



City Council Regular Meeting Agenda

November 19, 2024 at 6:30 PM

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

Meetings are broadcast live at <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.
Public comment registration and instructions are available at <https://www.go2kennewick.com/PublicComments>.

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

2. VISITORS

This is an opportunity for visitors to share their perspective regarding any item on the agenda except items listed under Public Hearing. 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.

- a. **Meeting Minutes: November 5, 2024, City Council Regular Meeting**
Motion to approve the minutes of the November 5, 2024, City Council regular meeting as presented.
- b. **Meeting Minutes: November 12, 2024, City Council Workshop Meeting**
Motion to approve the minutes of the November 12, 2024, City Council workshop meeting as presented.
- c. **Meeting Minutes: November 12, 2024, City Council Special Meeting**
Motion to approve the minutes of the November 12, 2024, City Council special meeting as presented.
- d. **Claims Roster: October 2024**
Motion to approve the Claims Roster for October 2024 in the amount of \$7,913,506.69, comprised of electronic payments and check numbers 316695-317090.
- e. **Payroll Roster: For the Pay Period Ending 10/31/2024**
Motion to approve the Payroll Roster for the pay period ending 10/31/2024.
- f. **Drinking Water State Revolving Fund (DWSRF) PFAS Treatment Funding Application**
Motion to support the DWSRF funding application as presented.

g. **Northwest High Intensity Drug Trafficking Area (HIDTA) Contract with Eliza Powell to Fill a Vacancy for December 2024**

Motion to authorize the City Manager to sign a service agreement with Eliza Powell, a new Northwest HIDTA contractor, for December 2024.

5. ORDINANCES/RESOLUTIONS

- a. Resolution: Utility Tax Financial Policy
- b. Resolution: Optional Sales Tax Financial Policy
- c. Ordinance: Establishing a Transportation Benefit District
 - 1) Ordinance: Establishing the Transportation Benefit District Fund and amending the Kennewick Municipal Code by adding Section 3.40.275.

6. PUBLIC HEARINGS/MEETINGS

- a. Ordinance: 2025/2026 Biennial Budget (*Final public hearing; first was November 5*)

7. NEW BUSINESS

- a. 2025 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan

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	Item Number: 4.a. Date: 11/19/2024 Item Type: General Business Item	Category: 1
	Subject: Meeting Minutes: November 5, 2024, City Council Regular Meeting Department: Executive Services	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the minutes of the November 5, 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> None.		
<u>Attachments:</u> 1. Minutes - Draft		

**CITY OF KENNEWICK
CITY COUNCIL REGULAR MEETING
November 5, 2024**

City Council Present – In Person:

Gretl Crawford, Mayor
Chuck Torelli, Mayor Pro Tem
Loren Anderson, Councilmember

Brad Beauchamp, Councilmember
Jim Millbauer, Councilmember
John Trumbo, Councilmember

City Staff Present:

Erin Erdman, City Manager
Laurencio Sanguino, City Attorney
Jessica Platt, Finance Director
John Cowling, Public Works Director
Chad Crouch, Executive Services Director
Chad Michael, Fire Chief
Cary Roe, Deputy City Manager
Lisa Beaton, Deputy City Manager
Krystal Townsend, City Clerk

Jeremy Lustig, Deputy Public Works Director
Isaac Merkl, Police Commander
Cody Lewis, IT Director
Anthony Maui, Planning Director
Robert Ball, Deputy Fire Chief
Dana Dollarhyde, Exec Assistant/Lead Communications Specialist

1. CALL TO ORDER

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

Ms. Townsend stated all Councilmembers were in attendance with the exception of Councilmember McShane and a quorum was established.

MOTION:	Mayor Pro Tem Torelli moved to excuse the absence of Councilmember McShane.
SECOND:	Councilmember Anderson.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

Mayor Pro Tem Torelli led the pledge of allegiance. There were no invocations.

Retirement Service Recognition: Liz Edmonson, 36 Years, Police Department

Mayor Crawford presented Ms. Edmonson with a plaque and read it into the record. Ms. Edmonson expressed appreciation for the support she received throughout her career.

Retirement Service Recognition: Brian Pochert, 27 Years, Police Department

Mayor Crawford presented Officer Pochert with a plaque and read it into the record. Officer Pochert expressed appreciation to everyone who has supported him during his career.

At 6:35 p.m. Mayor Crawford announced a 10-minute recess to celebrate the 63 years of service Ms. Edmonson and Officer Pochert gave to the City of Kennewick.

At 6:45 p.m. Mayor Crawford called the meeting back to order.

- 2. VISITORS: None.**
- 3. APPROVAL OF AGENDA**

MOTION:	Councilmember Trumbo moved to approve the agenda as presented.
SECOND:	Mayor Pro Tem Torelli.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

4. CONSENT AGENDA

- a. **Meeting Minutes: October 15, 2024, City Council Regular Meeting**
Motion to approve the minutes of the October 15, 2024, City Council regular meeting as presented.
- b. **Meeting Minutes: October 22, 2024, City Council Workshop Meeting**
Motion to approve the minutes of the October 22, 2024, City Council workshop meeting as presented.
- c. **Meeting Minutes: October 29, 2024, City Council Special Meeting**
Motion to approve the minutes of the October 29, 2024, City Council special meeting as presented.
- d. **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 September 2024 in the amount of \$1,220,798.87 comprised of check numbers 27623-27696 in the amount of \$257,527.27 and electronic transfers in the amount of \$963,271.60
- e. **Claims Roster: Columbia Park Golf Course Account**
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for September 2024 in the amount of \$42,579.93, comprised of check numbers 2879-2891 in the amount of \$3,584.39 and electronic transfers in the amount of \$38,995.54
- f. **Payroll Roster: For the Pay Period Ending 10/15/2024**
Motion to approve the Payroll Roster for the pay period ending 10/15/2024.
- g. **Acceptance of Work: 2023 City-Wide Asphalt Overlay Project**
Motion to accept the work of Granite Construction Company for contract P2301-23, 2023 City-Wide Asphalt Overlay, in the amount of \$1,781,011.03.
- h. **Acceptance of Work: Deschutes Ave and Columbia Center Blvd Intersection Improvements**
Motion to accept the work of Ellison Earthworks, LLC for contract P2010-23, Deschutes Ave. and Columbia Center Blvd. Intersection Improvements, in the amount of \$2,142,618.05.
- i. **Resolution 24-19: 2017 Water System Plan (WSP) Amendment**
Motion to adopt the resolution as presented. The City Clerk assigned resolution 24-19.
- j. **Acceptance of Work: Steptoe St. and Gage Blvd. Intersection Improvements**
Motion to accept the work of Apollo, Inc. for contract P2012 Steptoe St. and Gage Blvd. Intersection Improvements Project, in the amount of \$3,137,157.89.
- k. **Contract: 2022 General Sewer Plan Supplemental Agreement No. 3**
Motion to authorize the City Manager to sign the Supplemental Agreement No. 3 with J-U-B Engineers, Inc. for the 2022 General Sewer Plan update (P2114).

MOTION:	Councilmember Anderson moved to approve the consent agenda as presented.
SECOND:	Mayor Pro Tem Torelli.
VOTE:	The motion passed unanimously (6-0).

5. ORDINANCES/RESOLUTIONS:

a. Ordinance: Setting Water Utility Rates

Mr. Cowling provided a staff report for the water and sewer rate items simultaneously (5.a and 5.b.) and stated the city's consultant, Angie Sanchez Virnoche, was present via Zoom and ready to answer questions if necessary. Mr. Cowling, together with Mr. Roe, responded to Council questions.

The City Clerk read the ordinance by title:

AN ORDINANCE RELATING TO WATER CHARGES AND AMENDING SECTIONS 14.13.030, 14.13.040, 14.13.050 AND 14.13.100 OF THE KENNEWICK MUNICIPAL CODE;

MOTION:	Mayor Pro Tem Torelli moved to adopt the ordinance as presented.
SECOND:	Councilmember Millbauer.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

The City Clerk assigned ordinance number 24-6067.

b. Ordinance: Setting Sewer Utility Rates

The City Clerk read the ordinance by title:

ORDINANCE RELATING TO SANITARY SEWER CHARGES AND AMENDING SECTIONS 14.26.010, 14.26.020, 14.26.030, 14.26.040 AND 14.26.70 OF THE KENNEWICK MUNICIPAL CODE

MOTION:	Councilmember Anderson moved to adopt the ordinance as presented.
SECOND:	Mayor Pro Tem Torelli.
DISCUSSION:	Council mentioned appreciation for the detailed staff reports and presentations at the workshop meetings.
VOTE:	The motion passed unanimously (6-0).

The City Clerk assigned ordinance number 24-6068.

6. PUBLIC HEARING:

a. Establishing a Transportation Benefit District Public Hearing; Final Action is Scheduled on November 19

Ms. Beaton and Ms. Platt provided a comprehensive staff report and responded to Council questions.

Mayor Crawford opened the public hearing at 7:10 p.m.

No one provided testimony.

The public hearing was closed at 7:10 p.m.

Final action is scheduled for November 19, 2024.

b. Ordinance: 2025 Property Tax Levy

Ms. Platt provided a comprehensive staff report and responded to Council questions. Ms. Platt mentioned the ordinance required a slight correction to the increase as 1.01% rather than 1.0101% as presented.

Mayor Crawford opened the public hearing at 7:15 p.m.

One resident spoke in favor of increased services over decreased taxes.

No one spoke in opposition to the matter.

The public hearing was closed at 7:17 p.m.

The City Clerk read the ordinance by title:

AN ORDINANCE PROVIDING FOR A PROPERTY TAX LEVY IN THE CITY OF
KENNEWICK FOR THE YEAR 2025 IN ACCORD WITH STATE LAW;

MOTION:	Mayor Pro Tem Torelli moved to adopt the ordinance as amended [an increase of 1.01%].
SECOND:	Councilmember Anderson.
DISCUSSION:	Council spoke to the modest increase and spoke in appreciation to citizen involvement in the budget discussion over the course of several meetings together with the necessity of taxes to cover the cost of rising expenses. Council also spoke to relief available through the County for those with eligible conditions.
VOTE:	The motion passed unanimously (6-0).
<i>The City Clerk assigned ordinance number 24-6069.</i>	

c. 2025/2026 Biennial Budget First Public Hearing; Second Public Hearing and Final Action is Scheduled on November 19

Ms. Platt provided a comprehensive staff report and stated the budget is balanced. Ms. Platt described the upcoming process to include a second public hearing on November 19 and possible final action/adoption of the budget. Council asked questions and sought clarification on several figures. Ms. Platt, Ms. Erdman and Ms. Beaton addressed the inquiries.

Mayor Crawford opened the public hearing at 7:31 p.m.

Two residents provided general statements regarding budgeting/funding priorities but did not provide specific testimony in favor or against the budget document.

The public hearing was closed at 7:34 p.m.

Council concurred that messaging outreach is important to assist citizens with understanding the budget details so they are well informed. Council further discussed details of the budget and differences between the 2023/2024 budget and the preliminary budget for 2025/2026.

A second public hearing and potential final action is scheduled for November 19, 2024.

d. Resolution: Preliminary Latecomers Reimbursement Agreement for S Colorado Street Sewer

Mr. Lustig provided a detailed staff report and, together with Mr. Roe, responded to Council questions.

Mayor Crawford opened the public hearing at 7:46 p.m.

No one provide testimony in favor or against the matter.

The public hearing was closed at 7:46 p.m.

MOTION: Councilmember Millbauer moved to adopt the resolution as presented and authorize the City Manager to sign the Preliminary Latecomers Reimbursement Agreement for S Colorado Street Sewer.

SECOND: Councilmember Anderson.

DISCUSSION: None.

VOTE: **The motion passed unanimously (6-0).**

The City Clerk assigned resolution number 24-20.

e. Resolution: Vacation of a portion of a 40.00 foot Utility Easement Located at 3404 W 46th Ave

Mr. Cowling described the project and noted there were no staff objections to the vacation.

Mayor Crawford opened the public hearing at 7:49 p.m.

The homeowner spoke in favor of the resolution and described the basis for the request.

The public hearing was closed at 7:50 p.m.

MOTION: Mayor Pro Tem Torelli moved to adopt the resolution as presented and authorize the Mayor to execute all necessary documents.

SECOND: Councilmember Trumbo.

DISCUSSION: Council spoke in favor of the project.

VOTE: **The motion passed unanimously (6-0).**

The City Clerk assigned resolution number 24-21.

7. NEW BUSINESS:

a. 2025 Legislative Agenda

Ms. Erdman introduced Briahna Murray, Partner with Gordon Thomas Honeywell, the City's contract lobbyist. Ms. Murray gave an indepth overview of the proposed 2025 legislative agenda and together with Chief Guerrero, responded to Council questions.

Ms. Erdman recommended Council approve the 2025 legislative agenda as presented.

MOTION: Councilmember Anderson moved to approve the 2025 legislative agenda as presented.

SECOND: Mayor Pro Tem Torelli.

DISCUSSION: None.

VOTE: **The motion passed unanimously (6-0).**

b. Contract: 2025-2028 Collective Bargaining Agreement - IUOE

Mr. Crouch presented the contract for approval, highlighted the key elements of the contract, and expressed appreciation for those involved in the negotiation process. No questions were raised.

MOTION:	Councilmember Millbauer moved to authorize the Mayor and CM to sign the collective bargaining agreement as presented.
SECOND:	Mayor Pro Tem Torelli.
DISCUSSION:	Discussion included the merits of open, observable labor negotiations to ensure transparency for citizens, the City, and union members. Appreciation was expressed to the negotiating teams.
VOTE:	The motion passed unanimously (6-0).

c. Wastewater Treatment Plant Phase 2 Project

Mr. Lustig provided a comprehensive staff report. No questions were raised.

MOTION:	Councilmember Millbauer moved to authorize the City Manager to sign the Progressive Design Build (PDB) Agreement Amendment #2 with Merrell Bros, Inc. for the WWTP Phase 2, Step 2 construction, accepting the guaranteed maximum price (GMP) of \$43,580,974
SECOND:	Councilmember Trumbo (who spoke in favor of the project during his second).
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

8. UNFINISHED BUSINESS: None.

9. VISITORS:

A resident spoke to encourage an investment in arts-related tourism and economic development in Kennewick.

10. COUNCIL COMMENTS/DISCUSSION:

Councilmembers reported on their respective activities, upcoming events, items of concern, and spoke in support of staff and their efforts to improve the City of Kennewick.

11. ADJOURNMENT: Mayor Crawford concluded the meeting at 8:44 p.m.

DRAFT

Krystal Townsend, CMC, CPRO
City Clerk

At the time of publishing these minutes, the City Council meeting recording is available at:

<https://kennewickwa.new.swagit.com/videos/319374>

Council Agenda Coversheet	Item Number: 4.b. Date: 11/19/2024 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: November 12, 2024, City Council Workshop Meeting Department: Executive Services	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the minutes of the November 12, 2024, City Council workshop meeting as presented. <u>Summary</u> The City Clerk has prepared summary 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> There are no fiscal impacts.		
<u>Attachments:</u> 1. Minutes - Draft		

CITY OF KENNEWICK
CITY COUNCIL WORKSHOP
November 12, 2024

City Council Present – In Person:

Gretl Crawford, *Mayor*
Chuck Torelli, *Mayor Pro Tem*
Loren Anderson, *Councilmember*

Brad Beauchamp, *Councilmember*
Jason McShane, *Councilmember*
John Trumbo, *Councilmember*

City Staff Present:

Erin Erdman, *City Manager*
Lisa Beaton, *Deputy City Manager*
Cary Roe, *Deputy City Manager*
Anthony Muai, *Planning Director*
Laurencio Sanguino, *City Attorney*
Chris Guerrero, *Police Chief*
Chad Michael, *Fire Chief*

Nick Farline, *Parks Director*
Chad Crouch, *Human Resources Director*
Jessica Platt, *Finance Director*
Krystal Townsend, *City Clerk*
Robert Ball, *Deputy Fire Chief*
Jason Kiel, *Police Commander*
Dana Dollarhyde, *Exec Assistant/Lead Communications Specialist*

1. **CALL TO ORDER.** Mayor Crawford called the meeting to order at 6:30 p.m.

Mayor Crawford explained that Councilmember Millbauer provided advanced notice of his absence and invited a motion to excuse the absence.

MOTION:	Mayor Pro Tem Torelli moved to excuse the absence of Councilmember Millbauer.
SECOND:	Councilmember Anderson.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

Mayor Crawford stated no public comments were submitted for tonight's meeting.

2. **GUEST PRESENTATION: HANFORD PROGRESS BRIEFING.** Ms. Erdman introduced Brian Vance, Site Manager, The Hanford Site. Mr. Vance provided a comprehensive presentation and responded to Council questions. **No action taken.**
3. **UPDATE: EXPANSION OF THE PUBLIC FACILITIES DISTRICT.** Ms. Erdman introduced Calvin Dudney, Kennewick Public Facilities District Board President. In turn, Mr. Dudney introduced partners in the project: Jonathan Miller and Lawrence Barney with Turner & Townsend Heery; Adam Rouns of ALSC Architects; Nick Landin with Lydig Construction; and Kennewick Public Facilities District Board Member Austin Crawford. Mr. Dudney reviewed the history of the project, provided a status update, and discussed project costs/funding. Mr. Rouns described the preliminary facility floor plan and capacity. Council asked clarifying questions which were answered by Mr. Dudney, Mr. Rouns, Mr. Landin, and Kevin Lewis, President and CEO of Visit Tri-Cities. **No final disposition of this matter taken.**

- 4. ADJOURNMENT.** Mayor Crawford concluded the meeting at 7:27 p.m.

DRAFT

Krystal Townsend, CMC, CPRO
City Clerk

At the time of publishing these minutes, the City Council meeting recording is available at:
<https://kennewickwa.new.swagit.com/videos/319958>

Council Agenda Coversheet	Item Number: 4.c. Date: 11/19/2024 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: November 12, 2024, City Council Special Meeting Department: Executive Services	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the minutes of the November 12, 2024, City Council special meeting as presented. <u>Summary</u> The City Clerk has prepared summary 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> There are no fiscal impacts.		
<u>Attachments:</u> 1. Minutes - Draft		

**CITY OF KENNEWICK
CITY COUNCIL SPECIAL MEETING
November 12, 2024**

City Council Present – In Person:

Gretl Crawford, Mayor
Chuck Torelli, Mayor Pro Tem
Loren Anderson, Councilmember

Brad Beauchamp, Councilmember
Jason McShane, Councilmember
John Trumbo, Councilmember

City Staff Present:

Erin Erdman, City Manager
Cary Roe, Deputy City Manager

Krystal Townsend, City Clerk
Nick Farline, Parks Director

1. CALL TO ORDER

Mayor Crawford called the meeting to order at 5:30 p.m.

Ms. Townsend stated all Councilmembers were in attendance with the exception of Councilmember Millbauer and confirmed a quorum was established.

Mayor Crawford instructed the City Clerk to note that Councilmember Millbauer had provided advanced notice of his absence due to travel.

2. EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(b)

AT 5:31 p.m. Mayor Crawford announced Council would enter Executive Session pursuant to RCW 42.30.110(1)(b), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price with a return to open session at 6:15 p.m.

11. ADJOURNMENT: Simultaneous to her return to Council Chambers from Executive Session, Mayor Crawford concluded the meeting at 6:15 p.m.

DRAFT

Krystal Townsend, CMC, CPRO
City Clerk

At the time of publishing these minutes, the City Council meeting recording is available at:

<https://kennewickwa.new.swagit.com/videos/319957>

Council Agenda Coversheet	Item Number: 4.d. Item Type: General Business Item Subject: Claims Roster: October 2024 Department: Finance	Date: 11/19/2024 Category: Consent Agenda						
								
<u>Recommendation</u> Staff recommends Council approve the Claims Roster for October 2024.								
<u>Motion for Consideration</u> Motion to approve the Claims Roster for October 2024 in the amount of \$7,913,506.69, comprised of electronic payments and check numbers 316695-317090.								
<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 10/1/2024-10/31/2024: <table data-bbox="103 756 896 865"><tr><td>Check numbers 316695-317090:</td><td>\$6,352,476.31</td></tr><tr><td>Electronic payments (EFT):</td><td>\$1,561,030.38</td></tr><tr><td>Total</td><td>\$7,913,506.69</td></tr></table>			Check numbers 316695-317090:	\$6,352,476.31	Electronic payments (EFT):	\$1,561,030.38	Total	\$7,913,506.69
Check numbers 316695-317090:	\$6,352,476.31							
Electronic payments (EFT):	\$1,561,030.38							
Total	\$7,913,506.69							
<u>Alternatives</u> None								
<u>Fiscal Impact</u> \$7,913,506.69								
<u>Attachments:</u> 1. Claims Roster								

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
Fund 001					
000 - Fund Activity					
EFT	10/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024	\$1,139.30
316696	10/04/2024	980	DIANE KALINOWSKI	PETTY CASH DRAWER INCREASE-2024	\$100.00
316697	10/04/2024	99991	PERMIT REFUNDS	REFUND REQUEST-78341333	\$100.00
316698	10/04/2024	99991	PERMIT REFUNDS	REFUND REQUEST-77904009	\$250.00
316699	10/04/2024	99991	PERMIT REFUNDS	REFUND REQUEST-77952705	\$125.00
316700	10/04/2024	99991	PERMIT REFUNDS	REFUND REQUEST-78120139	\$500.00
316701	10/04/2024	99991	PERMIT REFUNDS	REFUND REQUEST-78339376	\$125.00
316703	10/09/2024	70001	BENTON COUNTY TREASURER	CRIME VICTIM'S COMPENSATION	\$769.53
316704	10/09/2024	99992	CIVIC REC REFUNDS	REFUND REQUEST-78435157	\$1,000.00
316705	10/09/2024	99992	CIVIC REC REFUNDS	REFUND REQUEST-78420173	\$100.00
316706	10/09/2024	99992	CIVIC REC REFUNDS	REFUND REQUEST-78447318	\$1,000.00
316707	10/09/2024	70000	WASHINGTON STATE TREASURER	COURT FINES-SEPTEMBER 2024	\$58,092.32
316760	10/11/2024	896	DGR*GRANT CONSTRUCTION INC	PAY APP 2 FTC TRAINING TOWER CONVERSION	\$167,015.01
316824	10/11/2024	99990	MISC REFUNDS	REFUND BOND RELEASE	\$2,000.00
316908	10/16/2024	99992	CIVIC REC REFUNDS	REFUND REQUEST-78647223	\$1,000.00
317087	10/30/2024	99992	CIVIC REC REFUNDS	REFUND REQUEST-78867776	\$1,000.00
317088	10/30/2024	99992	CIVIC REC REFUNDS	REFUND REQUEST-79254228	\$500.00
317089	10/30/2024	99992	CIVIC REC REFUNDS	REFUND REQUEST-79233652	\$500.00
317090	10/30/2024	99990	MISC REFUNDS	REFUND REQUEST-PRR-2024-309	\$0.66
000 - Fund Activity Subtotal:					\$235,316.82
011 - City Council					
316889	10/11/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$280.07
011 - City Council Subtotal:					\$280.07
012 - City Manager					
316888	10/11/2024	5035	VEACH COMPANY, REALIFE PHOTOGRAPHY	PROFESSIONAL HEADSHOTS FOR EXECUTIVE TEAM	\$271.75
316889	10/11/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$87.78
012 - City Manager Subtotal:					\$359.53
023 - Recreation Services					
EFT	10/03/2024	77146	GLOBAL PAYMENTS	MERCHANT FEES	\$3,818.50
EFT	10/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024	\$612.00
316756	10/11/2024	7711	CULLIGAN WATER CONDITIONING	WATER DELIVERY	\$58.97
316758	10/11/2024	3632	DANCE CONNECTION	SUMMER DANCE INSTRUCTION	\$865.20
316827	10/11/2024	8250	MOSES LAKE MENS SOFTBALL	ADULT SOFTBALL UMPIRE FEES 9/26/24 - 10/10/24	\$1,680.00
316886	10/11/2024	962	UNITED STATES TENNIS ASSOCIATION PACIFIC NORTHWEST	WINTER/SPRING '24 TENNIS AFTER SCHOOL ZONE PROGRAM	\$1,435.20
316889	10/11/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$206.95
316916	10/25/2024	730	ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$1,503.17

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316943	10/25/2024	1007 CHASE WHARTON	TRAVEL REIMBURSEMENT	\$1,156.23
316945	10/25/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	KCC SHRED SERVICE	\$103.42
316981	10/25/2024	998 HALEY PINK	TRAVEL REIMBURSEMENT	\$216.15
316984	10/25/2024	8977 HERITAGE PROF LANDSCAPING INC	9/11 MEMORIAL FLOWERS	\$1,777.25
317000	10/25/2024	407 JULIA LANG	TRAVEL REIMBURSEMENT	\$105.37
317021	10/25/2024	248 NICHOLAS A FARLINE	TRAVEL REIMBURSEMENT	\$35.00
317057	10/25/2024	161 SIRI BRAZILIAN JIU JITSU	SIRI BRAZILIAN JIU JITSU INSTRUCTION	\$420.00
317086	10/30/2024	8250 MOSES LAKE MENS SOFTBALL	UMPIRE FEES	\$900.00
023 - Recreation Services Subtotal:				\$14,893.41
024 - Facilities Maintenance				
316709	10/11/2024	8623 ACE SALES & SERVICE INC	PORTA POTTY K-4	\$527.37
316712	10/11/2024	10587 ALOHA GARAGE DOOR COMPANY INC	RESET CHAIN DRIVE AND STOPS	\$222.84
316716	10/11/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	SECOND IT AC FOR SERVER ROOM	\$7,514.39
316717	10/11/2024	165 ARCTIC GLACIER USA INC	ICE	\$65.00
316719	10/11/2024	10391 ASBESTOS AND MOLD SOLUTIONS, INC	LAYTON PARK GAZEBO DEMOLITION - ASBESTOS TESTING	\$375.00
316720	10/11/2024	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	EMBROIDERY OE CLOTHING	\$65.22
316729	10/11/2024	310 BUILDERS FIRSTSOURCE	PLYWOOD TO BOARD UP BUILDINGS	\$313.31
316730	10/11/2024	749 BUILDERS HARDWARE & SUPPLY CO	DEADBOLTS FOR STOCK	\$763.93
316733	10/11/2024	10584 CAMTEK INC	MONITORING	\$489.16
316756	10/11/2024	7711 CULLIGAN WATER CONDITIONING	WATER FOR EDISON SHOP	\$69.02
316769	10/11/2024	5426 EWING IRRIGATION PRODUCTS, INC	NEW IRR. BOXES AND WIRELESS VALVE	\$1,252.66
316771	10/11/2024	8774 FASTENAL COMPANY	TRAILER DECKING	\$123.98
316774	10/11/2024	9237 FIKES NORTHWEST CORP	SCENT	\$201.74
316777	10/11/2024	409 FRONTIER FENCE INC	BRACKET AND TROLLEY FOR WEST GATE	\$168.58
316786	10/11/2024	4759 GRIGG ENTERPRISES INC, ACE HARDWARE	CHAINSAW SAFETY CHAPS / APRON PPE	\$641.14
316793	10/11/2024	6626 HELSLEY, DANIEL	JEANS & BOOTS	\$372.80
316795	10/11/2024	8977 HERITAGE PROF LANDSCAPING INC	LANDSCAPING AND IRRIGATION MAI	\$14,887.55
316803	10/11/2024	303 INTERMOUNTAIN CLEANING SERVICE INC.	FLOORS	\$13,874.00
316804	10/11/2024	1112 IRRIGATION SPECIALISTS INC	CCB	\$109.95
316809	10/11/2024	979 KACIE COMBE	JEANS	\$42.33
316813	10/11/2024	78 KENNEWICK INDUSTRIAL & ELEC	VALVE REPLACED	\$1,324.54
316817	10/11/2024	982 LEVI CONNER	JEANS REIMBURSEMENT	\$208.50
316826	10/11/2024	5112 MOON SECURITY SERVICES, INC	CITY HALL - 112317	\$851.75
316844	10/11/2024	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	BULBS	\$882.30
316846	10/11/2024	957 RANCH & HOME INC	ANTI FREEZE FOR BLOW OUTS	\$182.09
316859	10/11/2024	680 SIERRA ELECTRIC, INC.	LIGHTS TO LED	\$117.40
316870	10/11/2024	10836 THE DRAIN SURGEON, GALLURY INC	SNAKE URINALS	\$277.19
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,293.95
316895	10/11/2024	1035 WASHINGTON HARDWARE AND, FURNITURE CO	ZIP TIES FOR TRACER WIRE	\$22.81
316901	10/11/2024	398 RENTOKIL NORTH AMERICA INC	EXTERMINATOR FOR FIRE STATIONS	\$244.58

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316902	10/11/2024	1755 WILBUR-ELLIS COMPANY	ROUND UP FOR WEED CONTROL IN PARKS	\$3,355.21
316915	10/25/2024	8623 ACE SALES & SERVICE INC	PORTA POTTY REQUEST FROM TOURNAMENT	\$971.60
316916	10/25/2024	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$878.50
316919	10/25/2024	10587 ALOHA GARAGE DOOR COMPANY INC	SEALS AND SENSORS	\$4,596.02
316922	10/25/2024	5911 AMERICAN BUILDING MAINTENANCE	OCT. SERVICE	\$3,105.15
316925	10/25/2024	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	UNIFORM-1ST HALF	\$426.64
316935	10/25/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$32,292.82
316941	10/25/2024	83 CASCADE NATURAL GAS	GAS SERVICE	\$6,913.67
316987	10/25/2024	8130 HUNTER, JOSHUA	BOOTS	\$81.33
317002	10/25/2024	78 KENNEWICK INDUSTRIAL & ELEC	LATERAL AND MAIN LINE BREAK	\$562.42
317005	10/25/2024	8442 LANGSTON-BULTENA, JOEY	JEANS	\$141.28
317021	10/25/2024	248 NICHOLAS A FARLINE	TRAVEL REIMBURSEMENT	\$35.00
317022	10/25/2024	1000 NICKOLAS LAGUNAS	TRAVEL REIMBURSEMENT	\$1,298.86
317040	10/25/2024	957 RANCH & HOME INC	RATCHET STRAPS TO REPLACE WORN STRAPS	\$41.28
317077	10/25/2024	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$213.11
024 - Facilities Maintenance Subtotal:				\$102,397.97
026 - Economic Development				
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$82.78
026 - Economic Development Subtotal:				\$82.78
032 - Accounting				
316847	10/11/2024	1314 REHN & ASSOCIATES, INC.	DENTAL COBRA ADMINISTRATION	\$84.00
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.39
317026	10/25/2024	3700 OFFICE DEPOT INC	OFFICE SUPPLIES(FILE STORAGE BINS, STAPLER)	\$90.76
317080	10/25/2024	976 WA STATE AUDITOR'S OFFICE	AUDIT FEES FOR PERIOD 23-23	\$13,705.40
032 - Accounting Subtotal:				\$13,921.55
033 - Human Resources				
316739	10/11/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	HR ADMIN HALLWAY SHRED BINS	\$105.71
316778	10/11/2024	919 FRONTLINE MEDICAL PLLC	PROFESSIONAL SERVICES	\$330.00
316792	10/11/2024	940 JUAN GUZMAN	RECRUITMENT VIDEO	\$1,500.00
316866	10/11/2024	8315 STERLING	PROFESSIONAL SERVICES	\$223.92
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.39
316940	10/25/2024	483 CAREERS IN GOVERNMENT INC	ANNUAL MEMBERSHIP FOR JOB ADVERTISEMENT BOARD	\$2,850.00
316953	10/25/2024	1682 COLUMBIA FITNESS SYSTEMS	CITY HALL GYM PM SERVICE	\$293.50
316964	10/25/2024	596 DYLAN DOREMUS	TRAVEL REIMBURSEMENT	\$29.00
316971	10/25/2024	919 FRONTLINE MEDICAL PLLC	PROFESSIONAL SERVICES	\$110.00
317020	10/25/2024	1030 NAVIA BENEFIT SOLUTIONS, CLIENT PAY	FLEX PLAN SERVICES	\$1,285.70
317064	10/25/2024	370 SUMMIT LAW GROUP, PLLC	PROFESSIONAL SERVICES	\$1,805.50
033 - Human Resources Subtotal:				\$8,574.72

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
034 - Civil Service				
316778	10/11/2024	919 FRONTLINE MEDICAL PLLC	PROFESSIONAL SERVICES	\$1,800.00
316801	10/11/2024	6 IMPREST PETTY CASH FUND	REPLENISH PETTY CASH DRAWER	\$37.28
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$87.78
316971	10/25/2024	919 FRONTLINE MEDICAL PLLC	PROFESSIONAL SERVICES	\$1,713.00
317037	10/25/2024	326 PUBLIC SAFETY PSYCHOLOGICAL SERVICES	PROFESSIONAL SERVICES	\$2,250.00
034 - Civil Service Subtotal:				\$5,888.06
035 - Customer Service				
316759	10/11/2024	3530 DATAPROSE INC	SEPT 2024 UTILITY BILLING MAILING SVC AND POSTAGE	\$9,994.38
316801	10/11/2024	6 IMPREST PETTY CASH FUND	REPLENISH PETTY CASH DRAWER	\$75.00
316823	10/11/2024	868 MIRIAM TECHNOLOGIES INC	SEPT 2024 LIEN SEARCH FEES	\$1,369.62
035 - Customer Service Subtotal:				\$11,439.00
036 - Code Enforcement				
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$280.68
316927	10/25/2024	9813 B-F JUVENILE JUSTICE CTR	GRAFFITI ABATEMENT PROGRAM	\$3,100.83
036 - Code Enforcement Subtotal:				\$3,381.51
042 - City Attorney				
316739	10/11/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHRED SERVICE & MEDIA DESTRUCTION	\$87.65
316845	10/11/2024	3467 PRONTO PROCESS SERVICE, INC	COURIER FEE - SEPTEMBER 2024	\$105.00
316850	10/11/2024	5425 RIO FOLTZ PLLC	CRIMINAL PROSECUTION CONTRACTUAL SERV - SEPT 24	\$10,000.00
316854	10/11/2024	10226 SANGUINO, LAURENCIO	MILEAGE REIMB. JULY-SEPT 2024 - SANGUINO	\$576.87
316864	10/11/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES - LAPTOP SLEEVES	\$212.44
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$151.27
316900	10/11/2024	853 WEST GROUP PAYMENT CENTER	LIBRARY PLAN & COURT RULES BOOKS	\$3,225.74
316916	10/25/2024	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$362.26
042 - City Attorney Subtotal:				\$14,721.23
051 - City Clerk				
316932	10/25/2024	34 BENTON COUNTY AUDITOR	RECORDING FEE FOR OUA AT TC HEIGHTS NO. 1, LOT 25	\$307.50
317068	10/25/2024	172 THE TRI-CITY HERALD	PH NOTICE: AZ-2022-0001 ANNEX HARMONY DEV 10TH AVE	\$237.93
051 - City Clerk Subtotal:				\$545.43
053 - Purchasing				
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.39
316925	10/25/2024	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	OE CLOTHING ATOMIC	\$218.10
053 - Purchasing Subtotal:				\$259.49
054 - Information Technology				
316749	10/11/2024	6375 COMPUNET INC	ADFS UPGRADE AND SERVER UPDATE ISSUE ASSISTANCE	\$375.00
316861	10/11/2024	8210 SMARSH INC	NET GUARD	\$1,558.66

