., JR	RETIREE MEDICAL	$164.90
313104	01/12/2024	142	O'HAIR, RONALD L	RETIREE MEDICAL	$164.90
313112	01/12/2024	5554	PENNEY, MICHAEL	RETIREE MEDICAL	$134.00
313122	01/12/2024	145	REMUS, LARRY J	RETIREE MEDICAL	$338.49
313130	01/12/2024	1821	SCHARNHORST, DEAN	RETIREE MEDICAL	$164.90
313133	01/12/2024	148	SHAW, LEONARD	RETIREE MEDICAL	$164.90
313138	01/12/2024	150	SLEATER, LARRY L	RETIREE MEDICAL	$164.90
313143	01/12/2024	66	SOUTHWICK, JOHN J., JR.	RETIREE MEDICAL	$164.90
313159	01/12/2024	1318	TRIPP, GREG	RETIREE MEDICAL	$164.90
313170	01/12/2024	152	VICKERMAN, THOMAS	RETIREE MEDICAL	$164.90
313174	01/12/2024	8584	WAGNER, BRIAN	RETIREE MEDICAL	$164.90
313177	01/12/2024	9944	WATERS, DENNIS	RETIREE MEDICAL	$148.50
313186	01/12/2024	2997	WILLIAMS, GARY	RETIREE MEDICAL	$164.90
313187	01/12/2024	9776	YADEN, MARK	RETIREE MEDICAL	$164.90
				010 - Fund Activity Subtotal:	**$4,683.49**
				Total For Fund 612	**$4,683.49**
Fund 642					
000 - Fund Activity					
313010	01/12/2024	435	CITY OF PASCO	METRO OT REIMBURSEMENT - NOVEMBER 2023	$616.78
313013	01/12/2024	1516	CITY OF WEST RICHLAND	METRO OT REIMBURSEMENT - DECEMBER 2023	$1,861.80
313230	01/26/2024	14	BENTON COUNTY	METRO OT REIMBURSEMENT - DECEMBER 2023	$898.01
				000 - Fund Activity Subtotal:	**$3,376.59**
010 - Fund Activity					
312958	01/02/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$82.70
312970	01/10/2024	70000	WASHINGTON STATE TREASURER	10% DUE FOR STATE FORFEITURE	$8,019.81
313027	01/12/2024	7711	CULLIGAN WATER CONDITIONING	CULLIGAN WATER SERVICE	$54.62
313188	01/12/2024	5471	ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	$158.93
313446	01/26/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	$41.36
				010 - Fund Activity Subtotal:	**$8,357.42**
				Total For Fund 642	**$11,734.01**
Fund 888					
000 - Fund Activity					
EFT	01/12/2024	5000	COMMERCIAL CARD SOLUTIONS, JP MORGAN CHASE - VISA	PCARD PURCHASES- DECEMBER 2023	$41,207.00

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

000 - Fund Activity Subtotal:	**$41,207.00**
Total For Fund 888	**$41,207.00**
	$7,369,150.93

I, Michele Hamada, Accounting Manager, 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.

Michele Hamada

Michele Hamada, Accounting Manager

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

Check Numbers 312958 through 313464:	$7,150,969.75
Electronic Payments (EFT):	$218,181.18
Total	**$7,369,150.93**

City of Kennewick
Claims Roster by Fund/Division
1/1/2024 to 1/31/2024

CLAIMS SUMMARY		
FUND	DESCRIPTION	AMOUNT
001	GENERAL FUND	1,565,341.16
102	STREET FUND	61,980.86
103	ARTERIAL STREET FUND	1,550.00
106	BI-PIN OPERATIONS FUND	40,843.05
107	COMMUNITY DEVELOPMENT FUND	10,667.50
111	ASSET FORFEITURE FUND	160.00
116	LODGING TAX FUND	163,677.77
117	CRIMINAL JUSTICE SALES TAX FND	36,983.63
118	HIDTA FIDUCIARY PROGRAM	148,233.29
119	CORONAVIRUS FISCAL RECOVERY FD	102,464.25
200	DEBT SERVICE FUND	1,150.00
300	CAPITAL IMPROVEMENTS FUND	264,020.53
303	URBAN ARTERIAL STREET FUND	310,663.91
340	PARK RESERVE FUND	1,686.85
350	PARK IMPACT FEE FUND	107,680.00
360	TIF RESERVE FUND	11,523.10
371	GO BOND 2022 FUND	22,291.11
402	MEDICAL SERVICES FUND	70,423.41
403	BUILDING SAFETY FUND	18,662.74
405	STORMWATER UTILITY FUND	12,971.22
410	WATER AND SEWER FUND	1,944,497.05
501	EQUIPMENT RENTAL FUND	343,184.15
502	CENTRAL STORES FUND	40,903.26
503	RISK MANAGEMENT FUND	2,023,320.37
611	FIREMENS PENSION FUND	6,647.22
612	OPEB TRUST FUND	4,683.49
642	METRO DRUG FORFEITURE FUND	11,734.01
888	RESIDUAL FUND	41,207.00
	Total:	7,369,150.93

City of Kennewick
PCard Roster by Fund
12/1/2023 to 12/31/2023

FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
001 - GENERAL FUND				
CITY COUNCIL	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	RETIREMENT PLAQUES FOR COUNCIL MEETING	322.84
CITY COUNCIL	11079	PROCARD, OUR COOKIE HOUSE	COOKIES FOR COUNCIL MEETING - RETIREMENT CELEBRATION	72.83
CITY COUNCIL	7851	GREAT HARVEST BREAD, SUNRISE BAKERY LLC	LUNCH FOR COUNCIL VACANCY INTERVIEWS	182.46
CITY COUNCIL	999998	EVENT* ESTABLISHMENT O	MRSC TRAINING FOR CTORELLI	35.00
CITY COUNCIL	6701	RED APPLE MARKET	SNACKS FOR COUNCIL VACANCY INTERVIEW DAY	40.42
CITY COUNCIL	3325	YOKE'S FRESH MARKET	SNACKS FOR COUNCIL VACANCY INTERVIEW DAY	30.64
CITY COUNCIL	10182	PROCARD, ASSOCIATION OF WASHINGTON	AWC CITY ACTION DAYS REGISTRATION FOR JMILLBAUER	200.00
CITY COUNCIL	8980	ROCKABILLY ROASTING CO	COFFEE FOR COUNCIL VACANCY INTERVIEW DAY	38.04
CITY COUNCIL	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	COUNCIL CHAMBERS NAME PLATES	108.70
CITY COUNCIL	10182	PROCARD, ASSOCIATION OF WASHINGTON	AWC CITY ACTION DAY REGISTRATION FOR CTORELLI	200.00
CITY COUNCIL	3883	U R M CASH & CARRY	NAPKINS AND TABLE CLOTHS FOR COUNCIL CHAMBER EVENTS	47.35
			City Council Subtotal:	**$1,278.28**
CITY MANAGER	3700	OFFICE DEPOT INC	RETIREMENT CELEBRATION SUPPLIES	130.43
CITY MANAGER	3700	OFFICE DEPOT INC	CITY MANAGER OFFICE SUPPLIES	60.74
CITY MANAGER	10158	PROCARD, CANVA	CANVA SUBSCRIPTION FOR DDOLLARHYDE	12.99
CITY MANAGER	172	THE TRI-CITY HERALD	TCH SUBSCRIPTION FOR DDOLLARHYDE	15.99
CITY MANAGER	6006	ADOBE SYSTEMS, INC	ADOBE SUBSCRIPTION FOR DDOLLARHYDE	32.60
CITY MANAGER	3717	AMAZON.COM	OFFICE SUPPLIES FOR CITY MANAGERS OFFICE	34.68
			City Manager Subtotal:	**$287.43**
RECREATION SERVICES	6620	STK*SHUTTERSTOCK.COM	IMAGES FOR MARKETING	31.53
RECREATION SERVICES	3234	JOANN FABRIC #1688	HOLIDAY DECOR FOR KCC	24.92
RECREATION SERVICES	3717	AMAZON.COM	HOLIDAY DECO FOR KCC	80.40
RECREATION SERVICES	3717	AMAZON.COM	HOLIDAY DECOR FOR KCC	6.51
RECREATION SERVICES	11071	COSTCO	SUPPLIES FOR WRPA MEETING	71.41
RECREATION SERVICES	3223	WALMART SUPERCENTER	DICE FOR RECREATION GAMES	2.65
RECREATION SERVICES	3717	AMAZON.COM	POPCORN SUPPLIES FOR KCC	100.00
RECREATION SERVICES	3717	AMAZON.COM	CHRISTMAS LIGHTS FOR KCC	15.21
RECREATION SERVICES	3883	U R M CASH & CARRY	POPCORN SUPPLIES FOR KCC, CHRISTMAS DECOR	38.95
RECREATION SERVICES	3717	AMAZON.COM	CHRISTMAS DECORATIONS	162.92
RECREATION SERVICES	7217	FACEBOOK	FACEBOOK ADVERTISING	209.95
RECREATION SERVICES	9708	EIG	CONSTANT CONTACT	1,907.60
RECREATION SERVICES	3717	AMAZON.COM	SUPPLIES FOR THE PAVILION	10.86
RECREATION SERVICES	3717	AMAZON.COM	STAFF CALENDARS	25.53
RECREATION SERVICES	11079	PROCARD, OUR COOKIE HOUSE	STAFF APPRECIATION	227.90
RECREATION SERVICES	7680	PANDORA*INTERNET RADIO	PANDORA FOR THE PAVILION	31.47

City of Kennewick
PCard Roster by Fund
12/1/2023 to 12/31/2023

FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
RECREATION SERVICES	3223	WALMART SUPERCENTER	DRINKS FOR CHRISTMAS PARTY	39.44
RECREATION SERVICES	3717	AMAZON.COM	DYSON REPLACEMENT BATTERY	61.93
RECREATION SERVICES	3717	AMAZON.COM	PAPER TOWEL KEY	6.51
RECREATION SERVICES	7587	HIS DIME LLC - FASTSIGNS	SOUTHRIDGE BOW BANNERS	636.37
RECREATION SERVICES	3223	WALMART SUPERCENTER	WRPA MEETING SUPPLIES	25.00
RECREATION SERVICES	4564	GOOGLE	YOUTUBE TV FOR THE PAVILION	79.34
RECREATION SERVICES	3717	AMAZON.COM	JANITORIAL AND OFFICE	89.53
RECREATION SERVICES	3883	U R M CASH & CARRY	SR SUPPLIES	40.19
RECREATION SERVICES	11079	PROCARD, OUR COOKIE HOUSE	ALL STAFF TRAINING SUPPLIES	74.44
RECREATION SERVICES	3883	U R M CASH & CARRY	COMMISSION RETREAT SUPPLIES	33.90
RECREATION SERVICES	4638	HUBBY'S PIZZA	COMMISSION RETREAT SUPPLIES	123.00
RECREATION SERVICES	999998	SMITTYSEBIKES.COM	BIKES FOR TRAIL ANALYZING TOUR	106.47
RECREATION SERVICES	710	SANDY'S TROPHIES INC	ALL STAFF TRAINING AWARDS	122.23
			Recreation Services Subtotal:	**$4,386.16**
FACILITIES MAINTENANCE	3717	AMAZON.COM	DESK CALENDAR FOR FACILITIES	413.40
FACILITIES MAINTENANCE	10999	PROCARD, GRC EPAY	WATER RECERTIFICATION	42.00
FACILITIES MAINTENANCE	999998	TST* GUADALAJARA STYLE 2	ALL STAFF TRAINING SUPPLIES	464.53
FACILITIES MAINTENANCE	3223	WALMART SUPERCENTER	TABLE COVER	15.00
FACILITIES MAINTENANCE	710	SANDY'S TROPHIES INC	ALL STAFF TRAINING AWARDS	285.21
FACILITIES MAINTENANCE	999998	SMITTYSEBIKES.COM	BIKES FOR TRAIL ANALYZING TOUR	106.47
FACILITIES MAINTENANCE	9877	PROCARD, WASTE MGMT WM EZPAY	GARBAGE SERVICE AT COL PARK TRI PLEX	385.05
FACILITIES MAINTENANCE	3325	YOKE'S FRESH MARKET	ALL TRAINING/MEETING SUPPLIES	5.42
FACILITIES MAINTENANCE	172	THE TRI-CITY HERALD	SUBSCRIPTION	20.99
			Facilities Maintenance Subtotal:	**$1,738.07**
ECONOMIC DEVELOPMENT	9708	EIG	EMAIL MANAGEMENT FOR MARKETING	294.58
			Economic Development Subtotal:	**$294.58**
ACCOUNTING	4107	WWW.METROLINEDIRECT.COM	NEW DESK PHONE FOR AMY MICHAEL	54.24
ACCOUNTING	3717	AMAZON.COM	18 OUTLET POWER STRIP - FINANCE	27.15
ACCOUNTING	3717	AMAZON.COM	OFFICE SUPPLIES	171.36
ACCOUNTING	1566	TYLER TECHNOLOGIES INC	TYLER CONNECT - G. URREGO 2024 REGISTRATION	1,199.00
			Accounting Subtotal:	**$1,451.75**
HUMAN RESOURCES	3717	AMAZON.COM	WELLNESS - CABLE MACHINE HANDLES FOR CITY GYM	28.04
HUMAN RESOURCES	1211	FRED MEYER	ITEMS FOR WELLNESS EVENT - BINGO	161.76
HUMAN RESOURCES	6701	RED APPLE MARKET	ITEMS FOR WELLNESS EVENT - BINGO	104.93
HUMAN RESOURCES	3883	U R M CASH & CARRY	ITEMS FOR WELLNESS EVENT - BINGO	32.27
HUMAN RESOURCES	999998	INDEED 86525790	NOVEMBER JOB POSTINGS	573.94
HUMAN RESOURCES	11028	PROCARD, GOVERNMENT FINANCE OFFIC	JOB POSTING FOR ACCOUNTANT VACANCIES	500.00

City of Kennewick
PCard Roster by Fund
12/1/2023 to 12/31/2023

FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
HUMAN RESOURCES	999998	TST* PICANTE MEXICAN TAQU	FINANCE/HR LUNCH MEETING	64.97
HUMAN RESOURCES	999998	WASHINGTON FINANCE OFF	JOB POSTING FOR ACCOUNTANT VACANCIES	250.00
HUMAN RESOURCES	9860	PROCARD, PAYPAL	AWC JOB POSTING PACKAGE (5 POSTINGS)	200.00
HUMAN RESOURCES	3700	OFFICE DEPOT INC	OFFICE SUPPLIES	208.26
HUMAN RESOURCES	3757	HOLIDAY INNS	HOTEL STAY FOR INTERIM FINANCE DIRECTOR BGOLDBERG	301.31
HUMAN RESOURCES	1035	WASHINGTON HARDWARE AND, FURNITURE CO	ANT TRAPS FOR CUSTOMER SERVICE	13.02
HUMAN RESOURCES	1211	FRED MEYER	WELLNESS GIVVEAWAYS	185.83
HUMAN RESOURCES	2195	RED LION HOTEL COLUMBIA CENTER, - KENNEWICK	HOTEL CHARGE FOR INTERIM FINANCE DIRECTOR BGOLDBERG	291.30
HUMAN RESOURCES	3869	HAMPTON INNS	HOTEL FOR INTERIM FINANCE DIRECTOR BGOLDBERG	729.00
HUMAN RESOURCES	999998	CC* NRPA CAREER CENTER	CONTRACT SPECIALIST JOB POSTING	249.00
			Human Resources Subtotal:	**$3,893.63**
CUSTOMER SERVICE	3717	AMAZON.COM	CS - SMALL TOOLS, CODE - OFFICE SUPPLIES	78.16
CUSTOMER SERVICE	3717	AMAZON.COM	OFFICE SUPPLIES	149.65
			Customer Service Subtotal:	**$227.81**
CODE ENFORCEMENT	3717	AMAZON.COM	OFFICE SUPPLIES - 2024 CALENDAR	30.29
CODE ENFORCEMENT	3717	AMAZON.COM	OFFICE SUPPLIES - TONER	239.85
CODE ENFORCEMENT	3717	AMAZON.COM	OFFICE SUPPLIES	68.97
CODE ENFORCEMENT	3717	AMAZON.COM	CODE ENF - OFFICE SUPPLIES - TONER	70.01
CODE ENFORCEMENT	3717	AMAZON.COM	CS - SMALL TOOLS, CODE - OFFICE SUPPLIES	61.38
			Code Enforcement Subtotal:	**$470.50**
CITY ATTORNEY	2435	WA STATE SECRETARY OF STATE	COK FOUNDATION ANNUAL REPORT FILING FEE	15.00
CITY ATTORNEY	8196	PROCARD, WF4WASBASSOC	PROCESS SERVICE FEE - WSBA CLE (L BEATON)	1.33
CITY ATTORNEY	732	WSBA - WASHINGTON STATE, BAR ASSOCIATION	WSBA CLE WEBINAR - L BEATON	53.26
CITY ATTORNEY	8196	PROCARD, WF4WASBASSOC	WSBA ONLINE PROCESSING SERVICE FEE - L BEATON	11.83
CITY ATTORNEY	8196	PROCARD, WF4WASBASSOC	WSBA ONLINE PROCESSING SERVICE FEE - S ZIMMERMAN	11.83
CITY ATTORNEY	732	WSBA - WASHINGTON STATE, BAR ASSOCIATION	WSBA MEMBERSHIP DUES 2024 - L BEATON	473.00
CITY ATTORNEY	732	WSBA - WASHINGTON STATE, BAR ASSOCIATION	WSBA MEMBERSHIP DUES 2024 - S ZIMMERMAN	473.00
CITY ATTORNEY	3717	AMAZON.COM	BLACK'S LAW DICTIONARY	74.96
CITY ATTORNEY	999998	NATIONAL DISTRICTS ATTOR	NDA CLE WEBINARS - S. ZIMMERMAN	250.00
CITY ATTORNEY	3717	AMAZON.COM	HEADPHONES FOR OFFICE (2 SETS)	24.26
			City Attorney Subtotal:	**$1,388.47**
CITY CLERK	11028	PROCARD, GOVERNMENT FINANCE OFFIC	GFOA MEMBERSHIP DUES	150.00
CITY CLERK	5257	WAPRO	WAPRO ANNUAL DUES - BRANDI RALSTON	25.00

City of Kennewick
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FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
CITY CLERK	5257	WAPRO	WAPRO ANNUAL DUES - KRYSTAL TOWNSEND	25.00
CITY CLERK	5257	WAPRO	WAPRO ANNUAL DUES FOR CHRISTINA PALMER	25.00
CITY CLERK	9860	PROCARD, PAYPAL	WMCA CONFERENCE REGISTRATION - K TOWNSEND	600.00
			City Clerk Subtotal:	**$825.00**
INFORMATION TECHNOLOGY	3717	AMAZON.COM	(5) WIRED KEYBOARDS - IT STOCK	65.15
INFORMATION TECHNOLOGY	3717	AMAZON.COM	WIRELESS MOUSE/KEYBOARD REPLACEMENT - JOHN BARADA	127.53
INFORMATION TECHNOLOGY	10459	PROCARD, PAYFLOW/PAYPAL	MONTHLY CREDIT CARD PROCESSING FEES	618.55
INFORMATION TECHNOLOGY	3717	AMAZON.COM	BLUETOOTH NUMERIC KEY PAD - IT	52.65
INFORMATION TECHNOLOGY	3717	AMAZON.COM	RECHARGEABLE AA BATTERIES AND CHARGER - IT	88.57
INFORMATION TECHNOLOGY	10195	ENOM.COM	VINTAGEATTHERIDGE.COM DOMAIN NAME RENEWAL - 1 YEAR	25.00
INFORMATION TECHNOLOGY	3717	AMAZON.COM	WIRELESS TRACKBALL MOUSE - IT	60.86
INFORMATION TECHNOLOGY	3717	AMAZON.COM	(3) 1500VA UPS REPLACEMENT UNITS - IT	603.24
INFORMATION TECHNOLOGY	39	BRIDGEPAY NETWORK SOLUTIONS	MONTHLY CREDIT CARD PROCESSING FEES	77.50
INFORMATION TECHNOLOGY	3717	AMAZON.COM	CORNER SIT/STAND DESK FOR CODY LEWIS	515.24
INFORMATION TECHNOLOGY	1476	TECHSMITH	SNAGIT LICENSE - RON KILMER	58.69
INFORMATION TECHNOLOGY	3717	AMAZON.COM	HDMI/USB EXTENDER OVER ETHERNET - IT/CODY	175.54
INFORMATION TECHNOLOGY	1476	TECHSMITH	(1) SNAGIT MAINTENANCE RENEWAL - IT	11.68
INFORMATION TECHNOLOGY	229	DELL MARKETING L.P., C/L DELL USA L.P.	DELL RUGGED LAPTOP NYLON HANDLE REPLACEMENT	25.13
INFORMATION TECHNOLOGY	10646	NEXVORTEX	MONTHLY PHONE LINE CHARGES	408.88
			Information Technology Subtotal:	**$2,914.21**
PLANNING	3325	YOKE'S FRESH MARKET	M DIDIER: YOKES DONUTS FOR 11/30/23 ENERGOV MEETING	31.00
PLANNING	4642	STARBUCKS	M DIDIER: STARBUCKS COFFEE FOR 11/30/23 ENERGOV MEETING	49.19
PLANNING	1566	TYLER TECHNOLOGIES INC	A. VON MOOS: TYLER ENERGOV VIRTUAL LEARNING LAB	690.00
PLANNING	1566	TYLER TECHNOLOGIES INC	A. VON MOOS: TYLER ENERGOV REFUND FOR CANCELED CLASS	(690.00)
			Planning Subtotal:	**$80.19**
KPD-ADMINISTRATION	3680	PIZZA HUT	SWAT CALL OUT FOOD	401.53
KPD-ADMINISTRATION	999998	JW MARRIOTT INDY	HOTEL FOR BJA CONFERENCE	445.77
KPD-ADMINISTRATION	4913	RPS - PASCO	AIRPORT PARKING	40.00
KPD-ADMINISTRATION	999998	UBER TRIP	TRANSPORTATION FOR HIDTA EXECUTIVE BOARD MEETING	138.31
KPD-ADMINISTRATION	4913	RPS - PASCO	PARKING FOR HIDTA EXECUTIVE BOARD MEETING	13.00
KPD-ADMINISTRATION	473	MICROSOFT CORPORATION	SUBSCRIPTION	5.44
KPD-ADMINISTRATION	999998	SQ *NATIONAL TACTICAL OFF	SWAT COMMAND LEADERSHIP TRAINING	779.00
KPD-ADMINISTRATION	2432	CHARTER COMMUNICATIONS	BASIC CABLE SERVICES	251.41
			KPD-Administration Subtotal:	**$2,074.46**
KPD-CRIMINAL INVESTIGATION	7321	JIMMY JOHNS	CID DINNER DURING HOMICIDE INVESTIGATION 23-092339	92.81
KPD-CRIMINAL INVESTIGATION	999998	JW MARRIOTT INDY	PSN TRAINING HOTEL	445.77
KPD-CRIMINAL INVESTIGATION	999998	UBER TRIP	TRANSPORTATION FROM AIRPORT FOR TRAINING	30.00

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FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-CRIMINAL INVESTIGATION	999998	UBER TRIP	UBER TIP (LATER REFUNDED)	3.43
KPD-CRIMINAL INVESTIGATION	999998	UBER TRIP	TRANSPORT FROM TRAINING TO AIRPORT	22.90
KPD-CRIMINAL INVESTIGATION	999998	UBER TRIP	UBER TIP REFUND	(3.43)
KPD-CRIMINAL INVESTIGATION	4913	RPS - PASCO	PARKING AT AIRPORT WHILE AT TRAINING	40.00
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	EXTERNAL HARD DRIVES FOR SIU INVESTIGATIONS	500.00
KPD-CRIMINAL INVESTIGATION	4955	ULINE	THERMAL TRANSFER RIBBONS - EVIDENCE	305.37
KPD-CRIMINAL INVESTIGATION	7748	PROCARD, TRAVEL INSURANCE POLICY	TRAVEL INSURANCE FOR DET SAFRANEK FLIGHT TO HAWAII FOR HOMICIDE TRIAL INTERVIEWS	78.17
KPD-CRIMINAL INVESTIGATION	3242	ALASKA AIRLINES	FLIGHTS FOR DET SAFRANEK FOR HAWAII FOR HOMICIDE TRIAL INTERVIEWS	1,250.64
KPD-CRIMINAL INVESTIGATION	2432	CHARTER COMMUNICATIONS	ICAC LAB INTERNET SERVICE	129.99
			KPD-Criminal Investigation Subtotal:	**$2,895.65**
KPD-PATROL	999998	IN *COMPLETE WIRELESS TEC	RADIO MAINTENANCE	795.00
			KPD-Patrol Subtotal:	**$795.00**
KPD-STAFF SERVICES	716	CDW GOVERNMENT, INC.	ADOBE PRO DC LICENSE FOR JENNIFER HANSEN - KPD PUBLIC RECORDS	143.66
KPD-STAFF SERVICES	3292	BEST BUY	LASERJET PRINTER REPLACEMENT KPD RECORDS	336.96
KPD-STAFF SERVICES	5257	WAPRO	ASHLEY WILLIAMS WAPRO RENEWAL	25.00
KPD-STAFF SERVICES	191	LEIRA	LEIRA, CHRIS DEFFINBAUGH	50.00
KPD-STAFF SERVICES	191	LEIRA	LEIRA, AMBER PURSLEY	50.00
KPD-STAFF SERVICES	999998	KING COUNTY DJA EFILING	RECORDS REQUEST FOR- CID	14.49
KPD-STAFF SERVICES	999998	SIMPLY TO IMPRESS	CHRISTMAS CARDS	597.85
			KPD-Staff Services Subtotal:	**$1,217.96**
KPD-SPECIAL SERVICES	10944	PROCARD, STREETPARKING	KPD FITNESS APP	16.31
KPD-SPECIAL SERVICES	999998	STALKERRADAR	RADAR CABLES FOR PATROL VEHICLE BUILDS	614.16
KPD-SPECIAL SERVICES	3717	AMAZON.COM	LOCK TIGHT FOR NEW PATROL RIFLE SUPPRESSORS	48.75
KPD-SPECIAL SERVICES	3717	AMAZON.COM	ROAD FLARE HOLDERS FOR PATROL CARS	119.04
KPD-SPECIAL SERVICES	3717	AMAZON.COM	MEDICAL BAGS FOR PATROL CARS	96.81
KPD-SPECIAL SERVICES	552	10TH AVENUE CLEANERS,LLC	NEW HIRE UNIFORM CLEANING AND PRESS-KYLE LE	17.55
KPD-SPECIAL SERVICES	999998	NORTH WEST HEALTH & SAFET	AED CARRY BAGS FOR PATROL CARS	121.96
KPD-SPECIAL SERVICES	9860	PROCARD, PAYPAL	PATROL COAT FOR NEW HIRE KYLE LE	295.39
KPD-SPECIAL SERVICES	552	10TH AVENUE CLEANERS,LLC	BIOHAZARD UNIFORM CLEANING 23-95375	12.46
KPD-SPECIAL SERVICES	9860	PROCARD, PAYPAL	TRAINING OFFICER SOFTWARE UPDATE	329.00
KPD-SPECIAL SERVICES	999998	BREAKTHROUGH CLEAN	SUPPRESSOR CLEANING FLUID FOR PATROL RIFLES	239.12
KPD-SPECIAL SERVICES	552	10TH AVENUE CLEANERS,LLC	BIOHAZARD UNIFORM CLEANING 23-96602	52.19
KPD-SPECIAL SERVICES	4186	PROFORCE LAW ENFORCEMENT	FOREGRIPS FOR NEW PATROL RIFLE	45.41
KPD-SPECIAL SERVICES	3717	AMAZON.COM	PRESSURE SWITCH FOR NEW PATROL RIFLE LIGHTS	135.82
KPD-SPECIAL SERVICES	10971	THE BUNKER	QUARTERMASTER SUPPLIES	389.94

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FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-SPECIAL SERVICES	999998	PY *GREG WALDEN	QUARTERMASTER SUPPLIES - PSS UNIT	252.10
			KPD-Special Services Subtotal:	**$2,786.01**
FIRE ADMINISTRATION	11071	COSTCO	MICROWAVE	250.00
FIRE ADMINISTRATION	3717	AMAZON.COM	DIAL ANTIBACTERIAL SOAP	41.44
FIRE ADMINISTRATION	3717	AMAZON.COM	FS#1 SPACE HEATERS & ERGO KEYBOARDS	128.70
			Fire Administration Subtotal:	**$420.14**
FIRE SUPPRESSION	999998	SP FIREFIGHTERCOM	BOOTS FOR FF WITH SPECIAL NEEDS, HR VERIFIED	19.50
FIRE SUPPRESSION	3717	AMAZON.COM	SPRINKLER WEDGES TO STOP WATER FLOW	135.60
FIRE SUPPRESSION	9860	PROCARD, PAYPAL	PRO STRIPS 5 AGENT BIOWARFARE THREAT DETECTION	936.99
FIRE SUPPRESSION	999998	SQ *HAZMAT RESOURCE	FENTANYL RAPID RESPONSE KIT	521.15
			Fire Suppression Subtotal:	**$1,613.24**
FIRE PREVENTION/INVESTIGATION	999998	NFPA NATL FIRE PROTECT	AUTOMATIC RENEWAL FOR NFPA LINK ONLINE	1,092.99
			Fire Prevention/Investigation Subtotal:	**$1,092.99**
ENGINEERING	3717	AMAZON.COM	AMAZON - TONER CARTRIDGE	65.21
ENGINEERING	3717	AMAZON.COM	AMAZON -ENGINEERING- DONGLE	24.64
ENGINEERING	3223	WALMART SUPERCENTER	WALMART - COLEMAN COOLERS	172.82
			Engineering Subtotal:	**$262.67**
GF-NONDEPARTMENTAL	11079	PROCARD, OUR COOKIE HOUSE	COOKIES FOR RETIREMENT CELEBRATION	126.09
GF-NONDEPARTMENTAL	999998	BAUMS	RETIREMENT CELEBRATION SUPPLIES	88.01
			GF-Nondepartmental Subtotal:	**$214.10**
			001 - GENERAL FUND Total:	**$32,608.30**
102 - STREET FUND				
FUND ACTIVITY	999998	PERFORMANCE BODIES LC	TIRE GROOVE FOR SNOW & ICE EQUIPMENT - STREETS	804.34
			Fund Activity Subtotal:	**$804.34**
TRAFFIC	10645	PROCARD, WWW.OEMPCWORLD.COM	TRAFFIC USB DRIVES	158.50
TRAFFIC	999998	INST OF TRANSP ENG	2024 ITE ANNUAL DUES FOR JOSHUA HAZLETT	337.00
			Traffic Subtotal:	**$495.50**
			102 - STREET FUND Total:	**$1,299.84**
117 - CRIMINAL JUSTICE SALES TAX FND				
CITY ATTORNEY	8196	PROCARD, WF4WASBASSOC	WSBA ONLINE PROCESSING SERVICE FEE - L SANGUINO	11.83
CITY ATTORNEY	732	WSBA - WASHINGTON STATE, BAR ASSOCIATION	WSBA MEMBERSHIP DUES 2024 - L SANGUINO	473.00
CITY ATTORNEY	2435	WA STATE SECRETARY OF STATE	COK FOUNDATION ANNUAL REPORT FILING FEE	5.00
CITY ATTORNEY	3717	AMAZON.COM	BLACK'S LAW DICTIONARY	24.98
CITY ATTORNEY	3717	AMAZON.COM	HEADPHONES FOR OFFICE (2 SETS)	8.09
			City Attorney Subtotal:	**$522.90**

