



City Council Regular Meeting Agenda

April 2, 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>.

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

HONORS & RECOGNITIONS

- Retiree Service Recognition: Ann Smith, Firefighter/EMT, 35 Years of Service
- Retiree Service Recognition: Troy Stratford, Captain/Paramedic, 28 Years of Service

2. VISITORS

This is an opportunity for visitors to share their perspective regarding any item on the agenda. Comments may not exceed three minutes.

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.

- Meeting Minutes: March 19, 2024, City Council Regular Meeting
Motion to approve the minutes of the March 19, 2024, meeting as presented.
- Meeting Minutes: March 26, 2024, City Council Special Meeting
Motion to approve the minutes of the March 26, 2024, special meeting as presented.
- Meeting Minutes: March 26, 2024, City Council Workshop Meeting
Motion to approve the meeting minutes of the March 26, 2024, workshop meeting, as presented.
- Claims Roster: February 2024
Motion to approve the Claims Roster for February 2024 in the amount of \$4,766,277.72, comprised of electronic payments and check numbers 313465-313868.
- Claims Roster: Columbia Park Golf Course Account
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for February 2024 in the amount of \$26,072.68, comprised of check numbers 2802-2805 in the amount of \$6,122.20 and electronic transfers in the amount of \$19,950.48.

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. Payroll Roster: Approval for Pay Period Ending 3/15/2024
Motion to approve the Payroll Roster for the pay period ending 3/15/2024.
- g. Tourism Promotion Area Reserve Funds
Motion to approve the transfer of \$176,100 from the Tourism Promotion Area Reserve Account to Visit Tri-Cities to be reinvested in additional tourism marketing projects.
- h. Resolution: Endorsement of Mid-Columbia Libraries Membership with the Association of Washington Cities Employee Benefit Trust Program
Motion to sponsor Mid-Columbia Libraries' membership with the Association of Washington Cities Employee Benefit Trust Program through adoption of the proposed resolution and authorizing the mayor to sign the letter as presented.
- i. Boards and Commissions Appointment: Arts Commission
Motion to appoint Austin Wingle to the Arts Commission for a term expiring March 31, 2028.
- j. Boards and Commissions Appointment: Historic Preservation Commission
Motion to appoint Elisabeth Holt and Marty Robinson, and reappoint KariAnne Clark to the Historic Preservation Commission with terms expiring March 31, 2028.
- k. Boards and Commissions Appointment: Parks & Recreation Commission
Motion to appoint Michelle Haffner and Russel Del Gesso to the Parks & Recreation Commission with terms expiring March 31, 2028.
- l. Boards and Commissions Appointment: Planning Commission
Motion to reappoint Lola Franklin to the Planning Commission with a term expiring March 31, 2028.
- m. Boards and Commissions: Tri-City Regional Hotel Motel Commission Appointment
Motion to accept the recommendation of the Tri-Cities Hotel & Lodging Association to appoint Mike Brown to fill an unexpired term as Kennewick's representative on the Tri-City Regional Hotel Motel Commission.
- n. Grant: Network Infrastructure Security Reimbursement - Grant Agreement Number E24-160
Motion to accept the \$20,0000 grant award from the State and Local Cybersecurity Grant Program (SLCGP) and designate Christina Palmer, Management Services Director, with signature authority for all documents pertaining to the Network Infrastructure Project, Grant Agreement No. E24-160.
- o. Grant: P2401 2024 City-Wide HMA Overlay/ADA Improvements - TIB Funding Agreement
Motion to authorize the Interim City Manager to sign the grant agreement to receive Washington State Transportation Improvement Board funding for the P2401 2024 City-Wide HMA Overlay/ADA Improvements project.

5. ORDINANCES/RESOLUTIONS

6. PUBLIC HEARINGS/MEETINGS

7. NEW BUSINESS

- a. Annexation: AZ Intent 2024-0001 Ranchland Homes, LLC (2107 S Clodfelter Road)

8. UNFINISHED BUSINESS

9. VISITORS

This is an opportunity for visitors to share their perspective regarding topics of a general nature. Comments may not exceed three minutes.

10. COUNCIL COMMENTS/DISCUSSION

11. ADJOURNMENT

Council Agenda Coversheet	Agenda Item Number: 4.a. Council Date: 4/2/2024	Category: Consent Agenda
	Agenda Item Type: General Business Item Subject: Meeting Minutes: March 19, 2024, City Council Regular Meeting Department: Management Services Ord/Reso # Project #	Contract # Permit #
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented.		
<u>Motion for Consideration</u> Motion to approve the minutes of the March 19, 2024, City Council regular meeting as presented.		
<u>Summary</u> The City Clerk has prepared action-format meeting minutes for City Council's consideration.		
<u>Alternatives</u> The City Council may make corrections to errors and approve the meeting minutes as amended.		
<u>Fiscal Impact</u>		
Attachments: 1. Minutes - Draft		

**CITY OF KENNEWICK
CITY COUNCIL REGULAR MEETING
March 19, 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	Dan Legard
Gretl Crawford	Christina Palmer	Evelyn Lusignan
Jason McShane	Laurencio Sanguino	Brandi Ralston
Jim Millbauer	Cary Roe	Jeremy Lustig
John Trumbo	BJ Moos	
Chuck Torelli	Chad Michael	

Jason McShane led the Pledge of Allegiance.

No one was present to provide an invocation.

2. VISITORS:

- Chelsea Blair, Richland and Shannon Wakeman, Kennewick spoke in favor of supporting Mid-Columbia Children's Museum, item 4j.

3. APPROVAL OF AGENDA

Councilmember Trumbo asked to remove item 4g - Kennewick Public Facilities District Appointment for Term Ending March 31, 2028 from the Consent Agenda. New item number is 7C.

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

DISCUSSION: None.

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

4. CONSENT AGENDA

- Meeting Minutes – March 5, 2024, City Council Regular Meeting**
Motion to approve the meeting minutes of March 5, 2024, as presented.
- Meeting Minutes: March 6, 2024, City Council Special Meeting**
Motion to approve the meeting minutes of March 6, 2024, as presented.
- Meeting Minutes: March 8, 2024, City Council Special Meeting**
Motion to approve the meeting minutes of March 8, 2024, as presented.
- Meeting Minutes: March 12, 2024, City Council Workshop Meeting**
Motion to approve the meeting minutes of March 12, 2024, as presented.
- 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 January 2024 in the amount of \$646,844.71 comprised of check numbers 26967-27079 in the amount of \$519,726.92 and electronic transfers in the amount of \$127,117.79.
- Payroll Roster: Approval for Pay Periods Ending 12/31/2023, 01/15/2024, 01/31/2024, 02/15/2024, and 02/29/2024**
Motion to approve the Payroll Roster for the pay periods ending 12/31/2023, 01/15/2024, 01/31/2024, 02/15/2024, and 02/29/2024.

g. Easement: Approval of Benton PUD Electrical Easement

Motion to authorize the Mayor to sign the deeds authorizing a right of way easement be granted to Public Utility District No. 1 of Benton County for the purposes of access, construction, and maintenance of an electrical line and facilities located on Benton County parcels 1-0189-4BP-5730-002 and 1-0189-4BP-5736-003.

h. Interlocal Agreement: Approval of School Resource Officer (SRO) Interlocal Agreement with Kennewick School District

Motion to authorize the Mayor to sign the School Resource Officer Interlocal Agreement between the Kennewick School District and the City of Kennewick.

i. Annexation: Setting the Public Meeting Date for AZ-2024-0001, Ranchland Homes, LLC

Motion to set the date of April 2, 2024, for the required public meeting on Annexation AZ-2024-0001, Ranchland Homes, LLC (2107 S Clodfelter Road).

j. Mid-Columbia Children's Museum - Letter of Support

Motion to authorize the Mayor to sign the letter of support, as presented, to Senator Maria Cantwell's Office for the Mid-Columbia Children's Museum.

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

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

5. ORDINANCES/RESOLUTIONS: None

6. PUBLIC HEARINGS/MEETINGS: None

7. NEW BUSINESS:

a. Interlocal Agreement: Benton County Emergency Services (BCES)

Lisa Beaton, Interim City Manager, provided a staff report and answered City Council's questions.

MOTION: Mayor Pro Tem Torelli moved, seconded by Councilmember Trumbo, to authorize the City Manager to execute the Third Amended and Restated Interlocal Agreement for Benton County Emergency Services.

DISCUSSION: None.

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

b. Contract: Wastewater Treatment Plant Phase 2 Supplement to Amendment #1

Jeremy Lustig, Utility Services Capital Project Engineer, provided a staff report and answered City Council's questions.

MOTION: Mayor Pro Tem Torelli moved, seconded by Councilmember McShane, to authorize the City Manager to sign the Progressive Design Build Supplemental Agreement Amendment #1 with Merrell Bros, Inc. for the WWTP Phase 2, Step 1 early release package procurement.

DISCUSSION: None.

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

- c. **Kennewick Public Facilities District Appointment for Term Ending March 31, 2028 (Moved from Consent Agenda, formerly item 4g)**

Lisa Beaton, Interim City Manager, answered City Councilman Trumbo's question.

MOTION: Councilmember Torelli moved, seconded by Councilmember Millbauer, to accept the recommendation of the local agencies and reappoint Ron Hue to the Kennewick Public Facilities Board of Directors for a four-year term ending March 31, 2028.

DISCUSSION: None.

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

8. UNFINISHED BUSINESS: None

9. VISITORS:

Victor Eperly, Kennewick, spoke in favor of supporting a performing arts center.

Mike Luzzo, Kennewick, spoke to items regarding water rights and irrigation water.

10. COUNCIL COMMENTS/DISCUSSION

Councilmembers reported on their respective activities.

Interim City Manager Lisa Beaton provided updates in response to Council questions.

12. ADJOURNMENT

Mayor Crawford concluded the meeting at 8:02 p.m.

DRAFT

Brandi Ralston, CPRO
Deputy City Clerk

Council Agenda Coversheet	Agenda Item Number: 4.b. Council Date: 4/2/2024	Category: Consent Agenda
	Agenda Item Type: General Business Item Subject: Meeting Minutes: March 26, 2024, City Council Special Meeting Department: Management Services Ord/Reso # Contract # Project # Permit #	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the minutes of the March 26, 2024, special meeting as presented. <u>Summary</u> The City Clerk has prepared action-format meeting minutes for City Council's consideration. <u>Alternatives</u> The City Council may make corrections to errors and approve the meeting minutes as amended. <u>Fiscal Impact</u>		
<u>Attachments:</u> 1. Minutes - Draft		

**CITY OF KENNEWICK
CITY COUNCIL
Special Meeting
March 26, 2024**

- 1. CALL TO ORDER.** Mayor Pro Tem Torelli called the meeting to order at 5:30 p.m.

City Council and Staff Present:

Loren Anderson	Chuck Torelli	Christina Palmer
Brad Beauchamp	John Trumbo	Krystal Townsend
Gretl Crawford	Lisa Beaton	Nick Farline
Jason McShane	Anthony Muai	Chris Guerrero
Jim Millbauer	Laurencio Sanguino	Dan Legard

2. CITY MANAGER VACANCY

- a. Resolution: Appointment of City Manager

Ms. Beaton provided a staff report and answered Council's questions.

Ms. Townsend read the resolution into the record.

A RESOLUTION APPOINTING ERIN ERDMAN TO THE POSITION OF KENNEWICK CITY MANAGER.

MOTION: Mayor Pro Tem Torelli moved, seconded by Councilmember Anderson to approve the resolution appointing Erin Erdman to the position of Kennewick City Manager.

DISCUSSION: None.

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

- b. City Manager Employment Agreement

Ms. Beaton provided a staff report.

MOTION: Councilmember McShane moved, seconded by Mayor Pro Tem Torelli to approve the City Manager Employment Agreement between Erin Erdman and the City of Kennewick as presented.

DISCUSSION: None.

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

3. ADJOURNMENT

Mayor Crawford concluded the meeting at 5:37 p.m.

DRAFT

Krystal Townsend, CMC, CPRO
City Clerk

Council Agenda Coversheet	Agenda Item Number: 4.c. Agenda Item Type: General Business Item Subject: Meeting Minutes: March 26, 2024, City Council Workshop Meeting Department: Management Services Ord/Reso # Project #	Council Date: 4/2/2024 Category: Consent Agenda
	Contract # Permit #	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the meeting minutes of the March 26, 2024, workshop meeting, as presented. <u>Summary</u> The City Clerk has prepared action-format meeting minutes for City Council's consideration. <u>Alternatives</u> The City Council may make corrections to errors and adopt the meeting minutes as amended. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Minutes - Draft		

**CITY OF KENNEWICK
CITY COUNCIL
Workshop
March 26, 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	Chris Guerrero
Gretl Crawford	Laurencio Sanguino	Chad Michael
Jim Millbauer	Cary Roe	Dan Legard
Chuck Torelli	Christina Palmer	Evelyn Lusignan
John Trumbo	Krystal Townsend	Rohana Carmichael

Mayor Crawford announced Councilmember McShane was absent.

2. **TRIDEC UPDATE.** Ms. Beaton introduced guest panelist Karl Dye, President and CEO of TRIDEC. Mr. Dye presented an update and answered Council questions. **No action taken.**
3. **HANFORD COMMUNITIES UPDATE.** Ms. Beaton introduced guest panelist David Reeploeg, TRIDEC Vice President of Federal Programs. Mr. Reeploeg presented an update and answered Council questions. **No action taken.**
4. **ADJOURNMENT.** Mayor Crawford concluded the meeting at 7:52 p.m.

DRAFT

Krystal Townsend, CMC, CPRO
City Clerk

Council Agenda Coversheet	Agenda Item Number: 4.d.	Council Date: 4/2/2024	Category: Consent Agenda						
	Agenda Item Type: General Business Item Subject: Claims Roster: February 2024 Department: Finance Ord/Reso # Project #	Contract # Permit #							
<u>Recommendation</u> Staff recommends Council approve the Claims Roster for February 2024.									
<u>Motion for Consideration</u> Motion to approve the Claims Roster for February 2024 in the amount of \$4,766,277.72, comprised of electronic payments and check numbers 313465-313868.									
<u>Summary</u> 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 2/1/2024-2/29/2024: <table><tr><td>Check numbers 313465-313868:</td><td>\$4,563,033.69</td></tr><tr><td>Electronic payments (EFT):</td><td>\$203,244.03</td></tr><tr><td>Total</td><td>\$4,766,277.72</td></tr></table>				Check numbers 313465-313868:	\$4,563,033.69	Electronic payments (EFT):	\$203,244.03	Total	\$4,766,277.72
Check numbers 313465-313868:	\$4,563,033.69								
Electronic payments (EFT):	\$203,244.03								
Total	\$4,766,277.72								
<u>Alternatives</u>									
<u>Fiscal Impact</u> Total \$4,766,277.72.									
Attachments: 1. Claims Roster									

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 001				
000 - Fund Activity				
EFT	02/01/2024	70239 STATE OF WASH DEPT OF REVENUE	LEASEHOLD EXCISE TAX - 4TH QTR	\$2,922.75
EFT	02/12/2024	70016 U.S. BANK	NSF GAMBLING TAX	\$1,930.70
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$282.83
313466	02/07/2024	99992 CIVIC REC REFUNDS	65195255 REFUND	\$10.00
313701	02/14/2024	70001 BENTON COUNTY TREASURER	CRIME VICTIMS COMPENSATION	\$526.54
313703	02/14/2024	99990 MISC REFUNDS	PUBLIC RECORDS REQUEST REFUND	\$1.00
313704	02/14/2024	99990 MISC REFUNDS	RETURNED DIRECT DEPOSIT #11013	\$272.54
313866	02/28/2024	99992 CIVIC REC REFUNDS	REFUND	\$100.00
000 - Fund Activity Subtotal:				\$6,046.36
023 - Recreation Services				
EFT	02/02/2024	77146 GLOBAL PAYMENTS	MERCHANT FEES	\$3,500.79
313515	02/09/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICE FOR OLD STORED FILES	\$716.44
313522	02/09/2024	9553 COLUMBIA SAFETY LLC	FIRST AID AND CPR TRAINING	\$160.00
313556	02/09/2024	80 BUSINESS INTERIORS OF IDAHO	CHAIR CART FOR THE PAVILION	\$281.42
313571	02/09/2024	612 RENEE CHRISTEN LA PLANTE	UNIFORM	\$92.94
313581	02/09/2024	75126 KENNEWICK GRID KIDS	GRID KIDS REGISTRATION FEES	\$3,340.00
313624	02/09/2024	957 RANCH & HOME INC	REPAIR TO VOLLEYBALL POLES	\$10.02
313641	02/09/2024	161 SIRI BRAZILIAN JIU JITSU	SIRI JIU JITSU FEES	\$240.00
313656	02/09/2024	172 THE TRI-CITY HERALD	AD FOR VENDOR RFP	\$209.28
313669	02/09/2024	3564 US LINEN AND UNIFORM	RAG AND TOWEL SERVICE	\$193.26
313758	02/23/2024	7711 CULLIGAN WATER CONDITIONING	WATER DELIVERY	\$48.92
313837	02/23/2024	161 SIRI BRAZILIAN JIU JITSU	JIU JITSU PROGRAM FEES	\$240.00
023 - Recreation Services Subtotal:				\$9,033.07
024 - Facilities Maintenance				
313475	02/09/2024	8623 ACE SALES & SERVICE INC	PORTA POTTY FOR FRISBEE DISC	\$145.00
313481	02/09/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	SERVICE	\$2,741.88
313528	02/09/2024	809 TRAVIS GREENLEE	DESIGN CONSULTATIOIN	\$3,000.00
313535	02/09/2024	1907 DLT SOLUTIONS LLC	AUTOCAD RENEWAL 2024 - GIS	\$1,382.75
313547	02/09/2024	166 FARMERS EXCHANGE	CHAIN SHARPENING	\$10.87
313549	02/09/2024	8774 FASTENAL COMPANY	BOLTS FOR PICNIC TABLES AND BENCHES	\$58.81
313551	02/09/2024	86 FERGUSON ENTERPRISES INC	PIPE TO MOVE AIR LINE FOR MECHANICS	\$285.09
313552	02/09/2024	9237 FIKES NORTHWEST CORP	SCENT	\$181.57
313564	02/09/2024	15 HARBOR FREIGHT TOOLS	SHELF FOR NEW BASES (TURF INFIELD)	\$38.03
313574	02/09/2024	303 INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - JANUARY 2024	\$12,673.00
313582	02/09/2024	78 KENNEWICK INDUSTRIAL & ELEC	IRRIGATION UPGRADE	\$4,015.45
313599	02/09/2024	1162 MID-COLUMBIA COMMUNITY, FORESTRY COUNCIL	DUES	\$750.00

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
313618	02/09/2024	241	PERFORMANCE SYSTEMS INTEGRATION	FIRE EXTINGUISHER REFILL/RECERTIFICATION	\$688.85
313624	02/09/2024	957	RANCH & HOME INC	HEATER FOR MUSHROOM PUMP HOUSE	\$78.24
313638	02/09/2024	7555	SHERWIN-WILLIAMS COMPANY	BATHROOM PAINT GRAFFITI	\$279.30
313657	02/09/2024	5945	TK ELEVATOR	SERVICE	\$742.44
313669	02/09/2024	3564	US LINEN AND UNIFORM	LINEN SERVICE	\$297.04
313681	02/09/2024	1035	WASHINGTON HARDWARE AND, FURNITURE CO	STRAPS	\$51.03
313715	02/23/2024	5911	AMERICAN BUILDING MAINTENANCE	JANITORIAL	\$3,105.15
313718	02/23/2024	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT FEBRUARY	\$7,409.24
313733	02/23/2024	84	BENTON PUD NO. 1	ELECTRICITY	\$29,553.45
313740	02/23/2024	749	BUILDERS HARDWARE & SUPPLY CO	CORES FOR BACK STOCK - USED 12 TO SECURE SR FIELDS	\$423.38
313742	02/23/2024	83	CASCADE NATURAL GAS	GAS SERVICE	\$23,898.78
313770	02/23/2024	9237	FIKES NORTHWEST CORP	SCENT	\$20.17
313776	02/23/2024	2696	GAMETIME C/O GREAT WESTERN, RECREATION	SOUTHRIDGE PLAYGROUND REPAIR PARTS	\$146.53
313778	02/23/2024	1775	GRAINGER	SHARPS CONTAINER	\$34.15
313784	02/23/2024	8977	HERITAGE PROF LANDSCAPING INC	LANDSCAPE - BOB OLSON PKWY	\$14,501.66
313787	02/23/2024	8130	HUNTER, JOSHUA	BOOT & JEAN REIMBURSEMENT	\$195.86
313788	02/23/2024	1112	IRRIGATION SPECIALISTS INC	IRRIGATION COVERION	\$282.43
313793	02/23/2024	78	KENNEWICK INDUSTRIAL & ELEC	HANSEN FILTER FOR IRRIGATION WATER SWITCHOVER	\$360.12
313808	02/23/2024	5112	MOON SECURITY SERVICES, INC	FROST - 119529	\$607.17
313818	02/23/2024	9368	PRINGLES POWER VAC	DRYER DUCT CLEANING	\$1,217.44
313821	02/23/2024	957	RANCH & HOME INC	TORQUE WRENCH FOR IRRIGATION REPAIRS	\$446.05
313827	02/23/2024	4618	RODDA PAINT COMPANY	GRAFITTI COATING	\$761.40
313864	02/23/2024	8020	WORKMAN, THOMAS	JEAN REIMBURSEMENT	\$215.24
024 - Facilities Maintenance Subtotal:					\$110,597.57
026 - Economic Development					
313680	02/09/2024	755	WASHINGTON ECONOMIC DEVELOPMENT ASSOCIATION	ECONOMIC DEVELOPMENT MEMBERSHIP	\$650.00
026 - Economic Development Subtotal:					\$650.00
032 - Accounting					
313560	02/09/2024	560	GMP CONSULTANTS LLC	INTERIM FINANCE DIRECTOR WAGES	\$6,650.00
313675	02/09/2024	976	WA STATE AUDITOR'S OFFICE	AUDIT NO:62568 ECONOMIC DEVELOPMENT AUDIT PER: 22	\$128.10
313777	02/23/2024	560	GMP CONSULTANTS LLC	INTERIM FINANCE DIRECTOR WAGES	\$10,100.00
313825	02/23/2024	1314	REHN & ASSOCIATES, INC.	PROFESSIONAL SERVICES	\$224.00
313850	02/23/2024	790	TIMOTHY NKATA SENDI	TRAVEL REIMBURSEMENT - GFOA TRAINING	\$144.32
032 - Accounting Subtotal:					\$17,246.42
033 - Human Resources					
313560	02/09/2024	560	GMP CONSULTANTS LLC	CITY MANAGER RECRUITMENT	\$8,000.00
313604	02/09/2024	1030	NAVIA BENEFIT SOLUTIONS, CLIENT PAY	FLEX PLAN SERVICES	\$618.55
313649	02/09/2024	370	SUMMIT LAW GROUP, PLLC	PROFESSIONAL SERVICES	\$4,258.00
313748	02/23/2024	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	HR/ADMIN HALLWAY SHRED BINS	\$51.32

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313805	02/23/2024	5561 MENKE JACKSON BEYER EHLIS, & HARPER, LLP	PROFESSIONAL SERVICES	\$775.00
313814	02/23/2024	7831 ON SCENE MEDICAL SERVICES PC	PROFESSIONAL SERVICES	\$440.00
313841	02/23/2024	8315 STERLING	PROFESSIONAL SERVICES	\$1,093.54
033 - Human Resources Subtotal:				\$15,236.41
034 - Civil Service				
313622	02/09/2024	326 PUBLIC SAFETY PSYCHOLOGICAL SERVICES	KFD PRE-EMPLOYMENT PSYCH EVALUATION	\$450.00
313814	02/23/2024	7831 ON SCENE MEDICAL SERVICES PC	PROFESSIONAL SERVICES	\$798.00
034 - Civil Service Subtotal:				\$1,248.00
035 - Customer Service				
EFT	02/02/2024	70016 U.S. BANK	MERCHANT FEES	\$26,251.93
313862	02/23/2024	4479 WEBCHECK INC	LIEN SEARCH SVCS JANUARY 2024	\$929.39
035 - Customer Service Subtotal:				\$27,181.32
036 - Code Enforcement				
313521	02/09/2024	9501 COLUMBIA CONSTRUCTION SERVICES, LLC	EMERGENCY ABATEMENT BOARD-UP FOR 2811 W 2ND AVE	\$32,610.00
313723	02/23/2024	9813 B-F JUVENILE JUSTICE CTR	GRAFFITI ABATEMENT PROGRAM	\$3,100.83
036 - Code Enforcement Subtotal:				\$35,710.83
042 - City Attorney				
313621	02/09/2024	3467 PRONTO PROCESS SERVICE, INC	COURIER FEE - JANUARY 2024	\$52.50
313629	02/09/2024	5425 RIO FOLTZ PLLC	LEGAL SERVICES - 408 S GUM ABATEMENT	\$1,900.00
313686	02/09/2024	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - JANUARY 2024	\$2,714.75
313779	02/23/2024	747 GRAVIS LAW PLLC	FLAG PLAZA - FEBRUARY 2024	\$17.50
042 - City Attorney Subtotal:				\$4,684.75
051 - City Clerk				
313502	02/09/2024	34 BENTON COUNTY AUDITOR	RECORDING FEE FOR OUA AT 527 E 23RD AVENUE	\$307.50
313656	02/09/2024	172 THE TRI-CITY HERALD	ORDINANCE SUMMARIES 6045 - 6049	\$146.78
051 - City Clerk Subtotal:				\$454.28
053 - Purchasing				
313857	02/23/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$21.64
053 - Purchasing Subtotal:				\$21.64
054 - Information Technology				
313515	02/09/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	HARD DRIVE DESTRUCTION	\$690.50
313518	02/09/2024	8131 CIVICPLUS, ICON ENTERPRISES INC	ANNUAL MUNICODE ONLINE CODE PUBLISHING SERVICES	\$2,663.92
313524	02/09/2024	6375 COMPUNET INC	CISCO FLEX CONTACT CENTER RENEWAL	\$63,509.64
313535	02/09/2024	1907 DLT SOLUTIONS LLC	AUTOCAD RENEWAL 2024 - GIS	\$3,075.17
313539	02/09/2024	815 EBF INC	EBF ONBOARDER FOR VMWARE WORKSPACE ONE	\$4,300.00
313598	02/09/2024	9453 MICRO FOCUS SOFTWARE INC	ADVANCED AUTHENTICATION SUBSCRIPTION RENEWAL	\$2,089.64
313643	02/09/2024	8210 SMARSH INC	NET GUARD	\$1,558.66

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313690	02/09/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$7,368.62
313744	02/23/2024	716 CDW GOVERNMENT, INC.	WORKSPACE ONE MDM RENEWAL (FORMERLY AIRWATCH)	\$10,004.75
313746	02/23/2024	8295 CENTURYLINK	PS/ALI - ALI/SR PER 100 REC	\$7.02
313752	02/23/2024	6375 COMPUNET INC	CISCO UNIFIED COMMUNICATIONS RENEWAL	\$24,314.02
313783	02/23/2024	1139 HDL SOFTWARE LLC	HDL BUSINESS LICENSE SOFTWARE RENEWAL	\$7,491.33
313792	02/23/2024	691 JUSTFOIA INC	PUBLIC RECORDS PORTAL ANNUAL CONTRACT COST	\$10,690.65
313856	02/23/2024	1566 TYLER TECHNOLOGIES INC	UTILITY BILLING MAINTENANCE	\$0.00
054 - Information Technology Subtotal:				\$137,763.92
062 - Planning				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	(\$28,125.00)
313609	02/09/2024	818 NORTHWEST VERNACULAR INC	HPC GRANT 2024-01: DOWNTOWN KENNEWICK RLS 2024-003	\$7,500.00
313656	02/09/2024	172 THE TRI-CITY HERALD	LEGAL PUBLICATION: COZ-2023-0009 NOPH	\$162.32
313795	02/23/2024	399 KOTTKAMP, YEDINAK, ESWORTHY, PLLC	JANUARY 2024: SUB-2023-0004 SOUTH HILLS MANOR	\$1,075.00
062 - Planning Subtotal:				(\$19,387.68)
070 - Police Revenues				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$16.00
313702	02/14/2024	99994 CPL REFUNDS	CPL APPLICATION REFUND	\$32.00
070 - Police Revenues Subtotal:				\$48.00
071 - KPD-Administration				
313515	02/09/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICES	\$309.74
313519	02/09/2024	422 CLARITY POINT PLLC	WELLNESS PROGRAM	\$784.35
313586	02/09/2024	2280 LANGUAGE LINE SERVICES, INC	INTERPRETATION SERVICE	\$239.52
313615	02/09/2024	1459 PASCO KENNEWICK ROTARY CLUB	QUARTERLY DUES	\$190.00
313620	02/09/2024	16 POLICE EXECUTIVE RESEARCH FORUM	ANNUAL MEMBERSHIP	\$200.00
313632	02/09/2024	619 RYAN YATES	POLYGRAPH	\$250.00
313668	02/09/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$338.99
313690	02/09/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$242.15
313750	02/23/2024	422 CLARITY POINT PLLC	WELLNESS PROGRAM	\$600.00
313857	02/23/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$183.76
071 - KPD-Administration Subtotal:				\$3,338.51
072 - KPD-Criminal Investigation				
313504	02/09/2024	4965 BETTENDORF'S PRINTING & DESIGN, JUDY BETTENDORF	BUSINESS CARDS	\$228.27
313597	02/09/2024	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$119.58
313628	02/09/2024	5213 REYNA, BLANCA	KPD ADMIN PETTY CASH REIMBURSEMENT	\$256.00
313648	02/09/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$115.54
313653	02/09/2024	4028 TED BROWN MUSIC COMPANY	TROUBLESHOOT/PROGRAM KPD - EOC MEDIA SYSTEM	\$347.84
313660	02/09/2024	7228 TRANSUNION RISK ALTERNATIVE, DATA SOLUTIONS INC	PEOPLE SEARCH - JAN 24	\$241.31
313804	02/23/2024	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$163.06

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
072 - KPD-Criminal Investigation Subtotal:				\$1,471.60
073 - KPD-Patrol				
313504	02/09/2024	4965 BETTENDORF'S PRINTING & DESIGN, JUDY BETTENDORF	BUSINESS CARDS	\$76.09
313534	02/09/2024	229 DELL MARKETING L.P., C/L DELL USA L.P.	KPD - 3 RUGGED UNITS	\$10,425.87
313566	02/09/2024	9714 HBLE	SWAT SUPPLIES	\$3,882.39
313597	02/09/2024	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$422.87
313655	02/09/2024	783 THE PAGER CLINIC LLC	RADIO MICROPHONES	\$118.00
313678	02/09/2024	104 WA STATE LABOR & INDUSTRIES	EXPLOSIVE LICENSE	\$100.00
313804	02/23/2024	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$407.65
313819	02/23/2024	4186 PROFORCE LAW ENFORCEMENT	POLICE RIFLE ACCESSORIES	\$16,264.16
313821	02/23/2024	957 RANCH & HOME INC	K-9 SUPPLIES	\$57.60
073 - KPD-Patrol Subtotal:				\$31,754.63
074 - KPD-Staff Services				
EFT	02/02/2024	70016 U.S. BANK	MERCHANT FEES	\$59.99
313628	02/09/2024	5213 REYNA, BLANCA	KPD ADMIN PETTY CASH REIMBURSEMENT	\$216.00
313648	02/09/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$338.42
313682	02/09/2024	1033 WASHINGTON STATE PATROL	CPL BACKGROUND CHECKS	\$410.75
074 - KPD-Staff Services Subtotal:				\$1,025.16
075 - KPD-Intergovernmental				
313517	02/09/2024	100 CITY OF RICHLAND	800 MHZ RADIOS	\$35,869.50
313628	02/09/2024	5213 REYNA, BLANCA	KPD ADMIN PETTY CASH REIMBURSEMENT	\$80.00
313663	02/09/2024	9790 TRIOS HEALTH, RCCH TRIOS HEALTH LLC	PRISONER MEDICAL	\$13,946.78
313727	02/23/2024	14 BENTON COUNTY	JAIL SERVICES - DEC 23	\$173,097.26
075 - KPD-Intergovernmental Subtotal:				\$222,993.54
076 - KPD-Special Services				
313475	02/09/2024	8623 ACE SALES & SERVICE INC	PORTABLE TOILET - SHOOTING RANGE	\$87.00
313633	02/09/2024	710 SANDY'S TROPHIES INC	FLAG BOXES	\$163.19
313650	02/09/2024	6187 SUN BADGE COMPANY	BADGES	\$539.00
313654	02/09/2024	10971 THE BUNKER	QUARTERMASTER SUPPLIES	\$907.19
313733	02/23/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$125.98
313847	02/23/2024	10971 THE BUNKER	QUARTERMASTER SUPPLIES	\$4,298.54
076 - KPD-Special Services Subtotal:				\$6,120.90
081 - Fire Administration				
313477	02/09/2024	109 ADVANCED FITNESS SOLUTIONS LLC	FS #5 - STEPMILL REPAIR	\$276.29
313479	02/09/2024	5681 AMERIGAS PROPANE LP	PROPANE TANK RENTAL	\$118.45
313515	02/09/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHRED SERVICES	\$98.83
313624	02/09/2024	957 RANCH & HOME INC	PROPANE	\$14.63
313648	02/09/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS #1 - STATION SUPPLIES	\$492.09

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313662	02/09/2024	168 TRILOGY MEDWASTE WEST LLC	MED WASTE	\$15.37
313668	02/09/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$13.70
313716	02/23/2024	5681 AMERIGAS PROPANE LP	FS #4 - PROPANE	\$620.81
313771	02/23/2024	644 FITCH & ASSOCIATES, LLC	STANDARD OF COVER CONSULTANT	\$6,829.47
313778	02/23/2024	1775 GRAINGER	FS#4 AIR COMPRESSOR	\$1,486.78
313840	02/23/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS #5 - STATION SUPPLIES	\$548.48
313851	02/23/2024	4314 TRI-COUNTY FIRE ASSOCIATION	TRI-COUNTY FIRE ANNUAL DUES	\$250.00
313852	02/23/2024	168 TRILOGY MEDWASTE WEST LLC	MEDWASTE	\$15.37
313857	02/23/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$31.20
081 - Fire Administration Subtotal:				\$10,811.47
082 - Fire Suppression				
313474	02/09/2024	552 10TH AVENUE CLEANERS,LLC	UNIFORM CLEANING AND ALTERATIONS	\$136.07
313503	02/09/2024	44 BENTON COUNTY FIRE DISTRICT #1	KFD ANNUAL FTC ASSESSMENTS 2023-202	\$45,000.00
313558	02/09/2024	5823 GALLS, LLC	UNIFORMS	\$399.35
313585	02/09/2024	4244 L N CURTIS & SONS	30" PRO-BAR	\$4,565.40
313590	02/09/2024	3454 LIGHTHOUSE UNIFORMS	CLASS A PANTS & SHOES	\$38.39
313596	02/09/2024	1206 MED-TECH RESOURCE INC	STRUCTURAL GLOVES	\$832.50
313635	02/09/2024	7872 SEA WESTERN INC	STRUCTURAL FIREFIGHTING BOOTS	\$370.88
313775	02/23/2024	5823 GALLS, LLC	UNIFORM PANTS	\$273.62
313796	02/23/2024	4244 L N CURTIS & SONS	VEHICLE CHARGER CRADLE	\$549.37
313814	02/23/2024	7831 ON SCENE MEDICAL SERVICES PC	PROFESSIONAL SERVICES	\$2,105.00
313831	02/23/2024	7872 SEA WESTERN INC	DUAL PURPOSE & STRUCTURAL FIREFIGHTING BOOTS	\$2,179.50
313832	02/23/2024	10509 SEC CONSULTING INC, STANTON EDWARD COOKE	ADVANCED ITAC - CRITICAL THINKING CLASS	\$3,000.00
313845	02/23/2024	7617 TARGETSOLUTIONS LEARNING, LLC	VECTOR SOLUTIONS TRAINING SOFTWARE 2023/2024	\$10,143.89
313858	02/23/2024	5807 UPTOWN CLEANERS, SANDRA R NINEMIRE	UNIFORM CLEANING	\$147.80
082 - Fire Suppression Subtotal:				\$69,741.77
090 - Engineering				
313535	02/09/2024	1907 DLT SOLUTIONS LLC	AUTOCAD RENEWAL 2024 - GIS	\$12,647.63
313656	02/09/2024	172 THE TRI-CITY HERALD	LATECOMER'S AGREEMENT - S. GUM & E. 23RD AVE	\$74.86
313658	02/09/2024	1479 TOPCON SOLUTIONS STORE, PORTLAND PRECISION INSTRU	STYLUS	\$72.78
313677	02/09/2024	1713 WA STATE GOOD ROADS AND, TRANSPORTATION ASSOC	MEMBERSHIP RENEWAL FOR 2024	\$250.00
090 - Engineering Subtotal:				\$13,045.27
100 - GF-Nondepartmental				
EFT	02/26/2024	511 WA STATE DEPT OF RETIREMENT, SYSTEMS		\$217.00
313487	02/09/2024	8075 B-F COUNCIL OF GOVTS	DUES FOR BENTON FRANKLIN COUNCIL OF GOVERNMENTS	\$53,231.00
313495	02/09/2024	8297 BENTON CO COMMISSIONERS	BCDC/PROBATION FEES - DECEMBER 2023 (16.89%)	\$169,467.64
313496	02/09/2024	14 BENTON COUNTY	2023-Q4 LIQUOR TAX/PROFITS	\$6,174.12
313516	02/09/2024	435 CITY OF PASCO	ANIMAL SHELTER SERVICE/RENT/MAIN & ADMIN	\$43,095.94
313574	02/09/2024	303 INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - JANUARY 2024	\$5,222.00

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313593	02/09/2024	8208 MCBRIDE PUBLIC AFFAIRS LLC, THOMAS AND ANGELA MCB	LOBBYIST EXPENSES	\$4,120.00
313718	02/23/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT FEBRUARY	\$526.13
313721	02/23/2024	4211 AWC	2024 AWC CITY MEMBERSHIP	\$66,153.00
313726	02/23/2024	8297 BENTON CO COMMISSIONERS	OPD - JANUARY 2024 (39.26%)	\$124,278.81
313730	02/23/2024	34 BENTON COUNTY AUDITOR	2023 VOTER REGISTRATION MAINTENANCE	\$140,698.41
313733	02/23/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$1,822.83
313742	02/23/2024	83 CASCADE NATURAL GAS	GAS SERVICE	\$2,197.79
313758	02/23/2024	7711 CULLIGAN WATER CONDITIONING	WATER DELIVERY	\$586.17
313808	02/23/2024	5112 MOON SECURITY SERVICES, INC	MCL - 113129	\$54.50
100 - GF-Nondepartmental Subtotal:				\$617,845.34
Total For Fund 001				\$1,324,683.08
Fund 102				
000 - Fund Activity				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$23.44
000 - Fund Activity Subtotal:				\$23.44
010 - Fund Activity				
313484	02/09/2024	2181 ARROW CONSTRUCTION SUPPLY LLC	COLD MIX	\$1,497.79
313544	02/09/2024	2160 ENVIROTECH SERVICES INC.	ROAD SALT	\$22,650.15
313576	02/09/2024	3363 JIM'S PACIFIC GARAGES INC	ANTI GEL FOR SNOW TRUCKS	\$82.26
313580	02/09/2024	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - JANUARY 2024	\$317.54
313582	02/09/2024	78 KENNEWICK INDUSTRIAL & ELEC	HOSE CLAMPS PRE WET SYSTEMS	\$18.75
313624	02/09/2024	957 RANCH & HOME INC	HEATER FOR SHED	\$327.60
313767	02/23/2024	8774 FASTENAL COMPANY	JACKHAMMER	\$3,340.89
313800	02/23/2024	9792 LOPEZ, JUAN	UNIFORM ALLOWANCE	\$254.19
313801	02/23/2024	475 LTI INC	ROAD SALT	\$34,577.01
313842	02/23/2024	923 METROPOLITAN TRANS. COMMISSION	STREET SAVER ANNUAL SUBSCRIPTION	\$4,500.00
010 - Fund Activity Subtotal:				\$67,566.18
110 - Traffic				
313483	02/09/2024	8812 ARNETT INDUSTRIES LLC	HOT GLOVES	\$756.00
313509	02/09/2024	1817 RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	\$55.75
313535	02/09/2024	1907 DLT SOLUTIONS LLC	AUTOCAD RENEWAL 2024 - GIS	\$3,235.32
313580	02/09/2024	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - JANUARY 2024	\$317.54
313582	02/09/2024	78 KENNEWICK INDUSTRIAL & ELEC	CONTACTOR FOR LIGHTING	\$72.87
313619	02/09/2024	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	INSULATED 2 CONDUCTOR	\$1,433.40
313668	02/09/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$10.95
313725	02/23/2024	4052 BATTERIES PLUS	USB CHARGING PORT FOR VEHICLE	\$23.86
313733	02/23/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$25,051.50
313767	02/23/2024	8774 FASTENAL COMPANY	SET SCREWS FOR LIGHT FIXTURE	\$6.79

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
				110 - Traffic Subtotal:
				\$30,963.98
				Total For Fund 102
				\$98,553.60
Fund 103				
010 - Fund Activity				
313656	02/09/2024	172 THE TRI-CITY HERALD	INVITATION TO BID P2404 PAVEMENT COND. ASSESS. SER	\$352.14
				010 - Fund Activity Subtotal:
				\$352.14
				Total For Fund 103
				\$352.14
Fund 106				
010 - Fund Activity				
313524	02/09/2024	6375 COMPUNET INC	BIPIN VEEAM 2024 MAINTENANCE	\$44,833.95
313752	02/23/2024	6375 COMPUNET INC	BIPIN 2024 PURE MAINTENANCE WITH NEW CONTROLLERS	\$29,684.65
				010 - Fund Activity Subtotal:
				\$74,518.60
				Total For Fund 106
				\$74,518.60
Fund 107				
130 - CDBG				
313536	02/09/2024	9220 DOMESTIC VIOLENCE SERVICE	DVS 4TH QTR. INVOICE 2023	\$12,000.00
				130 - CDBG Subtotal:
				\$12,000.00
140 - HOME				
313517	02/09/2024	100 CITY OF RICHLAND	DPA LOAN PAYOFF 2K14-33 D.JACOBSEN	\$10,000.00
				140 - HOME Subtotal:
				\$10,000.00
				Total For Fund 107
				\$22,000.00
Fund 111				
010 - Fund Activity				
313652	02/09/2024	4174 TAYLOR, JEREMY	CAT REIMBURSEMENT	\$100.00
				010 - Fund Activity Subtotal:
				\$100.00
				Total For Fund 111
				\$100.00
Fund 116				
010 - Fund Activity				
313490	02/09/2024	6188 BARCLAY DEAN ARCHITECTURAL, PRODUCTS LLC	90% PAYMENT SOUTHRIDGE GYM EQUIPMENT	\$16,630.95
313661	02/09/2024	176 TRI-CITIES VISITOR &, CONVENTION BUREAU	CONTRACT DUES 2024-JANUARY	\$23,656.25
				010 - Fund Activity Subtotal:
				\$40,287.20
				Total For Fund 116
				\$40,287.20