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316869	10/11/2024	8 TELCO WIRING & REPAIR INC	CITY INTERNET/WAN CHARGES	\$7,504.62
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,098.27
316905	10/11/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$7,017.17
316916	10/25/2024	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$477.14
316942	10/25/2024	8295 CENTURYLINK	PS/ALI - ALI/SR PER 100 REC	\$6.70
054 - Information Technology Subtotal:				\$18,037.56
062 - Planning				
316999	10/25/2024	1005 JOSEPH LARIS	TRAVEL REIMBURSEMENT	\$503.80
317011	10/25/2024	1004 MATTHEW HALITSKY	TRAVEL REIMBURSEMENT	\$342.14
317046	10/25/2024	10364 RINCON CONSULTANTS INC	FARMERS EXCHANGE NRHP NOMINATION - THRU 9/30/2024	\$4,000.00
062 - Planning Subtotal:				\$4,845.94
070 - Police Revenues				
EFT	10/11/2024	70008 WA. STATE DEPT OF LICENSING	FIREARMS LICENSING	\$579.00
070 - Police Revenues Subtotal:				\$579.00
071 - KPD-Administration				
316852	10/11/2024	619 RYAN YATES	PRE-EMPLOYMENT POLYGRAPH EXAM	\$250.00
316883	10/11/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$151.85
316905	10/11/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$235.69
316916	10/25/2024	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$316.00
316945	10/25/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICES - SEPT 24	\$372.21
316953	10/25/2024	1682 COLUMBIA FITNESS SYSTEMS	PREVENTATIVE MAINTENANCE	\$940.26
317006	10/25/2024	2280 LANGUAGE LINE SERVICES, INC	INTERPRETATION SERVICES - SEPT 24	\$519.26
317030	10/25/2024	1459 PASCO KENNEWICK ROTARY CLUB	QUARTERLY DUES	\$190.00
317043	10/25/2024	5213 REYNA, BLANCA	TRAVEL REIMBURSEMENT	\$72.00
317050	10/25/2024	619 RYAN YATES	PRE-EMPLOYMENT POLYGRAPH	\$500.00
317076	10/25/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$729.16
071 - KPD-Administration Subtotal:				\$4,276.43
072 - KPD-Criminal Investigation				
316743	10/11/2024	2134 CITY OF SPOKANE, UTILITIES BILLING	DISPOSE OF DRUGS	\$131.10
316916	10/25/2024	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$2,767.08
316974	10/25/2024	990 GENE L RALSTON	ASSIST WITH HOMICIDE VICTIM SEARCH	\$1,000.00
317014	10/25/2024	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$81.53
317033	10/25/2024	371 PIX4D INC	ANNUAL SUBSCRIPTION PIX4D MAPPER	\$3,295.00
317051	10/25/2024	3658 SAGEN, JEFFREY	TRAVEL REIMBURSEMENT	\$65.46
317070	10/25/2024	7228 TRANSUNION RISK ALTERNATIVE, DATA SOLUTIONS INC	PEOPLE SEARCH - JULY 24	\$206.53
317073	10/25/2024	6662 TRI-TECH FORENSICS INC, NATIONAL LAW ENFORCEMENT	DWI SPECIMEN KIT	\$530.46
072 - KPD-Criminal Investigation Subtotal:				\$8,077.16
073 - KPD-Patrol				

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316715	10/11/2024	966 ANDREW DEBOWES	PRO-RATE UNIFORM ALLOWANCE	\$187.75
316782	10/11/2024	958 GLORIA BARAJAS	PRO-RATE UNIFORM ALLOWANCE	\$218.75
316801	10/11/2024	6 IMPREST PETTY CASH FUND	REPLENISH PETTY CASH DRAWER	\$66.89
316810	10/11/2024	965 KAYLEB ROSE	PRO-RATE UNIFORM ALLOWANCE	\$187.75
316822	10/11/2024	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$570.71
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$92.78
316916	10/25/2024	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$812.10
316926	10/25/2024	3649 AXON ENTERPRISE INC	DASH CAMERA SUPPLIES	\$2,627.24
317014	10/25/2024	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$593.53
073 - KPD-Patrol Subtotal:				\$5,357.50
074 - KPD-Staff Services				
316864	10/11/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$802.29
316896	10/11/2024	1033 WASHINGTON STATE PATROL	CPL BACKGROUND CHECKS - SEPT 24	\$1,103.50
316921	10/25/2024	653 AMBER PURSLEY	TRAVEL REIMBURSEMENT	\$78.00
317035	10/25/2024	10006 POWELL, CINDY	TRAVEL REIMBURSEMENT	\$78.00
317083	10/25/2024	1033 WASHINGTON STATE PATROL	CPL BACKGROUND CHECKS - JULY 24	\$450.50
074 - KPD-Staff Services Subtotal:				\$2,512.29
075 - KPD-Intergovernmental				
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$10,877.00
316930	10/25/2024	14 BENTON COUNTY	JAIL SERVICES - SEPTEMBER 24	\$167,264.88
316948	10/25/2024	100 CITY OF RICHLAND	SECOMM ASSESSMENT - DISPATCH SVCS	\$262,886.88
075 - KPD-Intergovernmental Subtotal:				\$441,028.76
076 - KPD-Special Services				
316794	10/11/2024	3998 HENRY, REBECCA	TRAVEL REIMBURSEMENT	\$258.29
316853	10/11/2024	710 SANDY'S TROPHIES INC	RETIREMENT FLAG BOXES	\$234.30
316915	10/25/2024	8623 ACE SALES & SERVICE INC	PORTABLE TOILET - SHOOTING RANGE	\$79.50
316916	10/25/2024	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$958.67
316935	10/25/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$20.60
316950	10/25/2024	422 CLARITY POINT PLLC	WELLNESS PROGRAM	\$1,574.42
317036	10/25/2024	18 POWER DMS INC	POWERFTO SUBSCRIPTION 12/06/24 - 12/05/25	\$3,681.35
317067	10/25/2024	10971 THE BUNKER	QUARTERMASTER SUPPLIES	\$865.70
076 - KPD-Special Services Subtotal:				\$7,672.83
081 - Fire Administration				
316736	10/11/2024	7496 CHAPLAIN SERVICES NETWORK	CHAPLAIN SERVICES NETWORK 2023-2024	\$1,237.50
316739	10/11/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SECURED SHRED SERVICES	\$101.79
316745	10/11/2024	7849 COLUMBIA BASIN ICE AND, TRANSPORT	ICE	\$356.25
316754	10/11/2024	963 DEBORAH NEEDHAM	FACILITATED DISCUSSION PROFESSIONAL	\$1,600.00
316801	10/11/2024	6 IMPREST PETTY CASH FUND	REPLENISH PETTY CASH DRAWER	\$18.19

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316864	10/11/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FACILITATED DISCUSSION	\$37.50
316883	10/11/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$25.58
316955	10/25/2024	1308 COLUMBIA VALLEY DAYBREAK, ROTARY	ROTARY DUES - CH. MICHAEL	\$87.50
317062	10/25/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS1 STATION SUPPLIES	\$802.03
317074	10/25/2024	168 TRILOGY MEDWASTE WEST LLC	MONTHLY RX DISPOSAL FEE	\$18.62
081 - Fire Administration Subtotal:				\$4,284.96
082 - Fire Suppression				
316780	10/11/2024	5823 GALLS, LLC	BADGES	\$397.29
316834	10/11/2024	5059 NORTHWEST SAFETY CLEAN	PPE CLEANING & INSPECTION	\$2,014.09
316874	10/11/2024	985 WILLIAM D GIDDINGS	AO CLASS INSTRUCTOR	\$4,472.11
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,254.97
316948	10/25/2024	100 CITY OF RICHLAND	SECOMM ASSESSMENT - DISPATCH SVCS	\$5,771.99
316973	10/25/2024	5823 GALLS, LLC	PANTS & SHIRTS	\$130.74
316993	10/25/2024	303 INTERMOUNTAIN CLEANING SERVICE INC.	FS1 OPEN HOUSE DEEP CLEANING	\$1,654.01
317052	10/25/2024	7872 SEA WESTERN INC	STRUCTURAL FF GLOVES	\$1,031.70
317071	10/25/2024	945 TRI CITY CLEANERS	HEM PANTS & SEW PATCHES - BENDER	\$59.58
082 - Fire Suppression Subtotal:				\$16,786.48
083 - Fire Prevention/Investigation				
316978	10/25/2024	1008 SEAN GRANGER	TRAVEL REIMBURSEMENT	\$574.76
316993	10/25/2024	303 INTERMOUNTAIN CLEANING SERVICE INC.	FS1 OPEN HOUSE DEEP CLEANING	\$811.87
083 - Fire Prevention/Investigation Subtotal:				\$1,386.63
090 - Engineering				
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$55.18
316916	10/25/2024	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$100.00
090 - Engineering Subtotal:				\$155.18
100 - GF-Nondepartmental				
316716	10/11/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT OCTOBER	\$526.13
316723	10/11/2024	92 BENTON CLEAN AIR AGENCY	COK ASSESSMENT	\$19,514.60
316756	10/11/2024	7711 CULLIGAN WATER CONDITIONING	WATER DELIVERY	\$525.84
316784	10/11/2024	926 GORDON THOMAS HONEYWEL GOVERNMENTAL AFFAIRS	LOBBYIST SERVICES	\$10,157.45
316803	10/11/2024	303 INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - SEPTEMBER 2024	\$5,379.00
316826	10/11/2024	5112 MOON SECURITY SERVICES, INC	MCL - 113129	\$54.50
316929	10/25/2024	8297 BENTON CO COMMISSIONERS	BCDC/PROBATION FEES - SEPT 2024	\$139,791.60
316935	10/25/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$4,079.29
316941	10/25/2024	83 CASCADE NATURAL GAS	GAS SERVICE	\$139.98
316947	10/25/2024	435 CITY OF PASCO	ANIMAL SHELTER SERVICE/RENT/MAIN/ADMIN - SEPT 24	\$89,755.58
100 - GF-Nondepartmental Subtotal:				\$269,923.97
Total For Fund 001				\$1,196,986.26

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 102				
000 - Fund Activity				
EFT	10/25/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024	\$13.03
000 - Fund Activity Subtotal:				\$13.03
010 - Fund Activity				
316761	10/11/2024	8439 DOCKEN, HAYDEN	UNIFORM ALLOWANCE	\$374.78
316786	10/11/2024	4759 GRIGG ENTERPRISES INC, ACE HARDWARE	OE UNIFORM ORDER	\$274.41
316833	10/11/2024	876 NORTHWEST POWER EQUIPMENT	CHAIN SAW BLADES AND PARTS	\$358.64
316835	10/11/2024	7229 NORTHWEST SIGN RECYCLING	SIGN BLANKS	\$639.22
316846	10/11/2024	957 RANCH & HOME INC	PROPANE	\$127.41
316873	10/11/2024	367 TRAFFIC SAFETY SUPPLY CO INC	CONES	\$2,930.30
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$232.64
316925	10/25/2024	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	SCREENPRINT OE CLOTHING JUAN LOPEZ	\$43.48
317001	10/25/2024	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - SEPTEMBER 2024	\$116.51
010 - Fund Activity Subtotal:				\$5,097.39
110 - Traffic				
316717	10/11/2024	165 ARCTIC GLACIER USA INC	ICE	\$56.32
316731	10/11/2024	1817 RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	\$55.80
316883	10/11/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$12.72
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$263.78
316934	10/25/2024	84 BENTON PUD NO. 1	LIGHT MAINTENANCE ACCT 38	\$420.07
316935	10/25/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$27,187.57
317001	10/25/2024	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - SEPTEMBER 2024	\$116.51
317056	10/25/2024	680 SIERRA ELECTRIC, INC.	HELP WITH SIGNAL REBUILD	\$826.12
317076	10/25/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$14.43
110 - Traffic Subtotal:				\$28,953.32
Total For Fund 102				\$34,063.74
Fund 103				
010 - Fund Activity				
316802	10/11/2024	844 IMS INFRASTRUCTURE MANAGEMENT SERVICES	P2404 CONSULTANT INVOICE	\$18,175.00
316877	10/11/2024	6270 TRI-CITY SIGN & BARRICADE	SURVEY SUPPLIES	\$295.32
316992	10/25/2024	113 INLAND ASPHALT COMPANY, CPM DEVELOPMENT CORP	P2401 PAY EST 3	\$852,129.80
316994	10/25/2024	529 INTERMOUNTAIN MATERIAL TESTING	MATERIAL TESTING P2401	\$8,551.75
010 - Fund Activity Subtotal:				\$879,151.87
Total For Fund 103				\$879,151.87

City of Kennewick
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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 106				
010 - Fund Activity				
316869	10/11/2024	8 TELCO WIRING & REPAIR INC	BIPIN NETWORK CONNECTIONS	\$7,957.81
316889	10/11/2024	30 VERIZON NORTHWEST	BIPIN CELL PHONES	\$129.17
010 - Fund Activity Subtotal:				\$8,086.98
Total For Fund 106				\$8,086.98
Fund 107				
130 - CDBG				
316740	10/11/2024	395 CITY OF KENNEWICK	2024 2ND QTR. INVOICE YOUTH SCHOLARSHIPS	\$6,900.47
316765	10/11/2024	89 ELIJAH FAMILY HOMES	CDBG 2024 Q2 INVOICE	\$5,000.00
316946	10/25/2024	395 CITY OF KENNEWICK	CDBG 2024 3RD QTR. YOUTH SCHOLARSHIPS	\$11,431.85
316966	10/25/2024	89 ELIJAH FAMILY HOMES	CDBG 2024 3RD QTR. TRANSITION TO SUCCESS	\$2,500.00
130 - CDBG Subtotal:				\$25,832.32
140 - HOME				
316742	10/11/2024	100 CITY OF RICHLAND	2025-2029 CONSOLIDATED PLAN CONSULTANT SERVICES	\$7,817.50
316948	10/25/2024	100 CITY OF RICHLAND	PARTIAL PAYMENT TOWARDS 98-01 HOME REHAB	\$5,000.00
140 - HOME Subtotal:				\$12,817.50
Total For Fund 107				\$38,649.82
Fund 111				
010 - Fund Activity				
317034	10/25/2024	16 POLICE EXECUTIVE RESEARCH FORUM	SENIOR MANAGEMENT INSTITUTE FOR POLICE	\$11,200.00
317065	10/25/2024	4174 TAYLOR, JEREMY	CAT REIMBURSEMENT	\$100.00
010 - Fund Activity Subtotal:				\$11,300.00
Total For Fund 111				\$11,300.00
Fund 116				
010 - Fund Activity				
316702	10/09/2024	73761 TRI-CITIES VISITOR & CONV. BUR	TOURISM PROMOTION AREA DISTRIBUTION	\$82,409.85
316876	10/11/2024	176 TRI-CITIES VISITOR &, CONVENTION BUREAU	CONTRACT DUES 2024-SEPTEMBER	\$23,656.25
010 - Fund Activity Subtotal:				\$106,066.10
Total For Fund 116				\$106,066.10
Fund 117				
042 - City Attorney				
316739	10/11/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHRED SERVICE & MEDIA DESTRUCTION	\$29.21
316845	10/11/2024	3467 PRONTO PROCESS SERVICE, INC	COURIER FEE - SEPTEMBER 2024	\$35.00
316864	10/11/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES - LAPTOP SLEEVES	\$70.80

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$75.63
316900	10/11/2024	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - SEPTEMBER 2024	\$943.26
042 - City Attorney Subtotal:				\$1,153.90
073 - KPD-Patrol				
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,483.23
317038	10/25/2024	1997 PUBLIC SAFETY TESTING, INC.	CANDIDATE AGENCY ADD-ONS	\$264.00
073 - KPD-Patrol Subtotal:				\$1,747.23
076 - KPD-Special Services				
317067	10/25/2024	10971 THE BUNKER	QUARTERMASTER SUPPLIES	\$839.48
076 - KPD-Special Services Subtotal:				\$839.48
Total For Fund 117				\$3,740.61
Fund 118				
010 - Fund Activity				
316711	10/11/2024	465 AFFIRMA CONSULTING LLC	21418-WEB SUPPORT MANAGED SERVICES-AUG	\$2,091.00
316738	10/11/2024	10777 CHRISTINE, JULIE KATHLEEN	WENATCHEE, WA-ATTEND PREVENTION/TREATMENT SYMPOSIUM	\$6,382.20
316762	10/11/2024	10225 DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	\$9,439.74
316768	10/11/2024	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$4,168.23
316779	10/11/2024	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$4,168.23
316789	10/11/2024	403 HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	\$3,599.81
316799	10/11/2024	830 IAN WAYNE MCKENZIE	WENATCHEE, WA -PREVENTION & TREATMENT SYMPOSIUM	\$5,308.26
316806	10/11/2024	9539 JOHN E. REID AND ASSOCIATES	PRESENTATION FEE	\$13,500.00
316825	10/11/2024	301 MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	\$4,168.23
316851	10/11/2024	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$5,322.69
316858	10/11/2024	396 SHAWN ALEXANDER MITCHELL	NW HIDTA INTELLIGENCE ANALYST	\$4,168.23
316899	10/11/2024	10001 WEINER, JONATHAN M	NW HIDTA DIRECTOR	\$9,997.38
316918	10/25/2024	465 AFFIRMA CONSULTING LLC	WEB SUPPORT MANAGED SERVICES- SEPT	\$3,359.00
316920	10/25/2024	793 AMANDA LEIGH DUTT	ATTEND 2024 PREVENTION & TREATMENT SYMPOSIUM	\$491.81
316944	10/25/2024	10777 CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	\$6,131.56
316963	10/25/2024	10225 DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	\$10,263.25
316968	10/25/2024	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$4,168.23
316972	10/25/2024	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$4,168.23
316982	10/25/2024	403 HAYLEY J. N. WEBSTER	ATTEND 2024 PREVENTION & TREATMENT SYMPOSIUM	\$3,950.99
316988	10/25/2024	830 IAN WAYNE MCKENZIE	NW HIDTA OPERATIONS MANAGER	\$5,000.00
316995	10/25/2024	974 INTERNATIONAL NARCOTICS INTERDICTION ASSOCIATION	INIA SEMINAR INSTRUCTOR FEE	\$2,750.00
317016	10/25/2024	301 MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	\$4,412.17
317045	10/25/2024	4573 RICOH USA INC	HIDTA COPIER FEES (7/01/24-9/30/24)	\$255.44
317048	10/25/2024	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$5,322.69
317053	10/25/2024	262 SELIG FAMILY HOLDINGS LLC	MONTHLY RENT	\$20,130.16

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
317055	10/25/2024	396 SHAWN ALEXANDER MITCHELL	WEEKLY TRAVEL TO SUPPORT INITIATIVES (SEPT-2024)	\$4,658.41
317084	10/25/2024	10001 WEINER, JONATHAN M	NW HIDTA DIRECTOR	\$12,458.41
010 - Fund Activity Subtotal:				\$159,834.35
Total For Fund 118				\$159,834.35
Fund 119				
010 - Fund Activity				
316760	10/11/2024	896 DGR*GRANT CONSTRUCTION INC	PAY APP 2 FTC TRAINING TOWER CONVERSION	\$167,015.02
010 - Fund Activity Subtotal:				\$167,015.02
Total For Fund 119				\$167,015.02
Fund 300				
000 - Fund Activity				
EFT	10/25/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024	\$135.41
000 - Fund Activity Subtotal:				\$135.41
010 - Fund Activity				
EFT	10/15/2024	70586 TOYOTA CENTER	THREE RIVERS CONVENTION CENTER-EXPANSION	\$1,358,314.81
316741	10/11/2024	435 CITY OF PASCO	REGIONAL CENTERS SALES & USE TAX	\$217,606.03
010 - Fund Activity Subtotal:				\$1,575,920.84
160 - Land & Facilities				
316712	10/11/2024	10587 ALOHA GARAGE DOOR COMPANY INC	RETAINAGE REL 10TH AVE SHOPS - DOOR SEAL REPAIR	\$708.80
316716	10/11/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	RTU 1 DMAGE FROM POWER ISSUES	\$35,264.41
316718	10/11/2024	5050 ARG INDUSTRIAL	FITTINGS FOR HOSES AT WASH DOWN PAD NEW LOCATION.	\$606.22
316746	10/11/2024	498 COLUMBIA PUMPING/CONSTRUCTION	RETAINAGE LAP POOL EMERGENCY REPAIRS - CONCRETE	\$2,495.60
316814	10/11/2024	9773 KITTELSON & ASSOCIATES INC	CONSULTATION-TRAILS MASTERPLAN	\$10,603.23
316844	10/11/2024	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	LED FIXTURES	\$814.73
316865	10/11/2024	1288 STATEWIDE RENT-A-FENCE, INC.	P2405 WWTP FENCE	\$3,837.11
316872	10/11/2024	930 TOTAL ENERGY MANAGEMENT	RETAINAGE REL 10TH AVE SHOPS - HEATER REPLACEMENT	\$875.00
316875	10/11/2024	933 LYLE D NAKONECHNY	P2405 MONITORING	\$3,225.00
316951	10/25/2024	836 CLIFF THORN CONSTRUCTION LLC	K2204 PAY EST 1	\$56,366.67
316954	10/25/2024	498 COLUMBIA PUMPING/CONSTRUCTION	RETAINAGE RELEASE FIRE STATION 5 - DRAIN REPAIR	\$1,780.00
317003	10/25/2024	9773 KITTELSON & ASSOCIATES INC	CONSULTATION SERVICES TRAILS MASTER PLAN	\$47,215.12
317032	10/25/2024	1174 PBS ENGINEERING &, ENVIRONMENTAL	K2107 CONSULTANT INVOICE	\$592.50
160 - Land & Facilities Subtotal:				\$164,384.39
170 - Capital Purchases				
316801	10/11/2024	6 IMPREST PETTY CASH FUND	REPLENISH PETTY CASH DRAWER	\$2.72
317029	10/25/2024	3458 PARAMOUNT COMMUNICATIONS INC	CITY HALL ACCESS DOOR CABLING FINANCE AND CITY MGR	\$12,868.99
170 - Capital Purchases Subtotal:				\$12,871.71

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
				Total For Fund 300
				\$1,753,312.35
Fund 303				
010 - Fund Activity				
317056	10/25/2024	680 SIERRA ELECTRIC, INC.	PAY EST 2	\$311,139.00
010 - Fund Activity Subtotal:				\$311,139.00
Total For Fund 303				\$311,139.00
Fund 371				
010 - Fund Activity				
316776	10/11/2024	80 BUSINESS INTERIORS OF IDAHO	CABINET - FS1 CHIEF OFFICE	\$2,894.29
316882	10/11/2024	4955 ULINE	FS#1 STORAGE SHELVING	\$1,115.83
010 - Fund Activity Subtotal:				\$4,010.12
Total For Fund 371				\$4,010.12
Fund 402				
010 - Fund Activity				
EFT	10/25/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024	\$15,087.90
316726	10/11/2024	3495 BOUND TREE MEDICAL LLC	IV & GENERAL MEDICAL SUPPLIES	\$575.83
316727	10/11/2024	5736 BOWMAN CONSULTING GROUP LTD	PROFESSIONAL SERVICES-AMBULANCE COSA	\$1,600.00
316734	10/11/2024	7715 CARDINAL HEALTH 411, INC	MEDICATION	\$1,598.00
316736	10/11/2024	7496 CHAPLAIN SERVICES NETWORK	CHAPLAIN SERVICES NETWORK 2023-2024	\$1,237.50
316739	10/11/2024	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SECURED SHRED SERVICES	\$101.80
316745	10/11/2024	7849 COLUMBIA BASIN ICE AND, TRANSPORT	ICE	\$356.25
316754	10/11/2024	963 DEBORAH NEEDHAM	FACILITATED DISCUSSION PROFESSIONAL	\$1,600.00
316764	10/11/2024	903 EDDIE HIGGINBOTHAM	REIMBURSE MEDIC SCHOOL TUITION	\$720.00
316780	10/11/2024	5823 GALLS, LLC	BADGES	\$2,251.33
316818	10/11/2024	8868 LIFE-ASSIST	IV & GENERAL MEDICAL SUPPLIES	\$6,341.90
316841	10/11/2024	917 OXARC, INC.	OXYGEN	\$249.38
316864	10/11/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FACILITATED DISCUSSION	\$37.56
316881	10/11/2024	895 TYLER MCDONALD	REIMBURSE - NREMT EXAM FEE	\$104.00
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,496.49
316906	10/11/2024	6869 ZOLL MEDICAL CORPORATION	GENERAL MEDICAL SUPPLIES	\$6,906.53
316937	10/25/2024	3495 BOUND TREE MEDICAL LLC	IV & GENERAL MEDICAL SUPPLIES	\$177.13
316939	10/25/2024	7715 CARDINAL HEALTH 411, INC	MEDICATION	\$467.33
316948	10/25/2024	100 CITY OF RICHLAND	SECOMM ASSESSMENT - DISPATCH SVCS	\$23,087.98
316955	10/25/2024	1308 COLUMBIA VALLEY DAYBREAK, ROTARY	ROTARY DUES - CH. MICHAEL	\$87.50
316973	10/25/2024	5823 GALLS, LLC	PANTS & SHIRTS	\$740.87
317009	10/25/2024	8868 LIFE-ASSIST	IV SUPPLIES	\$6,970.06
317027	10/25/2024	917 OXARC, INC.	OXYGEN	\$437.16

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
317052	10/25/2024	7872 SEA WESTERN INC	REPLACEMENT TONGUE FOR BOOTS	\$127.69
317062	10/25/2024	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS1 STATION SUPPLIES	\$802.00
317063	10/25/2024	5689 STRYKER SALES CORPORATION, STRYKER MEDICAL	EXTEND PROCARE SERVICE CONTRACT	\$1,058.74
317071	10/25/2024	945 TRI CITY CLEANERS	HEM PANTS & SEW PATCHES - BENDER	\$314.36
317074	10/25/2024	168 TRILOGY MEDWASTE WEST LLC	MONTHLY RX DISPOSAL FEE	\$18.62
317085	10/25/2024	6869 ZOLL MEDICAL CORPORATION	GENERAL MEDICAL SUPPLIES	\$1,862.05
010 - Fund Activity Subtotal:				\$76,415.96
Total For Fund 402				\$76,415.96
Fund 403				
010 - Fund Activity				
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$346.98
317066	10/25/2024	6977 THE BUILDING DEPARTMENT INC	SEPTEMBER 2024 CONTRACT BLDG INSPECT.	\$572.00
010 - Fund Activity Subtotal:				\$918.98
Total For Fund 403				\$918.98
Fund 404				
010 - Fund Activity				
316924	10/25/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	PAY APP 6 TOYOTA CENTER HVAC REPLACE PH2 PROJECT	\$401,949.26
010 - Fund Activity Subtotal:				\$401,949.26
Total For Fund 404				\$401,949.26
Fund 405				
010 - Fund Activity				
EFT	10/25/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024	\$3,853.93
316720	10/11/2024	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	OE UNIFORM	\$248.66
316722	10/11/2024	5867 BAER TESTING	P2307 MATERIALS TESTING	\$735.00
316731	10/11/2024	1817 RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	\$55.80
316801	10/11/2024	6 IMPREST PETTY CASH FUND	REPLENISH PETTY CASH DRAWER	\$36.93
316829	10/11/2024	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	FLOOR DRY	\$763.07
316839	10/11/2024	5251 ONSITE ENVIRONMENTAL INC	VACTOR MATERIAL TESTING	\$1,140.00
316840	10/11/2024	1912 OWEN EQUIPMENT COMPANY	VACCON TUBE	\$650.71
316841	10/11/2024	917 OXARC, INC.	GAS FOR TV CAMERA PRESSURE	\$132.10
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$324.73
316905	10/11/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$71.74
316925	10/25/2024	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	SCREENPRINT OE CLOTHING STEVE ELLIOTT	\$43.48
316967	10/25/2024	182 ELLISON EARTHWORKS LLC	P2307 PAY EST 4	\$84,022.44
317028	10/25/2024	6603 PAPE MACHINERY INC	TRACK HOE RENTAL	\$2,434.90
317069	10/25/2024	367 TRAFFIC SAFETY SUPPLY CO INC	TRAFFIC CONTROL ITEMS FOR WORK ZONES	\$8,305.59
010 - Fund Activity Subtotal:				\$102,819.08

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
				Total For Fund 405
				\$102,819.08
Fund 410				
000 - Fund Activity				
EFT	10/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024
				\$553.93
316695	10/04/2024	76261	BFCAC	KARES DISBURSEMENT
				\$29.00
316721	10/11/2024	108	BADGER METER INC	INV 300 BADGER ADAPTER RINGS
				\$100.50
316907	10/16/2024	70027	CITY OF KENNEWICK	WTR USED ACT#49009926-00
				\$1,991.77
316909	10/16/2024	99995	HYDRANT REFUNDS	HYDRANT METER REFUND(2024-2395)
				\$311.13
316910	10/16/2024	99995	HYDRANT REFUNDS	HYDRANT METER REFUND(2024-1496)
				\$250.00
316911	10/16/2024	99995	HYDRANT REFUNDS	HYDRANT METER REFUND(2024-1794)
				\$97.10
316912	10/16/2024	99995	HYDRANT REFUNDS	HYDRANT METER REFUND(2022-7661)
				\$400.00
316913	10/16/2024	99995	HYDRANT REFUNDS	HYDRANT METER REFUND(2024-0597)
				\$400.00
316983	10/25/2024	865	HD FOWLER COMPANY INC	INV 300/400 HD FOWLER
				\$7,744.50
				000 - Fund Activity Subtotal:
				\$11,877.93
010 - Fund Activity				
EFT	10/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024
				\$89,495.57
316713	10/11/2024	7400	ANALYTICAL SERVICES INC	AEROBIC SPORE SAMPLING
				\$570.00
316714	10/11/2024	2738	ANATEK LABS INC	ASR-1 WQ LAB SAMPLES
				\$5,609.00
316716	10/11/2024	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	BLOWER MOTOR
				\$1,880.77
316717	10/11/2024	165	ARCTIC GLACIER USA INC	ICE
				\$95.32
316718	10/11/2024	5050	ARG INDUSTRIAL	VACCON VAPOR ROOTER PARTS
				\$431.95
316720	10/11/2024	1568	ATOMIC SCREEN PRINT &, EMBROIDERY	OE UNIFORM
				\$443.40
316724	10/11/2024	34	BENTON COUNTY AUDITOR	REC FEE P2211 WATERLINE/SEWER EASEMENT
				\$611.00
316725	10/11/2024	93	BENTON FRANKLIN DISTRICT, HEALTH	CYANOTOXIN TEST (HAB)
				\$720.72
316731	10/11/2024	1817	RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES
				\$55.80
316747	10/11/2024	114	COLUMBIA RIGGING CORPORATION	CABLES TO LOWER THE TV CAMERA DOWN
				\$43.56
316748	10/11/2024	8852	COMMERCIAL TIRE	DISPOSAL OF TIRES
				\$240.00
316750	10/11/2024	4853	CONNELL OIL INC, 76 DISTRIBUTING	HYD OIL FOR INT CLAIR #1
				\$540.97
316757	10/11/2024	967	DALTON LAGERWEY	UNIFORM ALLOWANCE
				\$130.92
316766	10/11/2024	670	ELIJAH GOMEZ	UNIFORM ALLOWANCE
				\$271.74
316767	10/11/2024	9032	ENDRESS + HAUSER INC	WTP AND WWTP SUBMERSIBLE LEVEL TRANSMITTERS
				\$2,737.91
316771	10/11/2024	8774	FASTENAL COMPANY	CABLE CLAMPS FOR STORZ ADAPTERS
				\$20.49
316773	10/11/2024	86	FERGUSON ENTERPRISES INC	FLANGE SPOOL AND BOLTS FOR HYDRANT REPLACEMENT
				\$409.79
316786	10/11/2024	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	OE UNIFORM ORDER
				\$617.41
316788	10/11/2024	7234	GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS	P2318 CONSULTANT INVOICE
				\$4,534.35
316790	10/11/2024	865	HD FOWLER COMPANY INC	6" GATE VALVE AND PARTS TO REPLACE BROKEN VALVE
				\$7,411.46
316800	10/11/2024	9442	IIA LIFTING SERVICES INC.	CRANE INSPECTION-WTP
				\$457.60
316803	10/11/2024	303	INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - SEPTEMBER 2024
				\$520.00
316805	10/11/2024	4713	J-U-B ENGINEERS INC	P2209 CONSULTANT INVOICE
				\$6,796.35