City of Kennewick
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FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-PATROL	2432	CHARTER COMMUNICATIONS	REDUNDANT INTERNET CONNECTION	580.00
			KPD-Patrol Subtotal:	**$580.00**
KPD-STAFF SERVICES	3717	AMAZON.COM	6 COLOR LASERJET TONER CARTRIDGES - KPD RECORDS	1,410.42
			KPD-Staff Services Subtotal:	**$1,410.42**
			117 - CRIMINAL JUSTICE SALES TAX FND Total:	**$2,513.32**
300 - CAPITAL IMPROVEMENTS FUND				
CAPITAL PURCHASES	716	CDW GOVERNMENT, INC.	ADOBE PRO DC LICENSE - KRYSTAL TOWNSEND	101.92
			Capital Purchases Subtotal:	**$101.92**
			300 - CAPITAL IMPROVEMENTS FUND Total:	**$101.92**
371 - GO BOND 2022 FUND				
FUND ACTIVITY	5671	COULTER VENTURES LLC, DBA ROGUE FITNESS	FITNESS EQUIPMENT FOR NEW STATION 1	96.72
FUND ACTIVITY	3717	AMAZON.COM	PURCHASE FOR DIFFERENT FEET FOR BEDS NOT TO ROLL AWAY	55.44
FUND ACTIVITY	999998	FRAME USA (E-COM)	FS#1 PICTURE FRAMES	126.30
FUND ACTIVITY	3717	AMAZON.COM	FS#1 SPACE HEATERS & ERGO KEYBOARDS	207.74
FUND ACTIVITY	3717	AMAZON.COM	SURGE PROTECTORS & LYSOL	160.00
FUND ACTIVITY	3717	AMAZON.COM	CREDIT/REFUND - OVERCHARGE SHIPPING	(36.68)
FUND ACTIVITY	3233	MICHAELS #9605	FS#1 FRAMES	593.43
FUND ACTIVITY	7625	PROCARD, WAYFAIR	FS#1 STORAGE	88.21
			Fund Activity Subtotal:	**$1,291.16**
			371 - GO BOND 2022 FUND Total:	**$1,291.16**
402 - MEDICAL SERVICES FUND				
FUND ACTIVITY	3717	AMAZON.COM	OFFICE SUPPLIES	13.62
FUND ACTIVITY	999998	SP FIREFIGHTERCOM	BOOTS FOR FF WITH SPECIAL NEEDS, HR VERIFIED	110.49
FUND ACTIVITY	11071	COSTCO	MICROWAVE	250.00
			Fund Activity Subtotal:	**$374.11**
			402 - MEDICAL SERVICES FUND Total:	**$374.11**
403 - BUILDING SAFETY FUND				
FUND ACTIVITY	6030	WSAPT, C/O KIM O'HARA	WSAPT MEMEBERSHIP RENEWAL - D. KALINOWSKI	50.00
FUND ACTIVITY	6030	WSAPT, C/O KIM O'HARA	WSAPT MEMEBERSHIP RENEWAL - M.FUHER	50.00
			Fund Activity Subtotal:	**$100.00**
			403 - BUILDING SAFETY FUND Total:	**$100.00**
405 - STORMWATER UTILITY FUND				
FUND ACTIVITY	299	WA STATE DEPT OF AGRICULTURE	ANNUAL PESTICIDE LICENSE RENEWAL FOR CHRIS IRELAND	50.00

City of Kennewick
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12/1/2023 to 12/31/2023

FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	999998	WA AGR*SERVICE FEE	SERVICE FEE FOR ANNUAL PESTICIDE LICENSE RENEWAL FOR CHRIS IRELAND	1.50
			Fund Activity Subtotal:	**$51.50**
			405 - STORMWATER UTILITY FUND Total:	**$51.50**
410 - WATER AND SEWER FUND				
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	CLR TO CLEAN TRASH PUMP - WWTP	160.95
FUND ACTIVITY	999998	TROEMNER LLC	10-QTY. BALANCE CALIBRATION WEIGHTS - WWTP	246.23
FUND ACTIVITY	999998	PARTY CITY BOPIS	5-QTY. SETS OF BINGO CARDS FOR PW HOLIDAY PARTY	43.48
FUND ACTIVITY	9860	PROCARD, PAYPAL	2024 WWCPA CERTIFICATION RENEWAL FEE'S FOR 14 EMPLOYEE'S	350.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR ALLEN BOLT	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR TREVOR BRAIN	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR DARRELL BUCK	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR DEAN BUGHER	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR EDDIE CUEVAS	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR BRYAN GARZA	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR DUSTIN GERLACH	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR ANGEL GOMEZ	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR WILLIAM HANSFORD	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR MICHAEL HANSON	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR JEFF HIGUERA	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR CHRISTOPHER IRELAND	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR JEREMY LUSTIG	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR GREGORIO MENDOZA	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR AUSTIN MEYER	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR JUAN TIJERINA	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR ROBERT PLUCKER	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR BRIAN BRITTAIN	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR LUKE FREEMAN	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR JAMIE HATTON	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR JAKE HICKMAN	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR CAM MAGELSEN	42.00

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FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 BAT CERTIFICATION RENEWAL FOR BRIAN BRITTAIN	42.00
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	NOTARY LICENSE RENEWAL - CINDY MEYER	42.00
FUND ACTIVITY	6302	ATTORNEY & NOTARY SUPPLY, OF WASHINGTON, INC.	NOTARY BOND & SUPPLIES FOR NOTARY RENEWAL FOR CINDY MEYER	157.07
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR ROSAMOND RUNYON	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR JOE WENZEL	42.00
FUND ACTIVITY	10999	PROCARD, GRC EPAY	2024 WATERWORKS CERTIFICATION RENEWAL FOR ADAM BROWN	42.00
			Fund Activity Subtotal:	**$2,091.73**
			410 - WATER AND SEWER FUND Total:	**$2,091.73**
501 - EQUIPMENT RENTAL FUND				
FUND ACTIVITY	999998	FORCE AMER. DISTRIBUTING	FLOW VALVE VEH 0156 WO 7439	396.72
FUND ACTIVITY	999998	SOI NEXIQ	ANALYSIS SOFTWARE RENEWAL FOR FLEET	326.10
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	REPORT OF SALE VEHICLE 3000	13.65
			Fund Activity Subtotal:	**$736.47**
			501 - EQUIPMENT RENTAL FUND Total:	**$736.47**
642 - METRO DRUG FORFEITURE FUND				
FUND ACTIVITY	999998	SMOKE CITY FOR LESS	UC PROPS (PIPE, TABACCO, TORCH)	29.19
FUND ACTIVITY	1198	US POSTAL SERVICE	POSTAGE EXPENSE (TF23-096-1)	9.46
			Fund Activity Subtotal:	**$38.65**
			642 - METRO DRUG FORFEITURE FUND Total:	**$38.65**
			Grand Total:	**$41,207.00**

City of Kennewick
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I, Michele Hamada, Accounting Manager, 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.

Michele Hamada

Michele Hamada, Accounting Manager

Council Agenda Coversheet	Agenda Item Number: 4.d.	Council Date: 2/20/2024	Category: Consent Agenda
	Agenda Item Type:	Contract/Agreement/Lease	
	Subject:	Contract Approval: Pathway and Trails Master Plan Agreement	
	Department:	Parks & Recreation	
	Ord/Reso #	Contract # SWR 23-017	
	Project #	Permit #	

Recommendation

Staff recommends authorizing the City Manager to execute the Pathway and Trails Master Plan contract with Kittelson & Associates for the amount of $159,584.00.

Motion for Consideration

Motion to authorize the City Manager to execute the Pathway and Trails Master Plan contract with Kittelson & Associates in the amount of $159,584.00.

Summary

The Pathway and Trails Master Plan will assess and focus on the needs of the region and community, and derive an implementation plan that considers a full range of trail types to accommodate activities with universal accessibility. The Project team reviewed the proposals received on Nov 27, 2023, and recommends awarding the bid to Kittelson & Associates. The Project team noted that of the five proposals received, the proposal by Kittelson & Associates provides the best implementation plan.

RESPONDENTS:

1. Kittelson & Associates
2. Toole Design Group
3. First Forty
4. Clover Planning (Non-conforming)
5. Framework (Non-conforming)

State law requires awarding the contract to a responsive proposal. All five proposals were reviewed. Staff determined only three were responsive. In accordance with City purchasing policy, staff recommends awarding this contract to Kittelson & Associates.

Alternatives

No alternatives are recommended.

Fiscal Impact

Contract budget breakdown: $159,584.00 - K3576800.541122 - PIF Comp Plan

Attachments:

1. Contract & Proposal
2. Budget

DocuSign Envelope ID: 247E4A81-3819-42F6-9491-36F0B2CF8149

CONTRACT BETWEEN CITY AND CONSULTANT

THIS CONTRACT, is made between the City of Kennewick, PO Box 6108, 210 W. 6th Ave., Kennewick, Washington, (hereinafter referred to as the "City"), and Kittelson & Associates, Inc., 202 East Spokane Falls Boulevard, Suite 303, Spokane, WA 99202 (hereinafter referred to as the "Consultant").

WITNESSETH:

1) SCOPE OF WORK AND CONTRACT CONTENTS

a) The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work as designated in this Contract. The Consultant shall provide through the City of Kennewick Parks and Recreation Department a Pathways and Trails Master Plan; a comprehensive planning process for pedestrian and bicycle pathways and trails. The overarching goal is to understand the extent of pathway and trail needs, development of trails using existing canal infrastructure, connection of new trails development, development through maintenance, and the resources required to meet these needs

b) This Contract consists of other documents listed below issued prior to the execution of this contract and all modifications and change orders issued subsequent thereto. These form the entire Contract and all are as fully a part of the Contract as if attached to this Contract or repeated herein. In the event of a conflict between documents the order of precedence will be the order listed below. An enumeration of the Contract documents is set forth below:

(i) This Contract No. 24-003 between the City and Consultant.
(ii) Exhibit A: Scope of Work and Fee Schedule
(iii) Exhibit B: RFP proposal response submitted by Kittelson & Associates, Inc. dated November 27th, 2023
(iv) Exhibit C: City of Kennewick RFP 23-017, and Addendum 1 dated November 14, 2023.

2) GENERAL REQUIREMENTS

a) The Consultant shall attend status, progress, and coordination meetings with the designated City of Kennewick representatives, community, state, city or county officials, groups or individuals as may be requested by the City. If additional meetings are requested, the City will provide the Consultant sufficient notice prior to those meetings requiring Consultant participation.

b) The Consultant shall prepare a monthly progress report if requested, in a form approved by the City, that will outline in written and/or graphical form the various phases and the order of performance of the work in sufficient details so that the progress of the work can easily be evaluated.

3) TIME FOR BEGINNING AND COMPLETION

The Consultant shall not begin any work under the terms of this Contract until authorized in writing by the City. Consultant agrees to use best efforts to complete all work described under this Contract by September 30th 2024.

4) PAYMENT

a) The City shall pay the Consultant an amount not to exceed one hundred fifty nine thousand, five hundred eighty four dollars ($159,584) to complete the services rendered under this Contract. Payment shall be made on a "time and materials" basis. Payment as identified in this section shall be full compensation for all work performed or services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Exhibit A, Scope of Work and Fee Schedule.

b) Invoices not in dispute by the City will be paid net thirty (30) days and shall reference the contract number and/or purchase order applicable to the work. The invoice shall provide sufficient detail on the work being billed and include detailed receipts for any invoices

c) Partial payments to cover the percentage of work completed may be requested by the Consultant. These payments shall not be more than one (1) per month.

d) Pre-approved travel, meals and lodging will be reimbursed at cost and only when consultant travels at least 150 miles per one way trip. Reimbursable expenses are limited to the following: coach airfare, ground transportation (taxi, shuttle, car rental), hotel accommodations at the government rate, personal or company vehicle use at the then-current federal mileage rate, and meals at the current federal per-diem meal allowance.

e) Reimbursement for extra services/reimbursable expenses are not authorized under this Contract unless detailed in the Scope of Work or agreed upon in writing as a modification to this Contract.

f) The Consultant will allow access to the City, the State of Washington, the Federal Grantor Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Unless otherwise provided, said records must be retained for three years from the date of receipt of final payment. If any litigation, claim, or audit arising out of, in connection with, or relating to this contract is initiated before the expiration of the three-year period, the records shall be retained until such litigation, claim, or audit involving the records is completed.

5) INDEPENDENT CONTRACTOR

a) The Consultant, and any and all employees of the Consultant or other persons engaged in the performance of any work or services required of the Consultant under this Contract, are independent contractors and shall not be considered employees of the City. Any and all claims that arise at any time under any Workers' Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the Consultant's employees or other persons engaged in any of the work or services required to be provided herein, shall be the sole obligation and responsibility of the Consultant.

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6) **OWNERSHIP OF DOCUMENTS**

a) All designs, drawings, specifications, documents, reports and other work products prepared pursuant to this Contract, shall become the property of the City upon payment to the Consultant of the fees set forth in this Contract. The City acknowledges the Consultant's plans and specifications, including all documents on electronic media, as instruments of professional services. The plans and specifications prepared under this Contract shall become the property of the City upon completion of the services and payment in full of all payment due to the Consultant. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant. The City agrees to waive any claim against the Consultant arising from any unauthorized reuse of the plans and specifications, and to indemnify and hold the Consultant harmless from any claim, liability or cost arising or allegedly arising out of any reuse of the plans and specifications by the City or its agent not authorized by the Consultant.

7) **TERMINATION**

a) This Contract may be terminated by either party upon thirty (30) days' written notice. In the event this contract is terminated by the Consultant, the City shall be entitled to reimbursement of costs occasioned by such termination by the Consultant. In the event the City terminates this Contract, the City shall pay the Consultant for the work performed, which shall be an amount equal to the percentage of completion of the work as mutually agreed between the City and the Consultant.

b) If any work covered by this Contract shall be suspended or abandoned by the City before the Consultant has completed the assigned work, the Consultant shall be paid an amount equal to the costs incurred up to the date of termination or suspension as mutually agreed upon between the City and the Consultant.

8) **DISPUTE RESOLUTION**

a) The City and the Consultant agree to negotiate in good faith for a period of thirty (30) days from the date of notice of all disputes between them prior to exercising their rights under this Contract, or under law.

b) All disputes between the City and the Consultant not resolved by negotiation between the parties may be arbitrated only by mutual agreement of the City and the Consultant. If not mutually agreed to resolve the claim by arbitration, the claim will be resolved by legal action.

9) **DEBARMENT CERTIFICATION**

a) The Consultant certifies that neither the Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this contract by any federal or state department or agency. Further, the Consultant agrees not to enter into any arrangements or contracts related to completion of the work contemplated under this Contract with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at:
www.sam.gov and
http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/default.asp

10) **VENUE, APPLICABLE LAW AND PERSONAL JURISDICTION**

a) In the event that either party deems it necessary to initiate a legal action to enforce any right or obligation under this Contract, the parties agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Benton County. The parties agree

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that all questions shall be resolved by application of Washington law, and that the parties to such action shall have the right of appeal from such decision of the Superior Court in accordance with the laws of the State of Washington. The Consultant hereby consents to the personal jurisdiction of the Superior Court of the State of Washington situated in Benton County.

11) ATTORNEY'S FEES

a) The parties agree that should legal action be necessary to enforce any of the provisions of this Contract, that the prevailing party will be awarded its reasonable attorney's fees and costs in action, including costs and attorney's fees on appeal if appeal is taken.

12) INSURANCE

The Consultant shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

a) No Limitation. Consultant's maintenance of insurance as required by this Contract shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

b) Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

c) Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

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d) Other Insurance Provisions. The Consultant's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

e) Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. best rating of not less than A:VII.

f) Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements evidencing the insurance requirements of the Consultant before commencement of the work, including, but not limited to, the additional insured endorsement.

g) Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two (2) business days of Consultant's receipt of such notice.

h) Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

13) INDEMNIFICATION / HOLD HARMLESS

a) Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, caused by or resulting from the negligent or other tortious acts, errors or omissions of the Consultant or the Consultant's employees or agents in performance of this Contract, except for injuries and damages caused by the negligence of the City.

b) Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

14) STANDARD OF CARE

a) The professional services will be furnished in accordance with the care and skill ordinarily used by members of the same profession practicing under similar conditions at the same time and in the same locality.

15) SUCCESSORS OR ASSIGNS

a) All of the terms, conditions and provisions hereof shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns; provided,

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however, that no assignment of the Contract shall be made without written consent of the parties to the Contract.

16) EQUAL OPPORTUNITY CONTRACT

a) The Consultant agrees that s/he will not discriminate against any employee or job applicants for work under this Contract for reasons of race, sex, nationality, religious creed, or sexual orientation.

17) PARTIAL INVALIDITY

a) Any provision of this Contract which is found to be invalid or unenforceable shall be ineffective to the extent of such invalidity or unenforceability, and the invalidity or unenforceability of such provision shall not affect the validity or enforceability of the remaining provisions hereof.

18) AMENDMENTS

a) All amendments must be in writing and be approved and signed by both parties.

19) CHANGE IN LAW

a) The parties hereto agree that in the event legislation is enacted or regulations are promulgated, or a decision of court is rendered, or any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation is published that affects or may affect the legality of this Contract or any part thereof or that materially and adversely affects the ability of either party to perform its obligations or receive the benefits intended hereunder ("Adverse Change in Law"), then within fourteen (14) days following written notice by either party to the other party of such adverse change in law, the parties shall meet to negotiate in good faith an amendment which will carry out the original intention of the parties to the extent possible. If, despite good faith attempts, the parties cannot reach agreement upon an amendment within sixty (60) days after commencing negotiation, then this Contract may be terminated by either party as of the earlier of: (i) the effective date of the adverse change in law, or (ii) the expiration of a period of sixty (60) days following written notice of termination provided by one party to the other.

20) CONFIDENTIALITY

a) In the course of performing under this Contract, Consultant, including its employees, agents or representatives, may receive, be exposed to, or acquire confidential information. Confidential information may include, but is not limited to, patient information, contract terms, sensitive employee information, or proprietary data in any form, whether written, oral, or contained in any computer database or computer readable form. Consultant shall: i) not disclose confidential information except as permitted by this Contract; (ii) only permit use of such confidential information by employees, agents and representatives having a need to know in connection with performance under this Contract; and (iii) advise each of its employees, agents, and representatives of their obligations to keep such information confidential.

21) CHANGES OF WORK

a) When required to do so, and without any additional compensation, the Consultant shall make such changes and revisions in the completed work of this Contract as necessary to correct or revise any errors, omissions, or other deficiencies specifications, reports, and other similar documents which the Consultant is responsible for preparing or furnishing under this Contract.

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b) Should the City find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the Consultant shall make such revisions as directed by the City. This work shall be considered as Extra Work and will be paid for as herein provided under Section 22, Extra Work.

22) EXTRA WORK

a) The City may desire to have the Consultant perform work or render additional services within the general scope of this Contract. Such work shall be considered as extra work and will be specified in a written supplement to this Contract which will set forth the nature of the scope, schedule for additional work, additional fees and the method of payment. Work under a supplemental Contract shall not proceed until authorized in writing by the City.

23) PUBLIC DISCLOSURE

a) The parties to this Contract understand and acknowledge that the City is subject to the Public Records Act, RCW 42.56 et seq. If the City receives a public records request for this Contract and/or for documents and/or materials provided to the City under this Contract, generally such information will be a public record and must be disclosed to the public records requester. However, the City agrees to notify the Consultant if it receives such a public records request and the date the City plans to release the records. If the Consultant fails to obtain a protective order from the applicable court prior to the time the City releases the records to the public records requester, the Consultant shall be deemed to have given the City full authority to release the records on the date specified, and the Consultant understands it has thereby given up all rights to challenge the disclosure in any forum.

Signature Page Follows

This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Contract may be delivered by facsimile or other electronic means and those signatures shall be treated as original signatures for all applicable purposes. The person signing this Contract for Consultant represents that he or she has full and proper authority to do so and to bind the party which they are representing. This Contract will become binding on the date of last execution hereon:

CITY OF KENNEWICK, WASHINGTON

Lisa Beaton
Interim City Manager

Date Signed: _____

ATTEST:

DocuSigned by:
Nick Farline
200550C5EF3749A...
Nick Farline
Parks, Recreation & Facilities Director

Date Signed: Feb 1, 2024 | 7:43 AM PST

ATTEST:

Krystal Townsend
City Clerk

Date Signed: _____

Kittelson & Associates, Inc.

DocuSigned by:
2ED17B73EDB44C8...
Wende Wilber
Senior Principal Planner

Date Signed: Feb 1, 2024 | 7:42 AM PST

Wende Wilber Senior Principal
Printed Name & Title

202 E. Spokane Falls Blvd. 303
Address

Spokane, WA 99202
City, State Zip

Phone: 509.00

Email: wwilber@kittelson.com

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Project Budget Form

Project Name: Kennewick Pathways & Trails Master Plan
Project Manager: Wende Wilber
KAI Project Number: 29851
Date: Nov 27, 2023

LABOR ESTIMATE - Kennewick Pathways & Trails Master Plan

Task	Notes / Staff	Wende Wilber, Project Manager WLW	Corrie Parrish, Senior Planner CNP	Camilla Dartnell, Senior Engineer CAD	Jon Sommerville, Senior GIS Technician JKS	Susie Wright, Project Principal SLY	Transportation Analyst SXB	Matt Hugart, Quality Manager JXH	Leven, Tech 1 Graphic Support LPG	Huddle AK Holly Spoth-Torres	SPVV Ken Van Voorhis	WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
001	**Project Management**												
	Bi-weekly check-ins - 30 minutes each	6	12							4	4	26	$5,208
	Monthly progress reports	4										4	$1,101
	Project Management Plan and Schedule	2	4			1						7	$1,509
	Project Kick-off Meeting - 1 Hour	1	2				2			1	1	7	$1,242
	Reimbursable Expense												$0
	Task #001 - Subtotal	13	18	0	0	1	2	0	0	5	5	44	$9,060
002	**Public and Stakeholder Engagement**												
	Public Involvement Plan	1	1							24		26	$4,772
	3 In-person Public Meetings	24	30				16				16	86	$16,809
	6 Virtual Steering Committee Meetings (1 hour each)	8	24				24			6	6	68	$11,642
	3 In-person Parks and Recreation Commission Meetings	12	6				6					24	$5,124
	2 In-person City Council Meetings	10	4				4					18	$3,966
	Online Public Engagement Development (GIS StoryMap with Interactive	1	6		8		16		8			39	$5,642
	Public Engagement Summary	1	2				6					9	$1,390
	Reimbursable Expense												$5,292
	Task #002 - Subtotal	57	71	0	8	0	72	0	8	30	22	270	$54,637
003	**Vision & Goals**												
	Vision & Goals Development	1	4				6					11	$1,742
	Reimbursable Expense												$0
	Task #003 - Subtotal	1	4	0	0	0	6	0	0	0	0	11	$1,742
004	**Existing Conditions**												
	Existing Document Review		6				8					14	$2,074
	Field Visit	8	8									16	$3,613
	Existing Trail Classification summary and proposed system	2	4	4		2	8					20	$3,482
	Existing Conditions Memo	1	2	2			8					13	$1,996
	Reimbursable Expense												$0
	Task #004 - Subtotal	11	20	6	0	2	24	0	0	0	0	63	$11,166
005	**Needs Assessment and Project Development**												
	Gap Analysis	1	2	2	24		6					35	$5,528
	Existing Trail Deficiencies	1	2	2	32		6					43	$6,789
	Project Development and Feasibility Analysis	1	2	2			4				60	69	$12,289
	Trail and Floodplain/Canal Map		1		4		2					7	$1,061
	Trail Safety Map		1		4		2					7	$1,061
	Trail Equity Map		1		4		2					7	$1,061
	Needs Assessment Memo	1	2	2		1	8				2	16	$2,609
	Reimbursable Expense												$0
	Task #005 - Subtotal	4	11	8	68	1	30	0	0	0	62	184	$30,398
006	**Trail Maintenance, Staffing, and Operations Resources**												
	Maintenance data/info request		2				4					6	$861
	2 Maintenance staff virtual focus groups	2	4				8			4	4	22	$3,712
	Draft and Final Maintenance, Staffing, and Operations Memo	2	2			1					40	45	$8,356
	Reimbursable Expense												$0
	Task #006 - Subtotal	4	8	0	0	1	12	0	0	4	44	73	$12,928
007	**Prioritization and Performance Development**												
	Park-specific Performance Measure Development		2				4			40		46	$8,061
	Trail/Active Transportation-Specific Performance Measure Development		3	3			8					14	$2,074
	Draft and Final Performance Measures Table	2	2				4	1	4	8		21	$3,607
	Reimbursable Expense												$0
	Task #007 - Subtotal	2	7	3	0	0	16	1	4	48	0	81	$13,742
008	**Funding and Partnership Opportunity Plan**												
	Draft and final Trail Funding and Partnership Opportunity summary table	1	2					1	4	40		48	$8,584
	Reimbursable Expense												$0
	Task #008 - Subtotal	1	2	0	0	0	0	1	4	40	0	48	$8,584
009	**Implementation Plan**												
	Draft and Final Implementation Plan	2	4		4		8	1	15			34	$5,055
	Reimbursable Expense												$0
	Task #009 - Subtotal	2	4	0	4	0	8	1	15	0	0	34	$5,055
0010	**Draft and Final Kennewick Parks and Recreation Pathway and Trails Master Plan**												
	Draft and Final Kennewick Parks and Recreation Pathway and Trails Mas	3	8	4	16	1	24	1	20	2	2	81	$12,273
	Reimbursable Expense												$0
	Task #0010 - Subtotal	3	8	4	16	1	24	1	20	2	2	81	$12,273
	TOTAL HOURS	98	155	21	96	6	194	4	51	129	135	TOTAL HOURS	TOTAL LABOR
	LABOR RATE	$275	$176	$176	$158	$253	$127	$248	$127	$180	$180	689	$154,292
	LABOR COST	$26,981	$27,331	$3,703	$15,140	$1,516	$24,632	$993	$6,475	$23,220	$24,300		

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

TOTAL REIMBURSABLES	$5,292
TOTAL TEAM FEES (Task 1 - 10)	$159,584
VALUE ADD/OPTIONAL (Task 11)	$0
TOTAL PROJECT BUDGET	$159,584

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KITTELSON & ASSOCIATES

SCOPE OF WORK

TASK 1. PROJECT ADMINISTRATION

Kittelson will lead all project administration work, including staff assignments, monthly progress reports and invoices, budget oversight, and quality control of final deliverables.

Deliverables/Work Tasks:

- Project kick-off meeting agenda, attendance, and meeting summary (virtual- 1 hour meeting)
- 10 virtual check-ins with City staff (30 minutes each)
- Prepare monthly progress reports/invoice
- Prepare and maintain project management plan and schedule

TASK. 2 PUBLIC OUTREACH & STAKEHOLDER INVOLVEMENT

Kittelson will develop a Public Involvement Plan (PIP) that includes activities that are commensurate with the resources available for this task. The PIP will include:

- A summary of the most recent demographic data from the US Census and the SRTC Regional Equity Index.
- A matrix identifying the types of stakeholders that will be involved in the project, their roles and responsibilities, and their anticipated levels of involvement
- Communication framework
- Engagement tools/activities and objectives for each type of engagement
- Identification of partnership opportunities with community organizations, community leaders, and other partner agencies
- Equity and social justice considerations

The scope of work includes three community outreach events. Final outreach and engagement strategies will be selected in consultation with the City as part of the PIP and will be commensurate with the resources available.

- #1. The purpose of this event will be to share key findings from the Existing Conditions memo and solicit feedback for the needs assessment and gap analysis.
- #2. The purpose of this event is to report back to the community in the Needs Assessment memo and solicit feedback on community priority projects.
- #3. The purpose of this event is to report back to the community on how their comments are reflected in the draft Pathways and Trails Master Plan and solicit additional comments on the plan prior to finalizing.

To support the selected in-person and hybrid activities, Consultant will develop the following or their equivalent:

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- Draft and Final GIS-based Story Map with feedback forms for posting to relevant City websites and sharing with the community
- Draft and Final Display Boards/meeting materials for community outreach events
- Draft and Final Interactive Map for community to identify "locations" of concern
- PowerPoint Presentations
- Meeting summaries

To the extent possible, community outreach events will be held in conjunction with Parks & Recreation Commission and City Council meeting schedules to allow for in-person presentations and minimize travel time and costs. Additionally, it is assumed that at least one Parks & Recreation/City Council presentation can be done as part of an in-person joint work session.

Deliverables/Work Tasks:

- Draft and final Public involvement plan
- Logistics for and attendance for three (3) community outreach events (2 hours each)
- 6 steering committee meetings (1-hour virtual meetings)
- Attendance at 3 Parks and Recreation Commission meetings and 2 City Council meetings (virtual or in-person if joint meeting and/or combined with community outreach event)
- Logistics for and attendance for three (3) community outreach events (2 hours each)
- Draft and Final Display Boards/Meeting materials (1 set in support of each outreach event – total 3)
- Draft and final GIS StoryMap for posting on City website (one story map with 2 updates)
- Draft and final public engagement summary

TASK 3. VISION & GOALS

Kittelson will review the existing vision and priorities adopted by the City through the Comprehensive Plan and the P&R CP. Kittelson will evaluate the need to create a new set of goals specific to this Plan, or if the goals can be directly adopted from the existing documents. If new goals are required, Kittelson will tie those directly to the existing visions, priorities, and initiatives. These goals will become the basis for the performance measure development, described in Task 7.

Deliverables/Work Tasks:

- Draft and final Vision and Goals memo

TASK 4. EXISTING CONDITIONS

Kittelson will document existing conditions through conducting a plan review, developing a trails classification system for the City to prioritize different kinds of pathway and trails development, and developing GIS layers for the City to document the existing conditions of pathways and trails.

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Task 4.1 – Plan Review

Kittelson will review and succinctly summarize all readily available trails-related documents, studies, reports, as-built plans, record drawings, record (GIS) maps and surveys, and other information required to complete the Plan, including:

- City of Kennewick Comprehensive Plan
- City of Kennewick Transportation System Plan
- City of Kennewick Parks & Recreation Comprehensive Plan

Task 4.2 – Trail Classification System

Kittelson will develop a trail classification system based on trail context and use to facilitate the development of trail design standards and project prioritization.

Task 4.3 – GIS Inventory of Existing Trails, Canals, Safety & Equity

Using readily available information and existing GIS data and aerial photography, Kittelson will prepare GIS maps showing existing conditions including trails, parks, canals, floodplains, schools, and other key destinations. To the extent GIS data is available, Kittelson will also map other biking and walking facilities (sidewalks, bike routes/lanes). Kittelson will also summarize crash data at existing trail crossings.