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 117				
042 - City Attorney				
313621	02/09/2024	3467 PRONTO PROCESS SERVICE, INC	COURIER FEE - JANUARY 2024	\$17.50
313686	02/09/2024	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - JANUARY 2024	\$907.64
042 - City Attorney Subtotal:				\$925.14
072 - KPD-Criminal Investigation				
313647	02/09/2024	7685 SPECIAL CONSULTING SERVICES, LLC	UNSOLVED HOMICIDE/MISSING PERSON/ORG. CONSULTATION	\$5,000.00
072 - KPD-Criminal Investigation Subtotal:				\$5,000.00
073 - KPD-Patrol				
313553	02/09/2024	521 FLOCK GROUP INC	ANNUAL RENEWAL	\$32,610.00
313819	02/23/2024	4186 PROFORCE LAW ENFORCEMENT	POLICE RIFLE ACCESSORIES	\$1,003.06
073 - KPD-Patrol Subtotal:				\$33,613.06
Total For Fund 117				\$39,538.20
Fund 118				
010 - Fund Activity				
313478	02/09/2024	793 AMANDA LEIGH DUTT	TRAVEL REIMBURSEMENT - NW HIDTA SYMPOSIUM 2024	\$3,969.77
313492	02/09/2024	6915 BOYD MANAGEMENT LLC	LODGING FOR NW HIDTA SYMPOSIUM 2024	\$23,615.37
313494	02/09/2024	2595 BENNETT, CHRIS	TRAVEL REIMBURSEMENT - NW HIDTA SYMPOSIUM 2024	\$147.50
313514	02/09/2024	10777 CHRISTINE, JULIE KATHLEEN	TRAVEL REIMBURSEMENT - NW HIDTA SYMPOSIUM 2024	\$6,412.66
313537	02/09/2024	10225 DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	\$8,555.47
313545	02/09/2024	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$4,168.23
313557	02/09/2024	397 GABRIEL JOHNSTON VELASCO	TRAVEL REIMBURSEMENT - NW HIDTA SYMPOSIUM	\$4,525.45
313565	02/09/2024	403 HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	\$3,599.81
313577	02/09/2024	9539 JOHN E. REID AND ASSOCIATES	INSTRUCTOR LEAD TRAINING ON REID TECHNIQUE	\$12,000.00
313600	02/09/2024	301 MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	\$4,168.23
313601	02/09/2024	1136 MOOS, BJ	TRAVEL REIMBURSEMENT - NW HIDTA SYMPOSIUM 2024	\$147.50
313625	02/09/2024	10914 RASK, ANDREA ROBIN	NW HIDTA OPERATIONS MANAGER	\$5,655.33
313630	02/09/2024	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$5,322.69
313637	02/09/2024	396 SHAWN ALEXANDER MITCHELL	TRAVEL REIMBURSEMENT - NW HIDTA SYMPOSIUM 2024	\$4,515.39
313685	02/09/2024	10001 WEINER, JONATHAN M	TRAVEL REIMBURSEMENT - WRCTC CONFERENCE	\$12,788.60
313713	02/23/2024	465 AFFIRMA CONSULTING LLC	MANAGED SERVICES JANUARY 2024	\$2,091.00
313714	02/23/2024	793 AMANDA LEIGH DUTT	NW HIDTA PUBLIC HEALTH SPECIALIST	\$3,633.33
313747	02/23/2024	10777 CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	\$6,131.56
313753	02/23/2024	573 CONFERENCE TECHNOLOGIES INC	NW HIDTA A/V SYSTEM (INTERNAL ONLY) RETAINAGE RLS	\$6,021.64
313761	02/23/2024	10225 DURAN, MATTHEW LAWRENCE	TRAVEL REIMBURSEMENT - NW HIDTA SYMPOSIUM	\$11,056.14
313765	02/23/2024	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$4,168.23
313773	02/23/2024	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$4,168.23

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313781	02/23/2024	403 HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	\$3,599.81
313807	02/23/2024	301 MICHAEL J MIZER	TRAVEL REIMBURSEMENT - NW HIDTA SYMPOSIUM	\$4,443.03
313822	02/23/2024	10914 RASK, ANDREA ROBIN	NW HIDTA OPERATIONS MANAGER	\$945.63
313829	02/23/2024	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$5,705.58
313833	02/23/2024	262 SELIG FAMILY HOLDINGS LLC	MONTHLY RENT	\$20,130.16
313835	02/23/2024	396 SHAWN ALEXANDER MITCHELL	TRAVEL REIMBURSEMENT - JANUARY SUPPORT INITIATIVES	\$4,658.41
313863	02/23/2024	10001 WEINER, JONATHAN M	NW HIDTA DIRECTOR	\$12,696.54
010 - Fund Activity Subtotal:				\$189,041.29
Total For Fund 118				\$189,041.29
Fund 119				
010 - Fund Activity				
313719	02/23/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	HVAC PD PROJECT	\$82,011.15
010 - Fund Activity Subtotal:				\$82,011.15
Total For Fund 119				\$82,011.15
Fund 300				
000 - Fund Activity				
313485	02/09/2024	10391 ASBESTOS AND MOLD SOLUTIONS, INC	KAC ASBESTOS ABATEMENT	\$65,306.12
000 - Fund Activity Subtotal:				\$65,306.12
010 - Fund Activity				
313755	02/23/2024	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	LED LUMINAIRES AND PHOTOCELLS	\$4,152.34
313789	02/23/2024	10938 ITERIS INC	CCB & 7TH AVENUE TIMING & COORDINATION	\$3,558.10
010 - Fund Activity Subtotal:				\$7,710.44
160 - Land & Facilities				
313485	02/09/2024	10391 ASBESTOS AND MOLD SOLUTIONS, INC	KAC ASBESTOS ABATEMENT	\$2,773.80
313510	02/09/2024	810 C WATTS TRUCKING LLC	K2306 PAY EST 1	\$98,743.08
313530	02/09/2024	814 CROWN UTILITIES LLC	COLUMBIA PARK DRIVING RANGE POLE REPLACEMENT	\$8,504.73
313778	02/23/2024	1775 GRAINGER	CIVIC POOL SURGE PIT SUMP PUMP REPLACEMENT	\$1,668.85
313868	02/29/2024	7297 WA STATE DEPT OF HEALTH	CIVIC SPLASH PAD DOH PERMIT	\$400.00
160 - Land & Facilities Subtotal:				\$112,090.46
170 - Capital Purchases				
313667	02/09/2024	1566 TYLER TECHNOLOGIES INC	EDEN REPLACEMENT PROJECT - CONTRACT 19-013	\$16,760.87
313856	02/23/2024	1566 TYLER TECHNOLOGIES INC	EDEN REPLACEMENT PROJECT - CONTRACT 19-013	\$2,520.00
170 - Capital Purchases Subtotal:				\$19,280.87
Total For Fund 300				\$204,387.89

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 303				
010 - Fund Activity				
313540	02/09/2024	7864 ECONOLITE CONTROL PRODUCTS INC	SIGNAL DISPLAYS INCLUDING SIGNAL HEAD AND PED HEAD	\$19,109.46
313541	02/09/2024	182 ELLISON EARTHWORKS LLC	P2010 PAY EST 4	\$36,947.52
313729	02/23/2024	34 BENTON COUNTY AUDITOR	RECORDING FEE TCE RED LOBSTER P2011	\$306.50
313731	02/23/2024	94 BENTON COUNTY TREASURER	P2011 TAX AFFIDAVIT TCE 1-3299-200-0008-003	\$10.00
313743	02/23/2024	5265 CASCADE TITLE CO	LIMITED LIABILITY REPORT- 1101 N CCB	\$326.10
313760	02/23/2024	8028 DAILY JOURNAL OF COMMERCE	INVITATION TO BID P2403 CCB WIDENING	\$902.70
313824	02/23/2024	832 RED LOBSTER MASTER HOLDINGS LP	REAL PROPERTY VOUCHER TCE RED LOBSTER KENNEWICK	\$12,000.00
010 - Fund Activity Subtotal:				\$69,602.28
Total For Fund 303				\$69,602.28
Fund 371				
000 - Fund Activity				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$10.99
000 - Fund Activity Subtotal:				\$10.99
010 - Fund Activity				
313489	02/09/2024	6720 BANLIN CONSTRUCTION LLC	FIRE STATION #1 CONSTRUCTION	\$90,908.61
313513	02/09/2024	4185 CHRISTENSEN INC	FS#1 PROPANE TANK FILL (INITIAL)	\$2,431.90
313653	02/09/2024	4028 TED BROWN MUSIC COMPANY	FIRE STATION #1 AV EQUIP	\$9,052.97
313785	02/23/2024	8572 HIGH DESERT MAINTENANCE INC	FS#1 FABRICATION WORK	\$10,432.69
313854	02/23/2024	2861 TROPHY SHOPPE, THE, JEFFREY BRITTON	FS#1 CONF. RM COASTERS	\$241.86
010 - Fund Activity Subtotal:				\$113,068.03
Total For Fund 371				\$113,079.02
Fund 402				
000 - Fund Activity				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$53.16
313692	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$102.03
313693	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$87.10
313694	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$50.00
313695	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$139.20
313696	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$107.13
313697	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$681.00
313698	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$20.00
313699	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$9.54
313700	02/14/2024	99993 AMBULANCE REFUNDS	AMBULANCE REFUND	\$460.96
000 - Fund Activity Subtotal:				\$1,710.12

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
010 - Fund Activity				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$14,985.22
313474	02/09/2024	552 10TH AVENUE CLEANERS,LLC	UNIFORM CLEANING AND ALTERATIONS	\$771.03
313479	02/09/2024	5681 AMERIGAS PROPANE LP	PROPANE TANK RENTAL	\$118.44
313506	02/09/2024	3495 BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	\$646.62
313511	02/09/2024	7715 CARDINAL HEALTH 411, INC	MEDS	\$525.30
313515	02/09/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHRED SERVICES	\$98.81
313524	02/09/2024	6375 COMPUNET INC	PANORAMA ANTENNAS - CELLULAR - FOR FIRE VEHICLES	\$1,539.22
313555	02/09/2024	738 FRANKLIN COUNTY FIRE PROTECTION DISTRICT 3	MANNEQUIN PURCHASE	\$1,000.00
313558	02/09/2024	5823 GALLS, LLC	UNIFORMS	\$2,263.09
313589	02/09/2024	8868 LIFE-ASSIST	MEDICAL SUPPLIES	\$3,590.94
313590	02/09/2024	3454 LIGHTHOUSE UNIFORMS	CLASS A PANTS & SHOES	\$217.54
313596	02/09/2024	1206 MED-TECH RESOURCE INC	VIDEO LARYNGOSCOPE KIT	\$1,599.99
313612	02/09/2024	917 OXARC, INC.	NITROGEN	\$436.16
313624	02/09/2024	957 RANCH & HOME INC	PROPANE	\$14.62
313648	02/09/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS #1 - STATION SUPPLIES	\$451.20
313651	02/09/2024	10778 SYSTEMS DESIGN WEST LLC	EMS BILLING FOR DECEMBER	\$10,268.64
313662	02/09/2024	168 TRILOGY MEDWASTE WEST LLC	MED WASTE	\$15.37
313671	02/09/2024	9909 VENDNOVATION	ANNUAL PREV. MAINT. FEE	\$1,847.90
313691	02/09/2024	6869 ZOLL MEDICAL CORPORATION	FLOW TUBE	\$4,052.38
313716	02/23/2024	5681 AMERIGAS PROPANE LP	FS #4 - PROPANE	\$620.80
313735	02/23/2024	4965 BETTENDORF'S PRINTING & DESIGN, JUDY BETTENDORF	RESOURCE CARDS	\$389.15
313736	02/23/2024	3495 BOUND TREE MEDICAL LLC	IV SET & ADULT CANNULA	\$236.76
313741	02/23/2024	7715 CARDINAL HEALTH 411, INC	MEDS	\$412.08
313771	02/23/2024	644 FITCH & ASSOCIATES, LLC	STANDARD OF COVER CONSULTANT	\$8,131.03
313775	02/23/2024	5823 GALLS, LLC	UNIFORM PANTS	\$1,550.42
313778	02/23/2024	1775 GRAINGER	FS#4 AIR COMPRESSOR	\$1,486.78
313799	02/23/2024	8868 LIFE-ASSIST	GENERAL MED SUPPLIES	\$4,642.54
313815	02/23/2024	917 OXARC, INC.	OXYGEN	\$251.54
313831	02/23/2024	7872 SEA WESTERN INC	DUAL PURPOSE & STRUCTURAL FIREFIGHTING BOOTS	\$326.58
313840	02/23/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS #5 - STATION SUPPLIES	\$548.46
313843	02/23/2024	5689 STRYKER SALES CORPORATION, STRYKER MEDICAL	DISPOSABLE LUCAS SUCTION CUP	\$3,402.58
313844	02/23/2024	10778 SYSTEMS DESIGN WEST LLC	EMS BILLING FOR JANUARY	\$11,464.34
313851	02/23/2024	4314 TRI-COUNTY FIRE ASSOCIATION	TRI-COUNTY FIRE ANNUAL DUES	\$250.00
313852	02/23/2024	168 TRILOGY MEDWASTE WEST LLC	MEDWASTE	\$15.37
313858	02/23/2024	5807 UPTOWN CLEANERS, SANDRA R NINEMIRE	UNIFORM CLEANING	\$837.25
313865	02/23/2024	6869 ZOLL MEDICAL CORPORATION	THERMAL PAPER & FLOWTUBE	\$3,674.86
010 - Fund Activity Subtotal:				\$82,683.01
Total For Fund 402				\$84,393.13

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 403				
000 - Fund Activity				
313467	02/07/2024	99991 PERMIT REFUNDS	BLDR-2024-0065 REFUND	\$97.25
313468	02/07/2024	99991 PERMIT REFUNDS	BLDR-2024-0066 REFUND	\$97.25
313469	02/07/2024	99991 PERMIT REFUNDS	BLDC-2023-1534 REF	\$951.80
313470	02/07/2024	99991 PERMIT REFUNDS	PLBC-2023-1538 REFUND	\$98.40
313471	02/07/2024	99991 PERMIT REFUNDS	MECC-2023-1537 REFUND	\$131.04
313472	02/07/2024	99991 PERMIT REFUNDS	PLBC-2023-1334 REFUND	\$71.00
313473	02/07/2024	99991 PERMIT REFUNDS	MECC-2023-1333 REFUND	\$14.50
313711	02/21/2024	99991 PERMIT REFUNDS	PERMIT REFUND BLDC-2024-0170	\$2,407.80
313867	02/28/2024	99991 PERMIT REFUNDS	PERMIT REFUND (PLBR-2024-0405)	\$16.20
000 - Fund Activity Subtotal:				\$3,885.24
010 - Fund Activity				
EFT	02/02/2024	70016 U.S. BANK	MERCHANT FEES	\$4,312.40
313846	02/23/2024	6977 THE BUILDING DEPARTMENT INC	JANUARY 2024 CONTRACT BLDG INSPECTIONS	\$5,412.00
010 - Fund Activity Subtotal:				\$9,724.40
Total For Fund 403				\$13,609.64
Fund 405				
010 - Fund Activity				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$3,801.27
313482	02/09/2024	5050 ARG INDUSTRIAL	WASH DOWN PART	\$32.37
313509	02/09/2024	1817 RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	\$55.75
313582	02/09/2024	78 KENNEWICK INDUSTRIAL & ELEC	WASHDOWN PARTS	\$18.57
313624	02/09/2024	957 RANCH & HOME INC	TOOL HOLDER	\$35.62
313690	02/09/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$71.26
313774	02/23/2024	4370 GAFFEY, PAUL	SWANA MOLO CERTIFICATION DUES REIMBURSEMENT	\$250.00
313815	02/23/2024	917 OXARC, INC.	OXYGEN AND ACETYLENE FOR TORCH	\$330.03
313860	02/23/2024	2636 WALKER, KEITH	UNIFORM ALLOWANCE	\$162.34
010 - Fund Activity Subtotal:				\$4,757.21
Total For Fund 405				\$4,757.21
Fund 410				
000 - Fund Activity				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$1,430.77
313465	02/07/2024	76261 BFCAC	KENNEWICK DONATION TO KARES FUND	\$193.00
313488	02/09/2024	108 BADGER METER INC	INV 300 BADGER COUPLERS AND SPLICE KITS	\$598.41
313567	02/09/2024	865 HD FOWLER COMPANY INC	INV 300 HD FOWLER	\$31,912.37
313705	02/21/2024	70027 CITY OF KENNEWICK	49009009-00	\$1,984.42

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313706	02/21/2024	99995 HYDRANT REFUNDS	HYDRANT METER RFD FHM-2022-6208	\$175.94
313707	02/21/2024	99995 HYDRANT REFUNDS	HYDRANT METER RFD (FHM-2023-0702)	\$400.00
313708	02/21/2024	99995 HYDRANT REFUNDS	HYDRANT METER RFD (FHM-2023-2873)	\$400.00
313709	02/21/2024	99995 HYDRANT REFUNDS	HYDRANT METER RFD (FHM-2020-3436)	\$259.64
313710	02/21/2024	99995 HYDRANT REFUNDS	HYDRANT METER RFD (FHM-2022-6684)	\$400.00
313724	02/23/2024	108 BADGER METER INC	INV 300 FREEZE PLATES	\$2,852.15
313769	02/23/2024	86 FERGUSON ENTERPRISES INC	INV 400 METER BOXES AND LIDS	\$92,706.21
000 - Fund Activity Subtotal:				\$133,312.91
010 - Fund Activity				
EFT	02/26/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$85,793.11
313480	02/09/2024	7400 ANALYTICAL SERVICES INC	AEROBIC ENDOSPORE SAMPLING	\$325.00
313481	02/09/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	TRIPPED BREAKER AND SHORT IN THERMOMETER	\$611.15
313488	02/09/2024	108 BADGER METER INC	AMI - PHASE 2 BADGER WATER METERS	\$33,157.85
313491	02/09/2024	4052 BATTERIES PLUS	BATTERY BACK UP	\$487.25
313493	02/09/2024	3707 BAXTER AUTO PARTS	OIL FOR TRASH PUMP	\$20.68
313497	02/09/2024	34 BENTON COUNTY AUDITOR	P2211 UTILITY EASEMENT RECORDING FEES-ELDA	\$306.50
313498	02/09/2024	34 BENTON COUNTY AUDITOR	P2211 UTILITY EASEMENT RECORDING FEES-JAYCEE	\$306.50
313499	02/09/2024	34 BENTON COUNTY AUDITOR	P2211 RECORDING FEE WATERLINE EASEMENT-JAYCEE	\$307.50
313500	02/09/2024	34 BENTON COUNTY AUDITOR	P2211 RECORDING FEE SW,UT,IRR EASEMENT	\$306.50
313501	02/09/2024	34 BENTON COUNTY AUDITOR	P2211 RECORDING FEE TEMPORARY EASEMENT	\$306.50
313509	02/09/2024	1817 RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	\$55.74
313525	02/09/2024	10831 CONCEPT SYSTEMS INC	SCADA SUPPORT CONTRACT 6 MONTH	\$2,700.00
313532	02/09/2024	8116 D&D TELECOMMUNICATIONS, PROPERTIES, LLC	INSPIRATION POINT - FEBRUARY 2024	\$782.87
313533	02/09/2024	767 DDB LLC	P2113 PAY EST 4	\$28,403.31
313549	02/09/2024	8774 FASTENAL COMPANY	RETURNED WASHERS THAT WERE TO BIG FOR FHM	(\$16.10)
313551	02/09/2024	86 FERGUSON ENTERPRISES INC	AIR VAC PARTS TO REPAIR/REBUILD BROKEN AIR VACS	\$981.18
313562	02/09/2024	1775 GRAINGER	RETURNED/CREDIT FOR NEW LAB SCALE	(\$1,920.12)
313567	02/09/2024	865 HD FOWLER COMPANY INC	FIRE HYDRANT TO REPLACE HIT HYDRANT @ DOMINOS.	\$3,520.35
313574	02/09/2024	303 INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - JANUARY 2024	\$503.00
313575	02/09/2024	4624 JCI JONES CHEMICALS INC	RC5 CHEMICALS	\$10,740.77
313580	02/09/2024	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - JANUARY 2024	\$327.17
313582	02/09/2024	78 KENNEWICK INDUSTRIAL & ELEC	WATER PRESSURE GAUGES FOR MAINTENANCE TRUCKS	\$56.12
313602	02/09/2024	6624 MOUNT'S LOCK, KEY & ENGRAVING, INC.	KEYS FOR BATHROOM TOWEL HOLDERS	\$15.00
313605	02/09/2024	1290 NCL OF WISCONSIN, INC.	LAB SUPPLIES	\$165.70
313612	02/09/2024	917 OXARC, INC.	CUT OFF WHEELS FOR HAND GRINDER	\$130.41
313614	02/09/2024	1040 PARAMOUNT SUPPLY COMPANY	PACKING MATERIAL FOR PUMPS	\$170.72
313639	02/09/2024	680 SIERRA ELECTRIC, INC.	RC5 PUMP3 VFD REPAIRS	\$6,582.45
313645	02/09/2024	813 SONRAY ENTERPRISES LLC	P2308 PAY EST 1	\$295,581.52
313666	02/09/2024	17 TWIN CITY METALS INC	STEEL PIPE FOR BOLLARDS AROUND FIRE HYDRANTS	\$1,540.82
313668	02/09/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$454.12

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313669	02/09/2024	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$118.44
313670	02/09/2024	3881 UTILITIES UNDERGROUND, LOCATION CENTER	MONTHLY LOCATE FEES	\$175.56
313676	02/09/2024	63 WA STATE DEPT TRANSPORTATION, HIGHWAYS & LOCAL PR	P2211 BORE DRILLING PERMIT	\$364.68
313687	02/09/2024	1755 WILBUR-ELLIS COMPANY	PESTICIDES TO SPRAY AROUND THE PLANT AND LAGOONS	\$4,166.40
313690	02/09/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$466.58
313717	02/23/2024	7400 ANALYTICAL SERVICES INC	AEROBIC ENDOSPORE SAMPLING	\$285.00
313718	02/23/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT FEBRUARY	\$1,409.38
313720	02/23/2024	5050 ARG INDUSTRIAL	PARTS FOR HOTSYS PRESSURE WASHER	\$82.37
313728	02/23/2024	34 BENTON COUNTY AUDITOR	RECORDING FEES SEWER EASEMENT COLUMBIA PARK	\$316.50
313732	02/23/2024	93 BENTON FRANKLIN DISTRICT, HEALTH	BACT SAMPLING	\$2,913.00
313733	02/23/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$90,316.48
313739	02/23/2024	6068 BUGHER, DEAN	UNIFORM ALLOWANCE	\$320.55
313742	02/23/2024	83 CASCADE NATURAL GAS	GAS SERVICE	\$3,764.02
313749	02/23/2024	100 CITY OF RICHLAND	ASBESTOS WASTE FROM DISTRIBUTION SYSTEM	\$20.60
313754	02/23/2024	4853 CONNELL OIL INC, 76 DISTRIBUTING	HYD OIL FOR INTERMEDIATE #1	\$66.81
313768	02/23/2024	4147 FEDEX	SHIPPING	\$24.77
313769	02/23/2024	86 FERGUSON ENTERPRISES INC	SPADE BITS FOR LARGE MAINLINE LIVE TAPS	\$815,924.55
313778	02/23/2024	1775 GRAINGER	NEW HOOK TO REPLACE BROKEN HOOK ON CHAIN	\$760.71
313782	02/23/2024	865 HD FOWLER COMPANY INC	WASHERS FOR PRV	\$4.45
313793	02/23/2024	78 KENNEWICK INDUSTRIAL & ELEC	GALVANIZED TEE AND NIPPLES FOR PRV	\$9.57
313802	02/23/2024	3154 M & M BOLT COMPANY, LLC	BOLTS FOR FIRE HYDRANTS	\$144.07
313806	02/23/2024	484 MILNE NAIL, POWER TOOL & REPAIR	RATCHET AND SOCKETS FOR TRUCK 5705	\$99.06
313808	02/23/2024	5112 MOON SECURITY SERVICES, INC	WFP - 10128	\$91.24
313810	02/23/2024	4466 NORTHSTAR CHEMICAL INC	WTP CHEMICALS	\$6,627.80
313811	02/23/2024	1677 NORTHSTAR CLEAN CONCEPTS HOTSYS, CLEAN CONCEPTS GR	NOZZLE FOR HIGH PRESSURE VACTOR WAND	\$9.05
313828	02/23/2024	4064 ROSEMOUNT INC.	BUBBLER TUBES FOR CHLORINE ANALYZER	\$237.22
313853	02/23/2024	393 TROJAN TECHNOLOGIES	UV SENSOR CALIBRATION AND REPAIR	\$1,677.14
313857	02/23/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$327.88
313861	02/23/2024	183 WATERSMART SOFTWARE INC	WATERSMART SOFTWARE	\$54,893.50
010 - Fund Activity Subtotal:				\$1,458,320.95
Total For Fund 410				\$1,591,633.86

Fund 501**000 - Fund Activity**

EFT	02/26/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$8,077.72
313527	02/09/2024	5727	COSTCO ANYWHERE CITI VISA	INV 700 MOTORCRAFT	\$118.24
313543	02/09/2024	10299	ENVIRONMENTAL PRODUCTS AND, ACCESSORIES LLC	INV 700 VACTOR PARTS	\$86.36
313588	02/09/2024	8933	LES SCHWAB TIRE CENTERS, OF WASHINGTON INC	INV 700 TIRE CHAINS	\$878.21
313603	02/09/2024	8875	NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 NAPA	\$738.86
313616	02/09/2024	6241	PASCO TIRE FACTORY INC	INV 800 AMBULANCE TIRES PLUS MOUNT AND BALANCE	\$3,052.30

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313623	02/09/2024	9822 QUALITY CHAIN CORP	INV 700 TIRE CHAINS	\$1,750.92
313737	02/23/2024	10612 BRAUN INDUSTRIES INC	INV 700 BRAUN	\$463.55
313754	02/23/2024	4853 CONNELL OIL INC, 76 DISTRIBUTING	INV 700 OIL	\$1,923.28
313757	02/23/2024	5727 COSTCO ANYWHERE CITI VISA	INV POWER STOP REAR ROTORS	\$289.62
313766	02/23/2024	166 FARMERS EXCHANGE	INV 700 PRE MIX FUEL	\$3,274.74
313786	02/23/2024	8711 HUGHES FIRE EQUIPMENT INC	INV 700 HUGHES FIRE	\$1,711.19
313809	02/23/2024	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 NAPA	\$263.43
000 - Fund Activity Subtotal:				\$22,628.42

010 - Fund Activity

313482	02/09/2024	5050 ARG INDUSTRIAL	VALVE VEH 3737	\$62.25
313507	02/09/2024	10612 BRAUN INDUSTRIES INC	DOOR JAMB WIRE KITS VEH 2512	\$120.55
313512	02/09/2024	1315 CENTRAL MACHINERY SALES INC	PINS AND POINTS VEH 0059	\$124.90
313520	02/09/2024	1310 COLEMAN OIL COMPANY	CITYWIDE FLEET FUEL	\$28,680.11
313523	02/09/2024	8852 COMMERCIAL TIRE	TIRES VEH 7338	\$555.72
313542	02/09/2024	9818 ENVIRO-CLEAN EQUIPMENT INC	JOINT VEH 5520	\$532.20
313562	02/09/2024	1775 GRAINGER	DRY LUBE FOR FLEET	\$18.28
313569	02/09/2024	8572 HIGH DESERT MAINTENANCE INC	FILLER PLATE FOR VEH 7330 K9	\$201.10
313572	02/09/2024	8711 HUGHES FIRE EQUIPMENT INC	VALVE VEH 2003	\$2,646.13
313576	02/09/2024	3363 JIM'S PACIFIC GARAGES INC	CREDIT BRAKE CHAMBER VEH 2003	\$8,297.62
313583	02/09/2024	6243 KIMBALL MIDWEST	HARDWARE FOR FLEET	\$312.35
313588	02/09/2024	8933 LES SCHWAB TIRE CENTERS, OF WASHINGTON INC	FLAT REPAIR VEH 4510	\$57.92
313594	02/09/2024	2357 MCCURLEY CHEVROLET INC	CANISTER AND VENT VEH 7338	\$314.49
313595	02/09/2024	2254 MCMASTER-CARR SUPPLY COMPANY	ORINGS VEH 4104	\$68.61
313603	02/09/2024	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	WIPER VEH 2512	\$878.70
313611	02/09/2024	4217 O'REILLY AUTO PARTS	BATTERY VEH 0155	\$897.69
313613	02/09/2024	6603 PAPE MACHINERY INC	WIPER BLADES VEH 4315	\$345.60
313626	02/09/2024	5903 RIDENOW TRI CITIES LLC	TROUBLESHOOTING VEH 3807	\$2,819.20
313631	02/09/2024	9107 RWC INTERNATIONAL LTD	SENSOR VEH 0156	\$659.65
313640	02/09/2024	9797 SIGNS BY SUE	REPLACE DOOR DECALS VEH 7311	\$49.01
313644	02/09/2024	5320 SOLID WASTE SYSTEMS INC	BLOWER REPAIR AND HOSE VEH 5100	\$6,885.81
313668	02/09/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$12.55
313669	02/09/2024	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$131.04
313673	02/09/2024	5777 CLEARWATER VICS PROFESSIONAL AUTOMOTIVE PAINT DIST	OIL FILTER VEH 2717	\$53.68
313674	02/09/2024	6105 PASCO VICS - PROFESSIONAL AUTOMOTIVE PAINT DIST	ABSORBANT TOWELS FOR FLEET	\$423.35
313683	02/09/2024	5985 WAT INC	CENTER CONSOLES 2400 2401 2402	\$5,272.67
313720	02/23/2024	5050 ARG INDUSTRIAL	HOSE ASSEMBLIES VEH 3737	\$545.04
313738	02/23/2024	2579 BUD CLARY FORD/HYUNDAI, CLARY LONGVIEW LLC	2023 FORD INTERCEPTOR DETECTIVE VEH 7325	\$230,939.01
313745	02/23/2024	1315 CENTRAL MACHINERY SALES INC	FILTERS VEH 4611	\$657.89
313751	02/23/2024	1310 COLEMAN OIL COMPANY	CITYWIDE FLEET FUEL	\$24,042.28
313756	02/23/2024	7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC	V6513 SEAT BELT AND DOOR STOP REPLACEMENTS	\$1,708.00

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313759	02/23/2024	9415 CUMMINS INC	VF620 TROUBLESHOOT AND REPAIR GENERATOR	\$1,406.28
313764	02/23/2024	9818 ENVIRO-CLEAN EQUIPMENT INC	SWIVEL VEH 5520	\$607.72
313766	02/23/2024	166 FARMERS EXCHANGE	FILTERS VEH 3817	\$92.23
313772	02/23/2024	81 FNS COLLISION GROUP LLC	PD VEHICLE PAINT VEH 7316 (RENUMBERED FROM 7320)	\$2,016.39
313780	02/23/2024	519 H&L AUTO GLASS LLC	V7307 FLEET ACCIDENT REPAIR	\$32.61
313786	02/23/2024	8711 HUGHES FIRE EQUIPMENT INC	V0228 FUEL TANK	\$155,815.97
313790	02/23/2024	2285 JIFFY CAR WASH, INC.	JANUARY FLEET CAR WASHES	\$652.20
313791	02/23/2024	3363 JIM'S PACIFIC GARAGES INC	V2717 DIAGNOSE CHECK ENGINE LIGHT ONLY	\$5,362.85
313794	02/23/2024	6243 KIMBALL MIDWEST	HARDWARE FOR FLEET	\$357.73
313798	02/23/2024	10534 LIBERTY LAWN AND SAW SHOP	OIL CHANGE AND SPARK PLUGS VEH E008	\$627.55
313803	02/23/2024	2254 MCMASTER-CARR SUPPLY COMPANY	V2802 PLASTIC WASHER	\$32.85
313804	02/23/2024	3284 MEL'S INTER-CITY TOWING	V0228 TOW TO BURBANK	\$309.26
313809	02/23/2024	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	V2803 PANEL FILTER	\$1,138.92
313811	02/23/2024	1677 NORTHSTAR CLEAN CONCEPTS HOTSY, CLEAN CONCEPTS GR	SERVICE FOR FLEET PARTS WASHER	\$1,207.02
313812	02/23/2024	4217 O'REILLY AUTO PARTS	V4901 BATTERY	\$3,649.70
313816	02/23/2024	6241 PASCO TIRE FACTORY INC	V2001 WHEEL ALIGNMENT	\$2,128.02
313823	02/23/2024	3803 RDO EQUIPMENT	HOLDER AND PINS VEH 0073	\$716.00
313830	02/23/2024	3660 SAS AUTO ELECTRIC, INC.	V0229 SOLENOID REPLACEMENT	\$368.40
313836	02/23/2024	9797 SIGNS BY SUE	V7824 REMOVE VINYL	\$833.09
313839	02/23/2024	5320 SOLID WASTE SYSTEMS INC	V5100 LEVELWIND REPLACEMENT PARTS	\$2,689.46
313848	02/23/2024	7370 THE FAB SHOP LLC	SANDER ATTACHMENT VEH 4100	\$1,376.12
313855	02/23/2024	9405 TRUCK PRO LLC SIX STATES, TRUCK PRO HOLDING CORP	V2003 PRESSURE REDUCER	\$221.99
010 - Fund Activity Subtotal:				\$499,955.76
Total For Fund 501				\$522,584.18

Fund 502**000 - Fund Activity**

EFT	02/26/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX JANUARY 2024	\$42.89
313527	02/09/2024	5727	COSTCO ANYWHERE CITI VISA	INV 200 AUTO WASH	\$489.06
313529	02/09/2024	481	CROWN PAPER & JANITORIAL, SUPPLY	INV 200 CROWN JANITORIAL	\$972.00
313546	02/09/2024	5426	EWING IRRIGATION PRODUCTS, INC	INV 500 EWING	\$19.24
313562	02/09/2024	1775	GRAINGER	INV 200 GRAINGER	\$2,008.73
313606	02/09/2024	4770	NETWORK SERVICES COMPANY	INV 200 WYPALL TOWELS	\$1,084.74
313607	02/09/2024	2904	NORTHERN SAFETY CO., INC.	INV 200 GLOVES	\$1,940.95
313608	02/09/2024	2904	NORTHERN SAFETY CO., INC.	INV 200 GLOVES	\$1,259.79
313659	02/09/2024	367	TRAFFIC SAFETY SUPPLY CO INC	INV 900 TRAFFIC SAFETY SUPPLY	\$5,974.19
313757	02/23/2024	5727	COSTCO ANYWHERE CITI VISA	INV 200 FIRE INVENTORY	\$320.16
313778	02/23/2024	1775	GRAINGER	INV 200 GRAINGER	\$1,236.25
313799	02/23/2024	8868	LIFE-ASSIST	INV 200 NITRILE GLOVES	\$7,500.30
313817	02/23/2024	2399	PR DIAMOND PRODUCTS INC	INV 200 SAW BLADES	\$2,850.00

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313849	02/23/2024	3426 THE HOME DEPOT PRO, DBA SUPPLY WORKS	INV 200 RENOWN TOWELS	\$3,454.57
000 - Fund Activity Subtotal:				\$29,152.87
010 - Fund Activity				
313587	02/09/2024	6743 LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2024	\$973.11
313712	02/23/2024	1526 ABADAN	COPIER MAINTENANCE - 2024	\$1,584.44
313797	02/23/2024	6743 LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2024	\$2,187.25
313813	02/23/2024	3700 OFFICE DEPOT INC	PAPER FOR COPIER PROGRAM	\$469.51
010 - Fund Activity Subtotal:				\$5,214.31
Total For Fund 502				\$34,367.18
Fund 503				
010 - Fund Activity				
EFT	02/06/2024	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$90.00
313486	02/09/2024	4211 AWC	2024 AWC MEMBERSHIPS	\$102,306.84
313505	02/09/2024	10448 BOOTH AND SONS CONSTRUCTION	K2113 PAY EST 6	\$7,609.00
313526	02/09/2024	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	REPLACE LIGHT POLE AT 10 N CASCADE	\$543.50
313554	02/09/2024	81 FNS COLLISION GROUP LLC	REPAIR KFD #2005	\$1,228.30
313639	02/09/2024	680 SIERRA ELECTRIC, INC.	REPLACE STREETLIGHT ON 1ST NEAR CASCADE	\$6,360.05
313755	02/23/2024	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	REPLACE LIGHT POLE AT LOUISIANA & QUINAULT	\$8,012.25
313763	02/23/2024	8079 EMPLOYMENT SECURITY DEPARTMENT, UI TAX ADMINISTRATION	2023 4TH QTR UNEMPLOYMENT CLAIMS	\$27,737.26
010 - Fund Activity Subtotal:				\$153,887.20
Total For Fund 503				\$153,887.20
Fund 611				
010 - Fund Activity				
313734	02/23/2024	4065 BERNA, LETA	LEOFF 1 PENSION	\$386.03
313762	02/23/2024	5685 ECKERT, NANCY	LEOFF 1 PENSION	\$1,721.91
313820	02/23/2024	6700 PURDY, PAULA	LEOFF 1 PENSION	\$1,099.34
313826	02/23/2024	145 REMUS, LARRY J	LEOFF 1 PENSION	\$893.51
313834	02/23/2024	148 SHAW, LEONARD	LEOFF 1 PENSION	\$630.69
313838	02/23/2024	150 SLEATER, LARRY L	LEOFF 1 PENSION	\$1,467.49
313859	02/23/2024	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				
313476	02/09/2024	24 ADKINS, WILLIAM	RETIREE MEDICAL	\$164.90
313508	02/09/2024	185 BUCK, GARY E	RETIREE MEDICAL	\$174.70

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
313538	02/09/2024	1894 EASLING, CONNIE	RETIREE MEDICAL	\$174.70
313548	02/09/2024	41 FARNKOFF, ROBERT C	RETIREE MEDICAL	\$174.70
313550	02/09/2024	58 FEARING, DOUG	RETIREE MEDICAL	\$174.70
313559	02/09/2024	181 GIER, CHARLES W.	RETIREE MEDICAL	\$174.70
313561	02/09/2024	134 GONDERMAN, DAVID A	RETIREE MEDICAL	\$1,774.69
313563	02/09/2024	62 GROSS, ROBERT	RETIREE MEDICAL	\$164.90
313568	02/09/2024	455 HEIMBIGNER, MICHAEL	RETIREE MEDICAL	\$174.70
313570	02/09/2024	6744 HIRSCHER, ARTHUR D	RETIREE MEDICAL	\$104.90
313578	02/09/2024	3891 JOPLIN, ALAN	RETIREE MEDICAL	\$174.70
313579	02/09/2024	65 JUERGENSEN, CURT	RETIREE MEDICAL	\$164.90
313584	02/09/2024	60 KRAFT, JAMES	RETIREE MEDICAL	\$174.70
313591	02/09/2024	50 MACE, BILL	RETIREE MEDICAL	\$174.70
313592	02/09/2024	52 MAPLETHORPE, JOHN G., JR	RETIREE MEDICAL	\$174.70
313610	02/09/2024	142 O'HAIR, RONALD L	RETIREE MEDICAL	\$174.70
313617	02/09/2024	5554 PENNEY, MICHAEL	RETIREE MEDICAL	\$134.00
313627	02/09/2024	145 REMUS, LARRY J	RETIREE MEDICAL	\$174.70
313634	02/09/2024	1821 SCHARNHORST, DEAN	RETIREE MEDICAL	\$164.90
313636	02/09/2024	148 SHAW, LEONARD	RETIREE MEDICAL	\$174.70
313642	02/09/2024	150 SLEATER, LARRY L	RETIREE MEDICAL	\$174.70
313646	02/09/2024	66 SOUTHWICK, JOHN J., JR.	RETIREE MEDICAL	\$174.70
313664	02/09/2024	1318 TRIPP, GREG	RETIREE MEDICAL	\$164.90
313672	02/09/2024	152 VICKERMAN, THOMAS	RETIREE MEDICAL	\$164.90
313679	02/09/2024	8584 WAGNER, BRIAN	RETIREE MEDICAL	\$173.70
313684	02/09/2024	9944 WATERS, DENNIS	RETIREE MEDICAL	\$148.50
313688	02/09/2024	2997 WILLIAMS, GARY	RETIREE MEDICAL	\$174.70
313689	02/09/2024	9776 YADEN, MARK	RETIREE MEDICAL	\$174.70
010 - Fund Activity Subtotal:				\$6,295.09
Total For Fund 612				\$6,295.09
Fund 634				
010 - Fund Activity				
313752	02/23/2024	6375 COMPUNET INC	BIPIN 2024 PURE MAINTENANCE WITH NEW CONTROLLERS	\$7,097.69
010 - Fund Activity Subtotal:				\$7,097.69
Total For Fund 634				\$7,097.69
Fund 642				
010 - Fund Activity				
313531	02/09/2024	7711 CULLIGAN WATER CONDITIONING	CULLIGAN WATER SERVICE	\$44.57
313665	02/09/2024	457 TRUCKS & AUTO AUCTIONS	VEHICLE STORAGE FEE (JAN)	\$1,650.00
313690	02/09/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$158.93

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



313722	02/23/2024	3649	AXON ENTERPRISE INC	AXON BODY CAMERAS FOR METRO	\$3,349.77
313804	02/23/2024	3284	MEL'S INTER-CITY TOWING	TOW EXPENSE 23-108-1	\$81.53
010 - Fund Activity Subtotal:					\$5,284.80
Total For Fund 642					\$5,284.80
Fund 888					
000 - Fund Activity					
EFT	02/23/2024	5000	COMMERCIAL CARD SOLUTIONS, JP MORGAN CHASE - VISA	PCARD PURCHASES - JANUARY 2024	\$77,566.07
000 - Fund Activity Subtotal:					\$77,566.07
Total For Fund 888					\$77,566.07
					\$4,766,277.72

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, Accounting Manager

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

Check Numbers 313465 through 313868:	\$4,563,033.69
Electronic Payments (EFT):	\$203,244.03
Total	\$4,766,277.72