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316811	10/11/2024	3349 KCDA PURCHASING COOPERATIVE	RETAINAGE WTP BUILDINGS ROOF REPLACEMENT	\$14,703.40
316812	10/11/2024	669 KELLER ASSOCIATES INC	P2408 CONSULTANT INVOICE	\$9,178.75
316813	10/11/2024	78 KENNEWICK INDUSTRIAL & ELEC	WTP PVC FITTING TO PLUG UNUSED PORTS ON CIP TANKS	\$68.20
316826	10/11/2024	5112 MOON SECURITY SERVICES, INC	WFP - 10128	\$91.24
316828	10/11/2024	1355 MOTION INDUSTRIES INC	SPEEDI SLEEVE FOR SCREEN ROOM GEAR BOX	\$71.88
316831	10/11/2024	1290 NCL OF WISCONSIN, INC.	LAB SUPPLIES	\$1,230.31
316832	10/11/2024	4466 NORTHSTAR CHEMICAL INC	WTP CHEMICALS	\$5,925.83
316838	10/11/2024	3700 OFFICE DEPOT INC	OFFICE SUPPLIES	\$69.23
316846	10/11/2024	957 RANCH & HOME INC	NOZZLE FOR VACTOR DUMP	\$370.01
316849	10/11/2024	6065 RH2 ENGINEERING INC	P2413 CONSULTANT INVOICE	\$9,007.19
316853	10/11/2024	710 SANDY'S TROPHIES INC	PW TROPHY ENGRAVING FOR HORSESHOE TOURNAMENT	\$20.15
316855	10/11/2024	9943 SAVECO NORTH AMERICA INC	NEW BRUSH FOR SCREEN COMPACTORS	\$1,073.37
316878	10/11/2024	5786 TRIANGLE PUMP & EQUIPMENT INC	VERTICAL TURBINE PUMP ASSEMBLIES	\$173,893.91
316883	10/11/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$48.44
316885	10/11/2024	7925 HD SUPPLY INC	PH SENSOR REPLACEMENT HEAD	\$54.40
316887	10/11/2024	3881 UTILITIES UNDERGROUND, LOCATION CENTER	MONTHLY LOCATE FEES	\$340.56
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$3,010.43
316891	10/11/2024	164 WA STATE DEPARTMENT OF ECOLOGY	EL170046 LOAN PAYOFF	\$97,961.89
316892	10/11/2024	63 WA STATE DEPT TRANSPORTATION, HIGHWAYS & LOCAL PR	RE 45 JE5992 L004	\$421.70
316898	10/11/2024	183 WATERSMART SOFTWARE INC	WATERSMART YEAR 4	\$56,524.00
316905	10/11/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$467.77
316923	10/25/2024	2738 ANATEK LABS INC	QUARTERLY PRE-TREATMENT SAMPLES FOR PERMIT	\$1,160.00
316925	10/25/2024	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	OE UNIFORM	\$148.85
316928	10/25/2024	4052 BATTERIES PLUS	LIGHT BULBS FOR OUTSIDE ADMIN BUILDING	\$21.19
316933	10/25/2024	93 BENTON FRANKLIN DISTRICT, HEALTH	NITRATE AND COLIFORM (BAC-T) SAMPLING	\$3,070.00
316935	10/25/2024	84 BENTON PUD NO. 1	ELECTRICITY	\$125,153.00
316936	10/25/2024	706 BLACK & VEATCH CORPORATION	P2309 CONSULTANT INVOICE	\$21,418.00
316938	10/25/2024	5736 BOWMAN CONSULTING GROUP LTD	P2412 CONSULTANT INVOICE	\$3,515.00
316941	10/25/2024	83 CASCADE NATURAL GAS	GAS SERVICE	\$164.09
316961	10/25/2024	8116 D&D TELECOMMUNICATIONS, PROPERTIES, LLC	INSPIRATION POINT - OCTOBER 2024	\$782.87
316967	10/25/2024	182 ELLISON EARTHWORKS LLC	P2307 PAY EST 4	\$102,785.97
316970	10/25/2024	86 FERGUSON ENTERPRISES INC	SENSUS AMR LID	\$913,658.67
316975	10/25/2024	499 GERLACH, DUSTIN	UNIFORM ALLOWANCE	\$146.69
316979	10/25/2024	7234 GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS	P2318 CONSULTANT INVOICE	\$8,655.64
316980	10/25/2024	10118 H2O SOLUTIONS LLC	RETAINAGE REL CONTRACT 24-008 RESERVOIR CLEANING	\$2,925.00
316983	10/25/2024	865 HD FOWLER COMPANY INC	GATE VALVES FOR WATER	\$16,783.59
316990	10/25/2024	116 INDUSTRIAL CONSTRUCTION OF WASHINGTON LLC	P2117 PHI PAY EST 8	\$123,270.67
316996	10/25/2024	4624 JCI JONES CHEMICALS INC	RC5 CHEMICALS - SODIUM HYPOCHLORITE	\$20,045.81
317001	10/25/2024	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - SEPTEMBER 2024	\$120.05
317010	10/25/2024	3154 M & M BOLT COMPANY, LLC	BOLTS TO MOUNT NEW LIGHTS ON LAGOON SIDE	\$23.45

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
317015	10/25/2024	6441 MERRELL BROTHERS INC	P2209 PE 17	\$78,152.20
317019	10/25/2024	788 NATIONAL SAFETY INC	AIR MONITOR REPAIR	\$509.60
317026	10/25/2024	3700 OFFICE DEPOT INC	OFFICE SUPPLIES	\$66.25
317044	10/25/2024	6065 RH2 ENGINEERING INC	P2413 CONSULTANT INVOICE	\$3,087.74
317059	10/25/2024	6278 SMARTSIGHTS TECHNOLOGIES LLC	WTP AND WWTP SCADA CALL OUT SOFTWARE	\$4,500.00
317060	10/25/2024	813 SONRAY ENTERPRISES LLC	P2308 PAY EST 8	\$68,024.46
317068	10/25/2024	172 THE TRI-CITY HERALD	INVITATION TO BID P2117 WATER TREATMENT PLANT MISC	\$1,120.56
317076	10/25/2024	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$111.69
317077	10/25/2024	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$152.20
317078	10/25/2024	3625 UV SALES LLC	TROJAN 3000+ BULBS	\$10,425.97
317081	10/25/2024	63 WA STATE DEPT TRANSPORTATION, HIGHWAYS & LOCAL PR	P2211 UTILITY PERMIT PLAN REV INSPECTION -JULY '24	\$6,735.39
317082	10/25/2024	63 WA STATE DEPT TRANSPORTATION, HIGHWAYS & LOCAL PR	P2211 UTILITY PERMIT PLAN REV INSPECTION -JUNE '24	\$3,268.72
010 - Fund Activity Subtotal:				\$2,019,182.06
Total For Fund 410				\$2,031,059.99

Fund 501**000 - Fund Activity**

EFT	10/25/2024	167 WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024	\$130.27
316737	10/11/2024	4185 CHRISTENSEN INC	INV 700 COOLANT	\$551.07
316753	10/11/2024	5727 COSTCO ANYWHERE CITI VISA	INV 700 DRAIN VALVE PARTS	\$113.34
316829	10/11/2024	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 NAPA	\$411.82
316928	10/25/2024	4052 BATTERIES PLUS	INV 700 BATTERIES PLUS	\$1,431.58
316958	10/25/2024	5727 COSTCO ANYWHERE CITI VISA	INV 700 FREIGHTLINER FILTERS	\$1,823.97
316976	10/25/2024	10783 GOODYEAR COMMERCIAL TIRE, GOODYEAR TIRE & RUBBER	INV 800 TIRES	\$3,039.03
317017	10/25/2024	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 NAPA	\$1,078.20
317024	10/25/2024	876 NORTHWEST POWER EQUIPMENT	INV 700 TORO PARTS	\$4,020.81
317025	10/25/2024	4217 O'REILLY AUTO PARTS	INV 700 PRE MIX FUEL	\$2,735.33
317031	10/25/2024	6241 PASCO TIRE FACTORY INC	INV 800 TIRES	\$843.46
000 - Fund Activity Subtotal:				\$16,178.88

010 - Fund Activity

316720	10/11/2024	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	OE CLOTHING	\$68.44
316732	10/11/2024	810 C WATTS TRUCKING LLC	VEHICLE LIFT DEMO AND DECOMM -- ARPA	\$12,584.25
316735	10/11/2024	3527 CASADAY BEE-LINE SERVICE, & TOWING LLC	ALIGNMENT VEH 3806	\$122.02
316744	10/11/2024	1310 COLEMAN OIL COMPANY	COL PARK MOWER FUEL	\$29,724.15
316752	10/11/2024	7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC	CORE CREDIT VEH 7306	\$2,000.65
316785	10/11/2024	1775 GRAINGER	SIGN HOLDER FOR FLEET	\$24.55
316796	10/11/2024	8572 HIGH DESERT MAINTENANCE INC	REINFORCE STEERING VEH 3737	\$2,429.45
316798	10/11/2024	8711 HUGHES FIRE EQUIPMENT INC	DRAIN VALVE VEH 2003	\$156.25
316821	10/11/2024	2254 MCMASTER-CARR SUPPLY COMPANY	QUICK RELEASE VEH 3736	\$153.42
316829	10/11/2024	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	FUEL FILTERS VEH 5210	\$695.56

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316837	10/11/2024	4217 O'REILLY AUTO PARTS	BATTERIES VEH 0075	\$2,108.02
316842	10/11/2024	6603 PAPE MACHINERY INC	SWITCH VEH 0093	\$58.28
316846	10/11/2024	957 RANCH & HOME INC	PROPANE VEH 0401	\$24.70
316863	10/11/2024	247 SS EQUIPMENT, PASCO NEW HOLLAND	CAP VEH 3906	\$589.80
316867	10/11/2024	696 M&A TIRE AND AUTO REPAIR INC	REPLACE HEATER CORE VEH 3903	\$2,906.14
316871	10/11/2024	71 SEWN PRODUCTS LLC	TACTICAL SEAT COVER VEH 7940	\$235.88
316879	10/11/2024	956 TRIMAX MOWING SYSTEMS INC	VEHICLE 3404 TRIMAX 16' MOWER	\$72,658.78
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$174.18
316894	10/11/2024	655 WALLA WALLA SAW	REPLACE BELTS AND VALVES VEH 3818	\$1,139.28
316952	10/25/2024	1310 COLEMAN OIL COMPANY	CITYWIDE FLEET FUEL	\$26,307.00
316957	10/25/2024	7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC	HOSE FOR FLEET	\$214,907.12
316958	10/25/2024	5727 COSTCO ANYWHERE CITI VISA	SEAT VALVES VEH 0230	\$32.38
316959	10/25/2024	920 CR SOLUTIONS LLC	90% PAY SHOPS ELECTRICAL UPGRADES -- ARPA	\$3,266.97
316962	10/25/2024	9827 DAY WIRELESS SYSTEMS	REPROGRAM LIGHTBARS MULTIPLE POLICE VEHICLES	\$5,736.77
316985	10/25/2024	8572 HIGH DESERT MAINTENANCE INC	BRACKET VEH 3818	\$399.47
316986	10/25/2024	8711 HUGHES FIRE EQUIPMENT INC	PUMP TEST VEH 2802	\$581.77
316989	10/25/2024	9442 IIA LIFTING SERVICES INC.	SAFETY INSPECTION VEH 6004	\$473.20
316991	10/25/2024	986 INGERSOLL-RAND INDUSTRIAL U.S., INC INGERSOLL-RAND	AIR DRYER FOR SHOP COMPRESSOR - ARPA	\$1,231.40
316997	10/25/2024	2285 JIFFY CAR WASH, INC.	SEPTEMBER FLEET CAR WASHES	\$652.20
316998	10/25/2024	3363 JIM'S PACIFIC GARAGES INC	FILTERS VEH 4701	\$442.92
317008	10/25/2024	8933 LES SCHWAB TIRE CENTERS, OF WASHINGTON INC	TIRE REPAIR VEH 4105	\$47.05
317012	10/25/2024	2254 MCMASTER-CARR SUPPLY COMPANY	TOGGLE SWITCH VEH 2802	\$495.94
317013	10/25/2024	5382 MEDRANO'S UPHOLSTERY	SEAT REPAIR VEH 5710	\$195.66
317017	10/25/2024	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	FILTERS VEH 7933	\$133.42
317023	10/25/2024	1677 NORTHSTAR CLEAN CONCEPTS HOTSY, CLEAN CONCEPTS GR	MAINTENANCE SERVICE CW02	\$1,783.82
317025	10/25/2024	4217 O'REILLY AUTO PARTS	BATTERIES VEH 3318	\$1,539.48
317028	10/25/2024	6603 PAPE MACHINERY INC	CUTTING EDGES VEH 0094	\$4,408.30
317031	10/25/2024	6241 PASCO TIRE FACTORY INC	TIRES VEH 5201	\$522.28
317041	10/25/2024	5903 RIDENOW TRI CITIES LLC	CLUTCH REPAIR VEH 7102	\$2,243.43
317047	10/25/2024	3691 RMT EQUIPMENT	PROXIMITY SWITCH VEH 3907	\$424.59
317049	10/25/2024	9107 RWC INTERNATIONAL LTD	HEATER PARTS VEH 0156	\$1,310.47
317061	10/25/2024	9499 SOUNDOFF SIGNAL GSA, EMERGENCY TECHNOLOGY INC	VEHICLE LIGHTING 2025 POLICE PATROL VEHICLES X 6	\$29,017.17
317063	10/25/2024	5689 STRYKER SALES CORPORATION, STRYKER MEDICAL	DEBIT MEMO ADJ FOR POWER LOAD VEH 2500	(\$956.22)
317072	10/25/2024	9195 TRI-CITY TOOL SOLUTIONS LLC, ANDREW ZOLLER	TOOLS FOR FLEET	\$273.49
317075	10/25/2024	10779 TRUCKVAULT INC	TRUCKVAULTS FOR 2025 POLICE PATROL VEHICLES X 6	\$19,473.00
317077	10/25/2024	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$67.95
010 - Fund Activity Subtotal:				\$442,864.83
Total For Fund 501				\$459,043.71

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
Fund 502					
000 - Fund Activity					
EFT	10/25/2024	167	WA STATE DEPT OF REVENUE	EXCISE TAX SEPTEMBER 2024	\$145.68
316753	10/11/2024	5727	COSTCO ANYWHERE CITI VISA	INV 200 SPECTRACIDE	\$267.75
316755	10/11/2024	481	CROWN PAPER & JANITORIAL, SUPPLY	INV 200 CROWN PAPER & JANITORIAL	\$4,406.59
316769	10/11/2024	5426	EWING IRRIGATION PRODUCTS, INC	INV 500 EWING	\$2,726.33
316785	10/11/2024	1775	GRAINGER	INV 200 GRAINGER	\$5,140.49
316830	10/11/2024	1525	NATIONAL BARRICADE CO LLC	INV 900 STREETS INVENTORY	\$1,065.38
316868	10/11/2024	3697	SUNWEST SPORTSWEAR, A DIVISION OF US LINEN	INV 200 SUN WEST - HATS INVENTORY	\$1,839.20
316969	10/25/2024	5426	EWING IRRIGATION PRODUCTS, INC	INV 500 EWING	\$468.02
316977	10/25/2024	1775	GRAINGER	INV 200 GRAINGER	\$1,828.77
317018	10/25/2024	1525	NATIONAL BARRICADE CO LLC	INV 900 STREETS INVENTORY	\$7,513.34
000 - Fund Activity Subtotal:					\$25,401.55
010 - Fund Activity					
316708	10/11/2024	1526	ABADAN	COPIER MAINTENANCE - 2024	\$1,421.60
316816	10/11/2024	6743	LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2024	\$519.59
316914	10/25/2024	1526	ABADAN	COPIER MAINTENANCE -2024	\$171.93
317007	10/25/2024	6743	LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2024	\$2,704.66
010 - Fund Activity Subtotal:					\$4,817.78
Total For Fund 502					\$30,219.33
Fund 503					
010 - Fund Activity					
EFT	10/01/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
EFT	10/03/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$60.00
EFT	10/11/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$30.00
EFT	10/18/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$75.00
EFT	10/22/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
EFT	10/24/2024	70008	WA. STATE DEPT OF LICENSING	DRIVER ABSTRACTS	\$30.00
EFT	10/28/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$45.00
EFT	10/29/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
EFT	10/29/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$90.00
EFT	10/31/2024	70008	WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$60.00
316751	10/11/2024	35	CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	REPLACE LIGHT POLE AT 1ST PLACE & EDISON	\$4,619.75
316775	10/11/2024	81	FNS COLLISION GROUP LLC	REPAIR OF CODE ENFORCEMENT #7363	\$2,141.56
316778	10/11/2024	919	FRONTLINE MEDICAL PLLC	PROFESSIONAL SERVICES	\$240.00
316798	10/11/2024	8711	HUGHES FIRE EQUIPMENT INC	REPLACE KFD #1813 LIGHT BAR	\$13,634.44
316889	10/11/2024	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.39
316917	10/25/2024	8615	ADVANCED TRAFFIC PRODUCTS INC	REPLACE PED PUSHBUTTON AT STEPTOE & CENTER PKWY	\$468.38

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316924	10/25/2024	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	REPLACED KPD HVAC FAN CONTACTOR	\$2,439.33
316956	10/25/2024	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	REPLACEMENT LIGHT POLE AT 1515 PAUL PARISH DRIVE	\$14,746.08
316971	10/25/2024	919 FRONTLINE MEDICAL PLLC	PROFESSIONAL SERVICES	\$240.00
010 - Fund Activity Subtotal:				\$39,005.93
Total For Fund 503				\$39,005.93

Fund 611**010 - Fund Activity**

316965	10/25/2024	5685 ECKERT, NANCY	LEOFF 1 PENSION	\$1,816.62
317039	10/25/2024	6700 PURDY, PAULA	LEOFF 1 PENSION	\$1,159.80
317042	10/25/2024	145 REMUS, LARRY J	LEOFF 1 PENSION	\$674.55
317054	10/25/2024	148 SHAW, LEONARD	LEOFF 1 PENSION	\$427.08
317058	10/25/2024	150 SLEATER, LARRY L	LEOFF 1 PENSION	\$1,242.33
317079	10/25/2024	152 VICKERMAN, THOMAS	LEOFF 1 PENSION	\$233.45
010 - Fund Activity Subtotal:				\$5,553.83
Total For Fund 611				\$5,553.83

Fund 612**010 - Fund Activity**

316710	10/11/2024	24 ADKINS, WILLIAM	RETIREE MEDICAL	\$174.70
316728	10/11/2024	185 BUCK, GARY E	RETIREE MEDICAL	\$174.70
316763	10/11/2024	1894 EASLING, CONNIE	RETIREE MEDICAL	\$174.70
316770	10/11/2024	41 FARNKOFF, ROBERT C	RETIREE MEDICAL	\$174.70
316772	10/11/2024	58 FEARING, DOUG	RETIREE MEDICAL	\$482.23
316781	10/11/2024	181 GIER, CHARLES W.	RETIREE MEDICAL	\$174.70
316783	10/11/2024	134 GONDERMAN, DAVID A	RETIREE MEDICAL	\$174.70
316787	10/11/2024	62 GROSS, ROBERT	RETIREE MEDICAL	\$174.70
316791	10/11/2024	455 HEIMBIGNER, MICHAEL	RETIREE MEDICAL	\$174.70
316797	10/11/2024	6744 HIRSCHER, ARTHUR D	RETIREE MEDICAL	\$104.90
316807	10/11/2024	3891 JOPLIN, ALAN	RETIREE MEDICAL	\$174.70
316808	10/11/2024	65 JUERGENS, CURT	RETIREE MEDICAL	\$164.90
316815	10/11/2024	60 KRAFT, JAMES	RETIREE MEDICAL	\$174.70
316819	10/11/2024	50 MACE, BILL	RETIREE MEDICAL	\$174.70
316820	10/11/2024	52 MAPLETHORPE, JOHN G., JR	RETIREE MEDICAL	\$174.70
316836	10/11/2024	142 O'HAIR, RONALD L	RETIREE MEDICAL	\$174.70
316843	10/11/2024	5554 PENNEY, MICHAEL	RETIREE MEDICAL	\$134.00
316848	10/11/2024	145 REMUS, LARRY J	RETIREE MEDICAL	\$174.70
316856	10/11/2024	1821 SCHARNHORST, DEAN	RETIREE MEDICAL	\$164.90
316857	10/11/2024	148 SHAW, LEONARD	RETIREE MEDICAL	\$174.70
316860	10/11/2024	150 SLEATER, LARRY L	RETIREE MEDICAL	\$174.70

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
316862	10/11/2024	66 SOUTHWICK, JOHN J., JR.	RETIREE MEDICAL	\$174.70
316880	10/11/2024	1318 TRIPP, GREG	RETIREE MEDICAL	\$164.90
316890	10/11/2024	152 VICKERMAN, THOMAS	RETIREE MEDICAL	\$164.90
316893	10/11/2024	8584 WAGNER, BRIAN	RETIREE MEDICAL	\$173.70
316897	10/11/2024	9944 WATERS, DENNIS	RETIREE MEDICAL	\$174.70
316903	10/11/2024	2997 WILLIAMS, GARY	RETIREE MEDICAL	\$174.70
316904	10/11/2024	9776 YADEN, MARK	RETIREE MEDICAL	\$174.70
010 - Fund Activity Subtotal:				\$5,048.43
Total For Fund 612				\$5,048.43
Fund 634				
010 - Fund Activity				
316801	10/11/2024	6 IMPREST PETTY CASH FUND	REPLENISH PETTY CASH DRAWER	\$19.98
010 - Fund Activity Subtotal:				\$19.98
Total For Fund 634				\$19.98
Fund 642				
000 - Fund Activity				
316931	10/25/2024	14 BENTON COUNTY	METRO OT REIMBURSEMENT SEPT 2024	\$449.00
316949	10/25/2024	1516 CITY OF WEST RICHLAND	SEPT METRO OT REIMBURSEMENT	\$433.81
000 - Fund Activity Subtotal:				\$882.81
010 - Fund Activity				
316889	10/11/2024	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$81.40
316905	10/11/2024	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$158.93
316952	10/25/2024	1310 COLEMAN OIL COMPANY	UC VEHICLE FUEL EXPENSE	\$85.05
316960	10/25/2024	7711 CULLIGAN WATER CONDITIONING	CULLIGAN WATER SERVICE	\$44.57
317014	10/25/2024	3284 MEL'S INTER-CITY TOWING	TOW EXPENSE	\$127.18
010 - Fund Activity Subtotal:				\$497.13
Total For Fund 642				\$1,379.94
Fund 888				
000 - Fund Activity				
EFT	10/25/2024	5000 COMMERCIAL CARD SOLUTIONS, JP MORGAN CHASE - VISA	PCARD PURCHASES- SEPT 2024	\$86,716.05
000 - Fund Activity Subtotal:				\$86,716.05
Total For Fund 888				\$86,716.05
				\$7,913,506.69

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



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

Jessica Platt, Finance Director

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

Check Numbers 316695 through 317090:	\$6,352,476.31
Electronic Payments (EFT):	\$1,561,030.38
Total	\$7,913,506.69

City of Kennewick
Claims Roster by Fund/Division
10/1/2024 to 10/31/2024



CLAIMS SUMMARY		
FUND	DESCRIPTION	AMOUNT
001	GENERAL FUND	1,196,986.26
102	STREET FUND	34,063.74
103	ARTERIAL STREET FUND	879,151.87
106	BI-PIN OPERATIONS FUND	8,086.98
107	COMMUNITY DEVELOPMENT FUND	38,649.82
111	ASSET FORFEITURE FUND	11,300.00
116	LODGING TAX FUND	106,066.10
117	CRIMINAL JUSTICE SALES TAX FND	3,740.61
118	HIDTA FIDUCIARY PROGRAM	159,834.35
119	CORONAVIRUS FISCAL RECOVERY FD	167,015.02
300	CAPITAL IMPROVEMENTS FUND	1,753,312.35
303	URBAN ARTERIAL STREET FUND	311,139.00
371	GO BOND 2022 FUND	4,010.12
402	MEDICAL SERVICES FUND	76,415.96
403	BUILDING SAFETY FUND	918.98
404	COLISEUM FUND	401,949.26
405	STORMWATER UTILITY FUND	102,819.08
410	WATER AND SEWER FUND	2,031,059.99
501	EQUIPMENT RENTAL FUND	459,043.71
502	CENTRAL STORES FUND	30,219.33
503	RISK MANAGEMENT FUND	39,005.93
611	FIREMENS PENSION FUND	5,553.83
612	OPEB TRUST FUND	5,048.43
634	BI-COUNTY POLICE INFO NETWORK	19.98
642	METRO DRUG FORFEITURE FUND	1,379.94
888	RESIDUAL FUND	86,716.05
Total:		7,913,506.69

City of Kennewick

PCard Roster by Fund

9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
001 - GENERAL FUND				
CITY COUNCIL	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	RETIREMENT PLAQUE	67.97
CITY COUNCIL	11079	PROCARD, OUR COOKIE HOUSE	COOKIES FOR RETIREMENT CELEBRATION AT COUNCIL MEETING	99.03
CITY COUNCIL	999998	MARRIOTT CRYSTAL GATEW	HOTEL FOR JMILLBAUER FOR ECA CONFERENCE	1,320.72
City Council Subtotal:				\$1,487.72
CITY MANAGER	3717	AMAZON.COM	AMAZON PRIME SUBSCRIPTION REFUND	(16.29)
CITY MANAGER	172	THE TRI-CITY HERALD	TRI-CITY HERALD SUBSCRIPTION FOR CITY MANAGER'S OFFICE	23.99
CITY MANAGER	10158	PROCARD, CANVA	CANVA SUBSCRIPTION FOR MARKETING TEAM	41.99
CITY MANAGER	999998	OPENAI *CHATGPT SUBSCR	CHTGPT SUBSCRIPTION FOR CITY MANAGER'S OFFICE	21.74
CITY MANAGER	10459	PROCARD, PAYFLOW/PAYPAL	REGISTRATION FOR CHAMBER LUNCHEON	30.00
CITY MANAGER	6006	ADOBE SYSTEMS, INC	ADOBE SUBSCRIPTION FOR CITY MANAGER'S OFFICE	32.60
CITY MANAGER	3700	OFFICE DEPOT INC	OFFICE SUPPLIES FOR CITY MANAGER'S OFFICE	61.33
City Manager Subtotal:				\$195.36
RECREATION SERVICES	6620	STK*SHUTTERSTOCK.COM	IMAGES FOR MARKETING	31.53
RECREATION SERVICES	3554	DELTA AIRLINES	NRPA CONF TRAVEL HALEY PINK	1,187.96
RECREATION SERVICES	999998	NRPA OPERATING	NRPA CHASE WHARTON	915.00
RECREATION SERVICES	3717	AMAZON.COM	POPCORN SUPPLIES KCC	35.86
RECREATION SERVICES	3717	AMAZON.COM	OFFICE SUPPLIES / KCC SUPPLIES	58.22
RECREATION SERVICES	3717	AMAZON.COM	KCC SUPPLIES	24.69
RECREATION SERVICES	3717	AMAZON.COM	CLEANING SUPPLIES HIGHLANDS GRANGE BUILDING	35.82
RECREATION SERVICES	3717	AMAZON.COM	SUPPLIES KCC	36.40
RECREATION SERVICES	3717	AMAZON.COM	WATER FOUNTAIN FILTER KCC	82.60
RECREATION SERVICES	3554	DELTA AIRLINES	CHASE SEAT FEE.	84.98
RECREATION SERVICES	3554	DELTA AIRLINES	CHASE FLIGHT TO NRPA.	1,187.96
RECREATION SERVICES	3554	DELTA AIRLINES	BRANDON'S NRPA FLIGHT	1,187.96
RECREATION SERVICES	7217	FACEBOOK	FACEBOOK ADVERTISING.	40.39
RECREATION SERVICES	999998	CROWD MGR TRAINING	AMANDA CROWD MANAGEMENT	19.95
RECREATION SERVICES	3223	WALMART SUPERCENTER	WALMART EVENT FOR STAFF SUPPLIES.	69.67
RECREATION SERVICES	7680	PANDORA*INTERNET RADIO	PANDORA FOR THE PAVILION	31.47
RECREATION SERVICES	999998	DAIRY QUEEN #41247	E.O.S. EVENT - EMPLOYEE APPRECIATION.	98.90
RECREATION SERVICES	8821	PROCARD, THE WEBSTaurant STORE	CIGARETTE RECEPTACLE.	248.72
RECREATION SERVICES	612	RENEE CHRISTEN LA PLANTE	STAFF POLOS.	301.93
RECREATION SERVICES	4564	GOOGLE	YOUTUBE TV FOR PAVILLION	79.34
RECREATION SERVICES	3717	AMAZON.COM	CLEANING SUPPLIES	13.58
RECREATION SERVICES	3717	AMAZON.COM	OFFICE SUPPLIES	28.50
RECREATION SERVICES	3242	ALASKA AIRLINES	CHECKED BAG FEE - TEAMS	35.00
RECREATION SERVICES	3717	AMAZON.COM	OFFICE SUPPLIES.	13.35

City of Kennewick

PCard Roster by Fund

9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
RECREATION SERVICES	3242	ALASKA AIRLINES	BAG FEE - TEAMS	35.00
RECREATION SERVICES	3717	AMAZON.COM	CHASE'S DESK.	304.35
RECREATION SERVICES	999998	JW MARRIOTT ANAHEIM FD	JULIA HOTEL TEAMS	1,355.28
RECREATION SERVICES	3717	AMAZON.COM	OPERATING SUPPLIES	77.12
RECREATION SERVICES	710	SANDY'S TROPHIES INC	NAME PLATES	108.90
RECREATION SERVICES	172	THE TRI-CITY HERALD	SUBSCRIPTION	25.99
Recreation Services Subtotal:				\$7,756.42
FACILITIES MAINTENANCE	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR KACIE COMBE BIBS 1ST HALF COMPLIMENT	119.56
FACILITIES MAINTENANCE	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR DAMIEN WRIGHT CARHARTT	228.25
FACILITIES MAINTENANCE	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR JOHN SHORTHILL CARHARTT	108.69
FACILITIES MAINTENANCE	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR ISAIAH LOPEZ CARHARTT 2ND HALF COMPLIMENT	152.17
FACILITIES MAINTENANCE	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR KACIE COMBE 1ST HALF COMPLIMENT	260.82
FACILITIES MAINTENANCE	764	INTELLIGENT MARKING USA INC.	LINE PAINTING SUPPLIES	59.20
FACILITIES MAINTENANCE	3717	AMAZON.COM	POOL SUPPLIES	309.78
FACILITIES MAINTENANCE	3554	DELTA AIRLINES	FLIGHT FOR NRPA CONFERENCE	987.94
Facilities Maintenance Subtotal:				\$2,226.41
ECONOMIC DEVELOPMENT	7237	GOTPRINT.COM	BUSINESS CARDS FOR ROHANA CARMICHAEL	37.03
ECONOMIC DEVELOPMENT	3717	AMAZON.COM	OFFICE SUPPLIES	40.41
ECONOMIC DEVELOPMENT	999998	STAPLES	OFFICE SUPPLIES	50.07
ECONOMIC DEVELOPMENT	10459	PROCARD, PAYFLOW/PAYPAL	HISPANIC CHAMBERS LUNCHEON WITH HISTORIC DOWNTOWN KENNEWICK	90.00
ECONOMIC DEVELOPMENT	999998	SQ *EARTH SPIRIT	BASKET ITEM FOR GIVEAWAY	102.24
ECONOMIC DEVELOPMENT	8980	ROCKABILLY ROASTING CO	BASKET ITEM GIVEAWAY	16.00
ECONOMIC DEVELOPMENT	9708	EIG	BUSINESS EMAIL MARKETING	306.53
ECONOMIC DEVELOPMENT	999998	ZAZZLE INC	NAME TAGS FOR CITY MANAGER AND ECON DEV	29.52
Economic Development Subtotal:				\$671.80
ACCOUNTING	7237	GOTPRINT.COM	BUSINESS CARDS FOR JOYCE PASCUA	37.10
ACCOUNTING	716	CDW GOVERNMENT, INC.	ADOBE ACROBAT - JESSICA PLATT	86.47
ACCOUNTING	3717	AMAZON.COM	PHONE CASE FOR JESSICA PLATT	14.12
ACCOUNTING	3185	GFOA	GFOA CERTIFICATE OF ACHIEVEMENT REVIEW FEE FY2023	610.00
ACCOUNTING	3223	WALMART SUPERCENTER	OFFICE SUPPLIES	50.87
ACCOUNTING	3717	AMAZON.COM	OFFICE SUPPLIES	108.69
ACCOUNTING	999998	BEST WESTERN PLUS AHTANU	WFOA CONFERENCE TRAVEL- C. OMOLO	365.73
ACCOUNTING	8600	GRAZE CATERING, GRAZE LLC	DAN'S FAREWELL LUNCH	150.85
ACCOUNTING	3325	YOKE'S FRESH MARKET	DAN'S FAREWELL LUNCH	32.49
Accounting Subtotal:				\$1,456.32