As part of this effort, Kittelson will meet (virtually) with City maintenance staff and Kennewick Irrigation District (KID) staff and conduct a field visit

The team will also complete a GIS network analysis of how many residents—including low-income, minority, and other equity-focused demographics—currently have access to a pathway or a trail within a 10-minute walk.

Deliverables/Work Tasks:

- 2 virtual meetings, 1 hour in length with agenda and meeting summaries
- 1 field visit
- Draft Existing Conditions memo
- Final Existing Conditions memo

TASK 5. NEEDS ASSESSMENT & PROJECT DEVELOPMENT

Task 5.2 – Gap Analysis

Kittelson will complete a gap analysis to identify locations of key network gaps and potential routing solutions to connect the system.

Task 5.3 – Existing Trail Deficiencies

Kittelson will identify where trails are deficient —including where there are safety, width, amenity, or maintenance needs— through public input and a comparison of existing conditions to the recommended classifications established in Task 4.2.

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Task 5.4 – Project Development & Feasibility

Our team will use the identified gaps and deficiencies to develop recommendations for new trails, connections, or trail upgrades. Using the equity network analysis completed in Task 4, the team will map how many more residents will have access once new pathways and trails are built out according to the Plan.

Deliverables/Work Tasks:

- Draft needs assessment memo (assumes 1 round of revisions with City)
- Final needs assessment memo

TASK 6. TRAIL MAINTENANCE, STAFFING, & OPERATIONS

Kittelson will work with City staff to understand existing maintenance staff costs, equipment and materials costs, desired service levels, and trail maintenance needs.

This task will include reviewing paths using KID canals by applying past costs with an escalation factor to inform future budgets. The team will verify costs based on cost estimates from other trail systems and will confirm with the maintenance staff or modify maintenance, staffing, and operations predictions based on our conversations.

Deliverables/Work Tasks:

- 2 maintenance staff virtual focus groups (1 hour each) with meeting summaries
- Draft maintenance, staffing, and operations memo
- Final maintenance, staffing and operations memo

TASK 7. PRIORITIZATION & PERFORMANCE MEASURE DEVELOPMENT

Kittelson will prioritize projects with action steps and develop performance metrics to monitor progress in meeting the goals outlined in the P&R CP and Task 3. Our team will work with the City to develop a draft and final set of evaluation criteria that can be reapplied should new opportunities arise or City policies and processes change.

Deliverables/Work Tasks:

- Draft Performance Measures Table and Project Evaluation Criteria
- Final Performance Measures Table and Project Evaluation Criteria

TASK 8. FUNDING & PARTNERSHIP OPPORTUNITY PLAN

The team will identify federal, state, regional, and local funding sources to support the development and maintenance of City pathways and trails. This will include an overview of funding limitations so that City Parks and Recreation staff can make informed decisions about which grants or funding opportunities to pursue by project.

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Kittelson will work closely with the City to identify current partnerships and identify opportunities for additional partnerships that could include but are not limited to community-based organizations, public-private partnerships, and inter- governmental partnerships, such as KID.

Deliverables/Work Tasks:

- Draft trail funding and partnership opportunity summary table
- Final trail funding and partnership opportunity summary table

TASK 9. IMPLEMENTATION PLAN

Using the developed project prioritization criteria, priority projects will be identified, and planning level cost estimates will be prepared for the top 10 to 15 projects using recent bid tabs. The implementation plan will schedule out the prioritized projects over six-years, similar to those in the Parks and Recreation Master Plan.

Deliverables/Work Tasks:

- Draft implementation plan (assumes 1 round of revisions with City)
- Final implementation plan

TASK 10: DRAFT & FINAL PLAN

Kittelson will compile all previous deliverables into a concise public facing document, the Pathways and Trails Master Plan, with technical appendices.

Deliverables/Work Tasks:

- Draft Master Plan
- Final Master Plan

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PROJECT BUDGET

	Task	Kittelson Labor	Huddle	SPVV	Total Labor
1	Project Administration	$7,260	$900	$900	$9,060
2	Public Outreach & Stakeholder Engagement	$40,005	$5,400	$3,940	$49,345
3	Vision & Goals	$1,742	$0	$0	$1,742
4	Existing Conditions	$11,166	$0	$0	$11,166
5	Needs Assessment & Project Development	$19,198	$0	$11,200	$30,398
6	Trail Maintenance, Staffing & Operations	$5,628	$700	$6,600	$12,928
7	Prioritization & Performance Measures	$5,102	$8,640	$0	$13,742
8	Funding & Partnership Opportunities	$1,584	$7,000	$0	$8,584
9	Implementation Plan	$5,055	$0	$0	$5,055
10	Draft & Final Plan	$11,552	$360	$360	$12,272
	Sub-Total Labor	**$108,292**	**$23,000**	**$23,000**	**$154,292**
	Sub-Total Reimbursable Expenses (travel, lodging, meals, printing)	**$5,292**			
	Total Budget	**$159,584**			

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PRELIMINARY PROJECT SCHEDULE

Task	Month								
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1. Project Management									
Project Kick-Off Meeting									
Bi-weekly check-ins									
Monthly progress reports									
Project Management Plan and Schedule									
2. Public & Stakeholder Engagement									
Public Involvement Plan									
Public Meetings									
Steering Committee Meetings									
Parks and Rec Commission Meetings									
City Council Meetings									
Online Public Engagement Development (GIS Storymap)									
Public Engagement Summary									
3. Vision & Goals									
Draft and Final Vision and Goals									
4. Existing Conditions									
Existing Document Review									
Field Visit									
Draft and Final Existing Conditions Memo									
5. Needs Assessment and Project Development									
Gap Analysis									
Existing Trail Deficiencies Analysis									
Project Development and Feasibility Analysis									
Draft and Final Needs Assessment Memo and Maps									
6. Trail Maintenance, Staffing and Operations Resources									
Maintenance data/info request									
Staff Focus Groups									
Draft and Final Maintenance, Staffing, and Operations Memo									
7. Prioritization and Performance Development									
Park-specific Performance Measure Development									
Trail/Active Transportation-Specific Performance Measure Development									
Draft and Final Performance Measures Table									
8. Funding and Partnership Opportunity Plan									
Draft and Final Trail Funding and Partnership Opportunity summary table									
9. Implementation Plan									
Draft and Final Implementation Plan									
10. Parks & Recreation Pathway & Trails Master Plan									
Draft and Final Master Plan									

ATTACHMENT A

CERTIFICATION OF PROPOSER

PROPOSAL SUBMITTED BY:

Company Name: Kittelson & Associates, Inc.

Contact Person: Wende Wilber AICP, PTP, Senior Principal Planner

Address: 202 East Spokane Falls Boulevard, Suite 303

Mailing Address (If different): _____

City, State and Zip Code: Spokane, WA 99202

Telephone No: 208.472.9805

I certify that I am affiliated with the above noted company or individual and authorized to enter into a contract for concession rights and services for the City of Kennewick as set forth in the Request for Proposal and the attached submission in response to such request. I further certify that the proposer will be able to comply with the insurance provisions of the City, and that the proposer will obtain all necessary licenses and permits for the operation of the proposed concession as required by the State of Washington, Benton County, the City of Kennewick or any other lawful authority.

Proposer:

Wende Wilber AICP, PTP, Senior Princpal Planner
(Please Print)

Signature: Wende Wilber

Date: 11/27/2023

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CITY OF KENNEWICK RFP 23-017:

PARKS AND RECREATION PATHWAYS & TRAILS MASTER PLAN

Submitted By:
KITTELSON & ASSOCIATES

Proposal Contact: Wende Wilber AICP, PTP; 208.472.9805; wwilber@kittelson.com

November 27, 2023

1 Scope of Services...1 | 2 Team Qualifications...6 | 3 Budget...7 | 4 Timeline...8 | 5 History of Success...9

INTRODUCTION

A connected trail system enhances the already strong quality of life in Kennewick by spurring tourism, bringing access to nature closer, improving the community's health, and making it easier and safer to access the existing trail system and region's natural amenities, like the beautiful Sacagawea Heritage Trail along the Columbia River. With a well thought out Parks and Recreation Pathways & Trails Master Plan (Plan), the City of Kennewick (City) can continue to realize their vision of "encouraging walkable and bikeable neighborhoods and convenient access throughout the city."

To help the City create this Plan, **Kittelson and Associates, Inc. (Kittelson)** has assembled a team with the skills, expertise, and availability to develop a sustainable Plan for the long-term. Kittelson has partnered with **Huddle AK (Huddle)** and local to eastern Washington, **SPVV Landscape Architects (SPVV)** to develop a plan that is:

- **Centered on Proven Recreation & Active Transportation Practices.** Our team includes planners, engineers, and landscape architects with strong backgrounds in parks and recreation and active transportation who know how to establish facilities that benefit a community's uniqueness.
- **Focused on the Needs of the Region & Community.** The region's unique features—like the Columbia River, extensive canal network, and ridge lines present several opportunities and challenges. Our local knowledge of the region, will contribute to establishing trails that enhance the local geography.
- **Implementable.** This plan will be readily usable, without additional work to make projects implementable by having engineering reviews throughout the planning process to mitigate risks and ensure the plans are cost-effective.
- **Driven By and Centered In Community Input.** The community, future trail neighbors, relevant agencies, planning commission, city council, and advocacy or volunteer organizations must support this Plan. We will target public engagement that is sensitive to community needs and desires, previously documented in the Parks and Recreation Comprehensive Plan (P&R CP). We will facilitate building consensus among diverse groups and apply our numerous outreach tools for different public engagement occasions to encourage all people to participate in preparing this Plan.

We are passionate about creating multimodal systems because they support healthy, sustainable communities and economies for everyone.

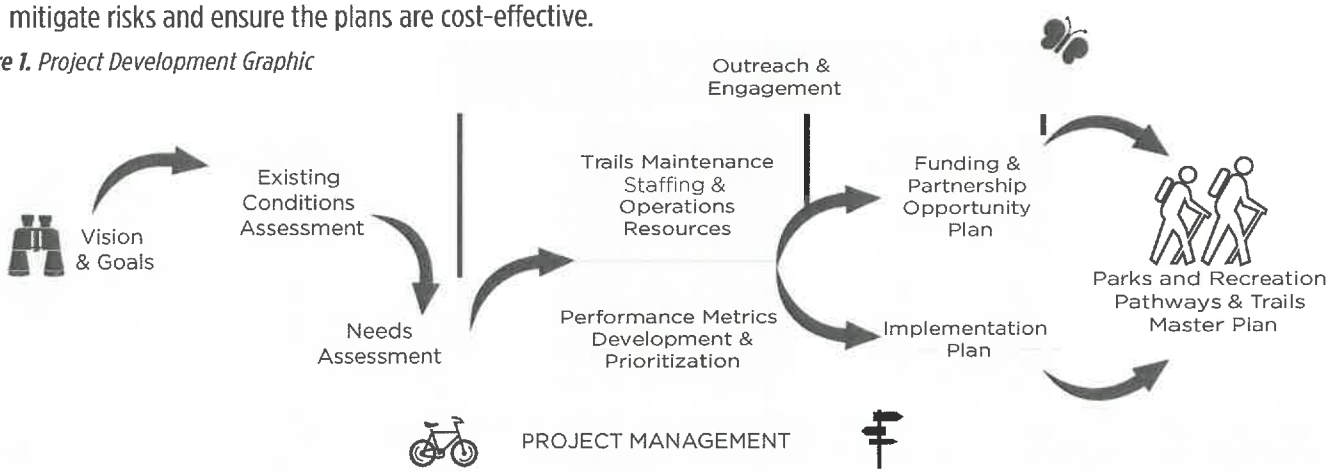
1 | PROPOSED SCOPE OF SERVICES

PATHWAYS & TRAILS MASTER PLANNING SCOPE

Kittelson will help the City develop a Plan that considers a full range of trail types to accommodate activities with universal accessibility in mind, using community and stakeholder feedback to prioritize improvements based on Kennewick's needs. We understand the importance of collaborating with regional partners, like the Kennewick Irrigation District (KID), to incorporate their feedback and opportunities to expand City right of way.

The Kittelson team envisions developing the Plan by following the five initiatives set in the P&R CP to guide trail development and incorporate meaningful public and stakeholder involvement. This will inform project prioritization decisions and performance metrics. Figure 1 illustrates our overall approach and planning process.

Figure 1. *Project Development Graphic*



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We have estimated a budget range for the planned tasks. While the budget is based on real-time estimates, we understand there are some unknowns and we are looking forward to refining our efforts based on your priorities.

CONTINUOUS TASKS

TASK 1. PROJECT ADMINISTRATION

Our proposed Project Management Team (PMT), with **Wende Wilber** AICP, PTP as Project Manager and **Corrie Parish** LEED ND as Deputy Project Manager bring decades of planning experience and project management expertise. This PMT will work alongside each other to lead the team in efficiently carrying out each task. With Wende and Corrie available to the City staff, the City can reach either one despite schedules, holidays or unforeseen events.

We can lead all project administration work, including staff assignments, monthly progress reports and invoices, budget oversight, and quality control of final deliverables. Our subconsultant partners will be engaged from project scoping though final deliverables to make sure deadlines are met, the budget is maintained, and deliverables are submitted with the highest degree of quality. To support this task, we will:

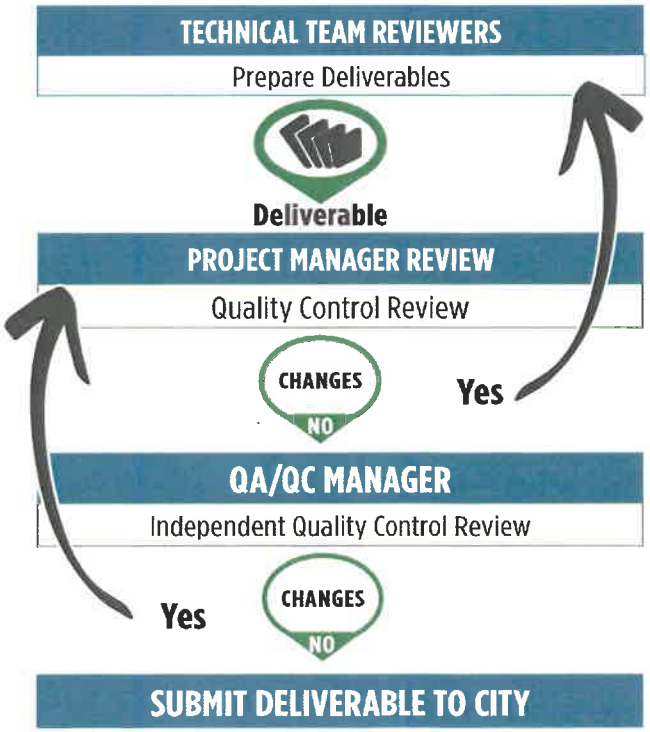
- Facilitate bi-weekly check-ins with City staff
- Conduct monthly steering committee meetings with selected stakeholders to report on project status, resolve issues, and identify any additional needs
- Prepare agendas, meeting materials, and meeting notes
- Maintain a stakeholder registry for communications and project involvement purposes
- Prepare and track the project schedule to visually communicate project progress

QUALITY MANAGEMENT. Kittelson employs a strong quality assurance/control (QA/QC) process to ensure each deliverable is verified for quality before submittal (See Figure 2). This process reduces overall risk and keeps the schedule on track by not needing to revisit work after it has been completed. To facilitate the completion of accurate and high-quality materials, **Matt Hughart** AICP will serve as Quality Manager and verify that quality control is conducted on all deliverables. Work products don't leave our desks without a thorough review. It is important that when you receive information from us, it is accurate, easy to read, and has the information you need to make informed decisions.

The steps to our QA/QC process include the following:

1. Wende and Matt will work together to identify QC reviewers and schedule the review times for them.
2. Corrie will review all drafts with the technical leads, including subconsultants.
3. The technical leads will send the deliverables back to the respective team members to incorporate comments.
4. Corrie will review and verify comments have been addressed, then send the drafts to the QC reviewers.
5. Corrie will review comments from the QC reviewers and coordinate with the technical lead to address them.
6. Matt will verify all comments have been addressed, then send the draft deliverables to the City.
7. The City's Project Manager will gather all City review comments and resolve any contradicting comments prior to providing them back to Kittelson. If there are contradictions that need to be discussed, a meeting (via video-conference) can be scheduled to determine the way forward.
8. Matt will work with the Kittelson team to address all City-provided comments. If comments require additional discussion, then Wende will coordinate with the City to determine the best approach to address them.
9. Matt will coordinate review of final deliverables with the QC Reviewers to make sure the deliverables are of highest-quality and technically sound.
10. Matt will provide one final review and then send the final deliverable to the City. A clean version will be delivered to the City; a spreadsheet detailing the comments and our resolutions will be included with a Bluebeam PDF red-line response.

Figure 2. QC Process



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TASK. 2 PUBLIC OUTREACH & STAKEHOLDER INVOLVEMENT

In addition to collaborating closely with Kennewick and other agencies, we will identify barriers for vulnerable populations including youth, older adults, low-income households, non-English speakers, and disabled populations, and actively mitigate those barriers as much as possible. Often, those who want to participate and whose voices are critical to the conversation face barriers, such as work/family obligations or other schedule conflicts. **Huddle** will develop an inclusive, holistic public involvement plan which Kittelson will implement. An equitable community engagement plan means addressing barriers using tools and options, including but not limited to:

- **A public involvement plan** to be vetted by the steering committee before implementation.
- **Publicity materials,** translating those materials for the most spoken languages in a neighborhood. (About 30% of individuals in Kennewick are Hispanic or Latino and speak a language other than English at home.)
- Creating and distributing **newsletters, media kits, talking points, and other materials** for City staff to use to effectively communicate about developing the plan.
- Opening **project websites, online surveys**, and **interactive story maps** that allow the community to provide feedback and engage with their neighbors on their own time.
- **Hosting interactive public meetings** to collect feedback in-person, in addition to virtual platforms.
- **Facilitating virtual focus groups** to gather maintenance staff feedback and ground truth findings on staffing needs for existing and future trail developments.
- **Demonstrating projects** prior to prioritization selection for feedback.
- **Conducting presentations** to the Parks & Recreation Commission and City Council.
- **Preparing a summary of the outreach methods** and responses to collected feedback.

Public providing input on walking and biking safety improvements for the McLoughlin Blvd Investments Strategy Project.

MASTER PLAN PRODUCTION

TASK 3. VISION & GOALS

Our team will build upon the existing vision and priorities adopted by the City through the Comprehensive Plan and the P&R CP. This will help us develop a 20-year plan for developing pathways and trails that align with the City's long-term priorities and vision as well as the near-term (six-year) priorities outlined in the P&R CP. Building upon these previous planning efforts, we can:

- **Create an Implementable Plan** with a defined process to update project priorities as progress is made.
- **Align the Plan with the Existing Documents,** including initiative areas, priorities and objectives (See figure 3).
- **Create Efficiencies in Plan** development and implementation.

Figure 3. P&R CP Initiatives

Responsible Government	Pursue Organizational Excellence and Ensure Financial Stewardship
Infrastructure & Growth	Maintain Recreation Infrastructure
Community Safety	Enhance Community Safety through Safe Parks
Quality of Life	Provide Inclusive Access to High-Quality Parks, Trails, and Programs
Economic Development	Leverage the Potential of Recreation as an Economic Driver

Kittelson understands that each of the existing initiatives play an integral part in developing parks and recreation infrastructure and will be integral in developing this Plan.

After reviewing the above vision, priorities, and initiatives, we will evaluate the need to create a new set of goals specific to this Plan, or if the goals can be directly adopted from the existing documents. If new goals are required, we will tie those directly to the existing visions, priorities, and initiatives. These goals will become the basis for the performance measure development, described in Task 7.

TASK 4. EXISTING CONDITIONS

We will document existing conditions through conducting a plan review, developing a trails classification system for the City to prioritize different kinds of pathway and trails development, and developing GIS layers for the City to document the existing conditions of pathways and trails.

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Task 4.1 – Plan Review

Kittelson will review all trails-related documents, studies, reports, as-built plans, record drawings, record (GIS) maps and surveys, and other information required to complete the Plan. A few of the trails-related documents include:

- City of Kennewick Comprehensive Plan
- City of Kennewick Transportation System Plan
- City of Kennewick Parks & Recreation Comprehensive Plan

Task 4.2 – Trail Classification System

We will summarize the existing trail types (paved, unpaved, etc.), identify inconsistencies, and provide recommendations for any missing classifications. Developing a trails classification system will help to prioritize projects, create unique design recommendations, and support the resident's desires for a comprehensive, diverse pathway and trail network.

Kennewick residents expressed a strong interest in developing and expanding all kinds of trails, including paved, unpaved, and trails along the KID canals.

Task 4.3 – GIS Inventory of Existing Trails, Canals, Safety & Equity

Along with City staff, we will prepare draft maps summarizing existing trails, parks, and locations that could be future trails, like canals. In addition, we will map other biking and walking facilities and key destinations (i.e., schools, parks, and grocery stores) to create trails that support a system-wide modal shift towards active transportation.

It will be important for us to meet with the maintenance and KID staff to review and confirm canal and floodplain areas. Meeting with these groups will provide clarity on:

Canals & Floodplains

These areas often have restricted land uses, including what kind of trails can be developed.

Trail Safety

Based on reviewing the P&R CP, trail safety is a high concern for Kennewick residents. We will document trail safety data and recommendations, such as:

- Crash Data at Trail Crossings
- Public Safety Data
- Community Complaints
- Trail Lighting
- Kennewick Police Department Input

This summary will help prioritize development and maintenance needs that address trail safety. While valuable, this is an additional cost, both in installation and maintenance. This will have to be considered with other trade-offs.

According to the P&R CP Needs Assessment Survey, nearly half of respondents (49%) feel the most emphasis should be placed on the safety of parks over the next five years.

Equity Approach. Our equity approach acknowledges that not all people, communities, or populations are starting from the same place. Through intentional consideration throughout the planning process, our policies and plans consider how to uplift and empower communities of concern, especially those negatively impacted by past transportation decisions.

It is important to develop a GIS layer that produces a network analysis of how many residents—including low-income, minority, and other equity-focused demographics—currently have access to a pathway or a trail within a 10-minute walk, and how many more residents will have access once new pathways and trails are built out according to the Plan.

Currently, almost a third of Kennewick residents do not live within a 10-minute walk of an outdoor recreation opportunity.

We also understand from the P&R CP that while the median age of Kennewick residents is relatively young, the population will be aging with the Plan and there is a significant percentage of residents living with a disability. Further, we are aware that Kennewick is growing rapidly, and diversifying culturally. Therefore, it will be important to consider how to ensure the pathways, trails, and amenities—such as wayfinding—are accessible to different populations.

To create schedule and budget efficiencies, we plan on using as much data as possible from the P&R CP.

TASK 5. NEEDS ASSESSMENT & PROJECT DEVELOPMENT

A thorough needs assessment will include the following:

Task 5.1 – Public Input

Meaningful, equity-focused engagement is essential to gathering real-time data about the trails and pathways system needs. We will get this input through in-person and/or online engagement opportunities identified in the public involvement plan, including providing maps for residents to identify needs, issues, or opportunities for the trail system.

Reaching out to established organizations like Bike Tri-Cities can help efficiently spread the word about upcoming public events. In addition, our team will layer demographic data to target outreach in areas with historically less represented communities.

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Task 5.2 – Gap Analysis

A gap analysis will help to identify how to bridge network gaps and build better connectivity into the Plan, including through the use of canals and constrained in-town connections. The team will identify how to meet requirements for KID restricted land uses along canals, and Kittelson's multimodal transportation expertise will allow us to come up with solutions for key on-street connections by understanding the needs of all modes.

Task 5.3 – Existing Trail Deficiencies

We will identify where trails are deficient —including where there are safety, width, amenity, or maintenance needs— through public input and a comparison of existing conditions to the recommended designs established in Task 4.2.

Task 5.4 – Project Development & Feasibility

Our team will use the identified gaps and deficiencies to develop recommendations for new trails, connections, or trail upgrades. After analyzing feasibility, we will establish cost estimates and make refinements to ensure the projects are implementable.

TASK 6. TRAIL MAINTENANCE, STAFFING, & OPERATIONS

Building upon the input received during the maintenance staff meetings, we will have a good understanding of the needs for the existing pathway and trail network and proposed network to conduct this task.

We will work with City staff to understand existing maintenance staff costs, equipment and materials costs, desired service levels, and trail maintenance needs. **SPVV** will support Kittelson to further understand the future maintenance and staffing needs.

This will include reviewing paths using KID canals by applying past costs with an escalation factor to inform future budgets. We will verify costs based on cost estimates from other trail systems and will confirm with the maintenance staff or modify maintenance, staffing, and operations predictions based on our conversations.

TASK 7. PRIORITIZATION & PERFORMANCE MEASURE DEVELOPMENT

Kittelson will prioritize projects with clear action steps and develop performance metrics to ensure development and maintenance are meeting the initiatives outlined in the P&R CP and Task 3. **Huddle** has extensive experience in planning and designing park spaces and will help with developing the park and recreation-focused performance measures, while Kittelson will lead the transportation-focused development. Measures may include feasibility, active transportation/mode shift, and access.

Our team will work with the City and provide several weighting scenarios and design the prioritization so that it can be reapplied should new opportunities arise or City policies and processes change.

TASK 8. FUNDING & PARTNERSHIP OPPORTUNITY PLAN

Our focus is on delivering solutions that contribute to your community's long-term prosperity. This includes assisting with obtaining the needed funding to plan, design, operate, and maintain multimodal facilities. With the expertise of **Huddle,** who has park superintendent experience, combined with our local knowledge, we will identify federal, state, regional, and local funding sources to support the development and maintenance of City pathways and trails over the next 20 years. This will include an overview of funding limitations so that City Parks and Recreation staff can make the best informed decision of which grants or funding opportunities to pursue by project.

Developing partnerships is essential in maintaining a cohesive pathway and trail network. Kittelson will work closely with the City to identify current partnerships and identify opportunities for additional partnerships that could include, but are not limited to: community-based organizations, public-private partnerships, and inter-governmental partnerships, such as KID.

It is critical to align projects and programs with funding source goals and objectives, establish compelling partnerships, and build community and political support.

Other factors that we have found critical to funding success include helping the community identify readily deployable projects or programs, as well as sufficient matching resources.

Kittelson has led or assisted with preparing many successful grant applications that have enabled organizations to improve transportation facilities across the country. Equally important, we have investigated the reasons why some grant applications were unsuccessful and now apply those lessons learned to each new endeavor. With this experience, we know a successful grant application requires a collaborative process with a skilled and knowledgeable team, and starts at the planning process.

TASK 9. IMPLEMENTATION PLAN

The implementation plan will combine the work completed in prior tasks and schedule out the prioritized projects over six-years, similar to those in the Parks and Recreation Master Plan, based on upcoming funding. As planners and engineers, we consider how projects will be implemented and affect communities, which involves understanding existing plans,

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policies, and conditions that could impact a particular project, including Federal-level implications. The Plan will also provide other high-, medium-, and low-priority projects that may not be fiscally constrained but are opportunities in case additional funding arises for the 20-year future.

TASK 10: DRAFT & FINAL PLAN

Once the public engagement is complete and final feedback is collected from all partners, we will deliver a final Plan that is ready to show to the public and other stakeholders. Kittelson has a robust creative services team specializing in a variety of visualization, storytelling, and editing services to produce a final Plan that provides technical information that is easily accessible and understandable by a variety of audiences.

The Plan will be developed based on varied audiences, such as the City staff, Commission, Council, and the Public.

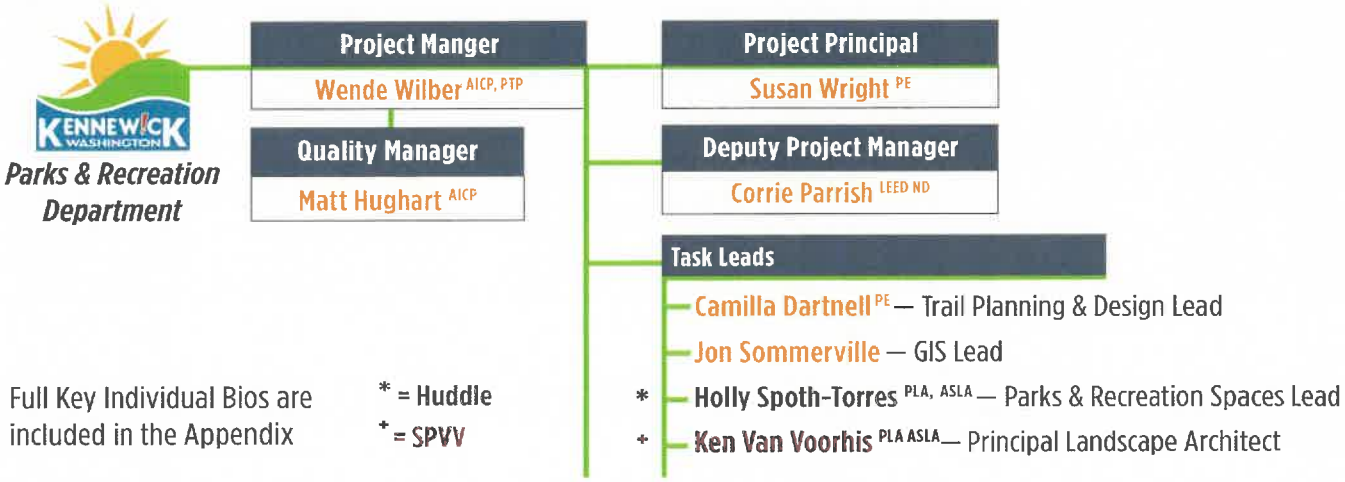
We will work closely with the City to develop a report template that aligns with the City's style guidelines that everyone can take pride in implementing. We will also ensure the Plan functions well both in printed and online formats.

McMinnville OR99W Active Transportation Concept Plan interactive web page created by Kittelson.

2 | QUALIFICATIONS OF KEY INDIVIDUALS

Our team brings a strong project management structure that thrives on working with the City through every step. **Project Manager, Wende Wilber** AICP PTP, and **Project Principal, Susan Wright** PE, bring over 30 years of active transportation and trail planning experience in Washington and Oregon. Further, our **Deputy Project Manager, Corrie Parrish** LEED ND has over 10 years of active transportation planning experience with park and recreation agencies, including the US Fish & Wildlife Service, the US Forest Service, and many different county park districts. **Camilla Dartnell** PE, our **Trail Planner & Engineer** is an expert in active transportation planning and design. She has extensive trails research and trails-specific planning and design guidance creation experience. **Ken Van Voorhis with SPVV,** a local landscape architect firm specializing in park planning and design, has over 30 years of experience designing trails and park spaces and will help coordinate with KID. **Holly Spoth-Torres, Principal at Huddle**, was a park superintendent of Anchorage Parks and Recreation Department before starting her planning, landscape architect, and public engagement firm. Our team has proven success delivering parks and trails master plans for agencies similar to yours. Figure 4 describes our Team's Organizational structure.

Figure 4. Team Organizational Structure



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Our team has the essential skills to successfully complete this Plan. The table below outlines our key individual's qualifications.