City of Kennewick
Claims Roster by Fund/Division
2/1/2024 to 2/29/2024



CLAIMS SUMMARY		
FUND	DESCRIPTION	AMOUNT
001	GENERAL FUND	1,324,683.08
102	STREET FUND	98,553.60
103	ARTERIAL STREET FUND	352.14
106	BI-PIN OPERATIONS FUND	74,518.60
107	COMMUNITY DEVELOPMENT FUND	22,000.00
111	ASSET FORFEITURE FUND	100.00
116	LODGING TAX FUND	40,287.20
117	CRIMINAL JUSTICE SALES TAX FND	39,538.20
118	HIDTA FIDUCIARY PROGRAM	189,041.29
119	CORONAVIRUS FISCAL RECOVERY FD	82,011.15
300	CAPITAL IMPROVEMENTS FUND	204,387.89
303	URBAN ARTERIAL STREET FUND	69,602.28
371	GO BOND 2022 FUND	113,079.02
402	MEDICAL SERVICES FUND	84,393.13
403	BUILDING SAFETY FUND	13,609.64
405	STORMWATER UTILITY FUND	4,757.21
410	WATER AND SEWER FUND	1,591,633.86
501	EQUIPMENT RENTAL FUND	522,584.18
502	CENTRAL STORES FUND	34,367.18
503	RISK MANAGEMENT FUND	153,887.20
611	FIREMENS PENSION FUND	6,647.22
612	OPEB TRUST FUND	6,295.09
634	BI-COUNTY POLICE INFO NETWORK	7,097.69
642	METRO DRUG FORFEITURE FUND	5,284.80
888	RESIDUAL FUND	77,566.07
Total:		4,766,277.72

City of Kennewick
PCard Roster by Fund
1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
001 - GENERAL FUND				
CITY COUNCIL	3554	DELTA AIRLINES	AIRLINE EXPENSE FOR ECA CONFERENCE - JMILLBAUER	589.20
CITY COUNCIL	999998	CANDLEWOOD SUITES LACEY	HOTEL ROOM FOR JMILLBAUER - AWC CITY ACTION DAYS	140.48
CITY COUNCIL	440	ENERGY COMMUNITIES ALLIANCE	ECA FORUM REGISTRATION JMILLBAUER	575.00
CITY COUNCIL	11079	PROCARD, OUR COOKIE HOUSE	COOKIES FOR RETIREMENT CELEBRATION 1/16/24	77.18
CITY COUNCIL	440	ENERGY COMMUNITIES ALLIANCE	ECA FORUM REGISTRATION FOR CTORELLI	575.00
CITY COUNCIL	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	RETIREMENT PLAQUE FOR CITY COUNCIL MEETING	66.04
CITY COUNCIL	440	ENERGY COMMUNITIES ALLIANCE	REGISTRATION REFUND	(575.00)
CITY COUNCIL	3717	AMAZON.COM	FRAMES FOR CITY HALL MAYOR WALL	36.90
CITY COUNCIL	11079	PROCARD, OUR COOKIE HOUSE	RETIREMENT CELEBRATION COOKIES FOR FEBRUARY 6TH COUNCIL MEETING	99.37
City Council Subtotal:				\$1,584.17
CITY MANAGER	3700	OFFICE DEPOT INC	CITY MANAGER'S OFFICE SUPPLIES	90.20
CITY MANAGER	10158	PROCARD, CANVA	CANVA SUBSCRIPTION FOR DDOLLARHYDE	12.99
CITY MANAGER	172	THE TRI-CITY HERALD	TRI CITY HERALD SUBSCRIPTION FOR DDOLLARHYDE	15.99
CITY MANAGER	6006	ADOBE SYSTEMS, INC	ADOBE SUBSCRIPTION FOR DDOLLARHYDED	32.60
City Manager Subtotal:				\$151.78
RECREATION SERVICES	3717	AMAZON.COM	OFFICE SUPPLIES FOR KCC	107.32
RECREATION SERVICES	3647	DOLLARTREE	HOLIDAY DECOR FOR KCC	66.72
RECREATION SERVICES	3717	AMAZON.COM	OFFICE SUPPLIES	5.87
RECREATION SERVICES	999998	SP STAND STEADY	STANDING DESK	521.75
RECREATION SERVICES	7680	PANDORA*INTERNET RADIO	PANDORA FOR THE PAVILION	31.47
RECREATION SERVICES	3717	AMAZON.COM	SUPPLIES	72.33
RECREATION SERVICES	3647	DOLLARTREE	DECOR	6.79
RECREATION SERVICES	10973	PROCARD, WPY*TEAMSIDELINE	TEAM SIDELINE	814.16
RECREATION SERVICES	3717	AMAZON.COM	AMAZON PRIME SUBSCRIPTION	151.09
RECREATION SERVICES	3717	AMAZON.COM	ICE PACKS	140.20
RECREATION SERVICES	3681	GOOGLE CUSTODIAN OF RECORDS, GOOGLE INC	YOUTUBETV FOR THE PAVILION	79.34
RECREATION SERVICES	3223	WALMART SUPERCENTER	CALCULATOR FOR BRANDON	67.83
RECREATION SERVICES	3546	WRPA	BRANDON WRPA CONFERENCE	363.00
RECREATION SERVICES	8367	GREEN CLEANERS	DRY CLEANING	54.27
RECREATION SERVICES	3546	WRPA	WRPA REGISTRATION	150.00
RECREATION SERVICES	7653	BSN SPORTS WEST	PORTABLE SCORE CLOCK	760.90
RECREATION SERVICES	3883	U R M CASH & CARRY	KCC SUPPLIES	8.76
RECREATION SERVICES	999998	HUBBYS PIZZA INC	WORKING LUNCH MEETING	74.24
RECREATION SERVICES	10280	PROCARD, GROCERY OUTLET KENN	MEETING SUPPLIES	8.13

City of Kennewick

PCard Roster by Fund

1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
RECREATION SERVICES	172	THE TRI-CITY HERALD	SUBSCRIPTION	20.99
RECREATION SERVICES	1211	FRED MEYER	OFFICE SUPPLIES FOR ADMIN	13.31
RECREATION SERVICES	3546	WRPA	WRPA CONFERENCE	181.50
Recreation Services Subtotal:				\$3,699.97
FACILITIES MAINTENANCE	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	HOME DEPOT - KFD#4 KEROSENE HEATER RENTAL	69.01
FACILITIES MAINTENANCE	3717	AMAZON.COM	OFFICE SUPPLIES FOR KCC	29.33
FACILITIES MAINTENANCE	1211	FRED MEYER	OFFICE SUPPLIES FOR ADMIN	13.31
FACILITIES MAINTENANCE	5257	WAPRO	MEMBERSHIP RENEWAL	25.00
FACILITIES MAINTENANCE	6151	WASTE MANAGEMENT	SOLID WASTE SERVICE	385.05
FACILITIES MAINTENANCE	999998	SQ *AQUATIC MEDIA	AFO TRAINING FOR INFRASTRUCTURE SUPERVISOR	299.00
FACILITIES MAINTENANCE	999998	WSU PESTICIDE ED	PESTICIDE REGISTRATION	1,200.00
FACILITIES MAINTENANCE	3717	AMAZON.COM	POOL SUPPLIES	826.86
FACILITIES MAINTENANCE	3546	WRPA	WRPA CONFERENCE	544.50
FACILITIES MAINTENANCE	3717	AMAZON.COM	OFFICE SUPPLIES	5.86
Facilities Maintenance Subtotal:				\$3,397.92
ECONOMIC DEVELOPMENT	6620	STK*SHUTTERSTOCK.COM	IMAGES FOR MARKETING PURPOSES	31.53
ECONOMIC DEVELOPMENT	999998	BROKENLINKCHECK.COM	WEBSITE LINK CHECKING SERVICE	75.00
ECONOMIC DEVELOPMENT	9708	EIG	BUSINESS MARKETING AND NEWSLETTER	283.71
Economic Development Subtotal:				\$390.24
ACCOUNTING	229	DELL MARKETING L.P., C/L DELL USA L.P.	DELL 24" MONITOR - MICHELE HAMADA	163.74
ACCOUNTING	11028	PROCARD, GOVERNMENT FINANCE OFFIC	GFOA TRAINING - SENDI	1,815.00
ACCOUNTING	11028	PROCARD, GOVERNMENT FINANCE OFFIC	GFOA TRAINING - CASTRO	1,815.00
ACCOUNTING	11028	PROCARD, GOVERNMENT FINANCE OFFIC	GFOA TRAINING - MCCAFFREY	960.00
ACCOUNTING	999998	GRAND HYATT WASHINGTON	HOTEL - GFOA TRAINING - CASTRO	1,588.50
ACCOUNTING	999998	GRAND HYATT WASHINGTON	HOTEL - GFOA TRAINING - SENDI	1,588.50
Accounting Subtotal:				\$7,930.74
HUMAN RESOURCES	6796	TRI-CITY AMERICANS HOCKEY	PRIZES FOR WELLNESS WALK	96.53
HUMAN RESOURCES	999998	INDEED 87630372	2023 JOB APPLICANTS	334.80
HUMAN RESOURCES	999998	PELRA* IL	ANNUAL MEMBERSHIP FOR CHAD CROUCH	206.25
HUMAN RESOURCES	999998	TST* PICANTE MEXICAN TAQU	HR LUNCH MEETING	60.50
HUMAN RESOURCES	7851	GREAT HARVEST BREAD, SUNRISE BAKERY LLC	WELLNESS RETREAT LUNCH	264.15
HUMAN RESOURCES	6701	RED APPLE MARKET	WELLNESS RETREAT SNACKS	24.63
HUMAN RESOURCES	3869	HAMPTON INNS	HOTEL CHARGES FOR BGOLDBERG INTERIM FINANCE DIRECTOR	437.40
HUMAN RESOURCES	3869	HAMPTON INNS	HOTEL CHARGE FOR BGOLDBERG INTERIM FINANCE DIRECTOR	437.40
Human Resources Subtotal:				\$1,861.66

City of Kennewick
PCard Roster by Fund
1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
CUSTOMER SERVICE	3717	AMAZON.COM	BATTERY REPLACEMENT X5	86.85
Customer Service Subtotal:				\$86.85
CITY ATTORNEY	4600	WSAMA	WSAMA 2024 ANNUAL MEMBERSHIP - L SANGUINO	31.20
CITY ATTORNEY	4600	WSAMA	WSAMA 2024 ANNUAL MEMEBERSHIP - L. BEATON	31.20
CITY ATTORNEY	9787	LORMAN EDUCATION SERVICES, LORMAN BUSINESS CENTER	LORMAN EDUCATION SERVICES - ALL ACCESS PASS MEMBERSHIP - L. SANGUINO	759.81
CITY ATTORNEY	7458	PROCARD, WASHINGTON	DANGEROUS DOG APPEAL FILING FEE - DEZLYN DIEHL B24-12669	87.15
CITY ATTORNEY	2438	MRSC ROSTERS	MRSC WEBINAR - PRA CASE LAW HIGHLIGHTS 2024 - L SANGUINO	40.00
CITY ATTORNEY	4600	WSAMA	WSAMA 2024 ANNUAL MEMBERSHIP - R. DEMORRIS	31.20
CITY ATTORNEY	999998	NCOURT*WABENTONDISTWP	CERTIFIED COPY FEE - DEFAULT JUDGMENT - FANNIN ABATEMENT 23-3-0192-03	13.00
City Attorney Subtotal:				\$993.56
CITY CLERK	7237	GOTPRINT.COM	BUSINESS CARD KRYSTAL TOWNSEND	28.45
CITY CLERK	11028	PROCARD, GOVERNMENT FINANCE OFFIC	GFOA TRAINING - PALMER	1,107.00
CITY CLERK	6302	ATTORNEY & NOTARY SUPPLY, OF WASHINGTON, INC.	NOTARY TRAINING WEBINAR - BRANDI RALSTON	135.00
CITY CLERK	9202	SCWMCA	SCWMCA ANNUAL ASSOCIATION DUES: CLERK'S OFFICE	50.00
CITY CLERK	999998	IIMC	IIMC ANNUAL DUES: B RALSTON	125.00
CITY CLERK	5257	WAPRO	WAPRO CERTIFICATION APPLICATION: BRANDI RALSTON - 1ST TIME APPLICANT	100.00
CITY CLERK	999998	IIMC	IIMC ANNUAL DUES: KRYSTAL TOWNSEND	225.00
City Clerk Subtotal:				\$1,770.45
PURCHASING	999998	FSP*PNPEG	EDUCATIONAL MEETING PNPEG - JOHN NOBLE	10.00
Purchasing Subtotal:				\$10.00
INFORMATION TECHNOLOGY	10459	PROCARD, PAYFLOW/PAYPAL	MONTHLY CREDIT CARD PROCESSING FEES	510.35
INFORMATION TECHNOLOGY	3717	AMAZON.COM	FOLDING HAND TRUCK/CART - IT	61.37
INFORMATION TECHNOLOGY	3717	AMAZON.COM	7 USB A TO USB B CABLES - IT	37.87
INFORMATION TECHNOLOGY	3717	AMAZON.COM	COMMAND STRIPS, DRY ERASE SUPPLIES (CL)	28.10
INFORMATION TECHNOLOGY	3717	AMAZON.COM	USB-DISPLAYPORT ADAPTER - AARON L	13.15
INFORMATION TECHNOLOGY	3717	AMAZON.COM	USB CABLES - IT	92.60
INFORMATION TECHNOLOGY	39	BRIDGEPAY NETWORK SOLUTIONS	MONTHLY CREDIT CARD PROCESSING FEES	65.60
INFORMATION TECHNOLOGY	1476	TECHSMITH	SNAGIT MAINTENANCE RENEWAL	11.68
INFORMATION TECHNOLOGY	1476	TECHSMITH	CAMTASIA MAINTENANCE RENEWAL (2 SEATS)	111.07
INFORMATION TECHNOLOGY	9303	PROCARD, ESRI	ARCGIS ENTERPRISE CLASS - ANTHONY VONMOOS	1,824.00
INFORMATION TECHNOLOGY	9680	PROCARD, MOBILE ID SOLUTIONS	(200) PROX ID CARDS	816.00
INFORMATION TECHNOLOGY	3717	AMAZON.COM	ID BADGE HOLDERS - IT	165.75
INFORMATION TECHNOLOGY	3717	AMAZON.COM	DRY ERASE SURFACE CLEANER - PACK OF 4 BOTTLES - IT	19.62
INFORMATION TECHNOLOGY	1566	TYLER TECHNOLOGIES INC	TYLER CONNECT 2024 - CONFERENCE REGISTRATION - SHAN M	1,199.00

City of Kennewick

PCard Roster by Fund

1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
INFORMATION TECHNOLOGY	3717	AMAZON.COM	WHITEBOARD CLEANER/ERASER - 2 PACK - IT	29.06
INFORMATION TECHNOLOGY	10646	NEXVORTEX	MONTHLY PHONE LINE CHARGES	405.81
INFORMATION TECHNOLOGY	115	LANDS END CORPORATE SALES	UNIFORM SHIRTS	558.48
INFORMATION TECHNOLOGY	3717	AMAZON.COM	WIRELESS MOUSE - COUNCIL CHAMBERS	28.25
INFORMATION TECHNOLOGY	9303	PROCARD, ESRI	ESRI DEVELOPER SUMMIT - ANTHONY VONMOOS	1,590.00
INFORMATION TECHNOLOGY	1566	TYLER TECHNOLOGIES INC	TYLER CONNECT 2024 CONFERENCE REGISTRATION - MARIETTA	1,199.00
INFORMATION TECHNOLOGY	1889	UNITED AIR LINES, INC.	TYLER CONNECT 2024 CONFERENCE - AIRFARE - SHAN M	826.15
INFORMATION TECHNOLOGY	1889	UNITED AIR LINES, INC.	TYLER CONNECT 2024 CONFERENCE - AIRFARE - MARIETTA	909.22
INFORMATION TECHNOLOGY	10608	PROCARD, ZOOM.US	ZOOM ANNUAL SUBSCRIPTION: CITY COUNCIL MEETING BROADCASTS	782.43
Information Technology Subtotal:				\$11,284.56
PLANNING	924	AMERICAN PLANNING ASSOCIATION	STEVE DONOVAN: 2024 APA/AICP MEMBERSHIP DUES	548.00
PLANNING	1566	TYLER TECHNOLOGIES INC	ANTHONY VON MOOS: 2024 TYLER CONNECT CONFERENCE FEES	1,199.00
PLANNING	3242	ALASKA AIRLINES	ANTHONY VON MOOS: FLIGHT FOR INDIANAPOLIS CONFERENCE	1,109.19
PLANNING	3242	ALASKA AIRLINES	ANTHONY VON MOOS: REFUND OF AIRFARE FOR CONFERENCE	(57.98)
PLANNING	5257	WAPRO	M. DIDIER: 2024 WAPRO MEMBERSHIP DUES	25.00
PLANNING	3700	OFFICE DEPOT INC	M. DIDIER: MISC. OFFICE SUPPLIES-CHAIR/PENS/TAPE	283.12
Planning Subtotal:				\$3,106.33
KPD-ADMINISTRATION	3242	ALASKA AIRLINES	WATPA BOARD MEETING	406.20
KPD-ADMINISTRATION	473	MICROSOFT CORPORATION	MONTHLY SUBSCRIPTION	5.44
KPD-ADMINISTRATION	1748	FBI-LEEDA	TRAINING - MOOS	795.00
KPD-Administration Subtotal:				\$1,206.64
KPD-CRIMINAL INVESTIGATION	3223	WALMART SUPERCENTER	PHONE CASES FOR CID PHONE UPGRADES	52.35
KPD-CRIMINAL INVESTIGATION	1613	IACA INTERNATIONAL ASSOC, OF CRIME ANALYSTS	CRIME ANALYST TRAINING	135.00
KPD-CRIMINAL INVESTIGATION	8894	PROCARD, UBER US MAR01 BTPYK	FOOD	30.49
KPD-CRIMINAL INVESTIGATION	3883	U R M CASH & CARRY	EVIDENCE BAGS	30.57
KPD-CRIMINAL INVESTIGATION	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	EVIDENCE ZIP-TIES	48.88
KPD-CRIMINAL INVESTIGATION	957	RANCH & HOME INC	AMMO FOR NIBIN TESTING	38.03
KPD-CRIMINAL INVESTIGATION	1748	FBI-LEEDA	SANTOY TRAINING	795.00
KPD-CRIMINAL INVESTIGATION	3242	ALASKA AIRLINES	SAFRANIC CANCELLED TRIP	(1,250.64)
KPD-CRIMINAL INVESTIGATION	8064	IAPE INTERNATIONAL ASSOCIATION, FOR PROPERTY AND	ANNUAL MEMBERSHIP - M SELLARS	65.00
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	STAND-UP DESK	585.95
KPD-Criminal Investigation Subtotal:				\$530.63
KPD-PATROL	3717	AMAZON.COM	MEDIA ROOM WIRELESS MIC	270.66
KPD-PATROL	3717	AMAZON.COM	MEDIA ROOM- GO PRO	470.55
KPD-PATROL	3717	AMAZON.COM	RUBBER GLOVES	605.95

City of Kennewick

PCard Roster by Fund

1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-PATROL	10516	PROCARD, PACKTRACK	K9 TRAINING SOFTWARE	140.00
KPD-PATROL	1197	INTOXIMETERS, INC.	GAS TO CALIBRATE PBT	428.54
KPD-PATROL	3717	AMAZON.COM	LATEX GLOVES	241.30
KPD-PATROL	999998	BLUE TO GOLD, LLC	TRAINING EALY-THOMAS, SAGEN, HANNAH, SEVERSON,	1,710.00
KPD-PATROL	999998	MID-COLUMBIA TOWING	TOW SERVICE	372.73
KPD-Patrol Subtotal:				\$4,239.73
KPD-STAFF SERVICES	3223	WALMART SUPERCENTER	PHONE CASE/SCREEN PROTECTOR - ISAAC MERKL	24.79
KPD-STAFF SERVICES	191	LEIRA	ASHLEY WILLIAMS MEMBERSHIP DUES	50.00
KPD-STAFF SERVICES	191	LEIRA	TINA WALTERS MEMBERSHIP DUES	50.00
KPD-STAFF SERVICES	191	LEIRA	CINDY POWELL MEMBERSHIP DUES	50.00
KPD-STAFF SERVICES	191	LEIRA	NICOLE NELSON MEMBERSHIP DUES	50.00
KPD-STAFF SERVICES	191	LEIRA	CHRIS DEFFINBAUGH MEMBERSHIP DUES	50.00
KPD-STAFF SERVICES	8106	PROCARD, POSITIVE CONCEPTS INC	SECTOR PAPER	520.00
KPD-STAFF SERVICES	8559	PAPERDIRECT, INC.	OFFICE SUPPLIES	397.56
KPD-Staff Services Subtotal:				\$1,192.35
KPD-SPECIAL SERVICES	10944	PROCARD, STREETPARKING	KPD FITNESS APP	16.31
KPD-SPECIAL SERVICES	3717	AMAZON.COM	SHOES, MAGAZINE HOLDER, MERKLE	323.86
KPD-SPECIAL SERVICES	3717	AMAZON.COM	WRENCHES FOR RIFLES	40.19
KPD-SPECIAL SERVICES	3717	AMAZON.COM	RETURN MAG/CUFF HOLDERS	(236.95)
KPD-SPECIAL SERVICES	5823	GALLS, LLC	INERT TRAINING OC	349.78
KPD-SPECIAL SERVICES	3717	AMAZON.COM	FLASHLIGHT FOR MAYNARD'S VEHICLE	172.24
KPD-SPECIAL SERVICES	3649	AXON ENTERPRISE INC	BWC MOLLE MOUNTS, DOCK CHARGING CORD	419.15
KPD-SPECIAL SERVICES	3717	AMAZON.COM	CUFF/MAG POUCH	60.52
KPD-SPECIAL SERVICES	999998	PY *GREG WALDEN	QUARTERMASTER SUPPLIES - PSS UNIFORMS	(252.10)
KPD-SPECIAL SERVICES	10971	THE BUNKER	QUARTERMASTER SUPPLIES	1,069.22
KPD-Special Services Subtotal:				\$1,962.22
FIRE ADMINISTRATION	3717	AMAZON.COM	SILVER SHARPIES FOR MARKING EQUIPMENT	8.83
FIRE ADMINISTRATION	3717	AMAZON.COM	REPLACEMENT MOP BUCKET	32.61
FIRE ADMINISTRATION	3717	AMAZON.COM	VARIOUS STATION SUPPLY NEEDS	100.85
FIRE ADMINISTRATION	3717	AMAZON.COM	STATION SUPPLIES	50.56
FIRE ADMINISTRATION	3717	AMAZON.COM	STATION SUPPLIES KITCHEN	20.11
FIRE ADMINISTRATION	3717	AMAZON.COM	BOOT AND GLOVE DRYERS STATION SUPPLIES	176.50
FIRE ADMINISTRATION	9875	PROCARD, THE UPS STORE #5224	SHIPPING GLOVES TO MEMBER IN STATE ACADEMY	22.27
FIRE ADMINISTRATION	3700	OFFICE DEPOT INC	HANGING FILE FOLDERS	29.11
FIRE ADMINISTRATION	6249	FERRELLGAS L P	REGULATOR FOR GENERATOR PROPANE TANK AT FS#2	57.07
Fire Administration Subtotal:				\$497.91
FIRE SUPPRESSION	3717	AMAZON.COM	UTILITY GLOVES FIREFIGHTING	7.78

City of Kennewick
PCard Roster by Fund
1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FIRE SUPPRESSION	3717	AMAZON.COM	RUBBER STRAP FOR FIREFIGHTING HELMET	61.96
FIRE SUPPRESSION	3717	AMAZON.COM	CUSTOM KEYCHAIN FOR SMOKE DETECTOR AWARENESS	209.17
FIRE SUPPRESSION	3717	AMAZON.COM	LEATHER UTILITY GLOVES FOR FIREFIGHTING	6.14
FIRE SUPPRESSION	3717	AMAZON.COM	BADGE SHROUDS	7.81
FIRE SUPPRESSION	999998	FIREFAB	MOUNTING BRACKETS FOR ENGINES	186.00
FIRE SUPPRESSION	999998	ALL IN SAFETY/THE TARPS	SALVAGE TARPS FOR ENGINES	378.98
FIRE SUPPRESSION	3717	AMAZON.COM	BATTERY TOOLS FOR ENGINES	141.30
FIRE SUPPRESSION	3717	AMAZON.COM	BATTERY TOOL KITS FOR THE ENGINES	1,793.52
FIRE SUPPRESSION	3717	AMAZON.COM	VARIOUS TOOLS SUPPLIES FOR OPERATIONS AND ENGINES	499.81
FIRE SUPPRESSION	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	HEATER FOR HAZMAT 3	108.28
FIRE SUPPRESSION	1775	GRAINGER	GAS DETECTION TUBES	595.29
FIRE SUPPRESSION	1476	TECHSMITH	SOFTWARE MAINTENANCE	55.54
Fire Suppression Subtotal:				\$4,051.58
ENGINEERING	10943	PROCARD, LSAW	LSAW REGISTRATION CONF. -S.SZENDRE	475.00
ENGINEERING	3717	AMAZON.COM	AMAZON- INSPECTION SUPPLIES	106.47
ENGINEERING	999998	EVENT* CM INSPECTOR TR	APWA INSPECTOR TRAINING WKSHOP- E. CUEVAS	630.00
ENGINEERING	3717	AMAZON.COM	AMAZON - CABLE K. GLOVER	16.89
ENGINEERING	3717	AMAZON.COM	AMAZON - \$55.83 OFFICE SUPPLIES	55.83
ENGINEERING	3717	AMAZON.COM	AMAZON - \$42.82 OFFICE SUPPLIES	42.82
ENGINEERING	3717	AMAZON.COM	AMAZON RETURN FEES - OFFICE SUPPLIES	7.46
ENGINEERING	3717	AMAZON.COM	AMAZON RETURN FEES - OCT '23 ORDER RETURN	7.46
ENGINEERING	3717	AMAZON.COM	AMAZON - BRIEFCASE R. DURHAM	37.11
Engineering Subtotal:				\$1,379.04
GF-NONDEPARTMENTAL	999998	SQ *TRI-CITY DEVELOPMENT	TRIDEC LUNCHEON REGISTRATION	255.00
GF-Nondepartmental Subtotal:				\$255.00
001 - GENERAL FUND Total:				\$51,583.33
102 - STREET FUND				
FUND ACTIVITY	15	HARBOR FREIGHT TOOLS	HARBOR FREIGHT - OIL PUMP (STREETS)	157.60
FUND ACTIVITY	15	HARBOR FREIGHT TOOLS	HARBOR FREIGHT - STREETS	54.27
Fund Activity Subtotal:				\$211.87
TRAFFIC	172	THE TRI-CITY HERALD	2024 ANNUAL SUBSCRIPTION RENEWAL FOR CARY ROE	113.99
Traffic Subtotal:				\$113.99
102 - STREET FUND Total:				\$325.86
106 - BI-PIN OPERATIONS FUND				
FUND ACTIVITY	3717	AMAZON.COM	DELL 4TB HARD DRIVE	75.23

City of Kennewick
PCard Roster by Fund
1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	1566	TYLER TECHNOLOGIES INC	TYLER CONNECT 2024 CONFERENCE REGISTRATION - TT	1,199.00
Fund Activity Subtotal:				\$1,274.23
106 - BI-PIN OPERATIONS FUND Total:				\$1,274.23
117 - CRIMINAL JUSTICE SALES TAX FND				
CITY ATTORNEY	999998	NATIONAL DISTRICTS ATTOR	NDA 2024 MEMBERSHIP - S. ZIMMERMAN	95.00
CITY ATTORNEY	4600	WSAMA	WSAMA 2024 ANNUAL MEMBERSHIP - S. ZIMMERMAN	31.20
City Attorney Subtotal:				\$126.20
KPD-PATROL	2432	CHARTER COMMUNICATIONS	REDUNDANT INTERNET CONNECTION	580.00
KPD-Patrol Subtotal:				\$580.00
117 - CRIMINAL JUSTICE SALES TAX FND Total:				\$706.20
300 - CAPITAL IMPROVEMENTS FUND				
CAPITAL PURCHASES	3717	AMAZON.COM	50 VIDEO CABLES FOR WORKSTATION REPLACEMENT PROJECT	518.75
CAPITAL PURCHASES	3717	AMAZON.COM	6 SMART CARD READERS	433.98
Capital Purchases Subtotal:				\$952.73
300 - CAPITAL IMPROVEMENTS FUND Total:				\$952.73
371 - GO BOND 2022 FUND				
FUND ACTIVITY	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	MOUNTING BOLTS/NUTS FOR NEW STATION 1	8.00
FUND ACTIVITY	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	DOOR STOPS FOR NEW STATION 1	35.00
FUND ACTIVITY	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	STATION 1 DISHWASHER INSTALL	20.00
FUND ACTIVITY	78	KENNEWICK INDUSTRIAL & ELEC	APPLIANCE INSTALLATION FITTING/PART	3.42
FUND ACTIVITY	6396	DISPLAYS 2 GO	FS#1 - LRG. MOUNTED GLASS DISPLAY CASE	1,089.56
FUND ACTIVITY	10459	PROCARD, PAYFLOW/PAYPAL	FS#1 - SOFA FOR MENTAL HEALTH OFFICE	2,093.96
FUND ACTIVITY	5154	LUKE'S CARPET	FS#1 - LOBBY AREA RUG	510.29
FUND ACTIVITY	3700	OFFICE DEPOT INC	FS#1 - NON-NETWORK PRINTER FOR MENTAL HEALTH OFFICE	163.04
Fund Activity Subtotal:				\$3,923.27
371 - GO BOND 2022 FUND Total:				\$3,923.27
402 - MEDICAL SERVICES FUND				
FUND ACTIVITY	999998	SSCOR, INC	SUCTION UNIT POWER SUPPLY CORDS	220.00
FUND ACTIVITY	999998	THOMAS TRANSPORT PACKS	SAMSON LIFTING STRAPS - SPLIT ORDER	3,442.79
FUND ACTIVITY	999998	COLUMBIA BASIN CYBER	CBC ACLS STREIBECK	125.00
FUND ACTIVITY	999998	NATIONAL EMERGENCY TRAIN	NATIONAL FIRE ACADEMY MEAL PLAN	347.84
FUND ACTIVITY	999998	COLUMBIA BASIN CYBER	CBC PALS LAPLANTE	125.00
FUND ACTIVITY	999998	COLUMBIA BASIN CYBER	CBC ACLS PALS ROMMEN	250.00
FUND ACTIVITY	999998	COLUMBIA BASIN CYBER	CBC ACLS ANEMA	125.00
FUND ACTIVITY	999998	COLUMBIA BASIN CYBER	CBC ACLS MASON	125.00

City of Kennewick
PCard Roster by Fund
1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	999998	COLUMBIA BASIN CYBER	CBC ACLS AA GAU	201.70
FUND ACTIVITY	999998	COLUMBIA BASIN CYBER	CBC PALS SINGLEY	125.00
FUND ACTIVITY	3717	AMAZON.COM	UTILITY GLOVES FIREFIGHTING	44.08
FUND ACTIVITY	3717	AMAZON.COM	LEATHER UTILITY GLOVES FOR FIREFIGHTING	34.78
FUND ACTIVITY	3717	AMAZON.COM	SILVER SHARPIES FOR MARKING EQUIPMENT	8.82
FUND ACTIVITY	3717	AMAZON.COM	BADGE SHROUDS	44.25
FUND ACTIVITY	3717	AMAZON.COM	REPLACEMENT MOP BUCKET	32.60
FUND ACTIVITY	3717	AMAZON.COM	VARIOUS STATION SUPPLY NEEDS	100.85
FUND ACTIVITY	3717	AMAZON.COM	STATION SUPPLIES	50.55
FUND ACTIVITY	3717	AMAZON.COM	STATION SUPPLIES KITCHEN	20.11
FUND ACTIVITY	3717	AMAZON.COM	BOOT AND GLOVE DRYERS STATION SUPPLIES	176.50
FUND ACTIVITY	6249	FERRELLGAS L P	REGULATOR FOR GENERATOR PROPANE TANK AT FS#2	57.07
Fund Activity Subtotal:				\$5,656.94
402 - MEDICAL SERVICES FUND Total:				\$5,656.94
403 - BUILDING SAFETY FUND				
FUND ACTIVITY	3717	AMAZON.COM	IPAD CASE - BUILDING - DAN WOOLSEY	32.37
FUND ACTIVITY	229	DELL MARKETING L.P., C/L DELL USA L.P.	DOCKING STATION	304.39
FUND ACTIVITY	229	DELL MARKETING L.P., C/L DELL USA L.P.	DELL MOBILE PRECISION 3580 LAPTOP - RENE W	2,365.02
FUND ACTIVITY	2093	INTERNATIONAL CODE COUNCIL, SO.CENTRAL WA CHAPTER	LUIS MEDINA: ICC 2021 PLANS EX. STUDY GUIDE	69.00
FUND ACTIVITY	999998	PAYPAL	DAN WOOLSEY: 2021 ENERGY CODE CLASS REFUND	(40.00)
FUND ACTIVITY	999998	PAYPAL	DAN WILSON: 2021 ENERGY CODE CLASS REFUND	(30.00)
FUND ACTIVITY	999998	PAYPAL	TONY OSTOJA: 2021 ENERGY CODE CLASS REFUND	(30.00)
FUND ACTIVITY	777	WABO WASHINGTON ASSOCIATION, OF BUILDING OFFICIAL	THOMAS WOODS: WABO CLASS REGISTRATION FEE	280.00
FUND ACTIVITY	6030	WSAPT, C/O KIM O'HARA	WSAPT MEMBERSHIP - KALINOWSKI	50.00
FUND ACTIVITY	6030	WSAPT, C/O KIM O'HARA	WSAPT MEMBERSHIP - FUHER	50.00
Fund Activity Subtotal:				\$3,050.78
403 - BUILDING SAFETY FUND Total:				\$3,050.78
405 - STORMWATER UTILITY FUND				
FUND ACTIVITY	999998	WSU PESTICIDE ED	WSU PESTICIDE RECERTIFICATION CLASSES FOR C. IRELAND, T. HAZEN, K. WALKER & B. GARZA	480.00
Fund Activity Subtotal:				\$480.00
405 - STORMWATER UTILITY FUND Total:				\$480.00
410 - WATER AND SEWER FUND				
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	HOME DEPOT - MISC EQUIPMENT FOR FROZEN METERS	199.27

City of Kennewick

PCard Roster by Fund

1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	172	THE TRI-CITY HERALD	2024 ANNUAL SUBSCRIPTION RENEWAL FOR CARY ROE	114.00
FUND ACTIVITY	999998	WSU PESTICIDE ED	WSU PESTICIDE RECERTIFICATION CLASSES FOR D. GERLACH, G. MESSENGER, T. BRAIN & G. MENDOZA	480.00
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	INSULATION FOR FROZEN METERS	142.09
FUND ACTIVITY	999998	WWW.ISA.ORG	CCST LEVEL II RECERTIFICATION DUES FOR BOB BEPPLE	265.00
Fund Activity Subtotal:				\$1,200.36
410 - WATER AND SEWER FUND Total:				\$1,200.36
501 - EQUIPMENT RENTAL FUND				
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	REGISTRATION VEHICLE 7328	64.00
FUND ACTIVITY	2435	WA STATE SECRETARY OF STATE	REPORT OF SALE VEHICLE 0030	13.65
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	REGISTRATION VEHICLES 7316 7326	127.21
FUND ACTIVITY	3717	AMAZON.COM	EXTERNAL DVD DRIVE - JOHN NOBLE	37.49
FUND ACTIVITY	229	DELL MARKETING L.P., C/L DELL USA L.P.	(4) HONEYWELL HANDHELD BARCODE SCANNERS - RON KILMER	1,858.73
FUND ACTIVITY	3292	BEST BUY	43" MONITOR - GREG MAHLER	304.35
FUND ACTIVITY	999998	INTERNATIONAL TRANSACTION	INTERNATIONAL TRANSACTION FEE FOR DISPLAYFUSION SOFTWARE	0.51
FUND ACTIVITY	10179	PROCARD, BINARY FORTRESS SOFTWARE	DISPLAYFUSION SOFTWARE - GREG MAHLER	34.00
Fund Activity Subtotal:				\$2,439.94
501 - EQUIPMENT RENTAL FUND Total:				\$2,439.94
503 - RISK MANAGEMENT FUND				
FUND ACTIVITY	10456	PROCARD, BOARD CERT SAFE PRO	ANNUAL MEMBERSHIP FOR DAN LEMIEUX	180.00
Fund Activity Subtotal:				\$180.00
503 - RISK MANAGEMENT FUND Total:				\$180.00
642 - METRO DRUG FORFEITURE FUND				
FUND ACTIVITY	3717	AMAZON.COM	OFFICE SUPPLIES (HDMI CABLES, SCISSORS)	38.91
FUND ACTIVITY	999998	SURE-TEL SUR TEC, INC.	RINGROUTE SERVICE	20.00
FUND ACTIVITY	5122	USPS (STAMPS.COM)	POSTAGE EXPENSE (TF23-113-1, FORFEITURE REMITTANCE)	11.43
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	BENNETT CDA RESORT WSNIA ROOM HOLD	154.55
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	MAGANA CDA RESORT WSNIA ROOM HOLD	154.55
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	AYALA CDA RESORT WSNIA ROOM HOLD	154.55
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	BETANCOURTH CDA RESORT WSNIA ROOM HOLD	154.55
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	GRIFFIN CDA RESORT WSNIA ROOM HOLD	154.55
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	TRIPP CDA RESORT WSNIA ROOM HOLD	154.55
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	LONG CDA RESORT WSNIA ROOM HOLD	154.55
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	FAURHOLT CDA RESORT WSNIA ROOM HOLD	154.55
FUND ACTIVITY	1512	WSNIA	WSNIA 2024 REGISTRATION (X9)	4,455.00

City of Kennewick
PCard Roster by Fund
1/1/2024 to 1/31/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	5122	USPS (STAMPS.COM)	POSTAGE EXPENSE (TF23-043-1)	5.67
FUND ACTIVITY	5122	USPS (STAMPS.COM)	POSTAGE EXPENSE (TF23-108-1)	9.22
FUND ACTIVITY	8289	PROCARD, EASYKEYSCOM INC	REPLACEMENT PO BOX KEYS (X2)	15.80
Fund Activity Subtotal:				<u>\$5,792.43</u>
642 - METRO DRUG FORFEITURE FUND Total:				<u>\$5,792.43</u>
Grand Total:				<u>\$77,566.07</u>

City of Kennewick
PCard Roster by Fund
1/1/2024 to 1/31/2024



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.

A handwritten signature in black ink that reads "Michele Hamada".