City of Kennewick
PCard Roster by Fund
9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
HUMAN RESOURCES	7217	FACEBOOK	CALL FOR ARTISTS AD	22.76
HUMAN RESOURCES	8980	ROCKABILLY ROASTING CO	WELLNESS COMMITTEE MEETING COFFEES	43.30
HUMAN RESOURCES	999998	12TWENTY	JOB ADVERTISEMENT FOR ASSISTANT CITY ATTORNEY	1,170.00
HUMAN RESOURCES	488	APWA	JOB ADVERTISEMENT FOR TRANSPORTATION MANAGER	375.00
HUMAN RESOURCES	4659	GOVERNMENT JOBS.COM INC	JOB BOOST FOR CONSTRUCTION SERVICES MANAGER	125.00
HUMAN RESOURCES	4659	GOVERNMENT JOBS.COM INC	JOB BOOST FOR ENGINEERING TECHNICIAN - DEVELOPMENT REVIEW	294.00
HUMAN RESOURCES	2541	SOCIETY FOR HUMAN RESOURCE, MANAGEMENT	ANNUAL MEMBERSHIP RENEWAL FOR CRISTINA T.	264.00
HUMAN RESOURCES	2541	SOCIETY FOR HUMAN RESOURCE, MANAGEMENT	ANNUAL MEMBERSHIP RENEWAL FOR SUSAN P.	264.00
HUMAN RESOURCES	10421	ESKILL CORPORATION	ANNUAL RENEWAL FOR RECRUITNG STANDARDIZED TESTS	2,100.00
HUMAN RESOURCES	2541	SOCIETY FOR HUMAN RESOURCE, MANAGEMENT	ANNUAL MEMBERSHIP RENEWAL FOR TAUSHA L.	264.00
HUMAN RESOURCES	3325	YOKE'S FRESH MARKET	SNACKS FOR WELLNESS EVENT	39.98
HUMAN RESOURCES	4211	AWC	AWC TRAINING REGISTRATION FOR CHAD C.	30.00
HUMAN RESOURCES	999998	WSU MARKETPLACE	REGISTRATION FEE FOR OCTOBER JOB FAIR	300.00
HUMAN RESOURCES	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	RETIREMENT PLAQUE	61.15
HUMAN RESOURCES	3717	AMAZON.COM	WELLNESS PROGRAM SUPPLIES	118.44
Human Resources Subtotal:				\$5,471.63
CUSTOMER SERVICE	3700	OFFICE DEPOT INC	RECEIPT PRINTER RIBBONS - CUST SERVICE	13.01
CUSTOMER SERVICE	3717	AMAZON.COM	OFFICE SUPPLIES	175.27
CUSTOMER SERVICE	266	QUADIENT LEASING USA INC	RETURNED CARTRIDGES	(468.82)
Customer Service Subtotal:				(\$280.54)
CODE ENFORCEMENT	1380	WACE TREASURER, WA ASSOC CODE ENFORCEMENT	WACE CONFERENCE-J. GINDER	405.00
CODE ENFORCEMENT	8326	PROCARD, ICICLE VILLIAGE RESORT AS	TRAVEL TRAINING- J. GINDER	431.88
CODE ENFORCEMENT	14	BENTON COUNTY	CODE RECORDING FEES	314.16
Code Enforcement Subtotal:				\$1,151.04
CITY ATTORNEY	7237	GOTPRINT.COM	BUSINESS CARDS FOR MICHELLE ALEXANDER	37.03
CITY ATTORNEY	14	BENTON COUNTY	FANNIN ABATEMENT - RELEASE OF LIS PENDENS RECORDING FEE	312.11
CITY ATTORNEY	999998	ATTORNEY & NOTARY SUPPLY	NOTARY RENEWAL FEE - C HUMANN	80.30
CITY ATTORNEY	2438	MRSC ROSTERS	MRSC WEBINAR - L BEATON	35.00
CITY ATTORNEY	7616	PROCARD, NCOURT *WABENTNCOFN	FANNIN ABATEMENT - COPY OF SIGNED JUDGMENT	3.00
CITY ATTORNEY	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	NAME PLATES FOR 2 NEW ACAS	15.19
CITY ATTORNEY	4600	WSAMA	WSAMA MEMBERSHIP FEE - MICHELLE ALEXANDER	31.20
CITY ATTORNEY	999998	HOTEL MURANO	HOTEL MURANO - WSAMA FALL CONFERENCE - L BEATON	599.14
City Attorney Subtotal:				\$1,112.97

City of Kennewick

PCard Roster by Fund

9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
CITY CLERK	5257	WAPRO	REGISTRATION: WAPRO CONFERENCE - RALSTON & TOWNSEND	400.00
CITY CLERK	999998	UBER *TRIP	ONBASE TRAINING: AIRPORT TO HOTEL TRAVEL	43.95
City Clerk Subtotal:				\$443.95
PURCHASING	488	APWA	CAEC WEBINAR FOR SMALL WORKS ROSTER PLATFORM UPDATE	30.00
Purchasing Subtotal:				\$30.00
INFORMATION TECHNOLOGY	10459	PROCARD, PAYFLOW/PAYPAL	CREDIT CARD PROCESSING FEES - JULY/AUGUST	1,198.00
INFORMATION TECHNOLOGY	115	LANDS END CORPORATE SALES	CITY SHIRT FOR MICHAEL OCHS - IT	56.11
INFORMATION TECHNOLOGY	3717	AMAZON.COM	FAN FOR JONATHAN - IT	13.59
INFORMATION TECHNOLOGY	3717	AMAZON.COM	PHONE WALL MOUNT KIT FOR SHOPS WALL PHONE	86.97
INFORMATION TECHNOLOGY	999998	E3 CREATIVE	ACCIS FALL CONFERENCE - CODY LEWIS	450.00
INFORMATION TECHNOLOGY	999998	HOTEL LODG* SILVERREEF	ACCIS CONFERENCE - HOTEL CHARGE - CODY LEWIS	197.54
INFORMATION TECHNOLOGY	10608	PROCARD, ZOOM.US	ZOOM ANNUAL RENEWAL	8,518.25
INFORMATION TECHNOLOGY	3717	AMAZON.COM	STYLUS FOR IPHONE/IPAD - IT - PAT	8.14
INFORMATION TECHNOLOGY	7537	GLOBAL KNOWLEDGE TRAINING LLC, GK HOLDINGS, INC	TRAINING CLASS - PAT	3,595.00
INFORMATION TECHNOLOGY	3717	AMAZON.COM	HEADSET FOR MICHAEL OCHS - IT	179.34
INFORMATION TECHNOLOGY	7537	GLOBAL KNOWLEDGE TRAINING LLC, GK HOLDINGS, INC	TRAINING CLASS - MIKE O	4,393.75
INFORMATION TECHNOLOGY	39	BRIDGEPAY NETWORK SOLUTIONS	CREDIT CARD PROCESSING FEES - JULY	87.50
INFORMATION TECHNOLOGY	39	BRIDGEPAY NETWORK SOLUTIONS	CREDIT CARD PROCESSING FEES - AUGUST	76.90
INFORMATION TECHNOLOGY	3717	AMAZON.COM	REPLACEMENT ID BADGE PRINTER AND SUPPLIES - IT	1,792.71
INFORMATION TECHNOLOGY	3292	BEST BUY	50" TV FOR CITY MGR OFFICE - CODY	326.09
INFORMATION TECHNOLOGY	4169	INTEGO	CAMTASIA RENEWAL	55.65
INFORMATION TECHNOLOGY	3717	AMAZON.COM	RUBBER BANDS - IT	17.58
INFORMATION TECHNOLOGY	3717	AMAZON.COM	HDMI EXTENDER/POWER STRIP FOR CITY MGR OFFICE - CODY	159.77
INFORMATION TECHNOLOGY	3717	AMAZON.COM	VESA WALL PLAT ADAPTER FOR NEW TV - CITY MGR OFFICE - CODY	15.48
INFORMATION TECHNOLOGY	7537	GLOBAL KNOWLEDGE TRAINING LLC, GK HOLDINGS, INC	TRAINING CLASS - ROBERTO	4,037.50
INFORMATION TECHNOLOGY	999998	NWCJIS* 2024 NW CJIS U	CJIS SEMINAR - CODY LEWIS	390.00
INFORMATION TECHNOLOGY	999998	THE GOLDEN HOTEL	TRAINING CLASS - HOTEL - MAURICE R.	926.88
Information Technology Subtotal:				\$26,582.75
PLANNING	3700	OFFICE DEPOT INC	M DIDIER: PLANNING PRINTER BLK TONER CARTRIDGE	297.69
PLANNING	3544	CAMPBELLS LODGE	A. MUAI: 2024 WA PLAN. DIRECTORS FALL CONFERENCE - HOTEL	628.29
PLANNING	3700	OFFICE DEPOT INC	M. DIDIER: MISC. OFFICE SUPPLIES (DOOR SIGNS/LIGHTNING CABLE USB	34.75
PLANNING	3700	OFFICE DEPOT INC	M DIDIER: MISC OFFICE SUPPLIES (USB LIGHTNING CABLE USB)	9.12
PLANNING	845	APA CONFERENCE	J. LARIS: 2024 APA-WA CONFERENCE REGISTRATION	425.00
PLANNING	14	BENTON COUNTY	A. MUAI: BENTON COUNTY AUDITOR FILING FEES	439.21

City of Kennewick

PCard Roster by Fund

9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
PLANNING	5257	WAPRO	M. DIDIER: 2024 WAPRO FALL CONFERENCE REGISTRATION FEE	200.00
Planning Subtotal:				\$2,034.06
KPD-ADMINISTRATION	4107	WWW.METROLINEDIRECT.COM	(2) CISCO IP PHONES - KPD PRU	263.55
KPD-ADMINISTRATION	3717	AMAZON.COM	PHONE BUSYLIGHT FOR BLANCA - KPD	46.69
KPD-ADMINISTRATION	3717	AMAZON.COM	CLOCK/TIMER FOR GYM	92.40
KPD-ADMINISTRATION	3717	AMAZON.COM	BOOKS	28.83
KPD-ADMINISTRATION	3242	ALASKA AIRLINES	HIDTA EXECUTIVE BOARD MEETING	406.20
KPD-ADMINISTRATION	473	MICROSOFT CORPORATION	SUBSCRIPTION	5.44
KPD-ADMINISTRATION	3717	AMAZON.COM	BUSYLIGHT RETURN	(47.74)
KPD-Administration Subtotal:				\$795.37
KPD-CRIMINAL INVESTIGATION	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	MATERIALS FOR NIBIN TEST FIRING	52.31
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	ACOUSTIC PANELS FOR INTERVIEW ROOMS	676.35
KPD-CRIMINAL INVESTIGATION	999998	JIMMY JOHNS - 1702 - M	FOOD NEEDED DURING CID INVESTIGATION	103.59
KPD-CRIMINAL INVESTIGATION	3432	DOMINO'S PIZZA #07168	FOOD NEEDED DURING CID INVESTIGATION	46.38
KPD-CRIMINAL INVESTIGATION	336	BRUCHIS CHEESE STEAKS & SUBS, MANTIS ENTERPRISES	FOOD NEEDED DURING CID INVESTIGATION	76.67
KPD-CRIMINAL INVESTIGATION	999998	SIRCHIE ACQUISITION COMPA	EVIDENCE ROOM SUPPLIES	545.27
KPD-CRIMINAL INVESTIGATION	999998	NMS LABS	LAB FEE FOR CID INVESTIGATION	683.00
KPD-CRIMINAL INVESTIGATION	999998	USPS PO 5440320336	OVERNIGHT SHIPPING TO WSP CRIME LAB	22.40
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	BINOCULARS FOR CRIMINAL APPREHENSION TEAM	1,034.70
KPD-CRIMINAL INVESTIGATION	999998	TACTICAL SUPPLY INTERNAT	BREACHING KIT FOR CRIMINAL APPREHENSION TEAM	1,748.00
KPD-Criminal Investigation Subtotal:				\$4,988.67
KPD-PATROL	3717	AMAZON.COM	(3) IPHONE CASES AND SCREEN PROTECTORS - KPD TRAFFIC	59.30
KPD-PATROL	999998	TARGET 00008300	(3) PHONE CASES - KPD	45.62
KPD-PATROL	1860	WSTOA	SWAT BASIC EALY-THOMAS	500.00
KPD-PATROL	3717	AMAZON.COM	EQUIPMENT FOR NEW PATROL CARS	101.43
KPD-PATROL	999998	GALLS	NEW PATROL VEHICLE EQUIPMENT	614.92
KPD-PATROL	3717	AMAZON.COM	COMPUTER MOUSE	37.82
KPD-PATROL	999998	CHEWY.COM	DOG FOOD	173.08
KPD-Patrol Subtotal:				\$1,532.17
KPD-STAFF SERVICES	4066	CREATIVE PRODUCT SOURCING, DARECATALOG.COM	DARE BOOKS FOR THE SCHOOL YEAR	480.00
KPD-STAFF SERVICES	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	CASH BOX FOR YOUTH SERVICES FOCUS EVENTS	30.43
KPD-STAFF SERVICES	999998	IN *UNDERGROUND CREATIVE	KPD RECRUITING ADVERTISING ON SOCIAL MEDIA AND WEBSITES	2,000.00
KPD-STAFF SERVICES	999998	GALLS	GULLEDGE -UNIFORM SHOES	114.07
KPD-STAFF SERVICES	3223	WALMART SUPERCENTER	REFRESHMENTS FOR CJTC TRAINING	105.15
KPD-STAFF SERVICES	5257	WAPRO	WAPRO FALL CONFERENCE AMBER PURSLEY AND CINDY POWELL	400.00

City of Kennewick

PCard Roster by Fund

9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-Staff Services Subtotal:				\$3,129.65
KPD-SPECIAL SERVICES	3717	AMAZON.COM	LESS LETHAL BORE BRUSHES	31.81
KPD-SPECIAL SERVICES	999998	TRITECH FORENSICS	DRUG FIELD TEST KITS	714.48
KPD-SPECIAL SERVICES	5517	SAFARILAND LLC	CANCELLED TRAINING CLASS	(275.00)
KPD-SPECIAL SERVICES	999998	FORENSICS SOURCE	CANCELLED ORDER FOR FIELD TEST KIETS	(603.28)
KPD-SPECIAL SERVICES	957	RANCH & HOME INC	NIBIN AMMO	101.06
KPD-SPECIAL SERVICES	2416	LAW ENFORCEMENT TARGETS INC.	TARGETS	581.85
KPD-SPECIAL SERVICES	1775	GRAINGER	ROAD FLARES	293.55
KPD-SPECIAL SERVICES	6043	POLICE EQUIPMENT WRLWDE	MOTOR BOOTS FOR GREENOUGH AND CASTILLEJA	1,434.00
KPD-SPECIAL SERVICES	10570	WPSG- INC	SPIT HOODS	111.35
KPD-SPECIAL SERVICES	3717	AMAZON.COM	TRAINING SUPPLIES FOR DEPARTMENT TRAINING	51.07
KPD-SPECIAL SERVICES	945	TRI CITY CLEANERS	CLEAN AND ALTER NEW HIRE UNIFORM - BARAJAS	96.20
KPD-SPECIAL SERVICES	3717	AMAZON.COM	WELLNESS PROGRAM BOOKS FOR KPD OFFICERS	1,211.00
KPD-SPECIAL SERVICES	3554	DELTA AIRLINES	FLIGHT TO BOSTON FOR IACP CONFERENCE	867.95
KPD-SPECIAL SERVICES	3554	DELTA AIRLINES	PREFERRED SEAT CHARGE FOR FLIGHT TO BOSTON	19.99
KPD-SPECIAL SERVICES	999998	IACP	IACP CONFERENCE PARTIAL REFUND	(220.00)
KPD-SPECIAL SERVICES	10642	5.11, INC.	QUARTERMASTER SUPPLIES	1,188.62
KPD-Special Services Subtotal:				\$5,604.65
FIRE ADMINISTRATION	3717	AMAZON.COM	LITHIUM AA BATTERIES FOR STATIONS	157.63
FIRE ADMINISTRATION	3717	AMAZON.COM	STATION SUPPLY LITHIUM AA BATTERIES	52.83
FIRE ADMINISTRATION	999998	USPS PO 5440320336	EMT APPLICATION	2.04
Fire Administration Subtotal:				\$212.50
FIRE SUPPRESSION	3717	AMAZON.COM	STORAGE BINS FOR UNIFORM STORAGE	21.26
FIRE SUPPRESSION	10523	STREAMLIGHT INC	REFURBISH OF ENGINE BOX LIGHTS	100.38
FIRE SUPPRESSION	3717	AMAZON.COM	SCBA ANNUAL TESTING SUPPLIES	76.95
FIRE SUPPRESSION	8217	PROCARD, SP * MERCHOLOGY	ADMIN UNIFORM SHIRTS	64.46
FIRE SUPPRESSION	106	LESLIE ALLAN BARNETT	CONSUMABLES FOR CLASS	500.00
FIRE SUPPRESSION	106	LESLIE ALLAN BARNETT	FO2 CLASS AND TEST	2,300.00
Fire Suppression Subtotal:				\$3,063.05
FIRE PREVENTION/INVESTIGATION	3717	AMAZON.COM	OFFICE SUPPLIES - KLEENEX	59.77
FIRE PREVENTION/INVESTIGATION	3717	AMAZON.COM	OFFICE SUPPLIES - CAMERA BATTERIES	30.42
Fire Prevention/Investigation Subtotal:				\$90.19
ENGINEERING	7189	CARLSON SOFTWARE INC	CARLSON SOFTWARE 2025 MAINTENANCE \$233.71 - S. SZENDRE	233.71
ENGINEERING	3717	AMAZON.COM	AMAZON - \$24.26 OFFICE SUPPLIES	24.26
ENGINEERING	999998	WASHINGTON STATE ASSOC	WASHINGTON STATE APT- FALL CONF. REG. -M.FUHER	250.00
ENGINEERING	3717	AMAZON.COM	AMAZON \$33.45 OFFICE SUPPLIES	33.45

City of Kennewick
PCard Roster by Fund
9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
ENGINEERING	10943	PROCARD, LSAW	LSAW FALL SEMINAR REGISTRATION - B. OWEN	149.00
ENGINEERING	10943	PROCARD, LSAW	LSAW FALL SEMINAR REGISTRATION - S. SZENDRE	149.00
ENGINEERING	999998	EBAY O*09-12078-52409	EBAY - \$27.88 OFFICE SUPPLIES -M. NELSON	27.88
ENGINEERING	1907	DLT SOLUTIONS LLC	DLT SOLUTIONS - TAX CHARGED ON CIVIL 3D CLASS 0. CANCINO	172.70
ENGINEERING	4169	INTEGO	SNAGIT LICENSE - MATT GARRITY	58.69
ENGINEERING	1476	TECHSMITH	CREDIT - REFUND OF SNAGIT SOFTWARE - MATT GARRITY	(42.40)
Engineering Subtotal:				\$1,056.29
GF-NONDEPARTMENTAL	904	COUNTRY GENTLEMAN RESTAURANT, AND CATERING	NEW EMPLOYE BREAKFAST CATERING	449.76
GF-Nondepartmental Subtotal:				\$449.76
001 - GENERAL FUND Total:				\$71,262.19
102 - STREET FUND				
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING JUAN LOPEZ CARHARTT	97.81
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR JOSH SOGGIE CARHARTT	97.81
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR CHRIS IRELAND CARHARTT	130.41
FUND ACTIVITY	856	BEST WESTERN HOTELS	HOTEL STAY FOR ROAD & STREET CONFERENCE - BRENNAN LOUNSBURY	244.58
FUND ACTIVITY	856	BEST WESTERN HOTELS	HOTEL STAY FOR ROAD & STREET CONFERENCE - STEVE ELLIOTT	244.58
FUND ACTIVITY	856	BEST WESTERN HOTELS	HOTEL STAY FOR ROAD & STREET CONFERENCE - PAUL GAFFEY	244.58
Fund Activity Subtotal:				\$1,059.77
TRAFFIC	999998	ARIAT INTERNATIONAL, INC.	ARIAT INTERNATIONAL - \$165.18 WORK BOOTS - J. WILSON	165.18
TRAFFIC	999998	UCB ITS TECHTRANSFER PRO	CYBERSOURCE TRAINING - K. BIRSNER \$790.00	790.00
Traffic Subtotal:				\$955.18
102 - STREET FUND Total:				\$2,014.95
106 - BI-PIN OPERATIONS FUND				
FUND ACTIVITY	3717	AMAZON.COM	WIRELESS KEYBOARD FOR BRET H - BIPIN	43.47
Fund Activity Subtotal:				\$43.47
106 - BI-PIN OPERATIONS FUND Total:				\$43.47
117 - CRIMINAL JUSTICE SALES TAX FND				
CITY ATTORNEY	999998	ATTORNEY & NOTARY SUPPLY	NOTARY RENEWAL FEE - C HUMANN	26.77
CITY ATTORNEY	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	NAME PLATES FOR 2 NEW ACAS	5.06
City Attorney Subtotal:				\$31.83
KPD-PATROL	2432	CHARTER COMMUNICATIONS	REDUNDANT INTERNET CONNECTION	580.00
KPD-Patrol Subtotal:				\$580.00
117 - CRIMINAL JUSTICE SALES TAX FND Total:				\$611.83

300 - CAPITAL IMPROVEMENTS FUND

City of Kennewick

PCard Roster by Fund

9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
CAPITAL PURCHASES	4107	WWW.METROLINEDIRECT.COM	(7) CISCO IP PHONE UPGRADES - SHOPS/PURCHASING - PER CODY	313.38
CAPITAL PURCHASES	229	DELL MARKETING L.P., C/L DELL USA L.P.	DELL PROFESSIONAL SERVICES FOR WORKSTATION REPLACEMENT	5,212.71
CAPITAL PURCHASES	229	DELL MARKETING L.P., C/L DELL USA L.P.	(2) DELL 32" MONITORS	958.52
CAPITAL PURCHASES	3717	AMAZON.COM	CAR CHARGER FOR NEW DELL LAPTOP - BILL HANSFORD	31.40
Capital Purchases Subtotal:				\$6,516.01
300 - CAPITAL IMPROVEMENTS FUND Total:				\$6,516.01
402 - MEDICAL SERVICES FUND				
FUND ACTIVITY	4052	BATTERIES PLUS	AED REPLACEMENT BATTERIES	36.79
FUND ACTIVITY	999998	COLUMBIA BASIN CYBER	DOTTA ACLS AND PALS CLASS	370.00
FUND ACTIVITY	8217	PROCARD, SP * MERCHOLOGY	ADMIN UNIFORM SHIRTS	365.24
FUND ACTIVITY	3717	AMAZON.COM	LITHIUM AA BATTERIES FOR STATIONS	157.62
FUND ACTIVITY	3717	AMAZON.COM	STORAGE BINS FOR UNIFORM STORAGE	120.48
FUND ACTIVITY	3717	AMAZON.COM	STATION SUPPLY LITHIUM AA BATTERIES	52.82
Fund Activity Subtotal:				\$1,102.95
402 - MEDICAL SERVICES FUND Total:				\$1,102.95
403 - BUILDING SAFETY FUND				
FUND ACTIVITY	2591	ICC - INTERNATIONAL CODE, COUNCIL. INC.	N. POTVIN: ICC 2024 RENEWALS & REINSTATEMENT FEES	330.00
FUND ACTIVITY	2093	INTERNATIONAL CODE COUNCIL, SO.CENTRAL WA CHAPTER	ICC CERTIFICATE RENEWAL- N CARRASCO	100.00
Fund Activity Subtotal:				\$430.00
403 - BUILDING SAFETY FUND Total:				\$430.00
405 - STORMWATER UTILITY FUND				
FUND ACTIVITY	1099	LOWE'S HARDWARE	LOWES - \$18.96 STREETS MONITOR SUPPLIES	18.96
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR STEVE ELLIOTT	86.94
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR TIM HAZEN CARHARTT	211.93
Fund Activity Subtotal:				\$317.83
405 - STORMWATER UTILITY FUND Total				\$317.83
410 - WATER AND SEWER FUND				
FUND ACTIVITY	999998	PERRY EXPO DONATIONFEE	PERRY TECH EXPO DONATION FEE - B. BEPPLE	50.00
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING KEVIN POSTEN CARHARTT	108.69
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR RYAN BURNS 1ST HALF COMPLIMENT	489.07
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING EDWIN GLADE CARHARTT CORRECTED BIB 1ST HALF COMPLIMENT	119.56
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING EDWIN GLADE CARHARTT 1ST HALF COMPLIMENT	489.07
FUND ACTIVITY	7237	GOTPRINT.COM	BUSINESS CARDS FOR CARY ROE	41.03

City of Kennewick
PCard Roster by Fund
9/1/2024 to 9/30/2024



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR DALTON LAGERWEY CARHARTT 1ST HALF COMPLIMENT	369.51
FUND ACTIVITY	3292	BEST BUY	SPEAKERS FOR WTP	32.60
FUND ACTIVITY	3717	AMAZON.COM	REFUND FOR SPEAKERS THAT WERE LOST IN TRANSIT	(25.11)
FUND ACTIVITY	10199	PROCARD, WWW.PERFORATEDPAPER.CO	ORANGE PERFORATED CARDSTOCK FOR DOOR HANGERS - WATER DISTRIUBTION	346.16
FUND ACTIVITY	3717	AMAZON.COM	EXPANSION TANK & LED WALL 2 PACK LIGHT - WWTP	216.30
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	CONCRETE TO RESTORE DRIVEWAY AROUND WATER METER BOX	58.50
FUND ACTIVITY	3883	U R M CASH & CARRY	CLR & DISTILLED WATER FOR WTP	84.51
FUND ACTIVITY	15	HARBOR FREIGHT TOOLS	TARPS FOR WTP	65.20
FUND ACTIVITY	3717	AMAZON.COM	3-QTY LIGHTS - WWTP	163.90
Fund Activity Subtotal:				\$2,608.99
410 - WATER AND SEWER FUND Total:				\$2,608.99
501 - EQUIPMENT RENTAL FUND				
FUND ACTIVITY	3649	AXON ENTERPRISE INC	CAR CAMERA MOUNTS FOR FLEET PO 2240496	43.48
Fund Activity Subtotal:				\$43.48
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	REPORT OF SALE VEHICLE 5108	13.65
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	REPORT OF SALE VEHICLE 0403	13.65
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	REPORT OF SALE VEHICLE 6514	13.65
FUND ACTIVITY	3717	AMAZON.COM	TRAILER SPRINGS VEH 3302 WO 13685	44.47
FUND ACTIVITY	999998	PASCO	#5306 WHEEL STUDS FOR RIM	255.90
Fund Activity Subtotal:				\$341.32
501 - EQUIPMENT RENTAL FUND Total:				\$384.80
642 - METRO DRUG FORFEITURE FUND				
FUND ACTIVITY	999998	COBBLESTONE RIPON	LODGING FOR BETANCOURTH	540.00
FUND ACTIVITY	999998	COBBLESTONE RIPON	LODGING FOR AYALA	480.00
FUND ACTIVITY	3554	DELTA AIRLINES	LUGGAGE FEE - BETANCOURTH	30.00
FUND ACTIVITY	3761	ENTERPRISE RENT-A-CAR	CAR RENTAL	340.03
FUND ACTIVITY	999998	SHELL OIL10015669004	FUEL FOR RENTAL CAR	22.31
FUND ACTIVITY	999998	USPS PO 5471400352		10.69
Fund Activity Subtotal:				\$1,423.03
642 - METRO DRUG FORFEITURE FUND Total:				\$1,423.03
Grand Total:				\$86,716.05

City of Kennewick
PCard Roster by Fund
9/1/2024 to 9/30/2024



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

A handwritten signature in black ink that reads "Jessica Platt". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number: 4.e. Date: 11/19/2024 Item Type: General Business Item	Category: Consent Agenda
	Subject: Payroll Roster: For the Pay Period Ending 10/31/2024 Department: Finance	
<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 10/31/2024. <u>Summary</u> None. <u>Alternatives</u> None. <u>Fiscal Impact</u> 10/31/2024 Total: \$2,755,068.35		
<u>Attachments:</u> 1. Roster		

Payroll Roster for Pay Period Ending 10/31/2024

All Departments:

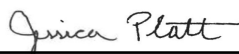
City Attorney	27,891.75
City Council	5,050.00
City Manager	13,201.84
Civil Service	2,440.75
Community Planning	19,800.18
Economic Development	7,370.50
Engineering	58,916.39
Finance	58,314.74
Fire	114,521.09
Human Resources	19,555.34
Management Services	95,060.48
Non-Departmental	2,262.92
Parks, Recreation & Facilities	146,412.97
Police	561,116.30
Subtotal - General Fund	1,131,915.25
BI-PIN	14,656.25
Building Safety	51,511.39
Community Development	3,424.50
Criminal Justice	88,387.83
Equipment Rental	16,807.49
Medical Services	460,710.57
Risk Management	4,087.50
Stormwater	28,766.65
Street	39,464.63
Water & Sewer	162,477.32
Subtotal - Other Funds	870,294.13
Total Salaries and Wages	2,002,209.38

Benefits

Dental Insurance	22,917.38
DRS Retirement	137,789.02
Employee Assistance Program	50.73
Medical Expense Reimbursement Plan	3,262.50
Medical Insurance	339,532.53
Medicare	28,413.41
MissionSquare Deferred Compensation	86,587.27
Social Security (OASDI)	87,988.01
Vision Insurance	3,480.09
WA Paid Family & Medical Leave	4,085.20
Worker's Compensation Insurance	38,752.83
Total Benefits	752,858.97
Grand Total	\$2,755,068.35

I, Jessica Platt, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$2,755,068.35 comprised of check numbers 77555 through 77571 and direct deposit numbers 229280 through 229726.

Approved for payment:



Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number: 4.f. Date: 11/19/2024 Item Type: General Business Item	Category: Consent Agenda
	Subject: Drinking Water State Revolving Fund (DWSRF) PFAS Treatment Funding Application Department: Public Works	
<u>Recommendation</u> Staff recommends that City Council approve the DWSRF funding application as presented. <u>Motion for Consideration</u> Motion to support the DWSRF funding application as presented. <u>Summary</u> The WA Department of Health makes funds available to drinking water systems for infrastructure improvements by way of their Drinking Water State Revolving Fund (DWSRF) program. The City is pursuing DWSRF funds, up to \$15 million (the maximum award per jurisdiction), specifically to treat RC5 for the recently discovered PFAS contamination issue. As a requirement to apply for DWSRF funds, the City Council must approve of the application being submitted. <u>Alternatives</u> The alternative is to deny the application and utilize utility enterprise funds and/or issue bonds to complete the project. <u>Fiscal Impact</u> A grant award for this project will have a positive financial impact on the budget by minimizing the use of utility enterprise funds or the necessity for issuing bonds.		
<u>Attachments:</u> 1. Application		

Water System ID: 38100**Status:** Draft**Grant Type:** Construction Loan**Organization Name:** City of Kennewick**Primary Contact:** Jeremy Lustig

Applicant Organization Information

Address: 210 W 6th Avenue**City:** Kennewick**State:** WA**Zip Code + 4:****County:** Benton**Phone:****Email:****Unique Entity Identifier
(UEI):** HY79QSTNGQB5[Link to Sam.gov Registration](#)**Sam.gov Registration
Annual Expiration Date:** 07/09/2025**Statewide Vendor #:** SWV0000311 (Suffix 03 - Special Project Engineer)**UBI #:** 034-007-975**Federal Tax ID:** ~~00-0000000~~ To be updated**ATTENTION:**

Answering NO to any of the following questions or not providing documents requested may make you ineligible. Please contact your regional planner or engineer if you have questions.

Is your Water System Plan (WSP) or Small Water System Management Program (SWSMP) approved and current?

Yes

Have you uploaded a copy of approval letter for applicants WSP or SWSMP? (Do not upload more than 3 pages)

Yes

Copy of approval letter for applicants WSP or SWMSP

To be attached by RH2

Have you uploaded a copy of page in the WSP or SWSMP that has the proposed project included?

Yes

Applicant Copy of page in WSP or SWMSP that has proposed project

KENNWCP_CH8_ProjectExcerpt.pdf

140.3 KB - 10/31/2024 10:52 AM

Total Files: 1

If your project requires Water Rights (such as a new source) have you secured your Water Rights?

N/A

Applicant owns project site or has ability to control site through easement or lease for at least the duration of the loan?

Yes

Applicant Owns Project Site Attachment

MOA_Conveying_72-Acres.pdf

649.1 KB - 11/06/2024 8:56 AM

Total Files: 1

Applicant has a clean audit with no outstanding findings related to technical, managerial, or financial capacity?

Yes

Project Information

Project Name

PFAS Contamination Improvements

Brief Project Description (Scope of Work) (Max 250 Words)

Sampling in 2023 for per- and polyfluoroalkyl substances (PFAS) revealed contamination in Ranney Collector 4 Well (RC4) and Ranney Collector 5 Well (RC5) source water. In addition, levels of perfluorooctane sulfonic acid (PFOS) and perfluorooctanoic acid (PFOA) in treated water at these two sources exceeded the U.S. Environmental Protection Agency's (EPA) Maximum Contaminant Level (MCL) of 4 parts per trillion (ppt).

In 2023 and 2024 the City has evaluated alternatives to address PFAS contamination at these sources. Improvement alternatives being evaluated by the City include, but are not limited to, the following:

1. Treat RC4 and RC5 water for PFAS at the RC5 Treatment Facility site with new granular activated carbon (GAC) filters.
2. Convert RC4 and RC5 to surface water intakes near their current locations and treat water onsite/offsite.
3. Build a surface water intake and treatment facility to replace RC4 and RC5 at a new location.
4. Upgrade the Columbia River WTP to expand capacity and replace RC4 and RC5 production.

The improvement alternative determined best suited by the City to address PFAS contamination will be designed and constructed as part of this project. The City intends to continue to evaluate treatment alternatives to address PFAS contamination at the RC5 facility as part of feasibility and preliminary design activities.

Identify what is paid for by the grant (Max 250 Words):

The funding is for a detailed feasibility study to address PFAS contamination, likely to include rapid small scale column test (RSSCTs), predesign engineering of one or more preferred alternatives to address PFAS contamination, design engineering and permitting of the preferred alternative, and to partially fund construction of the preferred alternative. It is likely that the construction cost of the preferred alternative will exceed the funding received in 2024, and therefore a subsequent DWSRF loan or other outside funding source is anticipated to be pursued by the City in the future.

Identify the deliverables (report, completed construction, change of ownership documentation)(Max 250 Words)

Deliverables include a feasibility study, design engineering plans and specifications, permitting applications and documentation, and the partial construction and/or material procurement related to the improvements necessary to address PFAS contamination at RC4 and RC5.

Legislature and Congressional Districts

Legislative District: 8,
16

Congressional District: 4

Project Site Name

Ranney Collector Wells 4 and 5

Project Site Street Address

1519 Columbia Park Trail

Project Site City
Kennewick

Project Site State
Washington

Project Site Latitude

Project Site Zip Code
99336

Need coordinates for your project? Try <https://www.gps-coordinates.net>

46.219029

Project Site Longitude
-119.139453

Project County
Benton

Upload a map showing the location of the project.

ProjectLocationMap.pdf

3.9 MB - 11/01/2024 1:55 PM

Total Files: 1

Upload a map showing the census tracks to be served by the project.

Visit: <https://www.census.gov/geographies/reference-maps/2020/geo/2020pl-maps/2020-census-tract.html>

CensusTrack.pdf

1.8 MB - 10/31/2024 10:52 AM

Total Files: 1

Main focus of the project.
Construction-Treatment

Actions proposed to address public health concerns

Source reconstruction or rehab, Filtration, Other treatment, Treatment replacement or upgrade

Is this a restructuring/consolidation/receivership project?
No

Does this project address a compliance issue in a department issued correspondence?
Yes

Compliance Issue

Other

If Other, please provide comments

Water samples with PFAS detected at levels exceeding the State Action Level (SAL) were obtained in March 2024. Due to the SAL exceedance, the City was required to provide a public notice to its customers.

Upload Department Issued Compliance Document(s)

COK_WA_DOH_PFAS_Notification.pdf

468.9 KB - 11/06/2024 8:58 AM

Total Files: 1

Exceeding a maximum contaminant level (MCL), secondary MCL, state action level (SAL) or action level or within 80% of nitrate or arsenic MCL?

Yes

Type of Contaminant

PFAS compounds (PFOA, PFOS, PFHxS, PFNA, PFBS)

Treatment technique issue?