STAFF ROLE & QUALIFICATIONS	Project Administration	Public Involvement	Master Plan Production	Existing Trail Conditions Analysis	Maintenance Impact Evaluation	Staffing Needs Evaluation	Feasibility Analysis	Cost Estimate	Trail Design	Performance Metric Development	Partnership Identification	Funding Opportunity Identification
Susan Wright PE | ***Project Principal*** | Kittelson | Integrates planning and conceptual design using feedback from varied groups to yield useful input to guide decisions.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wende Wilber AICP, PTP | ***Project Manager*** | Kittelson | Leads context-sensitive designs, traffic safety and roadway improvement projects, and project prioritization plans.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Corrie Parrish LEED ND | ***Deputy Project Manager*** | Kittelson Certified in neighborhood development, develops first/last mile access to transit facilities, trail and recreational access plans, equity analysis, and grant assistance.	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Camilla Dartnell PE | ***Trails Planning & Design Lead*** | Kittelson | Combines research, planning, and design with her passion for active transportation to develop complete street solutions.	✓	✓	✓	✓			✓	✓	✓	✓		✓
Matt Hughart AICP | ***Quality Manager*** | Kittelson | Leads technical and policy analysis, comprehensive systems, corridor refinements, and multimodal infrastructure plans.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jon Sommerville | ***GIS Lead*** | Kittelson | Establishes a solid technical foundation for project mapping and innovate custom solutions for unique challenges.	✓			✓								
Holly Spoth-Torres PLA, ASLA | ***Parks & Recreation Spaces Lead*** | **Huddle** | Develops innovative strategies to involve more people in parks, trails, and recreation initiatives.	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓
Ken Van Voorhis PLA, ASLA | ***Landscape Architect*** | SPVV | Collaborates with multiple stakeholders and agencies to build consensus with detailed drawings and estimates.	✓	✓	✓	✓	✓		✓	✓				✓

3 | COST/BUDGET

The table below details our preliminary budget for the Plan. We strive to be a true extension of City staff and look forward to refining the cost based on your priorities. A detailed draft budget is included in the Appendix.

	Task	Consultant Hours	Cost
1	**Project Management**	87	$17,760
2	**Public and Stakeholder Engagement**	256	$53,261
3	**Vision & Goals**	12	$2,018
4	**Existing Conditions**	89	$15,233
5	**Needs Assessment**	123	$20,906
6	**Trail Maintenance, Staffing, & Operations Resources**	99	$17,096
7	**Prioritization & Performance Development**	83	$14,292
8	**Funding & Partnership Opportunity Plan**	48	$8,584
9	**Implementation Plan**	36	$5,561
10	**Draft and Final Pathway & Trails Master Plan**	75	$11,554
11	**Value Added/Optional Tasks** (Trail Safety/Equity/Floodplain/Canal Map; Website & Interactive StoryMap; Interactive In-person Public Meeting)	115	$22,510
	Total	1,023	$188,774

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The schedule in the table below displays how we anticipate meeting each deliverable, while incorporating community and stakeholder feedback every step of the way.

Task	2024								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Project Management									
Project Management Plan / Kick-off Meeting	✳								
Monthly Project Progress Reports	▮	▮	▮	▮	▮	▮	▮	▮	▮
Bi-weekly Check-ins	●●	●●	●●	●●	●●	●●	●●	●●	●●
Public Outreach and Stakeholder Engagement									
Public Meetings (3 in-person)		▬			▬			▬	
Steering Committee Meetings (8 virtual)		■	■	■	■	■	■	■	
Parks & Recreation Commission Presentations (3 in-person)		▲			▲			▲	
City Council Presentation (2 in-person)					■			■	
Platform Development for Engagement		▶			■				
Trail System Inventory & Performance									
Existing Document Review	■	■							
Trail Classifications	■	■							
GIS Inventory of Existing Trails	■	■							
Gap in Trail Network Identification	■	■							
Feasibility of Trails on KID Canals	■	■	■	■					
Existing Wetland/Floodplains	■	■	■	■					
Existing Trail Safety	■	■	■	■					
Equity and Access to the Trail Network	■	■	■	■					
Performance Metric Development			■	■	■	■			
Trails Maintenance and Operations									
Trails Maintenance and Operations Resources			■	■					
Maintenance Staff Virtual Focus Group			#1		#2				
Staffing Needs Evaluation			■	■	■	■			
Maintenance Needs Evaluation			■	■	■	■			
Trail Master Plan Development									
Action Steps Development						■	■		
Performance Metrics Development						■	■		
Funding Opportunities						■	■		
Partnership Opportunities						■	■		
Cost Estimate Development						■	■		
Project Prioritization						■	■		
Policy Development						■	■		
Draft Trail Master Plan						■	■		
Final Trail Master Plan								■	✳

Opportunity to Create Interactive Web Page.

Opportunity to Create Trail Safety, Equity, Floodplain & Canal Map

Interim tech memos will be prepared so the Plan is being developed throughout the planning process.

✳Final Plan Adopted No Later Than 9.3.2024

✳ Project Kick-off ▮ Progress Report ▬ Public Meeting ▲ Parks & Recreation Commission Presentations

City Council Presentations ▶ Launch Project Website Launch Interactive Story Map Field Visit Focus Group

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A. PARK & RECREATION COMPREHENSIVE PLANNING DEVELOPMENT, AND PATHWAYS & TRAILS PLANNING

The Kittelson team has planned and designed a variety of multiuse paths, bridging gaps in local and regional networks, to ensure that community members across the US have access to nature and key destinations. Kittelson has expertise in planning through final design – meaning that our plans are implementable, and our designs are context-sensitive. In addition to trail planning, we have a longstanding history of success in:

- **Preparing comprehensive plans,** evaluating recreational land use, trail design, funding strategies, and pathway infrastructure development. This includes developing new facilities on restricted land, such as canals and floodplains.
- **Developing maintenance and staffing needs** that consider sealing, repaving, and reconstruction, including cost estimates for each trail and a priority maintenance projects list. Camilla Dartnell PE led a Trail Condition Study that collected statewide trail data, evaluated the system and each individual trail to create a comprehensive maintenance and staffing plan for Massachusetts.
- **Innovative design policies for revitalization and redevelopment of existing pathway and trail systems.** We are highly experienced in developing clear action steps and performance metrics to evaluate how well a prioritized plan is working when implemented.
- **Identifying partnership and funding opportunities.** We know how to articulate policy change impacts and provide beneficial recommendations for adaptations. To make plans adaptable, we clearly lay out a defined process for updating priorities as conditions change over time.
- **Customer service.** The Kittelson team has a proven track record and delivers high-quality plans that are responsive to our client's needs on time, and within budget, which is reflected in our high number of repeat customers.

In addition to leading the development of the Tigard Trail Master Plan, Susan Wright PE, and Corrie Parrish LEED ND are now working on updating that plan.

Some key projects that successfully meet budgets and schedules include:

TIGARD TRAIL MASTER PLAN (2011) + UPDATE (ONGOING); TIGARD, OR

The Tigard Greenway Trails System Master Plan emphasized increasing connectivity of the existing trail network and set priorities for trail development. Kittelson is working on updating this plan, which seeks to build off the work completed between 2011 and today, and includes conducting an in-depth existing conditions analysis.

UMATILLA TRANSPORTATION SYSTEM PLAN (ONGOING); UMATILLA COUNTY, OR

With an Oregon DOT Transportation Growth Management grant, Umatilla County is working with Kittelson (who helped prepare the grant in 2022) to update the 20-year-old transportation system plan (TSP). The planning process involves a robust public involvement program; coordinating with technical and public advisory committees; reviewing existing plans and policies; inventorying and analyzing existing and future conditions to identify needs; developing and analyzing solutions; preparing cost constrained and preferred alternatives; drafting and finalizing the TSP; and supporting the adoption process.

BEAVERTON ACTIVE TRANSPORTATION PLAN (2018); BEAVERTON, OR

Kittelson led development of the Beaverton Active Transportation Plan (BATP) to improve walking and bicycling for people of all ages and abilities, increase opportunities to access key destinations, and to develop fundable, practical strategies to implement the plan. The process included reviewing applicable local, regional, and state plans and policies; technical analysis of the bicycle and pedestrian system gaps, safety, and comfort; analysis of community demographics, employment, and essential destinations, including transit networks; consistent public engagement at community events (farmers' market, Bike Beaverton, picnic in the park) and two virtual open houses; and input from technical and community advisory committees.

Picnic in the Park Outreach for the Beaverton Active Transportation plan

The City Council adopted the BATP, which includes a prioritized projects list, updated code and design standards, and an approach to construct bikeways, sidewalk gaps, and crossing needs. The BATP has bicycle and pedestrian networks with routes containing facilities belonging to the City of Beaverton, Washington County, Oregon DOT, and Tualatin Hills Parks & Recreation District. Beaverton can use this plan to compete for funds to implement the active transportation projects.

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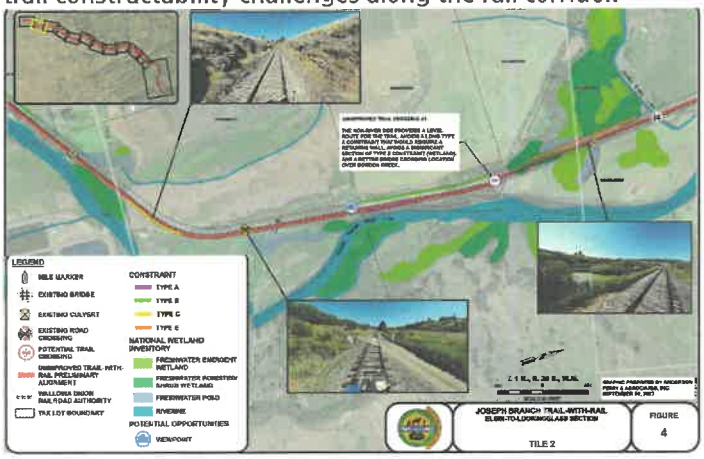
ELGIN TO LOOKINGGLASS TRAIL (ONGOING); UNION, WALLOWA, & DOUGLAS COUNTIES, OR

The Joseph Branch Trail Consortium (JBTC) is actively planning for a non-motorized trail along the existing railroad tracks within the publicly owned Wallowa-Union Railroad Authority corridor. Starting in Elgin, OR, the trail is envisioned to traverse the Grande Ronde and Wallowa River Valleys, terminating 63 miles away in Joseph, OR. The trail will connect the towns of Minam, Wallowa, Lostine, and Enterprise, offering residents of all ages and abilities a safe and accessible way to get outdoors, recreate, commute, and exercise. Working closely with JBTC and the City of Elgin, Kittelson is leading the development of a refinement plan for the first 13 miles of the envisioned trail. Tasks include preparing a trail head/pocket park plan in Elgin, development and evaluation of trail alignment concepts, and a planning level assessment of various environmental and trail constructability challenges along the rail corridor.



MassDOT TRAIL SURFACE CONDITION STUDY (2023); STATEWIDE, MA

The MassDOT Trail Surface Condition Study, led by Camilla, collected data across the state on trails to understand the condition and maintenance needs across the network. In addition to surface condition and state of the system for paved and unpaved trails as shared in the public document, the team collected data on trail modernization needs including amenities and crossing treatments at roadway intersections. They developed a projects list and cost estimates for implementation. The funding and maintenance plan outlined the immediate and on-going maintenance needs to allow MassDOT to develop a sustainable funding source for the program as well as priority modernization projects. Kittelson is currently supporting the development of a program to provide that ongoing funding.

B. SUCCESSFUL PUBLIC PARTICIPATION

Kittelson integrates evaluation tools, transportation engineering expertise, and mapping into the planning process to enhance alternatives analysis and develop cost-sensitive solutions. We have seen firsthand the effectiveness of giving community members the chance to meaningfully participate in the process. Through a feedback-centered approach, trail and pathway users are actively encouraged to provide their input in a way that is convenient and empowering. Such involvement allows the community to feel more ownership in the project.

Wende Wilber AICP, PTP is currently leading a community-guided co-design process in Spokane, WA to identify and prioritize streetscape, street safety, and public space improvements.

In the study area, over a quarter of the population identifies as being Black, Indigenous, or People of Color (BIPOC), with the highest concentration being Latinx (8.5% of the 27.4% BIPOC residents). Further, 2.8% of the people were born in a foreign country.

Our participatory, hybrid approach for the project centers community and stakeholders, including local organizations, businesses, and faith institutions. Each project concept addresses gaps within the walking and biking network, and focuses on sidewalk enhancements, street landscaping and furniture, bus shelters, lighting, and bicycle infrastructure.

While most of our projects involve public involvement, a recent stand-out community involvement process was for the McLoughlin Investments Strategy, led by our proposed Trail Planner & Engineer, **Camilla Dartnell** PE. The team held numerous events including online open houses and in-person surveying and drop-in events.

These in-person events focused on meeting people where they are—especially in transportation disadvantaged communities—to collect input from those that otherwise might not be aware of or have time for public events. This included holding events in equity focus area transit centers, grocery stores, a library, and a local food bank to collect input from a broad cross section of community members.

Our team provided all resources, including the online open houses and in-person event materials—in English and Spanish. The project team advertised through fact sheet mailers, printed fliers, on social media, and on Spanish-language radio.

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WENDE WILBER AICP, PTP – PROJECT MANAGER

YEARS OF EXPERIENCE: 30+ YEARS

Licenses/Certifications: American Institute of Certified Planner (#013339) / Professional Transportation Planner

Education: Master of City and Regional Planning, Eastern Washington University; BA, Comparative Literature/French, University of Washington

Wende has been working with engineering, architectural, and construction teams to deliver multimodal transportation-related projects for three decades including Vision Zero Safety Action Plans, context sensitive design solutions, traffic calming measures, corridor studies, roadway and intersection improvement projects, and policy/project prioritization. Her multi-disciplinary expertise gives her a broad knowledge base allowing her to view challenges and opportunities from many perspectives to identify achievable solutions. She effectively communicates decision-making through a well-defined process and constructive dialogue with a wide variety of agency and community groups.

RELEVANT PROJECT EXPERIENCE:

- Spokane Regional Transportation Council (SRTC) Safety Action Plan; Spokane, WA. *Project Manager*
- West Central Neighborhood Traffic Calming; Spokane, WA. *Project Manager*
- 11th Street Bikeway Development, Boise, ID. *Project Principal*
- University Drive Reallocation Design, Boise, ID. *Project Manager*
- Walla Walla Human Services Plan; Walla Walla, WA. *Project Manager*
- Indian Creek Multimodal Pathway; Nampa, ID. *Project Principal*
- University of Alaska Multimodal Circulation Analysis and Strategic Capital Improvement Plan; Anchorage, AK. *Project Principal**

CORRIE PARRISH LEED ND – DEPUTY PROJECT MANAGER

YEARS OF EXPERIENCE: 10 YEARS

Licenses/Certifications: Leadership in Energy and Environmental Design in Neighborhood Development

Education: Master of City and Regional Planning, University of Oregon; BA, English Language and Literature, Slippery Rock University

Corrie is passionate about improving the safety and sustainability of communities through walking, biking, and transit planning and implementation. Her breadth of experience spans working closely with public sector, nonprofit, and private sector clients. LEED certified in neighborhood development, Corrie brings award-winning expertise in first/last mile access to public transit facilities, regional transportation planning, trail and recreational access planning, equity analysis, and grant writing assistance. She is well known for collaborating closely with clients and the public to ensure high-quality, holistic plans. She actively supports active transportation through her involvement with Mpact (formerly Rail-Volution) as the Mpact Innovators Chair.

RELEVANT PROJECT EXPERIENCE:

- Tigard Trails Master Plan and Update; Tigard, OR. *Deputy Project Manager*
- SRTC Safety Action Plan; Spokane, WA. *Deputy Project Manager*
- West Central Neighborhood Traffic Calming; Spokane, WA. *Deputy Project Manager*
- Mt. Wilson Transit-to-Trails Work Plan; Pasadena, CA. *Project Manager**
- Valle De Oro National Wildlife Refuge 2nd Street Multiuse Path Development; Albuquerque, NM. *Deputy Project Manager**

* = Completed with Previous Employer

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SUSAN WRIGHT PE – PROJECT PRINCIPAL

YEARS OF EXPERIENCE: 22 YEARS

Licenses/Certifications: Professional Engineer: OR (#65119)

Education: BS, Civil Engineering, Oregon State University

Susan is a transportation engineer specialized in transportation planning with 22 years of experience working on planning projects for all modes. She frequently manages active transportation and trails plans, transportation system plans, area plans, transit plans, corridor plans, and policy plans. She integrates planning and conceptual design experience, resulting in more multimodal and implementable plans. Throughout the planning process, she uses her public involvement capabilities to carry out activities that engage varied groups, yielding useful input to guide decisions.

RELEVANT PROJECT EXPERIENCE:

- Tigard Trails Master Plan and Update; Tigard, OR. *Project Manager*
- Tualatin Valley Trail Refinement Plan; Washington County, OR. *Project Manager*
- Oregon DOT Pedestrian and Bicycle Performance Measures; Statewide, OR. *Project Manager*
- Riverside Multimodal Enhancement Study; Medford, OR. *Project Principal*
- Rogue Valley Active Transportation Plan; Jackson County, OR. *Project Manager*
- Beaverton Active Transportation Plan; Beaverton, OR. *Project Principal*

MATT HUGHART AICP – QUALITY MANAGER

YEARS OF EXPERIENCE: 24 YEARS

Licenses/Certifications: American Institute of Certified Planner (# 18067)

Education: Master of Urban and Regional Planning, Texas A&M University; BA, Environmental Design, Texas A&M University

Matt has participated in and managed numerous transportation planning and transportation engineering projects. This work includes conducting technical and policy-related analysis for transportation impact studies; developing comprehensive transportation system plans; preparing interchange area management plans, access management plans, corridor refinement plans, and traffic calming plans; and conducting comprehensive plan/zone change analyses. Matt supplements his transportation planning work with research in the areas of alternative transportation performance measures and access management.

RELEVANT PROJECT EXPERIENCE:

- Elgin to Lookingglass Trail; Union, Wallowa, & Douglas Counties, OR; *Project Manager*
- Umatilla County Transportation Safety Plan; Umatilla County, OR. *Project Manager*
- Riverside Park to Spring Creek Trail Plan; LaGrande, OR. *Project Manager*
- Canals of Ellensburg; Ellensburg, WA. *Project Manager*
- Ontario N-S Connector Trail Plan; Ontario, OR. *Project Principal*

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CAMILLA DARTNELL PE – TRAILS & PATHWAYS DESIGN & PLANNING LEAD

YEARS OF EXPERIENCE: 7 YEARS

Licenses/Certifications: Professional Engineer: OR (#97479)

Education: BS, Environmental Engineering, Georgia Institute of Technology

Camilla is passionate about improving the livability and sustainability of communities through advancing active transportation. She is experienced in active transportation planning; program development; community outreach; safety, level of traffic stress, equity, demand, and operational analyses; and conceptual bicycle and pedestrian facility design. She combines her research and planning experience with her passion for active transportation to develop complete street solutions. Camilla serves on the Association of Pedestrian and Bicycle Professionals board and co-chairs the Policy Committee.

RELEVANT PROJECT EXPERIENCE:

- Massachusetts Trail Conditions Study; Statewide, MA. *Project Manager*
- Burke Gilman Trail: Missing Link; Seattle, WA. *Project Engineer*
- Oregon DOT Active Transportation Needs Inventory; Statewide, OR; *Project Planner*
- Oregon DOT Pedestrian and Bicycle Performance Measures; Statewide, OR; *Deputy Project Manager*
- Beaverton Active Transportation Plan; Beaverton, OR. *Project Planner*
- Massachusetts Trail Demand Estimation Study; Statewide, MA. *Project Manager*

JON SOMERVILLE – GIS LEAD

YEARS OF EXPERIENCE: 18 YEARS

Education: BS, Computer-Aided Drafting, University of Central Missouri

Jon provides geospatial data processing, analysis, and cartography for transportation focused planning studies and projects. His role as GIS Lead includes assisting in developing methodologies, spatial data structuring, data collection, cartographic map design, python scripting, web mapping, and staff training. His long-standing career in GIS, dedicated to transportation and serving agencies across the US, gives him invaluable exposure to various GIS practices and techniques. Jon's collaboration with team members is key to establishing a solid technical foundation for project mapping and innovating custom solutions for unique challenges.

RELEVANT PROJECT EXPERIENCE:

- Tigard Trails Master Plan and Update; Tigard, OR. *GIS Lead*
- Oregon DOT Active Transportation Needs Inventory; Portland Metro Area, OR. *GIS Lead*
- Ontario N-S Connector Trail Plan; Ontario, OR. *GIS Lead*
- Neighborhood Streets Inventory; Arlington County, VA. *GIS Lead*
- Riverside Multimodal Corridor Plan; Medford, OR. *GIS Lead*
- Higgins Avenue Corridor Plan Missoula, MT. *GIS Lead*
- Mecklenburg Bicycle Parks Plan; Mecklenburg County, NC. *GIS Lead*

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HOLLY SPOTH-TORRES PLA, ASLA – PARKS & RECREATION SPACED LEAD

YEARS OF EXPERIENCE: 23 YEARS

Licenses/Certifications: Landscape Architect, AK (#13176) / Graduate, National Recreation & Park Association, Parks & Recreation Maintenance Management School

Education: Master of Landscape Architecture, Cornell University; BS, Biology, University of North Carolina, Chapel Hill

Holly served the Municipality of Anchorage Parks & Recreation Department for almost 10 years, 6 years as the Park Superintendent. Holly's career focus has been developing innovative public involvement and community engagement strategies to get more people involved in local parks, trails, and recreation initiatives; a healthy park system equals a healthy population of citizens.

Holly developed and sustained a partnership with the Anchorage Park Foundation, resulting in more than $28 million investment in Anchorage parks and trails. Additionally, she developed and implemented a new business model for park, recreation facility and trail planning, design and construction in Anchorage resulting in the largest public construction investment in Anchorage parks and trails in over a decade, decreased administrative overhead, shortened project schedules, and increased public trust. The foundation of this success was an authentic and robust stakeholder engagement strategy based on an authentic assessment of community assets and values. Holly's skill set balances strong community engagement techniques, strategic action planning and operational savvy to understand how to get things done within an organizational structure.

RELEVANT PROJECT EXPERIENCE:

- Far North Bicentennial Park Trail Improvement Plan; Anchorage, AK. *Project Manager*
- Greenbelt Major Repair and Renovation; Anchorage, AK. *Project Manager*
- Parks & Recreation Zone Maintenance Performance Metrics; Anchorage, AK. *Project Manager*
- Park & Trail Report Cards; Anchorage, AK. *Project Manager*
- Girdwood Trail Plan; Girdwood, AK. *Project Manager*

KEN VAN VOORHIS PLA, ASLA – LANDSCAPE ARCHITECT

YEARS OF EXPERIENCE: 36 YEARS

Licenses/Certifications: Landscape Architect, WA (#647), MT, & OR

Education: BS, Landscape Architecture, Washington State University

Ken has worked on just about every kind of project, but his focus is on municipal and public projects. His municipal work includes everything from complete street enhancements to park master planning and design. With extensive experience in projects with multiple stakeholders and agencies involved, Ken has a thorough understanding of the unique requirements and constraints presented by such projects. As a principal and project manager, Ken oversees technical drawing production, estimating, and construction observation. In addition, he is a SketchUp expert and regularly creates 3D renderings for public workshops and client meetings.

RELEVANT PROJECT EXPERIENCE:

- Columbia Trail; Dayton to Waitsburg, WA. *Landscape Architect*
- Centennial Trail at Summit Boulevard; Spokane, WA. *Project Manager*
- Benton County Administration Building; Kennewick, WA. *Landscape Architect*
- Pateros City Park; Pateros, WA. *Landscape Architect*
- Millwood Park Master Plan; Millwood, WA. *Project Manager*

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Project Budget Form

Project Name: Kennewick Pathways & Trails Master Plan
Project Manager: Wende Wilber
KAI Project Number: 29851
Date: Nov 27, 2023

LABOR ESTIMATE - Kennewick Pathways & Trails Master Plan

Task	Notes / Staff	Wende Wilber, Project Manager WLW	Corrie Parrish, Senior Planner CNP	Camilla Dartnell, Senior Engineer CAD	Jon Sommerville, Senior GIS Technician JKS	Susie Wright, Project Principal SLY	Transportation Analyst SXB	Matt Hugart, Quality Manager JXH	Leven, Tech 1 Graphic Support LPG	Huddle AK Holly Spoth-Torres	SPVV Ken Van Voorhis	WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
001	**Project Management**												
	Bi-weekly check-ins	12	24							8	8	52	$10,416
	Monthly progress reports	6	3									9	$2,181
	Project Management Plan and Schedule	3	6			1						10	$2,137
	Project Kick-off Meeting	4	6				4			1	1	16	$3,027
	Reimbursable Expense												$0
	Task #001 - Subtotal	25	39	0	0	1	4	0	0	9	9	87	$17,760
002	**Public and Stakeholder Engagement**												
	Public Involvement Plan	2	4							24		30	$5,576
	3 In-person Public Meetings	24	30				16				16	86	$16,809
	8 Virtual Steering Committee Meetings	16	32				16					64	$12,079
	3 In-person Parks and Recreation Commission Meetings	12	6				6					24	$5,124
	2 In-person City Council Meetings	8	4				4					16	$3,416
	Online Public Engagement Development (Website)	1	2				16		8			27	$3,675
	Public Engagement Summary	1	2				6					9	$1,390
	Reimbursable Expense												$3,197
	Task #002 - Subtotal	64	80	0	0	0	64	0	8	24	16	256	$53,261
003	**Vision & Goals**												
	Vision & Goals Development	2	4				6					12	$2,018
	Reimbursable Expense												$0
	Task #003 - Subtotal	2	4	0	0	0	6	0	0	0	0	12	$2,018
004	**Existing Conditions**												
	Existing Document Review	1	6				16					23	$3,365
	Field Visit	8	8									16	$3,613
	Existing Trail Classification summary and proposed system	2	4	4	16	2	8					36	$6,006
	Existing Conditions Memo	1	2	2		1	8					14	$2,249
	Reimbursable Expense												$0
	Task #004 - Subtotal	12	20	6	16	3	32	0	0	0	0	89	$15,233
005	**Needs Assessment and Project Development**												
	Gap Analysis	1	2	2	16		6					27	$4,266
	Existing Trail Deficiencies	1	2	2			6					11	$1,742
	Project Development and Feasibility Analysis	1	2	2			4				60	69	$12,289
	Needs Assessment Memo	1	2	2		1	8				2	16	$2,609
	Reimbursable Expense												$0
	Task #005 - Subtotal	4	8	8	16	1	24	0	0	0	62	123	$20,906
006	**Trail Maintenance, Staffing, and Operations Resources**												
	Maintenance data/info request	1	2				4					7	$1,136
	2 Maintenance staff virtual focus groups	2	4				8			4	4	22	$3,712
	Draft and Final Maintenance, Staffing, and Operations Memo	4	8			2	16				40	70	$12,249
	Reimbursable Expense												$0
	Task #006 - Subtotal	7	14	0	0	2	28	0	0	4	44	99	$17,096
007	**Prioritization and Performance Development**												
	Park-specific Performance Measure Development	2	2				4			40		48	$8,611
	Trail/Active Transportation-Specific Performance Measure Developmer	1	3	3			8					15	$2,349
	Draft and Final Performance Measures Table	1	2				4	1	4	8		20	$3,332
	Reimbursable Expense												$0
	Task #007 - Subtotal	4	7	3	0	0	16	1	4	48	0	83	$14,292
008	**Funding and Partnership Opportunity Plan**												
	Draft and final Trail Funding and Partnership Opportunity summary ta	1	2					1	4	40		48	$8,584
	Reimbursable Expense												$0
	Task #008 - Subtotal	1	2	0	0	0	0	1	4	40	0	48	$8,584
009	**Implementation Plan**												
	Draft and Final Implementation Plan	2	4		4	2	8	1	15			36	$5,561
	Reimbursable Expense												$0
	Task #009 - Subtotal	2	4	0	4	2	8	1	15	0	0	36	$5,561
0010	**Draft and Final Kennewick Parks and Recreation Pathway and Trails Master Plan**												
	Draft and Final Kennewick Parks and Recreation Pathway and Trails M	3	8	6	6	3	24	1	20	2	2	75	$11,554
	Reimbursable Expense												$0
	Task #0010 - Subtotal	3	8	6	6	3	24	1	20	2	2	75	$11,554
0011	**Value Added Tasks**												
	3 In-person public meeting with hands-on, interactive components	24	30				16					70	$13,929
	Online Public Engagement Development (Website + Interactive Story	1	2		24							27	$4,413
	Trail and Floodplain/Canal Map	1	1		4							6	$1,082
	Trail Safety Map	1	1		4							6	$1,082
	Trail Equity Map	1	1		4							6	$1,082
	Reimbursable Expense												$920
	Task #0011 - Subtotal	28	35	0	36	0	16	0	0	0	0	115	$22,510
	TOTAL HOURS	152	221	23	78	12	222	4	51	127	133		
	LABOR RATE	$275	$176	$176	$158	$253	$127	$248	$127	$180	$180	TOTAL HOURS	TOTAL LABOR
	LABOR COST	$41,849	$38,969	$4,056	$12,301	$3,031	$28,187	$993	$6,475	$22,860	$23,940	1,023	$182,662

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

TOTAL REIMBURSABLES $6,112

TOTAL TEAM FEES (Task 1 - 10) $166,264

VALUE ADD/OPTIONAL (Task 11) $22,510

TOTAL PROJECT BUDGET $166,264 - $188,774

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City of Kennewick

Request for Proposals 23-017
Parks and Recreation Pathways & Trails Master Plan

Projected Timeline:

Advertisement	October 31, 2023
Deadline for Proposal Submission:	November 27, 2023
Oral Presentations/Interviews with the City Team	January 4, 2024
Potential Approval of Firm	January 12, 2024
Project Start Date	January 22, 2024
Complete Project with Council Adoption	by September 3, 2023

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I. Introduction

The City of Kennewick Parks, Recreation and Facilities Department is requesting proposals from qualified firms to provide consulting services to the City of Kennewick to produce a comprehensive planning process for pedestrian and bicycle pathways and trails, leading to the adoption of a Pathways and Trails Masterplan. The overarching goal is to understand the extent of pathway and trail needs, development of trails using existing canal infrastructure, connection of new trails development, development through maintenance, and the resources required to meet these needs. This will lead to strategic development of new facilities as well as implementation of a maintenance regimen upon completion. The plan will direct development and ongoing maintenance of shared-use paths and similar facilities. The selected firm will have excellent proven experience and knowledge in parks and recreation planning, project management, urban and rural pathway and trail planning, maintenance of trails and pathways, and will be effective in soliciting public involvement, will work closely with City staff, Parks & Recreation Commission, and Kennewick Irrigation District in preparing the Plan.

The Plan will establish priorities and phased recommendations for existing and future pathways and trail development, timing of future development, resources needed to plan build and maintain trail priorities. This plan will address appropriate staffing needs to support current level of service and identify future growth staffing needs.