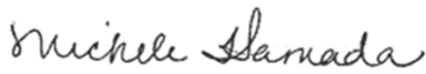
Michele Hamada, Accounting Manager

Council Agenda Coversheet	Agenda Item Number: 4.e. Council Date: 4/2/2024	Category: Consent Agenda
	Agenda Item Type: General Business Item Subject: Claims Roster: Columbia Park Golf Course Account Department: Finance Ord/Reso # Project #	Contract # Permit #
<u>Recommendation</u> Staff recommends Council approve the Claims Roster for the Columbia Park Golf Course Account for February 2024. <u>Motion for Consideration</u> Motion to approve the Claims Roster for the Columbia Park Golf Course Account for February 2024 in the amount of \$26,072.68, comprised of check numbers 2802-2805 in the amount of \$6,122.20 and electronic transfers in the amount of \$19,950.48. <u>Summary</u> <u>Alternatives</u> None. <u>Fiscal Impact</u> \$26,072.68.		
<u>Attachments:</u> 1. Claims Roster		

COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
FEBRUARY 2024

Check Number	Vendor Check Name	Check Date	Amount	Type
Check Number	Vendor Check Name	Check Date	Amount	System
2802	COLUMBIA POINT GOLF COURSE	2/12/2024	\$384.60	Check
2803	KENNEWICK GOLF CORPORATION	2/12/2024	\$5,259.60	Check
2804	TOTAL E INTEGRATED INC.	2/12/2024	\$438.00	Check
2805	YELP	2/12/2024	\$40.00	Check
ADPTS 3263945	ADP TOTAL SOURCE (AUTOPAY)	2/12/2024	\$4,133.47	EFT
NATIONWIDE 364179395	NATIONWIDE	2/12/2024	\$515.16	EFT
WA DOR 0038504800	WASHINGTON STATE DEPARTMENT OF REVENUE	2/26/2024	\$855.97	EFT
Paid by ACH	CINTAS CORPORATION #085	2/7/2024	\$107.02	EFT
489240	AUDUBON INTERNATIONAL, INC	2/7/2024	\$400.00	EFT
489245	CITY OF KENNEWICK ELECTRICAL	2/7/2024	\$107.60	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	2/7/2024	\$7.50	EFT
490767	CITY OF KENNEWICK ELECTRICAL	2/29/2024	\$133.23	EFT
Paid by ACH	COLEMAN OIL COMPANY	2/29/2024	\$474.48	EFT
490748	CALLAWAY CORP	2/29/2024	\$540.78	EFT
Paid by ACH	CINTAS CORPORATION #608	2/29/2024	\$107.02	EFT
Paid by ACH	WESTERN EQUIPMENT	2/29/2024	\$2,512.07	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	2/29/2024	\$48.00	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	2/9/2024	\$2,685.18	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	2/23/2024	\$5,063.92	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	2/29/2024	\$1,811.84	EFT
Bank Deduction	MERCHANT SERVICES	2/1/2024	\$428.63	EFT
Bank Deduction	US Bank	2/14/2024	\$18.61	EFT
			<u>\$26,072.68</u>	

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, Accounting Manager

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

Check numbers 2802-2805	\$ 6,122.20
Electronic transfers	19,950.48
Total	<u>\$ 26,072.68</u>

Exceptions:

Vendor Check Name	Check Dated	Amount	Debit	Credit
COLUMBIA POINT GOLF COURSE	2/12/2024		\$384.60	
PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$384.60
PURCH	50100-060-244-00	SALARIES	\$192.30	
PURCH	50100-080-244-00	SALARIES	\$192.30	
KENNEWICK GOLF CORPORATION	2/12/2024		\$5,259.60	
PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$5,259.60
PURCH	59600-080-244-00	ACCOUNTING FEES	\$1,315.52	
PURCH	59610-080-244-00	MANAGEMENT FEE	\$3,944.08	
TOTAL E INTEGRATED INC.	2/12/2024		\$438.00	
PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$438.00
PURCH	51900-050-244-00	CONTRACT SERVICES	\$438.00	
YELP	2/12/2024		\$40.00	
PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$40.00
PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$40.00	
ADP TOTAL SOURCE (AUTOPAY)	2/12/2024		\$4,133.47	
PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$4,133.47
PURCH	50800-050-244-00	HEALTH BENEFITS	\$2,069.97	
PURCH	50800-060-244-00	HEALTH BENEFITS	\$2,063.50	
NATIONWIDE	2/12/2024		\$515.16	
PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$515.16
PURCH	18400-000-244-00	PREPAID GEN LIAB INS	\$515.16	
WASHINGTON STATE DEPARTMENT OF REVENUE	2/26/2024		\$855.97	
PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$855.97
PURCH	20300-000-244-00	SALES TAX PAYABLE	\$325.93	
PURCH	91101-000-244-00	OTHER STATE TAX	\$530.04	
CINTAS CORPORATION #608	2/7/2024		\$107.02	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$107.02
PURCH	51900-060-244-00	CONTRACT SERVICES	\$40.24	
PURCH	51900-080-244-00	CONTRACT SERVICES	\$66.78	
AUDUBON INTERNATIONAL, INC	2/7/2024		\$400.00	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$400.00
PURCH	51400-060-244-00	PROFESSION DUES & FEE	\$400.00	
CITY OF KENNEWICK ELECTRICAL	2/7/2024		\$107.60	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$107.60
PAY	52200-060-244-00	UTILITIES - GAS & ELECTRIC	\$79.19	
PURCH	52210-060-244-00	GOLF CART ELECTRICITY	\$28.41	
PEPSI COLA BOTTLING CO. OF PASCO	2/7/2024		\$7.50	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$7.50
PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$7.50	
CITY OF KENNEWICK ELECTRICAL	2/29/2024		\$133.23	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$133.23
PURCH	52200-060-244-00	UTILITIES - GAS & ELECTRIC	\$104.90	
PURCH	52210-060-244-00	GOLF CART ELECTRICITY	\$28.33	
COLEMAN OIL COMPANY	2/29/2024		\$474.48	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$474.48
PURCH	58300-050-244-00	FUEL & OIL MAINTENANCE	\$70.00	
PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE	\$404.48	
CALLAWAY CORP	2/29/2024		\$540.78	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$540.78
PURCH	47150-050-244-00	COGS - MERCHANDISE	\$540.78	
CINTAS CORPORATION #608	2/29/2024		\$107.02	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$107.02
PURCH	51900-060-244-00	CONTRACT SERVICES	\$40.24	
PURCH	51900-080-244-00	CONTRACT SERVICES	\$66.78	
WESTERN EQUIPMENT	2/29/2024		\$2,512.07	

PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$2,512.07
PURCH	58100-060-244-00	EQUIPMENT PARTS	\$2,512.07	
PEPSI COLA BOTTLING CO. OF PASCO	2/29/2024		\$48.00	
PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$48.00
PURCH	51900-060-244-00	CONTRACT SERVICES	\$10.50	
PURCH	47150-070-244-00	COGS - MERCHANDISE	\$37.50	
ADP TOTAL SOURCE (AUTOPAY)	2/9/2024		\$2,685.18	
PAY	50000-000-244-00	TEMPORARY ACCT		\$2,685.18
PURCH	50200-050-244-00	HOURLY WAGES	\$1,735.02	
PURCH	50200-060-244-00	HOURLY WAGES	\$1,191.35	
PURCH	50800-050-244-00	HEALTH BENEFITS		\$406.21
PURCH	50800-060-244-00	HEALTH BENEFITS		\$403.22
PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$309.04	
PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$210.75	
PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$20.75	
PURCH	52100-050-244-00	CELL PHONE	\$27.70	
ADP TOTAL SOURCE (AUTOPAY)	2/23/2024		\$5,063.92	
PAY	50000-000-244-00	TEMPORARY ACCT		\$5,063.92
PURCH	50200-050-244-00	HOURLY WAGES	\$2,304.71	
PURCH	50200-060-244-00	HOURLY WAGES	\$2,640.29	
PURCH	50800-050-244-00	HEALTH BENEFITS		\$406.21
PURCH	50800-060-244-00	HEALTH BENEFITS		\$403.22
PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$410.89	
PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$407.65	
PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$82.11	
PURCH	52100-050-244-00	CELL PHONE	\$27.70	
ELAN (MONTHLY CREDIT CARD CHGS)	2/29/2024		\$1,811.84	
PURCH	50000-000-244-00	TEMPORARY ACCT		\$1,811.84
PURCH	47150-050-244-00	COGS - MERCHANDISE	\$638.40	
PURCH	49150-070-244-00	COGS - PACKAGED FOODS	\$37.88	
PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$43.00	
PURCH	51900-050-244-00	CONTRACT SERVICES	\$49.00	
PURCH	52100-060-244-00	TELECOMMUNICATIONS	\$261.26	
PURCH	52300-060-244-00	GARBAGE & DEBRIS REMOVAL	\$126.50	
PURCH	52500-080-244-00	OFFICE SUPPLIES	\$119.65	
PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS	\$20.43	
PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$105.25	
PURCH	54900-050-244-00	REPAIR GOLF CART OUTSIDE LABOR	\$351.76	
PURCH	55800-060-244-00	OTHER DEPT SUPPLIES	\$16.36	
			\$42.35	
MERCHANT SERVICES	2/1/2024		\$428.63	
PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$428.63
PURCH	54000-080-244-00	BANK CHARGES	\$428.63	
US Bank	2/14/2024		\$18.61	
PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$18.61
PURCH	54000-080-244-00	BANK CHARGES	\$18.61	

Council Agenda Coversheet	Agenda Item Number: 4.f. Council Date: 4/2/2024	Category: Consent Agenda
	Agenda Item Type: General Business Item Subject: Payroll Roster: Approval for Pay Period Ending 3/15/2024 Department: Finance Ord/Reso # Contract # Project # Permit #	
<u>Recommendation</u> Staff recommends that Council approve the Payroll Rosters as presented. <u>Motion for Consideration</u> Motion to approve the Payroll Roster for the pay period ending 3/15/2024. <u>Summary</u> None. <u>Alternatives</u> None. <u>Fiscal Impact</u> Total: \$2,702,228.67.		
<u>Attachments:</u> 1. Roster		

Payroll Roster for Pay Period Ending 03/15/2024

All Departments:	March 20, 2024
City Attorney	27,109.15
City Council	5,202.50
City Manager	3,132.76
Civil Service	1,969.10
Community Planning	19,203.33
Economic Development	4,227.47
Engineering	60,046.88
Finance	71,440.71
Fire	114,318.49
Human Resources	19,134.61
Management Services	105,025.39
Non-Departmental	3,587.86
Parks, Recreation & Facilities	123,780.09
Police	581,913.55
Subtotal - General Fund	1,140,091.89
BI-PIN	11,418.98
Building Safety	51,144.21
Community Development	3,428.90
Criminal Justice	87,710.57
Equipment Rental	14,119.49
Medical Services	411,372.54
Risk Management	4,102.07
Stormwater	22,816.71
Street	35,667.77
Water & Sewer	137,690.02
Subtotal - Other Funds	779,471.26
Total Salaries and Wages	1,919,563.15
<u>Benefits</u>	
Dental Insurance	24,233.78
DRS Retirement	133,195.44
Employee Assistance Program	53.36
Life Insurance	5,206.24
Long-Term Disability Insurance	6,098.85
Medical Expense Reimbursement Plan	3,375.00
Medical Insurance	346,197.64
Medicare	27,032.88
MissionSquare Deferred Compensation	83,509.11
Social Security (OASDI)	86,667.91
Vision Insurance	3,499.63
WA Paid Family & Medical Leave	3,919.21
Worker's Compensation Insurance	59,676.47
Total Benefits	782,665.52
Grand Total	\$2,702,228.67

I, Michele Hamada, Interim Accounting Manager, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$2,702,228.67 comprised of check numbers 77187 through 77215 and direct deposit numbers 222474 through 222914.

Approved for payment:

Michele Hamada

Council Agenda Coversheet	Agenda Item Number: 4.g. Agenda Item Type: General Business Item Subject: Tourism Promotion Area Reserve Funds Department: City Manager Ord/Reso # Project #	Council Date: 4/2/2024 Category: Consent Agenda
	Contract # Permit #	
<u>Recommendation</u> Staff recommends that Council approve the transfer of funds to Visit Tri-Cities. <u>Motion for Consideration</u> Motion to approve the transfer of \$176,100 from the Tourism Promotion Area Reserve Account to Visit Tri-Cities to be reinvested in additional tourism marketing projects. <u>Summary</u> This action item corresponds to the presentation delivered by Kevin Lewis, President and CEO of Visit Tri-Cities, during the City Council Workshop on March 12, 2024. The enclosed request seeks authorization to release \$176,100 from the TPA reserves to support various tourism-related initiatives. These projects encompass high-quality photo and video production, digital mapping, tourism education, promotional campaigns aimed at enhancing leisure travel, and financial provisions to secure upcoming conventions and sports tournaments. A detailed summary outlining the projects and their associated expenses is provided for your review. The utilization of the reserve funds has been approved by the Tri-City Regional Hotel-Motel Commission. It is the TPA's policy to uphold the reserves at a level of \$500,000, a standard that will be maintained. As outlined in the attached request, there is an excess of \$992,174 available for allocation. Approving this proposal will allow Visit Tri-Cities to deploy surplus tourism promotion area funds, accumulated beyond the reserve threshold, for the benefit of our community. Our team maintains a robust partnership with Visit Tri-Cities and will continue to collaborate closely with them throughout the year. <u>Alternatives</u> Staff has not identified a recommended alternative. <u>Fiscal Impact</u> There is no fiscal impact; the funds are from reserves.		
<u>Attachments:</u> 1. Reserves 2. 2023 Report 3. 2024 Work Plan		



7130 W. Grandridge Blvd., Suite B
Kennewick, WA 99336
509-735-8486
1-800-254-5824
www.VisitTRI-CITIES.com
info@VisitTRI-CITIES.com

February 29, 2024

Ms. Lisa Beaton
City of Kennewick
P.O. Box 6108
Kennewick, WA 99336

Dear Ms. Beaton:

Thank you for the opportunity to present the Visit Tri-Cities 2023 Annual Report, 2024 Work Plan and to make a request to utilize Tourism Promotion Area (TPA) reserve funds to the Kennewick City Council on Tuesday, March 12, 2024.

On behalf of the Tri-City Regional Hotel-Motel Commission, Visit Tri-Cities would like to request the transfer of \$176,100 from Tourism Promotion Area Reserve Account to be reinvested in additional tourism marketing projects.

As a result of careful resource management and conservative budgeting, our TPA reserve account currently has \$992,174 in funds available for reinvestment. These funds are in addition to the minimum reserve requirement of \$500,000. The minimum balance was determined by the City Managers who participate at Commission meetings as Ex-Officios. It is the Commission's position that once the reserve account reaches \$500,000, any additional funds should actively be used to promote the Tri Cities as a destination, creating increased visitor spending in the community. In addition, capital investments and funding for destination development are often included in reserve requests. The projects under consideration this year accomplish these goals.

Earlier this year, the Commissioners of the Tri-City Regional Hotel-Motel Commission voted in favor of re-investing \$176,100 of the surplus revenues, for projects that include: high-end photo and video production, digital mapping, tourism education, promotions to increase leisure travel stays and funds to secure new conventions and sports tournaments. A summary of the projects and the associated expenditures is attached for your review.

Again, thank you for your consideration and support of the tourism industry. I am available for any questions or comments you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Lewis", is written over a light blue horizontal line.

Kevin Lewis
President and CEO

Enclosure

2024 Proposed TPA Reserve Investments

Media FAMs

\$15,000

Familiarization (FAM) Tours serve as highly effective public relations tool for Visit Tri-Cities. Historically, these tours have primarily involved traditional media travel writers. However, there has been a shift towards including social media travel influencers in these tours. Collaborating with influencers presents a valuable opportunity to connect with new audiences on a personal level and convey an authentic and relatable perspective. Travel providers are increasingly partnering with influencers and exploring innovative ways to leverage the influence of bloggers, tastemakers, and lifestyle gurus to enhance their brand presence. In 2024, we have planned 12 FAMs, with 50% of them involving social media influencers. These tours will take place during the spring and summer. It is important to note that influencers typically expect most of their trip expenses to be covered by the host in exchange for promoting their experience. Consequently, working with influencers tends to be more costly compared to traditional media trips.

Digital Mapping

\$15,000

Wander Maps is an innovative provider of interactive digital mapping services, collaborating with over 50 Destination Marketing Organizations (DMOs) throughout the United States. Currently, Visit Tri-Cities' website lacks a sophisticated mapping solution. Both visitors and locals have a strong affinity for maps, and an interactive map would greatly enhance their ability to discover attractions, plan their experiences, and explore the area. This map allows users to create itineraries, share them with others, click on points of interest, and zoom and pan for a more immersive experience. Wander Maps will integrate with SkyNav, a current platform on Visit Tri-Cities website, to offer an impressive mapping experience. By incorporating this solution into the organization's website, numerous benefits can be expected, including an enhanced user experience, valuable map analytics, increased engagement, informative experiences, and improved location-based marketing capabilities. valuable map analytics, increased engagement, informative experiences, and improved location-based marketing capabilities.

Creative Production

\$75,000

In 2023, the allocated funds for creative production were used to film and create videos for the Annual Meeting. We successfully produced and presented our main manifesto, along with four videos showcasing different experience categories. This marked the beginning of Visit Tri-Cities' new strategic direction. We plan to continue using these videos, or parts of them, to promote our new experience categories. This year, we have identified all the necessary photo and video content to effectively support our five experience categories, as well as sports sales and convention/meeting sales. To obtain this content, staff will hire professional photographers and videographers on a quarterly basis. They will capture events, activities, and scenic shots during their respective times and seasons. These assets will be utilized for future use over an extended period.

TEAMS Conference

\$10,000

Visit Tri-Cities is attending the 2024 TEAMS Conference & Expo in Anaheim, CA. This is the largest sports events industry tradeshow VTC staff attends with approximately 1,200 destinations, suppliers, and event rights holders. Staff is seeking to have a larger presence by upgrading the booth size, materials and

visual aids. City parks and recreation staff have confirmed their attendance to join the Visit Tri-Cities team to connect with prospective clients and promote the area's venues. With both staff and city partners attending this year, the booth upgrade will give the Tri-Cities team an appropriate space to conduct one-on-one meetings, network and create more brand exposure.

Meeting Planner FAM

\$20,000

The Convention Department will host an in-person Familiarization (FAM) Tour in the Tri-Cities for qualified meeting planners. Qualified planners will be invited to apply. Selection preference will be given to: 1) New Business i.e., events that are new to the Tri-Cities or have not taken place for more than five years; 2) Business taking place in shoulder season; and/or 3) Business large enough to impact multiple lodging facilities.

State of Washington Tourism 2025 Conference

\$25,000

State of Washington Tourism (SWT), the official state tourism office, hosts an annual conference each year where Washington's tourism industry professionals can convene for professional development, topical panel discussions, industry breakout sessions and networking. SWT is seeking an enthusiastic host destination for their 2025 Conference. Visit Tri-Cities will be submitting a bid to host the 2025 Conference. Destination host responsibilities include serving on the planning committee, arranging area Familiarization (FAM) Tours including transportation, arranging transportation for speakers and attendees, and coordinating for local art, culture and attractions to be showcased during the event. Hosting the conference in Tri-Cities gives us the opportunity to showcase our destination while educating key tourism partners on the unique attractions and assets we offer, as well as building on future opportunities for collaboration.

Washington Society for Association Excellence (WSAE) Bid Fees

\$7,500

In 2018, the Tri-Cities was selected to host the 2021 WSAE Annual Convention, however due to COVID, the convention was postponed to 2024. Increasing the VTC original bid fee fund of \$15,000 to \$22,500 will enable Visit Tri-Cities to cover the rising costs of services required to sponsor the offsite reception and dinner. WSAE represents more than 225 association executives, staff specialists, and industry partners. The WSAE Annual Convention will provide VTC with an opportunity to showcase the Tri-Cities as a premier meeting and convention destination in the state.

Airport Tourism Information Kiosk & Digital Signage Updates

\$8,600

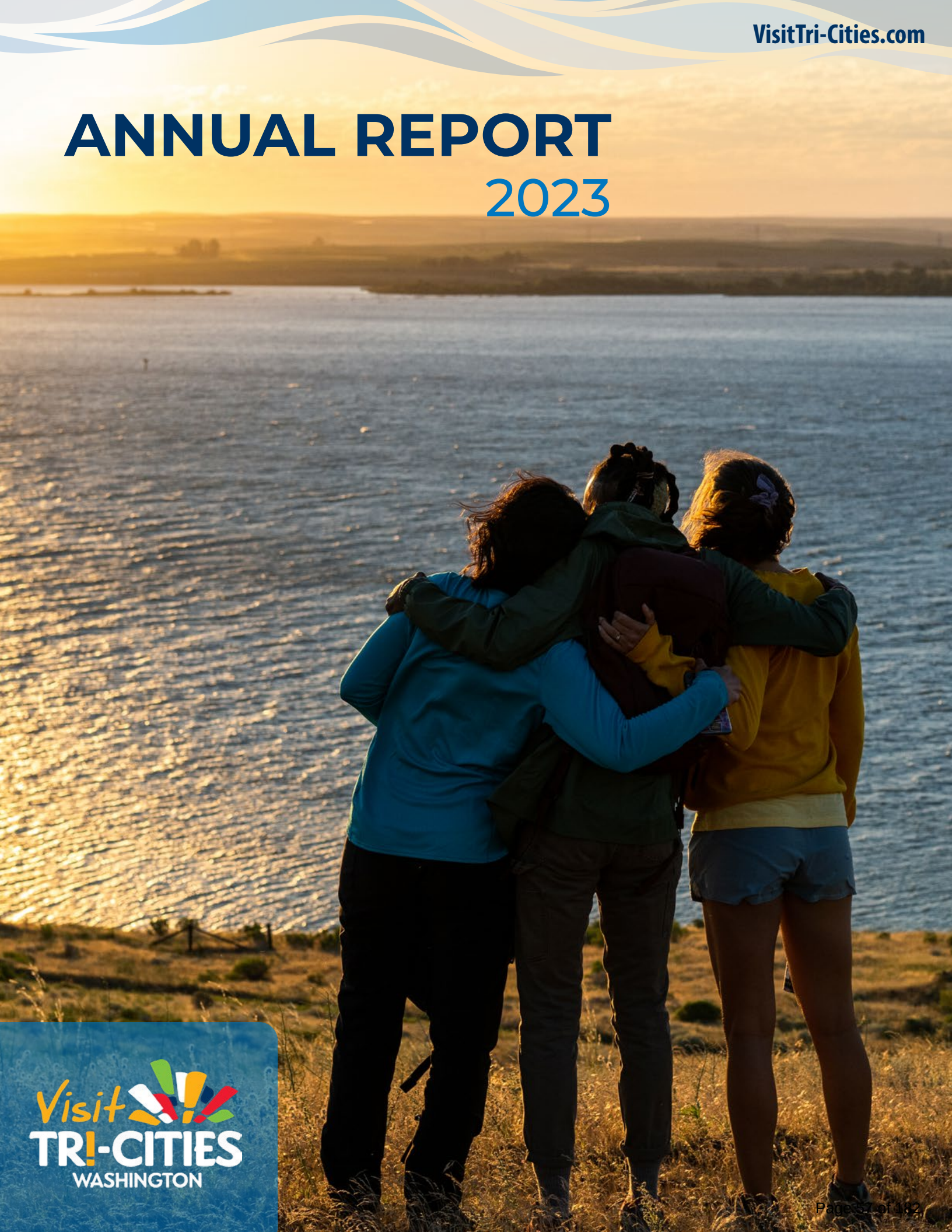
Utilizing kiosks as part of Visit Tri-Cities' in-market destination strategy has proven to be effective. These kiosks serve as virtual concierges, offering visitors real-time information. To fully optimize our airport kiosk and digital signage, it is necessary to update the visuals and incorporate real-time upgrade capabilities.

Total All Requests:

\$176,100

ANNUAL REPORT

2023



A MESSAGE FROM THE PRESIDENT & CEO AND THE CHAIR OF THE BOARD

Dear Tourism Partners,

It's exciting to feel the energy of our team as they enthusiastically work to fuel transformational growth in the Tri-Cities through tourism. 2023 was a year of significant transition. With the support of dedicated partners and community leaders, we called on our leadership team to maintain essential functions while building a platform for greater success. I'm pleased to report we accomplished those objectives, and we're excited to share some exciting opportunities ahead.

Visitors spend nearly \$600 million in the Tri-Cities each year. That spending creates more than 5,700 jobs in the area and generates more than \$74 million in local tax revenue. Nationally, travel demand was weaker in 2023 with seven straight months of decline. Although hotel occupancy was essentially flat in the Tri-Cities, rising just 0.9% in 2023, average hotel rates were up 7.4% (almost twice the national average). The Tri-Cities saw a 2.5% increase in total visitor trips, the number of new visitors to the area rose nearly 9.2%, and hotel tax revenues increased by \$161,436. In 2023, year-over-year increases in average daily rate and revenue per available room in the Tri-Cities were among the highest in the state.

In recent months, consumer confidence has risen due to slower inflation and anticipation of lower interest rates ahead. Travel sentiment seems to be improving as well. In the Q4 our sales teams capitalized on some significant opportunities to increase our projected hotel group revenues by 57%.

In 2023 we were thrilled to be selected as host for two new signature events coming in 2024: The inaugural IRONMAN 70.3 Washington Tri-Cities race, and the National Horseshoe Pitcher's World Tournament. In addition to bringing millions in outside revenue into our economy, these events will bolster workforce recruitment and business development by showcasing the destination to a global audience of active, successful people. With IRONMAN, our communities are now connected to one of the most globally recognized endurance and lifestyle brands.

One of the most significant team accomplishments in 2023 is the evolution of our messaging strategy. We've refined our Vision and Mission statements and restructured all of our strategic messaging to enhance our brand position. This messaging strategy provides a foundation to authentically celebrate the key destination drivers that make our communities distinct. Every potential visitor is on a path of discovery and our goal is to meet them where they are on the path and lead them down the decision-making funnel to discover why this destination is such a great fit. In 2024, our messaging will focus on the five key experience categories that we've identified as the true drivers of visitation. Internally, our efforts will align with five strategic pillars that support the foundation and purpose of our organization.

As our team embraces the essence of our Vision and Mission statements and works to accomplish our strategic objectives, we are excited to push the boundaries a bit. With creative marketing initiatives, new signature events, and community collaboration, we'll meet potential visitors on the path of discovery and invite them to celebrate with us. It is rewarding to collaborate with the forward-thinking leaders in our communities to facilitate such positive influence in the area. We're definitely enthusiastic about the transformational impacts in store.



Kevin Lewis

Kevin Lewis
President & CEO
Visit Tri-Cities



Buck Taft

Buck Taft
Chair of the Board
Visit Tri-Cities

OUR VISION & MISSION

OUR VISION

Inspire, reward, and celebrate the spirit of exploration and discovery.

OUR MISSION

Fuel transformational growth in the Tri-Cities through tourism.

OUR DESTINATION DRIVERS



These are the key experiences that authentically define and celebrate the unique aspects of the destination. As we focus on these core experiences, we elevate the destination brand and guide visitors to the experiences they are seeking.

OUR STRATEGIC PILLARS



TOURISM ECONOMIC IMPACT

Tourism in the Tri-Cities generates employment opportunities, visitor expenditures, and tax revenues that positively impact the city and its residents.

DIRECT SPENDING creates a positive economic cycle that begins as visitors bring money into the local economy from outside the area. Millions of dollars are infused into our communities directly through visitor spending. These dollars ignite a flame that fuels additional positive economic impacts.

INDIRECT IMPACTS come from labor income, suppliers and support businesses, construction, engineering, and other professional services that support the hospitality industry.

INDUCED IMPACTS are derived through employee spending, business output, new business development, and enhancements to the quality of life through development of visitor related attractions and services.

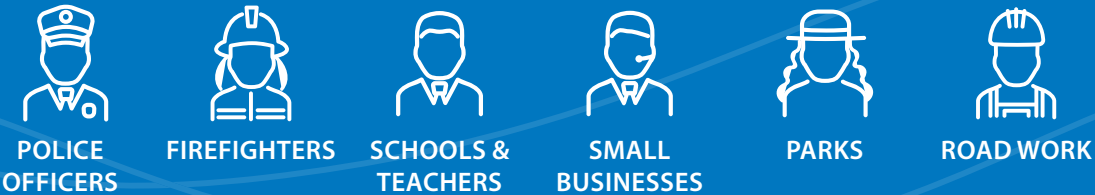
TAX REVENUES from each of these revenue sources support local services and provide tax relief to residents.

Tourism saved each household **\$581** in annual taxes

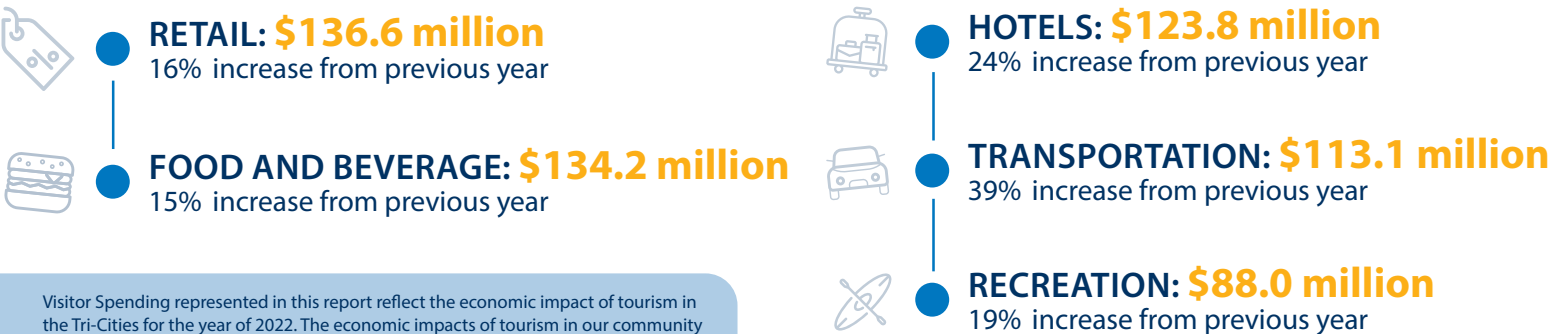
Annual Tourism Benefits to the Tri-Cities



Visitor spending helps support local:

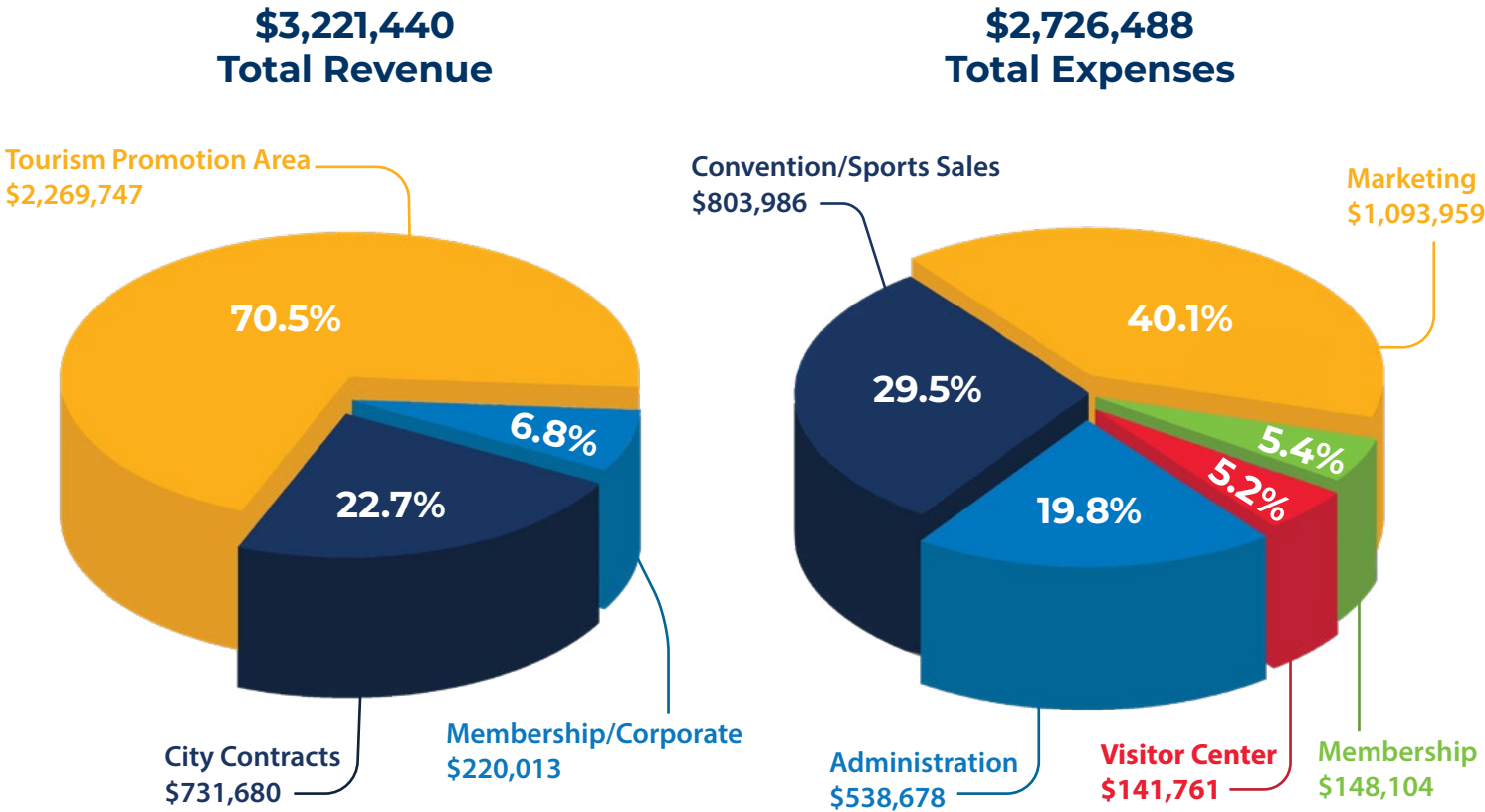


VISITOR SPENDING BREAKDOWN



Visitor Spending represented in this report reflect the economic impact of tourism in the Tri-Cities for the year of 2022. The economic impacts of tourism in our community for 2023 are not yet available. Percentage increase stated is based off of 2021 numbers. Source: Tourism Economics

FINANCIAL PICTURE



HOTELS

Hotel tax revenue is up \$161,436 from previous year, and ADR is up 28.6% from 2021 and up 7.4% from 2022. Hotel occupancy levels rose 0.9% from 2022.

3,670 Hotel guest rooms available

HOTEL-MOTEL TAX REVENUE				
	Kennewick	Pasco	Richland	Totals
2020	\$277,886	\$151,941	\$270,733	\$700,560
2021	\$502,862	\$332,854	\$581,566	\$1,417,282
2022	\$672,025	\$440,350	\$733,662	\$1,846,037
2023	\$714,098	\$498,162	\$795,213	\$2,007,473

Hotel Revenue up \$161,436

ADR up 28.6% from 2021
ADR up 7.4% from 2022

Occupancy up 0.9%

TRI-CITY REGIONAL HOTEL-MOTEL COMMISSION

- KENNEWICK**

 - Nickolas Woody, SureStay Plus Hotel by Best Western Kennewick Tri-Cities
 - Mark Blotz, Clover Island Inn
 - Marie Mosley, Ex Officio, City of Kennewick
- PASCO**

 - Monica Hammerberg, Hampton Inn & Suites Pasco/Tri-Cities
 - Jerry Beach, A-1 Hospitality
 - Adam Lincoln, Ex Officio, City of Pasco
- RICHLAND**

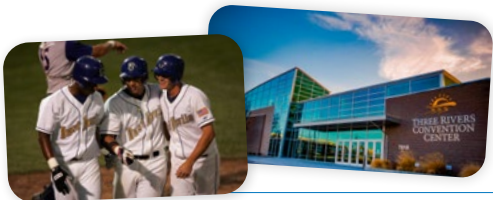
 - Lacey Stephens, Home2 Suites by Hilton
 - Yesenia Galvez, Holiday Inn Richland on the River
 - Jon Amundson, Ex Officio, City of Richland

STRATEGIC SALES

The sales department's primary focus is to market to convention, sports, and group meeting planners through direct sales contacts, targeted marketing, and attending industry events. These activities mean "heads in beds" that generate significant tax revenues for our community.

2023 PROGRAM HIGHLIGHTS

- **156** Conventions, sports & group activities
↓ Down **2%** from previous year
- **121,048** Visitors attracted
↑ Up **9%** from previous year
- **\$26,774,874** Convention and sports spending to region
↑ Up **6.3%** from previous year



HIGHLIGHTS

Sales & Client Relationship Building

- Hosted Spring Olympia Sales Blitz & Customer Appreciation Luncheon reaching 39 meeting planners
- Conducted 18 appointments at the Fall Olympia Sales Blitz
- Hosted hospitality sales training for hotel/venue partners
- Hosted Sports Customer Appreciation Event in Portland
- Attended seven industry related events to meet with meetings and sports planning professionals

2024 & BEYOND

- **121** Future conventions, meetings and sports events booked
- **140,765** Future visitors
- **\$49,464,202** Future visitor spending



COMING IN 2024

*see back cover for more details



Secured Major Events

- 2024-2026 IRONMAN Triathlon
- 2024 & 2027 National Horseshoe Pitchers Association World Championships
- 2024-2027 WIAA State Cross Country Championships
- 2024 Convention of Jehovah's Witnesses – four weekends (July/August)
- 2025 International Cherry Symposium
- 2024-2027 Washington Association for Pupil Transportation Conference and Trade Show
- 2024 Washington Elementary Chess Championships
- 2023 Latino World Series (softball) – United States Specialty Sports Association
- 2024 US Tennis Association PNW Mixed 40 & Over and Mixed 55 & Over Section Championships

EFFECTIVE MARKETING

Each year, Visit Tri-Cities creates and implements a comprehensive marketing strategy aimed at increasing brand recognition and attracting visitors to the Tri-Cities region. To ensure maximum reach among potential visitors, Visit Tri-Cities employs a range of effective tactics, including digital advertising, media relations, social media, and print. This multi-faceted approach allows for broad and diverse audience engagement, ultimately raising awareness of the Tri-Cities destination.

CAMPAIGN HIGHLIGHTS

Tourism campaigns deployed in 2023 earned:

- **23,257,277** Impressions
- **105,543** Click throughs

WEBSITE HIGHLIGHTS

829,097 Pageviews
54% Increase from previous year

312,709 Unique Visitors
13% Increase from previous year

MEDIA OUTREACH

- **32,597** Facebook Followers
9% increase from previous year
- **14,443** Instagram Followers
20% increase from previous year
- **2,877** LinkedIn Followers
21% increase from previous year
- Hosted **12** successful FAM tours with **16** media representatives
- **56** Pieces of coverage
- **215K** Views
- **27.4 million** in audience reach

VISITOR CENTER INQUIRIES

786 Telephone calls
1,353 in 2022

573 In-person Visitors
760 in 2022



2023 HIGHLIGHTS

- Launched 2023 Visitor Guide
- Launched seven digital marketing campaigns
- Achieved \$100:\$1 return on investments with Datafy digital ad campaigns
- 12% increase in social media followers through organic content since July 2023
- Created Destination Manifesto video
- Created videos for Four Key Visitor Experience Categories
- Refreshed marketing Brand Book & Style Guide to support messaging strategy
- Directed rework of 2024 Visitor Guide to support messaging strategy
- Incorporated HTML animated digital ads for dynamic content
- Upgraded booth presence at Taste Washington Trade Show



COLLABORATIVE DESTINATION DEVELOPMENT

RIVER SHORE ENHANCEMENT PROJECTS

A subcommittee of the Tri-Cities Rivershore Enhancement Council (TREC), a program of Visit Tri-Cities, is collaborating with community members and various jurisdictions, including the Cities of Kennewick and Pasco, Ports of Kennewick and Pasco, Benton PUD, and Franklin PUD, to update the Cable Bridge lighting. An interlocal agreement has been drafted, serving as the initial step to initiate fundraising and discuss project funding. The updated lighting will feature a modern control system, allowing remote management, and will showcase the Tri-Cities community by illuminating the Cable Bridge with different color patterns.



HIGHLIGHTS

Tri-Cities Rivershore Enhancement Council (TREC) Initiatives

- Hosted USACE Walla Walla District Commander for meeting and field tour with partnering jurisdictions
- Cable Bridge Lighting Subcommittee – finalized Interlocal Agreement for council/commissions review

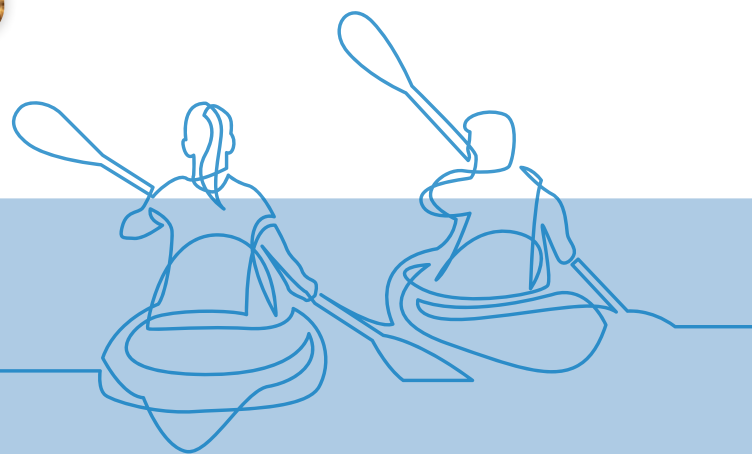
Tri-Cities National Park Committee Initiatives

- Attended and presented at the Energy Community Alliance (ECA) MAPR Peer Exchange in Los Alamos, NM with site community leaders and representatives from the National Park Service (NPS) and Department of Energy (DOE)
- Coordination of the Administrative Subcommittee
 - Developing a virtual strategy for B Reactor Tour shutdown (virtual tours)
 - Working with NPS, DOE, and ECA to establish a Friends of the Park Group that can support donations
 - Created Hanford/Tri-Cities community presentation for the ECA Peer Exchange



VISIT TRI-CITIES COUNCILS

Tri-Cities Rivershore Enhancement Council
Tri-Cities Sports Council
Tri-Cities Wine Tourism Council
Tri-Cities National Park Committee



PROACTIVE COMMUNITY ENGAGEMENT

2023 TOURISM CHAMPION AWARD

Congratulations to the **Tri-Cities Airport** team who received the prestigious Kris Watkins Tourism Champion Award this year. The forward-looking leadership at the Airport continues to make it a significant contributor to our visitor economy through renovations, collaborations, and promotion of local arts and sports. Thanks to Washington River Protection Solutions for sponsoring this award.



2023 EXCELLENCE IN SERVICE AWARD

Another huge shout out goes to **Oatis Outdoor Adventure Rentals**, recipient of the Annual Excellence in Service Award sponsored by Battelle. Oatis provides easy to access recreational opportunities in the area, and they do it with the genuine blend of helpful enthusiasm. Oatis is a perfect representation of the excellence in service visitors hope for in a destination.

AMERICAN WWII HERITAGE CITY DESIGNATION

Visit Tri-Cities, in partnership with the Tri-Cities National Park Committee and community partners, proudly celebrates the esteemed recognition of being designated as a National Park Service (NPS) American World War II Heritage City. This prestigious designation acknowledges the region's significant historical contributions during this pivotal era.



HIGHLIGHTS

Annual Meeting Showcase

- Engaged the community in the launch of our new messaging strategy showcasing core visitor experience categories with new video assets and highlights from individuals in the community with more than 450 attendees

Engagement Initiatives

- Manhattan Project National Park and World War II Heritage
 - American WWII Heritage City Designation Campaign
 - Launched dedicated webpage showcasing community assets related to WWII, the Manhattan Project, and the Manhattan Project National Historical Park
 - Produced a WWII Heritage City window cling for local organizations and businesses to display
 - VTC support for Ride with a Ranger
 - Staff participated in Manhattan Project educational tour
 - Coordination of the Tri-Cities National Park Committee and related efforts

- Chaired the Tri-Cities Legislative Council
 - Engaged with representatives to support community initiatives
 - Testified at Legislative Session on tourism initiatives
- Community Collaboration
 - Annual and Mid-Year Reports to City Councils
 - Collaboration with communities and agencies on tourism development issues
 - Presentations for civic groups, Washington Roundtable CEO Tour, and others
 - Board representation: Tri-City Water Follies, Bike Tri-Cities, TRIDEC, Tri-City Regional Chamber of Commerce, Pasco Chamber of Commerce, Benton-Franklin Council of Governments, and WSDMO
 - Committee representation: Kennewick, Pasco, and Richland Lodging Tax Advisory Committees
 - Formed the Tri-Cities Strategic Alliance bringing together Visit Tri-Cities, TRIDEC, Tri-City Regional Chamber of Commerce, and Benton-Franklin Council of Governments to advance the region through collaborative initiatives that support the individual mission of each organization



INNOVATIVE & MEANINGFUL OPERATIONS

HIGHLIGHTS

Strategic Vision and Leadership

- Strategic assessment to evaluate and enhance the organization's focus and approach
- Directed efforts on core strategies that boost visitation, enhance visitor experiences, and positively impact the Tri-Cities' economy
- Established a clear foundation for our messaging strategy that provides focus and consistency for long-term success
- Prioritized and maintained existing programs, campaigns, and goals while working through significant staffing changes
- Streamlined leadership and organizational structure
- Refined contracts with service providers
- Fully staffed and energized the VTC team

Financial Strength

- Maintained robust fiscal stability with significant reserve balances and year-end revenues expected to exceed budget by over \$161,000
- Continued and built upon healthy relationships with key financial partners including City Councils, TPA Commissioners, and hotel partners

Innovative Tools & Platforms

- VTC Dashboard Creation:
 - Implementation of a comprehensive dashboard for efficient performance tracking
- BrandFolder Integration:
 - Streamlining asset management and distribution for marketers and creatives
- Sprout Social Utilization:
 - Harnessing the power of an all-in-one social media management platform for holistic marketing strategy enhancement
- Meltwater Insights:
 - Leveraging Meltwater's suite of solutions to uncover valuable insights and drive desired results
- Asana Work Management:
 - Implementation of a web and mobile platform to help the team organize, track, and manage their work effectively

Staff Honors

- Destinations International: 30 Under 30 Award
- Six Destination International PDM Certifications
- Destinations International: Acceptance into to Certified Destination Marketing Executives (CDME) Program
- Washington Society of Association Excellence: Associate of the Year



VISIT TRI-CITIES GOVERNANCE

2023 EXECUTIVE COMMITTEE

- Chair: **Corey Pearson**, Three Rivers Campus
- Past Chair: **Rob Roxburgh**, CPCCo
- First Vice Chair: **Buck Taft**, Tri-Cities Airport/Port of Pasco
- Vice Chair: **Vijay Patel**, A-1 Hospitality
- Vice Chair: **Staci West**, Bechtel
- Vice Chair: **Amy Johnson**, Purple Star Winery
- Treasurer: **Ron Hue**
- Legal Counsel: **John Raschko**, Miller Mertens & Comfort, P.L.L.C.
- CPA: **Monte Nail**, CPA

VISIT TRI-CITIES STAFF

- **Kevin Lewis**, President & CEO
- **Hector Cruz**, Vice President of Development & Community Engagement
- **Gretchen Guerrero**, Vice President of Finance & Operations
- **Julie Woodward**, Vice President of Marketing & Creative Services
- **Austin Wingle**, Marketing Manager, Advertising, Design & Creative Analysis
- **Corbin Harder**, Marketing Manager, Website & Multi-Media
- **Lillian Martin**, Media Relations Manager
- **Kirsten Finn**, Convention Development Manager Team Lead
- **Natalie Clifton**, Sports Development Manager
- **Michele York**, Business Development Manager
- **Kaiya Bliss**, Convention Development Manager
- **Reagan Thompson**, Convention Development Manager
- **Linda Tedone**, Sales Administrative Assistant
- **Samantha Galbraith**, Operations Manager/Executive Assistant
- **Abby Hedges**, Visitor Services Specialist

OVERVIEW

- **Founded:** 1969 as non-profit organization
- **Staff:** 15 full-time employees
- **Structure:** Governed by a 42 member Board of Directors
- **Members:** 412
- **Website:** VisitTri-Cities.com

2023 BOARD OF DIRECTORS

- Councilmember **Loren Anderson**, City of Kennewick
- **Deborah Barnard**, Barnard Griffin Winery
- **Jerry Beach**, A-1 Hospitality
- **Troy Berglund**, West Richland Chamber of Commerce
- **Mark Blotz**, Clover Island Inn
- Washington State Senator **Matt Boehnke**
- **Phinney Brown**, Arts Center Task Force
- Washington State Representative **April Connors**
- **Jennifer Cunningham**, Q Home Loans
- **Karl Dye**, TRIDEC
- Councilmember **David Fetto**, City of West Richland
- **Robert Franklin**, B-Reactor Museum Association
- **Colleen French**, Department of Energy
- **Brisa Guajardo**, Tri-Cities Hispanic Chamber of Commerce
- **Mike Hall**, Ice Harbor Brewing Company
- **Monica Hammerberg**, Hampton Inn + Suites Pasco
- **Colin Hastings**, Pasco Chamber of Commerce
- **Sandra Haynes**, WSU Tri-Cities
- **Trish Herron**, Battelle
- Commissioner **Ken Hohenberg**, Port of Kennewick
- **Diahann Howard**, Port of Benton
- **Brian Lubanski**, Ben Franklin Transit
- **Lori Mattson**, Tri-City Regional Chamber of Commerce
- **David McClain**, TC Black
- Commissioner **Will McKay**, Benton County
- **Brent Miles**, Tri-City Dust Devils
- Commissioner **Rocky Mullen**, Franklin County
- **Dara Quinn**, Emerald of Siam
- **Cliff Reynolds**, Courtyard by Marriott Columbia Point
- Mayor Pro Tem **Theresa Richardson**, City of Richland
- Councilmember **Zahra Roach**, City of Pasco
- **Gus Sako**, The Octopus' Garden
- **Rosana Sharpe**, The REACH Interpretive Center
- **Lacey Stephens**, Home2Suites
- **Vivian Terrell**, Honey Baked Hams Co.
- **Matt Watkins**, Pasco Public Facilities District
- **Rebekah Woods**, Columbia Basin College

OUR MEMBERSHIP

Visit Tri-Cities’ ability to attract visitors to our region is made possible by the investment and support of our member organizations. Visit Tri-Cities members and partners provide unique and inclusive opportunities that are of interest to travelers and help build a better quality of life for residents. Their dedicated, unwavering support is the foundation of our work. In turn, it is our duty, obligation, and pleasure to continue the promotion and celebration of our members and our dynamic community through tourism marketing, high quality publications, destination advertising, educational forums, creative digital content, and destination development. In 2023, Visit Tri-Cities’ membership total reached **412 tourism businesses**.