Yes

Select rule

Other

If other treatment technique issue, please describe:

Existing treatment at these facilities consists of chlorination and UV disinfection, neither of which treat and/or remove PFAS from water.

Are you experiencing water shortage due to a declining aquifer? A Water Shortage Response Plan will be required as part of the project.

No

Do you have source meters on all existing water sources?

Yes

Does the water system have service meters on all existing services?

Yes

Readiness to Proceed Points

Are the construction documents complete and approved by DOH?

ODW regional office must approve your completed construction documents to issue an approval letter for submission.

No

Are the bid documents complete?

ODW regional office must approve your completed bid documents to issue an approval letter for submission.

No

Has your water system completed the SEPA and/or NEPA process for this project?

Completion of SEPA/NEPA includes issuing a final determination and publishing the determination for the proposed project.

No

Has your water system completed the cultural/historical review process under Section 106?

Completion of the Cultural Review includes a final determination made and published based on the National Historic Preservation Act (NHPA) requirements.

No

Does this funding complete a previous DWSRF construction loan or DWSRF emergency loan project?

This project completes a previous partially funded DWSRF construction or DWSRF emergency loan project.

No

Does this funding complete a previous DWSRF preconstruction loan or planning & engineering loan?

This project completes a previous DWSRF preconstruction or planning & engineering loan project.

No

For consolidation projects, did this project receive a DWSRF consolidation feasibility study grant?

No

Does this loan complete the funding package for this project?

If the DWSRF funding makes the project complete, mark yes. For multi-funded projects, these points will be awarded if other funding sources are secured for the project and the DWSRF funding will complete the package. Letters of commitment from other funders must be attached to receive these points.

No

Bonus Points

Do you want to be considered for Restructuring Bonus Points?

No

Has your staff attended asset management training session?

If you participated in an asset management training provided by DOH, RCAC or other technical provider within **three years of this application**, you are eligible for bonus points. To receive points in this category, you must provide the training date, location, and sponsor information along with the names of staff who attended the training.

No

Does your system have an asset inventory?

To receive points in this category, you must provide an asset inventory that includes at least 5 of the following: the list of water system assets, age of assets, expected life of the assets, replacement cost of assets, level of service, and criticality. See Appendix E of the guidelines for an example.

No

Does this project require coordination with other infrastructure project (Smart Projects)?

Water main replacement projects that coincide with a transportation improvement project, fish passage barrier removal project, sewer main replacement, or other infrastructure projects will receive bonus points. Provide documentation of the other infrastructure project and construction schedule.

No

Does this project address water loss, reduce pumping or treatment costs, or result in reduced energy consumption?

No

Financial Information

	When (estimated)	Funding Request (Costs)
Engineering Report (preliminary engineering)	10/01/2025	\$350,000.00
Environmental Review	04/01/2026	\$250,000.00
Cultural Review	04/01/2026	\$50,000.00
Land/Right-of-way acquisition	04/01/2026	\$25,000.00
Permits	04/01/2026	\$100,000.00
Public involvement/information	08/01/2026	\$25,000.00
Bid documents (design engineering)	04/01/2026	\$3,000,000.00
Construction	01/01/2027	\$23,000,000.00
Contingency (No more than 20% of construction costs)	01/01/2027	\$4,000,000.00
DOH Review/Approval fees	08/01/2026	\$15,000.00
Other Fees: (sales or use tax)	01/01/2026	\$2,200,000.00
Service Meters (purchase and installation)		\$0.00
Audit Costs	12/01/2026	\$15,000.00
Subtotal		\$33,030,000.00

What	When (estimated)	Funding Request (Costs)
Construction Management	01/01/2027	\$500,000.00
Column Testing	11/01/2025	\$25,000.00
Subtotal:		\$525,000.00

	Funding Request (Costs)
Funding Request TOTAL	\$33,555,000.00
Loan Fee (if applicable)	\$335,550.00
Total Funding Request	\$33,890,550.00

Total Funding Requested

Please click Save Draft if you enter a new value in this field.

\$15,000,000.00

Have you secured any other funding sources for your project?

No

Have you applied for any other funding sources for your project?

No

If the water system is a non profit corporation serving a non community, attach a copy of the federal nonprofit certification to this application.

Applicant's relationship to the water system. Select Type

Owner

Years in business as a water system

75

Number of years under current board or council

75

	Amount
Operating cash reserve balance	\$1,000,000.00
Emergency reserve balance	\$2,600,000.00
Capital reserve balance	\$12,302,785.00
Equipment reserve balance	\$2,700,000.00
Total	\$18,602,785.00

Does your water system have managerial capacity?

Are all of your water system board or council positions filled?

Yes

Does your board or council meet regularly?

Yes

If yes, when?

Regular business meetings at 6:30 p.m. on the 1st and 3rd Tuesdays each month

Are your board meeting minutes available for review?

Yes

Attach meeting minutes approving submittal of the DWSRF application for the proposed project and proposed funding amount.

11/19 COK City Council action
approving application to be
attached here

Does your water system have technical capacity?

Do you have a certified operator?

Yes

List operator name and certification #

Luke Freeman (14887)

Do you keep the following records and are they available for review?

Operating (example: source and service meter reading)
Maintenance (example: how often is the pump replaced or serviced?)

Yes

	Current Year	Future Year 1	Future Year 2	Future Year 3	Future Year 4	Future Year 5
Total Number of active residential connections	34166	34678	35199	35727	36263	36806
Total Number of active commercial connections	2781	2823	2865	2980	2952	2996
Total Number of other or vacant connections	0	0	0	0	0	0
Total Number of Connections	36947	37501	38064	38707	39215	39802

If the jurisdiction provides centralized wastewater services, provide the average monthly wastewater rate per residential connection.

\$36

	Current Year	Future Year 1	Future Year 2	Future Year 3	Future Year 4	Future Year 5
Average monthly base rate per residential connection	15.36	16.14	16.97	17.84	18.76	19.73
Average monthly additional charge based on consumption	15.7	16.5	17.35	18.25	19.19	20.17
Total average monthly rate per residential connection	31.04	32.64	34.32	36.09	37.95	39.9

Was an income survey conducted on your system, jurisdiction, or project area?

No

Will the water system increase rates to repay this loan?

Yes

Did or will the water system adopt rates to include the DWSRF loan repayment?

Yes

If yes, when will it begin to collect these new rates?

Attach meeting minutes documentation of the rate increase

11/5 City Council approval of rate increase to be attached here

How much annual revenue does this system expect this source to generate?

\$2,222,924.00

Lender	Outstanding Balance	Payment amount	Payment Frequency	Interest Rate	Interest Rate: Fixed or Variable	Maturity date	Collateral Securing Debt
2020 Revenue Bond	\$10,715,000.00	\$920,000.00	Annual	4.00%	Fixed	12/31/2039	
PWTF Loan PC13-961-038	\$2,125,000.00	\$240,000.00	Annual	0.50%	Fixed	12/31/2032	
PWTF Loan PW-05-691-026	\$1,062,500.00	\$535,000.00	Annual	0.50%	Fixed	12/31/2025	
Wtr Trmt Ranney Well (DWSRF 04-65104-014)	\$315,150.00	\$160,000.00	Annual	1.50%	Fixed	12/31/2025	
Adv Wtr Trmt Facilities (DWSRF 03-65103-023)	\$212,632.00	\$215,821.00	Annual	1.50%	Fixed	12/31/2024	
Advanced Metering Infrastructure (PC18-96103-003)	\$5,666,825.00	\$440,000.00	Annual	1.66%	Fixed	12/31/2038	
	\$20,097,107.00	\$2,510,821.00					

Lender	Available Credit	Current Balance	Interest rate	Interest Rate: Fixed or Variable	Maturity Date	Collateral Securing Debt
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Entity Name Outstanding Debt % Share of Outstanding Debt

Does the system have the ability to raise rates for loan repayment?

Yes

If yes, please describe

The system regularly performs rate studies to determine the rate increases. The system's Water System Plan and current rate models identify a 5.15% annual increase for each year year through 2027, and then a reduced annual increase of 4% beginning in 2028 and continuing thereafter.

If yes, please attach any relevant documentation

WSP Chapter 9 to be attached along with WSP adoption ordinance

Is there a pending motion (or resolution) to limit the water system's ability to raise rates or expend from revenue the funds needed to repay a loan?

No

Has the applicant experienced severe fiscal distress resulting from a natural disaster (example: Governor-declared emergency, or emergency public works need in the past 12 months?)

No

Has the applicant received past or present technical assistance from the Rural Community Assistance Corporation (RCAC), Evergreen Rural Water of Washington (ERWOW), or any other consultant?

Yes

Name of provider	Name of technical staff	Date of service
RH2 Engineering	Paul Cross	09/06/2024
RH2 Engineering	Ryan Withers	09/06/2024
RH2 Engineering	Barney Santiago	03/12/2024

Did the technical staff help you complete this form?

Yes

Identify activities the technical staff provided for your water system or your board.

rate setting, assistance completing applications, Other

If other (activities), please provide comments

Water System Plan Amendment; PFAS Treatment Alternative Analysis

Identify all events listed below that your water system experienced in the last five years

Is the water system involved in any lawsuits or pending litigation that is in excess of \$10,000? If yes, attach a statement from your attorney describing the lawsuit.

No

Have company assets been sold?

No

Will company assets be sold in the future?

No

Will the water system consolidate or change ownership before the loan is paid off?

No

Is the system under any regulatory or court compliance order?

No

We certify that the applicant has not defaulted on any payment of matured principal and/or interest.
Yes

To fully evaluate the financial status of the applicant, the DWSRF program requires the applicant to submit the following items.

All applicants; Balance Sheet Statements for last three years and current year if available.

ACFR_Document_2021-_Final.pdf

3.5 MB - 11/06/2024 4:34 PM

ACFR_Document_2022.pdf

3.1 MB - 11/06/2024 4:34 PM

ACFR_Final_-_2023.pdf

6.6 MB - 11/06/2024 4:34 PM

Total Files: 3

All applicants; Book Asset Details or complete Fixed Assets Inventory List and Depreciation schedule.

Water-Sewer_FA_Schedule_11_04_2024.xlsx

323 KB - 11/06/2024 4:36 PM

Water_Sewer_FA_Schedule_11_04_2024_Detail.pdf

351.6 KB - 11/06/2024 4:36 PM

Total Files: 2

All applicants; Income Statements for last three years and current year if available.

ACFR_Document_2021-_Final.pdf

3.5 MB - 11/06/2024 4:36 PM

ACFR_Document_2022.pdf

3.1 MB - 11/06/2024 4:36 PM

ACFR_Final_-_2023.pdf

6.6 MB - 11/06/2024 4:36 PM

Total Files: 3

All applicants; Adopted Water Rate Structure for last three years and current/future year(s) if available.

2021_Ordinance_-_5881_-_WATER_RATE_INCREASE.pdf

176.8 KB - 11/06/2024 4:36 PM

2021_Ordinance_-_5882_-_SEWER_RATE_INCREASE.pdf

217.5 KB - 11/06/2024 4:36 PM

2023_Ordinance_-_5989_-_WATER_RATE_INCREASE.pdf

121.7 KB - 11/06/2024 4:36 PM

2023_Ordinance_-_5990_-_SEWER_RATE_INCREASE.pdf

152.3 KB - 11/06/2024 4:36 PM

2025 Ordinance to be added here

Total Files: 4

Privately owned water system only; filed Tax Returns for last three years.

Privately owned water system only; copy of bank statements ending December 31 for the last three years.

Privately owned water system only; Copy of Bylaws and Articles of Incorporation.

Council Agenda Coversheet	Item Number: 4.g. Date: 11/19/2024 Item Type: Contract/Agreement/Lease	Category: Consent Agenda
	Subject: Northwest High Intensity Drug Trafficking Area (HIDTA) Contract with Eliza Powell to Fill a Vacancy for December 2024 Department: Finance	
<u>Recommendation</u> Staff recommends that City Council authorize the City Manager to sign a service agreement with a new Northwest High Intensity Drug Trafficking Area (HIDTA) contractor for December 2024. <u>Motion for Consideration</u> Motion to authorize the City Manager to sign a service agreement with Eliza Powell, a new Northwest HIDTA contractor, for December 2024. <u>Summary</u> As a Fiduciary for the Northwest HIDTA program, the City's responsibilities primarily consist of administrative duties, including required reporting to the federal government and acting as a pass-through for federal funds to the program's contracted staff. As a part of its administrative duties, the City is required to enter into separate agreements with the program's contractors, along with Northwest HIDTA. This contract is to fill the vacancy for a term of one month for an existing position at HIDTA. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> The proposed contractor agreement does not have a fiscal impact on the City of Kennewick. All compensation and reimbursements authorized under the agreement will be reimbursed to the City through the federal HIDTA grant.		
<u>Attachments:</u> 1. Agreement		

CONTRACTOR: Elizabeth Powell
AGENCY: City of Kennewick
PROJECT: Northwest HIDTA Prevention and Treatment Manager
AMOUNT: \$10,312.68
FUND SOURCE: High Intensity Drug Trafficking Area Grant
DURATION: December 1, 2024, through December 31, 2024

AGREEMENT FOR NORTHWEST HIDTA PREVENTION AND TREATMENT MANAGER SERVICES

THIS Agreement for Northwest HIDTA (“HIDTA”) prevention and treatment manager services (“Agreement”) is made by and between the CITY OF KENNEWICK, a municipal corporation of the State of Washington, as a fiscal fiduciary for HIDTA (the “City”), and ELIZABETH POWELL, an individual (“Contractor”).

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. SCOPE OF SERVICES TO BE PROVIDED BY CONTRACTOR.

Contractor agrees to perform prevention and treatment manager services for HIDTA. Prevention and treatment manager services include, but are not limited to:

- 1.1 Understanding substance use prevention and treatment priorities and needs across the region through an ongoing review of available state and local needs assessments coupled with personally conducted evaluation;
- 1.2 Evaluating the impact of HIDTA-funded prevention and treatment initiatives;
- 1.3 Documenting outputs and outcomes of HIDTA-funded prevention and treatment initiatives in HIDTA’s performance management process (PMP) system in a consistent and timely manner;
- 1.4 Providing oral and written reports of prevention and treatment activities and outcomes at management and executive board meetings;
- 1.5 Assisting in the development of HIDTA's annual budget request, to include the threat assessment;
- 1.6 Executing HIDTA’s prevention and treatment budget. Ensuring grant recipient expenditures are made in a timely manner and are properly documented and immediately reported, and that any other associated administrative functions are completed. Identifying and exploiting discretionary funding opportunities as they arise;

- 1.7 Establishing relationships with key stakeholders in the region to include community coalitions and other sectors that have shared prevention and treatment goals, such as education, local law enforcement, healthcare, and other community partners;
- 1.8 Facilitating regional communication pathways among substance use prevention, treatment, and law enforcement partners to facilitate information sharing;
- 1.9 Working with Overdose Response Strategy (ORS) representatives and National Guard counterdrug representatives to support communities in all domains of the Strategic Prevention Framework including assessment, capacity building, planning, implementation, and evaluation of evidence-based strategies for substance use prevention and treatment;
- 1.10 Participating in relevant task forces, conferences, and HIDTA events in the region's counties and municipalities;
- 1.11 Connecting communities with substance use prevention and treatment resources and federal technical assistance opportunities (HIDTA, ADAPT, SAMHSA, PTTC, etc.);
- 1.12 Coordinating, facilitating, and delivering substance use prevention and treatment trainings and technical assistance to promote and advance strategies through community and workforce development;
- 1.13 Organizing, coordinating, or assisting in the development of activities and events to promote awareness, sharing of best practices, and innovation in the field of substance use prevention and treatment;
- 1.14 Promoting the use of the HIDTA program's Overdose Mapping Application Program (ODMAP) by public safety, public health, and substance use abatement agencies and organizations;
- 1.15 Advising HIDTA's executive director and staff on substance use prevention and treatment priorities across the region, existing efforts being employed, and other possible strategies based on the best available evidence;
- 1.16 Performing other duties as directed by competent authority.

2. TIME OF PERFORMANCE.

This Agreement shall govern services rendered beginning December 1, 2024, and ending December 31, 2024, unless this Agreement is terminated earlier as provided in Section 11.

3. INDEPENDENT CONTRACTOR.

Contractor is and shall at all times be an independent contractor and is not to be considered an agent, employee, or servant of the City. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by employees of the City. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in this Agreement. The City's only responsibility under this Agreement is to administer the Grant Agreement between ONDCP and the City ("Grant/Award") by supplying ONDCP the proper documentation regarding any payments due to the Contractor, and disbursing such funds to the Contractor. Nothing in this Agreement shall be construed to render the parties partners or joint venturers.

The Contractor will report to the HIDTA executive director ("executive director"), or designee, and will serve at the will of HIDTA. The Contractor will be required to comply with all requirements for employment established by HIDTA. This Agreement is subject to the review and approval of the executive director.

4. CONDITIONS OF EMPLOYMENT.

Employment is contingent on the qualification for, and maintenance of, a National Security Clearance at the appropriate level, with the minimum level required being secret.

5. COMPENSATION.

This Agreement, particularly the payment by the City to the Contractor of a salary and travel reimbursement, is contingent on funding by a Grant/Award and made available through ONDCP. Provided sufficient funding is available, the City will pay the Contractor a total salary of ten thousand three hundred twelve dollars and sixty-eight cents (\$10,312.68) for the services provided under this Agreement. Payment will be made in two (2) substantially equal, semi-monthly installments. In addition to this salary, and provided sufficient funding is available, the City will reimburse the Contractor for necessary travel expenses incurred during the performance of the Agreement.

6. OWNERSHIP.

All reports, plans, specifications, all forms of electronic media, and data and documents produced in the performance of this work shall remain the property of HIDTA. The City reserves the right to access any records pertaining to the City of Kennewick.

7. CHANGES.

No changes or additions shall be made in this Agreement except as agreed to by all parties and reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

8. REVIEW AND APPROVAL.

Upon submittal of any report or other information required by the scope of services to be performed, the executive director, or designee, upon review may accept such work or reject it, or request such modification or additions as it deems appropriate.

9. HOLD HARMLESS AND INDEMNIFICATION.

The Contractor shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 Revised Code of Washington (RCW), solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

The Contractor's obligation shall include, but not be limited to, investigating, adjusting, and defending all claims alleging loss from action, error, or omission or breach of any common law, statutory, or other delegated duty by the Contractor, Contractor's employees, agents, or subcontractors.

10. COMPLIANCE WITH LAWS.

The Contractor shall comply with all applicable federal, state, and local laws in performing this Agreement, including laws governing discrimination.

11. TERMINATION.

11.1 Each party understands that funding is currently available to support this Agreement through December 31, 2024, but that funding is contingent upon legislative appropriation. Should loss of funding occur during the period covered by this Agreement, the City or HIDTA may terminate this Agreement with thirty (30) days' written notice. In that instance, the City will pay the Contractor for services performed up to and including one-half (1/2) of the month in which the termination is effective, assuming funding is available.

11.2 HIDTA may terminate this Agreement upon thirty (30) days' written notice to the Contractor for any other reason or no reason. In that event, the City shall pay the Contractor only for services provided. A final, pro-rata payment shall be made in accordance with Section 5 of this Agreement.

11.3 Termination shall not affect the rights of HIDTA, the City, or the Contractor under any other paragraph herein.

12. NON-ASSIGNMENT.

The Contractor shall not sublet or assign any of the rights, duties, or obligations covered by this Agreement without the prior express written consent of the City.

13. CONFLICTS BETWEEN ATTACHMENTS AND TEXT.

Should any conflicts exist between any attached exhibit or schedule and the text of this Agreement, the text shall prevail.

14. GOVERNING LAW AND STIPULATION OF VENUE.

The laws of the State of Washington shall govern this Agreement and any lawsuit regarding this Agreement must be brought in Benton County, Washington.

15. SEVERABILITY.

Should any clause, phrase, sentence, or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

16. INTEGRATION.

This Agreement is intended to replace all previous Agreements between the parties with respect to the terms of this Agreement. This Agreement constitutes the entire Agreement between the parties with respect to work to be performed by the Contractor for the City, and there are no representations, warranties, or commitments, except as set forth in this Agreement.

17. NON-DISCRIMINATION.

The Contractor shall not discriminate against any person or persons because of race, religion, color, sex, national origin, or any other protected class status in the conduct of its operation hereunder and shall comply with all federal and state laws relating to discrimination.

Conversely, HIDTA shall not discriminate against the Contractor because of race, color, sex, national origin, or any other protected class status, and shall comply with all federal and state laws relating to discrimination.

18. ENTIRE AGREEMENT.

This Agreement constitutes the entire Agreement between the parties with respect to work to be performed by the Contractor for the City, and there are no representations, warranties, or commitments, except as set forth in this Agreement.

19. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY.

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

IN WITNESS WHEREOF, the parties hereto execute this written Agreement on the latest day and year subscribed below:

CONTRACTOR

ELIZABETH POWELL

Date

CITY OF KENNEWICK

ERIN ERDMAN, City Manager

Date

Approved as to form:

LAURENCIO SANGUINO, City Attorney

Date

EXECUTION APPROVED BY NORTHWEST HIDTA EXECUTIVE BOARD

RAFAEL PADILLA, Executive Board Chair

Date

Council Agenda Coversheet	Item Number: 5.a. Date: 11/19/2024 Item Type: Resolution Subject: Resolution: Utility Tax Financial Policy Department: Finance Resolution #:	Category: Resolution
		
<u>Recommendation</u> Staff recommends approval of the resolution as presented. <u>Motion for Consideration</u> Move to adopt the resolution as presented. <u>Summary</u> Beginning in 2009, City Council authorized a 6.5% increase to the City's water and sewer utility tax and dedicated the proceeds to pay for the medical and long-term care costs of the City's Law Enforcement Officers and Fire Fighters (LEOFF) Plan I retirees, which the City is required to pay under state law. Over the years, the City has implemented a number of cost-saving measures associated with LEOFF I medical costs, while still ensuring that retirees receive appropriate medical care. This has allowed the City to accumulate reserves to be used for future LEOFF I medical costs. Additionally, the City completes an actuarial study of future medical and long-term care costs for these retirees every two years based on the current demographics of the group. In December 2018, Council approved Resolution 18-23 reallocating 4% of the dedicated 6.5% water and sewer utility tax revenue no longer needed for LEOFF I medical costs. The reallocation of the 4% can be used towards future debt service on bonds or other external financing that will be needed to pay for the repair, remodel, or replacement of fire stations No. 3 and No. 1 and construction of a new station No. 6. The water and sewer utility tax revenue and accumulated reserves dedicated to LEOFF I medical costs are reviewed at least every two years in conjunction with the budget process. Consistent with Resolution 18-23 as part of the 2025/2026 biennial budget review process, it has been determined that a net revenue of \$588K is anticipated for the biennium. These funds are above what is needed to cover the anticipated 2025/2026 LEOFF 1 medical costs. To help mitigate the budget shortfall in the Operating Fund, staff is recommending repealing and replacing Resolution 18-23 to allow for the partial reallocation of the water and sewer utility tax to be used for public safety expenses. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> The attached resolution allows for more flexibility for the use of the water and sewer utility tax proceeds for public safety purposes and reallocates approximately \$588K in water and sewer utility tax revenue in the 2025/2026 biennium from LEOFF I medical costs accounted for in the City's Other Post-Employment Benefits Trust Fund to the General Fund to pay for public safety expenses.		
<u>Attachments:</u> 1. Resolution 2. Resolution 18-23		

CITY OF KENNEWICK
RESOLUTION NO. 24-_____

A RESOLUTION RELATING TO LAW ENFORCEMENT OFFICERS AND
FIREFIGHTERS I (“LEOFF I”) MEDICAL EXPENSES AND FUTURE DEBT
SERVICE ON BONDS ISSUED TO FINANCE REPLACEMENT OF FIRE
STATIONS 1 AND 3 AND CONSTRUCTION OF A NEW FIRE STATION 6,
DESIGNATING WATER AND SEWER UTILITY TAXES AND REPEALING
RESOLUTION 18-23

WHEREAS, the State of Washington established a LEOFF I retirement plan for Law Enforcement Officers and Firefighters (“LEOFF”) who were employed full-time and established membership before October 1, 1977, and under this retirement plan, the employer is required to pay all necessary medical services for active members, members on disability leave, or members retired for service or disability; and

WHEREAS, the cost to provide medical services for the LEOFF I members continues to represent an ongoing financial obligation for the City of Kennewick; and

WHEREAS, the City Council adopted Ordinance No. 5245 on November 18, 2008, which increased the Water and Sewer utility tax by six and one-half percent (6.50%) and then dedicated the proceeds to pay for the City’s LEOFF I medical obligations through Resolution 08-55; and

WHEREAS, the City Council adopted Resolution 18-23 on December 18, 2018, resulting in a partial reallocation of the proceeds of the City’s 6.5% Water & Sewer utility tax dedicated to pay for LEOFF I medical costs to pay for a portion of the annual debt service on bonds or other external financing to replace Fire Stations No. 1 and No. 3 and construct a new future Fire Station No. 6 consistent with the original intent of dedicating these proceeds for public safety purposes; and

WHEREAS, based on the most recent actuarial study of future medical costs for the City of Kennewick’s LEOFF I retirees, it has been determined that the City has the ability to reduce a portion of the tax proceeds needed to meet its future obligations for these costs; and

WHEREAS, this continued trend per the actuarial study provides the City an opportunity to again consider a partial reallocation of the proceeds of the City’s existing six and one-half percent (6.50%) Water and Sewer utility tax that are dedicated to pay for LEOFF I medical costs; and

WHEREAS, consistent with Resolution 18-23 as a part of the 2025/2026 biennial budget review process, it has been determined that a partial reallocation of the proceeds to pay for LEOFF I medical costs will be needed to pay for public safety expenses in addition to annual debt service on bonds for the replacement of Fire Stations No. 1 and No. 3 and future construction of Fire Station No. 6; NOW, THEREFORE,

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

Section 1. The proceeds from the additional six and one-half (6.50%) Utility Tax on Water and Sewer Services shall be used beginning January 1, 2025, as follows:

- (a) Four percent (4.00%) of the six and one-half percent (6.50%) Utility Tax on Water and Sewer Services shall be dedicated towards future debt service on bonds; other external financing issued to finance the repair, remodel, or complete replacement of Fire Station No. 1 and Fire Station No. 3 and construction of Fire Station No. 6;
- (b) Two and one-half percent (2.50%) of the six and one-half percent (6.50%) Utility Tax on Water and Sewer Services shall be dedicated to pay LEOFF I retiree medical costs; and
- (c) During each biennial budget process, the City will evaluate the portion of the revenue received from the six and one-half percent (6.50%) Water and Sewer Utility tax that remains dedicated to pay for LEOFF I retiree medical costs and as determined may reallocate a portion of the proceeds towards debt service on bonds; other external financing issued to finance the replacement of Fire Stations No. 1 and No. 3, construction of Fire Station No. 6, and public safety expenses.

Section 2. Resolution 18-23 be, and the same hereby is repealed.

Section 3. This resolution shall become effective January 1, 2025.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 19th day of November, 2024 and signed in authentication of its passage this 19th day of November, 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
19th day of November, 2024

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

KRYSTAL TOWNSEND,
City Clerk

CITY OF KENNEWICK
RESOLUTION NO. 18-23

A RESOLUTION RELATING TO LAW ENFORCEMENT OFFICERS AND
FIREFIGHTERS I ("LEOFF I") MEDICAL EXPENSES AND FUTURE DEBT
SERVICE ON BONDS ISSUED TO FINANCE REPLACEMENT OF FIRE
STATIONS 1 AND 3 AND CONSTRUCTION OF A NEW FIRE STATION 6,
DESIGNATING WATER & SEWER UTILITY TAXES AND REPEALING
RESOLUTION 08-55

WHEREAS, the State of Washington established a LEOFF I retirement plan for Law Enforcement Officers and Firefighters ("LEOFF") who were employed full-time and established membership before October 1, 1977, and under this retirement plan, the employer is required to pay all necessary medical services for active members, members on disability leave, or members retired for service or disability; and

WHEREAS, the cost to provide medical services for the LEOFF I members continues to represent a significant ongoing financial obligation for the City of Kennewick; and

WHEREAS, the City Council adopted Ordinance No. 5245 on November 18, 2008, which increased the Water & Sewer utility tax by 6.5% and then dedicated the proceeds to pay for the City's LEOFF I medical obligations through Resolution 08-55; and

WHEREAS, the City of Kennewick's Fire Stations No. 1 and No. 3 are both aging facilities nearing the end of their useful life that will require major repair, remodel, or complete replacement within the next two fiscal bienniums at a projected cost that will necessitate that the projects be financed through the issuance of bonds or other external debt; and

WHEREAS, recent and anticipated future residential and commercial growth in the southwest portion of the City of Kennewick is expected to result in the need for a new fire station in that area by the year 2022; and

WHEREAS, based on the most recent actuarial study of future medical costs for the City of Kennewick's LEOFF I retirees, it has been determined that the City has the ability to reduce a portion of the tax proceeds needed to meet its future obligations for these costs; and

WHEREAS, a partial reallocation of the proceeds of the City's existing 6.5% Water & Sewer utility tax dedicated to pay for LEOFF I medical costs to pay for a portion of the annual debt service on bonds or other external financing completed to repair, remodel, or replace Fire Stations No. 1 and No. 3 and construct a new Fire Station No. 6 is consistent with the original intent of dedicating these proceeds for public safety purposes; NOW, THEREFORE,

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

Section 1. The proceeds from the additional 6.5% Utility Tax on Water & Sewer Services shall be used beginning January 1, 2019, as follows:

RESOLUTION 18-23 - Page 1

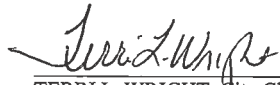
- (a) 4% of the 6.5% Utility Tax on Water and Sewer shall be dedicated towards future debt service on bonds or other external financing issued to finance the repair, remodel, or complete replacement of Fire Station No. 1 and Fire Station No. 3 and to construct a new Fire Station No. 6;
- (b) 2.5% of the 6.5% Utility Tax on Water and Sewer shall be dedicated to pay LEOFF I retiree medical costs; and
- (c) During each biennial budget process, the City will evaluate the portion of the revenue received from the 6.5% Water & Sewer Utility tax that remains dedicated to pay for LEOFF I retiree medical costs to determine if an additional portion of the proceeds can be reallocated towards debt service on bonds or other external financing issued to finance the repair, remodel, or replacement of Fire Stations No. 1 and No. 3 and to construct a new Fire Station No. 6;

Section 2. Resolution 08-55 be, and the same hereby is, repealed.

Section 3. This resolution shall become effective January 1, 2019.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 18th day of December, 2018, and signed in authentication of its passage this 18th day of December, 2018.

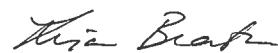
Attest:

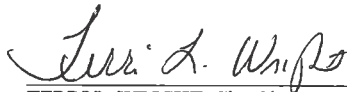

TERRI L. WRIGHT, City Clerk


DON BRITAIN, Mayor

RESOLUTION NO. 18-23 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 19th day of December, 2018.

Approved as to Form:


LISA BEATON, City Attorney


TERRI L. WRIGHT, City Clerk

Council Agenda Coversheet	Item Number: 5.b. Date: 11/19/2024	Category: Resolution
	Item Type: Resolution Subject: Resolution: Optional Sales Tax Financial Policy Department: Finance Resolution #:	
<u>Recommendation</u> Staff recommends approval of the resolution as presented. <u>Motion for Consideration</u> Motion to adopt the resolution as presented. <u>Summary</u> In 2007, Council adopted Resolution No. 07-10 related to expenditures and designating uses for sales, real estate excise tax, and admissions tax. This resolution allocated the one-half of one percent (0.50%) optional sales tax, the one-quarter of one percent (0.25%) real estate excise tax, and the tax on admissions in accord with Council policy and repealed Resolution No. 86-19 and Resolution No. 95-43. In 2009, Council adopted Resolution No. 09-15 which included budget policies from the 2009/2010 biennial budget and repealed Resolution No. 07-10. Resolution No. 09-15 requires that proceeds of the optional one-half of one percent (0.50%) sales tax be used to fund the Capital Improvement Program except for funds used as identified in the resolution. To provide more flexibility for the use of the optional sales tax funds to help mitigate the budget shortfall in the Operating Fund, staff is recommending repealing and replacing Resolution No. 09-15 to allow for the partial reallocation of funds to the General Fund. Section 1. (h.) of the proposed resolution provides the option to use the funds for technology services as determined during the biennial budget process. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> The attached resolution allows for the partial reallocation of the optional sales tax in the amount of \$323K from the Capital Improvement Fund to the General Fund to help pay for new software maintenance agreements as recommended in the proposed 2025/2026 budget.		
<u>Attachments:</u> 1. Resolution 2. Resolution 09-15		

CITY OF KENNEWICK
RESOLUTION NO. 24-_____

A RESOLUTION RELATING TO CASH RESERVES AND DESIGNATING
USES FOR SALES, PROPERTY, REAL ESTATE EXCISE, AND ADMISSIONS
TAXES AND REPEALING RESOLUTION 09-15

WHEREAS, the City Council adopted Resolution No. 07-10 on April 4, 2007, which allocated the one-half of one percent (0.50%) optional sales tax, the one-quarter of one percent (0.25%) real estate excise tax, and the tax on admissions in accord with Council policy; and

WHEREAS, the City Council adopted Resolution No. 07-10 on April 4, 2007, which repealed Resolution No. 86-19 and Resolution No. 95-43 in their entirety; and

WHEREAS, the City Council adopted the 2009/2010 biennial budget on November 19, 2008, which included the budget policies that formed the foundation for the adopted budget; and

WHEREAS, with the passage of time, the needs and priorities of the community changed, making it necessary to redefine how those tax sources will be used and what level of reserves are necessary, while preserving the ability to make significant improvements to the City's capital improvement and maintenance programs; NOW, THEREFORE,

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

Section 1. Proceeds of the optional one-half of one percent (0.50%) sales tax and proceeds from the one-quarter of one percent (0.25%) real estate excise tax (as allowed by State Statute) shall be used to fund Council's priority Capital Improvement Program ("CIP") except for funds used to:

- a. Replace Federal Revenue Sharing Funds in the amount of five hundred thousand dollars (\$500,000);
- b. Replace the lost thirty-five percent (35.00%) of motor vehicle excise tax that occurred in 1986 upon implementation of the one-half of one percent (0.50%) optional sales tax in an amount calculated based on past historical motor vehicle excise tax inflated by ten percent (10.00%) per year beginning in 2002, when motor vehicle excise tax was eliminated and no additional historical information was available;
- c. Provide maintenance of the City's street lights in the amount of four hundred fifty thousand dollars (\$450,000) per year beginning on January 1, 2001;

- d. Provide repayment of debt service on the 2003 CIP projects in the amount of six hundred seventy thousand dollars (\$670,000) per year beginning on January 1, 2009, until the bonds are paid-in-full;
- e. Provide repayment of debt service on the police facility in the amount of seven hundred twenty-five thousand dollars (\$725,000) per year beginning on January 1, 2007, until the bonds are paid-in-full;
- f. Support the City's economic development efforts in an amount equal to the optional sales tax received from economic development efforts up to a maximum of three hundred fifty thousand dollars (\$350,000) per year beginning on January 1, 2007, and increase to five hundred thousand dollars (\$500,000) per year beginning on January 1, 2009;
- g. Support the Public Facilities District for a portion of the debt service related to the construction of the Three Rivers Convention Center beginning in 2001 as per Ordinance No. 5001 in the amount of seven hundred twenty-five thousand dollars (\$725,000) per year; and
- h. Support the City's technology services as determined during the biennial budget process.