The main goals in producing this plan are to:

- Increase participation in walking and cycling for active transportation, recreation and wellness.
- Understand the maintenance impacts of pedestrian/bike facilities and develop strategies to provide for lifecycle maintenance
- Identify priority projects and detail implementation steps based on feasibility and public input.
- Demonstrate to partner agencies, grant funders, and tax payers that the previous three goals have been carefully considered.
- Establish a planning document composed and stylized in an expert manner, that can be easily replicated in the future when producing complementary plans.

II. Background

The City of Kennewick's 2020 population estimate was 84,606. Kennewick has experienced steady residential and commercial growth over the past several years. Kennewick's population in 2000 was 54,571 and in 2010 the population had grown to 73,917 and a projected growth to 91,785 in 2025. Kennewick is the largest city in the region and the growth is expected to continue with 2037 population estimates are projected to be 112,044.

The City is a full-service municipality employing approximately 365 people to provide general government, public works, public safety, planning and community development, and recreational services.

The City of Kennewick currently maintains 25 developed city neighborhood/community parks, two regional parks – Columbia Park which is a 387-acre park and a regional 1.5-mile riverfront linear 70-acre park, and the Southridge Sports and Events Complex that includes 49 acres. These parklands are owned and/or leased by the City. In addition, the City is responsible for city right-of-ways, and an additional 164+ acres of urban natural open space and three park sites that are maintained by others.

The City of Kennewick offers recreational programs on a year-round basis across the city using both City of Kennewick and Kennewick School District sites. Participation in various types of recreation programs fluctuates from year to year with local interest, trends and established demand.

The Special Events program has been in existence for over 15 years. The program began due to an

increased trend in the use of Columbia Park and other selected parks in the Kennewick Park System for special events. The continued success of the program is due to staff's ability to attract regional tournaments and the city's desirability as a tourism destination.

III. *Desired Qualifications of Consultant Firm:*

- Experience in working with citizens, boards, commissions, council, special interest groups and volunteer organizations.
- Expertise in visioning or similar public involvement projects and consensus building among diverse interest groups.
- Knowledge and experience in the preparation of comprehensive plans, including recreational land use, trail design, funding strategies and pathway infrastructure development.
- Knowledge and experience in the analysis and development maintenance and staffing long-range plans.
- Innovation in the design of policies for revitalization and redevelopment of existing pathway and trail systems.
- Proven track record of customer service and responsiveness to clients in a high contact setting.

IV. *Services Requested*

The City seeks a qualified consulting firm to develop a comprehensive pathway and trails masterplan.

V. *Deadline and Submittal Instructions*

Proposals are due no later than Monday, November 27, 2023 at 2:00 p.m. Pacific Time. Electronic PDF submittals with appropriate original signatures are required to be submitted via email to Jon Correio, Procurement & Contract Specialist at jon.correio@ci.kennewick.wa.us There will be no "pre-bid conference" or formal "bid opening." Proposals received by the deadline will be reviewed by the City, and selected firms may be invited to meet with selected City officials to discuss their proposal.

Respondents should allow sufficient delivery time to insure receipt on or before the deadline. Respondents assume the risk for the delivery method chosen. The City assumes no responsibility for delays caused by any delivery service. All submittals and any accompanying documentation become the property of the City, become public information upon receipt and will not be returned. Respondents should allow sufficient delivery time to insure receipt on or before the deadline.

VI. *Scope of Work*

The project consists of furnishing all personnel, materials, supervision and travel to generally undertake and complete the tasks identified above.

The responsive submittal will include methods, means, and costs associated with achieving the above stated project goals and outcomes and a clear delineation of how the bidder intends to meet each of the desired qualifications outlined above.

Submissions of proposal should be no longer than 10 pages excluding appendices, consultant bios and include, but not necessarily be limited to, the following:

The core scope of this project is a planning process that identifies and prioritizes pedestrian and bicycle facility projects based on existing conditions and the partnership with KID for the use of irrigation canals.

The process and outcome will entail:

- A cohesive vision for developing pathways and trails in the City of Kennewick while establishing a model for sustainable maintenance
- Meaningful public involvement with equitable representation from community stakeholders and partners
- Recommendations for priority projects based on existing conditions, plans, and stakeholder input
- An estimation of the fiscal requirement, long term maintenance, and staffing to implement the plan
- Production of the Pathways and Trails Master Plan

Due to the predominately urban setting of the planning area including proposed shared use of KID canals, it is anticipated that shared-use paths and supplemental improvements (signs, crosswalks, ADA improvements, etc.) will constitute the majority of new facility types recommended in the final plan. Other facility types — including sidewalks, natural surface trails, undeveloped bike trails, roadway modifications, etc. — are anticipated to be recommended and considered, albeit less frequently so than shared-use paths.

The following three categories reflect the core services required to execute this project. It is not an exhaustive list and further refinement shall occur during contract negotiation. Recommendations for additional services are welcome but should be noticed as such in the proposal.

PROJECT ADMINISTRATION

- Direct all project work including staff assignments, progress tracking, budget oversight and quality control
- Facilitate coordination meetings to report on project status, resolve issues and identify additional needs
    - Prepare agendas, materials and take meeting notes
- Maintain a stakeholder registry for communications and project involvement purposes
- Provide monthly invoices and written progress reports.
- Lead a steering committee composed of selected stakeholders and City staff.
    - Maintain a visual reference (Gannt-chart, or similar) to demonstrate project advancement

PUBLIC OUTREACH AND STAKEHOLDER INVOLVEMENT

A main goal of the project is to effectively engage local communities, partner agencies, and other stakeholders. The consultant will be responsible for executing the public involvement process including:

- Preparing publicity materials
- Running public meetings (anticipate three in-person)
- Lead steering committee virtual meetings (anticipated 8)
- Presentation to Parks and Recreation Commission (anticipate three in-person)
- Presentation to City of Kennewick City Council during a workshop (anticipate two in-person)
- Providing multiple channels/platforms for engagement (e.g. website, surveys, focus groups, etc.)
- Gathering, synthesizing and incorporating the input for proposed projects

- Preparing a summary of the outreach method and response

MASTER PLAN PRODUCTION

The main deliverable will be a document defining a course of action for development and long-term maintenance of pathways and trails in Kennewick for the next 20 years. The format and presentation should be appropriate for both a technical and lay audience as the plan will be referenced in detailed project planning as well as garnering public support.

At minimum, plan production should involve the following tasks:

1. Identifying trail connection gaps in the regional (Tri-Cities) connected network to Kennewick, as well as a limited number of critical local trail gaps in Kennewick.
2. Enhancing and integrating an existing draft document pertaining to the maintenance of shared-use paths with particular consideration of:
    1. Maintenance impact amounts from new facility construction including focused attention on creating a trail system using KID canals.
    2. Staffing needs to maintain the plan
3. Assessing a limited number of phased priority projects to include:
    1. Specification of implementation with a determination of overall feasibility
    2. A cost estimate for overall project execution
4. Articulating strategies for implementing the plan with consideration of:
    1. Clear action steps
    2. Performance metrics
    3. Partnership opportunities (existing and needed)
    4. Funding opportunities
    5. Policy change impacts and adaptations
    6. A defined process to update project priorities as conditions change
5. Estimating an annual budget amount to sustain a pathways and trails program at the current and future levels of infrastructure and staffing recommendations to implement the plan.
6. Preparing materials for public presentation and formal adoption of the plan.

Upon completion of a draft version of the plan, the consultant shall supply five print copies and a digital version. Following finalization of the plan, the consultant shall supply six print copies and a digital version of the plan. A final draft of the plan will be presented to the Recreation Commission and the City of Kennewick City Council during the adoption process.

VII. Evaluation & Selection

Proposals will be evaluated on the basis of both the consultant(s), sub-consultants, and individual team member's experience and expertise on similar projects, as well as upon the team/firm's capacity (personnel and other resources) to complete the project within the proposed schedule. Factors that will be considered in the evaluation of the Scope of Work submitted will include the below and associated points:

- Responsiveness of the written proposal to the purpose and scope of services; (10)
- Qualifications of key individuals in terms of what personnel will be committed to this project and what their qualifications are in producing the end product;(15)
- Cost/Budget; (15)
- Project phased Timeline; (10)
- Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work; (10)
- Successful and timely public participation; (10)

- Park and Recreation Comprehensive or Master Planning development, and Pathways and Trails planning. (10)

Written technical questions regarding this RFP are required and should be directed to Parks, Recreation & Facilities Director, Nick Farline at City of Kennewick, via email at nick.farline@ci.kennewick.wa.us. Please allow a minimum of 3-business day's response time. **No questions will be accepted 4 days prior to submittal deadline.**

A selection committee consisting of three (3) City staff, one (1) Recreation Commission Member will evaluate proposal independently on the above factors. A short list of consultants will be invited to participate in virtual interviews. *Interviews are weighted more than proposal review.*

An electronic version of the consultant's submittal packet is required. The submittal of the RFP is interpreted by the City as permission by the consultant for the City to verify all information contained therein. Failure to comply with such requests may automatically disqualify the consultant from further consideration. Additional information may be requested from the City by email nick.farline@ci.kennewick.wa.us

The selected consultant(s) will be required to certify compliance with applicable local, federal and state requirements and regulations. The City reserves the right to waive informalities, and to reject any and all proposals. All proposal materials shall become the property of the City of Kennewick.

It is anticipated that the contract will be a not to exceed maximum amount. A cost proposal is required as part of the submission. During the final selection process, the City will discuss available project funds and a firm scope of work that will obtain the City's objectives within the funds available.

VIII. Schedule

The City requires all work performed under the contract completed by the consultant/vendor within the timelines specified above, after receiving the notice to proceed, with interim reports or draft results available for earlier consideration. This schedule shall be negotiated and discussed with the finalist.

IX. Proprietary Information/Public Disclosure

Material submitted in response to this RFP shall become the property of the City.

All proposals received shall remain confidential until, 1) a contract, if any, resulting from this RFP is signed by the City and a Consultant; or 2) a decision of no award is made, thereafter the proposal shall be deemed public records as defined in RCW 42.56 et seq.

In the event a Consultant desires to claim that portions are exempt from disclosure under the provisions of RCW 42.56 et seq, it is incumbent upon the Consultant to identify those portions in the Consultants proposal transmittal letter. The transmittal letter must identify the page and the particular exception(s) from disclosure upon which it is making its claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed on the lower right hand corner of the page. The City will consider a Consultant's request(s) for exemption from disclosure; however, the City will make an independent decision predicated upon applicable laws. An assertion by a Consultant that an entire volume of its proposal is exempt from disclosure may not be honored.

If the City receives a public records request related to this RFP and/or for documents and/or materials provided to the City as a result of this RFP, generally such information will be a public record and must be disclosed to the public records requester. However, the City agrees to notify the Consultant if it receives such a public records request and the date the City plans to release the records. If the Consultant fails to obtain a protective order from the applicable court prior to the time the City releases the records to the public records requester, the Consultant shall be deemed to have given the City full authority to release the records on the date specified, and the Consultant understands it has thereby waived all rights to challenge the disclosure in any forum.

Nothing contained in this RFP request shall create any contractual relationship with the City of Kennewick. Consultants are solely responsible for any costs incurred in the development and submission of the Proposal or any other presentation, in response to this RFP.

ATTACHMENT A

CERTIFICATION OF PROPOSER

PROPOSAL SUBMITTED BY:

Company Name: _____

Contact Person: _____

Address: _____

Mailing Address (If different): _____

City, State and Zip Code: _____

Telephone No: _____

I certify that I am affiliated with the above noted company or individual and authorized to enter into a contract for concession rights and services for the City of Kennewick as set forth in the Request for Proposal and the attached submission in response to such request. I further certify that the proposer will be able to comply with the insurance provisions of the City, and that the proposer will obtain all necessary licenses and permits for the operation of the proposed concession as required by the State of Washington, Benton County, the City of Kennewick or any other lawful authority.

Proposer:

_____
(Please Print)

Signature: _____

Date: _____

DocuSign Envelope ID: 247E4A81-3819-42F6-9491-36F0B2CF8149

RFP 23-017 Parks and Recreation Pathways & Trails Master Plan
October 31, 2023

ADDENDUM # 1

Date of Addendum: November 14, 2023

NOTICE TO BIDDERS
The Request for Proposal documents for the above-referenced Project is modified as set forth in this Addendum. The original Request for Proposal documents (and any previously issued addenda, if applicable) remains in full force and effect, except as modified by this Addendum, which is hereby made part of the Request for Proposal documents. Bidders shall take this Addendum into consideration when preparing and submitting their Proposal, and should acknowledge receipt of this Addendum in their proposal submittal.
BID SUBMISSION DEADLINE
The RFP submission deadline remains the same and is not changed by this Addendum.

1.0 – REQUEST FOR PROPOSAL DOCUMENTS

Item	Document and Section No.	Description of Change
1.1	Projected Timeline, Page 1	Complete Project with Council Adoption by September 3, ~~2023~~ 2024
1.2	Scope of Work, Page 4	The responsive submittal will include methods and~~,~~ means~~, and costs~~ associated with achieving the above stated project goals and outcomes and a clear delineation of how the proposer ~~bidder~~ intends to meet each of the desired qualifications outlined above.
1.3	Evaluation & Selection, Page 6	Responsiveness of the written proposal to the purpose and scope of services; (10) • Qualifications of key individuals in terms of what personnel will be committed to this project and what their qualifications are in producing the end product;(15) ~~• Cost/Budget; (15)~~ • Project phased Timeline; (10) • Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work; (10) • Successful and timely public participation; (10) (Scoring will be based on a total of 55 maximum points)
1.4	Evaluation & Selection, Page 7	It is anticipated that the contract will be a not to exceed maximum amount. ~~A cost proposal is required as part of the submission.~~ During the final selection process, the City will discuss available project funds and a firm scope of work that will obtain the City's objectives within the funds available.

END OF ADDENDUM # 1

Project Budget Form

Project Name: Kennewick Pathways & Trails Master Plan
Project Manager: Wende Wilber
KAI Project Number: 29851
Date: Nov 27, 2023

LABOR ESTIMATE - Kennewick Pathways & Trails Master Plan

Task	Notes / Staff	Wende Wilber, Project Manager	Corrie Parrish, Senior Planner	Camilla Dartnell, Senior Engineer	Jon Sommerville, Senior GIS Technician	Susie Wright, Project Principal	Transportation Analyst	Matt Hugart, Quality Manager	Leven, Tech 1 Graphic Support	Huddle AK Holly Spoth-Torres	SPVV Ken Van Voorhis	WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
		WLW	CNP	CAD	JKS	SLY	SXB	JXH	LPG				
001	**Project Management**												
	Bi-weekly check-ins - 30 minutes each	6	12							4	4	26	$5,208
	Monthly progress reports	4										4	$1,101
	Project Management Plan and Schedule	2	4			1						7	$1,509
	Project Kick-off Meeting - 1 Hour	1	2				2			1	1	7	$1,242
	Reimbursable Expense												$0
	Task #001 - Subtotal	13	18	0	0	1	2	0	0	5	5	44	$9,060
002	**Public and Stakeholder Engagement**												
	Public Involvement Plan	1	1							24		26	$4,772
	3 In-person Public Meetings	24	30				16				16	86	$16,809
	6 Virtual Steering Committee Meetings (1 hour each)	8	24				24			6	6	68	$11,642
	3 In-person Parks and Recreation Commission Meetings	12	6				6					24	$5,124
	2 In-person City Council Meetings	10	4				4					18	$3,966
	Online Public Engagement Development (GIS StoryMap with Interactive	1	6		8		16		8			39	$5,642
	Public Engagement Summary	1	2				6					9	$1,390
	Reimbursable Expense												$5,292
	Task #002 - Subtotal	57	73	0	8	0	72	0	8	30	22	270	$54,637
003	**Vision & Goals**												
	Vision & Goals Development	1	4				6					11	$1,742
	Reimbursable Expense												$0
	Task #003 - Subtotal	1	4	0	0	0	6	0	0	0	0	11	$1,742
004	**Existing Conditions**												
	Existing Document Review		6				8					14	$2,074
	Field Visit	8	8									16	$3,613
	Existing Trail Classification summary and proposed system	2	4	4		2	8					20	$3,482
	Existing Conditions Memo	1	2	2			8					13	$1,996
	Reimbursable Expense												$0
	Task #004 - Subtotal	11	20	6	0	2	24	0	0	0	0	63	$11,166
005	**Needs Assessment and Project Development**												
	Gap Analysis	1	2	2	24		6					35	$5,528
	Existing Trail Deficiencies	1	2	2	32		6					43	$6,789
	Project Development and Feasibility Analysis	1	2	2			4				60	69	$12,289
	Trail and Floodplain/Canal Map		1		4		2					7	$1,061
	Trail Safety Map		1		4		2					7	$1,061
	Trail Equity Map		1		4		2					7	$1,061
	Needs Assessment Memo	1	2	2		1	8				2	16	$2,609
	Reimbursable Expense												$0
	Task #005 - Subtotal	4	11	8	68	1	30	0	0	0	62	184	$30,398
006	**Trail Maintenance, Staffing, and Operations Resources**												
	Maintenance data/info request		2				4					6	$861
	2 Maintenance staff virtual focus groups	2	4				8			4	4	22	$3,712
	Draft and Final Maintenance, Staffing, and Operations Memo	2	2			1					40	45	$8,356
	Reimbursable Expense												$0
	Task #006 - Subtotal	4	8	0	0	1	12	0	0	4	44	73	$12,928
007	**Prioritization and Performance Development**												
	Park-specific Performance Measure Development		2				4			40		46	$8,061
	Trail/Active Transportation-Specific Performance Measure Development		3	3			8					14	$2,074
	Draft and Final Performance Measures Table	2	2				4	1	4	8		21	$3,607
	Reimbursable Expense												$0
	Task #007 - Subtotal	2	7	3	0	0	16	1	4	48	0	81	$13,742
008	**Funding and Partnership Opportunity Plan**												
	Draft and final Trail Funding and Partnership Opportunity summary table	1	2					1	4	40		48	$8,584
	Reimbursable Expense												$0
	Task #008 - Subtotal	1	2	0	0	0	0	1	4	40	0	48	$8,584
009	**Implementation Plan**												
	Draft and Final Implementation Plan	2	4		4		8	1	15			34	$5,055
	Reimbursable Expense												$0
	Task #009 - Subtotal	2	4	0	4	0	8	1	15	0	0	34	$5,055
0010	**Draft and Final Kennewick Parks and Recreation Pathway and Trails Master Plan**												
	Draft and Final Kennewick Parks and Recreation Pathway and Trails Mas	3	8	4	16	1	24	1	20	2	2	81	$12,273
	Reimbursable Expense												$0
	Task #0010 - Subtotal	3	8	4	16	1	24	1	20	2	2	81	$12,273
	TOTAL HOURS	98	155	21	96	6	194	4	51	129	135		
	LABOR RATE	$275	$176	$176	$158	$253	$127	$248	$127	$180	$180	TOTAL HOURS	TOTAL LABOR
	LABOR COST	$26,981	$27,331	$3,703	$15,140	$1,516	$24,632	$993	$6,475	$23,220	$24,300	889	$154,292

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

TOTAL REIMBURSABLES	$5,292
TOTAL TEAM FEES (Task 1 - 10)	$159,584
VALUE ADD/OPTIONAL (Task 11)	$0
TOTAL PROJECT BUDGET	$159,584

Council Agenda Coversheet	Agenda Item Number: 4.e.	Council Date: 2/20/2024	Category: Consent Agenda
	Agenda Item Type:	Contract/Agreement/Lease	
	Subject:	Easement: Gas Pipeline at 4800 South Olympia Street	
	Department:	Public Works	
	Ord/Reso #	Contract #	
	Project #	Permit #	

Recommendation

Staff recommends authorizing the Mayor to sign the deed for a gas pipeline easement to Cascade Natural Gas at 4800 South Olympia Street.

Motion for Consideration

Motion to authorize the Mayor to sign the deed for a gas pipeline easement to Cascade Natural Gas at 4800 South Olympia Street.

Summary

Cascade Natural Gas is requesting the City grant a 10-foot wide easement across the southeast corner of the City-owned parcel at 4800 South Olympia Street.

Cascade Natural Gas is in need of an easement in order to install a new gas main from Olympia Street, around the City's bridge and underneath the Kennewick Irrigation District's canal.

Staff reviewed the request and determined there are no issues or concerns with granting the requested easement for gas main purposes.

Alternatives

No alternatives are recommended.

Fiscal Impact

None.

Attachments:

1. Deed
2. Map
3. Map 2

WHEN RECORDED RETURN TO:
CITY OF KENNEWICK
CITY CLERK'S OFFICE
PO BOX 6108
KENNEWICK, WA 99336

GAS PIPELINE EASEMENT

The undersigned City of Kennewick, a Washington municipal corporation, (hereinafter referred to as the "Grantor"), P.O. Box 6108, Kennewick, Washington 99336 for and in consideration of the mutual benefit of the parties and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, convey, and warrant to CASCADE NATURAL GAS CORPORATION, a Washington corporation (hereinafter referred to as the "Grantee"), 8113 West Grandridge Blvd., Kennewick, Washington 99336 an easement over the following described land (hereinafter referred to as Property) of the Grantor:

TAX PARCEL: 1-2489-200-0003-000

PROPERTY DESCRIPTION:

That portion of the southwest quarter of the northwest quarter of Section 24, Township 8 North, Range 29 East, which lies northeasterly of the centerline of existing Kennewick Irrigation District Canal and which also lies westerly of South Olympia Street and that portion of the southwest quarter of the northwest quarter of the northwest quarter lying southerly of said street.

DESCRIPTION OF THE EASEMENT AREA:

See Exhibit A and Exhibit A-1, attached hereto and incorporated by reference.

The Grantee is granted the right to construct, install, operate, maintain, protect, improve, repair, replace, change the size of and abandon in place a natural gas pipeline or pipelines, regulation devices, metering equipment and pipeline appurtenances under, over, through, and across the above-described easement area. The Grantee is further granted an easement for the nonexclusive right of temporary construction workspace and ingress and egress on, across, over and through said Property for the purpose of utilizing the rights herein granted.

The term "pipeline" includes gas lines, services, machinery, equipment, facilities, identifying signage and appurtenances related to the operation or maintenance of said gas lines.

The Grantor, on behalf of itself and its agents, assignees, invitees, and licensees, agrees not to impair or interfere with the full use and enjoyment by the Grantee of the rights herein granted.

Without limiting the generality of the foregoing, the Grantor shall not without the express written permission of the Grantee, erect any structure or improvements or change the grade or elevation of the land within the easement area, or conduct or permit any activities that may impair or interfere with the rights herein granted.

Grantor agrees to cooperate with Grantee to obtain all necessary permits, licenses and other governmental action so that Grantee may enjoy the full use and benefit of this right-of-way easement.

Grantee hereby agrees to pay any damages which may arise to any of Grantor's fences, buildings, landscaping, drainage systems, and other improvements disturbed or cut in the construction, maintenance, or operation of the pipeline or pipelines laid hereunder.

The Grantee agrees to hold the Grantor harmless for any loss, cost, or damage resulting from the Grantee's negligence in connection with the operation or maintenance of any pipelines installed under or over the easement premises and the Grantor agrees to hold the Grantee harmless from any loss, cost, or damage caused by the Grantor, its agents, invitees, or licensees or from any breach of this easement.

This easement shall be binding upon the heirs, executors, administrators, personal representatives, successors, and assigns of the parties hereto. In witness of, the undersigned have executed this easement this_____day of_____, 2024.

CITY OF KENNEWICK, WASHINGTON

_____
GRETL J. CRAWFORD, MAYOR

STATE OF WASHINGTON)
)ss.
COUNTY OF BENTON)

I certify that on this _____day of _____, 2024, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Gretl J. Crawford to me known to be the Mayor of the City of Kennewick, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument.

Witness my hand and official seal hereto affixed the day and year first above written.

_____
Notary Public in and for the State of
Washington residing at _____
My Commission Expires: _____

EXHIBIT A

10-FOOT-WIDE CASCADE NATURAL GAS CORPORATION
GAS PIPELINE EASEMENT OVER A PORTION OF THE CITY OF KENNEWICK TAX PARCEL NO. 1-2489-200-0003-000

A natural gas pipeline easement over a portion of the northwest quarter of the southwest quarter northwest quarter of Section 24, Township 8 North, Range 29 East, Willamette Meridian, City of Kennewick, Benton County, Washington, described as follows:

A 10.00-foot-wide natural gas pipeline easement for the installation, operation, maintenance, renewal and replacement of pipelines, structures and equipment, over, under and across the following described parcel of land;

BEGINNING at a Brass cap marking the northwest corner of said Section 24 from which a Brass cap marking the southwest corner of the northwest quarter of said Section 24 bears South 01°20’06” East, 2639.66 feet;

Thence along the west line of the northwest quarter of said Section 24, South 01°20’06” East, 1577.55 feet;

Thence leaving the west line of the northwest quarter of said Section 24, North 88°39’54” East, 145.20 feet to the **TRUE POINT OF BEGINNING** of the easement to be described, said point being on the Westerly right-of-way line of South Olympia Street at a point 30.00 feet westerly of the centerline, when measured at right angles;

Thence along the westerly right-of-way line of said South Olympia Street, South 28°13’00” East, 10.00 feet to the northerly boundary of the Kennewick Irrigation District Main Canal, said point being 65.00 feet northerly of the centerline thereof, when measured at right angles;

Thence leaving the westerly right-of-way line of said South Olympia Street along the northerly boundary of said Kennewick Irrigation District Main Canal, North 87°37’57” West, 11.62 feet;

Thence leaving the northerly boundary of said Kennewick Irrigation District Main Canal, North 28°13’00” West, parallel to and 10.00 feet westerly of the westerly right-of-way line of said South Olympia Street for a distance of 4.09 feet;

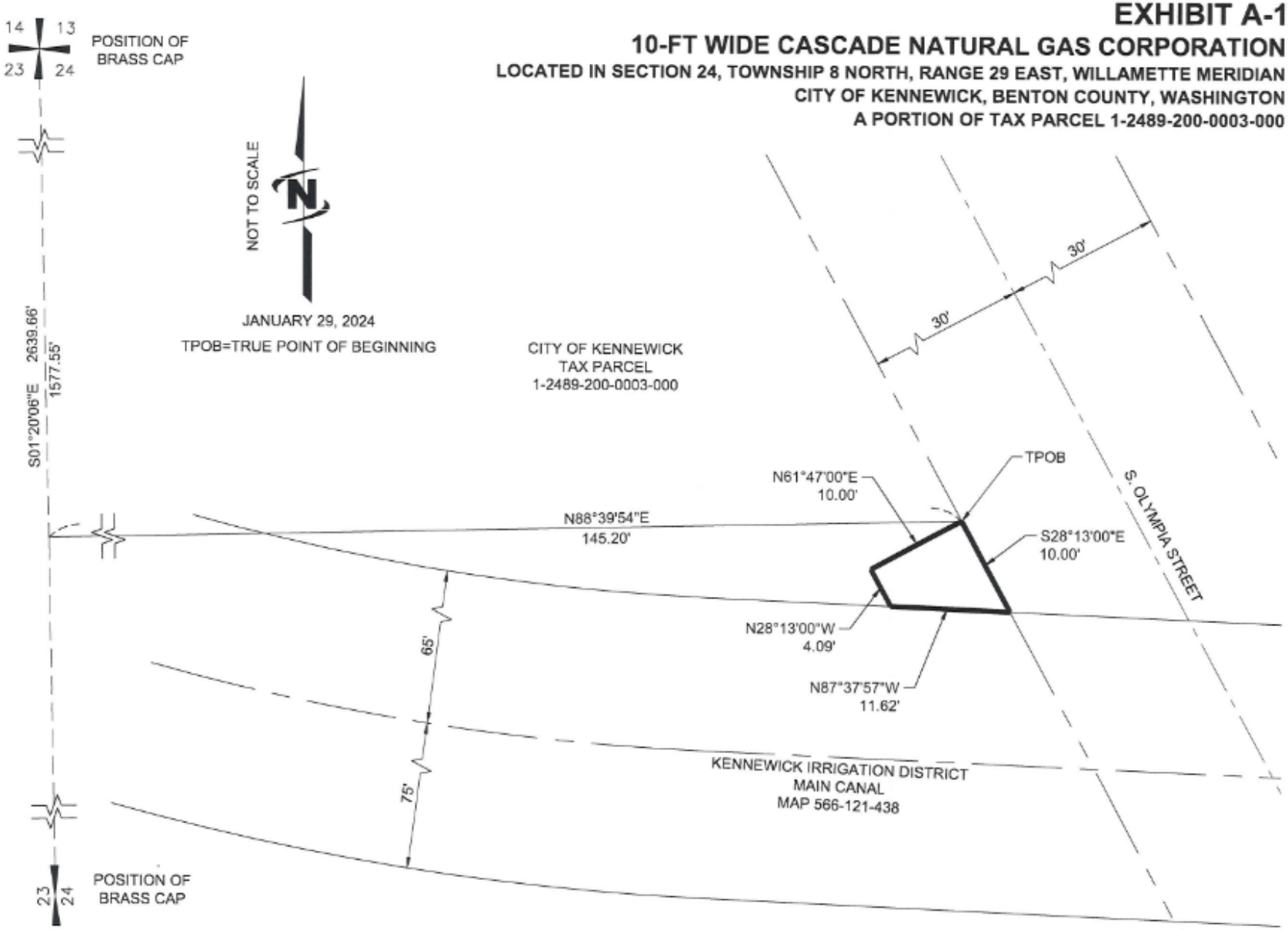
Thence North 61°47’00” East, 10.00 feet to the **TRUE POINT OF BEGINNING** and the end of this easement description.

Containing: 70.4 square feet, more or less.
TOGETHER WITH AND SUBJECT TO covenants, easement, and restrictions apparent or of record.