ECONOMIC DEVELOPMENT PARTNERS

City of Kennewick
City of Pasco
City of Richland
Tri-City Regional Hotel Motel Commission

DIAMOND

Battelle
Bechtel National
Central Plateau Cleanup Company
Hanford Mission Integration Solutions
Toyota Center
Three Rivers Convention Center
Washington River Protection Solutions

PLATINUM

Ben Franklin Transit
Benton County
Benton PUD
City of West Richland
Energy Northwest
Franklin County
Franklin PUD
Port of Benton
Port of Kennewick
Port of Pasco
The HAPO Center

GOLD

Best Western Premier Pasco Inn & Suites
Clover Island Inn
Comfort Suites Kennewick at Southridge
Courtyard by Marriott Richland Columbia Point
Hilton Garden Inn Kennewick
Holiday Inn Express & Suites Pasco Tri-Cities
Holiday Inn Richland on the River
Red Lion Hotel & Conference Center Pasco
Red Lion Hotel Kennewick Columbia Center
Richland Riverfront Collection by Ascend
SpringHill Suites by Marriott Kennewick

SILVER

Baymont Inn & Suites
Best Western Kennewick Tri-Cities Center Hotel
Best Western Plus Kennewick Inn
Comfort Inn
Courtyard by Marriott Pasco Tri-Cities Airport
Fairfield Inn
Hampton Inn & Suites Pasco/Tri-Cities
Hampton Inn Kennewick at Southridge
Hampton Inn Richland
Holiday Inn Express Hotel & Suites Richland
Home2Suites by Hilton
Homewood Suites by Hilton - Richland
Kennewick Inn & Suites
La Quinta Inn & Suites
My Place Hotel-Pasco/Tri Cities, WA
Red Lion Inn & Suites Kennewick Tri-Cities
Sleep Inn Pasco Tri-Cities
Super 8 Kennewick
The Lodge at Columbia Point
TownePlace Suites by Marriott
Woodspring Suites

Standard Membership

14 Hands Winery
3 Eyed Fish Kitchen + Wine Bar
3 Rivers Folklife Society
4 Whistles Winery
A & A Motorcoach
Above The Curve Vineyard
Academy of Children’s Theatre
Ace Jewelry & Loan
Adventures Underground
Airfield Estates
AJ’s Edible Arts, Inc.
Alaska Airlines
Alexandria Nicole Cellars
Alexandria Nicole Cellars Destiny
Ridge Tasting Room
Allied Arts Association - Gallery at the Park
Anelare Winery
Angel Brook Christmas Tree Jubilee
Angel Brook Farm Market and Produce
Stands - Kennewick
Angel Brook Farm Market and Produce
Stands - Richland
Angel Brook Ice Cream
Anthology Event Venue by Castle
Event Catering

Anthony’s at Columbia Point
Arlene’s Flowers & Gifts
Art on the Columbia
Art Work Northwest
Art YOUR Way
Arts Center Task Force
Aspen Limo Tours
At Michele’s
Atomic Ale Brewpub & Eatery
Atomic Bowl & Jokers Lounge & Casino
Atomic Escape Rooms
Aub’s Bananza Bread
Avennia Red Mountain Tasting Room
AXE KPR Axe Throwing
Azteca
B Reactor Museum Association (BRMA)
Badger Mountain Vineyard/Powers Winery
Barnard Griffin Winery
Bartholomew Winery
Baum’s
Bella Italia Restaurant
Bennett Rentals
Benton County Fairgrounds
Bergan’s Timeless Treasures
Bergstrom Aircraft, Inc.
Bingo Boulevard

Black Heron Spirits, LLC
Blankslate
Blossom Cups & Cakes, LLC
Bob’s Burgers and Brew - Kennewick
Bob’s Burgers and Brew - Richland
Boiada Brazilian Grill
Bombing Range Brewing Company
Bon Cafe Co
Bougie Brunch
Brady’s Brats
Brewminatti
Brick House Pizza
Bristle Art Gallery
Brother’s Cheese Steaks
Budd’s Broiler by Anthony’s Restaurants
Buds and Blossoms too
Burger Ranch
Burger Ranch - Pasco
Canyon Lakes Golf Course
Catering to You
CBC Arts Center
Cedars at Pier 1
CG Public House & Catering
Chandler Reach Vineyards
Chapala Express
Cherry Chalet Bed & Breakfast

OUR MEMBERSHIP

Chic & Unique Furniture Kennewick
Chic & Unique Furniture Richland
Chuck E. Cheese
Chukar Cherries
Cigar Savvy Shop, LLC
Clover Island Marina
Col Solare Winery
Columbia Basin BMX
Columbia Basin College
Columbia Basin Racquet Club
Columbia Center
Columbia Crest Winery
Columbia Park Golf Tri-Plex
Columbia Point Golf Course
Columbia Sun RV Resort
Community Concerts of the Tri-Cities
Convergence Zone Cellars
Copper Top Tap House
Cora’s E-bike Shop
Cougar Cave Espresso
Country Mercantile
Country Mercantile - Pasco
Coyote Bob’s Roadhouse Casino
Coyote Canyon Mammoth Site
Coyote Canyon Winery
Crazy Moose Casino
Cupcakes Bakery & Deli
D’s Wicked Cider
D-Bat Columbia Basin
Del Sol Lavender Farm
DermaCare Desert Food Mart (Conoco)
Desert Wind Winery
Divots Golf
Dog Haus Biergarten - Pasco
Don Rubio’s
Dovetail Joint Restaurant
DownUnderSportFishing
DrewBoy Creative
Earth Spirit Shop
East Benton County Historical Society & Museum
Eastern Washington Transportation
Elk Haven Winery
Emerald of Siam Thai Restaurant & Lounge
Encanto Arts
Europa Italian & Spanish Cuisine
Events at Sunset
Experience 46 Degrees
Farmhand Winery
Fast and Curryous
Fat Olives Restaurant & Catering
Fidélitas Wines
Five Guys Burgers & Fries
Float Euphoria
Foodies Kennewick
Foodies on the Go
Foodies Richland
Franklin County Historical Society & Museum
Franklin County RV Park
Fresh Leaf Co
FreshPicks WA Smoothies
Frichette Winery
Friends of Sacajawea State Park
Frost Me Sweet Bakery & Bistro
Fujiyama Japanese Steak House & Bar

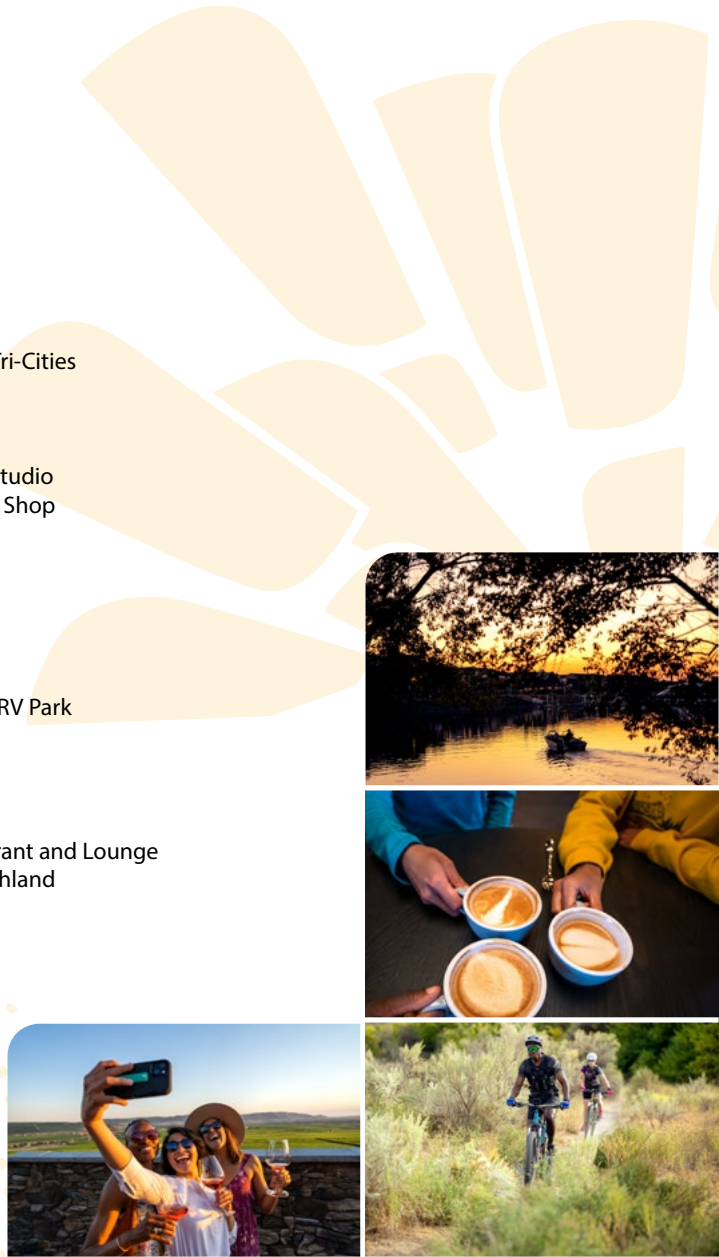
Garden Hot Pot
Gesa Carousel of Dreams
Glass Studio at Barnard Griffin Winery
Goose Ridge Estate Vineyard & Winery
Gordon Estate Winery
GRAZE - ‘a place to eat’
Great Harvest Bread Company Kennewick
Greenies
Griggs Ace Hardware
Ground Support Coffee
Guadalajara Style Mexican Food LLC
Hamilton Cellars
Havana Café
Hedges Family Estate
Hightower Cellars
HoneyBaked Ham Café
HOOKED SEAFOOD BOIL & BAR
Hope Outfitters
Hops n Drops
Hops n Drops - Kennewick
Horn Rapids Golf Course
Horn Rapids RV Resort & Mini Mart
Hot Tamales, LLC
How Sweet It Is
Ice Harbor Brewing Co.
Ice Harbor Brewing Company at the Marina
Iconic Brewing
IHOP Restaurants
Indaba Coffee
InterMountain Alpine Club
iplay Experience
It’s All in the Details
J&S Dreamland Express
J. Bookwalter
Just Juice LLC
KayakBateman.com
Kickstand Tours
Kindred Spirits
Kiona Vineyards and Winery
Kitzke Cellars
La Bella Vita Kitchen and Bar
Lakeside Gem and Mineral Club
Layered Cake Artistry
Lemonto Grass
LIGO Hanford Observatory
Longship Cellars
Love Curry Indian Cuisine
Lower Columbia Basin Audubon Society
LU LU Craft Bar + Kitchen
Lucky Flowers
Magill’s Restaurant & Catering
Market Vineyards
Martinez & Martinez Winery
Masala Indian Cuisine
Master Gardener Foundation of
Benton-Franklin County
McDonald’s Restaurants
Mercer Wine Estates
Mid-Columbia Ballet
Mid-Columbia Libraries
Mid-Columbia Mastersingers
Mid-Columbia Musical Theatre
Mid-Columbia Symphony
Middleton Farms

Milbrandt Vineyards/Ryan Patrick Wines
MillerTime Fishing
Miss Tamale
Mocha Express on Canal
Mocha Express TriCities
Modern Medical Spa
Monarcha Winery
Moniker Bar
Monterosso’s Italian Restaurant
Moonshot Brewing
Moonshot Brewing Pub at the Park
Muret-Gaston Winery
National Charter Bus Richland
Nothing Bundt Cake
Nouveau Day Spa
OATIS Outdoor Adventure Rentals
Octopus’ Garden
OH SUSHI
Opportunity Kitchen - Federal Building
Opportunity Kitchen - Public Market at CRW
Pacific Shorz Powersports
Pasco Aviation Museum
Pasco Goffland
Pasco Specialty Kitchen
Peacock Coffee Roasting Co
Pedego Electric Bikes Tri-Cities
Perfect Circle Brewing
Philocaly Lingerie Boutique
Picante Mexican Taqueria
Polka Dot Pottery
Popcorn Northwest
Porter’s Real BBQ Kennewick
Porter’s Real BBQ Pasco
Porter’s Real BBQ Richland
Poutine, Eh?
Power Up Arcade Bar
Preszler’s Guide Service, LLC
Price 4 Limo
Proof Gastropub
Public Market at Columbia River Warehouse (CRW)
Purple Star Wines
Ranch & Home
Rattlesnake Mountain Harley - Davidson
REACH Museum
Reborn Bike Shop
Red Dot Paintball
Red Lobster
Red Mountain AVA Alliance
Red Mountain Event Center
Red Mountain Trails
Red Mountain Trails Winery
Restaurante El Chapala
Rewster’s Craft Bar & Grill - Horn Rapids Golf Course
Richland Players
RideNow Powersports Tri-Cities
Roads2 Travel Company
Rocco’s Pizza Kennewick
Rocco’s Pizza Pasco
Rock Shop
Rollarena Skating Center
Rolling Hills Chorus
ROMA House
Roscoe’s Coffee
Round Table Pizza - Kennewick

OUR MEMBERSHIP

Round Table Pizza - Leslie
Round Table Pizza - Pasco
Round Table Pizza - Richland
Runners of the Sage
Sacajawea State Park
Sage Brewing Company
Sageland Center
Salud Bar and Kitchen
Sandollar Farms & Alpacas
Sandy's Fabrics & Machines
Seoul Fusion Korean Restaurant
Shade Cafe
Sheep's Clothing
Shelby's Floral & Gifts
Simplified Celebrations
Skippers Seafood n' Chowder
Sleeping Dog Wines
Soi 705
Solar Spirits Distillery
Somer Mediterranean Food and Bakery LLC
Southern Cross Winery
Spare Time Lanes
Spencer Carlson Furniture & Design
Sporthaus
Summer's Hub of Kennewick
Sun Willows Golf Course
Sundance Aviation
Sunken Treasures Games
SunWest Sportswear
SuperMex El Pueblo Market
Swadee Thai Cuisine
Swampy's BBQ Sauce & Catering
Swigg Coffee Bar
Tagaris Winery
Take a Break Tri-Cities
Tapteal Greenway
TC Black
TC Cider House
Terra Blanca Winery & Estate Vineyard
The Bradley
The Bubbly Boba
The Crazy Crab Place
The Educated Cigar, LLC
The Endive Eatery
The Garden TriCities
The Grain Bin Flower Farm & Inn
The Human Bean
The Medusa Tap House
The Moore Mansion
The Olive Garden
The Pub
The Rude Mechanicals
The Spa Traveler
The Teal Box
The Tinte Red Mountain Retreat
Thurston Wolfe Winery
Tip Pit BBQ
Transient Coffee Company
Trejo's Mexican Restaurant
Trejo's Taco Factory
Tri-Cities Newcomers Club
Tri-Cities Tackle
Tri-Cities Wine Society
Tri-City Americans Hockey

Tri-City Dust Devils
Tri-City Tappers
Tucannon Cellars
Tulipe Lifestyle Shop
Tumbleweeds Food Truck
Tumbleweeds Mexican Flair
Twigs Bistro & Martini Bar
Twist Clothing Co.
Uncle Sam's Saloon
Upchurch Vineyard
Uptown Antique Market
Urban Grounds LLC
US Army Corp of Engineers
VISTA Event Space
Washington State University Tri-Cities
Water2Wine Cruises
Wautoma Springs
West Richland Golf Course
Wet Palette Uncork + Create Studio
Wheelhouse Community Bike Shop
White Bluffs Brewing
White Bluffs Quilt Museum
Wine Social
Wingstop Pasco
Wisdom Books LLC
WIT Cellars
Wright's Desert Gold Motel & RV Park
Xenophile Books
X-Golf Kennewick
Z Place Salon & Spa
Zintel Creek Golf Club
Zintel Creek Golf Club Restaurant and Lounge
Zullee Mediterranean Grill Richland



OUR SPONSORS

HANFORD MISSION INTEGRATION SOLUTIONS

The **Media Outreach Sponsorship** is paramount to the success of Visit Tri-Cities' mission of driving visitor spending. The funds secured through the media relations sponsorship allows our organization to work in unison with outside public relations firms to bring in travel writers, national news organizations, and provides the national media attention our great community deserves. Additionally, the sponsorship complements other marketing endeavors such as social media, digital, OTT, television, and print ads. In doing so, we bring value to our partners and community members while creating a positive image of our community for local employers recruiting efforts and employee retention.



BECHTEL

The **Tri-Cities Rivershore Enhancement Council (TREC)** is a multi-jurisdictional program, coordinated by Visit Tri-Cities, which is helping the community rediscover its river shores and is working to emphasize restoration, development, and enhancement activities. The investment made by Bechtel ensures that the work being done by TREC's committees, the Strategic Committee and the Technical Committee, will continue. Contributions made, have a direct impact on the Rivershore Enhancement Council through the creation of the Rivershore Master Plan. These efforts continue to improve river shore experiences for all to enjoy.



WASHINGTON RIVER PROTECTION SOLUTIONS

Washington River Protection Solutions is the **Annual Meeting and Kris Watkins Tourism Champion Award Sponsor**. This sponsorship supports the communication of the Visit Tri-Cities mission with its VTC membership, VTC Board of Directors, and stakeholders; including presentations to city council members and elected officials.



BATTELLE

Battelle is our **Excellence in Service Award/Eco-Tourism Sponsor**. This partnership is a vehicle for encouraging visitation and enjoyment of our outdoor recreational opportunities. Battelle also extends its support to the Excellence in Service Award, chairing the committee and overseeing the evaluation process. Battelle has made additional spotlights possible through the "Tri-Cities Business Spotlight" campaign. The Excellence in Service Award is presented by Battelle at the Visit Tri-Cities Annual Meeting.



CENTRAL PLATEAU CLEANUP COMPANY

The **Quality-of-Life Sponsorship** drives the success of the Visit Tri-Cities mission in developing programs, products, and activities that impact "the overall economic vitality of our communities and the quality of life for our citizens." This sponsorship provides an avenue to place in-market advertising, promoting the quality of life to local residents, those considering relocation, and visitors staying in the area. The funds secured through the Quality-of-Life Sponsorship allows our organization to market effectively in-region, highlight local tourism businesses, encourage the community to engage with local events and businesses, and inspire our local community members to bring their friends and family to the Tri-Cities; in turn positively impacting our local economy.



THREE RIVERS CONVENTION CENTER, TOYOTA CENTER & TOYOTA ARENA

The Three Rivers Campus is the **Convention and Meeting Program Sponsor**. A pivotal hub for economic development in our community. The convention facilities are more than just event spaces, they are the engines that drive economic development. The sponsorship of the Three Rivers Campus directly contributes to the community's ability to host diverse and impactful events, creating a positive ripple effect throughout the community. The Three Rivers Campus creates opportunities for locals to engage, learn, and network. It is an investment in the economic and social fabric of our community.



NEWLY SECURED SIGNATURE EVENTS FOR 2024



Visit Tri-Cities inked the deal to host the IRONMAN 70.3 Washington Tri-Cities race for the upcoming three years. This exciting event will be staged at Columbia Point in Richland, bringing together 2,500 athletes, 7,500 visitors, 2,000 volunteers, and numerous agencies. The collaboration aims to produce one of world's most recognized and embraced endurance events.



Visit Tri-Cities won the bid to host the World Horseshoe Pitching Championships in both 2024 and 2027. Each world championship event will bring nearly 2,500 people to the area over a two-week period as pitchers compete for the world title. Each world championship event will generate nearly \$1 million in economic impact to the area as well as 1,000 participants will come to the Tri-Cities to compete for the world title.



Another successful bid Visit Tri-Cities landed is the 2024 Washington Society of Association Excellence (WSAE) Annual Conference. WSAE is a representative body for over 225 association executives, staff specialists, and industry partners. By hosting the 2024 Annual

Conference in the Tri-Cities, Visit Tri-Cities has a valuable opportunity to present the region as a top-tier destination to influential members of the association and event planning community. These individuals are often well-connected, long-standing acquaintances who strive to provide their members with the finest education and experiences that Washington has to offer, and the Tri-Cities perfectly aligns with their objectives.

For more information and updates on the IRONMAN 70.3 and the NHPA World Horseshoe Pitching Championships in Tri-Cities, please check out [VisitTri-Cities.com](https://www.VisitTri-Cities.com)

THE FOLLOWING IS A SUMMARY OF VISIT TRI-CITIES ACTIVITIES TO SUPPORT TOURISM.

STRATEGIC SALES

- Successfully host Washington Society for Association Excellence (WSAE), National Horseshoe Pitchers Association (NHPA), and IRONMAN events.
- Increase room nights booked by 15% over 2023. Achieve 45,000 room nights booked.
- Generate and submit 230 sales leads (Request for Proposals) to industry partners.
- Host three sales missions featuring customer appreciation events and appointments with planners.
- Attend five lead producing conferences to meet with decision makers and promote the Tri-Cities as a destination of choice for conventions and sports events. Conferences include TEAMS, Sports ETA, S.P.O.R.T.S. Relationship Conference, Esports Travel Summit, WSAE, Meeting Planners International, and Northwest Event Show.
- Host three appreciation events for meeting planners and sports events organizers.
- Utilize contracted platforms and tools to full potential.
- Conduct Director of Sales meetings to support and coordinate efforts with local tourism-related businesses.
- Work with Tri-Cities Sports Council members, including athletic directors, sports venue directors, and community leaders to create attractive proposals for high school athletic district and state-wide championships.
- Coordinate venue costs and accommodation pricing for tournament directors and meeting planners.
- Secure hotel room blocks and complimentary rooms as needed to secure events.

EFFECTIVE MARKETING

- Successfully promote and communicate WSAE, NHPA, and IRONMAN. Promotion and communication will occur through social media, our website, press releases, media press kits, advertising, etc.
- Launch new strategic messaging across all platforms and media.
 - Strategically create and launch digital ad campaigns throughout the year to attract targeted visitors in each of the core experiences. Tactics include CTV/OTT, blended video and digital display.
 - Acquire fresh photo and video assets to enhance each core experience, including important events, activities, locations, and seasons. Quarterly shoots will be conducted throughout 2024 to document yearly events, entertainment, weather-related content, and more. These updated resources will assist in effectively narrating our destination's story, fostering emotional connections, sparking inspiration in viewers, and offering a virtual experience.
 - Utilize public relations to raise awareness and generate interest in our destination. Tactics include 12 FAMs (familiarization tours) by traditional media placements (50%) and by social media influencers (50%). Other tactics include social media, press releases, and interviews.

- Rebuild and launch VTC website Q3. Revamp the website to reflect our updated strategic approach and highlight essential messaging. Strategies involve implementing a user-friendly and intuitive navigation system to assist visitors in their travel decision-making process. Utilize captivating visuals to effectively display and endorse the destination, along with a streamlined design for improved aesthetics.
- Use VTC dashboard to track and report key metrics for all marketing components. Enhance dashboard reporting to encompass all marketing aspects such as PR, social media, website, etc., in order to present a more comprehensive and comprehensible depiction of the data shared with stakeholders and staff.
- Design and distribute new 2024 Annual Visitors Guide. In designing the new 2024 Annual Visitors Guide, our primary focus will be on ensuring alignment with our revised strategic approach and emphasizing core messaging throughout. The content will be structured according to our five experience categories, incorporating human interest narratives to engage readers.
- Utilize contracted platforms and tools to full potential. BrandFolder serves as a repository for our digital assets and logos. In the upcoming year, we plan to transfer all pertinent assets to the platform and incorporate new assets as well. Utilize other platforms to streamline work flow and communication strategies.
- Improve internal and stakeholder communication.
 - Internal: 1. Implement the Asana project management platform company-wide to enhance internal communication and streamline workflow. 2. Distribute the updated Brand Book to enlighten staff about our brand significance and core values.
 - Stakeholder: 1. Enhance the VTC dashboard to offer stakeholders a clearer insight into the performance of our initiatives and their contributions to our city's tourism endeavors. 2. Partnering with Datafy as our digital media collaborator will enable us to gather data on return on ad spend and attributions, significantly enhancing the visibility of our digital marketing efforts.



THE FOLLOWING IS A SUMMARY OF VISIT TRI-CITIES ACTIVITIES TO SUPPORT TOURISM.

COLLABORATIVE DESTINATION DEVELOPMENT

- Successfully leverage WSAE, NHPA, and IRONMAN Events
- Coordinate and manage efforts of the Tri-Cities Rivershore Enhancement Council (TREC), including advancing the Cable Bridge Lighting Project and creating a webpage to track and report all TREC related projects and developments.
- Provide direction and guidance for recommendations outlined in the Rivershore Master Plan II.
- Coordinate efforts of the Tri-Cities National Park Committee and collaborate with partner agencies to establish a community vision for the Manhattan Park National Historical Park (MAPR), establish a friends group entity and support Park related initiatives.
- Promote the National Park Service American WWII Heritage City designation, B Reactor virtual tours, and available MAPR tours.
- Provide direction and guidance for recommendations outlined in the Sports Facilities Market Analysis and Feasibility Study.
- Manage the cooperative efforts of the Wine Tourism Council serving wineries, wine-related venues, hotels, restaurants, and transportation providers in Benton and Franklin counties.
- Support initiatives to expand or enhance critical convention facilities and event venues.
- Engage in tourism related initiatives with the Tri-Cities Strategic Alliance (TRIDEC, the Tri-City Regional Chamber and the Benton-Franklin Council of Governments) to facilitate action on regional projects that will help shape the future of our region.
- Work with TRIDEC and the Tri-City Regional Chamber of Commerce to support business and economic development initiatives.
- Participate and provide leadership in tourism industry organizations such as Washington State Destination Marketing Organization (WSDMO), State of Washington Tourism, Destination Marketing Association (DMA West), and Destinations International (DI).
- Collaborate with Federal and State Legislators on tourism related priorities.

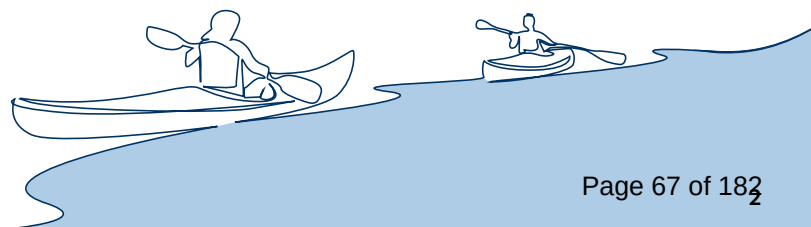
PROACTIVE COMMUNITY ENGAGEMENT

- Successfully engage community in hosting WSAE, NHPA, and IRONMAN events.
- Establish and maintain an engaging and meaningful membership program to recognize, support, and promote tourism related businesses and the partner organizations that support the mission and strategic pillars of our organization.
- Develop and produce a corporate sponsor media kit to outline opportunities and benefits.
- Host the 2024 Annual Meeting to provide inspiration, education, tourism reports, and outlook to our stakeholders and partners.
- Promote local tourism businesses and attractions through VisitTri-Cities.com.

- Provide key data to keep members up to date on industry trends, opportunities and events through regular newsletter communications.
- Promote local businesses to convention and sports participants through the "Show Your Badge" program.
- Create member benefit programs to support tourism employment, recruiting, and workforce development.
- Provide materials to local companies to enhance their recruitment and employee relocation efforts.
- Manage the cooperative efforts of the Tri-Cities Sports Council serving high school athletic directors, municipal recreation departments, local sports clubs, and sports officials.
- Secure volunteers for signature events taking place in the Tri-Cities.

INNOVATIVE & MEANINGFUL OPERATIONS

- Manage and operate the Tri-Cities Visitor Center, providing a place for visitors and residents to gather information on local attractions, services, and tourism-related businesses.
- Promote the Visitor Guide and other publications highlighting the community, attractions, and activities to promote the Tri-Cities as a preferred travel destination.
- Support and interact with estimated 5,000 written and telephone requests for information on the Tri-Cities.
- Produce the Tri-Cities Calendar of Events.
- Offer a "Hot Dates" program to assist visitors in finding accommodations during high-demand dates.
- Maintain the Satellite Visitor Centers with visitor information, maps and brochures.
- Provide visitor services and maintain the interactive Tri-Cities kiosks at the Tri-Cities Airport and Three Rivers Convention Center.
- Promote and manage the Tri-Cities "Excellence in Service" program to inspire customer service region-wide.
- Produce sustained and consistent tourism growth by preserving our position as an employer of choice through energizing work, professional growth and thoughtful adoption of effective employee retention initiatives.
- Operate and perform as a globally accredited organization as recognized by Destinations International and the Destination Marketing Accreditation Program (DMAP).
- Maintain efficient and healthy fiscal stability and related practices.



Council Agenda Coversheet 	Agenda Item Number: 4.h. Agenda Item Type: Resolution Subject: Resolution: Endorsement of Mid-Columbia Libraries Membership with the Association of Washington Cities Employee Benefit Trust Program Department: City Manager Ord/Reso # Project #	Council Date: 4/2/2024 Category: Consent Agenda Ordinance/Reso
<u>Recommendation</u> Staff recommends adopting the resolution as presented and authorizing the Mayor to sign the letter of support. <u>Motion for Consideration</u> Motion to sponsor Mid-Columbia Libraries' membership with the Association of Washington Cities Employee Benefit Trust Program through adoption of the proposed resolution and authorizing the mayor to sign the letter as presented. <u>Summary</u> Mid Columbia Libraries is seeking membership with the Association of Washington Cities Employee Benefit Trust. In order to apply for membership, a local agency must sponsor the membership through adoption of a resolution and a letter of support. Mid Columbia Libraries has requested the City of Kennewick's support. City staff have reviewed AWC's association membership requirements and determined Mid Columbia Libraries meets the following criteria: • Have a bona fide interest in supporting the mission and goals of AWC. • Have a public service interest in cities and towns. • Have a reputable standing with AWC member cities and towns, peers and professional colleagues. Therefore, a resolution and letter of support have been prepared for Council consideration. <u>Alternatives</u> Council may withhold support of the membership endorsement. This alternative is not recommended. <u>Fiscal Impact</u> There is no fiscal impact on the City of Kennewick.		
<u>Attachments:</u> 1. Letter 2. Resolution		



Leading the Way

Sent Via E-Mail: tonias@awcnet.org

April 3, 2024

Deanna Dawson
AWC Chief Executive Officer
Association of Washington Cities
c/o Tonia Sugarman
1076 Franklin Street SE
Olympia, WA 98501-1346

RE: SPONSORING MID COLUMBIA LIBRARIES AWC EMPLOYEE BENEFIT TRUST MEMBERSHIP

Since its establishment in 1948, Mid Columbia Libraries has been offering invaluable services to the residents of Benton, Franklin, and parts of Adams counties. Presently, its services cater to over 260,000 residents, encompassing branch libraries, rural delivery services, and digital branches.

The organization is currently seeking membership with the Association of Washington Cities Employee Benefit Trust. The City of Kennewick has long enjoyed the benefits of being a member of your organization, and we are honored to endorse the extension of this membership to Mid Columbia Libraries, a vital public agency within our community.

The Mid Columbia Libraries satisfy the associate member qualification criteria. Their demonstrated commitment to advancing the mission and objectives of AWC is evident. With a longstanding record of providing public services across various municipalities, they have established a commendable reputation with the City of Kennewick and neighboring agencies.

Enclosed is the resolution adopted by the City of Kennewick during its meeting on April 2, 2024, expressing support for Mid Columbia Libraries' membership request.

Sincerely,

Gretl J. Crawford
Mayor

Office of the Mayor

210 W. 6th Ave • PO Box 6108 • Kennewick, WA 99336-0108
(509) 585-4238 • Fax (509) 585-4445 • go2kennewick.com

CITY OF KENNEWICK
RESOLUTION NO. 24-_____

A RESOLUTION ENDORSING MID-COLUMBIA LIBRARIES' MEMBERSHIP WITH
ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST PROGRAM

WHEREAS, the City of Kennewick is a member of the Mid-Columbia Libraries which was created by an inter-local co-operation agreement as authorized by RCW 39.34.; and

WHEREAS, the Mid Columbia Libraries provides library services for the City of Kennewick.; and

WHEREAS, the Mid-Columbia Libraries would like to participate in the Association of Washington Cities (AWC) Employee Benefit Trust benefits program as a quasi-municipal entity; and

WHEREAS, the Association of Washington Cities (AWC) Employee Benefit Trust requires that a city member of the Association of Washington Cities (AWC) Employee Benefit Trust sponsor a non-city entity's request before the non-city entity can participate in the Association of Washington Cities (AWC) Employee Benefit Trust benefit programs; NOW, THEREFORE,

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, AS FOLLOWS:

The City of Kennewick, with this resolution, sponsors the Mid-Columbia Libraries of Benton/Franklin County's request for application to join the Association of Washington Cities (AWC) Employee Benefit Trust as a non-city entity; and

The City of Kennewick requests that the Mid-Columbia Libraries of Benton/Franklin County's membership into the Association of Washington (AWC) Employee Benefit Trust be allowed.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 2nd day of April, 2024, and signed in authentication of its passage this 2nd day of April, 2024.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL TOWNSEND,
City Clerk

RESOLUTION NO. 24-____ filed and
recorded in the office of the City Clerk of
the City of Kennewick Washington, this
3rd day of April, 2024

Approved as to Form:

LAURENCIO SANGUINO,
Interim City Attorney

KRYSTAL TOWNSEND,
City Clerk

Council Agenda Coversheet	Agenda Item Number: 4.i. Council Date: 4/2/2024	Category: Consent Agenda
	Agenda Item Type: Boards and Commissions Subject: Boards and Commissions Appointment: Arts Commission Department: City Manager Ord/Reso # Project #	Contract # Permit #
<u>Recommendation</u> The Interview Committee recommends that City Council make one appointment to the Arts Commission. <u>Motion for Consideration</u> Motion to appoint Austin Wingle to the Arts Commission for a term expiring March 31, 2028. <u>Summary</u> The Arts Commission has one vacant position. The Council Interview Committee recently conducted interviews and made the following recommendation to fill the opening on the Arts Commission: Austin Wingle to the Arts Commission for a term that will expire 3/31/2028. Other applicants: Aaron Racicot Michelle Robinson <u>Alternatives</u> None. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Applications		

From: noreply@civicplus.com
Sent: Thursday, February 1, 2024 4:20 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Aaron
Last Name	Racicot
Date	2/1/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Arts Commission, Parks & Recreation Commission, Planning Commission
Occupational Status and Background	I'm currently self-employed. Prior to that, I worked in finance for 20+ years. I also have experience as a journalist and have had plays produced as a playwright.
What unique qualities or attitude will you bring to this position?	I feel my financial background would be advantageous to the city. I understand risk/reward well. I think my ability to have a vision for the future will serve the city. I'm not a life-long resident of the Tri-Cities, but I've been coming here since the early 90's. I've seen a lot of change. I've lived in the Northeast, Midwest, Texas, and California in various size cities. I've seen what works and what doesn't. A different perspective may be beneficial to the city.
Community Related Activities/Organizational Affiliations	Houston Women's Center Meals on Wheels United Way University of Houston Alumni Association - Reinvigorated the Communications chapter at the school.

Volunteer Experience	Houston Women's Center Meals on Wheels United Way University of Houston Alumni Association - Reinvigorated the Communications chapter at the school.
What interests you about this Board/Commission?	I'm interested in three positions. I have interests in the Arts. I have worked with Pulitzer playwrights, Edward Albee and Lanford Wilson. In fact, Lanford produced one of my plays that was performed in Houston, TX. I have a background in finance and land developing so I think I could be useful on the planning commission. I have three kids so I spend a lot of time in parks.
Experiences related to position applied for	I have published a children's book and had plays produced. I worked in finance for twenty years and have been in real estate for over four years. I've been to many parks and enjoy them very much.
Why are you seeking appointment?	I want to serve my community and help it remain a great place to raise a family.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	None.
What makes you a good choice for this Board/Commission?	I think I would be a good choice for any of the three positions. I wouldn't have a problem serving on two if possible. I think I would be a good choice because of my background and willingness to help our city.
Personal References	Anita Young - Personal Info David Retter - Personal Info Ken Johanning - Personal Info
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Aaron B. Racicot

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Tuesday, February 27, 2024 4:17 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Austin
Last Name	Wingle
Date	Personal Info Personal Info
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99338
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Arts Commission
Occupational Status and Background	I currently hold the position of Marketing Manager for Advertising, Design, and Creative Analysis at Visit Tri-Cities. My responsibilities include creating, developing, designing, and analyzing marketing materials and collateral for Visit Tri-Cities. Previously, I worked as a Multimedia Marketing Specialist at Community First Bank HFG Trust, where I designed collateral and managed brand integrity. Prior to that, I was a Program Coordinator at Washington State University's Tri-Cities campus, organizing events and overseeing student clubs. I am excited to continue contributing to the Tri-Cities with my experience and skills.
What unique qualities or attitude will you bring to this position?	I approach tasks with a positive, can-do attitude, believing in the power of compromise and finding common ground to ensure continuous progress. While optimism drives me, I also maintain a realistic perspective, understanding the necessity of compromise. Balancing optimism with realism, I strive for achievable goals while acknowledging limitations. I am confident that my can-do mindset and openness to

	compromise would greatly benefit this role, reflecting my commitment to the well-being of the community.
Community Related Activities/Organizational Affiliations	Currently, I am involved with Tri-Tech Skills Center and the Pasco School District, serving as a voting member on their Digital Arts & Filmmaking Advisory Committee. Additionally, I contribute to some of their events by participating in mock interviews for high school students and participating in other activities held throughout the year. Also with my work at Visit Tri-Cities I am involved in different community endeavours as they arise through the organization.
Volunteer Experience	Currently, my volunteer time consists of the Tri-Tech Skills Center and the Pasco School District Digital Arts & Filmmaking Advisory Committee, where I contribute my time and expertise. Additionally, I actively volunteer at their events to support their students.
What interests you about this Board/Commission?	My lifelong passion for art and design has driven my career, making this Commission a natural fit for my interests. Beyond my professional endeavors, I aspire to deepen my involvement within the community I've always called home. The Arts Commission presents an ideal opportunity for me to broaden my community engagement, and I am drawn to this Commission because it allows me to explore diverse media types that I typically do not encounter in my normal work.
Experiences related to position applied for	My background for this role comes from both my job and my personal interests in art and design. As a designer, I'm a good fit for this Commission, and have expertise in design, art, and giving constructive feedback and critique. Over the course of my education and career, I have honed my skills in the principles of design and art, which I can readily apply here. Additionally, I have been on volunteer and work-related formal committees.
Why are you seeking appointment?	I am seeking appointment because I want to become more engaged in my community and to hopefully give back in some way. By getting involved, I hope to gain a deeper understanding of the community while also expanding my horizons professionally. I believe this opportunity will expose me to new experiences and activities that can enhance my skills and knowledge, benefiting both myself and the community.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No.