Section 2. The admissions tax shall be receipted into the general fund and used as determined based on budgetary priorities, except for the amount collected from the Toyota Center for admissions, which is receipted into the general fund to help offset the general fund operating subsidy to the Toyota Center. In the event that no operating subsidy is needed, this amount will be dedicated to repayment of debt service for the facility.

Section 3. The six percent (6.00%) property tax increase implemented in 1999 shall be receipted into the general fund and used as determined, based on budgetary priorities.

Section 4. Reserves shall be maintained as identified below:

- a. Maintain fund balances equal to five percent (5.00%) of operating expenditures to meet cash flow requirements in the general governmental operating funds (General Fund and Street Fund).
- b. Land sale proceeds, other unanticipated revenues and budget under-expenditures shall be evaluated annually to determine, based on Council priorities, how to utilize this funding, which may include pre-payment of debt service, increase in General and Street Fund reserves, allocation to unanticipated projects, budget vulnerabilities and other priority new programs.
- c. Maintain a Cash Reserve Fund for revenue stabilization and contingencies equal to two million five hundred thousand dollars (\$2,500,000).

Section 5. Resolution No. 09-15 is hereby repealed in its entirety.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 19th day of November, 2024 and signed in authentication of its passage this 19th day of November, 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
19th day of November, 2024

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

KRYSTAL TOWNSEND,
City Clerk

CITY OF KENNEWICK
RESOLUTION NO 09-15

A RESOLUTION RELATING TO CASH RESERVES AND DESIGNATING
USES FOR SALES, PROPERTY, REAL ESTATE EXCISE, AND ADMISSIONS
TAXES

WHEREAS, the City Council adopted Resolution No. 07-10 on April 4, 2007, which allocated the one-half percent optional sales tax, the one-quarter percent real estate excise tax, and the tax on admissions in accord with Council policy; and

WHEREAS, the City Council adopted Resolution No. 07-10 on April 4, 2007, which repealed Resolution No. 86-19 and Resolution No. 95-43 in their entirety; and

WHEREAS, the City Council adopted the 2009/2010 biennial budget on November 19, 2008, which included the budget policies that formed the foundation for the adopted budget; and

WHEREAS, with the passage of time, the needs and priorities of the community have changed, making it necessary to redefine how those tax sources will be used and what level of reserves are necessary, while preserving the ability to make significant improvements to the City's capital improvement and maintenance programs; NOW, THEREFORE,

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

Section 1. Proceeds of the optional one-half of one percent sales tax and proceeds from the quarter of one percent real estate excise tax (as allowed by State Statute) shall be used to fund Council's priority Capital Improvement Program ("CIP") except for funds used to:

- a. Replace Federal Revenue Sharing Funds in the amount of \$500,000;
- b. Replace the lost 35% of motor vehicle excise tax that occurred in 1986 upon implementation of the one-half percent optional sales tax in an amount calculated based on past historical motor vehicle excise tax inflated by 10% per year beginning in 2002 when motor vehicle excise tax was eliminated and no additional historical information was available;
- c. Provide maintenance of the City's street lights in the amount of \$450,000 per year beginning on January 1, 2001;
- d. Provide repayment of debt service on the 2003 CIP projects in the amount of \$670,000 per year beginning on January 1, 2009, until the bonds are paid-in-full;
- e. Provide repayment of debt service on the police facility in the amount of \$725,000 per year beginning on January 1, 2007, until the bonds are paid-in-full;
- f. Support the City's economic development efforts in an amount equal to the optional sales tax received from economic development efforts up to a maximum of \$350,000 per year beginning on January 1, 2007, and increase to \$500,000 per year beginning on January 1, 2009;
- g. Support the Public Facilities District for a portion of the debt service related to the construction of the Three Rivers Convention Center beginning in 2001 as per Ordinance No. 5001 in the amount of \$725,000 per year.

Section 2. The admissions tax shall be receipted into the general fund and used as determined based on budgetary priorities, except for the amount collected from the Toyota Center for admissions, which is receipted into the general fund to help offset the general fund operating subsidy to the Toyota Center. In the event that no operating subsidy is needed, this amount will be dedicated to repayment of debt service for the facility.

Section 3. The 6% property tax increase that was implemented in 1999 shall be receipted into the general fund and used as determined, based on budgetary priorities.

Section 4. Reserves shall be maintained as identified below:

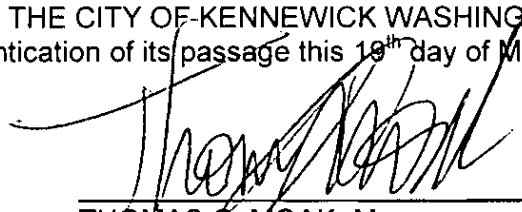
- a. Maintain fund balances equal to 5% of operating expenditures to meet cash flow requirements in the general governmental operating funds (General Fund and Street Fund).
- b. Land sale proceeds, other unanticipated revenues and budget under-expenditures shall be evaluated annually to determine, based on Council priorities, how to utilize this funding, which may include pre-payment of debt service, increase in General and Street Fund reserves, allocation to unanticipated projects, budget vulnerabilities and other priority new programs.
- c. Maintain a Cash Reserve Fund for revenue stabilization and contingencies equal to \$2,500,000.

Section 5. Resolution No. 07-10 is hereby repealed in its entirety.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK WASHINGTON this 19th day of May, 2009 and signed in authentication of its passage this 19th day of May, 2009.

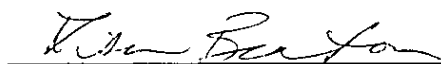
Attest:

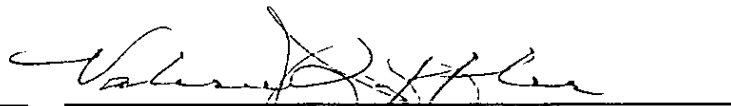

VALERIE J. LOFFLER, City Clerk


THOMAS C. MOAK, Mayor

RESOLUTION NO. 09-15 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 20th day of May, 2009.

Approved as to Form:


LISA BEATON, City Attorney


VALERIE J. LOFFLER, City Clerk

Council Agenda Coversheet 	Item Number: 5.c. Date: 11/19/2024 Item Type: Ordinance Subject: Ordinance: Establishing a Transportation Benefit District Department: Finance Ordinance #:	Category: Ordinance
<u>Recommendation</u> Staff recommends Council approve the proposed ordinance establishing a transportation benefit district. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The community and Council have identified pavement preservation as a priority, which calls for a need for sustainable capital funding into the future. The City spends \$3M annually on pavement preservation. Historically, the Operating Fund has been contributing \$1M annually for pavement preservation to the remaining has come from capital improvement program funds. Due to the budget shortfall in the Operating Fund, staff is recommending implementation of the Transportation Benefit District to continue to fund pavement preservation in Kennewick. A City may form a Transportation Benefit District (TBD) by ordinance, following a public hearing, if it finds that the action is in the public interest. RCW 36.73.050. On November 5, 2024, City Council held a public hearing regarding the boundary of the proposed Kennewick Transportation District and the transportation improvement projects proposed to be funded by the district. During the public hearing discussion, staff recommended Council consider the creation of a TBD with a boundary coterminous with the City of Kennewick boundary. Staff also recommended the TBD revenue generated be utilized to fund the transportation improvement projects listed in the City’s 20 year, 20-year and 6- year TIP, including the pavement preservation program. Now that Council has held the public hearing and received public comment, staff is recommending Council approve the proposed ordinance creating the Kennewick Transportation Benefit District. The TBD boundary will be the same as the City of Kennewick boundary. The governing board of the TBD will be the Kennewick City Council. Per the authority provided in RCW 36.73.040(3)(a), 36.73.065(4)(v) and 82.14.0455, the ordinance imposes a sales and use tax of one tenth of one percent (.01%) which will become effective April 1, 2025, and remain in effect for a period not to exceed ten (10) years. By state law, the revenue generated may only be used for transportation improvements. The transportation improvements funded through this revenue will primarily consist of projects on the pavement preservation program list, as well as other transportation improvements identified in the City of Kennewick’s Twenty–Year Transportation System Plan and the Six-Year Transportation Improvement Program. The proposed companion ordinance for Council’s consideration under item 5.c.1 will create the Transportation Benefit District Fund, which is a special revenue fund used to account for the proceeds of the additional sales and use tax and the expenses related to the transportation improvement projects identified in the TBD ordinance. The companion ordinance amends the Kennewick Municipal Code by adding Section 3.40.275 titled Transportation Benefit District Fund. <u>Alternatives</u> None recommended.		

Fiscal Impact

The recommended TBD will add 0.1% to the City's local sales tax for 10 years, which may be renewed. The current sales tax rate in Kennewick is 8.7%. If the TBD is approved, the new sales tax rate would be 8.8%. The table below shows a comparison of the current sales tax rate in Kennewick, the Kennewick sales tax rate with the proposed TBD, and current sales tax rates for neighboring cities.

City	State Sales and Use Tax Rate	Local City / County Sales & Use Tax Rate	Total Sales and Use Tax Rate
Kennewick (Current)	6.5	2.2	8.7
<i>Kennewick (w/ Proposed TBD)</i>	6.5	2.3	8.8
Pasco	6.5	2.4	8.9
Walla Walla	6.5	2.4	8.9
Richland	6.5	2.2	8.7
West Richland	6.5	2.2	8.7
Prosser	6.5	2.2	8.7

The TBD sales tax would add 1¢ for every \$10.00 spent. The TBD sales tax is paid by anyone who shops in Kennewick and not just city residents. Funds can only be used to improve local transportation infrastructure.

There are timing considerations with implementation of a TBD, including notification to the Department of Revenue (DOR). The DOR must be notified by January 16, 2025 for the 0.1% sales tax to be effective April 1, 2025. There is about a two-month lag between when the tax is collected and when funds are received by the city.

City staff anticipates collecting \$1.75M in 2025 from the TBD sales tax with the receipt of funds starting in June. It is anticipated the City will collect \$3M from the TBD sales tax annually to fund the pavement preservation program.

Attachments:

1. Ordinance

CITY OF KENNEWICK
ORDINANCE NO. 24-_____

AN ORDINANCE OF THE CITY OF KENNEWICK, WASHINGTON ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF KENNEWICK, IMPOSING AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT WITHIN THE BOUNDARIES OF THE KENNEWICK TRANSPORTATION DISTRICT FOR THE PURPOSE OF FINANCING THE MAINTENANCE AND PRESERVATION OF EXISTING TRANSPORTATION IMPROVEMENTS, AND PROVIDING FOR ADDITIONAL TRANSPORTATION IMPROVEMENTS AS AUTHORIZED BY RCW 36.73.040.

WHEREAS, the City Council of the City of Kennewick has the responsibility under the Constitution of the State of Washington for the improvement, maintenance, protection and operation of public ways within the corporate limits of the City pursuant to Revised Code of Washington (RCW) 35A.11.020 and Chapter 35A.47 RCW; and

WHEREAS, the improvement, maintenance, protection, and operation of public ways requires preserving existing transportation improvements to avoid both catastrophic failure of the improvements which would require significant additional funds to reconstruct, as well as their gradual deterioration; and

WHEREAS, the City has limited transportation funding to pay for necessary transportation preservation and maintenance; and

WHEREAS, while dedicated revenues have decreased, the ongoing annual costs to preserve and maintain the City's transportation infrastructure continue to rise, leaving the City unable to continue to adequately preserve and maintain the City's transportation infrastructure; and

WHEREAS, Chapter 36.73 RCW provides for the establishment of transportation benefit districts and for levying of additional revenue sources for transportation improvements within the District that are consistent with local transportation plans and necessitated by existing or reasonable foreseeable congestion levels; and

WHEREAS, RCW 35.21.225 authorizes the City Council to establish a transportation benefit district subject to the provisions of Chapter 36.73 RCW; and

WHEREAS, RCW 36.73.040(3)(a) authorizes transportation benefit districts to impose a sales and use tax subject to the provisions of RCW 36.73.065 and RCW 82.14.0455; and

WHEREAS, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding one-tenth of one percent (0.1%) for a period of ten (10) years upon a majority vote of the governing body of the district for the purpose of financing the transportation improvements of a district;

ORDINANCE 24-_____ - Page 1

WHEREAS, the City desires to form a Transportation Benefit District which includes the entire City of Kennewick as the boundaries currently exist or as they may exist following future annexations; and

WHEREAS, prior to establishing a Transportation Benefit District, the City Council conducted the required public hearing on November 5, 2024, which was noticed in accordance with RCW 36.73.050, and all persons desiring to comment were given a full and complete opportunity to be heard; and

WHEREAS, the City Council of the City of Kennewick finds it to be in the best interests of the City to establish a Citywide Transportation Benefit District for the preservation and maintenance of the City's transportation infrastructure consistent with Chapter 36.73 RCW, to protect the City's long-term investments in that infrastructure, to reduce the risk of transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, and to avoid expensive infrastructure replacements in the future; and

WHEREAS, the City Council of the City of Kennewick shall be the governing body for the Transportation Benefit District acting in an ex officio and independent capacity; NOW, THEREFORE,

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

Section 1. Incorporation of Recitals. The above stated recitals are incorporated as though fully set forth herein.

Section 2. Purpose. The purpose of this Ordinance is to establish a Transportation Benefit District pursuant to RCW 35.21.225 and Chapter 36.73 RCW. The City Council finds it is in the public interest to provide adequate levels of funding for the purposes of ongoing transportation improvements that preserve, maintain and as appropriate construct or reconstruct the transportation infrastructure of the City of Kennewick, consistent with Chapter 36.73 RCW.

Section 3. Transportation Benefit District Established. There is created a transportation benefit district to be known as the Kennewick Transportation Benefit District or "District" with geographical boundaries comprised of the corporate limits of the City as they currently exist or as they may exist following future annexations.

Section 4. Governing Board. The governing board or "Board" of the transportation benefit district shall be the Kennewick City Council acting in an ex officio and independent capacity, which shall have the authority to exercise the statutory powers set forth in Chapter 36.73 RCW. The treasurer of the transportation benefit district shall be the City Finance Director or their designee. The Mayor or in their absence the Mayor Pro Tem, shall serve as the chair of the Transportation Benefit District and shall preside over all meetings of the Transportation Benefit District. Meetings of the Transportation Benefit District shall be governed by the procedural rules applicable to meetings of the City Council, as these rules may be amended by the City Council from time to time. Transportation Benefit District actions shall be taken in the same

ORDINANCE 24-_____ - Page 2

manner and follow the same procedure as for the adoption of City Council resolutions. Meetings of the Transportation Benefit District shall, whenever possible, take place on the same dates scheduled for City Council meetings. The Board shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

Section 5. Establishment of Revenue Sources. The City Council of Kennewick as the governing board of the City of Kennewick Transportation Benefit District finds that it is in the best interest of the City and District to impose a sales and use tax of one tenth of one percent (.01%) pursuant to sections 36.73.040(3)(a), 36.73.065(4)(v), and 82.14.0455 of the Revised Code of Washington for the purpose of raising revenue to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund transportation improvements in the District, and hereby imposes such sales and use tax. The sales and use tax shall be imposed for a period not exceeding ten (10) years. The tax shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under chapters 82.08 and 82.12 of the Revised Cod of Washington, as amended, upon the occurrence of a taxable event within the boundaries of the City of Kennewick Transportation Benefit District which is conterminous with the City of Kennewick City limits. When authorized by the voters pursuant to the requirements of Chapter 36.73 RCW, other taxes, fees, charges and tolls or increases in these revenue sources may be assessed for the preservation, maintenance, and operations of City transportation improvements.

Section 6. Transportation Improvements Funded. The revenue from a sales and use tax may be used to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund the following described transportation improvements:

- A. Projects in the District identified in the City of Kennewick's Twenty- Year Transportation System Plan and the City of Kennewick's Six-Year Transportation Improvement Program;
- B. Expanded projects identified in accordance with section 36.73.160 of the Revised Code of Washington, as amended.

The cost of all construction, maintenance, preservation, operation, design, engineering, construction management, financial, legal and other consulting services, inspection and testing, administrative and relocation expenses, and other costs incurred in connection with the foregoing described transportation benefit district projects shall be deemed to be part of the transportation improvements.

Section 7. Material Change Policy. The Board shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). At a minimum, if a transportation improvement exceeds its original cost by more than twenty percent (20%), as identified in the District's plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.

Section 8. Notice to Department of Revenue. The Clerk is instructed to submit this Ordinance to the Washington Department of Revenue (DOR), and to direct DOR to take all steps necessary to implement and collect the tax imposed by this Ordinance.

Section 9. Severability. If any section, subsection, sentence, clause, paragraph, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, paragraph, phrase or word of this Ordinance.

Section 10. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication provided, that the additional sales and use tax imposed by Section 5 shall apply only to taxable events occurring on or after April 1, 2025.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON this 19th day of November, 2024, and signed in authentication of its passage this 19th day of November, 2024.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL TOWNSEND,
City Clerk

ORDINANCE NO. 24-_____ filed and
recorded in the office of the City Clerk of
the City of Kennewick Washington, this
19th day of November, 2024

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

KRYSTAL TOWNSEND,
City Clerk

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.c.1. Date: 11/19/2024 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Establishing the Transportation Benefit District Fund and amending the Kennewick Municipal Code by adding Section 3.40.275. Department: City Manager Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt the ordinance amending the Kennewick Municipal Code adding Section 3.40.275, thereby creating the Transportation Benefit District Fund. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> This second proposed ordinance for Council's consideration will create the Transportation Benefit District Fund, which is a special revenue fund used to account for the proceeds of the additional sales and use tax and the expenses related to the transportation improvement projects identified in the TBD ordinance. The ordinance amends the Kennewick Municipal Code by adding Section 3.40.275 titled Transportation Benefit District Fund. <u>Alternatives</u> None Recommended. <u>Fiscal Impact</u> NA.		
Attachments: 1. Ordinance		

CITY OF KENNEWICK
ORDINANCE NO. 24-_____

AN ORDINANCE RELATING TO FUNDS AND ADDING A NEW SECTION
3.40.275 TO THE KENNEWICK MUNICIPAL CODE

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

Section 1. There is hereby added a new Section 3.40.275 to the Kennewick Municipal Code, to
read as follows:

3.40.275: - Transportation Benefit District Fund.

The Transportation Benefit District Fund, a special revenue fund, is used to account for the
proceeds of the additional sales and use tax of one-tenth of one percent and expenses related to
the maintenance and preservation of existing transportation improvements and providing for
additional transportation improvements.

Section 2. This Ordinance shall be in full force and effect five (5) days from and after its
passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON this
19th day of November, 2024, and signed in authentication of its passage this 19th day of
November, 2024.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL TOWNSEND,
City Clerk

ORDINANCE NO. 24-_____ filed
and recorded in the office of the City
Clerk of the City of Kennewick
Washington, this 19th day of
November, 2024

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

KRYSTAL TOWNSEND,
City Clerk

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet 	Item Number: 6.a. Date: 11/19/2024 Item Type: Ordinance Subject: Ordinance: 2025/2026 Biennial Budget (<i>Final public hearing; first was November 5</i>) Department: Finance Ordinance #	Category: Ordinance Public Mtg / Hrg
<u>Recommendation</u> Staff recommends approval of the proposed 2025/2026 budget through adoption of the ordinance as presented. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The proposed biennial budget for 2025/2026 was crafted under the leadership of the Council, focusing on clear goals and priorities as the groundwork for its creation. Utilizing the Budgeting by Priorities model, this budget offers a framework to assess and prioritize the City's resources across more than 300 services, aligned with the Council's key priority areas: Community Safety, Economic Development, Infrastructure & Growth, Quality of Life, and Responsible Government. Staff is confident that the recommended budget serves as a strategic plan for a sustainable operating and capital budget that fulfills the Council's objectives in each priority area. The development of the 2025/2026 budget has been thorough, beginning in May with a Council retreat to affirm the City's priority areas, opportunity centers, and goals. In September, City Council received an update on the major revenue and expenditure assumptions used to prepare the proposed biennial budget, along with a projection of available resources for the upcoming biennium. The six-year Capital Improvement Program (2025-2030) was also reviewed and discussed in October. The culmination of this process was a presentation of the recommended budget during the workshop on October 29, 2024, where the City Council was provided with the preliminary budget document. The City Clerk published the budget on the City's website on the same day. In accordance with RCW 35A.34.090, a preliminary budget hearing was advertised in the Tri-City Herald for three consecutive weeks on October 25, November 1, and November 8. The first of two preliminary budget hearings took place on November 5, 2024, allowing taxpayers to express their views on any part of the budget. Additionally, a public notice was published on the City's website and public records portal. The attached budget message, included in the preliminary budget document, along with the presentation shared with the City Council on October 29th, offers a detailed overview of the proposed 2025/2026 biennial budget and outlines the strategies for implementing the Council's goals related to the City's five priority areas. <u>Alternatives</u> Modify the budget to include or eliminate programs and corresponding resources. <u>Fiscal Impact</u> The total proposed 2025/2026 biennial budget is \$455.5 million for all funds, which includes an operating budget (General and Street Funds) of \$146 million. The 2023/2024 Adjusted Budget was \$54,183,173 greater (11%) than the 2025/2026 Proposed Budget, due to one time spending and capital projects. A full comparison of the two budgets is included on page 119 of this packet.		
<u>Attachments:</u> 1. Message 2. Ordinance 3. Presentation		



City of Kennewick
Office of the City Manager

**BUDGET TRANSMITTAL
LETTER**

Date: October 29, 2024

To: Gretl Crawford, Honorable Mayor and Members of the City Council

From: Erin Erdman, City Manager

Subject: 2025/2026 Proposed Biennial Budget Executive Summary

The 2025/2026 Proposed Budget is balanced and allocates resources consistent with the needs of our growing community. The budget was developed in an environment of moderating inflation rates, tight labor markets, supply-chain issues, competing economic forecasts about the impacts of federal fiscal policy on the national economy, and many competing priorities for our limited resources. We continue to face the challenges of rising costs, including the impact of significant minimum wage increases in Washington State. These challenges have required us to develop strategic solutions so that we may continue to preserve and advance the community's quality of life.

The Proposed Budget is consistent with Council's Budgeting by Priorities model which has been used over the past several bienniums. This strategic planning effort provides a framework to align the City's resources and focus on the highest priority needs and expectations in the community. The biennial budget process began with a retreat in May where City Council reaffirmed the City's budgeting by priorities model and the five priority areas of Community Safety, Economic Development, Infrastructure and Growth, Quality of Life and Responsible Government.

The 2025/2026 Proposed Budget for your consideration totals \$455.5M. Major cost drivers include continued investments in critical transportation and utilities infrastructure; repair and replacement needs for Parks and Facilities; additional staff resources for the Fire Department and Utilities; technology enhancements, including those for public safety; support for economic development efforts; and contract commitments.

The proposed Operating Budget (General and Street Fund) is \$146M and represents 32% of the total budget. There were many challenges and uncertainties going into this budget period that had to be addressed. The base budgets, with an inflation factor, in the General and Street Funds

exceeded projected revenues by approximately \$5M. The city faces cost pressures which may not be easily controlled and driven by market forces such as labor, contractual obligations, as well as utility and fuel price increases. To maintain our priority programs and services, we are recommending strategic funding solutions for Council's consideration. We believe these funding alternatives will help set us up for success into the future.

Budget Highlights

The following are highlights of specific items in the 2025/2026 Proposed Budget:

- **Police Services:** Continue to ensure the safety of our community by maintaining current service levels while focusing on combatting criminal gang activity to achieve the commitments made to our community when they approved the public safety sales tax. We will continue to work with Benton County, and the other partner jurisdictions, to implement regional programs that are critical for the safety of our community. We are also committed to our partnership with the Kennewick School District and continuing to enhance school safety. Given budget challenges in the Operating Fund, the Proposed Budget recommends a strategic funding opportunity to maintain current service levels through the partial reallocation of the proceeds of the City's existing 6.5% water and sewer utility tax currently dedicated to pay for LEOFF 1 medical costs. Based on an evaluation, we believe a portion of these funds can be allocated to pay for public safety services in the Operating Fund.
- **Fire Department Strategic Plan:** The Proposed Budget continues to implement the goals of the strategic plan in the areas of Core Services, Staff Well Being, Effective Administration, Funding, and Community Engagement. Earlier this year, the City contracted with FCS Group to conduct an ambulance utility rate study. Based on this study, Council approved new ambulance utility rates on October 15, 2024 with an effective date beginning January 1, 2025. The new rate structure will maintain the current service level and enhance the City's ambulance emergency medical services delivery system by adding a peak hour unit beginning in 2025. The Proposed Budget also includes 6 FTE beginning in 2025 and recommends hiring 7 additional personnel in anticipation of opening a new Fire Station 6 in the Southridge Area.
- **Water and Sewer Utilities:** In preparation for providing a sustainable operating and capital budget for the biennium and into the future, a Water/Sewer Utility rate study update was conducted during the 2023/2024 biennium. The results of this study were shared with Council on October 22, 2024, and Council will consider the rate recommendations from the study at the November 5th Council meeting. The proposed rate adjustment will provide the resources to sustain operations for the upcoming biennium, maintain our existing infrastructure, replace priority infrastructure, while addressing expansion of our infrastructure to support our growing community. The Proposed Budget includes hiring 1 FTE Maintenance position in Water and 1 FTE Maintenance position in Sewer beginning in 2025.
- **Economic Development Efforts Supporting a Diverse and Vibrant Economy:** The Proposed Budget continues to support and promote economic development efforts and the City's Opportunity Centers including the Industrial Development Area, Three Rivers Convention Center (TRCC) Expansion Project, Vista Field, and Southridge.

- Three Rivers Convention Center (TRCC) Expansion: During the 2023/2024 biennium the City, Kennewick Public Facilities District (KPFDD), and A-1 Pearl continued working on a public-private partnership to bring the much-needed expansion to the TRCC. At the June 4, 2024 City Council meeting, City Council approved a Resolution authorizing approximately \$8M in funding for the design costs necessary to determine a maximum allowable construction cost, preliminary site work, and the procurement of long-lead items for the KPFDD's TRCC expansion project. It is anticipated the City will need to issue bonds to finance the design, construction, installation, and equipping of an expansion to the Convention Center. The project is currently estimated at \$71M, of which the majority would likely be financed by the KPFDD or the City of Kennewick, or some combination of the two. The Proposed 2025/2026 includes anticipated funding opportunities, including the potential for the utilization of Rural County Capital Funds and the use of Capital Improvement Program fund balance.
- Pavement Rating and Preservation: Our community and Council have identified pavement preservation as a priority which calls for a need for sustainable capital funding into the future. Historically, the Operating Fund has been contributing \$1M annually for pavement preservation. Due to the shortfall in the Operating Fund, the Proposed Budget includes implementation of a Transportation Benefit District (TBD) to continue to fund pavement preservation as discussed with Council during the September 24, 2024 Council Workshop. Staff is recommending a 0.1% sales tax option with an estimated annual collection of \$3M. If approved by Council in November 2024, the City would begin receiving TBD funds beginning in June 2025.
- Other Capital Improvement Projects: The following is a list of other priority projects that are included to receive funding in the Proposed Budget:
 - Major Street Projects
 - Kennewick Ave – Union to Morain
 - Keene Trail Extension Project (Steptoe to Center Parkway)
 - Arrowhead/Steptoe Traffic Signal
 - Bob Olson and Sherman Traffic Signal
 - Clodfelter & Ridgeline Traffic Signal
 - Quinault/CCB Intersection Improvements
 - Other Capital Projects
 - Lawrence Scott Playground Replacement
 - Splash Pad Replacement
 - Fleet Replacement
 - Technology Improvements
 - Deferred Maintenance Projects
- Maintain and Enhance Internal Infrastructure: The Proposed Budget continues to maintain and enhance our technology. To fund new software maintenance agreements, the Proposed Budget includes a partial reallocation of the Optional Sales Tax from the Capital Improvement Program Fund to the Operating Fund. The reallocation of these funds requires an amendment to the Resolution anticipated to go to Council for consideration on November 19, 2024.

- Recruit, Retain, Promote and Support our City Employees: We continue to face challenges attracting and hiring talented, qualified staff for critical positions. The City is working with a consultant on a Compensation and Classification Study anticipated to be completed in 2025. The goal of the study is to ensure internal equity and competitiveness with other organizations, including comparing the City's compensation and benefits with peer organizations and recommending adjustments where needed. This study will help ensure we remain a competitive employer and that we continue to attract and retain talented staff.

Summary and Acknowledgements

In summary, the 2025/2026 Proposed Budget is fiscally responsible and provides our community with creative means to deliver priority services. The Proposed Budget is designed to continue essential city services while addressing the City Council's priorities through the budgeting by priorities model. The budget has been crafted to provide a high level of essential city services to all Kennewick stakeholders. During the upcoming biennium, we will continue to review and consider strategies that will provide sustainability now and into the future.

I want to take this opportunity to thank all of the employees and Department Head team who contributed their time and effort to assist in the development of the 2025/2026 Proposed Budget. This was a challenging endeavor given the limited resources to be allocated to City-wide priorities. Our Department Head staff continue to implement innovative solutions for effective service delivery. This team has established the standard for continued innovation and creative solutions which made this year's budget process a huge success.

I would also like to thank the City Council for their leadership, guidance, and support. The Council's dedication to establishing strategic goals and priorities has provided the foundation for this budget. The policies you have established continue to support making Kennewick a financially stable and well-balanced community.

Respectfully,



Erin Erdman
City Manager

CITY OF KENNEWICK
ORDINANCE NO. 24-_____

AN ORDINANCE ADOPTING THE BIENNIAL BUDGET FOR THE YEARS
2025/2026

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

Section 1. The biennial budget containing the total set forth for each fund for the years
2025/2026 is established as follows:

General Fund	\$ 140,090,728
Street Fund	<u>5,995,447</u>
Subtotal - Operating Budget	146,086,175
Transportation Benefit District Fund	6,000,000
BI-PIN Operations Fund	2,241,395
Community Development Fund	1,180,000
Asset Forfeiture Fund	256,900
Public Safety Fund	4,994,709
Cash Reserve Fund	3,345,000
Lodging Tax Fund	6,641,287
Criminal Justice Sales Tax Fund	9,673,605
HIDTA Fiduciary Program Fund	3,500,000
Coronavirus Fiscal Recovery Fund	2,118,970
Debt Service Fund	6,182,484
LID Guaranty Fund	47,900
Capital Improvement Fund	65,633,874
Urban Arterial Street Fund	7,542,671
Medical Services Fund	47,262,668
Building Safety Fund	7,800,000
Coliseum Fund	10,839,000
Stormwater Utility Fund	9,480,000
Columbia Park Golf Course Fund	1,025,000
Water and Sewer Fund	80,994,994
Equipment Rental Fund	16,491,322
Central Stores Fund	727,190
Risk Management Fund	7,286,605
Firemen's Pension Fund	1,590,000
OPEB Trust Fund	<u>6,579,044</u>
GRAND TOTAL	<u>\$455,520,793</u>

Section 2. This Ordinance shall be in full force and effect five (5) days from and after its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON this 19th day of November, 2024, and signed in authentication of its passage this 19th day of November, 2024.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL TOWNSEND,
City Clerk

ORDINANCE NO. 24-_____ filed
and recorded in the office of the City
Clerk of the City of Kennewick
Washington, this 19th day of
November, 2024

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

KRYSTAL TOWNSEND,
City Clerk

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:



2025/2026

BIENNIAL BUDGET RECOMMENDATIONS

Biennial Budget Preparation:

- **Council Retreat (Formed the Foundation):**
 - Reaffirmed the 5 Priority Areas & Program Areas
- **Overarching Goal – Provide for a Sustainable Operating & Capital Budget for the Future**
- **Budget Instructions & Preparation – Summer/Fall**
- **September 24th Council Workshop – Budget Assumptions & Alternative Funding Sources**
- **October 8th Council Workshop – Capital Improvement Program**
- **October 22nd Council Workshop – Water / Sewer Utility Rates Discussion**
- **2025/2026 Biennial Budget – Maintains existing programs & sets forth the implementation plan for Council's goals while providing for future sustainability**



PRIORITY AREAS



**Community
Safety**



**Economic
Development**



**Infrastructure
and Growth**



**Quality
of Life**



**Responsible
Government**

Biennial Recommendations:

- **Combat Criminal Gang Activity:**
 - Public Safety Sales Tax Commitments
 - Crime fighting strategies & deployment models
- **Continue to Enhance School Safety**
- **Strategic Funding to Maintain Current Service Level for Public Safety:**
 - Partial reallocation of the proceeds of the City's existing 6.5% water and sewer utility tax
 - Funds are currently dedicated to pay for LEOFF I medical costs
 - Based on evaluation, staff believes a portion of these funds (\$588K) can be allocated to pay for Public Safety Services in the General Fund in 2025/2026
 - Requires Amendment to Resolution; To Council for Consideration on November 19th

COMMUNITY
SAFETY



Biennial Recommendations:

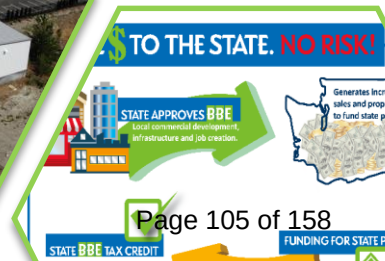
■ Fire Department Strategic Plan:

- Continue to implement the goals of the strategic plan in the areas of Core Services, Staff Well Being, Effective Administration, Funding, Community Engagement
- Maintain Current Level of Service for Ambulance Services
- Enhance the Level of Service for the City's Ambulance Emergency Medical Services Delivery System by Adding a Peak Hour Unit Beginning in 2025; 6 FTE Beginning in 2025
- Begin Hiring the Required Staff Needed to Operate a New Fire Station (Station 6) in the Southridge Area; 7 FTE in 2026.