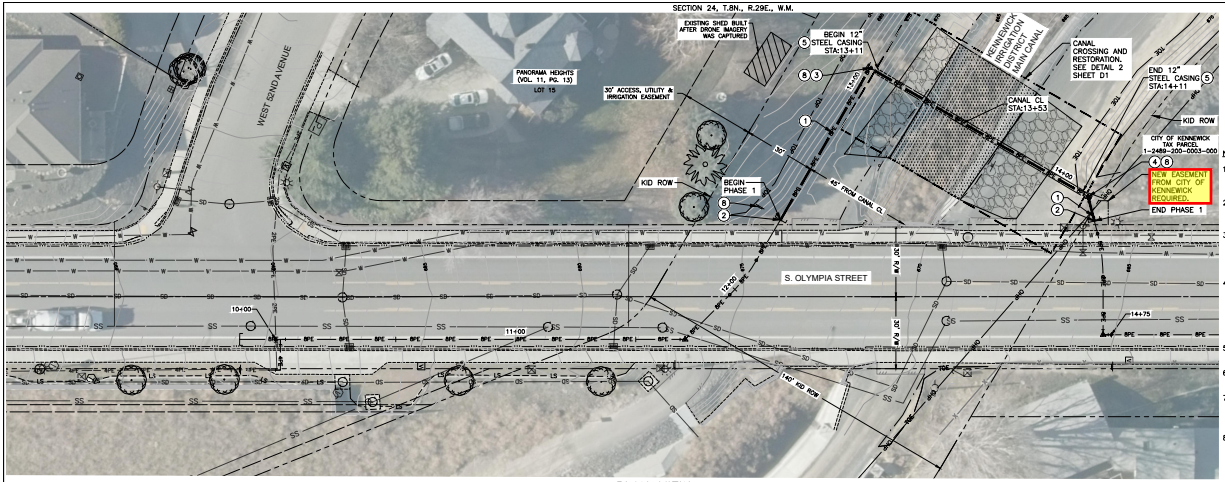
EXHIBIT A-1

10-FT WIDE CASCADE NATURAL GAS CORPORATION

LOCATED IN SECTION 24, TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN
CITY OF KENNEWICK, BENTON COUNTY, WASHINGTON
A PORTION OF TAX PARCEL 1-2489-200-0003-000



4800 SOUTH OLYMPIA STREET
N.T.S.
SOUTH OLYMPIA STREET
PROPOSED EASEMENT
69 SQUARE FEET



PLAN VIEW

NOTES:

1. ALL MATERIALS AND WORKMANSHIP SHALL BE IN CONFORMANCE WITH THE KENNEWICK IRRIGATION DISTRICT (KID) STANDARD SPECIFICATIONS. IF DISCREPANCY BETWEEN PLANS AND KID SPECIFICATIONS EXIST, THE KID SPECIFICATIONS SHALL PREVAIL.
2. CONTRACTOR SHALL SLOPE EXCAVATION ON A 3:1 (H/V) SLOPE FROM TOP OF CDF ENCASED PIPE ZONE TO ENSURE THAT BACKFILL IS FIRMLY COMPACTED INTO THE NATIVE MATERIAL WITHOUT SEAMS OF LOOSE MATERIAL ALONG THE TRENCH.
3. ALL BACKFILL MATERIAL WITHIN KID RIGHT OF WAY SHALL BE INSPECTED AND APPROVED BY A KID REPRESENTATIVE FOR SUITABLE GRADATION AND MOISTURE JUST PRIOR TO THE TIME OF PLACEMENT. NATIVE MATERIAL IS EXPECTED TO BE SUITABLE WITH PROPER HANDLING, BUT KID APPROVAL IS REQUIRED AND IMPORTED MATERIAL MAY BE REQUIRED.
4. BACKFILL SHALL BE COMPACTED IN 12-INCH MAX LIFTS. EACH LIFT SHALL BE COMPACTED TO 90% MAXIMUM DENSITY AS DETERMINED BY ASTM D1557, 4-5 PASSING COMPACTION TESTS WITHIN 2-FEET OF THE BOTTOM OF THE TRENCH WILL BE REQUIRED TO ESTABLISH A METHOD FOR COMPACTION. ADDITIONAL COMPACTION TESTS MAY BE REQUIRED BY THE KID INSPECTOR WITH A MINIMUM OF ONE (1) PASSING TEST FOR EVERY ADDITIONAL FOOT OF FILL.
5. CDF OR CONCRETE IS NEEDED WHEN THERE IS LESS THAN 12-INCHES OF CLEARANCE BETWEEN MAINS, PIPELINES AND/OR STUCTURES.
6. THE CONTRACTOR SHALL BE RESPONSIBLE TO SCHEDULE A PRE-CONSTRUCTION MEETING WITH KID PRIOR TO BEGINNING WORK.
7. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE AND CONTACT KID FOR INSPECTIONS. INSPECTIONS CAN BE SCHEDULED BY CALLING 509-586-6012, EXTENSION 174, 2 BUSINESS DAYS IN ADVANCE. NO INSPECTIONS WILL BE SCHEDULED ON FRIDAYS, WEEKENDS, OR HOLIDAYS.
8. THE KID, OFFICERS, AGENTS AND EMPLOYEES SHALL NOT BE LIABLE FOR, AND SHALL BE HELD HARMLESS FROM AND INDEMNIFIED FOR ALL DAMAGES, INJURIES, AND CLAIMS ARISING FROM OR RELATED TO ANY DESIGN SPECIFICATIONS HEREIN OR APPROVED GIVEN HEREUNDER. THIS HOLD HARMLESS INDEMNIFICATION PROVISION APPLIES TO CLAIMS OF NEGLIGENCE AND ANY OTHER THEORY OF LIABILITY.

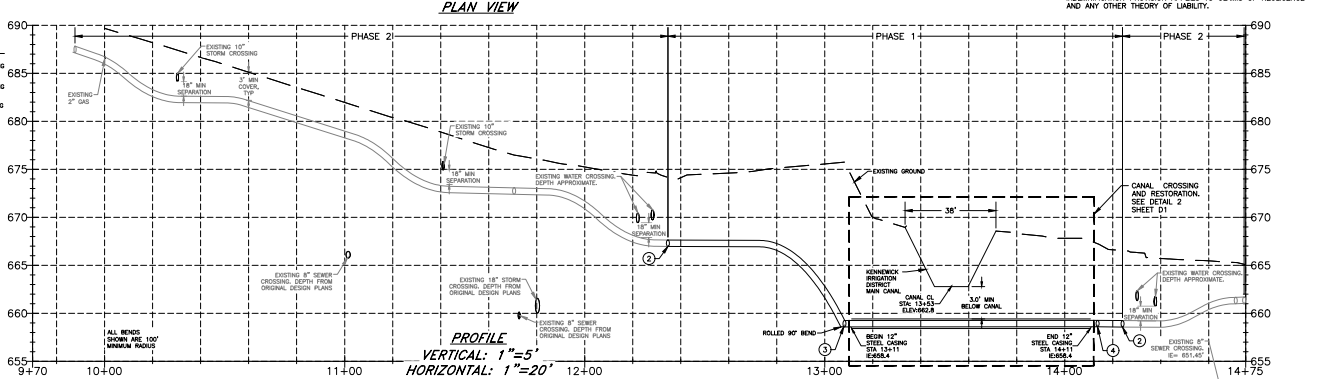
KEYED NOTES

- (A) POTHOLE AND PROTECT EXISTING STORM CROSSING
- (B) POTHOLE AND PROTECT EXISTING SEWER CROSSING
- (C) POTHOLE AND PROTECT EXISTING WATER CROSSING
- (D) POTHOLE AND PROTECT EXISTING GAS CROSSING
- (E) LIMITS OF EXCAVATION, SEE NOTE 2 AND CDK STD. DTLS 2-6 & 4-7.

CALL BEFORE YOU DIG: UTILITIES UNDERGROUND LOCATION CENTER 811

CONTRACTOR TO VERIFY SIZE, TYPE AND LOCATION OF EXISTING UTILITIES PRIOR TO CONSTRUCTION. NOTIFY PROJECT ENGINEER IMMEDIATELY IF CONFLICTS ARISE.

PRELIMINARY



PROFILE
VERTICAL: 1"=5'
HORIZONTAL: 1"=20'

NO	REVISION	BY	DATE

CASCADE NATURAL GAS Corporation — In the Community to Serve

J-U-B Engineers • Surveyors • Planners

CAD Tech: K. VALDOVINOS	Scale: NONE
CAD Review: M. MENDEL	Grid #:
Engineer: A. NELSON	Date: 1/30/24
Design Review: A. NELSON	
Funding Project: 321861	
Work Order Number: 289689	
Drawing No:	

OLYMPIA STREET GAS EXTENSION PHASE 1
KENNEWICK, WA

BENTON COUNTY
PLAN AND PROFILE VIEW

SECTION 24, T.8N., R.29E., W.M.

P1

4 OF 6

Council Agenda Coversheet	Agenda Item Number: 4.f.	Council Date: 2/20/2024	Category: Consent Agenda
	Agenda Item Type:	Contract/Agreement/Lease	
	Subject:	Contract Award: 2024 Bituminous Surface Treatment (BST) Seal Coat Project	
	Department:	Public Works	
	Ord/Reso #	Contract #	
	Project #	P2402-24 Permit #	

Recommendation

Staff recommends awarding Contract P2402-24 2024 Bituminous Surface Treatment Seal Coat to Tommer Construction Co. in the amount of $512,512.51 plus a 10% contingency amount of $51,251.25, for a total amount of $563,763.76 and authorizing the City Manager to execute the contract.

Motion for Consideration

Motion to award Contract P2402-24 2024 Bituminous Surface Treatment Seal Coat to Tommer Construction Co. in the amount of $512,512.51 plus a 10% contingency amount of $51,251.25, for a total amount of $563,763.76 and authorize the City Manager to execute the contract.

Summary

Five bids were received on February 13, 2024, at 11:00 a.m.

Tommer Construction	$512,512.51	**Engineer's Estimate**	**$614,195.00**
American Rock Products	$543,783.30		
Sierra Santa Fe Corp	$609,777.00		
Central Washington Asphalt	$620,000.00		
Granite Construction Co.	$637,054.34		

This project includes the application of bituminous surface treatment (BST) seal coat for 3.9 miles of paved residential and arterial streets within the Kennewick city limits. All work and materials shall be in accordance with WSDOT Standard Specifications Section 5-02, except as modified, or supplemented by these special provisions.

Work includes, but is not necessarily limited to: pavement patching of select areas for BST streets; pre-project sweeping by City crews; traffic control; covering and uncovering of utilities; removal of plastic pavement markings; supply, placement and removal of temporary flexible raised pavement markers; fog seal of pavement patches; constructing a single or multiple course BST; post project sweeping; sweeping sidewalks as required to remove any debris that results from the project; haul and disposal of picked up excess rock to a City-provided waste site; and application of fog seal, paint striping, and preformed thermoplastic pavement markings.

State law requires that contracts are awarded to a responsible bidder with the lowest responsive bid. The bids were reviewed and determined to be responsive. Staff recommends awarding this project to Tommer Construction Co., who was determined to be a responsive bidder with the lowest responsive bid.

Alternatives

No alternatives are recommended.

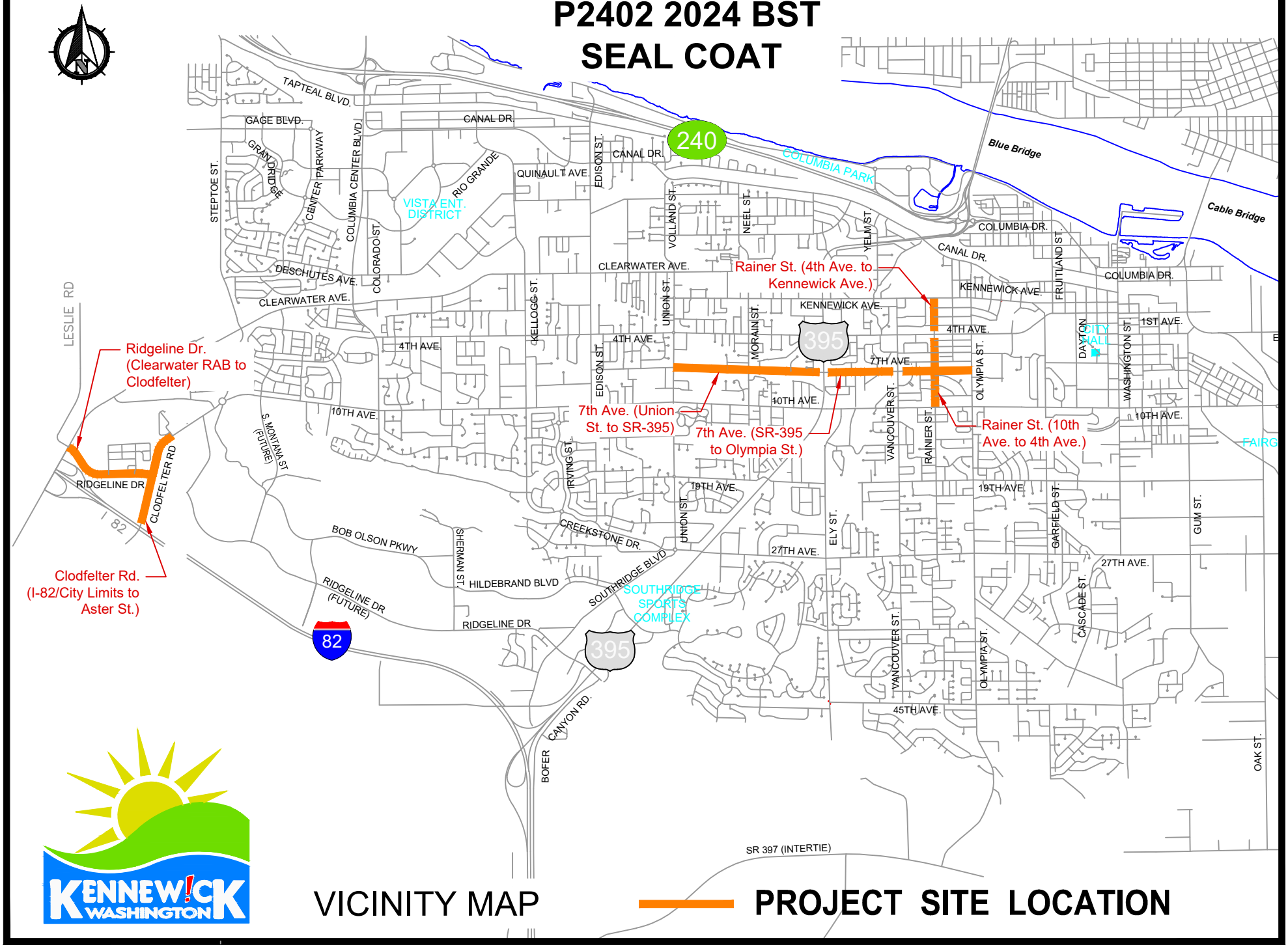
Fiscal Impact

Streets-Pavement Preservation (P3595300.563165): $600,000

Attachments:

1. Map

P2402 2024 BST SEAL COAT



VICINITY MAP

PROJECT SITE LOCATION

Council Agenda Coversheet	Agenda Item Number: 4.g.	Council Date: 2/20/2024	Category: Consent Agenda
	Agenda Item Type:	General Business Item	
	Subject:	Interagency Letter Urging State-Level Action to Address the Fentanyl Crisis	
	Department:	City Manager	
	Ord/Reso #	Contract #	
	Project #	Permit #	

Recommendation

Staff recommends approving the letter.

Motion for Consideration

Motion to authorize the Mayor to sign the letter to legislators.

Summary

The 2023-2024 legislative session is coming to a close without any significant action taken to address the fentanyl crisis in our communities. Pasco, Kennewick, Richland, and West Richland have jointly crafted a draft letter urging state-level intervention to tackle the fentanyl crisis before the session ends. The City of Pasco is the lead agency in this effort. Upon approval by council, staff will provide Pasco the Kennewick logo and digital signature for the Mayor to affix to the final letter which will be sent to the respective officials in Olympia.

Alternatives

1. Council may change the letter.
2. Council may decline taking action.

Fiscal Impact

None.

Attachments:

1. Letter

[Insert City logos here upon approval]

Dear Legislators,

The City Councils of Kennewick, Pasco, Richland, and West Richland urgently request your attention to the escalating fentanyl crisis in our community. The severity of the situation has reached unprecedented levels, causing profound distress among families due to the devastating impact of this illegal synthetic opioid of horrific note, in December 2023 a 4-year-old child died as a result of ingesting fentanyl pills likely mistaking it for candy.

Law enforcement in the Tri-Cities actively participates in a National Overdose Mapping Program, which engages in overdose data collection. Overdose incidents in Pasco alone surged by 80% from 2022 to 2023. Likewise, regional overdoses have risen 122% from 2022-2023.

Agency	% change in fatal overdoses from 2022-2023	% change in non-fatal overdoses from 2022-2023	% Change in Total Overdoses from 2022-2023
Pasco PD	-20%	+180%	+80%
Kennewick PD	-43%	+197%	+151%
Richland PD	-50%	+118%	+92%
West Richland PD	0%	+900%	+400%
Total Tri-Cities	-28%	+188%	+122%

Emergency personnel and local residents are utilizing Narcan, resulting in a significant impact on fatal overdoses and a 20% reduction in fatalities. However, the number of victims receiving post-overdose treatment has surged by an alarming 533%.

The Tri-City METRO task force witnessed an 86% increase in seizures of fentanyl pills from 2022 to 2023, with fentanyl representing 84% of all narcotics seized in 2023.

We emphasize the importance of a regional approach involving local, state, tribal, and federal agencies to address fentanyl addiction. Coordinated efforts are critical, and the Benton Franklin Recovery Coalition is actively providing recommendations for the future.

As our legislative representatives, we urgently seek your assistance in advocating for state-level action. Specifically, we implore the Legislature and Governor Jay Inslee to formulate a comprehensive response that allocates resources to combat the opioid and fentanyl crisis. Your immediate attention and support will play a pivotal role in safeguarding the well-being of communities across the state. We are always happy to meet with you to discuss these impacts as your busy schedules allow.

Sincerely,

[Insert Elected Officials' Signature(s) Below]

DRAFT

Council Agenda Coversheet	Agenda Item Number: 5.a.	Council Date: 2/20/2024	Category: Ordinance/Reso
	Agenda Item Type: Ordinance		
	Subject: Ordinance: Change of Zone COZ-2023-0009 at 10601 Ridgeline Drive from Business Park (BP) to Commercial, Community (CC)		
	Department: Community Planning		
	Ord/Reso #	Contract #	
	Project #	Permit # COZ-2023-0009	

Recommendation

The Planning Commission recommends that City Council concur with the findings and conclusions contained in the Staff Report COZ-2023-0009 by adopting the ordinance as presented.

Motion for Consideration

I move to adopt the ordinance as presented.

Summary

Knutzen Engineering, c/o Paul Knutzen has applied to change the zoning of 5.9-acres from Business Park (BP) to Commercial, Community (CC). The CC Zone is an implementing zoning district of the Commercial Comprehensive Plan Land Use Designation and the request is consistent wi the comprehensive plan.

The subject parcel is vacant and located at 10601 Ridgeline Drive. The properties to the east, north and west and zoning CC. The property to the south is the I-82 right-of-way.

The Planning Commission held a public hearing to review the proposal on February 5, 2024. At the hearing, staff presented an overview of the staff report, findings and conclusions. The applicant provided testimony in favor of the proposal. No other testimony, for or against, was submitted. The Planning Commision voted unanimously (6-0) to recommend approval of COZ-2023-0009 to City Council.

Alternatives

No alternatives are recommended.

Fiscal Impact

None

Attachments:

1. Ordinance
2. Presentation
3. PC Action Summary
4. Staff Report
5. Minutes - Draft

CITY OF KENNEWICK
ORDINANCE NO. 24-_____

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED AT 10601 and 10657 RIDGELINE DRIVE FROM BUSINESS PARK (BP) TO COMMERCIAL, COMMUNITY (CC) (COZ 2023-0009, Knutzen Engineering, c/o Paul Knutzen)

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

Section 1. Ordinance No. 3001, as amended, the zoning ordinance of the City of Kennewick and the accompanying zoning map of the City of Kennewick being part of said ordinance shall be and hereby is changed from Business Park (BP) to Commercial Community (CC) for the real property described as follows:

Parcel No. 1-1288-2BP-5309-004:

THAT PORTION OF LOT 1, BINDING SITEPLAN 5309, ACCORDING TO THE SURVEY RECORDED UNDER AUDITOR'S FILE NO. 2020-008775, RECORDS OF BENTON COUNTY, WASHINGTON, EXCEPT THAT PORTION DESCRIBED AS FOLLOWS: BEGINNING AT THE MOST SOUTHERLY CORNER OF SAID LOT; THENCE NORTH 29°16'59" EAST ALONG THE EASTERLY LINE OF SAID LOT 426.12 FEET TO THE MOST EASTERLY CORNER OF SAID LOT AND THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT THE RADIUS POINT OF WHICH BEARS NORTH 34°38'05" EAST 626.00 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE AND THE NORTHERLY LINE OF SAID LOT 149.30 FEET THROUGH A DELTA ANGLE OF 13°39'54"; THENCE NORTH 41°42'01" WEST ALONG SAID NORTHERLY LINE 207.40 FEET; THENCE SOUTH 48°17'59" WEST 257.98 FEET TO THE SOUTHERLY LINE OF SAID LOT AND THE BEGINNING ON A NON-TANGENT CURVE TO THE RIGHT THE RADIUS POINT OF WHICH BEARS SOUTH 52°43'36" WEST 910.00 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE AND LINE 207.63 FEET THROUGH A DELTA ANGLE OF 13°04'22"; THENCE SOUTH 24°12'01" EAST ALONG SAID SOUTHERLY LINE 202.00 FEET TO THE BEGINNING OF A CURVE TO THE LEFT THE RADIUS POINT OF WHICH BEARS NORTH 65°47'59" EAST 1390.00 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE AND SAID LINE 101.76 FEET THROUGH A DELTA ANGLE OF 04°11'41" TO THE SAID POINT OF BEGINNING. (AF# 2023-023437, 11/3/2023)

Parcel No. 1-1288-2BP-5309-003:

LOT 2, BINDING SITE PLAN 5309, ACCORDING TO THE SURVEY RECORDED UNDER AUDITOR'S FILE NO. 2020-008775, RECORDS OF BENTON COUNTY, WASHINGTON; TOGETHER WITH THAT PORTION OF LOT 1, SAID BINDING SITE PLAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE MOST SOUTHERLY CORNER OF SAID LOT; THENCE NORTH 29°16'59" EAST ALONG THE EASTERLY LINE OF SAID LOT 426.12 FEET TO THE MOST EASTERLY CORNER OF SAID LOT AND THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT THE RADIUS POINT OF WHICH BEARS NORTH 34°38'05" EAST 626.00 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE AND THE NORTHERLY LINE OF SAID LOT 149.30 FEET THROUGH A DELTA ANGLE OF 13°39'54"; THENCE NORTH 41°42'01" WEST ALONG SAID NORTHERLY LINE 207.40 FEET; THENCE SOUTH 48°17'59" WEST 257.98 FEET TO THE SOUTHERLY LINE OF SAID LOT AND THE BEGINNING ON A NON-TANGENT CURVE TO THE RIGHT THE RADIUS POINT OF WHICH BEARS SOUTH 52°43'36"WEST 910.00 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE AND LINE 207.63 FEET THROUGH A DELTA ANGLE OF 13°04'22"; THENCE SOUTH 24°12'01" EAST ALONG SAID SOUTHERLY LINE 202.00 FEET TO THE BEGINNING OF A CURVE TO THE LEFT THE RADIUS POINT OF WHICH BEARS NORTH 65°47'59" EAST 1390.00 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE AND SAID LINE 101.76 FEET THROUGH A DELTA ANGLE OF 04°11'41"TO THE SAID POINT OF BEGINNING. (AF# 2023-023439, 11/3/2023) (AF# 2023-023439, 11/3/2023)

Section 2. The City Council finds the amendments described in Section 1 above are in conformance with the Comprehensive Plan of the City.

Section 3. Severability Clause. If any provision of this amendatory ordinance or its application to any persons or circumstances is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected.

Section 4. The Responsible Official for the State Environmental Policy Act has determined that the proposal will not have a probable significant adverse impact on the quality of the environment.

Section 5. This ordinance shall be in full force and effect five (5) days from and after its approval, passage and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 20th day of February, 2024, and signed in authentication of its passage this 20th day of February, 2024.

Attest:

GRETL J. CRAWFORD, Mayor

KRYSTAL TOWNSEND,
City Clerk

ORDINANCE NO. 24-_____filed and recorded in the office of the City Clerk of the City of Kennewick Washington, this 21st day of February, 2024

Approved as to Form:

LAURENCIO SANGUINO,
Interim City Attorney

KRYSTAL TOWNSEND,
City Clerk

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

City Council Meeting

CHANGE of ZONE

COZ-2023-0009

FEBRUARY 20, 2024

Application Summary

Applicant: Paul Knutzen

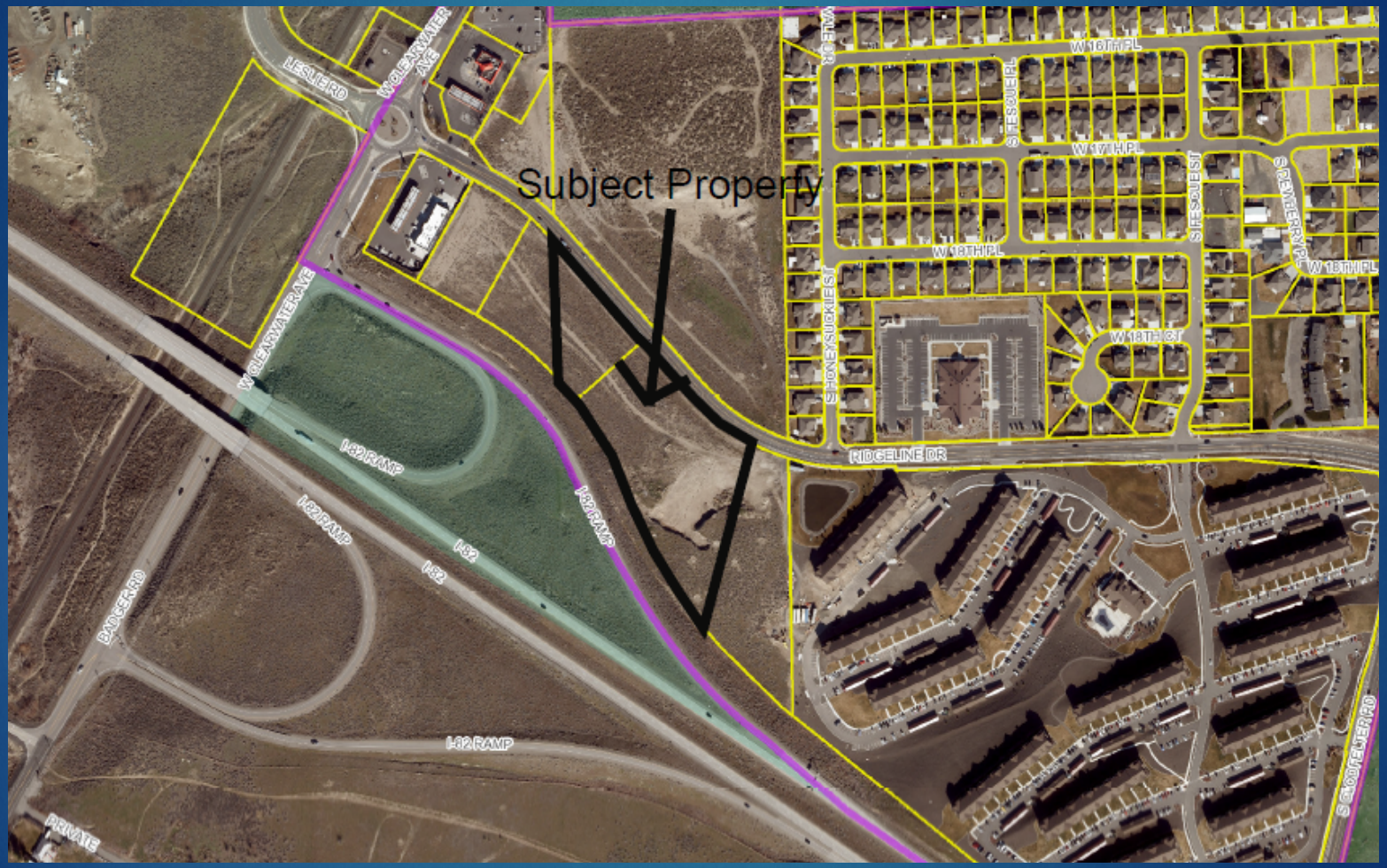
Owner(s): Marjorie Van Zuyen, Kooskooskia Inc

Proposal: Rezone 5.9 acres from Business Park(BP) to Commercial, Community (CC)

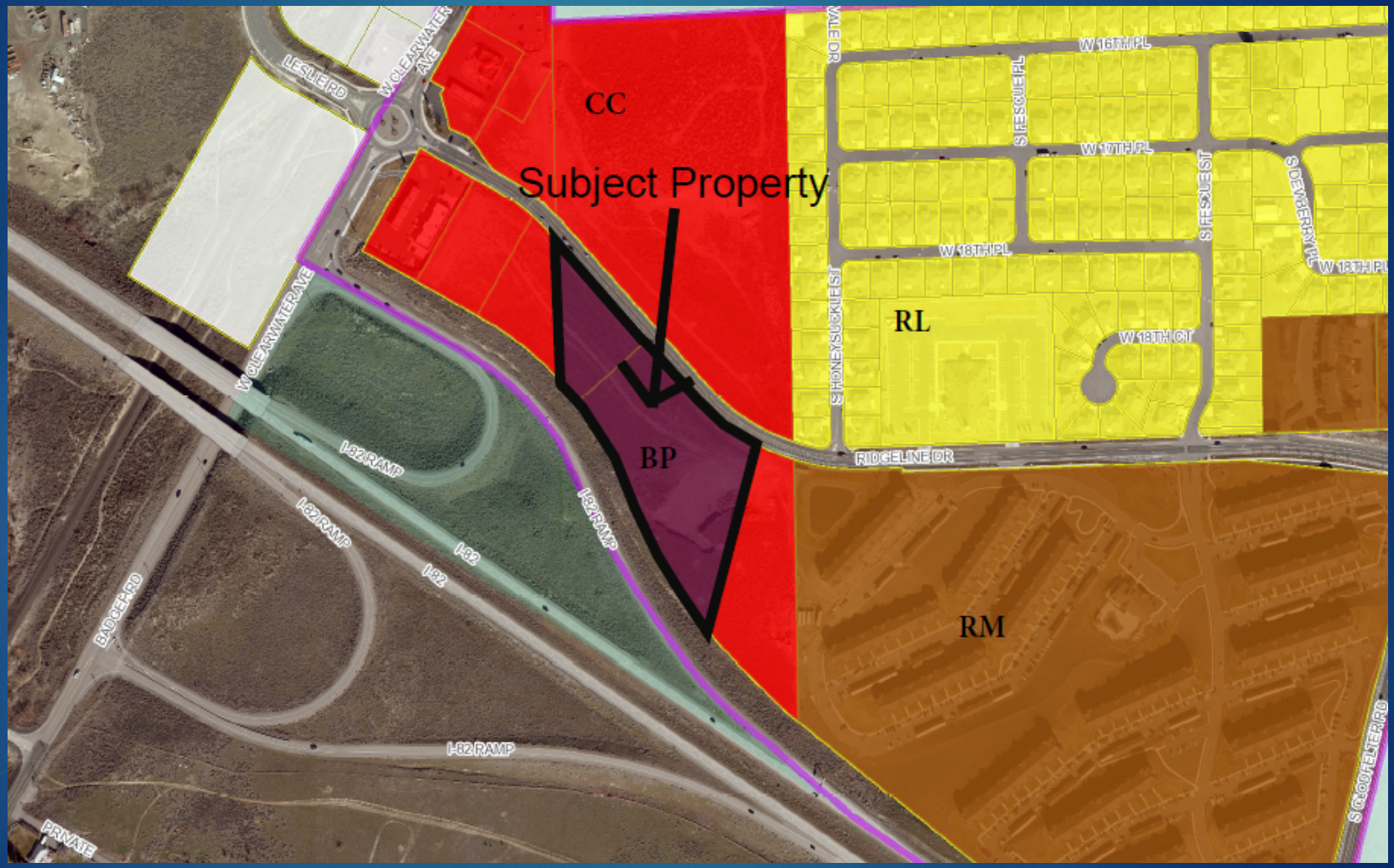
Comprehensive Plan Designation: Commercial

Location: 10601 Ridgeline Dr

Vicinity Map



Zoning Map


CC
Subject Property
BP
RL
RM
W 16TH PL
W 17TH PL
W 18TH PL
W 18TH CT
W 18TH PL
S FESCUE PL
S FESCUE ST
S DEWBERRY TRL
S HONEYSUCKLE ST
RIDGELINE DR
W CLEARWATER AVE
LESLIE RD
I-82 RAMP
I-82
BADGER RD
PRIVATE

Property History

- The City annexed the site on August 1, 1995 by adopting Ordinance 3647. In 2001 the site was rezoned to its current zoning district as part of Ordinance 3981.
- The properties have had a land use designation of commercial ever since its annexation.