What makes you a good choice for this Board/Commission?	I believe I am well-suited for this Commission because I approach situations with a level-headed mindset, am willing to find compromises, and maintain a can-do attitude to accomplish tasks. I value openness and actively listen to different opinions and ideas, fostering collaboration. With my demeanor and past experiences, I am confident that I would be a valuable addition to this Commission.
Personal References	Dana Dollarhyde, City of Kennewick, dana.dollarhyde@ci.kennewick.wa.us Kevin Fairchild, Fairchild Cinemas, kevin@fairchildcinemas.com, Personal Info Danielle Kleist, Taylored Living Magazine and Kleist Consulting, Personal Info Chris Kleist, D.D.S., Midtown Dental, Personal Info
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Austin J. Wingle

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Thursday, February 29, 2024 4:03 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Michelle
Last Name	Robinson
Date	2/29/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99337
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Arts Commission
Occupational Status and Background	2018-2020 Fitness Studio Owner 2019-2020 Dance Teacher KSD 2015-2017 Realtor 2000-2010 Benton PUD Customer Service 1999-2012 Instructor/Trainer/Maganger WO Fitness 1994-2000 Tri-CU Teller
What unique qualities or attitude will you bring to this position?	Some of my strengths are bringing people together for common goals, networking, and event planning.
Community Related Activities/Organizational Affiliations	Currently serve on the board for Vibe Music and Performing Arts Center.
Volunteer Experience	2022-Present board member Vibe Music and Performing Arts Center. Also, Costume Lead. 2021-Present PTO member Kennewick School District at MCP, Event Planning and Field Trips.

Council Agenda Coversheet	Agenda Item Number: 4.j. Council Date: 4/2/2024	Category: Consent Agenda
	Agenda Item Type: Boards and Commissions Subject: Boards and Commissions Appointment: Historic Preservation Commission Department: City Manager Ord/Reso # Contract # Project # Permit #	
<u>Recommendation</u> The Interview Committee recommends that City Council make three appointments to the Historic Preservation Commission. <u>Motion for Consideration</u> Motion to appoint Elisabeth Holt and Marty Robinson, and reappoint KariAnne Clark to the Historic Preservation Commission with terms expiring March 31, 2028. <u>Summary</u> The Historic Preservation Commission has three vacancies at this time. The Council Interview Committee recently conducted interviews and made the following recommendations to fill the openings on the Historic Preservation Commission. Appoint Elisabeth Holt and Marty Robinson, and reappoint KariAnne Clark to the Historic Preservation Commission for terms to expire 3/31/2028. Other applicants: Michael Luzzo <u>Alternatives</u> None. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Applications		

Dana Dollarhyde

From: noreply@civicplus.com
Sent: Thursday, February 1, 2024 3:37 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Elisabeth
Last Name	Holt
Date	2/1/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99337
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Historic Preservation Commission
Occupational Status and Background	Manager at Baker Boyer Bank. Previous Vice President of the Tri-City Regional Chamber of Commerce. Previous Program & Event Director of the Wenatchee Downtown Association. Bachelor of Arts in History from WSU Tri-Cities.
What unique qualities or attitude will you bring to this position?	Born and raised in Kennewick. Care immensely for the community's health and well-being.
Community Related Activities/Organizational Affiliations	Trios Health Board of Directors Formerly on the Board Development Committee for the Girl Scouts of Easter Washington and Northern Idaho
Volunteer Experience	Actively volunteered for the Historic Downtown Kennewick Partnership's Promotions Committee.
What interests you about this Board/Commission?	Would like to be more actively involved with the community. Have a degree in history and was involved with historic preservation efforts during my time with the Wenatchee

	Downtown Association. Worked in Downtown Kennewick for years.
Experiences related to position applied for	Have celebrated many milestones in Kennewick during my time with the Regional Chamber (ribbon cuttings, etc.). Many different relatable aspects during my time in Downtown Wenatchee.
Why are you seeking appointment?	Give back to the community. Preserve our history in Kennewick.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No.
What makes you a good choice for this Board/Commission?	Past history and current position. Baker Boyer has a long history of community involvement - mostly in Walla Walla. I would like to see that increase in Tri-Cities. Know and have worked with many business owners in Kennewick.
Personal References	Linda Haglund Personal Info former ED for the Wenatchee Downtown Association Tammy Culbertson Personal Info Owner Players Sports Bar
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Elisabeth L Holt

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Tuesday, January 30, 2024 6:45 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	KARIANNE
Last Name	CLARK
Date	1/30/2024
Address	Personal Info
City	Pasco
State	WA
Zip Code	99301
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Historic Preservation Commission
Occupational Status and Background	Residential Project Manager Regional Construction Manager Construction Manager/Estimator
What unique qualities or attitude will you bring to this position?	I hold two degrees, an AAS in Architectural Technology & BS Family & Consumer Sciences I am enthusiastic about preserving Kennewick's past and sharing about it with others. I possess research knowledge and skills for digging up information from our local Kennewick past I grew up in Kennewick, graduated from Kennewick High School and love this place. I have worked in the Construction & Design industry for 20 years

Community Related Activities/Organizational Affiliations	Historic Downtown Kennewick Partnership - Design Team HOA committee member
Volunteer Experience	Volunteer Father Daughter Ball HOA committee member Historic Downtown Kennewick Partnership - Design Team
What interests you about this Board/Commission?	My love of Kennewick I'm a 4th generation City of Kennewick citizen Previous term as Historic Commissioner Owner & renovator of 110 year old Downtown Kennewick commercial property My father owns 113 W Kennewick Ave Helped my father renovate 905 W Grand Ronde Ave in the early 1990's. It was built in 1906.
Experiences related to position applied for	Previous term as a Historic Preservation Commissioner Owner & renovator of 110 year old Downtown Kennewick commercial property
Why are you seeking appointment?	I would love to continue my appointment as a Historic Commissioner & to continue helping and restoring the rich history of Kennewick
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	None that I know of
What makes you a good choice for this Board/Commission?	Previous Historic Preservation Commission appointment Extensive knowledge of Kennewick History Kennewick History Lover! I have a background not only as a lifelong resident of the Tri-Cities (except for the college years) but as a 1993 graduate of Kennewick High School. I attended all Kennewick schools Canyon View Elementary, Park Middle School & Kennewick High. My father and sister are also Kennewick High graduates. My grandfather was one of Kennewick's first paid firefighters and was later appointed as Chief. My great-grandfather used to change movie reels at the Roxy Theater as a weekend job. My father and I both own Downtown Kennewick properties. I have a vested interest in the well being and preservation of Kennewick.
Personal References	Ted Luvaas - Former Historic Preservation Commissioner Amber Prejean - Artist, has her artwork on 2 electric boxes in Downtown Kennewick Celina Watts - Children's Ministry Leader

Greg Ford - Brashear Electric (retired)
Misti Selman - Downtown Kennewick Business Owner

Disclaimer and Electronic
Signature Agreement

Electronic Signature KariAnne Clark

Email not displaying correctly? [View it in your browser.](#)

Dana Dollarhyde

From: noreply@civicplus.com
Sent: Thursday, February 29, 2024 1:58 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Marty
Last Name	Robinson
Date	2/29/2024
Address	Personal Info
City	KENNEWICK
State	Washington
Zip Code	99337
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Historic Preservation Commission, Planning Commission
Occupational Status and Background	electrician Energy Northwest. previous experience on Historic Preservation Commission in Kennewick and Pasco
What unique qualities or attitude will you bring to this position?	positive attitude, willingness to help and create new fresh perspective on preserving our community culture while also embracing the future
Community Related Activities/Organizational Affiliations	previous Historic Preservation Commission member
Volunteer Experience	Fraternal Order of Eagles
What interests you about this Board/Commission?	applying my fresh perspective
Experiences related to position applied for	see above

Why are you seeking appointment?	I want to help create a city that embraces a sense of community and family values
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	no
What makes you a good choice for this Board/Commission?	I am a born and raised Tri-Citian, I take great pride in my community and have seen weakness in planning and would like to refocus areas for improvement/enhancement
Personal References	too modest to list
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Marty W Robinson

Email not displaying correctly? [View it in your browser.](#)

From:

Sent:

To:

Subject:

noreply@civicplus.com

Monday, February 5, 2024 12:12 PM

Dana Dollarhyde

Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Michael
Last Name	LUzzo
Date	2/5/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Historic Preservation Commission, Parks & Recreation Commission
Occupational Status and Background	10 years working as USAF Bioenvironmental Eng Tech. Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland.
What unique qualities or attitude will you bring to this position?	Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland. Former volunteer Master Gardeners, volunteer Spokane County Solid Waste Advisory Commitee,2001 2002.
Community Related Activities/Organizational Affiliations	working with Port of Kennewick and Port of Benton-Richland.
Volunteer Experience	Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland. Former volunteer Master Gardeners, volunteer Spokane County Solid Waste Advisory Commitee,2001 2002.

What interests you about this Board/Commission?	I'm trying to help with Duffys Pond and Columbia Park
Experiences related to position applied for	Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland. Former volunteer Master Gardeners, volunteer Spokane County Solid Waste Advisory Commitee,2001 2002.
Why are you seeking appointment?	I'm trying to help with Duffys Pond and Columbia Park
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No
What makes you a good choice for this Board/Commission?	Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland. Former volunteer Master Gardeners, volunteer Spokane County Solid Waste Advisory Commitee,2001 2002.
Personal References	Tom Luzzo Personal Info
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Michael J Luzzo

Email not displaying correctly? [View it in your browser.](#)

Council Agenda Coversheet	Agenda Item Number: 4.k. Agenda Item Type: Boards and Commissions Subject: Boards and Commissions Appointment: Parks & Recreation Commission Department: City Manager Ord/Reso # Project #	Council Date: 4/2/2024 Category: Consent Agenda
		
<u>Recommendation</u> The Interview Committee recommends that City Council make two appointments to the Parks & Recreation Commission. <u>Motion for Consideration</u> Motion to appoint Michelle Haffner and Russel Del Gesso to the Parks & Recreation Commission with terms expiring March 31, 2028. <u>Summary</u> The Parks & Recreation Commission has two vacancies at this time. The Council Interview Committee recently conducted interviews and made the following recommendations to fill the openings on the Parks & Recreation Commission: Appoint Michelle Haffner and Russel Del Gesso to the Parks & Recreation Commission with terms to expire on 3/31/2028. Other applicants: Aaron Racicot Carrie Bennett Jared Wingert Michael Luzzo Ryan Nell Sommer Kinnan <u>Alternatives</u> None. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Applications		

From: noreply@civicplus.com
Sent: Thursday, February 1, 2024 4:20 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Aaron
Last Name	Racicot
Date	2/1/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Arts Commission, Parks & Recreation Commission, Planning Commission
Occupational Status and Background	I'm currently self-employed. Prior to that, I worked in finance for 20+ years. I also have experience as a journalist and have had plays produced as a playwright.
What unique qualities or attitude will you bring to this position?	I feel my financial background would be advantageous to the city. I understand risk/reward well. I think my ability to have a vision for the future will serve the city. I'm not a life-long resident of the Tri-Cities, but I've been coming here since the early 90's. I've seen a lot of change. I've lived in the Northeast, Midwest, Texas, and California in various size cities. I've seen what works and what doesn't. A different perspective may be beneficial to the city.
Community Related Activities/Organizational Affiliations	Houston Women's Center Meals on Wheels United Way University of Houston Alumni Association - Reinvigorated the Communications chapter at the school.

Volunteer Experience	Houston Women's Center Meals on Wheels United Way University of Houston Alumni Association - Reinvigorated the Communications chapter at the school.
What interests you about this Board/Commission?	I'm interested in three positions. I have interests in the Arts. I have worked with Pulitzer playwrights, Edward Albee and Lanford Wilson. In fact, Lanford produced one of my plays that was performed in Houston, TX. I have a background in finance and land developing so I think I could be useful on the planning commission. I have three kids so I spend a lot of time in parks.
Experiences related to position applied for	I have published a children's book and had plays produced. I worked in finance for twenty years and have been in real estate for over four years. I've been to many parks and enjoy them very much.
Why are you seeking appointment?	I want to serve my community and help it remain a great place to raise a family.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	None.
What makes you a good choice for this Board/Commission?	I think I would be a good choice for any of the three positions. I wouldn't have a problem serving on two if possible. I think I would be a good choice because of my background and willingness to help our city.
Personal References	Anita Young - Personal Info David Retter - Personal Info Ken Johanning - Personal Info
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Aaron B. Racicot

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Tuesday, February 13, 2024 9:21 AM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Carrie
Last Name	Bennett
Date	2/13/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Parks & Recreation Commission
Occupational Status and Background	Accounting Manager at KIE Supply since July, 2018. Been a full time worker since I graduated from high school.
What unique qualities or attitude will you bring to this position?	I spent 20 years in a small town serving on various boards as well as budget committees. Also worked for 8 years with one city and simultaneously 6 years working for two small cities essentially as a city administrator. I have a passion for giving back to the community.
Community Related Activities/Organizational Affiliations	Helix Chamber of Commerce board member 25+ years to present, Helix Park and Recreation board and budget committee approximately 8 years, Helix School Board Budget Committee approximately 8 years, and Helix Fire Board Budget committee approximately 6 years.
Volunteer Experience	Sports scorekeeper, Helix Booster club board, Helix Church secretary/treasurer 4 years, Helix Rodeo volunteer, and Helix Wheatstock volunteer.

What interests you about this Board/Commission?	Being proactive in the community that I live and work in, making an impact, and giving back to the community. I have also volunteered in my home community since I have been an adult.
Experiences related to position applied for	Parks and recreation board for Helix along with being the city recorder for two small cities.
Why are you seeking appointment?	I would like to give back to the community that I own my house and work in because I truly feel that is the best way to impact the future of your community.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No
What makes you a good choice for this Board/Commission?	I have good vision, am dedicated, experienced, and work well with groups of people to come up with solutions to problems as well as looking to better things in the future.
Personal References	Patty Case, neighbor in Helix, Oregon. Patty Morley, coworker at KIE Supply, Kennewick, WA Annie Fowler, friend from Helix, Oregon who currently resides in Kennewick, WA
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Carrie Bennett

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Monday, February 12, 2024 10:23 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Jared
Last Name	Wingert
Date	2/12/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99338
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Parks & Recreation Commission
Occupational Status and Background	I am employed as a CRNA, (nurse anesthesiologist), and currently working at Kadlec Regional Medical Center.
What unique qualities or attitude will you bring to this position?	I have a great desire to optimize the utilization and condition of parks and recreational facilities in Kennewick. I believe these facilities are a key element in building the sense of community in our town. My goal is to help Kennewick become a community that is recognized for strong families, dear friends, and caring neighbors.
Community Related Activities/Organizational Affiliations	I have been very involved with my church throughout my life. That involvement has given me many opportunities to support organizations such as 2nd Harvest, Salvation Army, Boy Scouts of America, The Arc of Tri-cities, Meals on Wheels, local food banks, and others. I look forward to participating in many more community activities.
Volunteer Experience	More than 20 years leading Boy Scout troops and church youth groups in Utah, South Carolina, Missouri, and here in

Kennewick. I have also had the opportunity to volunteer my medical expertise to assist and organize medical support for marathons in South Carolina. Recently my family and I served a humanitarian mission with Family Humanitarian in Guatemala, which was an amazing experience. I'm currently serving as a leader of approximately 250 youth in a Kennewick church congregation.

What interests you about this Board/Commission?

I'm interested in the opportunity to strengthen our community. I am excited to plan for activities and facilities that encourage individuals to gather together.

Experiences related to position applied for

I have planned many activities for youth groups as well as several neighborhood parties. These experiences have given me the chance to practice communication, advertising, budgeting, resource management and other skills on a small scale.

Why are you seeking appointment?

To paraphrase a wise suggestion from Mahatma Gandhi, I want to participate in the change I wish to see in the world. I see this as a great opportunity to become more involved in my community. I am particularly interested in the Parks and Recreation position because I feel it aligns well with my personality, talents and interests.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

I don't think so. I do hope to create a venue that will strengthen community, promote personal growth, and combat the loneliness epidemic that we are experiencing. I don't know the details of how this venue would come to be. If, for any reason, the development of such a venue did create a conflict of interest, I would voluntarily resign from the position.

What makes you a good choice for this Board/Commission?

I am a family man and encouraged to maintain and improve Parks and Rec facilities for families and individuals in our community. I also bring the experience of living in a variety of communities across our nation. I am reliable, motivated, optimistic, and excited about this opportunity.

Personal References

Jason McShane: Personal Info
Wade Meek: Personal Info
Bronson Brown: Personal Info
Micah Valentine: Personal Info

Disclaimer and Electronic Signature Agreement

I Agree

Electronic Signature

Jared R. Wingert

Email not displaying correctly? [View it in your browser.](#)

From:

Sent:

To:

Subject:

noreply@civicplus.com

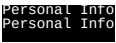
Monday, February 5, 2024 12:12 PM

Dana Dollarhyde

Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Michael
Last Name	LUzzo
Date	2/5/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Historic Preservation Commission, Parks & Recreation Commission
Occupational Status and Background	10 years working as USAF Bioenvironmental Eng Tech. Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland.
What unique qualities or attitude will you bring to this position?	Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland. Former volunteer Master Gardeners, volunteer Spokane County Solid Waste Advisory Commitee,2001 2002.
Community Related Activities/Organizational Affiliations	working with Port of Kennewick and Port of Benton-Richland.
Volunteer Experience	Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland. Former volunteer Master Gardeners, volunteer Spokane County Solid Waste Advisory Commitee,2001 2002.

What interests you about this Board/Commission?	I'm trying to help with Duffys Pond and Columbia Park
Experiences related to position applied for	Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland. Former volunteer Master Gardeners, volunteer Spokane County Solid Waste Advisory Commitee,2001 2002.
Why are you seeking appointment?	I'm trying to help with Duffys Pond and Columbia Park
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No
What makes you a good choice for this Board/Commission?	Former empolyee Coure d' Alene Parks Dept, Idaho. History Major University of Maryland. Former volunteer Master Gardeners, volunteer Spokane County Solid Waste Advisory Commitee,2001 2002.
Personal References	Tom Luzzo 
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Michael J Luzzo

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Tuesday, February 20, 2024 7:54 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Michelle
Last Name	Haffner
Date	2/20/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Parks & Recreation Commission
Occupational Status and Background	Community Engagement Supervisor City of Richland Oct 2022 - Present (1 year 5 months) • Manage a team of programming, outreach, and marketing specialists • Build and implement foundational processes for the team's purchasing, scheduling, and marketing workflows • Develop and manage partnerships with community organizations and key stakeholders • Liaison with Friends of the Library Board Teen Services Librarian City of Richland Mar 2020 - Oct 2022 (2 years 8 months) • Team leader, trainer and liaison with digital programming and reading tracking vendor • Provide information, reference, and readers' advisory services in-person, phone, and email

- Collection management and purchasing for young adult digital and physical collections
- Plan and execute all teen programming, reference services, and digital resources

Customer Service Specialist

Mid-Columbia Libraries

May 2019 - Mar 2020 (11 months)

- Prepared reports, including cash reconciliation and progress towards professional goals
- Planned and provide outreach services at community events, especially local schools
- Provided information, reference, collection maintenance and readers' advisory services in-person, phone, and email
- Assisted library patrons in using computers, photocopiers, personal devices and other public equipment
- Participated in organization-wide meetings to discuss changes in policy, community needs, and emerging trends

Program Assistant

Columbia Basin College

Jun 2016 - May 2019 (3 years)

- Managed complex sets of data required for state reporting and funding

Michelle Haffner - page 1

- Interviewed potential students from diverse skill levels to ensure proper program placement
- Created user onboarding instruction for three department databases; distributed as a model for other community colleges
- Continuously reached record high of 75% of students post-tested through development of new MS
- Implemented Excel and Access systems for tracking student attendance and progress - which lead to increased funding

Information and Referral Specialist

Volunteers of America Western Washington

Sep 2015 - Jun 2016 (10 months)

- Conducted outreach and community relationship development and services
- Provided information, referral, and follow-up services for community resources
- Assisted in reviewing, developing, and indexing pertinent community and government organization information

Administrative Assistant
Chan Chiropractic Clinic
Jan 2014 - Sep 2015 (1 year 9 months)
● Created files, managed scheduling, and processed payments on behalf of patients for six healthcare providers

Office Manager and Associate Event Planner
Culinary Crafts
Sep 2012 - Sep 2013 (1 year 1 month)
● Planned and executed events for corporate, wedding, social, and community clients including United Way, Adobe, eBay, Overstock.com, and the Sundance Film Festival
● Oversaw front office, managed office supplies, trained and supervised administrative assistants, coordinated with vendors

Special Events Intern
Provo Parks and Recreation
May 2012 - Sep 2012 (5 months)
Worked with the Special Events Team to plan and execute community events on a large scale.
Everything from designing and distributing marketing materials to contacting community members for donations of time and materials, to building and decorating booths for events.

What unique qualities or attitude will you bring to this position?

I have a BS in Recreation Management & Youth Leadership and a Masters in Library and Information Science, both of which focused on connecting communities and individuals with services and information. My professional life has been focused on creating shared experiences to strengthen community ties. I will bring my unique voice as a young professional looking for more opportunities to socialize and explore in my community.

Community Related Activities/Organizational Affiliations

In the past decade of employment I have worked for Columbia Basin College, Mid-Columbia Libraries, and the Richland Public Library. All three of these organizations presented me with opportunities to connect with local organizations through outreach and community events. Some of the groups I've interacted with include the Kennewick and Richland School Districts, the REACH Museum, the National Park Service at the Manhattan Project National Park, Mid-Columbia Meals on Wheels, and the East Benton County Historical Society.

Volunteer Experience

In the past I have volunteered with my church group, in local classrooms, and occasionally for local running events. Now that I've established a stable routine in my career I look forward

	to volunteering in my community in a more regular and formal capacity.
What interests you about this Board/Commission?	I am interested in learning more about our local system of parks and trails, and our roster of recreation programs from small-scale classes to large community events.
Experiences related to position applied for	My educational background is in recreation management, and my career has been focused on public recreation and events. As a public librarian I have experience planning and implementing programs and services for the public, and liaising with city departments and community organizations.
Why are you seeking appointment?	I would like to use my education and professional experience to help our city maximize its resources and bring a wide range of recreational services and facilities to my fellow community members.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No, and I have checked with my current employer
What makes you a good choice for this Board/Commission?	I am passionate about serving my community, experiences with recreation, and eager to learn more about how the city of Kennewick can best use its current and future recreation facilities to meet the needs of its citizens.
Personal References	Joe Schiessl - City of Richland, Deputy City Manager jschiessl@ci.richland.wa.us Personal Info Julie Piper - City of Richland, Recreation Manager jpiper@ci.richland.wa.us Personal Info Dana Dollarhyde - City of Kennewick, Executive Assistant dana.dollarhyde@ci.kennewick.wa.us Personal Info
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Michelle Haffner

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Tuesday, February 20, 2024 10:10 AM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Russel
Last Name	Del Gesso
Date	2/20/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Parks & Recreation Commission
Occupational Status and Background	Self-Employed, Small-Business and property owner in City of Kennewick. Background in Business Development: Start-ups and Rehabilitation, Business Law, Management and Organization.
What unique qualities or attitude will you bring to this position?	I am a highly motivated individual who has been focused on opportunities for ever improving the quality of life for Kennewick residents through volunteer or financial commitments. I work well within a team environment in either a leadership or support role and am also capable of moving an agenda alone. I have a fairly well developed network of resources within the community. I like a high-energy environment and embrace conflict to arrive at solutions that benefit everyone.
Community Related Activities/Organizational Affiliations	Extensive volunteer experience with Historic Downtown Kennewick Partnership and various other non-profit organizations, Visit Tri-Cities and TriDec. Former President HDKP 2012-2017, Board Member TriCities Amateur Hockey Association 2014-2020, Vice-President Mid-Columbia Hockey

Officials Association 2022-Current. I have been involved in and creator of numerous community events since 2010 and continue to look for opportunities to participate in the community.

Volunteer Experience	HDKP Downtowner of the Year - 2015, HDKP Volunteer of the Year - 2014, TriCities Amateur Hockey Association Volunteer of the Year - 2015, Sand and Sage Sports Car Club Volunteer of the Year - 2011. Extensive volunteer experience with various community events from Live at 5 to Classy Chassy Car Show, etc.
What interests you about this Board/Commission?	Primarily the opportunity to evaluate and improve current community projects/recreation while working to develop and implement community accessible recreation, green spaces, safety, and improve community cohesiveness.
Experiences related to position applied for	I have served on many committees in my time of board occupancies that vary from Public Relations to Facilities Management, I have worked in the services of recreational sports operation and management, but I have never served on a City Commission. I seek the opportunity to engage the community from a position that can provide results.
Why are you seeking appointment?	I seek the opportunity to engage the community from a position that can provide results. This, in combination with a working relationship with the Kennewick City Council, to effectively produce real tangibles that the community can appreciate.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	None
What makes you a good choice for this Board/Commission?	Desire, Motivation, Dedication. Combined with network and ability to listen through conflict, I am a good choice for any board/commission.
Personal References	Any current or past Port of Kennewick Commissioner or Admin - Ken Hohenberg, Skip Novakovich, Tom Moak, Don Barnes, Tim Arntzen, Tana Bader-Inglima Any current or past City of Kennewick City Council Person - Jim Millbauer, John Trumbo, Brad Beauchamp, Chuck Torelli, Gretl Crawford, Steve Lee, Bill McKay, Don Brittain Former City Manager - Marie Mosley Visit Tri-Cities - Hector Cruz
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Russel J. Del Gesso

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Friday, February 2, 2024 3:30 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Ryan
Last Name	Nell
Date	1/29/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99338
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Kennewick Housing Authority, Parks & Recreation Commission, Planning Commission
Occupational Status and Background	Full time employee - INTERA, Inc. Geochemist. 2017-Present, Richland, WA. B.A. - Geology, University of Colorado, Boulder (2010) Ph.D. - Environmental Geochemistry, University of Notre Dame (2016)
What unique qualities or attitude will you bring to this position?	I like to work toward solutions when competing interests and attitudes arise for the betterment of our community. I work well in groups and appreciate the array of perspectives our diverse community brings to the table.
Community Related Activities/Organizational Affiliations	I acted as Treasurer for the Club 509 Pickleball Board from 2020-2023. While on the board, we coordinated with the City of Kennewick to bring about the Lawrence Scott Park Pickleball Complex. This was an incredible experience and opportunity to collaborate with the City and promote outdoor activities in the area. I am currently the Treasurer for Tri-Cities Pride, and organization which promotes and celebrates the LGBTQ+

community in the Tri-Cities and surrounding area. We are coordinating a Pride event this June held in Pasco's Peanuts Park. Finally, I am in the most recent Leadership Tri-Cities class, providing leadership learning experiences specific to the Tri-Cities area.

Volunteer Experience	More recently, I have volunteered as treasurer for multiple non-profit organization boards in the Tri-Cities area (Club 509 Pickleball and Tri-Cities Pride). Growing up, I participated in a number of volunteer opportunities while in the Boy Scouts having reached the rank of Eagle Scout.
What interests you about this Board/Commission?	I would like to be more actively engaged and participate in the planning the future of the City of Kennewick. I have lived in Kennewick for the past seven years and really enjoy calling this city home and would like to ensure that same feeling for current and future residents of the area.
Experiences related to position applied for	I have acted on non-profit boards and have worked in coordination with the City of Kennewick Parks and Recreation Department.
Why are you seeking appointment?	To have meaningful engaged with and actively help toward the betterment of my community.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	Not to the best of my knowledge.
What makes you a good choice for this Board/Commission?	I like to problem solve and work collaboratively toward a solution that is best for the community. I appreciate being exposed to an array of viewpoints to expand my world view.
Personal References	Dana Dollarhyde - Executive Assistant, City of Kennewick (Personal Info, danadollarhyde@gmail.com) Paul Jones - President, Club 509 Pickleball (Personal Info, Personal Info)
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Ryan M. Nell

Email not displaying correctly? [View it in your browser.](#)

Dana Dollarhyde

From: noreply@civicplus.com
Sent: Thursday, February 29, 2024 10:38 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Sommer
Last Name	Kinnan
Date	2/29/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Parks & Recreation Commission
Occupational Status and Background	Currently I'm a MA-C for pediatric for you. I am also the world softball league Washington state Director . I'm the CEO and Board president for a non-profit organization look twice 4 Ryan ,
What unique qualities or attitude will you bring to this position?	I'm a hard worker and a go getter . My sparkling personality and dedication to making a difference within our community bring me so much joy . I have amazing customer service skills and am well organized.
Community Related Activities/Organizational Affiliations	World softball league Washington state director CEO and board president of look twice 4 Ryan non-profit organization that helps raise awareness in our community of motorcycle and automobile safety .
Volunteer Experience	also do community fundraising to help our community members and their families by hosting events such as food drives , toys for tots , school supplies, breast cancer awareness, coat drive and the angel tree .

What interests you about this Board/Commission?	I want to be more involved within our community making a difference in peoples lives is my try meaning and reason why I volunteer and help .
Experiences related to position applied for	As the World softball league Washington state director I have a lot of leadership experience as the CEO and board president of look twice 4 Ryan non-profit organization that helps raise awareness in our community of motorcycle and automobile safety I have experience and a good name within our community through helping so many having that position impact makes a difference in our community and the lives of the ones I've helped .
Why are you seeking appointment?	To help our community be the best it can be .
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	I do not believe so.
What makes you a good choice for this Board/Commission?	I am motivated, driven , well organized and have the ability and skills to help make a difference.
Personal References	Anna vela Peter Bethmann Sidney Gillespie Ramona Gonzales Donald Jett Jonathan Kinsey
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Sommer K Kinnan

Email not displaying correctly? [View it in your browser.](#)

Council Agenda Coversheet	Agenda Item Number: 4.I. Council Date: 4/2/2024	Category: Consent Agenda
	Agenda Item Type: Boards and Commissions Subject: Boards and Commissions Appointment: Planning Commission Department: City Manager Ord/Reso # Project #	Contract # Permit #
<u>Recommendation</u> The Interview Committee recommends that City Council reappoint Lola Franklin to the Planning Commission. <u>Motion for Consideration</u> Motion to reappoint Lola Franklin to the Planning Commission with a term expiring March 31, 2028. <u>Summary</u> The Planning Commission has one vacancy at this time. The Council Interview Committee recently conducted interviews and makes the following recommendations to fill the vacancy on the Planning Commission: Reappoint Lola Franklin to the Planning Commission with term to expire on 3/31/2028. Other applicants: Aaron Racicot Douglas Perez Marty Robinson Ryan Nell <u>Alternatives</u> None. <u>Fiscal Impact</u> None. <u>Attachments:</u> 1. Applications		

From: noreply@civicplus.com
Sent: Thursday, February 1, 2024 4:20 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Aaron
Last Name	Racicot
Date	2/1/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Arts Commission, Parks & Recreation Commission, Planning Commission
Occupational Status and Background	I'm currently self-employed. Prior to that, I worked in finance for 20+ years. I also have experience as a journalist and have had plays produced as a playwright.
What unique qualities or attitude will you bring to this position?	I feel my financial background would be advantageous to the city. I understand risk/reward well. I think my ability to have a vision for the future will serve the city. I'm not a life-long resident of the Tri-Cities, but I've been coming here since the early 90's. I've seen a lot of change. I've lived in the Northeast, Midwest, Texas, and California in various size cities. I've seen what works and what doesn't. A different perspective may be beneficial to the city.
Community Related Activities/Organizational Affiliations	Houston Women's Center Meals on Wheels United Way University of Houston Alumni Association - Reinvigorated the Communications chapter at the school.

Volunteer Experience	Houston Women's Center Meals on Wheels United Way University of Houston Alumni Association - Reinvigorated the Communications chapter at the school.
What interests you about this Board/Commission?	I'm interested in three positions. I have interests in the Arts. I have worked with Pulitzer playwrights, Edward Albee and Lanford Wilson. In fact, Lanford produced one of my plays that was performed in Houston, TX. I have a background in finance and land developing so I think I could be useful on the planning commission. I have three kids so I spend a lot of time in parks.
Experiences related to position applied for	I have published a children's book and had plays produced. I worked in finance for twenty years and have been in real estate for over four years. I've been to many parks and enjoy them very much.
Why are you seeking appointment?	I want to serve my community and help it remain a great place to raise a family.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	None.
What makes you a good choice for this Board/Commission?	I think I would be a good choice for any of the three positions. I wouldn't have a problem serving on two if possible. I think I would be a good choice because of my background and willingness to help our city.
Personal References	Anita Young - Personal Info David Retter - Personal Info Ken Johanning - Personal Info
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Aaron B. Racicot

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Tuesday, February 27, 2024 11:57 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Douglas
Last Name	Perez
Date	2/27/2024
Address	Personal Info
City	Kennewick
State	Washington
Zip Code	99336
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Planning Commission
Occupational Status and Background	Business Owner of Clean Image Restoration, Local restoration contractor located in downtown Kennewick. Family owned business Serve in Hispanic church House of Restoration located in 310 W Kennewick Ave
What unique qualities or attitude will you bring to this position?	I am a 35 year old business owner who runs our business in Kennewick, assist in leading family based Hispanic church in downtown. Family person, husband, father.
Community Related Activities/Organizational Affiliations	BNI, Chamber of Commerce
Volunteer Experience	House of Restoration board member
What interests you about this Board/Commission?	I'm looking to help where I work and live

Experiences related to position applied for	None
Why are you seeking appointment?	To assist and provide input from my community of someone who works and lives in Kennewick
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	None
What makes you a good choice for this Board/Commission?	I think there is a growing population of Hispanic families and as someone who employs people I can provide insight to the city
Personal References	Alexia Estrada Claudia Lara Todd Lincoln Jeannette Fiorie Burt Lovejoy
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Douglas Perez

Email not displaying correctly? [View it in your browser.](#)

From:

Sent:

To:

Subject:

noreply@civicplus.com

Tuesday, February 20, 2024 2:24 PM

Dana Dollarhyde

Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Lola
Last Name	Franklin
Date	2/20/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99337
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Planning Commission
Occupational Status and Background	CEO for TriCity Association of Realtors and Pacific Regional Multiple Listing Service 2011-current CEO for Lower Yakima Valley Association of Realtors 2013-current CEO for Whitman County Association of Realtors 2018-current CEO for North Central Washington Association of Realtors 2021-current CEO for Washington State Funeral Directors Association 1990-2002 CEO for Central Washington Home Builders Association 2002-2004 CEO for Washington Multi Family Housing Association 2004-2007 CEO for Kingman Golden Valley Association of Realtors 2007-2011 CEO for Seattle King County Association of Realtors 1985-1990 CEO for Washington State Multi Family Housing Association

What unique qualities or attitude will you bring to this position?	Organization management, group dynamics, volunteer management, group conflict resolution, strategic planning, 30+ years of working with land development and housing issues. Started my career in working for Yakima County Planning Department, and have worked extensively with planners and local government so I am quite familiar with the governmental side as well.
Community Related Activities/Organizational Affiliations	None currently
Volunteer Experience	Board service on Chaplaincy Hospice, Humane Society Board of Directors, Washington Society of Association Executives President and Board service, American Society of Association Executives. Experience facilitating strategic planning efforts for local non profits, exextensive training and experience conducting leadership tsraining for volunteers in many associations and non profit organizations.
What interests you about this Board/Commission?	Reasonable, smart growth for our community
Experiences related to position applied for	30 years of housing and land issue work with organizations and local governments, plus a tenure with as an employee in a county planning department.
Why are you seeking appointment?	I work in this arena, and I'm interested in the development of our community. I have no particular bias except that I believe local governments and citizens should work closer together to create a better outcome overall.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No
What makes you a good choice for this Board/Commission?	I have extensive training and experience in group dynamics, group governance, and group effectiveness, along with years of experience on all sides of development and growth issues.
Personal References	Mike Alvarez, Benton County Commissioner Dave Retter, real estate brokerage owner
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Lola D. Franklin

Email not displaying correctly? [View it in your browser.](#)

Dana Dollarhyde

From: noreply@civicplus.com
Sent: Thursday, February 29, 2024 1:58 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Marty
Last Name	Robinson
Date	2/29/2024
Address	Personal Info
City	KENNEWICK
State	Washington
Zip Code	99337
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Historic Preservation Commission, Planning Commission
Occupational Status and Background	electrician Energy Northwest. previous experience on Historic Preservation Commission in Kennewick and Pasco
What unique qualities or attitude will you bring to this position?	positive attitude, willingness to help and create new fresh perspective on preserving our community culture while also embracing the future
Community Related Activities/Organizational Affiliations	previous Historic Preservation Commission member
Volunteer Experience	Fraternal Order of Eagles
What interests you about this Board/Commission?	applying my fresh perspective
Experiences related to position applied for	see above

Why are you seeking appointment?	I want to help create a city that embraces a sense of community and family values
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	no
What makes you a good choice for this Board/Commission?	I am a born and raised Tri-Citian, I take great pride in my community and have seen weakness in planning and would like to refocus areas for improvement/enhancement
Personal References	too modest to list
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Marty W Robinson

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Friday, February 2, 2024 3:30 PM
To: Dana Dollarhyde
Subject: Online Form Submittal: Boards and Commissions Application

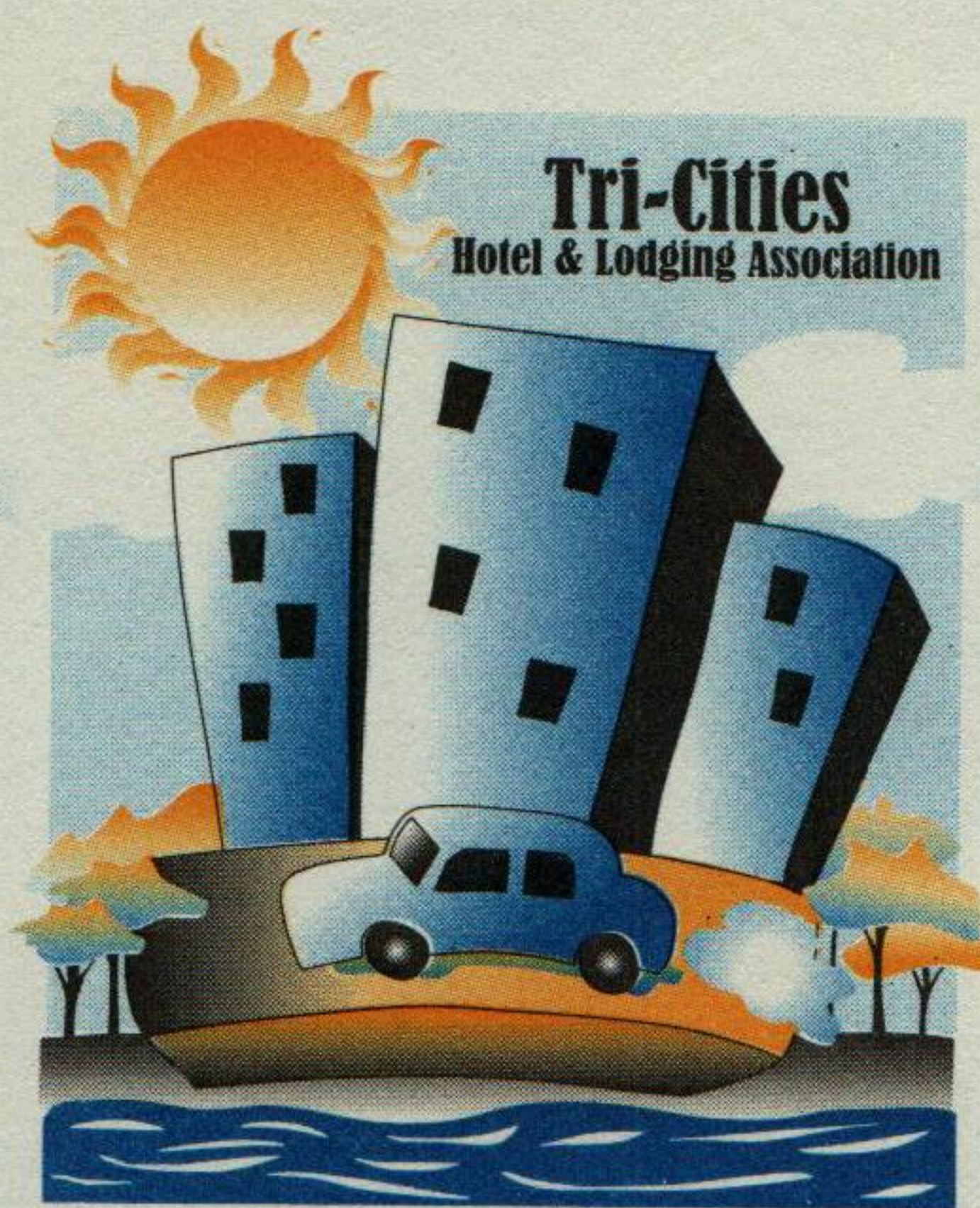
Boards and Commissions Application

First Name	Ryan
Last Name	Nell
Date	1/29/2024
Address	Personal Info
City	Kennewick
State	WA
Zip Code	99338
Phone Number	Personal Info
Email Address	Personal Info
I am interested in serving on the following Commission	Kennewick Housing Authority, Parks & Recreation Commission, Planning Commission
Occupational Status and Background	Full time employee - INTERA, Inc. Geochemist. 2017-Present, Richland, WA. B.A. - Geology, University of Colorado, Boulder (2010) Ph.D. - Environmental Geochemistry, University of Notre Dame (2016)
What unique qualities or attitude will you bring to this position?	I like to work toward solutions when competing interests and attitudes arise for the betterment of our community. I work well in groups and appreciate the array of perspectives our diverse community brings to the table.
Community Related Activities/Organizational Affiliations	I acted as Treasurer for the Club 509 Pickleball Board from 2020-2023. While on the board, we coordinated with the City of Kennewick to bring about the Lawrence Scott Park Pickleball Complex. This was an incredible experience and opportunity to collaborate with the City and promote outdoor activities in the area. I am currently the Treasurer for Tri-Cities Pride, and organization which promotes and celebrates the LGBTQ+

community in the Tri-Cities and surrounding area. We are coordinating a Pride event this June held in Pasco's Peanuts Park. Finally, I am in the most recent Leadership Tri-Cities class, providing leadership learning experiences specific to the Tri-Cities area.

Volunteer Experience	More recently, I have volunteered as treasurer for multiple non-profit organization boards in the Tri-Cities area (Club 509 Pickleball and Tri-Cities Pride). Growing up, I participated in a number of volunteer opportunities while in the Boy Scouts having reached the rank of Eagle Scout.
What interests you about this Board/Commission?	I would like to be more actively engaged and participate in the planning the future of the City of Kennewick. I have lived in Kennewick for the past seven years and really enjoy calling this city home and would like to ensure that same feeling for current and future residents of the area.
Experiences related to position applied for	I have acted on non-profit boards and have worked in coordination with the City of Kennewick Parks and Recreation Department.
Why are you seeking appointment?	To have meaningful engaged with and actively help toward the betterment of my community.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	Not to the best of my knowledge.
What makes you a good choice for this Board/Commission?	I like to problem solve and work collaboratively toward a solution that is best for the community. I appreciate being exposed to an array of viewpoints to expand my world view.
Personal References	Dana Dollarhyde - Executive Assistant, City of Kennewick Personal Info, danadollarhyde@gmail.com) Paul Jones - President, Club 509 Pickleball (Personal Info, Personal Info)
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Ryan M. Nell

Email not displaying correctly? [View it in your browser.](#)



**P.O. Box 1739
Richland, WA 99352**

March 26, 2024

Ms. Lisa Beaton
City of Kennewick
210 W 6th Avenue
Kennewick, WA 99336

Ms. Lisa Beaton:

This letter is in reference to the Kennewick TPA Commissioner position currently held by Mr. Nic Woody with SureStay by Best Western in Kennewick. Mr. Woody's term expires on August 31, 2025 and he has left employment with SureStay by Best Western in Kennewick and is no longer eligible to complete his term.