■ Maintain the availability of safe drinking water:

- Implement Water/Sewer rate study recommendations
- Water and Sewer renewals and replacements
- PFAS Treatment System
- 1 New Maintenance Position in Water Beginning 2025
- 1 New Maintenance Position in Sewer Beginning 2025

-



Biennial Priorities:

▪ Strategic Funding & Implementation of a Sustainable Capital Facilities Plan

- Pavement Rating & Preservation ~ \$3M per year
- General Fund has been contributing \$1M annually for pavement preservation
- Due to General Fund shortfall, recommend implementation of a Transportation Benefit District to continue to fund pavement preservation as discussed with Council during the September 24, 2024 council workshop
- Recommend 0.1% Sales Tax Option
- TBD can be approved by Council after conducting the required public hearing (RCW 36.73.050)
- TBD boundaries can be the same as the City's boundaries
- Estimated annual collections is \$3M
- Increases in sales tax require timing consideration and notification to the Department of Revenue.
- TBD Public Hearing Anticipated on November 5th with Council Consideration on November 19th



Biennial Priorities:

- **Major Street Projects to include:**
 - Kennewick Ave – Union to Morain
 - Keene Trail Extension Project (Steptoe to Center Parkway)
 - Arrowhead/Steptoe Traffic Signal
 - Bob Olson and Sherman Traffic Signal
 - Clodfelter & Ridgeline Traffic Signal
 - Quinault/CCB Intersection Improvements
- **Other Major Capital Projects to include:**
 - Three Rivers Convention Center Expansion Contribution
 - Lawrence Scott Playground Replacement
 - Splash Pad Replacement
- **Fleet Replacement – police, fire, municipal services**
- **Technology Improvements**
- **Deferred Maintenance Projects**

Biennial Recommendations:

▪ Leverage Community Partnerships & Align Service Delivery

- Wildland/Urban interface mitigation plan – Zintel Canyon partnership & southern boundary
- Housing & Homelessness – cross functional team partnership with Housing Authority, Benton County Human Services to implement and support the recovery center, mobile crisis response, co-responders, housing and homeless concerns to include the review of code modifications
- Recreation Program Recommendations:
- Special Events – continue to streamline the application process
- Youth Sports – continue to implement youth sports programming

▪ Prepare for Future Growth through Implementation of our Strategic Comprehensive Plan

- Community Planning Comprehensive Plan Update



Biennial Recommendations:

- **Utilize Creativity and Flexibility in Program Delivery:**
 - Cross-Functional Teams – (i.e. development review, encampment & mitigation, code enforcement)
- **Maintain and Enhance Internal Infrastructure**
 - Partial reallocation of the Optional Sales Tax from the Capital Improvement Fund to the General Fund to help pay for new software maintenance agreements (\$323K in 2025/2026); Requires amendment to Resolution anticipated to go to Council for consideration on November 19th
 - Complete implementation of the Records Management System (RMS) and Jail Management System (JMS) for BIPIN.
 - Complete implementation of the ERP Project
 - Ongoing updates to the City's network infrastructure equipment
- **Enhance & Leverage Strong Community Partnerships for Effective Service Delivery:**
 - Work with Partner Agencies
 - Public Outreach – citizen connect, decision engine, cleargov, language line, paperless court system
 - Budgeting by Priorities Model
- **Recruit, Retain, Promote & Support our City Employees**
 - Officer Health & Resiliency
 - Staff Wellbeing
 - Hire, Promote and Retain – (implement new programs – Careers in Gov, NeoGov, Spark Hire, Background Investigations, flexible workplace, contract negotiations & non-contract, other employee programs)





Major Revenue Assumptions

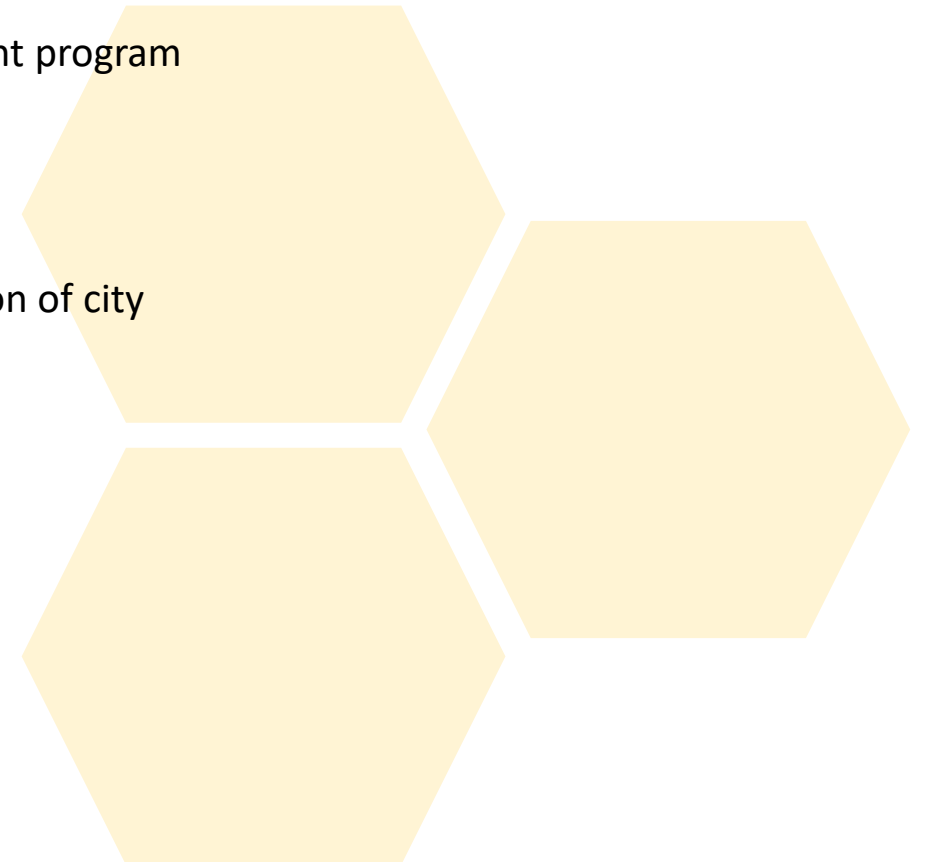
General & Street Funds

MAJOR REVENUE ASSUMPTIONS

- **Sales Tax – 3.7% growth in 2025 & 4% growth in 2026**
 - Follows projected 1.25% decrease in 2024
 - Consistent with June 2024 State Economic Revenue Forecast
 - Reflects partial loss of sales tax revenue from large retail store in 2026
- **Property Tax – 1% growth in base levy & \$200M in new construction each year (with 40% of growth in Southridge Local Revitalization Area)**
- **Utility Taxes:**
 - Electric – 1.5% incr. each yr. (consumption) plus proj. public utility district rate increases
 - Telephone – 2% incr. each yr.
 - Cable – 1% incr. each yr. (3% rate growth, less 2% customer reduction)
 - Natural Gas - 1.5% incr. each yr. (customer growth) plus 2% rate incr.
 - Garbage – 1.5% incr. each yr. (customer growth) plus 2% CPI increases
 - Water/Sewer – 1.5% customer growth plus projected rate increases
 - Other – Generally estimate 1.5% customer growth (where applicable) and 4% for rates tied to CPI (where applicable)
- **State Shared Revenues – No change to existing allocations**

Other Governmental Funds

- **Other Revenues – Generally 2% increases per year**
- **Real Estate Excise Tax (REET) – 3% growth per year**
 - Follows decline of 23% in 2023 and projected decline of 3% in 2024
 - Assumes decline in borrowing rates will spur new development
 - Restricted funding source allocated to the capital improvement program
- **Lodging Tax Revenue – 2% growth per year**
 - Follows projected increase of 3.5% in 2024
 - Restricted funding source for tourism promotion and operation of city owned tourism facilities



Major Expenditure Assumptions



General & Street Funds

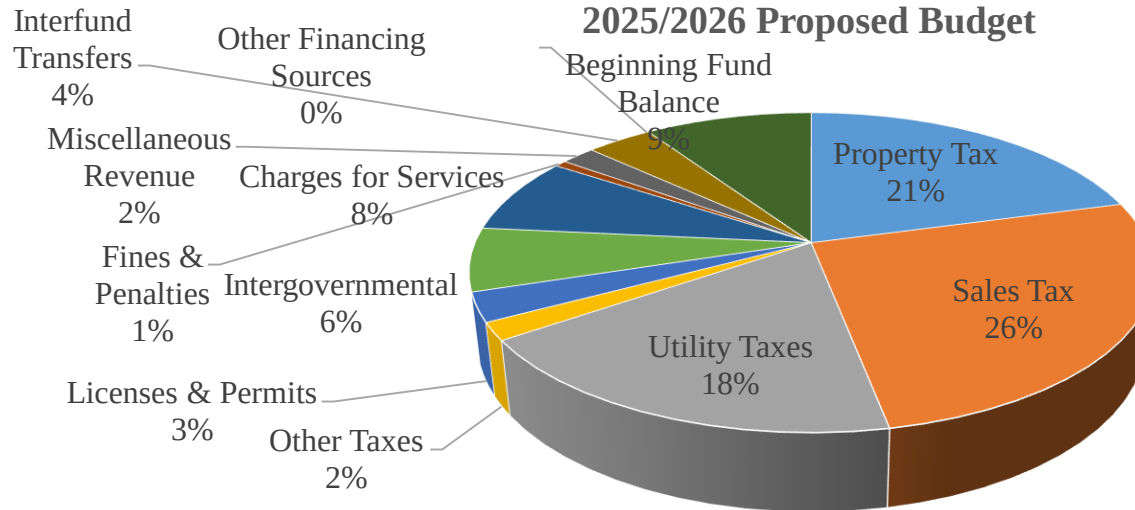
- **Salaries & Wages – Per contract terms/projected terms**
 - Allowance for Under-Expenditures of \$4.3M
- **Medical Rates – 7-9% incr. in 2025 & 5% incr. 2026 with increases to employee paid premiums**
- **Retirement Rates - Per DRS projections**
- **Workers' Comp – Per L&I recommended rates for 2025**
- **Other Benefit Rates – 0% increase in 2025 and 5% increase in 2026**
- **Major Contract Assumptions:**
 - Jail – Allocation of 12.86%; assumption 15% increase 2025 and 5% increase 2026
 - SeComm/BCES – assumption 2% increase in 2025 assessment & 5% increase in 2026
 - District Court – 20.35% allocation based on caseloads; assumption 12% increase 2025 and 5% increase 2026
 - OPD – 48.83% allocation based on caseloads, assumption 29% increase in 2025 and 5% increase for 2026

General & Street Funds

- **Other Expenditures – 7.5% increase for the biennium for supplies and 5% increase for other services and charges (excludes certain major contracts)**
- **General Fund Proposed 2025/2026 Transfers**

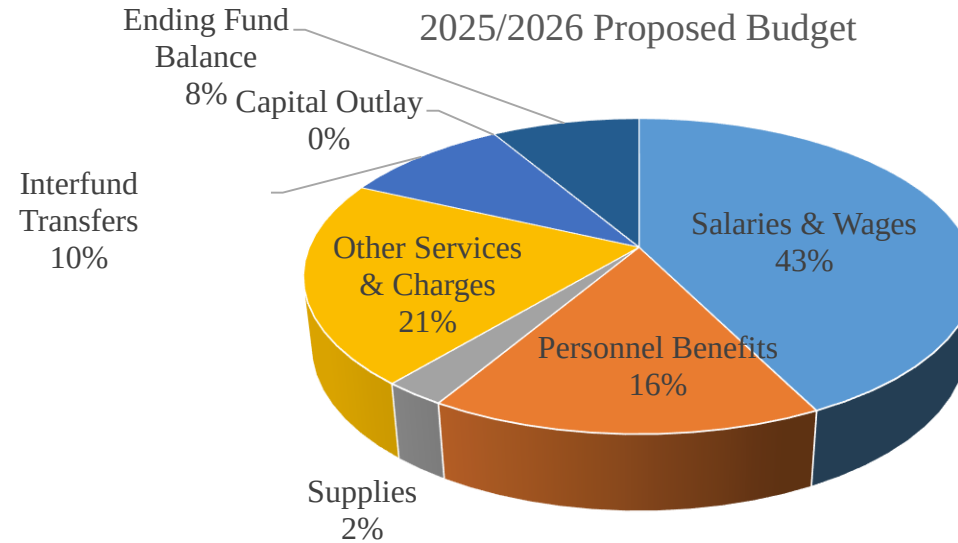
Fund Receiving Transfer from General Fund	Est. Transfer Amount for Biennium	Est. Transfers % of Total
Ambulance Utility Fund	\$10.12M	72%
Risk Management Fund	\$2.9M	21%
Street Fund	\$450K	3%
Coliseum Fund	\$400K	3%
Golf Course Fund	\$118K	1%
Total General Fund Transfers	\$14M	

Sources of Funding – General & Street Funds



Sources of Funding General & Street Funds	2021/2022	2023/2024	2025/2026	23/24 - 25/26	
	Actual	Adjusted Budget	Proposed Budget	\$ Change	% Change
Property Tax	\$27,558,943	\$28,969,702	\$30,374,000	\$1,404,298	5%
Sales Tax	33,824,812	36,180,500	38,213,408	2,032,908	6%
Utility Taxes	24,297,706	25,354,000	26,939,642	1,585,642	6%
Other Taxes	2,475,357	2,343,400	2,612,900	269,500	12%
Licenses & Permits	3,071,499	3,881,600	4,282,200	400,600	10%
Intergovernmental	10,876,577	10,780,023	9,388,900	(1,391,123)	-13%
Charges for Services	9,557,962	10,342,757	11,272,732	929,975	9%
Fines & Penalties	1,126,438	965,900	953,100	(12,800)	-1%
Miscellaneous Revenue	1,356,962	2,954,525	2,821,500	(133,025)	-5%
Interfund Transfers	4,637,570	4,956,750	5,444,694	487,944	10%
Other Financing Sources	-	-	-	-	
Subtotal Revenues:	118,783,827	126,729,157	132,303,076	5,573,919	4%
Beginning Fund Balance	5,966,211	13,311,301	13,783,099	471,798	4%
Total Sources	\$124,750,038	\$140,040,458	\$146,086,175	\$6,045,717	4%

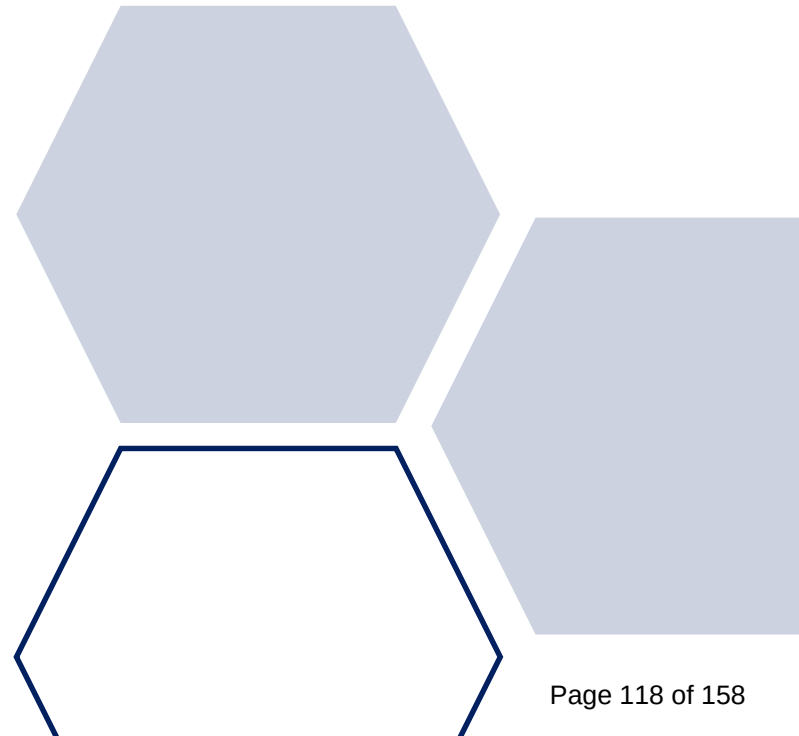
Uses of Funding – General & Street Funds



	2021/2022	2023/2024	2025/2026	23/24 - 25/26	
Uses of Funding		Adjusted	Proposed		
General & Street Funds	Actual	Budget	Budget	\$ Change	% Change
Salaries & Wages	\$51,944,691	57,146,994	62,228,258	5,081,264	9%
Personnel Benefits	18,779,815	22,727,520	23,287,939	560,419	2%
Supplies	3,331,041	3,781,891	3,740,818	(41,074)	-1%
Other Services & Charges	22,653,060	27,211,850	30,392,752	3,180,902	12%
Interfund Transfers	14,437,104	16,191,000	14,000,565	(2,190,435)	-14%
Capital Outlay	293,026	37,900	-	(37,900)	-100%
Subtotal Appropriations:	111,438,737	127,097,155	133,650,331	6,553,176	5%
Ending Fund Balance	13,311,301	12,943,303	12,435,844	(507,459)	-4%
Total Uses:	\$124,750,038	\$140,040,458	\$146,086,175	\$6,045,717	4%

General & Street Funds One-Time Uses

- **Comprehensive Plan Update \$500K**
- **Transfer from General Fund to Street Fund \$450K**
- **Community Events \$396K**
- **Golf Course Improvements \$78K**



2025/2026 Proposed Budget

CITY OF KENNEWICK COMPARATIVE BUDGET SUMMARY

FUND	ACTUAL 2021/2022	ADJUSTED BUDGET 2023/2024	PROPOSED BUDGET 2025/2026	VARIANCE
OPERATING (GENERAL & STREET)	\$ 124,750,038	\$ 140,040,458	\$ 146,086,175	4%
CAPITAL PROJECTS	68,753,358	86,992,332	73,176,545	-16%
ENTERPRISE & INTERNAL SERVICE				
Water & Sewer	83,740,715	123,045,103	80,994,994	-34%
Building Safety	6,887,606	7,147,686	7,800,000	9%
Medical Services	37,291,757	41,353,317	47,262,668	14%
Coliseum Fund	9,720,281	10,815,944	10,839,000	0%
Stormwater	7,134,839	8,023,617	9,480,000	18%
Columbia Park Golf Course	979,914	993,195	1,025,000	3%
Equipment Rental	13,244,522	26,120,078	16,491,322	-37%
Risk Management	5,877,334	8,354,425	7,286,605	-13%
Central Stores	740,479	697,519	727,190	4%
Subtotal	165,617,447	226,550,884	181,906,779	-20%
DEBT SERVICE	8,233,662	7,542,112	6,230,384	-17%
SPECIAL REVENUE				
Transportation Benefit District Fund*	-	-	6,000,000	
Arterial Street Fund**	5,207,517	8,000,000		
BI-PIN Operations	1,586,339	2,088,746	2,241,395	7%
Community Development	1,655,474	2,548,427	1,180,000	-54%
Asset Forfeiture Fund	248,967	248,952	256,900	3%
Public Safety	4,637,570	4,956,750	4,994,709	1%
Cash Reserve Fund	3,214,006	3,474,006	3,345,000	-4%
Lodging Tax Fund	4,107,876	5,667,449	6,641,287	17%
Criminal Justice Sales Tax	7,716,796	8,804,156	9,673,605	10%
HIDTA Program	4,240,533	4,000,000	3,500,000	-13%
Coronavirus Fiscal Recovery	726,594	1,121,034	2,118,970	89%
Subtotal	33,341,671	40,909,520	39,951,866	-2%
FIDUCIARY TRUST FUNDS	6,883,475	7,668,660	8,169,044	7%
TOTAL	\$ 407,579,651	\$ 509,703,966	\$ 455,520,793	-11%

*Pending City Council Approval

**Removed and Replaced with Proposed TBD in 2025/2026

Potential Budget Vulnerabilities

- **Economic slowdown**
- **Risks of persistent inflation**
 - Labor shortages and increases to minimum wage
 - Impact of market volatility on consumerism
- **2025 Washington State Legislative Session**
 - Will Include adoption of State's 2025-2027 budget
- **Succession Planning and Retirements**



THANK YOU

Council Agenda Coversheet	Item Number: 7.a. Date: 11/19/2024 Item Type: General Business Item	Category: Other
	Subject: 2025 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan Department: City Manager	
<u>Recommendation</u> Staff recommends approval of the 2025 marketing plan and budget. <u>Motion for Consideration</u> Motion to approve the 2025 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan as presented. <u>Summary</u> Kevin Lewis, President and CEO of Visit Tri-Cities, will detail the objectives, strategies, and funding requirements for 2025. Visit Tri-Cities is the regional Destination Marketing Organization for the Greater Tri-Cities, Washington Area, comprising Benton and Franklin Counties. Its Board of Directors comprises professionals from across segments of local industry who work to support tourism and improve the economy of our community. They contract directly with the City of Kennewick under one contract and jointly with all three cities under another. <u>Alternatives</u> No recommended alternatives have been identified. <u>Fiscal Impact</u>		
<u>Attachments:</u> 1. Cover Letter 2. Marketing Plan 3. Presentation		

September 30, 2024

Ms. Erin Erdman
City of Kennewick
P.O. Box 6108
Kennewick, WA 99336

Dear Ms. Erdman,

On behalf of the Tri-City Regional Hotel-Motel Commission, we are pleased to present the 2025 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan for approval by the Kennewick City Council. We appreciate the opportunity to have face-to-face time with city leaders and look forward to our scheduled presentation for the City Council this year.

Enclosed with this letter is a full copy of the report, with an executive summary on the next page outlining the purpose, timeline, and key components. Please feel free to reach out if you have any questions or need further clarification on any part of the report.

Thank you for your ongoing support of the Tri-City Regional Tourism Promotion Area. It has been an extremely successful regional collaboration that has greatly enhanced the destination marketing impact for the Tri-Cities.

Sincerely,



Kevin Lewis
President & CEO

Enclosures



Executive Summary

2025 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan

Purpose

- As outlined in the *Interlocal Cooperation Agreement for Establishment of the Tri-City Regional Tourism Promotion Area*, Visit Tri-Cities presents a Budget & Marketing Plan to the Tri-City Regional Hotel-Motel Commission, detailing projected revenues and expenses for the programs supported by the funds collected from the Tourism Promotion Assessment (TPA).

Timeline

- The enclosed 2025 Budget and Marketing Plan received the unanimous support from the Commissioners present at the September 19, 2024 commission meeting. The plan recommended by the Commission is due to the each of the cities by no later than October 1st of each year. City Councils must review and approve the plan by December 31, 2024.

Background

- Visit Tri-Cities is a 501c6 organization whose contracted purpose is to foster tourism, support local businesses, and promote economic growth within the Tri-Cities region. Our mission is to “Fuel transformational growth in the Tri-Cities through tourism.”
- VTC utilizes TPA revenues to promote the destination and ensure that visitors experience the best our cities have to offer while also bolstering the overall prosperity of the community.

2025 Forecast

- TPA revenues are projected to reach approximately \$2.3 million
- Nationally travel and hotel occupancy levels are projected to remain relatively flat
- Locally occupancy levels have been some of the highest in the state
- Effective marketing, along with consistent sales and development efforts have put us in a position of growth. Securing signature events like the IRONMAN 70.3 help energize our tourism growth despite state and national trends
- Planned improvements at the HAPO Center and Pasco Sports Complex along with expansion of the Three Rivers Conference Center will provide additional opportunities for growth

Meeting & Convention Projections

- 21,000 Room Nights
- \$6.9m Economic Impact
- \$2.5m Direct Hotel Spending
- \$100,269 Program Budget

Sports & Tournament Projections

- 24,000 Room Nights
- \$11.6m Economic Impact
- \$2.6m Direct Hotel Spending
- \$185,730 Program Budget

Tourism Development & Marketing Programs

- Cohesive Multi-channel Advertising Campaign
- Digital Ad Attribution Tracking Return on Ad Spend
- Social Media Advertising & Management
- Visitor Guide Publication & Distribution
- Upgraded Website Experience
- \$604,927 Program Budget



Tri-City Regional Hotel-Motel Commission

2025 BUDGET AND MARKETING PLAN

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INTRODUCTION

Tourism Promotion Area Marketing Plan

prepared by Visit Tri-Cities for:

CITY OF KENNEWICK
CITY OF PASCO
CITY OF RICHLAND

Please Note: The attached document reflects only those programs and costs associated with Tourism Promotion Area (TPA) funding. Visit Tri-Cities manages many other aspects of tourism development, which are funded by hotel and lodging taxes and membership investment. Such programs include, Rivershore Enhancement, Media Outreach, Visitor Services and Member Development.

Vision

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

Mission

Fuel transformational growth in the Tri-Cities through tourism.

Visit Tri-Cities is a 501c6 organization whose contracted purpose is to foster tourism, support local businesses, and promote economic growth within the Tri-Cities region. Visit Tri-Cities, (VTC) is supported by the Tri-City Regional Hotel Motel Commission which was created in 2004. Through an interlocal agreement between the Cities of Kennewick, Pasco, and Richland, and the lodging properties within those cities, VTC was designated as the unified authority to strategically coordinate promotion and development of the destination. Funding is provided through a Tourism Promotion Assessment, (TPA) which currently collects \$3 for each night a guest stays in a hotel. As detailed in the agreement, TPA funds are designed to supplement, not replace, other VTC funding sources such as lodging tax and membership dues.

As a crucial player in economic development, VTC utilizes TPA revenues to promote the destination and ensure that visitors experience the best our cities have to offer while also bolstering the overall prosperity of the community. By bringing together resources from the three cities, VTC creates a strong collaborative platform, allowing us to brand and market the region effectively and attract a diverse range of tourists.

In 2025, TPA revenues are projected to reach approximately \$2.3 million. These funds are put to judicious use to fuel transformational growth in the Tri-Cities. Five strategic pillars guide the work of the organization: Strategic Sales, Effective Marketing, Collaborative Destination Development, Proactive Community Engagement, and Innovative and Meaningful Operations. These pillars encompass a wide array of endeavors including group sales initiatives, destination marketing and public relation campaigns, infrastructure development, hospitality training programs, and collaborative efforts to facilitate meetings, sports, and events that draw tourists throughout the year. Within the annual TPA budget, a Tourism Opportunity Fund has been established to ensure funds are available to support and incentivize key events to book their business here. Before being granted, recommended incentives are reviewed and approved by the Hotel-Motel Commissioners based on the number of hotel rooms each event books in the area. Incentive funds are paid out after successful completion of each event. Additional TPA revenues are allocated to conduct research and collect valuable data to better understand visitor trends and preferences, enabling VTC to make informed decisions for the continuous improvement in our promotional efforts and tourism offerings.

The Tri-City Regional Hotel-Motel Commission stands as a vital force in enhancing the economic viability of our communities. Driving our region's tourism sector forward yields numerous benefits for residents, businesses, and visitors alike. The following pages outline the TPA budget and marketing plan to demonstrate how these funds will be utilized in 2025.

ACKNOWLEDGMENTS

We greatly appreciate the time and dedication of our city partners and hoteliers who meet monthly to provide Visit Tri-Cities with support and direction on how to invest the proceeds from the tourism promotion assessments collected in Kennewick, Pasco, and Richland.

Tri-City Reginal Hotel-Motel Commission

KENNEWICK

Mike Brown, Hampton Inn Kennewick at Southridge
Gabi Lopez, SpringHill Suites by Marriott Kennewick
Erin Erdman, Ex Officio, City of Kennewick

PASCO

Monica Hammerberg, Hampton Inn & Suites Pasco/Tri-Cities
Jerry Beach, A1-Hospitality
Adam Lincoln, Ex Officio, City of Pasco

RICHLAND

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

The Tourism Promotion Area is Managed by Visit Tri-Cities



National Outlook

The U.S. travel and hotel industry is facing a more cautious outlook for domestic travel in 2025 as economic uncertainty and inflationary pressures continue to temper the pace of travel. In an update to the June 2024 STR report, industry leaders made significant downward adjustments to the 2024-25 U.S. Hotel Forecasts. The revisions forecast modest growth in occupancy, ADR, and RevPAR.

OCCUPANCY LEVELS

The 2025 forecast maintains a slight growth projection for occupancy, which is expected to reach an average of **63%** nationwide, despite a downgraded outlook for the second half of 2024.

AVERAGE DAILY RATES (ADR):

The ADR growth forecast for 2025 has been revised downwards by **0.8** percentage points, reflecting a tempered expectation of price increases.

REVENUE PER AVAILABLE ROOM (REVPAR):

RevPAR projections for 2025 have also been adjusted downward by **0.9** percentage points, indicating a more conservative growth outlook.

Leaders say the downgrade in 2024 projections was driven by softer-than-expected demand and higher-than-anticipated inflation. Amanda Hite, President of STR, commented, "The increased cost of living is affecting lower-to-middle income households and their ability to travel, thus lessening demand for hotels in the lower price tier. Travel remains a priority for most Americans, but the volume has lessened as prices on goods and services continue to rise."

While economic challenges like inflation and high interest rates are expected to continue influencing traveler sentiment and spending, the overall desire to travel remains strong. As the economic environment stabilizes, moderate growth in travel demand is anticipated, supported by the continued rebound of group and business travel.

Overall, leaders remain cautiously optimistic about a gradual recovery through 2025.

Projected U.S. Hotel Key Performance Metrics*

	2022 Actual	2023 Actual	2024 Forecast	2025 Forecast	2026 Forecast
Occupancy	62.6%	63.0%	62.8%	63.2%	64.1%
ADR	\$149.06	\$155.46	\$158.72	\$161.89	\$166.90
RevPAR	\$93.29	\$97.86	\$99.82	\$102.41	\$105.69

*STR June 2024 Forecast

Local Outlook

Based on market conditions, the transition to 2024 came with a conservative but hopeful outlook. Over the first six months, significant inflationary pressures continue to hamper growth in visitation, and despite excellent lead generation and strong group bookings, overall, key indicators remain relatively flat.

True to the forecast, year-over-year hotel occupancy in the Tri-Cities has been consistent with 2023 levels. By comparison, occupancy levels in Kennewick, Pasco, and Richland were some of the highest in the state over the first six months of 2024. Revenue per available room (RevPAR) grew by 3.6% - significantly softer than the sharp increase RevPAR seen in 2023. We expect a similar trend will continue into 2025.

Indicators show the U.S. meetings, conventions, and events market is poised for growth in 2024-2025. The industry is

experiencing a nice recovery with increasing in-person event attendance and the reestablishment of sequestered events. Key indicators suggest a positive and optimistic outlook among meeting professionals, who expect a rise in both activity and spending.

Locally, we've seen increased activity from meeting and event planners in 2024. Through June our sales teams nearly doubled the number of RFPs submitted for meetings and events, while nearly equaling the number of booked events during the same period. We continue to see growth in some of our larger conventions such as the WA State Potato Commission and the WA State Tree Fruit Association and we are anxiously anticipating the expansion project at Three Rivers Convention Center to service this need.

Local Outlook (cont.)

Stiff competition in the sports events market keeps us on our toes, but we've been successful in maintaining our core events like National Softball Association of WA and WIAA State Championships while adding a few important signature events to our portfolio. We are excited to present the first-ever IRONMAN 70.3 event in the Tri-Cities in late September of 2024. The event reached "sold out" status in mid-July with more than 3,000 athletes from 45 states and 20 countries registered. Our team is thrilled with the community support we've received to help facilitate such a meaningful undertaking. As we look ahead, progress on improving the sports related venues in our communities will continue to be a priority for us in order to maintain and grow this market.

Although there has been some improvement in filling workforce needs, labor shortages continue to stress the travel and hospitality industry. Labor shortages present a significant challenge to service providers in our area and workforce needs continue to grow with several large projects on the horizon. There has been some slowing in population growth rates in Benton and Franklin Counties. Growth rates are now only slightly outpacing growth in Washington State.

In general, business development remains strong with a few notable hospitality related projects in the works. One of the most exciting is a 130-thousand square foot expansion of the Three Rivers Convention Center that includes 60-thousand square feet of column-free exhibit space. This expansion

will provide new opportunities for large-scale sports events, conventions, and trade shows. Groundbreaking is slated for December 2024 with an anticipated completion date in the summer of 2026.

The Convention Center expansion coincides with construction of an adjacent Marriott AC hotel developed by A1 Pearl Development Group. The Marriott will have 156 rooms, additional meeting space and a roof-top restaurant (Walla Walla Steak Company). Anticipated completion is Q3 of 2026. Home2 by Hilton will break ground on a new 107 rooms airport property in Q1 2025. Other projects already underway include construction of the new 126 room LivAway Suites and renovations at the historic Clover Island Inn which was purchased earlier this year. After renovations it will become a Hilton Spark property – one of Hilton's premium economy style properties.

On the recreation side, Quake Family Fun Park opened in late summer of 2023 and Pasco Public Facilities District is moving rapidly with the new Aquatic Center. Groundbreaking for the Aquatic Center is projected groundbreaking later this year with anticipated completion of phase one in Q1 of 2026.

At the airport, the Port of Pasco announced new daily flights to Phoenix in February, 2024. Alaska Airlines is adding a flight to Los Angeles (LAX), and work continues to recruit, initiate, and support potential new air service to Dallas.

2024 Performance January - June*

	OCC	ADR	RevPar	RevPar vs Prior Year
SEATTLE	69.4%	\$196.72	\$136.52	+10.5%
SPOKANE	59.6%	\$143.22	\$85.32	+0.7%
TACOMA	57.1%	\$138.35	\$78.98	+2.5%
TRI-CITIES	66.2%	\$125.72	\$83.24	+3.6%
VANCOUVER	68.9%	\$132.24	\$91.07	+6.6%
YAKIMA	56.3%	\$114.79	\$64.58	+13.5%
WALLA WALLA	52.6%	\$141.42	\$74.33	+1.2%

*STR June 2024 Destination Report



COMPETITIVE SITUATION ANALYSIS

In order to promote the Tri-Cities as a preferred destination for group, business and leisure travelers, it is important to recognize both the strengths and challenges within our community and to set sales strategies accordingly.