Permitted Uses

The CC and the BP zones do not allow for similar types of uses. The CC zone allows for various commercial uses and mixed uses. The BP zone allows for specific uses relating to technological/industrial development.

Change of Zone Findings KMC 18.51.070(2)

(a) The proposed amendment conforms with the comprehensive plan.

(b) Promotes the public necessity, convenience and general welfare.

(c) The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands which are deemed unacceptable by the City.

(d) The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

Hearing Summary

- The Planning Commission held a public hearing for the proposed Change of Zone on February 5, 2024.
- The applicant spoke in favor of the proposal.
- No additional testimony was submitted by the public.

Recommendation

The Planning Commission recommends approval of COZ-2023-0009.

Planning Commission Action Summary
COZ-2023-0009 – Knutzen Engineering, c/o Paul Knutzen

The Kennewick Planning Commission conducted a public hearing on February 5, 2024. 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, the Commission passed a motion on the proposed Change of Zone, concurring with the findings and conclusions in the staff report COZ-2023-0009 and recommends to City Council approval of the proposed Change of Zone contained in the staff report.

Findings of Fact

1. The applicant is Knutzen Engineering, c/o Paul Knutzen, 5401 Ridgeline Drive, Unit 160, Kennewick, WA 99338.
2. The property owners are Marjorie Van Zuyen, 1664 Sorrento Lane, Richland, WA 99352 for lot 1 and Kooskooskia Inc, 91905 E Sagebrush Rd, Kennewick, WA 99338 for lot 2.
3. The proposed Change of Zone is located at 10601 and 10657 Ridgeline Dr. Parcel Numbers: 1-1288-2BP-5309-004 and 1-1288-2BP-5309-003.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Commercial.
5. The request is to change the zoning from Business Park to Commercial, Community.
6. The Commercial, Community Zoning District is an implementing zone of the Commercial Comprehensive Plan Land Use Map Designation.
7. The application was submitted on October 20, 2023.
8. The application was declared complete, routed for review to City Departments and outside agencies on October 24, 2023.
9. Access to the site is via Ridgeline Drive.
10. The Determination of Non-Significance, ED-2023-0031, was issued on November 14, 2023.
11. The property posting sign for the public hearing was posted on site January 18, 2024.
12. The Notice of Public Hearing was published in the Tri-City Herald on January 21, 2024.
13. Hearing notices were mailed to property owners within 300 feet of the site on January 18, 2024.
14. The proposed amendment conforms to the comprehensive plan.
15. The proposed amendment promotes the public necessity, convenience and general welfare.
16. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
17. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

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 Goals 2 and 3 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 Change of Zone complies with KMC 18.51.070(2).

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

COMMUNITY PLANNING DEPARTMENT

STAFF REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

FILE NO: COZ-2023-0009

Staff Report Date:	January 25, 2024
Hearing Date & Location:	February 5, 2024 at Kennewick City Hall and Virtual
Report Prepared By:	Joseph Laris Assistant Planner
Report Reviewed By:	Steve Donovan, AICP Planning Manager
Summary Recommendation:	The City of Kennewick Planning Staff RECOMMENDS APPROVAL of Change of Zone, COZ-2023-0009.
Summary of Proposal:	A Change of Zone from Business Park (BP) to Commercial, Community (CC) for 5.9 acres.
Proposal Location:	10601 Ridgeline Dr, 10657 Ridgeline Dr
Legal Description:	**Lot 1** THAT PORTION OF LOT 1, BINDING SITEPLAN 5309, ACCORDING TO THE SURVEY RECORDED UNDER AUDITOR'S FILE NO. 2020-008775, RECORDS OF BENTON COUNTY, WASHINGTON, EXCEPT THAT PORTION DESCRIBED AS FOLLOWS: BEGINNING AT THE MOST SOUTHERLY CORNER OF SAID LOT; THENCE NORTH 29°16'59" EAST ALONG THE EASTERLY LINE OF SAID LOT 426.12 FEET TO THE MOST EASTERLY CORNER OF SAID LOT AND THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT THE RADIUS POINT OF WHICH BEARS NORTH 34°38'05" EAST 626.00 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE AND THE NORTHERLY LINE OF SAID LOT 149.30 FEET THROUGH A DELTA ANGLE OF 13°39'54"; THENCE NORTH 41°42'01" WEST ALONG SAID NORTHERLY LINE 207.40 FEET; THENCE SOUTH 48°17'59" WEST 257.98 FEET TO THE SOUTHERLY LINE OF SAID LOT AND THE BEGINNING ON A NON-TANGENT CURVE TO

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Lot 2

LOT 2, BINDING SITE PLAN 5309, ACCORDING TO THE SURVEY RECORDED UNDER AUDITOR'S FILE NO. 2020-008775, RECORDS OF BENTON COUNTY, WASHINGTON; TOGETHER WITH THAT PORTION OF LOT 1, SAID BINDING SITE PLAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE MOST SOUTHERLY CORNER OF SAID LOT; THENCE NORTH 29°16'59" EAST ALONG THE EASTERLY LINE OF SAID LOT 426.12 FEET TO THE MOST EASTERLY CORNER OF SAID LOT AND THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT THE RADIUS POINT OF WHICH BEARS NORTH 34°38'05" EAST 626.00 FEET; THENCE NORTHWESTERLY ALONG SAID CURVE AND THE NORTHERLY LINE OF SAID LOT 149.30 FEET THROUGH A DELTA ANGLE OF 13°39'54"; THENCE NORTH 41°42'01" WEST ALONG SAID NORTHERLY LINE 207.40 FEET; THENCE SOUTH 48°17'59" WEST 257.98 FEET TO THE SOUTHERLY LINE OF SAID LOT AND THE BEGINNING ON A NON-TANGENT CURVE TO THE RIGHT THE RADIUS POINT OF WHICH BEARS SOUTH 52°43'36"WEST 910.00 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE AND LINE 207.63 FEET THROUGH A DELTA ANGLE OF 13°04'22"; THENCE SOUTH 24°12'01" EAST ALONG SAID SOUTHERLY LINE 202.00 FEET TO THE BEGINNING OF A CURVE TO THE LEFT THE RADIUS POINT OF WHICH BEARS NORTH 65°47'59" EAST 1390.00 FEET; THENCE SOUTHEASTERLY ALONG SAID CURVE AND SAID LINE 101.76 FEET THROUGH A DELTA ANGLE OF 04°11'41"TO THE SAID POINT OF BEGINNING. (AF# 2023-023439, 11/3/2023) (AF# 2023-023439, 11/3/2023)

Property Owner:

Lot 1

VAN ZUYEN MARJORIE
1664 SORRENTO LANE
RICHLAND, WA 99352

Lot 2
KOOSKOOSKIA INC
91905 E SAGEBRUSH RD
KENNEWICK, WA 99338

Applicant: Knutzen Engineering
c/o Paul Knutzen
5401 Ridgeline Dr Unit #160
Kennewick, WA 99338

Regulatory Controls:

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

COZ Key Application Processing Dates:

Pre-Application/Feasibility Meeting	N/A
Application Submittal	October 20, 2023
Determination of Completeness Issued	October 24, 2023
Notice of Application Posted	October 24, 2023
SEPA Threshold Determination Issued	November 14, 2023
Property Posting Sign for SEPA Determination	November 14, 2023
SEPA Appeal Period	November 28, 2023
Date of Mailed Notice of Public Hearing	January 18, 2024
Property Posting Sign for Public Hearing	January 18, 2024
Date of Published Notice of Public Hearing	January 21, 2024

Exhibits:

1. Staff Report
2. Application/Supplemental Information
3. Vicinity/Site Map
4 Comprehensive Plan Map
5. Zoning Map
6. Notice of Mailing
7. Determination of Non-Significance
8. Benton Public Utility District Email
9. Kennewick Irrigation District Email
10. Columbia Irrigation District Email
11. State of Washington Department of Fish and Wildlife Comments
12. Bonneville Power Administration Email

Zoning adjacent to the site:
North: Commercial, Community (CC)
East: Commercial, Community (CC)
South: I-82 Right-of-Way and Unincorporated County
West: Commercial, Community (CC)

Applicable Goals and Policies of the Comprehensive Plan:

Commercial Goals and Policies:

Goal 2: Sustain and enhance viable commercial areas.

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

Goal 3: Create a balanced system of commercial facilities reflecting neighborhood, community and regional needs.

Kennewick Municipal Code Findings:

The following findings shall be met in order to approve a change of zone:

KMC 18.51.070(2): Findings:

Findings Required. In order to amend the zoning map, the City Council must find that:

a. The proposed amendment conforms with the comprehensive plan; and
Staff Response: The proposed Change of Zone conforms to the comprehensive plan because the CC Zoning District is an implementing zoning district of the site's current Commercial Land Use Designation.

b. Promotes the public necessity, convenience and general welfare; and
Staff Response: The proposed Change of Zone promotes public necessity, convenience and welfare by establishing a zoning district that is compatible with the surrounding properties.

c. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City; and
Staff Response: The proposed Change of Zone will not impose additional burdens on pubic facilities. Future development will be required to meet applicable levels of service.

d. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan; and
Staff Response: The proposed amendment will establish a zoning district that complies with Comprehensive Plan. The CC Zone is an implementing zone of the site's Commercial Land Use Designation.

e. Single Family Residential zoned properties only; Property is adjacent and contiguous (which shall include corner touches and property located across a public right-of-way) to property of the same proposed zoning classification or higher zoning classification.
Staff Response: N/A

Public Comments:

The public did not submit any comments.

Agency Comments:

The Bonneville Power Administration, Kennewick Irrigation District, Columbia Irrigation District, and Benton Public Utility District have no comments on the proposal.

The State of Washington Department of Fish and Wildlife did provide general comments directed more towards future development of the site.

Staff Analysis of Proposal & Discussion:
The proposed Change of Zone (COZ-2023-0009) is a request to change the zoning district for 5.9 acres. Pursuant to Table 1 of the Comprehensive Plan, the CC 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.

The City annexed the site in 1995 and zoned the property CC. In 2001, the property was rezoned from CC to BP.

Per KMC 18.03.040 (10), the purpose of CC Zoning District is as follows:

CC - The purpose of the CC District is to stabilize, improve and protect commercial areas, and to provide for orderly growth in accord with the Comprehensive Plan. CC Districts are intended for a wide range of uses to serve the community area to which they are appurtenant.

Per KMC 18.03.040 (16), the purpose of the BP Zoning District is a follows:

BP - The BP District is established to provide lands for and encourage the development of technological/industrial parks which will accommodate certain light industrial, technological, professional offices, and other similar activities. Building massing should be sensitive to human scale. High standards of architecture, landscaping, and site planning are encouraged, as is the creation of well-defined building entries with features such as canopies and recessed entries.

The CC District permits approximately double the amount of uses compared to the BP District. Service and retail uses are the main uses permitted in the CC District.

The applicant has not proposed any new development on the site. Future development of the site will be limited to only the permitted uses of the CC Zoning District and subject to the applicable development and design standards. Additionally, development will be subject to meeting applicable concurrency requirements, such as utility and street improvements.

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

Findings:

1. The applicant is Knutzen Engineering., c/o Paul Knutzen, 5401 Ridgeline Dr Unit #160, Kennewick, WA 99338
2. The property owners are Marjorie Van Zuyen, 1664 Sorrento Ln, Richland, WA 99352 for lot 1 and Kooskooskia Inc, 91905 E Sagebrush Rd, Kennewick, WA 99338 for lot 2
3. The proposed change of zone is located at 10601 Ridgeline Dr and 10519 Ridgeline Dr. Parcel Numbers: 1-1288-2BP-5309-001 and 1-1288-2BP-5309-002, respectively.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Commercial.
5. The request is to change the zoning from Business Park to Commercial, Community.

6. The Commercial, Community Zoning District is an implementing zone of the Commercial Comprehensive Plan Land Use Map Designation.
7. The application was submitted on October 20, 2023.
8. The application was declared complete, routed for review to City Departments and outside agencies on October 24, 2023.
9. Access to the site is via Ridgeline Drive.
10. The Determination of Non-Significance, ED-2023-0031, was issued on November 14, 2023.
11. The property posting sign for the public hearing was posted on site January 18, 2024.
12. The Notice of Public Hearing was published in the Tri-City Herald on January 21, 2024.
13. Hearing notices were mailed to property owners within 300 feet of the site on January 18, 2024.
14. The proposed amendment conforms to the comprehensive plan.
15. The proposed amendment promotes the public necessity, convenience and general welfare.
16. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
17. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

Conclusions:

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 Goals 2 and 3 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 Change of Zone complies with KMC 18.51.070(2).

Recommendation:

Staff has reviewed the application and recommends that the Planning Commission concur with the findings and conclusions contained in staff report COZ-2023-0009 and recommends approval to City Council.

Motion:

I move that the Planning Commission concur with the findings and conclusions in staff report COZ-2023-0009 and recommend approval of the request to City Council.

DocuSign Envelope ID: 808136A9-0139-4C60-98B7-BDA19E608AF6

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT #_____-_____ **PLN-**_____-_____ **FEE $** 1184.00

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. ***Incomplete applications will not be accepted.***

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Binding Site Plan ☐

Short Plat ☐ Conditional Use ☐ Other Change of Zone

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN-_____-_____

Applicant: Paul Knutzen (Knutzen Engineering)

Address: 5401 Ridgeline Drive Suite 160, Kennewick, WA 99338

Telephone: (509) 222-0959 Cell Phone: (509) 440-1817 Fax: _____ E-mail paul@knutzenengineering.com

Property Owner (if other than applicant): Marjorie Van Zuyen

Address: 1664 Sorrento Ln Richland, WA 99352

Telephone: _____ Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. 112882BP5309001 Acres 4.38 Zoning: BP

Address of property: 10601 Ridgeline Dr Kennewick, WA 99338

Number of Existing Parking Spaces 0 Number of Proposed (New) Parking Spaces 0

Present use of property vacant

Size of existing structure: 0 sq. ft. Size of Proposed addition/New structure: 0 sq. ft.

Height of building: 0 Cubic feet of excavation: _____ Cost of new construction _____

Benton County Assessor Market Improvement Value: $0

Description of Project: Changing the Zone Designation from Business Park (BP) to Community Commercial (CC).

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Paul Knutzen
Applicant's Signature

DocuSigned by:
Scott Musser
Signature of owner or owner's authorized representative

Date: 10/19/23

May 2016

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT #_____-_____ **PLN-**_____-_____ **FEE $** 1184.00

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. ***Incomplete applications will not be accepted.***

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Binding Site Plan ☐

Short Plat ☐ Conditional Use ☐ Other Change of Zone

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN-_____-_____

Applicant: Paul Knutzen (Knutzen Engineering)

Address: 5401 Ridgeline Drive Suite 160, Kennewick, WA 99338

Telephone: (509) 222-0959 Cell Phone: (509) 440-1817 Fax: _____ E-mail paul@knutzenengineering.com

Property Owner (if other than applicant): Gravenslund Fitness LLC

Address: 91905 E Sagebrush Rd Kennewick, WA 99338

Telephone: _____ Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. 112882BP5309002 Acres 1.5 Zoning: BP

Address of property: 10519 Ridgeline Dr Kennewick, WA 99338

Number of Existing Parking Spaces 0 Number of Proposed (New) Parking Spaces 0

Present use of property vacant

Size of existing structure: 0 sq. ft. Size of Proposed addition/New structure: 0 sq. ft.

Height of building: 0 Cubic feet of excavation: _____ Cost of new construction _____

Benton County Assessor Market Improvement Value: $0

Description of Project: Changing the Zone Designation from Business Park (BP) to Community Commercial (CC).

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct. Paul Knutzen

Applicant's Signature

Date: 10/19/23

Signature of owner or owner's authorized representative

Community Planning Department
210 West 6th Avenue
Kennewick, WA 99336
Phone: (509) 585-4280
cedinfo@ci.kennewick.wa.us

Change-of-Zone Application Instructions

Application Information:

- [x] 1. Application fee (See fee schedule).
- [x] 2. Application form – General (attached.)
- [x] 3. An accurate map drawn to scale showing the exact dimensions of the property for which the rezone is requested and its relation to adjoining streets.
- [x] 4. A report submitted electronically in Microsoft Excel format showing the name and address of the owner of record of the property involved and a list of the names and addresses of all property owners within 300 feet of subject property and of such contiguous property under the same ownership. Example below:

Parcel #	Owner First Name	Owner Last Name	Owner Address	Owner City	Owner State	Owner Zip	Property Address
x-xxxx-xxx-xxxx-xxx	John & Jane	Dow	1234 W City St	Kennewick	WA	99336	1234 S Example St

- [x] 5. A complete change of zone supplemental information sheet (attached).
- [x] 6. Any other information necessary to aid in review of the application.
- [x] 7. Complete Legal Description submitted electronically in Microsoft Word format.
- [x] 8. A state Environmental Policy Act checklist (SEPA). **This is a separate application with additional fee**.

Process:
Zone change requests are processed pursuant to the requirements of KMC Chapter 18.51.

Once the above items are received, the matter will be scheduled for an open record hearing before the Kennewick Planning Commission, typically about six to eight weeks after the application is deemed complete. City Staff will post the property with the public notice sign; a notice of the public hearing will be published in the Tri-City Herald, and mailed to owners within 300 feet of the subject property. All information received by the Kennewick Planning Commission and its findings and recommendation will be submitted to the Council for the final decision, usually about 30 days after the public hearing.

All items submitted to be included on the record become exhibits and will be numbered upon receipt by the Commission secretary. In accord with RCW 42.11.020, all exhibits and items will become part of the public record and be retained on file and kept available for public inspection by the Planning Division.

Appeal:
Any person aggrieved by a decision of the City Council may appeal to the Benton County Superior Court within 21 calendar days of the date of the Council's decision.

Change-of-Zone Supplemental Information

The following questions will be reviewed by both the Planning Commission and City Council as a means of assisting in their consideration of change-of-zone requests. Use additional pages if necessary.

1. Does the public necessity, convenience, and general welfare require the adoption of the proposed amendment? Please explain:
   The public will benefit from the adoption of the proposed amendment because of the future commercial business opportunities it will generate.

2. Are there sites presently available on the market which are correctly zoned for the proposed use? Are these sites within a 1/2 mile of the proposed site? Within 1 mile of the proposed site? If yes, please indicate the general location of the site(s) and the reasons why these sites are not proposed to be utilized:
   No, the parcels adjacent to the property are correctly zoned for the proposed use but are already in use.

3. Is the proposed amendment consistent with the existing land use pattern in the area? Please explain
   The proposed amendment would be consistent with existing land use patterns in the area. There are CC zoned parcels adjacent to the property and along Ridgeline Dr.

4. Are the existing uses, in the area, in conformance with the area's zoning classification? If no, please explain the differences:
   No, the property is currently zoned BP but the surrounding parcels are zoned CC, RL or RM.

5. Will the proposed amendment create an isolated district, or introduce a more intense land use to the area? Please explain.
   No, the proposed amendment would be consistent with adjacent zoning. It would not have any adverse affects on the surrounding parcels and would result in increased traffic on Ridgeline Drive.

6. Does the existing zoning prohibit reasonable use of the property? Please explain.
   Yes. The property is currently zoned BP but is adjacent to land that is zoned CC. If future commercial growth is to be expected for the area, additional commercial land is required but currently not allowed as a result of the existing BP zoning.

7. Will any residential character, in the immediate area, be adversely affected by the proposed amendment? If yes or maybe, please explain:
   Possible adverse effects, such as a greater traffic flow to the property, will be mitigated in conformance with City of Kennewick standards.

8. Will property values in the vicinity be changed by the proposed amendment? If yes or maybe, please explain:
   Property values in the vicinity may increase as a result of the proposed amendment because of the potential for a successful commercial development.

9. Will approval of the proposed amendment set a precedent for other similar proposals or uses? Will this deter the use, improvement or development of adjacent property in accordance with the existing Zoning Districts? Please explain:
   The approval of this proposed amendment will not set a precedent for other similar proposals or uses, as this zone change is for a specific future development.

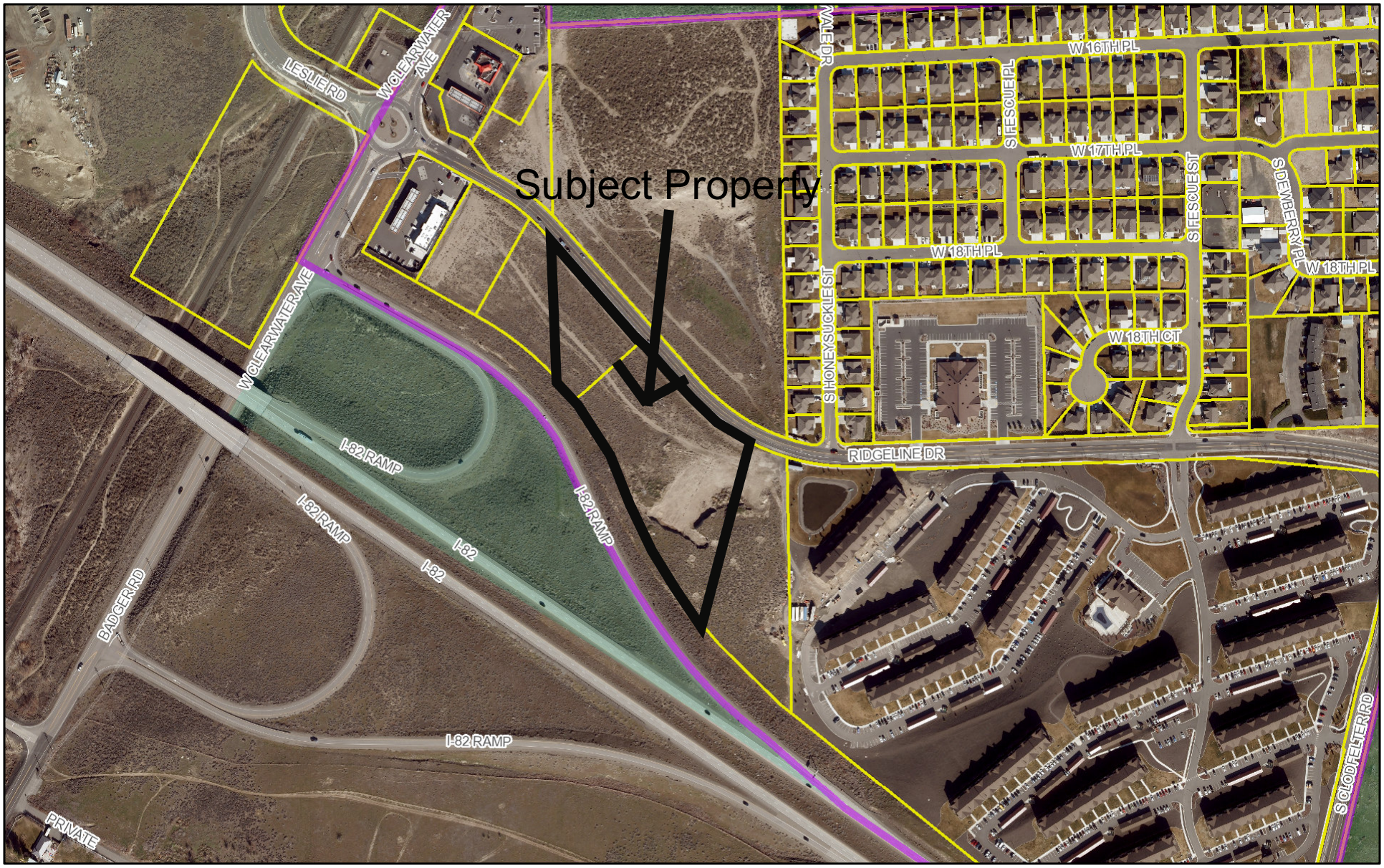
10. Will the proposed amendment encourage more private investments which will be beneficial to the redevelopment of a deteriorated area? Please explain:
    The proposed amendment will encourage more private investments which will be beneficial to the immediate commercial and residential areas, but the immediate area is well-developed and not deteriorated.

11. Will the proposed amendment combat any economic segregation and allow greater choice in the market? Please explain.
    The proposed amendment will not combat any economic segregation or allow greater choice in the market as these are currently not issues in need of addressing in this particular area.

12. Will the proposed amendment create conflict between potential land uses and transportation patterns? Or safety concerns? Please explain:
    The proposed amendment will create a change regarding transportation patterns but not safety concerns.

Vicinity Map

Exhibit 3



January 24, 2024

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

StreetName

SurveyAddressPoint

<all other values>

Apartment

Building

Condo

Mobile Home

Parcel

SurveyCityLimits

SV_CI_KENNEWICK_10

SV_CI_RICHLAND_10

SV_CI_COUNTY_1

1 inch = 400 feet

1:4,800

0 0.0375 0.075 0.15 mi

0 0.05 0.1 0.2 km

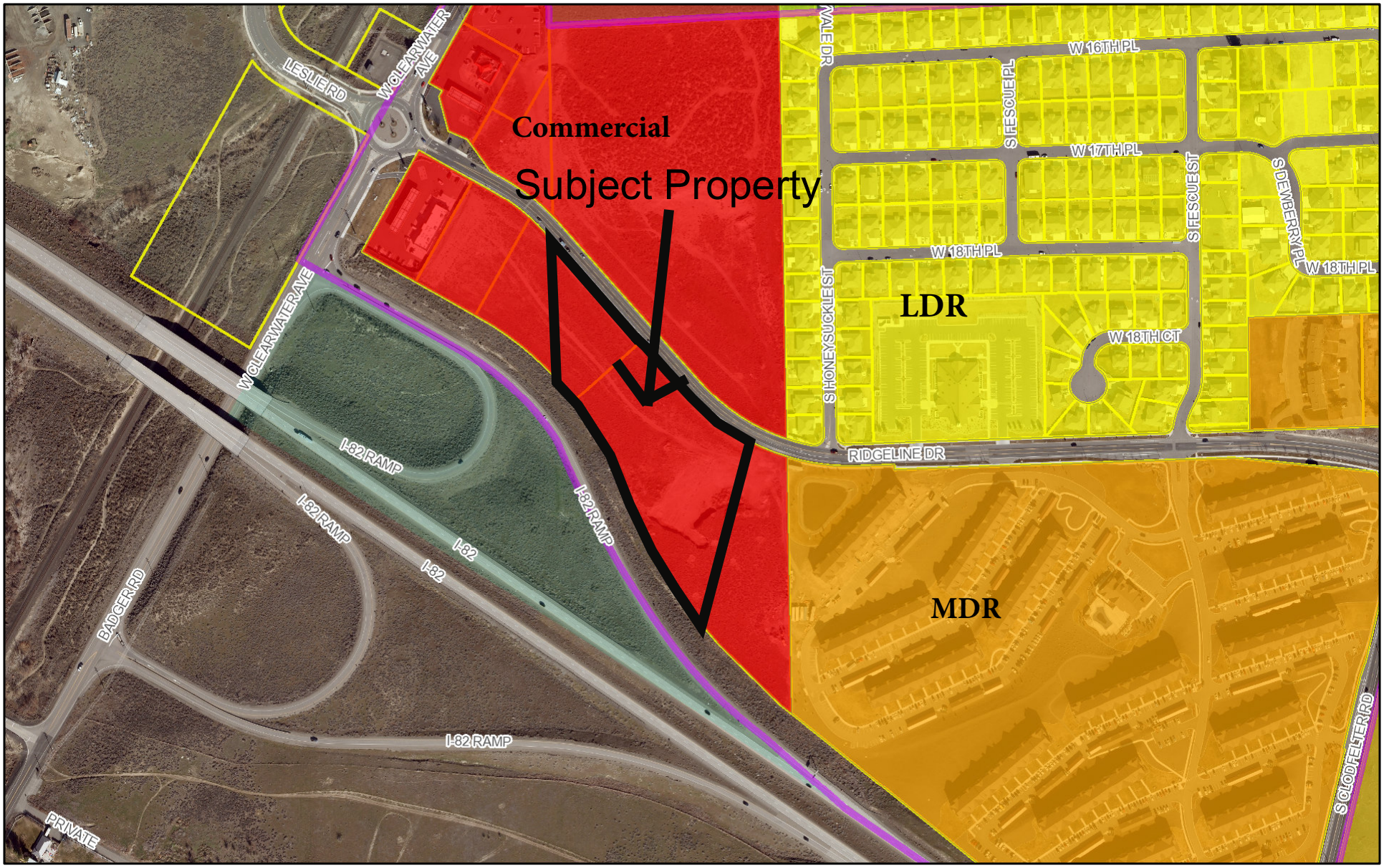
Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,