Mike Brown with Hampton Inn Kennewick at Southridge has been selected by the Tri-Cities Hotel and Lodging Association as the preferred candidate to serve as the TPA Commissioner to represent the City of Kennewick to complete the vacated term, which will expire on August 31, 2025.

If you have any questions regarding this issue, please do not hesitate to contact me at 509-792-1660.

Sincerely,

A handwritten signature in black ink, appearing to read "Monica Hammerberg". The signature is fluid and cursive, with a large loop at the end.

Monica Hammerberg
Treasurer
Tri-Cities Hotel & Lodging Association

Cc: Kevin Lewis – President CEO Visit Tri-Cities

Council Agenda Coversheet	Agenda Item Number: 4.n. Council Date: 4/2/2024	Category: Consent Agenda
	Agenda Item Type: Contract/Agreement/Lease Subject: Grant: Network Infrastructure Security Reimbursement - Grant Agreement Number E24-160 Department: Management Services Ord/Reso # Contract # Project # E24-160 Permit #	
<u>Recommendation</u> Staff recommends that Council accept the \$20,0000 grant award from the State and Local Cybersecurity Grant Program (SLCGP) and authorize Christina Palmer, Management Services Director, to be designated with signature authority to execute all necessary documents pertaining to Grant Agreement No. E24-160. <u>Motion for Consideration</u> Motion to accept the \$20,0000 grant award from the State and Local Cybersecurity Grant Program (SLCGP) and designate Christina Palmer, Management Services Director, with signature authority for all documents pertaining to the Network Infrastructure Project, Grant Agreement No. E24-160. <u>Summary</u> The Information Technology Division has recently secured a \$20,000 grant to bolster the security of a vital information network through development of a Cybersecurity Incident Response Program. The goal of the State and Local Cyber Security Grant Program is to assist state and local governments with managing and reducing systemic cyber risk, and strengthening the security of critical infrastructure. This is a non-matching grant that operates on a reimbursement basis. As per the grant requirements, the City is required to designate signature authority for a range of documentation, including agreements and reimbursement requests. <u>Alternatives</u> There are no recommended alternatives. <u>Fiscal Impact</u> There is a positive fiscal impact of \$20,000 in grant funding.		
<u>Attachments:</u> 1. Program Agreement 2. Signature Authority Form		

Washington Military Department
STATE AND LOCAL CYBERSECURITY GRANT PROGRAM AGREEMENT FACE SHEET

1. Subrecipient Name and Address: Kennewick, City of 210 W 6th Ave Kennewick, WA 99336		2. Grant Agreement Amount: \$20,000		3. Grant Agreement Number: E24-160	
4. Subrecipient Contact, phone/email: John Barada, 509-585-4323 john.barada@ci.kennewick.wa.us		5. Grant Agreement Start Date: December 1, 2022		6. Grant Agreement End Date: February 28, 2025	
7. Department Contact, phone/email: Courtney Bemus, 253-512-7141 courtney.bemus@mil.wa.gov		8. Unique Entity Identifier (UEI): HY79QSTNGQB5		9. UBI # (state revenue): 034-001-675	
10. Funding Authority: Washington Military Department (the Department) and the U.S. Department of Homeland Security (DHS)					
11. Federal Funding Identification #: EMW-2022-CY-00017		12. Federal Award Date: 12/21/2022		13. Assistance Listings # & Title: 97.137 – 22SLCGP	
14. Total Federal Award Amount: \$3,666,530		15. Program Index # & OBJ/SUB-OBJ: 725C3 (State), 725C4 (Local-Rural), 725C5 (Local-Not Rural) / NZ			16. EIN 91-6001253
17. Service Districts: BY LEGISLATIVE DISTRICTS: 16 BY CONGRESSIONAL DISTRICTS: 4		18. Service Area by County(ies): Benton		19. Women/Minority-Owned, State Certified: ☒ N/A ☐ NO ☐ YES, OMWBE # _____	
20. Agreement Classification ☐ Personal Services ☐ Client Services ☒ Public/Local Gov't ☐ Research/Development ☐ A/E ☐ Other _____			21. Contract Type (check all that apply): ☐ Contract ☒ Grant ☒ Agreement ☐ Intergovernmental (RCW 39.34) ☐ Interagency		
22. Subrecipient Selection Process: ☒ "To all who apply & qualify" ☐ Competitive Bidding ☐ Sole Source ☐ A/E RCW ☐ N/A ☐ Filed w/OFM? ☐ Advertised? ☐ YES ☐ NO			23. Subrecipient Type (check all that apply) ☐ Private Organization/Individual ☐ For-Profit ☒ Public Organization/Jurisdiction ☐ Non-Profit ☐ CONTRACTOR ☒ SUBRECIPIENT ☐ OTHER		
24. PURPOSE & DESCRIPTION: The goal of the Federal Fiscal Year (FFY) 2022 State and Local Cybersecurity Grant Program (22SLCGP) is to assist state, local, and territorial (SLT) governments with managing and reducing systemic cyber risk. security. Strengthening cybersecurity practices and resilience of SLT governments is an important homeland security mission and the primary focus of the SLCGP. Through funding from the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services. The Department is the Recipient and Pass-through Entity of the 22SLCGP DHS Award Letter for Grant No. EMW-2022-CY-00017 ("Grant"), which is incorporated in and attached hereto as Attachment C and has made a subaward of funds to the Subrecipient pursuant to this Agreement. The Subrecipient is accountable to the Department for use of Federal award funds provided under this Agreement.					
IN WITNESS WHEREOF, the Department and Subrecipient acknowledge and accept the terms of this Agreement, including all referenced attachments which are hereby incorporated, and have executed this Agreement as of the date below. This Agreement Face Sheet; Special Terms & Conditions (Attachment A); General Terms and Conditions (Attachment B); DHS Award Letter (Attachment C); Work Plan (Attachments D); Budget (Attachment E); Timeline (Attachment F); and all other documents and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.					
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:					
1. Applicable federal and state statutes and regulations		4. Special Terms and Conditions			
2. DHS/FEMA Award and program documents		5. General Terms and Conditions, and,			
3. Work Plan, Timeline, and Budget		6. Other provisions of the Agreement incorporated by reference.			
WHEREAS, the parties have executed this Agreement on the day and year last specified below.					
FOR THE DEPARTMENT:			FOR THE SUBRECIPIENT:		
Signature _____ Date _____ Regan Anne Hesse, Chief Financial Officer Washington Military Department			Signature _____ Date _____ Christina Palmer, Management Services Director City of Kennewick		
BOILERPLATE APPROVED TO FORM: Alex Staub 10/25/2023 Assistant Attorney General			APPROVED AS TO FORM (if applicable): Signature _____ Date _____		

SPECIAL TERMS AND CONDITIONS

ARTICLE I. KEY PERSONNEL

The individuals listed below shall be considered key personnel for point of contact under this Agreement. Any substitution of key personnel by either party shall be made by written notification to the current key personnel.

SUBRECIPIENT		DEPARTMENT	
Name	John Barada	Name	Courtney Bemus
Title	ITM	Title	Program Coordinator
Email	john.barada@ci.kennewick.wa.us	Email	courtney.bemus@mil.wa.gov
Phone	509-585-4323	Phone	253-512-7141
Name	Cody Lewis	Name	Sierra Wardell
Title	Assistant ITM	Title	Financial Operations Section Manager
Email	cody.lewis@ci.kennewick.wa.us	Email	sierra.wardell@mil.wa.gov
Phone	509-585-4454	Phone	253-512-7121
Name		Name	Grant Miller
Title		Title	Program Assistant
Email		Email	grant.miller@mil.wa.gov
Phone		Phone	253-512-7145

ARTICLE II. ADMINISTRATIVE AND/OR FINANCIAL REQUIREMENTS

The Subrecipient shall comply with all applicable state and federal laws, rules, regulations, requirements and program guidance identified or referenced in this Agreement and the informational documents published by DHS/FEMA applicable to the 22SLCGP, including, but not limited to, all criteria, restrictions, and requirements of *"The Department of Homeland Security Notice of Funding Opportunity Fiscal Year 2022 State and Local Cybersecurity Grant Program"* (hereafter "the NOFO") document, the DHS Award Letter for the Grant, and the federal regulations commonly applicable to DHS/FEMA grants, all of which are incorporated herein by reference. The *DHS Award Letter* is incorporated in this Agreement as Attachment C.

The Subrecipient acknowledges that since this Agreement involves federal award funding, the period of performance may begin prior to the availability of appropriated federal funds. The Subrecipient agrees that it will not hold the Department, the State of Washington, or the United States liable for any damages, claim for reimbursement, or any type of payment whatsoever for services performed under this Agreement prior to distribution of appropriated federal funds, or if federal funds are not appropriated or in a particular amount.

A. STATE AND FEDERAL REQUIREMENTS FOR DHS/FEMA PREPAREDNESS GRANTS:

The following requirements apply to all DHS/FEMA Preparedness Grants administered by the Department.

1. SUBAWARDS & CONTRACTS BY SUBRECIPIENTS

- a. The Subrecipient must make a case-by-case determination whether each agreement it makes for the disbursement of 22SLCGP funds received under this Agreement casts the party receiving the funds in the role of a subrecipient or contractor in accordance with 2 CFR 200.331.
- b. If the Subrecipient also becomes a pass-through entity by making a subaward to a non-federal entity as its subrecipient, the Subrecipient must make a case-by-case determination whether each agreement it makes for the disbursement of 22SLCGP funds received under this Agreement casts the party receiving the funds in the role of a subrecipient or contractor in accordance with 2 CFR 200.330.
 - i. The Subrecipient must comply with all federal laws and regulations applicable to pass-through entities of 22SLCGP funds, including, but not limited to, those contained in 2 CFR 200.
 - ii. The Subrecipient shall require its subrecipient(s) to comply with all applicable state and federal laws, rules, regulations, requirements and program guidance identified or referenced in this Agreement and the informational documents published by DHS/FEMA applicable to the 22SLCGP Program, including, but not limited to, all criteria, restrictions, and

requirements of the NOFO , the DHS Award Letter for the Grant in Attachment C, and the federal regulations commonly applicable to DHS/FEMA grants.

- iii. The Subrecipient shall be responsible to the Department for ensuring that all 22SLCGP federal award funds provided to its subrecipients are used in accordance with applicable federal and state statutes and regulations, and the terms and conditions of the federal award set forth in Attachment C of this Agreement.

2. BUDGET, REIMBURSEMENT, AND TIMELINE

- a. Within the total Grant Agreement Amount, travel, subcontracts, salaries, benefits, printing, equipment, and other goods and services or other budget categories will be reimbursed on an actual cost basis upon completion unless otherwise provided in this Agreement.
- b. The maximum amount of all reimbursement requests permitted to be submitted under this Agreement, including the final reimbursement request, is limited to and shall not exceed the total Grant Agreement Amount.
- c. If the Subrecipient chooses to include indirect costs within the Budget (Attachment E), additional documentation is required based on the applicable situation. As described in 2 CFR 200.414 and Appendix VII to 2 CFR 200:
 - i. If the Subrecipient receives direct funding from any Federal agency(ies), documentation of the rate must be submitted to the Department Key Personnel per the following:
 - A. More than \$35 million, the approved indirect cost rate agreement negotiated with its federal cognizant agency.
 - B. Less than \$35 million, the indirect cost proposal developed in accordance with Appendix VII of 2 CFR 200 requirements.
 - ii. If the Subrecipient does not receive direct federal funds (i.e., only receives funds as a subrecipient), the Subrecipient must either elect to charge a de minimis rate of ten percent (10%) or 10% of modified total direct costs or choose to negotiate a higher rate with the Department. If the latter is preferred, the Subrecipient must contact Department Key Personnel for approval steps.
- d. For travel costs, the Subrecipient shall comply with 2 CFR 200.475 and should consult their internal policies, state rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended, and federal maximum rates set forth at <https://www.gsa.gov>, and follow the most restrictive. If travel costs exceed set state or federal limits, travel costs shall not be reimbursed without prior written approval by Department Key Personnel.
- e. Reimbursement requests will include a properly completed State A-19 Invoice Form and Reimbursement Spreadsheet (in the format provided by the Department) detailing the expenditures for which reimbursement is sought. Reimbursement requests must be submitted to Reimbursements@mil.wa.gov no later than the due dates listed within the Timeline (Attachment F).

Reimbursement request totals should be commensurate to the time spent processing by the Subrecipient and the Department.
- f. Receipts and/or backup documentation for any approved items that are authorized under this Agreement must be maintained by the Subrecipient consistent with record retention requirements of this Agreement and be made available upon request by the Department, and federal, state, and local auditors.
- g. The Subrecipient must request **prior** written approval from Department Key Personnel to waive or extend a due date in the Timeline (Attachment F). For waived or extended reimbursement due dates, all allowable costs should be submitted on the next scheduled reimbursement due date contained in the Timeline. Waiving or missing deadlines serves as an indicator for assessing an agency's level of risk of noncompliance with the regulations, requirements, and the terms and conditions of the Agreement and may increase required monitoring activities. Any request for a waiver or extension of a due date in the Timeline will be treated as a request for Amendment of

the Agreement. This request must be submitted to the Department Key Personnel sufficiently in advance of the due date to provide adequate time for Department review and consideration and may be granted or denied within the Department's sole discretion.

- h. All work under this Agreement must end on or before the Grant Agreement End Date, and the final reimbursement request must be submitted to the Department within the time period notated in the Timeline (Attachment F), except as otherwise authorized by either (1) written amendment of this Agreement or (2) written notification from the Department to the Subrecipient to provide additional time for completion of the Subrecipient's subproject(s).
- i. No costs for purchases of equipment/supplies will be reimbursed until the related equipment/supplies have been received by the Subrecipient, its contractor, or any non-federal entity to which the Subrecipient makes a subaward and is invoiced by the vendor.
- j. Failure to submit timely, accurate, and complete reports and reimbursement requests as required by this Agreement (including, but not limited to, those reports in the Timeline [Attachment F]) will prohibit the Subrecipient from being reimbursed until such reports are submitted and the Department has had reasonable time to conduct its review.
- k. Final reimbursement requests will not be approved for payment until the Subrecipient is current with all reporting requirements contained in this Agreement.
- l. A written amendment will be required if the Subrecipient expects cumulative transfers among solution area totals, as identified in the Budget (Attachment E), to exceed ten percent (10%) of the Grant Agreement Amount. Any changes to solution area totals not in compliance with this paragraph will not be reimbursed without approval from the Department.
- m. Subrecipients shall only use federal award funds under this Agreement to supplement existing funds and will not use them to replace (supplant) non-federal funds that have been budgeted for the same purpose. The Subrecipient may be required to demonstrate and document that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

3. REPORTING

- a. With each reimbursement request, the Subrecipient shall report how the expenditures, for which reimbursement is sought, relate to the Work Plan (Attachments D) activities in the format provided by the Department.
- b. With the final reimbursement request, the Subrecipient shall submit to the Department Key Personnel a final report (in the format provided by the Department) describing all completed activities under this Agreement.
- c. The Subrecipient shall comply with the Federal Funding Accountability and Transparency Act (FFATA) and related OMB Guidance consistent with Public Law 109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note) and complete and return to the *Department an Audit Certification/FFATA Form*. This form is required to be completed once per calendar year, per Subrecipient, and not per agreement. The Department's Contracts Office will request the Subrecipient submit an updated form at the beginning of each calendar year in which the Subrecipient has an active agreement.

4. EQUIPMENT AND SUPPLY MANAGEMENT

- a. The Subrecipient and any non-federal entity to which the Subrecipient makes a subaward shall comply with 2 CFR 200.317 through 200.327 when procuring any equipment or supplies under this Agreement, 2 CFR 200.313 for management of equipment, and 2 CFR 200.314 for management of supplies, to include, but not limited to:
 - i. Upon successful completion of the terms of this Agreement, all equipment and supplies purchased through this Agreement will be owned by the Subrecipient, or a recognized non-federal entity to which the Subrecipient has made a subaward, for which a contract, subrecipient grant agreement, or other means of legal transfer of ownership is in place.
 - ii. All equipment, and supplies as applicable, purchased under this Agreement will be recorded and maintained in the Subrecipient's inventory system.

- iii. Inventory system records shall include:
 - A. Description of the property;
 - B. Manufacturer's serial number, model number, or other identification number;
 - C. Funding source for the property, including the Federal Award Identification Number (FAIN) (Face Sheet, Box 11);
 - D. Assistance Listings Number (Face Sheet, Box 13);
 - E. Who holds the title;
 - F. Acquisition date;
 - G. Cost of the property and the percentage of federal participation in the cost;
 - H. Location, use and condition of the property at the date the information was reported;
 - I. Disposition data including the date of disposal and sale price of the property.
- iv. The Subrecipient shall take a physical inventory of the equipment, and supplies as applicable, and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the Subrecipient to determine the cause of the difference. The Subrecipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.
- v. The Subrecipient shall be responsible for any and all operational and maintenance expenses and for the safe operation of the equipment and supplies including all questions of liability. The Subrecipient shall develop appropriate maintenance schedules and procedures to ensure the equipment, and supplies as applicable, are well-maintained and kept in good operating condition.
- vi. The Subrecipient shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage, or theft shall be investigated, and a report generated and sent to the Department's Key Personnel.
- vii. The Subrecipient must obtain and maintain all necessary certifications and licenses for the equipment.
- viii. If the Subrecipient is authorized or required to sell the property, proper sales procedures must be established and followed to ensure the highest possible return. For disposition, if upon termination or at the Grant Agreement End Date, when original or replacement supplies or equipment acquired under a federal award are no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Subrecipient must comply with the following procedures:
 - A. For Supplies: If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federal award, the Subrecipient must retain the supplies for use on other activities or sell them, but must, in either case, compensate the federal government for its share. The amount of compensation must be computed in the same manner as for equipment.
 - B. For Equipment:
 - 1) Items with a current per-unit fair-market value of five thousand dollars (\$5,000) or less may be retained, sold, transferred, or otherwise disposed of with no further obligation to the federal awarding agency.
 - 2) Items with a current per-unit fair-market value in excess of five thousand dollars (\$5,000) may be retained or sold. The Subrecipient shall compensate the federal awarding agency in accordance with the requirements of 2 CFR 200.313 (e) (2).

- ix. Records for equipment shall be retained by the Subrecipient for a period of six (6) years from the date of the disposition, replacement, or transfer. If any litigation, claim, or audit is started before the expiration of the six- (6-) year period, the records shall be retained by the Subrecipient until all litigation, claims, or audit findings involving the records have been resolved.
- b. The Subrecipient shall comply with the Department's Purchase Review Process, which is incorporated by reference and made part of this Agreement. No reimbursement will be provided unless the appropriate approval has been received.
- c. Unless expressly provided otherwise, all equipment must meet all mandatory regulatory and/or DHS/FEMA adopted standards to be eligible for purchase using federal award funds.
- d. If funding is allocated to support emergency communications activities, the Subrecipient must ensure that all projects comply with SAFECOM Guidance on Emergency Communications Grants, located at <https://www.cisa.gov/safecom/funding>, including provisions on technical standards that ensure and enhance interoperable communications.
- e. Effective August 13, 2020, FEMA recipients and subrecipients, as well as their contractors and subcontractors, may not obligate or expend any FEMA award funds to:
 - i. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - ii. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
 - iii. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

This prohibition regarding certain telecommunications and video surveillance services or equipment is mandated by section 889 of the *John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA)*, Pub. L. No. 115-232 (2018) and 2 CFR 200.216, 200.327, 200.471, and Appendix II to 2CFR200. Recipients and subrecipients may use DHS/FEMA grant funding to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO.

Per subsections 889(f)(2)-(3) of the FY 2019 NDAA, and 2 CFR 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- f. The Subrecipient must pass through equipment and supply management requirements that meet or exceed the requirements outlined above to any non-federal entity to which the Subrecipient makes a subaward of federal award funds under this Agreement.

5. ENVIRONMENTAL AND HISTORICAL PRESERVATION

- a. The Subrecipient shall ensure full compliance with the DHS/FEMA Environmental Planning and Historic Preservation (EHP) Program. EHP program information can be found at <https://www.fema.gov/grants/guidance-tools/environmental-historic> all of which are incorporated in and made a part of this Agreement.
- b. Projects that have historical impacts or the potential to impact the environment, **including, but not limited to**, construction of communication towers; modification or renovation of existing buildings, structures, and facilities; or new construction, including replacement of facilities, must participate in the DHS/FEMA EHP review process prior to project initiation. Modification of existing buildings, including minimally invasive improvements such as attaching monitors to interior walls, and training or exercises occurring outside in areas not considered previously disturbed also require a DHS/FEMA EHP review before project initiation.
- c. The EHP review process involves the submission of a detailed project description that includes the entire scope of work, including any alternatives that may be under consideration, along with supporting documentation so FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties.
- d. The Subrecipient agrees that, to receive any federal preparedness funding, all EHP compliance requirements outlined in applicable guidance must be met. The EHP review process **must be completed and FEMA approval must be received by the Subrecipient before any work is started** for which reimbursement will be later requested. Expenditures for projects started before completion of the EHP review process and receipt of approval by the Subrecipient may not be reimbursed.

6. PROCUREMENT

The Subrecipient shall comply with all procurement requirements of 2 CFR 200.317 through 200.327 and as specified in the General Terms and Conditions (Attachment B, A.10).

- a. For all contracts expected to exceed the simplified acquisition threshold, per 2CFR200.1, the Subrecipient must notify the Department. The Department may request pre-procurement documents, such as request for proposals, invitations for bids and independent cost estimates. This requirement must be passed on to any non-federal entity to which the Subrecipient makes a subaward, at which point the Subrecipient will be responsible for reviewing and approving sole source justifications to any non-federal entity to which Subrecipient makes any award.
- b. For all sole source contracts expected to exceed the micro-purchase threshold per 2 CFR 200.1, the Subrecipient must submit justification to the Department for review and approval. This requirement must be passed on to any non-federal entity to which the Subrecipient makes a subaward, at which point the Subrecipient will be responsible for reviewing and approving sole source justifications to any non-federal entity to which Subrecipient makes any award..

7. SUBRECIPIENT MONITORING

- a. The Department will monitor the activities of the Subrecipient from award to closeout. The goal of the Department's monitoring activities will be to ensure that subrecipients receiving federal pass-through funds are in compliance with this Agreement, federal and state audit requirements, federal grant guidance, and applicable federal and state financial regulations, as well as 2 CFR Part 200 Subpart F.
- b. To document compliance with 2 CFR Part 200 Subpart F requirements, the Subrecipient shall complete and return to the Department an Audit Certification/FFATA form. Reporting requirements are referenced in section 3.c.
- c. Monitoring activities may include, but are not limited to:
 - i. Review of financial and performance reports;
 - ii. Monitoring and documenting the completion of Agreement deliverables;
 - iii. Documentation of phone calls, meetings (e.g., agendas, sign-in sheets, meeting minutes), e-mails, and correspondence;

- iv. Review of reimbursement requests and supporting documentation to ensure allowability and consistency with Agreement Work Plan (Attachments D-1, D-2, D-3), Budget (Attachment E), and federal requirements;
 - v. Observation and documentation of Agreement-related activities, such as exercises, training, events, and equipment demonstrations; and
 - vi. On-site visits to review equipment records and inventories, to verify source documentation for reimbursement requests and performance reports, and to verify completion of deliverables.
- d. The Subrecipient is required to meet or exceed the monitoring activities, as outlined above, for any non-federal entity to which the Subrecipient makes a subaward as a pass-through entity under this Agreement.
 - e. Compliance will be monitored throughout the performance period to assess risk. Concerns will be addressed through a corrective action plan.

8. LIMITED ENGLISH PROFICIENCY (CIVIL RIGHTS ACT OF 1964 TITLE VI)

The Subrecipient must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance at <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <https://www.lep.gov>.

B. SLCGP SPECIFIC REQUIREMENTS

1. The Subrecipient must use SLCGP funds only to perform tasks as described in the Work Plan (Attachments D) and the Subrecipient's approved application for funding incorporated into this Agreement.
2. Subrecipients are required to complete the Nationwide Cybersecurity Review (NCSR) <https://www.cisecurity.org/ms-isac/services/ncsr>, a free, anonymous, annual self-assessment designed to measure gaps and capabilities of a SLT's cybersecurity programs by December 1, 2023, to benchmark and measure progress of improvement in their cybersecurity posture. Completion should continue annually per the Timeline (Attachment F). For more information, visit [Nationwide Cybersecurity Review \(NCSR\) \(cisecurity.org\)](#).
3. Subrecipients are required to participate in free cyber hygiene services, specifically vulnerability scanning and web application scanning. To register for these services, email vulnerability@cisa.dhs.gov with the subject line "Requesting Cyber Hygiene Services – SLCGP" to get started. Indicate in the body of your email that you are requesting this service as part of the SLCGP. For more information, visit CISA's [Cyber Hygiene Information Page](#).
4. Subrecipients may retain a maximum of up to five percent of the Grant agreement Amount for management and administration (M&A) activities, directly relating to the management and administration of SLCGP funds, such as financial management and monitoring.

C. DHS TERMS AND CONDITIONS

As a subrecipient of 22SLCGP funding, the Subrecipient shall comply with all applicable DHS terms and conditions of the 22SLCGP Award Letter and its incorporated documents, which are incorporated in and made a part of this Agreement as Attachment C.

**Washington Military Department
GENERAL TERMS AND CONDITIONS
Department of Homeland Security (DHS)/
Federal Emergency Management Agency (FEMA)
Grants**

A.1 DEFINITIONS

As used throughout this Agreement, the terms will have the same meaning as defined in 2 CFR 200 Subpart A (which is incorporated herein by reference), except as otherwise set forth below:

- a. **“Agreement”** means this Grant Agreement.
- b. **“Department”** means the Washington Military Department, as a state agency, any division, section, office, unit or other entity of the Department, or any of the officers or other officials lawfully representing that Department. The Department is a recipient of a federal award directly from a federal awarding agency and is the pass-through entity making a subaward to a Subrecipient under this Agreement.
- c. **“Investment”** means the grant application submitted by the Subrecipient describing the project(s) for which federal funding is sought and provided under this Agreement. Such grant application is hereby incorporated into this Agreement by reference.
- d. **“Monitoring Activities”** means all administrative, financial, or other review activities that are conducted to ensure compliance with all state and federal laws, rules, regulations, authorities and policies.
- e. **“Subrecipient”** when capitalized is primarily used throughout this Agreement in reference to the non-federal entity identified on the Face Sheet of this Agreement that has received a subaward from the Department. However, the definition of “Subrecipient” is the same as in 2 CFR 200.1 for all other purposes.

A.2 ADVANCE PAYMENTS PROHIBITED

The Department shall make no payments in advance or in anticipation of goods or services to be provided under this Agreement. Subrecipient shall not invoice the Department in advance of delivery and invoicing of such goods or services.

A.3 AMENDMENTS AND MODIFICATIONS

The Subrecipient or the Department may request, in writing, an amendment or modification of this Agreement. However, such amendment or modification shall not be binding, take effect or be incorporated herein until made in writing and signed by the authorized representatives of the Department and the Subrecipient. No other understandings or agreements, written or oral, shall be binding on the parties.

The Agreement performance period shall only be extended by (1) written notification of DHS/FEMA approval of the Award performance period, followed up with a mutually agreed written amendment, or (2) written notification from the Department to the Subrecipient to provide additional time for completion of the Subrecipient’s project(s).

A.4 AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, 42 U.S.C. 12101 ET SEQ. AND ITS IMPLEMENTING REGULATIONS ALSO REFERRED TO AS THE “ADA” 28 CFR Part 35.

The Subrecipient must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication.

A.5 ASSURANCES

The Department and Subrecipient agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

A.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR INELIGIBILITY

As federal funds are a basis for this Agreement, the Subrecipient certifies that the Subrecipient is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency.

The Subrecipient shall complete, sign, and return a *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion* form located at <http://mil.wa.gov/emergency-management-division/grants/requiredgrantforms>. Any such form completed by the Subrecipient for this Agreement shall be incorporated into this Agreement by reference.

Further, the Subrecipient agrees to comply with all applicable federal regulations concerning the federal debarment and suspension system, including 2 CFR Part 180. The Subrecipient certifies that it will ensure that potential contractors or subrecipients or any of their principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in "covered transactions" by any federal department or agency. "Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000, and subawards to subrecipients for any amount. With respect to covered transactions, the Subrecipient may comply with this provision by obtaining a certification statement from the potential contractor or subrecipient or by checking the System for Award Management (<https://sam.gov/SAM/>) maintained by the federal government. The Subrecipient also agrees not to enter into any arrangements or contracts with any party on the Washington State Department of Labor and Industries' "Debarred Contractor List" (<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>). The Subrecipient also agrees not to enter into any agreements or contracts for the purchase of goods and services with any party on the Department of Enterprise Services' "Debarred Vendor List" (<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/Vendor-Debarment.aspx>).

A.7 CERTIFICATION REGARDING RESTRICTIONS ON LOBBYING

As required by 44 CFR Part 18, the Subrecipient hereby certifies that to the best of its knowledge and belief: (1) no federally appropriated funds have been paid or will be paid by or on behalf of the Subrecipient to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; (2) that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, grant, loan, or cooperative agreement, the Subrecipient will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; (3) and that, as applicable, the Subrecipient will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

A.8 COMPLIANCE WITH APPLICABLE STATUTES, RULES AND DEPARTMENT POLICIES

The Subrecipient and all its contractors and subrecipients shall comply with, and the Department is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, OMB Circulars, and/or policies. This obligation includes, but is not limited to: nondiscrimination laws and/or policies, Energy Policy and Conservation Act (PL 94-163, as amended), the Americans with Disabilities Act (ADA), Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Civil Rights Act of 1968, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (PL 93-288, as amended), Ethics in Public Service (RCW 42.52), Covenant Against Contingent Fees (48 CFR Section 52.203-5), Public Records Act (RCW 42.56), Prevailing Wages on Public Works (RCW 39.12), State Environmental Policy Act (RCW 43.21C), Shoreline Management Act of 1971 (RCW 90.58), State Building Code (RCW 19.27), Energy Related Building Standards (RCW 19.27A), Provisions in Buildings for Aged and Handicapped Persons (RCW 70.92), and safety and health regulations.

In the event of noncompliance or refusal to comply with any applicable law, regulation, executive order, OMB Circular or policy by the Subrecipient, its contractors or subrecipients, the Department may rescind, cancel, or terminate the Agreement in whole or in part in its sole discretion. The Subrecipient is

responsible for all costs or liability arising from its failure, and that of its contractors and subrecipients, to comply with applicable laws, regulations, executive orders, OMB Circulars or policies.

A.9 CONFLICT OF INTEREST

No officer or employee of the Department; no member, officer, or employee of the Subrecipient or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of the Subrecipient who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this Agreement.

The Subrecipient shall incorporate, or cause to incorporate, in all such contracts or subawards, a provision prohibiting such interest pursuant to this provision.

A.10 CONTRACTING & PROCUREMENT

a. The Subrecipient shall use a competitive procurement process in the procurement and award of any contracts with contractors or subcontractors that are entered into under the original agreement award. The procurement process followed shall be in accordance with 2 CFR Part 200.318, General procurement standards, through 200.327, Contract provisions.

As required by Appendix II to 2 CFR Part 200, all contracts entered into by the Subrecipient under this Agreement must include the following provisions, as applicable:

- 1) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 2) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be affected and the basis for settlement.
- 3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "*Equal Employment Opportunity*" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "*Amending Executive Order 11246 Relating to Equal Employment Opportunity*," and implementing regulations at 41 CFR part 60, "*Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor*."
- 4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "*Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction*"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "*Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States*"). The Act provides that each contractor or Subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or

she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency.

- 5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 6) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, "*Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements*," and any implementing regulations issued by the awarding agency.
- 7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "*Debarment and Suspension*." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.
- 10) Procurement of recovered materials – As required by 2 CFR 200.323, a non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy

and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- 11) Notice of federal awarding agency requirements and regulations pertaining to reporting.
 - 12) Federal awarding agency requirements and regulations pertaining to copyrights and rights in data.
 - 13) Access by the Department, the Subrecipient, the federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
 - 14) Retention of all required records for six years after the Subrecipient has made final payments and all other pending matters are closed.
 - 15) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
 - 16) Pursuant to Executive Order 13858 "*Strengthening Buy-American Preferences for Infrastructure Projects*," and as appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, as required in 2 CFR Part 200.322, in every contract, subcontract, purchase order, or sub-award that is chargeable against federal financial assistance awards.
 - 17) Per 2 C.F.R. § 200.216, prohibitions regarding certain telecommunications and video surveillance services or equipment are mandated by *section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018)*.
- b. The Department reserves the right to review the Subrecipient's procurement plans and documents and require the Subrecipient to make changes to bring its plans and documents into compliance with the requirements of 2 CFR Part 200.317 through 200.327. The Subrecipient must ensure that its procurement process requires contractors and subcontractors to provide adequate documentation with sufficient detail to support the costs of the project and to allow both the Subrecipient and Department to make a determination on eligibility of project costs.
- c. All contracting agreements entered into pursuant to this Agreement shall incorporate this Agreement by reference.

A.11 DISCLOSURE

The use or disclosure by any party of any information concerning the Department for any purpose not directly connected with the administration of the Department's or the Subrecipient's responsibilities with respect to services provided under this Agreement is prohibited except by prior written consent of the Department or as required to comply with the state Public Records Act, other law or court order.

A.12 DISPUTES

Except as otherwise provided in this Agreement, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute resolution board to resolve the dispute. A request for a dispute resolution board shall be in writing, state the disputed issues, state the relative positions of the parties, and be sent to all parties. The board shall consist of a representative appointed by the Department, a representative appointed by the Subrecipient, and a third party mutually agreed upon by both parties. The determination of the dispute resolution board shall be final and binding on the parties hereto. Each party shall bear the cost for its member of the dispute resolution board and its attorney fees and costs and share equally the cost of the third board member.

A.13 LEGAL RELATIONS

It is understood and agreed that this Agreement is solely for the benefit of the parties to the Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.

To the extent allowed by law, the Subrecipient, its successors or assigns, will protect, save and hold harmless the Department, the state of Washington, and the United States Government and their authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever by reason of the acts or omissions of the Subrecipient, its subcontractors, subrecipients, assigns, agents, contractors, consultants, licensees, invitees, employees or any person whomsoever arising out of or in connection with any acts or activities authorized by this Agreement.

To the extent allowed by law, the Subrecipient further agrees to defend the Department and the state of Washington and their authorized agents and employees in any litigation; including payment of any costs or attorneys' fees for any claims or action commenced thereon arising out of or in connection with acts or activities authorized by this Agreement.

This obligation shall not include such claims, costs, damages or expenses which may be caused by the sole negligence of the Department; provided, that if the claims or damages are caused by or result from the concurrent negligence of (1) the Department, and (2) the Subrecipient, its agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Subrecipient, or the Subrecipient's agents or employees.

Insofar as the funding source, FEMA, is an agency of the Federal government, the following shall apply:

44 CFR 206.9 Non-liability. The Federal government shall not be liable for any claim based upon the exercise or performance of, or the failure to exercise or perform a discretionary function or duty on the part of a federal agency or an employee of the Federal government in carrying out the provisions of the Stafford Act.

A.14 LIMITATION OF AUTHORITY – AUTHORIZED SIGNATURE

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement. Only the Department's Authorized Signature representative and the Authorized Signature representative of the Subrecipient or Alternate for the Subrecipient, formally designated in writing, shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Any alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made in writing and signed by both parties' Authorized Signature representatives, except as provided for time extensions in Article A.3.

Further, only the Authorized Signature representative or Alternate for the Subrecipient shall have signature authority to sign reimbursement requests, time extension requests, amendment and modification requests, requests for changes to projects or work plans, and other requests, certifications and documents authorized by or required under this Agreement.

A.15 LOSS OR REDUCTION OF FUNDING

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion or end date, the Department may unilaterally reduce the work plan and budget or unilaterally terminate all or part of the Agreement as a "Termination for Cause" without providing the Subrecipient an opportunity to cure. Alternatively, the parties may renegotiate the terms of this Agreement under "Amendments and Modifications" to comply with new funding limitations and conditions, although the Department has no obligation to do so.

A.16 NONASSIGNABILITY

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Subrecipient.

A.17 NONDISCRIMINATION

During the performance of this agreement, the Subrecipient shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:

- a. Nondiscrimination in Employment: The Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or the presence of any sensory, mental, or physical handicap. This requirement does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

- b. The Subrecipient shall take action to ensure that employees are employed and treated during employment without discrimination because of their race, color, sex, sexual orientation religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment selection for training, including apprenticeships and volunteers.

A.18 NOTICES

The Subrecipient shall comply with all public notices or notices to individuals required by applicable local, state and federal laws and regulations and shall maintain a record of this compliance.

A.19 OCCUPATIONAL SAFETY/HEALTH ACT and WASHINGTON INDUSTRIAL SAFETY/HEALTH ACT (OSHA/WISHA)

The Subrecipient represents and warrants that its workplace does now or will meet all applicable federal and state safety and health regulations that are in effect during the Subrecipient's performance under this Agreement. To the extent allowed by law, the Subrecipient further agrees to indemnify and hold harmless the Department and its employees and agents from all liability, damages and costs of any nature, including, but not limited to, costs of suits and attorneys' fees assessed against the Department, as a result of the failure of the Subrecipient to so comply.

A.20 OWNERSHIP OF PROJECT/CAPITAL FACILITIES

The Department makes no claim to any capital facilities or real property improved or constructed with funds under this Agreement, and by this subaward of funds does not and will not acquire any ownership interest or title to such property of the Subrecipient. The Subrecipient shall assume all liabilities and responsibilities arising from the ownership and operation of the project and agrees to defend, indemnify, and hold the Department, the state of Washington, and the United States government harmless from any and all causes of action arising from the ownership and operation of the project.

A.21 POLITICAL ACTIVITY

No portion of the funds provided herein shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

A.22 PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The assistance provided under this Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such assistance or any other approval or concurrence under this Agreement provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

A.23 PUBLICITY

The Subrecipient agrees to submit to the Department prior to issuance all advertising and publicity matters relating to this Agreement wherein the Department's name is mentioned, or language used from which the connection of the Department's name may, in the Department's judgment, be inferred or implied. The Subrecipient agrees not to publish or use such advertising and publicity matters without the prior written consent of the Department. The Subrecipient may copyright original work it develops in the course of or under this Agreement; however, pursuant to 2 CFR Part 200.315, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the work for government purposes.

Publication resulting from work performed under this Agreement shall include an acknowledgement of FEMA's financial support, by the Assistance Listings Number (formerly CFDA Number), and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA's views.

A.24 RECAPTURE PROVISION

In the event the Subrecipient fails to expend funds under this Agreement in accordance with applicable federal, state, and local laws, regulations, and/or the provisions of the Agreement, the Department reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for the life of the project following Agreement termination. Repayment by the Subrecipient of funds under this recapture provision shall occur within 30 days of demand. In the event the Department is required to institute legal proceedings to enforce the recapture provision, the

Department shall be entitled to its costs and expenses thereof, including attorney fees from the Subrecipient.

A.25 RECORDS

- a. The Subrecipient agrees to maintain all books, records, documents, receipts, invoices and all other electronic or written records necessary to sufficiently and properly reflect the Subrecipient's contracts, subawards, grant administration, and payments, including all direct and indirect charges, and expenditures in the performance of this Agreement (the "records").
- b. The Subrecipient's records related to this Agreement and the projects funded may be inspected and audited by the Department or its designee, by the Office of the State Auditor, DHS, FEMA or their designees, by the Comptroller General of the United States or its designees, or by other state or federal officials authorized by law, for the purposes of determining compliance by the Subrecipient with the terms of this Agreement and to determine the appropriate level of funding to be paid under the Agreement.
- c. The records shall be made available by the Subrecipient for such inspection and audit, together with suitable space for such purpose, at any and all times during the Subrecipient's normal working day.
- d. The Subrecipient shall retain and allow access to all records related to this Agreement and the funded project(s) for a period of at least six (6) years following final payment and closure of the grant under this Agreement. Despite the minimum federal retention requirement of three (3) years, the more stringent State requirement of six (6) years must be followed.

A.26 RESPONSIBILITY FOR PROJECT/STATEMENT OF WORK/WORK PLAN

While the Department undertakes to assist the Subrecipient with the project/statement of work/work plan (project) by providing federal award funds pursuant to this Agreement, the project itself remains the sole responsibility of the Subrecipient. The Department undertakes no responsibility to the Subrecipient, or to any third party, other than as is expressly set out in this Agreement.

The responsibility for the design, development, construction, implementation, operation and maintenance of the project, as these phrases are applicable to this project, is solely that of the Subrecipient, as is responsibility for any claim or suit of any nature by any third party related in any way to the project.

Prior to the start of any construction activity, the Subrecipient shall ensure that all applicable federal, state, and local permits and clearances are obtained, including, but not limited to, FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws, regulations, and executive orders.

The Subrecipient shall defend, at its own cost, any and all claims or suits at law or in equity, which may be brought against the Subrecipient in connection with the project. The Subrecipient shall not look to the Department, or to any state or federal agency, or to any of their employees or agents, for any performance, assistance, or any payment or indemnity, including, but not limited to, cost of defense and/or attorneys' fees, in connection with any claim or lawsuit brought by any third party related to any design, development, construction, implementation, operation and/or maintenance of a project.

A.27 SEVERABILITY

If any court of rightful jurisdiction holds any provision or condition under this Agreement or its application to any person or circumstances invalid, this invalidity does not affect other provisions, terms or conditions of the Agreement, which can be given effect without the invalid provision. To this end, the terms and conditions of this Agreement are declared severable.

A.28 SINGLE AUDIT ACT REQUIREMENTS (including all AMENDMENTS)

The Subrecipient shall comply with and include the following audit requirements in any subawards.

Non-federal entities, as Subrecipients of a federal award, that expend **\$750,000** or more in one fiscal year of federal funds from all sources, direct and indirect, are required to have a single or a program-specific audit conducted in accordance with 2 CFR Part 200 Subpart F. Non-federal entities that spend less than **\$750,000** a year in federal awards are exempt from federal audit requirements for that year, except as noted in 2 CFR Part 200 Subpart F. As defined in 2 CFR Part 200, the term "non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

Subrecipients that are required to have an audit must ensure the audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) as found in the Government Auditing Standards (the Revised Yellow Book) developed by the United States Comptroller General and the OMB Compliance Supplement. The Subrecipient has the responsibility of notifying its auditor and requesting an audit in compliance with 2 CFR Part 200 Subpart F, to include the Washington State Auditor's Office, a federal auditor, or a public accountant performing work using GAGAS, as appropriate. Costs of the audit may be an allowable grant expenditure as authorized by 2 CFR Part 200.425.