ArcGIS WebApp Builder

City of Kennewick

Land Use Map

Exhibit 4



January 24, 2024

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1 inch = 400 feet

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0 0.0375 0.075 0.15 mi

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

StreetName

SurveyAddressPoint

<all other values>

Apartment

Building

Condo

Mobile Home

Parcel

SurveyCityLimits

SV_CI_KENNEWICK_10

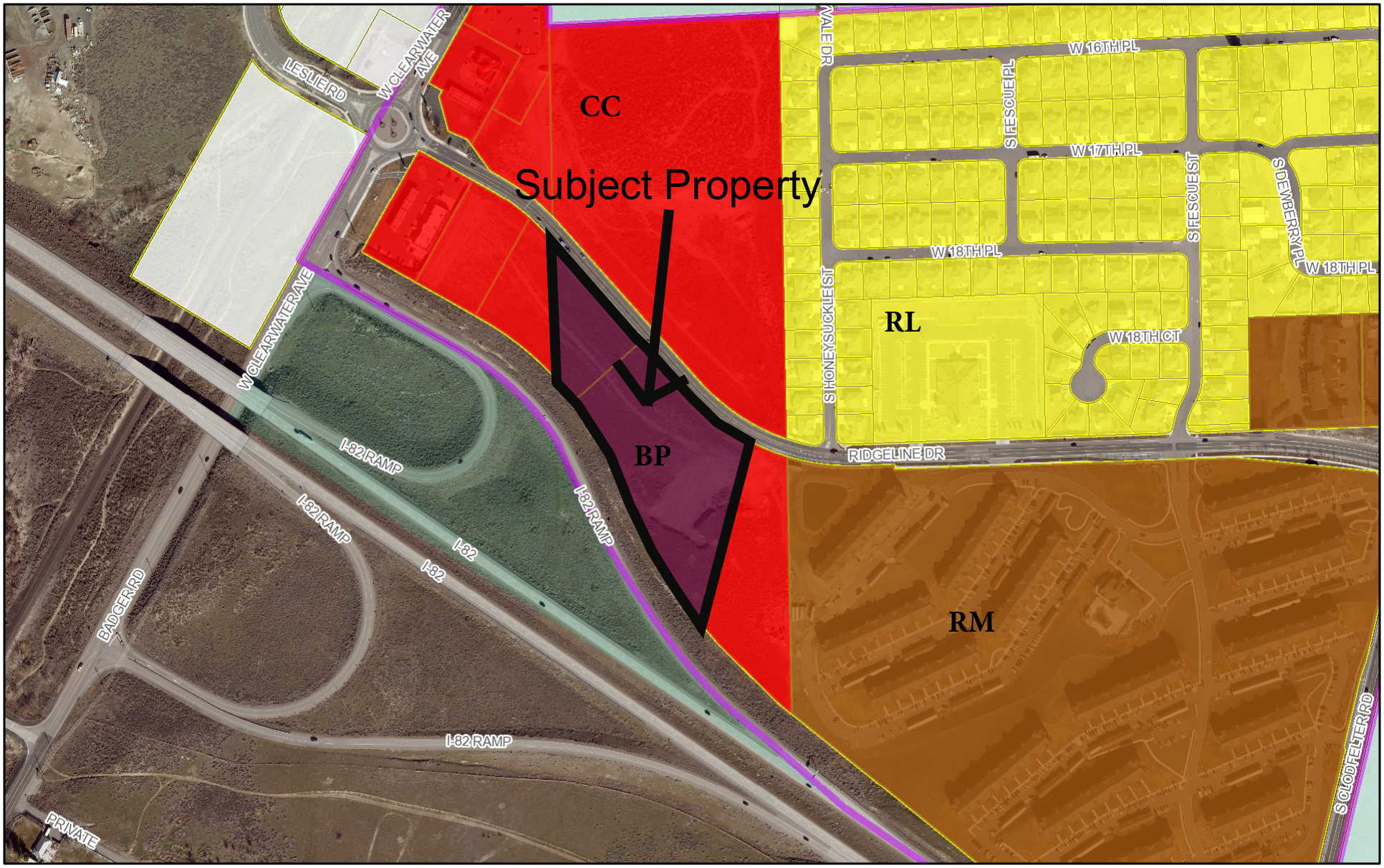
SV_CI_RICHLAND_10

SV_CI_COUNTY_1

ArcGIS WebApp Builder

Zoning Map

Exhibit 5



January 24, 2024

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0 0.0375 0.075 0.15 mi

0 0.05 0.1 0.2 km

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

StreetName

SurveyAddressPoint

<all other values>

Apartment

Building

Condo

Mobile Home

Parcel

SurveyCityLimits

SV_CI_KENNEWICK_10

SV_CI_RICHLAND_10

SV_CI_COUNTY_1

ArcGIS WebApp Builder

KENNEWICK PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

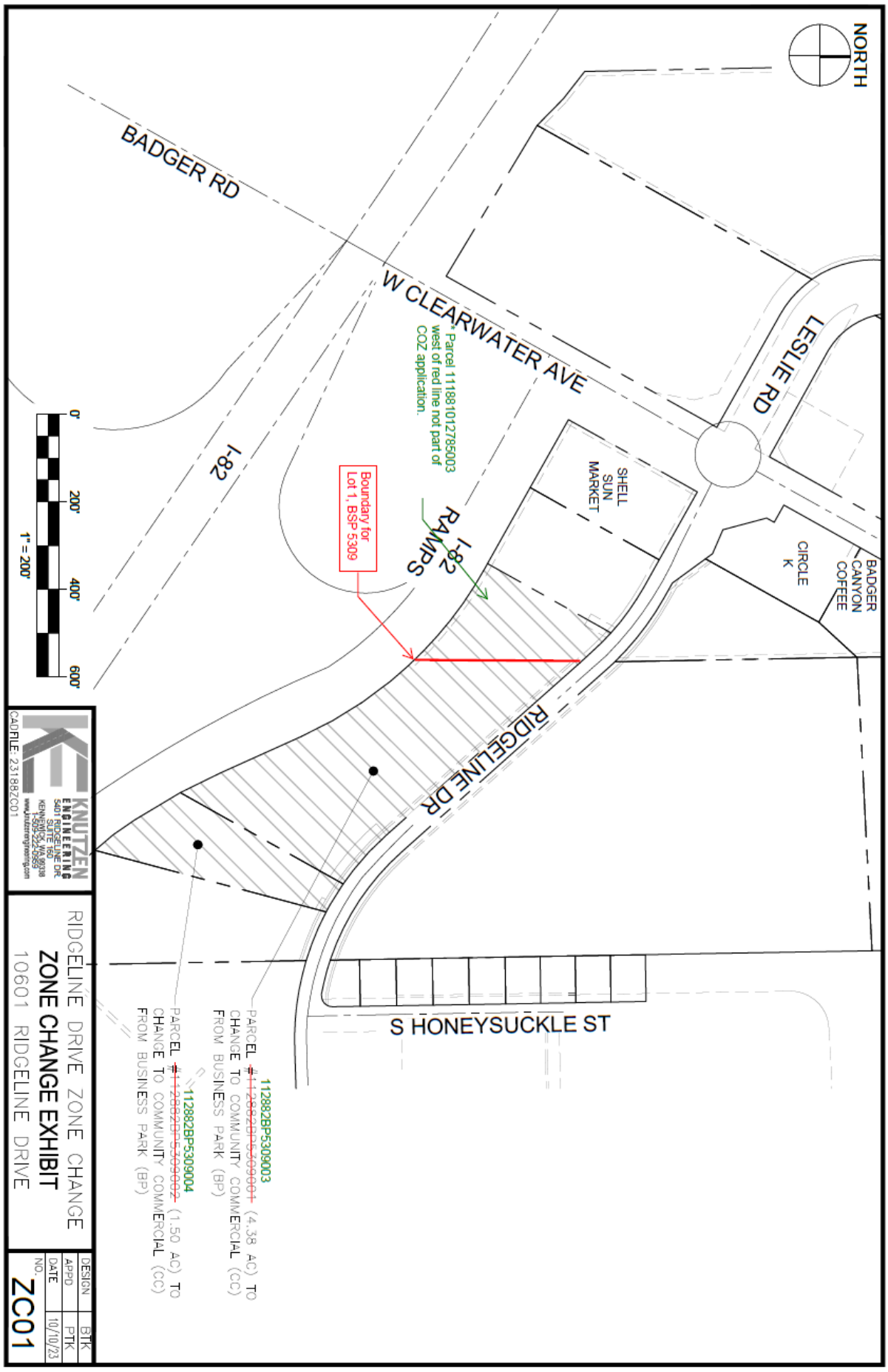
February 5, 2024 6:30 p.m.

The Kennewick Planning Commission will hold a Public Hearing on Monday, February 5, 2024, at City Hall Council Chambers, 210 West 6th Avenue, at 6:30 p.m. or as soon as possible thereafter, to receive public comment on a proposed Change of Zone. Staff will be presenting their analysis and the Planning Commission will make a recommendation to the City Council on the item. The public hearing will be conducted in a hybrid setting which will allow interested parties to participate in person or virtually. To participate virtually in the hearing, use the link found at https://www.go2kennewick.com/598/Planning-Commission.

Permit# COZ-2023-0009 – A Change of Zone for 5.9 acres generally located at 10601 and 10657 Ridgeline Drive from Business Park (BP) to Commercial Community (CC). The site has a Commercial comprehensive plan land use designation. **Review the site map on the back of this notice.**

Submit written comments to Joseph Laris at Joseph.Laris@ci.kennewick.wa.us or mail to PO Box 6108, Kennewick, WA 99336. For questions about this project, please call Joseph Laris at (509) 585-4558.

The City of Kennewick welcomes full participation in public meeting by all citizens. No qualified individual with a disability shall be excluded or denied the benefit of participating in such meetings. If you wish to use auxiliary aids or require assistance to comment at this public meeting, please contact Joseph Laris at (509) 585-4558 or TDD (509) 585-4425 or through the Washington Relay Service Center TTY at #711 at least ten days prior to the date of the meeting to make arrangements for special needs.


NORTH
BADGER RD
W CLEARWATER AVE
LESLIE RD
I-82
RAMPS
SHELL SUN MARKET
CIRCLE K
BADGER CANYON COFFEE
RIDGELINE DR
S HONEYSUCKLE ST
Boundary for Lot 1, BSP 5309
Parcel 111881012785003 west of red line not part of COZ application.
0'
200'
400'
600'
1" = 200'
112882BP5309003
PARCEL #112882BP5309003 (4.38 AC) TO CHANGE TO COMMUNITY COMMERCIAL (CC) FROM BUSINESS PARK (BP)
112882BP5309004
PARCEL #112882BP5309002 (1.50 AC) TO CHANGE TO COMMUNITY COMMERCIAL (CC) FROM BUSINESS PARK (BP)
KNUTZEN ENGINEERING
5401 RIDGELINE DR
KENNEWICK, WA 99338
1-509-222-0569
www.knutzenengineering.com
CADFILE: 23188ZC01
RIDGELINE DRIVE ZONE CHANGE
ZONE CHANGE EXHIBIT
10601 RIDGELINE DRIVE
DESIGN BTK
APPD PTK
DATE 10/10/23
NO ZC01

CITY OF KENNEWICK
DETERMINATION OF NON-SIGNIFICANCE

FILE/PROJECT NUMBER: ED-2023-0031

DESCRIPTION OF PROPOSAL: To change the zoning designation of 5.88 acres from Business Park (BP) to Commercial Community (CC).

PROPONENT: Knutzen Engineering, c/o Paul Knutzen 5401 Ridgeline Dr Unit 160, Kennewick, WA 99338

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: 10601 RIDGELINE DR

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.

__X__ 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: 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:
__X__ No conditions.
___ See attached condition(s).

Date: November 14, 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 and no later than 5 p.m. 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 mailed to:

Dept. of Ecology
WA Dept. of Fish & Wildlife
WSDOT
Yakama Nation
CTUIR
ED-2023-0031 File

From: Tina Glines <glinest@bentonpud.org>
Sent: Tuesday, October 24, 2023 9:41 AM
To: Joseph Laris
Subject: RE: [E] Change of Zone (COZ-2023-0009) and SEPA Checklist (ED-2023-0031) Kennewick

Categories: External Agency Responses

No comments

Thank you,

Tina Glines
Distribution Design Technician
(509) 582-1241

From: Joseph Laris <Joseph.Laris@ci.kennewick.wa.us>
Sent: Tuesday, October 24, 2023 9:21 AM
To: Ashley M. Morton <AshleyMorton@ctuir.org>; Ben Franklin Transit - Bill Barlow <bbarlow@bft.org>; Ben Franklin Transit - Kevin Sliger <ksliger@bft.org>; Benton Clean Air Authority - Tyler Thompson <tyler.thompson@bentoncleanair.org>; Benton Clean Air John Lyle <john.lyle@bentoncleanair.org>; Benton Franklin Health Dept. - Erin Hockaday <erint@bfhd.wa.gov>; Benton Franklin Health Dept.- Jack Howard <Jack.howard@bfhd.wa.gov>; Angela Richman <richmana@bentonpud.org>; engservice <engservice@bentonpud.org>; Jeff Vosahlo <vosahloj@bentonpud.org>; Chad Brooks <brooksc@bentonpud.org>; Evan Edwards <EDWARDSE@bentonpud.org>; Shanna Everson <eversons@bentonpud.org>; Tina Glines <glinest@bentonpud.org>; BPA - Deborah Rodgers <dxrodgers@bpa.gov>; BPA - Nicole Commings <NMCummings@bpa.gov>; Cascade Gas James Thomas <james.thomas@cngc.com>; Cascade Natural Gas- Arnie Garza <arnie.garza@cngc.com>; Casey Barney <Casey_Barney@Yakama.com>; Charter - Junior Campos <junior.campos@charter.com>; Charter-Ryan Sams <Ryan.Sams@charter.com>; Columbia Irrigation District <cid@columbiairrigation.com>; Dept of Arhaeology and Historic Preservation (sepa@dahp.wa.gov) <sepa@dahp.wa.gov>; Dept of Fish & Wildlife <harvepjh@dfw.wa.gov>; Dept of Natural Resources SEPA Center <sepacenter@dnr.wa.gov>; Dustin Fisk - Kennewick School District (dustin.fisk@ksd.org) <dustin.fisk@ksd.org>; Greg Wendt (Greg.Wendt@co.benton.wa.us) <Greg.Wendt@co.benton.wa.us>; Homero Gonzalez <Homero.Gonzalez@ziply.com>; Jessica Lally <Jessica_Lally@Yakama.com>; KID Development <development@kid.org>; Kyle McCauley <Kyle.McCauley@cngc.com>; Maikis, Troy (DFW) <troy.maikis@dfw.wa.gov>; Michelle Cooke <Michelle.Cooke@co.benton.wa.us>; Mike Beck - Spectrum <Mike.Beck@charter.com>; Mike Stevens - (mstevens@ci.richland.wa.us) <mstevens@ci.richland.wa.us>; Noah Lee <noah.lee@bentoncleanair.org>; Noah Oliver <Noah_Oliver@Yakama.com>; US Army Corps of Engineers - Seattle <paoteam@nws02.usace.army.mil>; US Army Corps of Engineers- Walla Walla <cenww-re@usace.army.mil>; WDFW (R3Planning@dfw.wa.gov) <R3Planning@dfw.wa.gov>; Williams Pipeline - Audie Neuson <audie.neuson@williams.com>; WSDOT <scplanning@wsdot.wa.gov>; Yakama Nation -

Thalia Sachtleban <enviroreview@yakama.com>; Ziply Fiber Christy Ross <christy.ross@ziply.com>
Subject: [E] Change of Zone (COZ-2023-0009) and SEPA Checklist (ED-2023-0031) Kennewick

[EXTERNAL EMAIL]

Good Morning,

The City of Kennewick has received applications for a Change of Zone (COZ-2023-0009) and Environmental Determination (ED-2023-0031) that require your attention.

Project Description: Changing the Zone Designation from Business Park (BP) to Community Commercial (CC)
Address: 10601 RIDGELINE DR KENNEWICK, WA 99338
Parcel #'s: 1-1288-2BP-5309-001, 1-1288-2BP-5309-002
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Joseph Laris
City of Kennewick
Community Planning - Assistant Planner
Phone: 509.585.4558
Joseph.Laris@ci.kennewick.wa.us

From: Chris Sittman <CSittman@kid.org>
Sent: Wednesday, November 1, 2023 1:33 PM
To: Joseph Laris
Subject: RE: Change of Zone (COZ-2023-0009) and SEPA Checklist (ED-2023-0031) Kennewick

Categories: External Agency Responses

KID has no comments.

Chris D. Sittman
Engineering Dept./CAD Specialist
Kennewick Irrigation District
2015 S. Ely St.
Kennewick, WA 99337
Desk: 509-460-5435
Cell: 509-873-1123

From: Joseph Laris <Joseph.Laris@ci.kennewick.wa.us>
Sent: Tuesday, October 24, 2023 9:21 AM
To: Ashley M. Morton <AshleyMorton@ctuir.org>; Ben Franklin Transit - Bill Barlow <bbarlow@bft.org>; Ben Franklin Transit - Kevin Sliger <ksliger@bft.org>; Benton Clean Air Authority - Tyler Thompson <tyler.thompson@bentoncleanair.org>; Benton Clean Air John Lyle <john.lyle@bentoncleanair.org>; Benton Franklin Health Dept. - Erin Hockaday <erint@bfhd.wa.gov>; Benton Franklin Health Dept.- Jack Howard <Jack.howard@bfhd.wa.gov>; Benton PUD - Angela Richman <richmana@bentonpud.org>; Benton PUD - engineering services <engservice@bentonpud.org>; Benton PUD - Jeff Vosahlo <vosahloj@bentonpud.org>; Benton PUD Chad Brooks <brooksc@bentonpud.org>; Benton PUD Evan Edwards <edwardse@bentonpud.org>; Benton PUD Shanna Everson <eversons@bentonpud.org>; Benton PUD Tina Glines <glinest@bentonpud.org>; BPA - Deborah Rodgers <dxrodgers@bpa.gov>; BPA - Nicole Commings <NMCummings@bpa.gov>; Cascade Gas James Thomas <james.thomas@cngc.com>; Cascade Natural Gas- Arnie Garza <arnie.garza@cngc.com>; Casey Barney <Casey_Barney@Yakama.com>; Charter - Junior Campos <junior.campos@charter.com>; Charter-Ryan Sams <Ryan.Sams@charter.com>; Columbia Irrigation District <cid@columbiairrigation.com>; Dept of Arhaeology and Historic Preservation (sepa@dahp.wa.gov) <sepa@dahp.wa.gov>; Dept of Fish & Wildlife <harvepjh@dfw.wa.gov>; Dept of Natural Resources SEPA Center <sepacenter@dnr.wa.gov>; Dustin Fisk - Kennewick School District (dustin.fisk@ksd.org) <dustin.fisk@ksd.org>; Greg Wendt (Greg.Wendt@co.benton.wa.us) <Greg.Wendt@co.benton.wa.us>; Homero Gonzalez <Homero.Gonzalez@ziply.com>; Jessica Lally <Jessica_Lally@Yakama.com>; Development <development@kid.org>; Kyle McCauley <Kyle.McCauley@cngc.com>; Maikis, Troy (DFW) <troy.maikis@dfw.wa.gov>; Michelle Cooke <Michelle.Cooke@co.benton.wa.us>; Mike Beck - Spectrum <Mike.Beck@charter.com>; Mike Stevens - (mstevens@ci.richland.wa.us) <mstevens@ci.richland.wa.us>; Noah Lee <noah.lee@bentoncleanair.org>; Noah Oliver <Noah_Oliver@Yakama.com>; US Army Corps of Engineers - Seattle <paoteam@nws02.usace.army.mil>; US Army Corps of Engineers- Walla Walla <cenww-re@usace.army.mil>; WDFW (R3Planning@dfw.wa.gov) <R3Planning@dfw.wa.gov>; Williams Pipeline -

Audie Neuson <audie.neuson@williams.com>; WSDOT <scplanning@wsdot.wa.gov>; Yakama Nation - Thalia Sachtleban <enviroreview@yakama.com>; Ziply Fiber Christy Ross <christy.ross@ziply.com>
Subject: Change of Zone (COZ-2023-0009) and SEPA Checklist (ED-2023-0031) Kennewick

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Joseph Laris
City of Kennewick
Community Planning - Assistant Planner
Phone: 509.585.4558
Joseph.Laris@ci.kennewick.wa.us

From: CID <cid@columbiairrigation.com>
Sent: Tuesday, October 24, 2023 9:26 AM
To: Joseph Laris
Subject: RE: Change of Zone (COZ-2023-0009) and SEPA Checklist (ED-2023-0031) Kennewick

Categories: External Agency Responses

Hi Joseph,

CID has no comments as this is out of our district boundaries.

Have a great day!

Morghan Leetch
Administrative Assistant
Phone: 509-586-6118 **Fax:** 509-586-0485
Web: ColumbiaIrrigation.com
10 E. Kennewick Ave, Kennewick WA 99337

From: Joseph Laris <Joseph.Laris@ci.kennewick.wa.us>
Sent: Tuesday, October 24, 2023 9:21 AM
To: Ashley M. Morton <AshleyMorton@ctuir.org>; Ben Franklin Transit - Bill Barlow <bbarlow@bft.org>; Ben Franklin Transit - Kevin Sliger <ksliger@bft.org>; Benton Clean Air Authority - Tyler Thompson <tyler.thompson@bentoncleanair.org>; Benton Clean Air John Lyle <john.lyle@bentoncleanair.org>; Benton Franklin Health Dept. - Erin Hockaday <erint@bfhd.wa.gov>; Benton Franklin Health Dept.- Jack Howard <Jack.howard@bfhd.wa.gov>; Benton PUD - Angela Richman <richmana@bentonpud.org>; Benton PUD - engineering services <engservice@bentonpud.org>; Benton PUD - Jeff Vosahlo <vosahloj@bentonpud.org>; Benton PUD Chad Brooks <brooksc@bentonpud.org>; Benton PUD Evan Edwards <edwardse@bentonpud.org>; Benton PUD Shanna Everson <eversons@bentonpud.org>; Benton PUD Tina Glines <glinest@bentonpud.org>; BPA - Deborah Rodgers <dxrodgers@bpa.gov>; BPA - Nicole Commings <NMCummings@bpa.gov>; Cascade Gas James Thomas <james.thomas@cngc.com>; Cascade Natural Gas- Arnie Garza <arnie.garza@cngc.com>; Casey Barney <Casey_Barney@Yakama.com>; Charter - Junior Campos <junior.campos@charter.com>; Charter-Ryan Sams <Ryan.Sams@charter.com>; CID <cid@columbiairrigation.com>; Dept of Arhaeology and Historic Preservation (sepa@dahp.wa.gov) <sepa@dahp.wa.gov>; Dept of Fish & Wildlife <harvepjh@dfw.wa.gov>; Dept of Natural Resources SEPA Center <sepacenter@dnr.wa.gov>; Dustin Fisk - Kennewick School District (dustin.fisk@ksd.org) <dustin.fisk@ksd.org>; Greg Wendt (Greg.Wendt@co.benton.wa.us) <Greg.Wendt@co.benton.wa.us>; Homero Gonzalez <Homero.Gonzalez@ziply.com>; Jessica Lally <Jessica_Lally@Yakama.com>; KID Development <development@kid.org>; Kyle McCauley <Kyle.McCauley@cngc.com>; Maikis, Troy (DFW) <troy.maikis@dfw.wa.gov>; Michelle Cooke <Michelle.Cooke@co.benton.wa.us>; Mike Beck - Spectrum <Mike.Beck@charter.com>; Mike Stevens - (mstevens@ci.richland.wa.us) <mstevens@ci.richland.wa.us>; Noah Lee <noah.lee@bentoncleanair.org>; Noah Oliver <Noah_Oliver@Yakama.com>; US Army Corps of Engineers - Seattle

<paoteam@nws02.usace.army.mil>; US Army Corps of Engineers- Walla Walla <cenww-re@usace.army.mil>; WDFW (R3Planning@dfw.wa.gov) <R3Planning@dfw.wa.gov>; Williams Pipeline - Audie Neuson <audie.neuson@williams.com>; WSDOT <scplanning@wsdot.wa.gov>; Yakama Nation - Thalia Sachtleban <enviroreview@yakama.com>; Ziply Fiber Christy Ross <christy.ross@ziply.com>
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Joseph Laris
City of Kennewick
Community Planning - Assistant Planner
Phone: 509.585.4558
Joseph.Laris@ci.kennewick.wa.us

State of Washington
Department of Fish and Wildlife
2620 North Commercial Avenue, Pasco, WA 99301
Phone: (509) 312-8117, E-mail: Troy.Maikis@dfw.wa.gov

November 27, 2023

Joseph Laris
Assistant Planner
City of Kennewick
Community Planning Department
PO Box 6108
Kennewick, WA 99336

Re: DNS ED-2023-0031 - 10601 Ridgeline Drive Rezone

The Washington Department of Fish and Wildlife (WDFW) has reviewed relevant maps and documents for the proposed rezone of Benton County parcel #112882BP5309001 and Benton County parcel #112882BP5309002 located at 10601 Ridgeline Drive 225 Jackrabbit Lane, Kennewick, WA. (EA2023-0031). WDFW conducted a roadside site visit on November 16, 2023. While the proposed project is a rezone with no immediately proposed project, WDFW would like to submit the following comments so that they may be considered for any future work that may occur on the site.

The parcels sited for rezoning cover 4.38 acres (parcel #112882BP5309001) and 1.50 acres (parcel #112882BP5309002) and are identified as containing Benton County Shrubsteppe within WDFW's Priority Habitat and Species Program (PHS). The site contains potential habitat for multiple state priority species, including Townsend's ground squirrel, black-tailed jackrabbit, and Sagebrush Sparrow. Additionally, while not a WDFW priority species, likely Cliff Swallow nesting sites were observed in the cutaway dirt hill on the souteastern side of the property. Cliff Swallows, other avian species that may inhabit the shrubsteppe habitat on the site, and active nests thereof are protected under the Migratory Bird Treaty Act as well as being listed as "protected wildlife" under RCW 77.12.020(3).

The project area meets the definition of a Fish and Wildlife Habitat Conservation Area under Kennewick Municipal Code 18.63.010. As such, we offer the following recommendations:

1. WDFW would prefer this area be preserved, as outlined in Kennewick Municipal Code 18.58.160. If it is determined that preservation will not be possible, we propose that a 2:1 mitigation ratio be applied and that the project be required to provide mitigation equal to a least 8.76 acres and 3 acres respectively. This mitigation should be in the form of preserving habitat containing equal or greater shrubsteppe and riparian functions and values or of rehabilitating an area of habitat to the functions and values available on site.

Exhibit 11

2. WDFW mitigation Policy (POL-M5002) prioritizes on-site mitigation, but if this is not possible for this project, we recommend off-site in-kind mitigation. We would suggest off-site out-of-kind or an in-lieu fee only if in-kind mitigation is fully pursued but found to be infeasible both on-site and off-site. It is preferred that off-site shrubsteppe mitigation be directed at acquiring additional parcels adjacent to large remaining contiguous blocks of shrubsteppe, or providing or protecting, functional wildlife connectivity corridors between remaining blocks of shrubsteppe.
3. WDFW recommends any work on the project site occur outside the nesting season (February 1- July 31). If work must occur within the nesting season dates, a nesting bird survey should be conducted within 1 week prior to the start of activities on the site as well as prior to each portion of the project that occurs following a break in activity between February 1 and July 31. If a nest becomes active during construction or is observed to be active during the survey, please contact Troy Maikis at troy.maikis@dfw.wa.gov or (509) 312-8117 to identify if any additional measures may be appropriate.

WDFW has worked on a variety of similar projects throughout the Tri-Cities as well as in Benton and Franklin Counties where critical areas/PHS were permanently impacted, and we look forward to working with The City to address mitigation for this project as well as other future projects within the adjacent shrubsteppe habitat. If in-lieu fee mitigation is selected, WDFW would be happy to work with The City and the Benton County Conservation District, or another conservation entity, to hold and implement shrubsteppe mitigation funds.

Thank you for the opportunity to comment on this project proposal and to collaboratively seek suitable mitigation alternatives to conserve shrubsteppe habitat.

Sincerely,

Troy Maikis
Area Habitat Biologist; Benton and Franklin Counties
Washington Department of Fish & Wildlife
2620 Commercial Ave
Pasco, WA 99301
(509) 312-8117
Troy.Maikis@dfw.wa.gov

cc: Elizabeth Torrey, WDFW Assistant Habitat Program Manager, Region 3, Ellensburg

From: Rodgers,Deborah (CONTR) - TERR-TRI CITIES RMHQ <dxrodgers@bpa.gov>
Sent: Wednesday, November 8, 2023 3:20 PM
To: Joseph Laris
Cc: Cummings,Nicole M (BPA) - TERR-TRI CITIES RMHQ; Kinch,James L (BPA) - TERR-BELL-1
Subject: RE: [EXTERNAL] Change of Zone (COZ-2023-0009) and SEPA Checklist (ED-2023-0031) Kennewick

Categories: External Agency Responses

Joseph,

Bonneville Power Administration (BPA) has had the opportunity to review Change of Zone (COZ-2023-0009) and SEPA Checklist (ED-2023-0031) Kennewick. The request is located at 10601 Ridgeline Drive in Kennewick, WA.

In researching our records, we have found that this proposal will not directly impact BPA facilities approximately 1,215 feet north west of the subject property. BPA does not have any objections to the approval of this request at this time.

If you have any questions or need additional information, please feel free to contact Nicole Cummings at (509) 542-5499, by email at nmcummings@bpa.gov or Luke Kinch at (509) 468-3095, by email at JLKinch@bpa.gov.

Thank you for the opportunity to review this application.

Actalent
People to Possible

Deborah Rodgers
Realty Technician Contractor
2211 North Commercial Avenue, Pasco, WA 99301
Bonneville Power Administration | TERR/Tri-Cities-RMHQ
Real Property Field Services |P 509.544.4749
dxrodgers@bpa.gov

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CITY OF KENNEWICK
PLANNING COMMISSION REGULAR MEETING
February 5, 2024

1. CALL TO ORDER

Chair Victor Morris called the meeting to order at 6:30 p.m.

City Council and Staff Present:

Veronica Griffith (Virtual)	Krystal Townsend
Tina Gregory	Steve Donovan
Ken Short	Joseph Laris
Thomas Helgeson	
Lola Franklin	
Victor Morris	

Commissioner Hempstead was absent.

Chair Morris led the Pledge of Allegiance.

2. APPROVAL OF CONSENT AGENDA

- **Approval of the Minutes Dated December 18, 2023**
- **Approval of Agenda**
- **Motion to enter Staff Report into Record**

MOTION: Vice Chair Helgeson moved, seconded by Commissioner Gregory to approve the consent agenda as presented.

DISCUSSION: None.

VOTE: The motion passed unanimously (6-0; Commissioner Hempstead Absent).

3. PUBLIC HEARING

a. Change of Zone (COZ) #2023-0009 proposing to change the zoning designation for approximately 5.9 acres located at 10601 & 10657 Ridgeline Drive from Business Park (BP) to Commercial, Community (CC). Applicant is Knutzen Engineering, 5401 Ridgeline Drive #160, Kennewick, WA 99338 and owners are Marjorie Van Zuyen, 1664 Sorrento Lane, Richland, WA 99352 & Tom Lachmann, Kooskooskia, Inc., 91905 E. Sagebrush Rd, Kennewick, WA 99338

Chair Morris described the protocol for the public hearing. Chair Morris opened the public hearing at 6:35 p.m.

Joseph Laris, Associate Planner, provided a staff report and presented the staff recommendation.

The Commission inquired if the mailing notice had been sent given that it was not included in the packet. The Commission remarked that there is a nearby apartment complex, which would have generated a large number of mailings. Steve Donovan answered the mailing was sent to the property owner; tenants do not receive notice.

Paul Knutsen, the applicant's representative, spoke in favor of the application and answered questions.

No members of the public provided testimony for or against the application.

No additional remarks were made by the applicant.

No additional remarks were made by staff.

Chair Morris closed the public hearing at 6:41 p.m.

MOTION: Vice Chair Helgeson moved, seconded by Commissioner Franklin that the Planning Commission concur with the findings and conclusions in the staff report COZ-2023-0009 and recommend to City Council approval of the request.

DISCUSSION: None

VOTE: The motion passed unanimously (6-0; Commissioner Hempstead Absent).

4. VISITORS NOT ON THE AGENDA

There were no visitors.

5. OLD BUSINESS

Mr. Donovan announced the Cedar Street annexation petition is on the City Council agenda for February 6, 2024.

In response to an inquiry from the Commission, Mr. Donovan provided an update on final City Council action for COZ-2023-0008 at 208 N Kellogg St.

6. NEW BUSINESS

No new business.

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

In response to an inquiry from the Commission, Mr. Donovan confirmed there is no meeting February 19, 2024, due to the holiday. The next meeting will be in March.

There were no further remarks.

8. ADJOURNMENT

Chair Morris concluded the meeting at 6:45 p.m.

DRAFT
Krystal Townsend, CMC, CPRO
City Clerk