The Subrecipient shall maintain auditable records and accounts so as to facilitate the audit requirement and shall ensure that any subcontractors also maintain auditable records. The Subrecipient is responsible for any audit exceptions incurred by its own organization or that of its subcontractors. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Subrecipient must respond to Department requests for information or corrective action concerning audit issues or findings within 30 days of the date of request. The Department reserves the right to recover from the Subrecipient all disallowed costs resulting from the audit.

After the single audit has been completed, and if it includes any audit findings, the Subrecipient must send a full copy of the audit and its Corrective Action Plan to the Department at the following address no later than nine (9) months after the end of the Subrecipient's fiscal year(s):

**Contracts Office
Washington Military Department
Finance Division, Building #1 TA-20
Camp Murray, WA 98430-5032**

OR

Contracts.Office@mil.wa.gov

The Department retains the sole discretion to determine whether a valid claim for an exemption from the audit requirements of this provision has been established.

Conducting a single or program-specific audit in compliance with 2 CFR Part 200 Subpart F is a material requirement of this Agreement. In the absence of a valid claim of exemption from the audit requirements of 2 CFR Part 200 Subpart F, the Subrecipient's failure to comply with said audit requirements may result in one or more of the following actions in the Department's sole discretion: a percentage of federal awards being withheld until the audit is completed in accordance with 2 CFR Part 200 Subpart F; the withholding or disallowing of overhead costs; the suspension of federal awards until the audit is conducted and submitted; or termination of the federal award.

A.29 SUBRECIPIENT NOT EMPLOYEE

The Subrecipient, and/or employees or agents performing under this Agreement, are not employees or agents of the Department in any manner whatsoever. The Subrecipient will not be presented as nor claim to be an officer or employee of the Department or of the State of Washington by reason hereof, nor will the Subrecipient make any claim, demand, or application to or for any right, privilege or benefit applicable to an officer or employee of the Department or of the State of Washington, including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege or benefit which would accrue to a civil service employee under Chapter 41.06 RCW; OFM Reg. 4.3.1.1.8.

It is understood that if the Subrecipient is another state department, state agency, state university, state college, state community college, state board, or state commission, that the officers and employees are employed by the State of Washington in their own right.

If the Subrecipient is an individual currently employed by a Washington State agency, the Department shall obtain proper approval from the employing agency or institution before entering into this contract. A statement of "no conflict of interest" shall be submitted to the Department.

A.30 TAXES, FEES AND LICENSES

Unless otherwise provided in this Agreement, the Subrecipient shall be responsible for, pay and maintain in current status all taxes, unemployment contributions, fees, licenses, assessments, permit charges and expenses of any other kind for the Subrecipient or its staff required by statute or regulation that are applicable to Agreement performance.

A.31 TERMINATION FOR CONVENIENCE

Notwithstanding any provisions of this Agreement, the Subrecipient may terminate this Agreement by providing written notice of such termination to the Department Key Personnel identified in the Agreement, specifying the effective date thereof, at least thirty (30) days prior to such date.

Except as otherwise provided in this Agreement, the Department, in its sole discretion and in the best interests of the state of Washington, may terminate this Agreement in whole or in part ten (10) business days after emailing notice to the Subrecipient. Upon notice of termination for convenience, the Department reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Subrecipient from incurring additional obligations of funds. In the event of termination, the Subrecipient shall be liable for all damages as authorized by law. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

A.32 TERMINATION OR SUSPENSION FOR LOSS OF FUNDING

The Department may unilaterally terminate or suspend all or part of this Grant Agreement, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this Grant Agreement. The Department will email the Subrecipient ten (10) business days prior to termination.

A.33 TERMINATION OR SUSPENSION FOR CAUSE

In the event the Department, in its sole discretion, determines the Subrecipient has failed to fulfill in a timely and proper manner its obligations under this Agreement, is in an unsound financial condition so as to endanger performance hereunder, is in violation of any laws or regulations that render the Subrecipient unable to perform any aspect of the Agreement, or has violated any of the covenants, agreements or stipulations of this Agreement, the Department has the right to immediately suspend or terminate this Agreement in whole or in part.

The Department may notify the Subrecipient in writing of the need to take corrective action and provide a period of time in which to cure. The Department is not required to allow the Subrecipient an opportunity to cure if it is not feasible as determined solely within the Department's discretion. Any time allowed for cure shall not diminish or eliminate the Subrecipient's liability for damages or otherwise affect any other remedies available to the Department. If the Department allows the Subrecipient an opportunity to cure, the Department shall notify the Subrecipient in writing of the need to take corrective action. If the corrective action is not taken within ten (10) calendar days or as otherwise specified by the Department, or if such corrective action is deemed by the Department to be insufficient, the Agreement may be terminated in whole or in part.

The Department reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Subrecipient from incurring additional obligations of funds during investigation of the alleged compliance breach, pending corrective action by the Subrecipient, if allowed, or pending a decision by the Department to terminate the Agreement in whole or in part.

In the event of termination, the Subrecipient shall be liable for all damages as authorized by law, including, but not limited to, any cost difference between the original Agreement and the replacement or cover Agreement and all administrative costs directly related to the replacement Agreement, e.g., cost of administering the competitive solicitation process, mailing, advertising and other associated staff time. The rights and remedies of the Department provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

If it is determined that the Subrecipient: (1) was not in default or material breach, or (2) failure to perform was outside of the Subrecipient's control, fault or negligence, the termination shall be deemed to be a termination for convenience.

A.34 TERMINATION PROCEDURES

In addition to the procedures set forth below, if the Department terminates this Agreement, the Subrecipient shall follow any procedures specified in the termination notice. Upon termination of this Agreement and in addition to any other rights provided in this Agreement, the Department may require the Subrecipient to deliver to the Department any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

If the termination is for convenience, the Department shall pay to the Subrecipient as an agreed upon price, if separately stated, for properly authorized and completed work and services rendered or goods

delivered to and accepted by the Department prior to the effective date of Agreement termination, the amount agreed upon by the Subrecipient and the Department for (i) completed work and services and/or equipment or supplies provided for which no separate price is stated, (ii) partially completed work and services and/or equipment or supplies provided which are accepted by the Department, (iii) other work, services and/or equipment or supplies which are accepted by the Department, and (iv) the protection and preservation of property.

Failure to agree with such amounts shall be a dispute within the meaning of the "Disputes" clause of this Agreement. If the termination is for cause, the Department shall determine the extent of the liability of the Department. The Department shall have no other obligation to the Subrecipient for termination. The Department may withhold from any amounts due the Subrecipient such sum as the Department determines to be necessary to protect the Department against potential loss or liability.

The rights and remedies of the Department provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

After receipt of a notice of termination, and except as otherwise directed by the Department in writing, the Subrecipient shall:

- a. Stop work under the Agreement on the date, and to the extent specified, in the notice;
- b. Place no further orders or contracts for materials, services, supplies, equipment and/or facilities in relation to this Agreement except as may be necessary for completion of such portion of the work under the Agreement as is not terminated;
- c. Assign to the Department, in the manner, at the times, and to the extent directed by the Department, all of the rights, title, and interest of the Subrecipient under the orders and contracts so terminated, in which case the Department has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and contracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and contracts, with the approval or ratification of the Department to the extent the Department may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the Department and deliver in the manner, at the times, and to the extent directed by the Department any property which, if the Agreement had been completed, would have been required to be furnished to the Department;
- f. Complete performance of such part of the work as shall not have been terminated by the Department in compliance with all contractual requirements; and
- g. Take such action as may be necessary, or as the Department may require, for the protection and preservation of the property related to this Agreement which is in the possession of the Subrecipient and in which the Department has or may acquire an interest.

A.35 MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the State of Washington encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). To the extent possible, the Subrecipient will solicit and encourage minority-owned and women-owned business enterprises who are certified by the OMWBE under the state of Washington certification program to apply and compete for work under this contract. Voluntary numerical MWBE participation goals have been established and are indicated herein: Minority Business Enterprises: (MBE's): 10% and Woman's Business Enterprises (WBE's): 6%.

A.36 VENUE

This Agreement shall be construed and enforced in accordance with, and the validity and performance shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this Agreement shall be the Superior Court of Thurston County, Washington. The Subrecipient, by execution of this Agreement, acknowledges the jurisdiction of the courts of the state of Washington.

A.37 WAIVERS

No conditions or provisions of this Agreement can be waived unless approved in advance by the Department in writing. The Department's failure to insist upon strict performance of any provision of the Agreement or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Agreement.

**22SLCGP Award Letter
EMW-2022-CY-00017**

U.S. Department of Homeland Security
Washington, D.C. 20472

Bret Daugherty
Washington Military Department
Building 20
Camp Murray, WA 98430 - 5122

Re: Grant No.EMW-2022-CY-00017

Dear Bret Daugherty:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2022 State and Local Cybersecurity Grant Program has been approved in the amount of \$3,666,530.00. As a condition of this award, you are required to contribute a cost match in the amount of \$407,393.00 of non-Federal funds, or 10 percent of the total approved project costs of \$4,073,923.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligor Document (attached to this Award Letter)
- FY 2022 State and Local Cybersecurity Grant Program Notice of Funding Opportunity
- Information Bulletin 479: Updated Fiscal Year 2022 State and Local Cybersecurity Grant Program Allocation Amounts

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, Unique Entity Identifier (UEI) number, EIN and banking information. Please ensure that the UEI number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.

PAMELA SUSAN WILLIAMS

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES
State and Local Cybersecurity Grant Program

GRANTEE: Washington Military Department
PROGRAM: State and Local Cybersecurity Grant
Program
AGREEMENT NUMBER: EMW-2022-CY-00017-S01

TABLE OF CONTENTS

Article I	Summary Description of Award
Article II	SLCGP Performance Goal
Article III	Cybersecurity Plan Pending Submission and Approval
Article IV	Committee Membership List Pending Submission or Approval
Article V	DHS Standard Terms and Conditions Generally
Article VI	Assurances, Administrative Requirements, Cost Principles, Representations and Certifications
Article VII	General Acknowledgements and Assurances
Article VIII	Acknowledgement of Federal Funding from DHS
Article IX	Activities Conducted Abroad
Article X	Age Discrimination Act of 1975
Article XI	Americans with Disabilities Act of 1990
Article XII	Best Practices for Collection and Use of Personally Identifiable Information
Article XIII	Civil Rights Act of 1964 - Title VI
Article XIV	Civil Rights Act of 1968
Article XV	Copyright
Article XVI	Debarment and Suspension

Article XVII	Drug-Free Workplace Regulations
Article XVIII	Duplication of Benefits
Article XIX	Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX
Article XX	Energy Policy and Conservation Act
Article XXI	False Claims Act and Program Fraud Civil Remedies
Article XXII	Federal Debt Status
Article XXIII	Federal Leadership on Reducing Text Messaging while Driving
Article XXIV	Fly America Act of 1974
Article XXV	Hotel and Motel Fire Safety Act of 1990
Article XXVI	John S. McCain National Defense Authorization Act of Fiscal Year 2019
Article XXVII	Limited English Proficiency (Civil Rights Act of 1964 - Title VI)
Article XXVIII	Lobbying Prohibitions
Article XXIX	National Environmental Policy Act
Article XXX	Nondiscrimination in Matters Pertaining to Faith-Based Organizations
Article XXXI	Non-Supplanting Requirement
Article XXXII	Notice of Funding Opportunity Requirements
Article XXXIII	Patents and Intellectual Property Rights
Article XXXIV	Procurement of Recovered Materials
Article XXXV	Rehabilitation Act of 1973
Article XXXVI	Reporting of Matters Related to Recipient Integrity and Performance
Article XXXVII	Reporting Subawards and Executive Compensation
Article XXXVIII	Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Article XXXIX	SAFECOM
Article XL	Terrorist Financing
Article XLI	Trafficking Victims Protection Act of 2000 (TVPA)
Article XLII	Universal Identifier and System of Award Management
Article XLIII	USA PATRIOT Act of 2001
Article XLIV	Use of DHS Seal, Logo and Flags
Article XLV	Whistleblower Protection Act
Article XLVI	Environmental Planning and Historic Preservation (EHP) Review
Article XLVII	Applicability of DHS Standard Terms and Conditions to Tribes
Article XLVIII	Acceptance of Post Award Changes
Article XLIX	Disposition of Equipment Acquired Under the Federal Award
Article L	Prior Approval for Modification of Approved Budget
Article LI	Indirect Cost Rate

Article I - Summary Description of Award

The purpose of the Fiscal Year 2022 State and Local Cybersecurity Grant Program (SLCGP) is to assist state, local, and territorial (SLT) governments with managing and reducing systemic cyber risk. Through funding from the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services SLT governments provide their community. This SLCGP award provides funding in the amount of: \$3,666,530 for the state of Washington. Of this amount, up to \$183,326 can be retained by the State Administrative Agency (SAA) for management and administrative expenses, and a total of \$407,393 is the required cost share.

The terms of the approved Investment Justification(s) and Budget Detail Worksheet(s) submitted by the recipient are incorporated into the terms of this Federal award, subject to the additional description and limitations stated in this Agreement Article and the limitations stated in subsequent reviews by FEMA and CISA of the award budget. Post-award documents uploaded into ND Grants for this award are also incorporated into the terms and conditions of this award, subject to any limitations stated in subsequent approvals by FEMA and CISA of changes to the award. Investments not listed in this Agreement Article are not approved for funding under this award.

Article II - SLCGP Performance Goal

In addition to the Performance Progress Report (PPR) submission requirements due January 30, outlined in NOFO Appendix A-11, recipients must demonstrate how the grant-funded projects address the capability gaps identified in their Cybersecurity Plan or other relevant documentation or sustains existing capabilities per the CISA-approved Investment Justification. The capability gap reduction or capability sustainment must be addressed in the PPR, Section 10. Performance Narrative.

Article III - Cybersecurity Plan Pending Submission and Approval

FEMA has placed a funding hold on \$3,486,554 in the FEMA financial systems. The recipient is prohibited from obligating, expending, or drawing down these funds.

To release this hold, the recipient is required to submit a Cybersecurity Plan for approval by CISA. Please contact CISA at SLCGPInfo@cisa.dhs.gov to receive further guidance on the steps required for Cybersecurity Plan approval.

If you have questions about this funding hold or believe it was placed in error, please contact your FEMA GPD Headquarters Preparedness Officer, Essence Cleveland at Essence.Cleveland@fema.dhs.gov.

Article IV - Committee Membership List Pending Submission or Approval

FEMA has placed a funding hold on this award, and the amount of \$3,486,554 is on hold in the FEMA financial systems. The recipient is prohibited from obligating, expending, or drawing down funds until the Committee Membership List is submitted and approved.

To release this hold, the recipient is required to submit the Committee Membership List, and receive approval of the Membership List from CISA. Please contact CISA at SLCGPInfo@cisa.dhs.gov to receive further guidance on the steps required to release this hold.

If you have questions about this funding hold or believe it was placed in error, please contact your FEMA GPD Headquarters Preparedness Officer, Essence Cleveland at Essence.Cleveland@fema.dhs.gov.

Article V - DHS Standard Terms and Conditions Generally

The Fiscal Year (FY) 2022 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2022. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2022 DHS Standard Terms and Conditions will be housed on dhs.gov at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

Article VI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.

II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.

III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. section 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

Article VII - General Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.

II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.

III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.

IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article VIII - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article IX - Activities Conducted Abroad

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article X - Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XI - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101 - 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article XII - Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article XIII - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XIV - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units - i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and

ground-floor units in buildings without elevators) - be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XV - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XVI - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XVII - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XVIII - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XIX - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XX - Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXI - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXII - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXIII - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

Article XXIV - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXV - Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.

Article XXVI - John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute - as it applies to DHS recipients, subrecipients, and their contractors and subcontractors - prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Article XXVII - Limited English Proficiency (Civil Rights Act of 1964 - Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXVIII - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXIX - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXX - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXXI - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXXII - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXXIII - Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXXIV - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXXV - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXXVI - Reporting of Matters Related to Recipient Integrity and Performance

General Reporting Requirements:

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVII - Reporting Subawards and Executive Compensation

Reporting of first tier subawards:

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVIII - Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

Recipients and subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- (1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

(3) all construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements.

(a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

- (1) applying the domestic content procurement preference would be inconsistent with the public interest;
- (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available and the waiver process is described at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#). For awards by other DHS components, please contact the applicable DHS FAO.

To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

Article XXXIX - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XL - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XLI - Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons:

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article XLII - Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XLIII - USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

Article XLIV - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLV - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XLVI - Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. In order to initiate EHP review of your project(s), you must submit a detailed project description along with supporting documentation. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article XLVII - Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

Article XLVIII - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.

Article XLIX - Disposition of Equipment Acquired Under the Federal Award

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

Article L - Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308.

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article LI - Indirect Cost Rate

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

BUDGET COST CATEGORIES

Personnel	\$165,066.00
Fringe Benefits	\$62,724.00
Travel	\$10,210.00
Equipment	\$0.00
Supplies	\$946.00
Contractual	\$3,806,028.00
Construction	\$0.00
Indirect Charges	\$28,949.00
Other	\$0.00

Obligating Document for Award/Amendment						
1a. AGREEMENT NO. EMW-2022-CY-00017-S01	2. AMENDMENT NO. ***	3. RECIPIENT NO. 916001095G	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX00743N2023T		
6. RECIPIENT NAME AND ADDRESS Washington Military Department Building 20 Camp Murray, WA, 98430 - 5122	7. ISSUING FEMA OFFICE AND ADDRESS FEMA-GPD 400 C Street, SW, 3rd floor Washington, DC 20472-3645 POC: 866-927-5646		8. PAYMENT OFFICE AND ADDRESS FEMA Finance Center 430 Market Street Winchester, VA 22603			
9. NAME OF RECIPIENT PROJECT OFFICER Sierra Wardell	PHONE NO. 2535127121	10. NAME OF FEMA PROJECT COORDINATOR Central Scheduling and Information Desk Phone: 800-368-6498 Email: Askcsid@dhs.gov				
11. EFFECTIVE DATE OF THIS ACTION 12/21/2022	12. METHOD OF PAYMENT PARS	13. ASSISTANCE ARRANGEMENT Cost Reimbursement		14. PERFORMANCE PERIOD From: 12/01/2022 To: 11/30/2026 Budget Period 12/01/2022 11/30/2026		
1 5. DESCRIPTION OF ACTION						
a. (Indicate funding data for awards or financial changes)						
PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
State and Local Cybersecurity Grant Program	97.137	2023-IF-PA11-P410- -4101-D	\$0.00	\$3,666,530.00	\$3,666,530.00	See Totals
				\$0.00	\$3,666,530.00	\$3,666,530.00
						\$407,393.00
b. To describe changes other than funding data or financial changes, attach schedule and check here. N/A						
16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) State and Local Cybersecurity Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.						
16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.						
17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) Sierra Wardell, Preparedness Grants Section Section Supervisor					DATE Thu Dec 22 16:08:53 UTC 2022	
18. FEMA SIGNATORY OFFICIAL (Name and Title) PAMELA SUSAN WILLIAMS,					DATE Wed Dec 21 20:58:37 UTC 2022	

WORK PLAN

FY 2022 State and Local Cybersecurity Grant Program

PROJECT #1 TITLE *CyberSecurity Incident Response Plan Development***PROJECT DESCRIPTION**

In an effort to improve the City's organizational resiliency and business continuity - Project Description: Development of a Cyber Security Incident Response Plan, detailing a structured response framework that provides a coordinated response concerning event evaluation, recovery efforts, timeline development (Partner and Authority involvement), Agency reputation and public communication development during and after an event that causes an outage to services provided by the City. Currently the City does not have a formal Incident Response Program (Incident Response Plan documented, Incident response Team defined, etc.) Expected activities related to this effort: Project Planning and milestone definition with consultant engagement (Timeline and phase planning, definition of roles and responsibilities, project task scheduling, etc.), Cyber Security Incident Response Plan Development (Develop Incident Response Template, Template review and modification, define Cyber Incident response Team (IT personnel as well as appropriate Leadership and incident escalation personnel), Education engagement concerning network and information security requirements, legal and compliance policies, Cyber Security insurance policy review, develop formal documentation describing roles and responsibilities concerning emergency operations (Continuation of Operations) and a final end to end functional run through of the defined plan. Ongoing process review and testing required.

GAP BEING ADDRESSED

At this point, any Cyber Security related event and the recovery from said event, would be the sole responsibility of the IT Department. We recently engaged an independent contractor who with the involvement of the entire Network, Data Center, and Application support Teams, performed a Security GAP analysis which is based on CIS (Center for Internet Security) 18 critical security controls and best practice. During that effort the lack of a formal Cyber Security Incident Response Plan was listed as a major finding. With the growing and always changing Cyber-attack threat, this finding leaves the City without a defined process focused on handling an event.

IMPACT

During the initial project stage, the development of the Cyber Security Incident Response Plan will set the stage for required action in the event the City were to experience an attack. The Incident Response Team would be required, twice a year(?), to review and update procedures and then to facilitate testing scenarios. This effort is to be considered a living endeavor with often changes. The City has also made a commitment to fund and perform an annual Security GAP analysis and is investigating regular Pen testing offerings.

OUTCOME

The Incident Response Plan provides direction and accelerates the digital forensic effort which will in turn minimize the impact to the City's provided services. The Incident Response Team that is developed during this project will be focused on gaining threat visibility, preserving forensic evidence, getting the bad actors access revoked and preserving business continuity and community trust. This aligns with the goal of restoring operations to immediate stakeholders as quickly as possible so that the real stakeholder our Citizens have regained faith in the City's ability to serve their needs. Following are a few examples of City provided services that could be adversely impacted during a Cyber Attack: Public Safety, Permitting, Utility Billing, inspections, Public Records Recreation and many more.

BUDGET
FY 2022 State and Local Cybersecurity Grant Program

City of Kennewick

AGREEMENT AMOUNT \$20,000

PROJECT #1		SOLUTION AREA						
		PLANNING	ORGANIZATION	EQUIPMENT	TRAINING	EXERCISE	M&A	TOTAL
	Salaries & Benefits	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Supplies	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Travel/Per Diem	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Contractor/Consultant	\$20,000.00	\$0.00		\$0.00	\$0.00	\$0.00	\$20,000.00
	Passthrough	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Equipment			\$0.00				\$0.00
	SUBTOTAL	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Indirect							\$0.00	
TOTAL	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	

TIMELINE

FY 2022 State and Local Cybersecurity Grant Program

DATE	TASK
December 1, 2022	Grant Agreement start date
NLT December 1, 2023	Complete NCSR
January 5, 2024	Submit Progress Report * <i>time period 12/1/2022 - 12/31/2023</i>
July 15, 2024	Submit Progress Report * <i>time period 1/1/2024 - 6/30/2024</i>
NLT December 30, 2024	Complete NCSR
January 5, 2025	Submit Progress Report * <i>time period 7/1/2024 - 12/31/2024</i>
February 28, 2025	Grant Agreement end date
April 14, 2025	Submit Final Reimbursement Request and Closeout Report
October 1st annually	Nationwide Cybersecurity Review (NCSR) opens for input https://www.cisecurity.org/ms-isac/services/ncsr

SIGNATURE AUTHORIZATION FORM

WASHINGTON STATE MILITARY DEPARTMENT
Camp Murray, Washington 98430-5122

Please read instructions on reverse side before completing this form.

NAME OF ORGANIZATION	DATE SUBMITTED
PROJECT DESCRIPTION	CONTRACT NUMBER

1. AUTHORIZING AUTHORITY

SIGNATURE	PRINT OR TYPE NAME	TITLE/TERM OF OFFICE

2. AUTHORIZED TO SIGN CONTRACTS/CONTRACT AMENDMENTS

SIGNATURE	PRINT OR TYPE NAME	TITLE

3. AUTHORIZED TO SIGN REQUESTS FOR REIMBURSEMENT

SIGNATURE	PRINT OR TYPE NAME	TITLE

INSTRUCTIONS FOR SIGNATURE AUTHORIZATION FORM

This form identifies the persons who have the authority to sign contracts, amendments, and requests for reimbursement. It is required for the management of your contract with the Military Department (MD). Please complete all sections. One copy with original signatures is to be sent to MD with the signed contract, and the other should be kept with your copy of the contract.

When a request for reimbursement is received, the signature is checked to verify that it matches the signature on file. **The payment can be delayed if the request is presented without the proper signature.** It is important that the signatures in MD's files are current. Changes in staffing or responsibilities will require a new signature authorization form.

1. **Authorizing Authority.** Generally, the person(s) signing in this box heads the governing body of the organization, such as the board chair or mayor. In some cases, the chief executive officer may have been delegated this authority.
2. **Authorized to Sign Contracts/Contract Amendments.** The person(s) with this authority should sign in this space. Usually, it is the county commissioner, mayor, executive director, city clerk, etc.
3. **Authorized to Sign Requests for Reimbursement.** Often the executive director, city clerk, treasurer, or administrative assistant have this authority. It is advisable to have more than one person authorized to sign reimbursement requests. **This will help prevent delays in processing a request if one person is temporarily unavailable.**

If you have any questions regarding this form or to request new forms, please call your MD Program Manager.

Council Agenda Coversheet 	Agenda Item Number: 4.o. Agenda Item Type: Contract/Agreement/Lease Subject: Grant: P2401 2024 City-Wide HMA Overlay/ADA Improvements - TIB Funding Agreement Department: Public Works Ord/Reso # Project # P2401	Council Date: 4/2/2024 Category: Consent Agenda
<u>Recommendation</u> Staff recommends that City Council authorize the Interim City Manager to sign the Grant Agreement to receive Washington State Transportation Improvement Board funding for the P2401 2024 City-Wide HMA overlay/ADA Improvements project. <u>Motion for Consideration</u> Motion to authorize the Interim City Manager to sign the grant agreement to receive Washington State Transportation Improvement Board funding for the P2401 2024 City-Wide HMA Overlay/ADA Improvements project. <u>Summary</u> Each year, the Public Works Department contracts out for HMA (Hot Mix Asphalt) overlay projects in order to maintain and preserve the city's streets. As a Federal requirement, wherever state and local agencies overlay streets and roadways, all adjacent curb ramps must be upgraded in order to comply with current ADA (Americans with Disabilities Act) standards. This year, City staff applied for and was successful in acquiring a Transportation Improvement Board (TIB) grant to pay for and improve the curb ramps that are within the project limits of this year's City-Wide HMA Overlay Project limits. The overall project scope of the 2024 City-Wide HMA Overlay/ADA Improvements project is for improvements on the following streets: • W Canal Dr (N Kellogg St to N Edison St) • W Grandridge Blvd (N Center Pkwy to W Gage Blvd) • W Clearwater Ave (N Steptoe St to Columbia Center Blvd) • W 10th Ave (US-395 to S Quincy Pl) • W Creekstone Dr/Kellogg St (W 20th Ave to S Irving S.) Work will involve planing (grinding), HMA overlay, HMA patching repair of miscellaneous failed areas, concrete sidewalk, curb, curb ramp upgrades, pavement lane striping, crosswalks, stop bars, markings, cast-in-place traffic curbing and other related work. The TIB Grant is targeted to the curb ramp upgrades, curbing and concrete sidewalk work. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> As related to the ADA curb ramp upgrades, Washington State TIB Grant: \$327,790 Local Match: \$81,955 (Pavement Preservation Fund)		
<u>Attachments:</u> 1. Map 2. Agreement		



City of Kennewick
C-E-173(002)-1
Citywide ADA improvements
Multiple Locations

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Kennewick
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Citywide ADA improvements, Multiple Locations (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of KENNEWICK, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 79.9985% percent of approved eligible project costs up to the amount of \$327,790, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable

amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed April 1, 2025 unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose. The obligations of this Section shall survive termination of this Agreement.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that

maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement. The obligations of this Section shall survive termination of this Agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name

Council Agenda Coversheet	Agenda Item Number: 7.a. Council Date: 4/2/2024	Category: Public Mtg / Hrg
	Agenda Item Type: General Business Item Subject: Annexation: AZ Intent 2024-0001 Ranchland Homes, LLC (2107 S Clodfelter Road) Department: Community Planning Ord/Reso # Contract # Project # Permit # AZ-2024-0001	
<u>Recommendation</u> Staff recommends City Council accept the Letter of Intent to Petition for Annexation, to accept the proposed boundary, to require the simultaneous adoption of zoning regulations, and to require the assumption of existing city indebtedness. <u>Motion for Consideration</u> Motion to accept the Letter of Intent to Petition for Annexation AZ-2024-0001, to accept the proposed boundary, to require the simultaneous adoption of zoning regulations, and to require the assumption of existing city indebtedness. <u>Summary</u> Note: This is a meeting between the petitioner and the Council. It is not a public hearing and public comment will not be heard. A Notice of Intent to Petition for Annexation was received from Ranchland Homes, LLC, c/o Britt Creer. The proposed annexation area consists of 15.53 acres generally located at 2107 S Clodfelter Road, and it has an assessed valuation of \$630,280. The site does have a pre zone of Residential, Medium (RM) by Ordinance 5385. Once annexed, the site will be zoned RM. The proposed annexation will be processed using the Petition Method of annexation pursuant to RCW 35A.14.120, and this public meeting is required to determine whether the City will: 1. accept, reject, or geographically modify the proposed annexation boundary; 2. require the simultaneous adoption of zoning regulations; and 3. require the assumption of all or any portion of existing City indebtedness. It is recommended City Council accept the Letter of Intent to Petition for Annexation and accept the proposed annexation boundary, require the simultaneous adoption of zoning regulations, and require the assumption of the petitioners' pro rata share of existing City indebtedness. The decision to accept the petition will allow the proposal to proceed through the Petition Method process; it does not approve the annexation. <u>Alternatives</u> The alternative is to reject the Intent to Petition for Annexation request. <u>Fiscal Impact</u> None at this time.		
<u>Attachments:</u> 1. Staff Report 2. Exhibit 2 3. Exhibit 3 4. Exhibit 4 5. Presentation		



COMMUNITY PLANNING DEPARTMENT

Staff Report and Recommendation to the City Council
File No.: AZ-2024-0001

PUBLIC MEETING DATE: April 2, 2024

PROPOSAL: Annex 15.53 acres

APPLICANT: Ranchland Homes, LLC

STAFF CONTACT: Steve Donovan, Planning Manager

DESCRIPTION OF REQUEST

A Notice of Intent to Petition for Annexation of 15.53 acres was submitted by Ranchland Homes, LLC, c/o Britton Creer. A complete Notice of Intent to Petition for Annexation was submitted on February 8, 2024. The proposed annexation area has an assessed value of \$630,280 and includes two parcels generally located at 2107 S Clodfelter Road.

BACKGROUND

The site's land use designation is Medium Density Residential and the property owner does intend to develop the property at a future date.

The City of Kennewick Public Works Department, Fire Department and Police Department have no comments on the annexation.

PROCEDURE

The proposed annexation will be processed utilizing the Petition Method of annexation (RCW 35A.14.120) and this public meeting is required to determine whether the city will:

1. accept, reject, or geographically modify the proposed annexation boundary;
2. require the simultaneous adoption of zoning regulations; and
3. require the assumption of all or any portion of existing city indebtedness.

ANALYSIS

Boundary

The proposal is a 15.53-acre site that is triangular shaped and bisected by Kennewick Irrigation right-of-way. City Limits border the site to the north, east and west. To the south is I-82 right-of-way.

Site Conditions

A single-family residence and outbuildings are currently on-site. City water is adjacent to the site and sewer is in the general area. Slopes greater than 15%, erosion hazard areas and slopes greater than 40% are on-site. No other critical areas are designated on-site.

Land Use Designation and Zoning

The entire site is designated Medium Density Residential in the City's Comprehensive Plan. The implementing zones are Residential, Medium (RM), Historic Mixed Used (HMU) and Residential Trailer Park (RTP).

This proposed annexation area has a pre-zoning designation of RM, which was established by Ordinance 5385. Adjacent properties to the site are zoned RM. If Council decides to accept the petition, the proposed zoning for the site will be RM.

City Indebtedness

Should the Council decide to accept the petition and begin annexation proceedings, it is important for the petitioners to recognize that it is customary for all properties annexed into the City to assume a pro rata share of the City's outstanding indebtedness as a condition of annexation.

RECOMMENDATION

Staff recommends that Council approve the amended petition for annexation.

FINDINGS

1. A complete Notice of Intent to Petition for Annexation was submitted on February 8, 2024.
2. The proposed annexation area is part of the Urban Growth Area.
3. City water is adjacent to the north end of the site on Clodfelter Road.
4. City sewer is 400+ feet to the east and west (Ridgeline Drive) of the site.
5. S Clodfelter Road provides direct access to the site.
6. The critical areas designated on-site are slopes greater than 15%, erosion hazard areas and slopes greater than 40% .
7. Benton County #1 is currently the first responder to this area for fire and emergency medical services, while the Kennewick Fire Department provides backup. Should the area be annexed, Kennewick Fire Department will be the first responder and Benton County #1 will provide backup.
8. The Benton County Sheriff Department is currently the first responder to this area and the Kennewick Police Department currently provides backup. Should the area be annexed, the Kennewick Police Department will be the first responder with the Benton County Sheriff providing backup.

EXHIBITS

1. Staff Report
2. Notice of Intent to Petition for Annexation
3. Legal Description
4. Proposal Map

Mitchell Creer, LLC,
3805 W. Van Giesen St.
West Richland, WA 99353
britt@ranchlandhomes.com
509-554-2223
February 1st, 2024

City of Kennewick
Attn: Community Planning Dept
210 W. 6th Ave.
Kennewick, WA 99336

Subject: Annexation Request for Parcel 1-1288-300-0006-000 and Parcel 1-1288-300-0001-000

Dear Anthony Muai,

I am writing to formally request the annexation of the two parcels referenced above into the City of Kennewick. Those parcels are better described on the attached Exhibit A's reflecting both legal descriptions. I believe that this annexation is in the best interest of both the community and my property. I have outlined the reasons for this request below.

1. ****Continuity for Development purposes:** **I own the neighboring 107 acres, for which I plan to develop several Multi-family dwellings. The parcels in question will be included as a part of this project. This project will include the construction of public roads, sidewalks, curbing, water and sewer hookups, signage, etc. The annexation of these two parcels will avoid duplicating efforts and alleviate potential confusion, making the development process easier to navigate for everyone involved.
2. ****Alignment with City Services:** ** The annexation of my property will ensure that I have access to all the essential city services, including water, sewer, garbage collection, and emergency services. This will contribute to the overall improvement of the quality of life for both current and future residents.
3. ****Zoning and Land Use Benefits:** ** Being part of the City of Kennewick will provide my property with the opportunity to benefit from the city's comprehensive zoning and land use planning. This will ensure that development and land use are in accordance with the city's vision, promoting responsible and sustainable growth.
4. ****Economic Advantages:** ** Annexation will result in increased property values, benefiting both the city's tax base and property owners. Additionally, businesses in the annexed area may benefit from a more supportive economic environment, fostering growth and prosperity.

Enclosed with this letter, please find the necessary documentation, including legal descriptions of the property, a survey map, and signed Petition.

I understand that the annexation process involves legal procedures, public hearings, and potential negotiations. I am more than willing to cooperate fully and provide any additional information to facilitate a smooth annexation process.

Thank you for considering my request. I look forward to the opportunity to discuss this matter further and address any questions or concerns that may arise.

Sincerely,

A handwritten signature in blue ink, appearing to read "Britton M. Creer", with a stylized, flowing script.

Britton M. Creer, Managing Member

OWNER'S POLICY NO. 62242302510**EXHIBIT "A"**
Legal Description

That part of the South half of the North half of the Southeast quarter of the Southwest quarter and that part of the South half or the Southeast quarter of the Southwest quarter Of Section 12 Township 8 North, Range 28 East W.M. lying Southeasterly and Northeasterly of a line described as BEGINNING AT A POINT opposite Highway Engineer's Station (hereafter referred to as HES) CL 169+44.33 on the LC Line Survey or SR 82, Goose Gap Road Vicinity to JCT. SR 14 and 30 feet Southeasterly therefrom;
 thence Southwesterly parallel with said CL line survey to a point opposite HES CL 171+00 thereon;
 thence Southeasterly therefrom;
 thence Southwesterly to a point opposite HES LE 1449+36.28 on the LE Line Survey or said Highway and 207.77 feet Northeasterly therefrom;
 thence Southeasterly to a point opposite HES LE 1450+00 on said LE line survey and 210 feet Northeasterly therefrom;
 thence Southeasterly to a point opposite HES LE 1452+98 on said LE Line Survey and 241.28 feet northeasterly therefrom;
 thence southeasterly to a point opposite HES LE 1460+00 on said LE Line Survey and 315 feet Northeasterly therefrom and the END of the this line description.

Copyright American Land Title Association. All rights reserved.

The use of this Form (or any derivative thereof) is restricted to ALTA licensees and ALTA members in good standing as of the date of use. All other uses are prohibited. Reprinted under license from the American Land Title Association.



ALTA Owner's Policy of Title Insurance w-WA Mod (07/01/2021)

Page 5

Printed: 01.18.24 @ 04:35 AM
 WA-CT-FKCO-02150.622451-SPS-72512-1-24-62242302510

OWNER'S POLICY NO. 62242302511

EXHIBIT "A"
Legal Description

The North half of the Southwest quarter and the North half of the North half of the South half of the Southwest quarter lying East of Clodfelter Road, Section 12, Township 8 North, Range 28 East, W.M., Benton County, Washington, EXCEPT Roads.

Copyright American Land Title Association. All rights reserved.

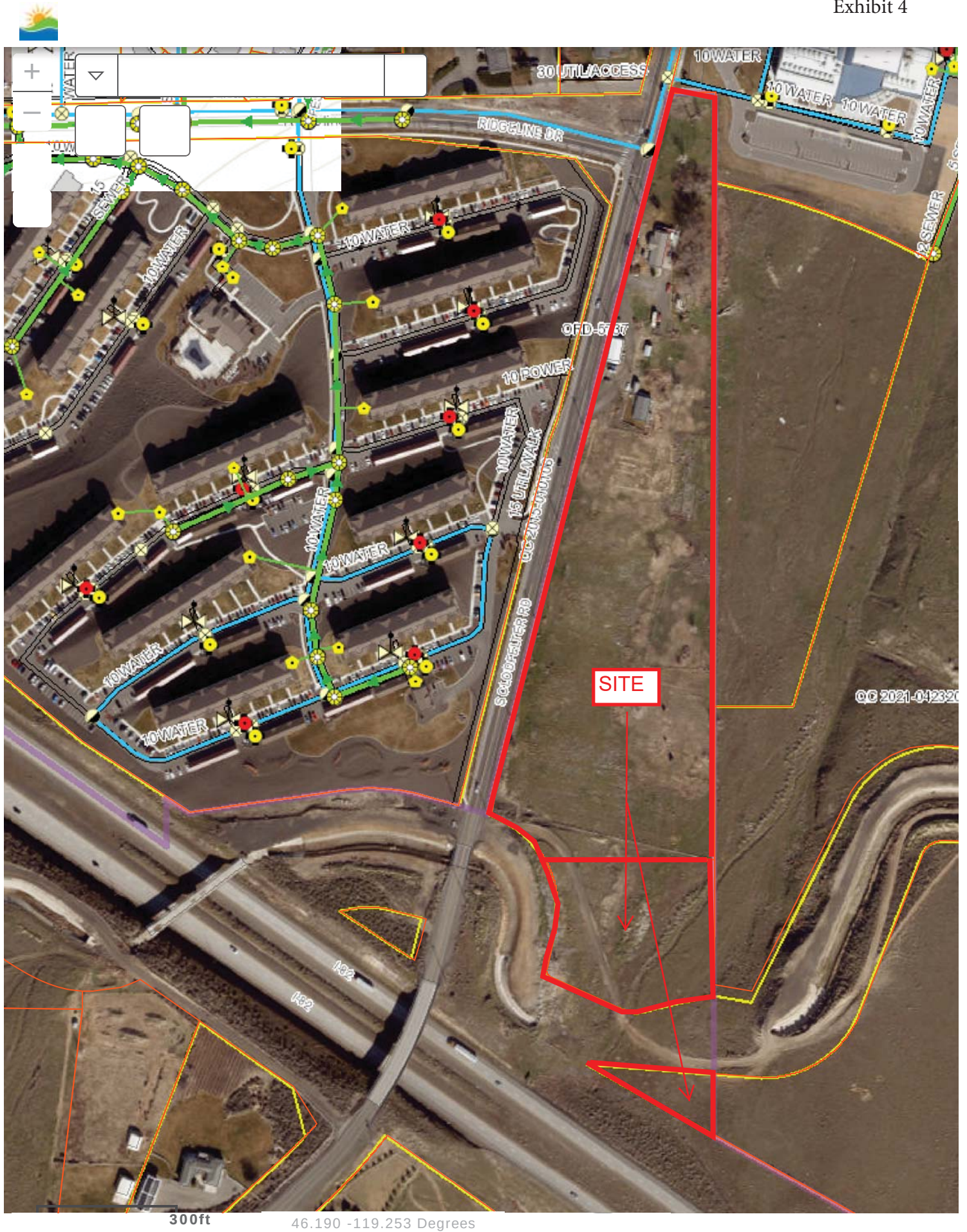
The use of this Form (or any derivative thereof) is restricted to ALTA licensees and ALTA members in good standing as of the date of use. All other uses are prohibited. Reprinted under license from the American Land Title Association.



ALTA Owner's Policy of Title Insurance w-WA Mod (07/01/2021)

Page 5

Printed: 01.18.24 @ 04:23 AM
WA-CT-FKCO-02150.622451-SPS-72512-1-24-62242302511



City Council Meeting

Annexation AZ-2023-0002

February 6, 2024



Background

- * **Petitioner:** Ranchland Homes, LLC, c/o Britt Creer
- * **Location:** 2107 S Clodfelter Road
- * **Size:** 15.53 acres
- * **Existing Land Use:** Single-Family Residence and accessory buildings
- * **Pre-Zone/Zoning:** Ordinance 5385 established Pre-Zone of RM. If annexed, the site will be zoned Residential, Medium (RM).
- * **Comprehensive Plan Designation:** Medium Density Residential

Petition Method

Council to determine:

1. accept, reject, or geographically modify the proposed annexation boundary
2. require the simultaneous adoption of zoning regulations; and
3. require the assumption of all or any portion of existing city indebtedness.

Recommendation

Staff recommends that the City Council accept the petition for annexation as requested and require the assumption of existing City indebtedness.

Next Steps

- * If accepted:
 - * 60% petition prepared
 - * Once signed petition is received
 - * Send to County for review
 - * Send 60 day notice
 - * Post Site
 - * Hold Hearing