Convention and Sports

Destination Strengths

- Variety of hotels and brands
- Positive relationship between Visit Tri-Cities, hotels, and meeting venues
- Three Rivers Convention Center and HAPO Center
- Unique offsite event venues (i.e., wineries, museums, etc.)
- Ample complimentary parking available
- Sports facility infrastructure
- Strong Sports Council
- Opportunity funds available
- Amenities and attractions that appeal to convention groups (i.e., wine experiences, outdoor recreation, etc.)
- Centrally located in the Pacific Northwest and favorable weather conditions

Destination Challenges

- Lack of hotels capable of 150+ room block
- Lack of resort-style hotels with ample meeting space
- Meeting venues with larger meeting space in competing locations
- Limited number of meeting rooms and exhibit space available under one roof
- Lack of sports officials
- Number of hotel rooms within walking distance of Convention Center/large facilities
- The number of hotel rooms available to groups due to hotels converting to apartments
- Competing locations have expanded or have plans to expand their Convention Centers
- Lack of family friendly attractions pending the opening of the Pasco Aquatics Center
- Competing locations have newly developed indoor/outdoor multi-use sports facilities with state-of-the-art amenities
- Distance from I-5 corridor vs. competition

Leisure Travel

Destination Strengths

- Washington's largest wine region
- Over 200 wineries within a one-hour drive
- Cultivating 99% of Washington's wine grapes
- Award-winning and prestigious wineries
- Home to the cutting-edge Wine Science Center
- Watersports like boating, fishing, swimming, and paddle sports on the Columbia, Yakima, and Snake rivers
- Seven scenic riverfront parks
- Riverside dining and leisurely cruises
- Annual Tri-City Water Follies event
- Miles of riverfront paths and trails for biking, running, and walking
- Official American World War II Heritage City
- Manhattan Project National Historic Park
- CPCo Planetarium
- REACH Museum
- Groundbreaking science at the Laser Interferometer Gravitational-Wave Observatory (LIGO)
- Annual Art in the Park Festival
- Professional baseball and hockey games
- Annual Benton-Franklin Fair & Rodeo
- Tri-City Raceway
- Shopping at six vibrant farmers markets
- Nearly 300 days of sunshine each year
- Ten golf courses.
- 30 hiking and mountain bike trails
- 21 recreational parks
- 67 miles of paved pedestrian and bike trails

Destination Challenges

- Heavy weekend traffic on I-90
- Drivers may encounter snowy winter conditions from key driving routes
- Airfare can be pricey, with challenges in air travel
- Summer temperatures can reach triple digits
- Seasonal high winds are common
- Cold temperatures in December and January may limit outdoor activities
- Perceived lack of family activities
- Area's reputation as a wine destination is weaker compared to Walla Walla
- Nightlife is perceived as limited
- Transportation challenges with spread-out communities and attractions
- Some attractions have limited accessibility
- Lack of central gathering places
- Many businesses are closed on Sundays
- No defined "downtown" or entertainment district
- Shopping options are limited
- Lingering negative perceptions about Hanford exist
- The area is seen as unsophisticated
- The desert landscape is perceived as lacking greenery or trees

COMPETITIVE SITUATION ANALYSIS

Business Travel

Destination Strengths

- Less price sensitive for airfare and hotels
- Mid-week demand complements weekend and convention groups
- Recently expanded Tri-Cities Airport
- Direct flights from Denver, Salt Lake City, Seattle, Phoenix, San Francisco, Las Vegas, Minneapolis, Los Angeles, and Burbank

Destination Challenges

- Destination choice not influenced by sales and marketing efforts
- Mostly mid-week travel
- Popularity of remote work, reducing in-person meetings and travel

Guestroom Productivity

	2023 Actual	2024 Forecast	2025 Goals
Convention Bookings	12,289	20,000	21,000
Sports Bookings	27,701	21,000	24,000
TOTAL	39,990	41,000	45,000

RFP Productivity

LEADS ISSUED	2023	2024	2025
QTR 1	29	49	45*
QTR 2	31	39	50*
QTR 3	39	35*	55*
QTR 4	52	55*	60*
TOTAL	151	178*	220*

*Estimated Production

2025 GROUP SALES INITIATIVES

Quarter 1

January - March

- Host Sports Planner Customer Event in Portland
- Launch ad campaign on PlayEasy
- Customer Event in Olympia
- Olympia Sales Blitz
- Establish quarterly meeting planner e-newsletter, similar to Your Weekend Starts Here
- MPI Cascadia Conference
- Northwest Event Show
- Launch digital ads targeting MPI attendees
- Launch meeting planner incentive package

Quarter 2

April - June

- Sports ETA Event Symposium
- E-Sports Conference
- Washington Society for Association Excellence Convention
- Society of Government Meeting Planners event
- Ad campaign targeting WSAE Members
- Launch first time sports event incentive
- Sports Relationship Invitational

Quarter 3

July - September

- Sports Relationship Conference
- Publish Sports Facilities Map
- Host Customer Event for Tri-Cities Sports Council
- Convention and corporate sales mission to Seattle/ Greater Puget Sound Region
- Host Super FAM event for meeting planners

Quarter 4

October - December

- TEAMS Conference
- Launch digital ads targeted at TEAMS attendees
- Direct mail "Remember Tri-Cities" gift
- Olympia Sales Blitz

MEETINGS & CONVENTIONS



21,000

PROJECTED GUEST ROOMS



\$6,869,712

ESTIMATED ECONOMIC IMPACT*



\$2,500,017

ESTIMATED DIRECT
HOTEL SPENDING*

2025 Actions

SALES BLITZES

Develop two separate multi-day sales blitzes in Spring (Olympia) and Fall (location to be determined).

CUSTOMER EVENTS

Organize meeting planner customer luncheon in the spring to promote the Tri-Cities as a destination. Event to be held in conjunction with Spring Sales Blitz.

MEETING PLANNER FAM TOURS

Host qualified meeting planners for individual and group, customized FAM tours.

RELATIONSHIPS

Continue staff attendance at Washington Society for Association Excellence (WSAE) and Meeting Professionals International (MPI) Washington Chapter and Professional Convention Management Association (PCMA) monthly/quarterly meetings to strengthen relationships with key meeting planners. Staff will continue to serve on the WSAE Convention Planning committee. Staff will continue to serve on industry boards and committees such as WSAE, WTA and SGMP. Renew Diamond Level enhanced listing with Cvent.

ADVERTISING

Digital campaigns of industry tradeshows and site campaigns of meeting professionals by geographic location.

MEETING INCENTIVES

Utilize the opportunity fund specifically to offset costs for new group business and groups that block more than 300 rooms per night city-wide. Create meeting planner incentives and develop a "deals" page outlining any hotel sponsored incentives.

REGIONAL/STATE/NATIONAL CONFERENCES AND TRADESHOWS

Host and attend the Washington Society for Association Excellence (WSAE). In addition, attend Meeting Professionals International (MPI) Cascadia Annual Conferences and the Northwest Event Show. Participate in additional sponsorship opportunities at each of these events for increased exposure.

SKYNAV AND KUULA

Convention sales department will leverage the SkyNAV and Kuula platforms to promote Tri-Cities and meeting venues to convention professionals. The interactive tour highlights points of interest with image galleries, videos and information to assist meeting planners in selecting the Tri-Cities for their events. The tour link will be included with all electronic proposal packets, digital Meeting Planner Guide as well as communications to meeting groups.

*Revenue impacts are calculated using Destination International's Event Impact Calculator, an industry-wide standard tool.

MEETINGS & CONVENTIONS

PROGRAM TOTAL

\$100,269

ADVERTISING

- MPI site retargeting campaign: \$9,350 (Jan)
- Cvent Diamond Listing: \$11,000 (Sept)
- Digital targeting campaigns of industry tradeshows: \$6,000 (\$500 per month)
- Cvent retargeting campaigns: \$12,000 (April)
- Meeting News NW: \$5,000 (Mar)
- Meeting Planner Guide: \$5,000 (Mar)

Total: \$48,350

TRAVEL

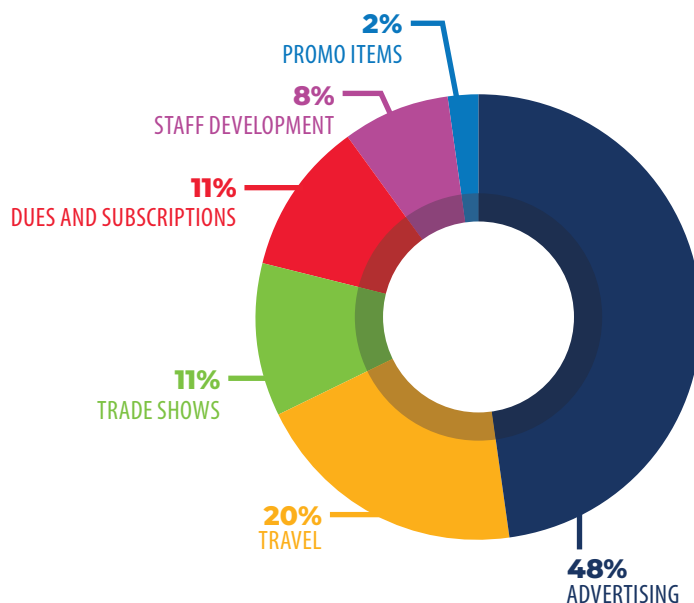
- Mileage for site inspections: \$480 (\$40 per month)
- Washington Society of Association Excellence, association meeting: \$500 (Sept)
- Washington Society of Association Excellence Conference: \$1,400 (May) (\$700 per staff x 2)
- Meeting Professionals International Annual Convention: \$1,100 (March)
- Meeting Professionals International, association meeting: \$500 (May)
- Olympia Spring Sales Blitz: \$2,500 (March) (\$500 per staff x 5)
- Fall Sales Blitz: \$2,000 (Oct) (\$500 per staff x 4)
- Continuing education courses: \$8,000 (March and July) (\$2,000 per session per staff member x 4)
- Society of Government Meeting Professionals Winter Workshop: \$300 (Feb)
- National Meeting Professionals Trade Show: \$1,500 (Aug)
- Northwest Event Show: \$2,000 (Jan) (\$1,000 per staff x 2)

Total: \$20,480

TRADE SHOWS

- Meeting Planners International (MPI) sponsorship and hosted buyer program: \$1,800 (Jan)
- Washington Society for Association Excellence Conference Registration: \$450 (May)
- WSAE Conference Sponsorship: \$1,775 (May)
- National trade show targeted at meeting planners, travel media and travel advisors: \$2,000 (March)
- Northwest Event Show booth registration: \$4,000 (Sept)
- Association Meetings: \$500 (Feb, May, Sept)

Total: \$10,525



STAFF DEVELOPMENT

- Continuing Education Training Courses: \$4,000 (Feb, March, July) (\$1,000 registration per staff x 4)
- Sales Team Training: \$4,000

Total: \$8,000

PROMO ITEMS

- Amenities: \$800 (Feb: \$400 and Aug: \$400)
- Logo'd items: \$700 (Feb: \$350 and Aug: \$350)

Total: \$1,500

DUES AND SUBSCRIPTIONS

- WSAE Sapphire Level Sponsorship: \$2,550 (Jan)
- WSAE dues: \$690 (June) (\$345 per staff x 2)
- Meeting Planners International: \$495 (Dec)
- Society of Government Meeting Professionals: \$400 (April)
- Professional Conference Management Association: \$485 (Nov)
- National Tour Association: \$700 (Feb)
- Religious Conference Management Association Dues: \$195 (July)
- Military Reunion Network: \$699 (May)
- DI MINT subscription: \$5,200 (Jan)

Total: \$11,414

SPORTS & TOURNAMENTS



24,000

PROJECTED GUEST ROOMS



\$11,597,028

ESTIMATED ECONOMIC IMPACT*



\$2,648,880

ESTIMATED DIRECT
HOTEL SPENDING*

2025 Actions

SPORTS COUNCIL

Organize and administer activities for the Tri-Cities Sports Council.

ADVERTISING

Place print and digital advertising as appropriate in publications such as: Playeasy, Sports Events, Sports Destination Management and Sports Planning Guide.

SALES BLITZ

Sales calls in the Portland or Seattle metropolitan areas in Q1.

PROMOTE RESOURCES

Update the sports facilities guide, provide e-version and QR code links for consumer access.

VIRTUAL TOURS

SkyNav and Kuula tour links will be promoted in our communications to sports groups. SkyNav and Kuula allows tournament directors to experience the Tri-Cities virtually and the ability to see first-hand the venues, amenities, attractions and accommodations that would be available to their teams. The interactive tours highlight points of interest with image galleries, videos and information to aid tournament directors in understanding the advantages of selecting the Tri-Cities.

OPPORTUNITY FUND

Utilize the opportunity fund specifically to offset tournament costs for groups that block more than 300 rooms per night city-wide.

TRADESHOWS

Promote the Tri-Cities as a premier sports destination at National Tradeshow Events such as TEAMS, S.P.O.R.T.S. Relationship, Sports Invitational and Sports ETA.

CUSTOMER EVENTS

Sponsor event at annual national sports tradeshows, such as TEAMS and Sports ETA Symposium. In addition, host customer event luncheon in conjunction with the Sales Blitz.

BIDDING FEES

Bid on new regional/national level tournaments that demand bidding fees to host events.

NEW BUSINESS

After hosting the first year of an IRONMAN triathlon in 2024, staff will focus on drawing more outdoor endurance and fitness events.

*Revenue impacts are calculated using Destination International's Event Impact Calculator, an industry-wide standard tool.

SPORTS & TOURNAMENTS

PROGRAM TOTAL

\$185,730

ADVERTISING

- Ads to support tournaments: \$925
(Jan: \$100, March: \$150, May: \$325, Nov: \$200, Dec: \$150)
- Sports Events: \$40,000
- Sports Events Magazine featured listings: \$6,000
(Oct \$3000 and Dec \$3,000)
- Sports Planning Guide site inspection feature: \$2,000 (July)
- Playeasy platform destination spotlight: \$3,250
- Printed Sports Facilities Map: \$600 (Jun)

Total: \$52,775

BID FEES AND EVENT SUPPORT

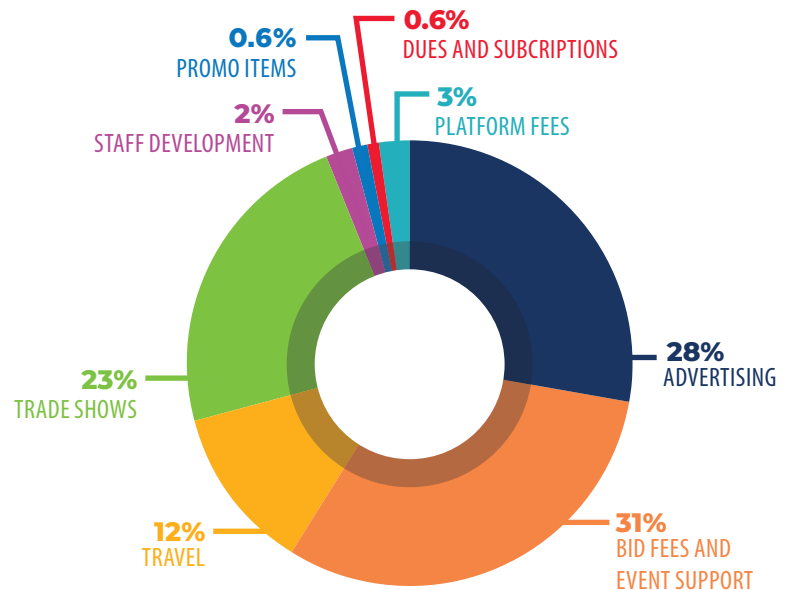
- Parallex Soccer: \$10,000 (Sept)
- National Softball Association State Championships: \$4,000 (Jul)
- IRONMAN: \$14,000 (Oct)
- WIAA State Championships: \$10,000 (Jun)
- NWAC Championships: \$5,000 (Mar)
- Tri-City Water Follies: \$10,000 (Aug)
- BMX Championships: \$5,000 (Sept)

Total: \$58,000

TRAVEL

- Sports ETA Symposium: \$4,875 (May) (\$1,625 per staff x 3)
- TEAMS Conference: \$5,235 (Oct) (\$1,745 per staff x 3)
- S.P.O.R.T.S - Relationship Conference: \$1,745 (Sept)
- S.P.O.R.T.S. Relationship Invitational: \$1,800 (Jun)
- EsportsTravel Summit: \$1,490 (June)
- Sports Sales Blitz/Customer Event: \$1,680 (\$560 per staff x 3)
- Staff development, continuing education travel: \$6,000
(May and July) (\$2,000 per staff x 3)
- Mileage for site inspections when VTC mobile is not available:
\$300 (\$25 per month)

Total: \$23,125



TRADE SHOWS

- TEAMS Conference: \$14,250 (Feb) (two staff members: \$3,500, TEAMS Conference sponsorship: \$10,750)
- EsportsTravel Summit registration: \$3,000 (Feb)
- S.P.O.R.T.S Relationship Conference: \$8,000 (Mar) (registration: \$1,500, sponsorship: \$6,500)
- Sports ETA Symposium: \$14,185 (Dec) (three staff members: \$4,185, sponsorship: \$10,000)
- S.P.O.R.T.S. Invitational registration: \$2,000 (Apr)

Total: \$41,435

STAFF DEVELOPMENT

- Continuing Education Training Courses: \$2,000 (May and July) (\$1,000 registration per staff x 3)

Total: \$3,000

PROMO ITEMS

- Sports Amenities: \$1,200 (April: \$600 and Sept: \$600)

Total: \$1,200

DUES AND SUBSCRIPTIONS

- Sports ETA Membership: \$1,195 (Dec)

Total: \$1,195

PLATFORM FEES

- Playeasy Digital Platform: \$5,000 (March)

Total: \$5,000



TOURISM DEVELOPMENT

2025 Actions

PROMOTE THE DESINATION

We continue to refine our experience category strategy, and it remains an excellent way to communicate our destination's key offerings. Promoting our destination to leisure travelers through strategically aligned efforts targeting wine lovers, outdoor enthusiasts, history and science buffs, and sun seekers is essential for attracting visitors and showcasing the unique experiences the Tri-Cities has to offer. We will maintain our focus on drive markets while increasing our promotion of flight markets.

ADVERTISING

Effective tourism advertising is essential to any successful destination marketing organization. Most of our ad spend will be allocated to digital advertising as it offers precise targeting options, ensuring effective use of marketing budgets. This year marked a significant milestone in our advertising efforts, as we are now able to accurately report on return on ad spend (ROAS) and directly demonstrate how our marketing strategies are driving hotel room bookings, showcasing the tangible impact of our initiatives.

DATA DRIVEN MARKETING

Data analysis is essential in modern marketing campaigns, allowing us to leverage insights from key metrics to improve our strategies. Analyzing this data reveals which creative assets drive engagement, which channels offer the highest return on ad spend (ROAS) and which messaging resonates with our target audiences. This enables us to refine our campaigns for the best customer experiences and the greatest return on investment. Data-driven marketing also helps identify and eliminate wasted advertising budget, ensuring every dollar spent has a significant impact on conversions and destination awareness. Our data-driven marketing efforts have taken a transformative leap forward this year. Previously limited to soft metrics, we now leverage hard data through our partnership with Datafy, our data and media partner. As of June, we've driven an impressive 75,293 hotel room night bookings, delivering a remarkable combined return on ad spend (ROAS) to hotels of \$47 for every \$1 invested in our campaigns. This success has generated an estimated \$9,856,211 in hotel-only revenue, underscoring the powerful impact of our targeted marketing strategies.

PRINT & DIGITAL COLLATERAL

Creating compelling print and digital collateral is crucial as it serves as the primary touchpoint for potential visitors. High-quality publications such as our Official Tri-Cities Visitor Guide and our data driven digital content effectively communicate the unique attractions, experiences, and culture of our destination. These materials help to capture the interest of travelers, providing them with essential information and inspiring them to visit.

PUBLIC RELATIONS & MEDIA RELATIONS

Public relations (PR) and media relations are vital to our marketing efforts, playing a key role in shaping the narrative and image of the Tri-Cities. In today's digital age, where information spreads rapidly, effective PR strategies are essential for promoting the Tri-Cities, highlighting our unique offerings and experience categories. We will be incorporating more influencer and group FAMs in 2025.

SOCIAL MEDIA

Organic social media marketing is ever-changing due to constantly evolving algorithms, shifting user behaviors, and emerging platforms. To stay relevant and ahead of the game, we are continuously monitoring trends and adapting our strategies. This includes regularly updating our content to reflect current interests, engaging with our audience through interactive posts and stories, and leveraging new features introduced by platforms. This year, we launched a strategic partnership with Sprout Social, enabling us to streamline our social media content management and gain deeper insights into its effectiveness, allowing us to engage our audience more efficiently and drive impactful results.

STORYTELLING

Storytelling humanizes our destination and introduces the amazing people and places in our community. People connect with stories because they provide context, emotion and empathy. This year, our storytelling efforts are powerfully showcased across multiple platforms, including the 2024 Annual Visitors Guide, our engaging blogs, dynamic social media channels, and our enhanced website.

TECHNOLOGY

Technology enables data-driven decision making, allowing us to collect and analyze vast amounts of data for insights into visitor behavior and trends. In 2024 we introduced several new technology partners including Sprout Social, Datafy Digital and Wander Maps. Wander Maps provides interactive digital mapping service on our website enabling users to create itineraries, share them with others, click on points of interest, and zoom and pan for a more immersive experience. By incorporating this solution into our website, we enhance the user experience and receive valuable map analytics and improved location-based marketing capabilities.

WEBSITE

In 2024 we are conducting a full-scale update and relaunch of our website. The website redesign features several key enhancements, including seamless English-to-Spanish translation, a more intuitive and user-friendly navigation that guides visitors effortlessly down the decision making funnel, and the addition of striking hero images that create a more organic and emotional connection with users. The redesign also clearly communicates our destination drivers through newly defined experience categories, all while providing a cleaner, ad-free browsing experience. This redesign breathes new life into our destination and makes the key experiences in Visit Tri-Cities more appealing and accessible to our target audiences. We will continue to analyze the user experience and refine the website throughout the year.

TOURISM DEVELOPMENT

PROGRAM TOTAL

\$604,927

ADVERTISING

- Cohesive multi-channel campaign to include a mix of digital and social ads targeting leisure travelers in the geographic markets of the Puget Sound region and Greater Spokane: \$352,900
- Social Media Advertising and Management: \$3,600
- Visit Tri-Cities Visitor Guide Enhancements: \$40,000
- Washington State Official Visitor Guide: \$7,500 (Jan) (Remainder Paid by Hotel-Motel Tax)
- Wine specific digital advertising campaign to complement presence at Taste Washington targeting western Washington leisure travelers: \$10,000

Total: \$414,000

TRAVEL

- Tri-Cities Wine Tourism Council – Taste Washington: \$2,400 (\$800 per staff x 3)
- Consumer Travel Show: \$1,600 (Oct) (\$800 per staff x2)
- Continuing Education Courses: \$8,000 (Feb, Mar, May and Jun) (\$2,000 per staff x4)

Total: \$11,200

TRADE SHOWS

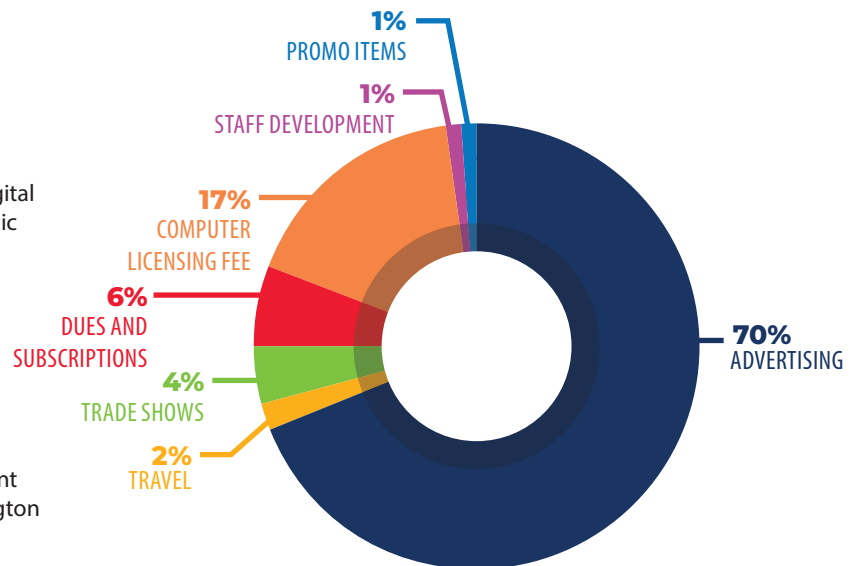
- Taste Washington: \$20,000 (Dec)
- Consumer Travel Show: \$1,300 (Oct)

Total: \$21,300

DUES AND SUBSCRIPTIONS

- Invest in Search Engine Optimization for website: SEO Package: \$36,000 (\$3,000 monthly)

Total: \$36,000



COMPUTER LICENSING FEE

- Website Hosting Fee: \$20,400 (\$1,700 monthly)
- iDSS: \$13,500 (\$3,375 per quarter – Mar, Jun, Sept, Dec)
- Proposal Path/Blue Buzzard: \$1,560 (\$130 monthly)
- Management of Digital Assets: \$12,554 (May)
- Marketing and Creative Platforms: \$5,713 Annually (\$476 monthly)
- Visitor Kiosks and Information Platforms: \$27,000 (May \$17,000 and Dec \$10,000)
- Destination Visitation Data & Research: \$30,000 (\$2,500 monthly)

Total: \$98,727

STAFF DEVELOPMENT

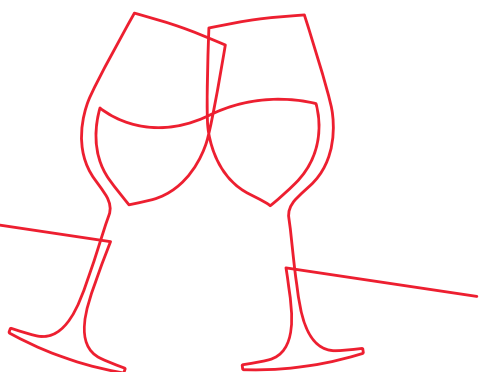
- Continuing Education Training Courses: \$6,000 (Jan, Feb, May and Jun) (\$1,500 registration per staff x4)

Total: \$6,000

PROMO ITEMS

- Registration Bags: \$3,700 (Feb and Aug)
- Logo'd Swag: \$2,000 (Apr and Aug)

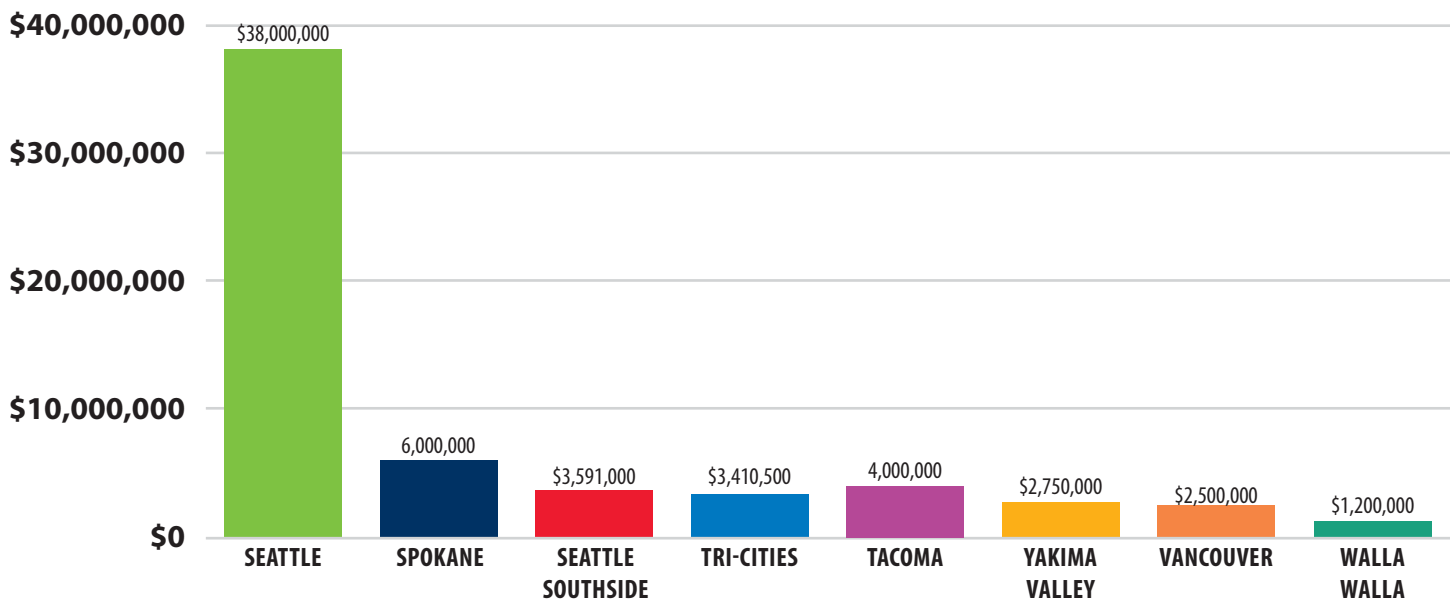
Total: 5,700



DESTINATION MARKETING ORGANIZATION (DMO) FUNDING COMPARATIVE

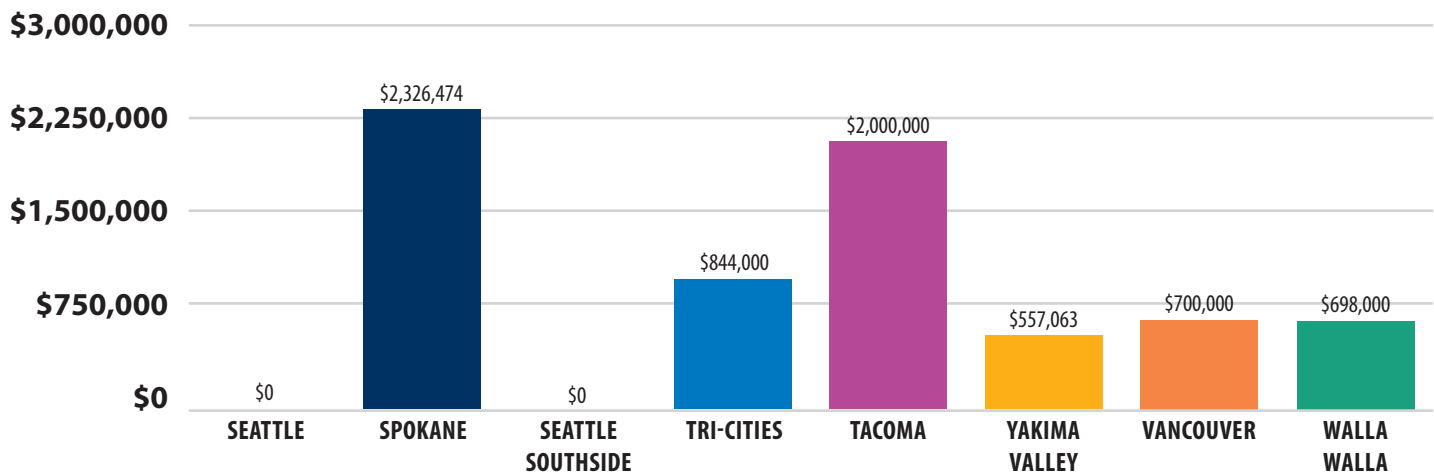
Overall Budget

The following chart provides historical look at a total budget comparative (including Hotel Motel Tax, Membership Investments and Tourism Promotion Assessment) in key competitive markets.



Hotel-Motel Tax Investments

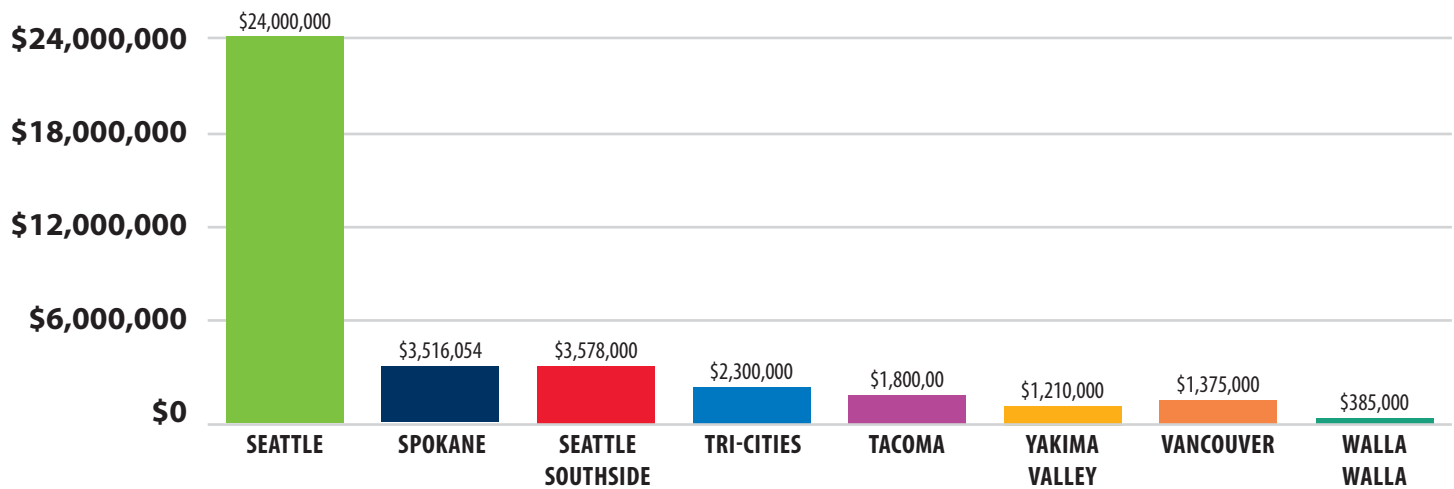
The following chart provides historical look at hotel-motel tax investments in key competitive markets.



DESTINATION MARKETING ORGANIZATION (DMO) FUNDING COMPARATIVE

TPA Budget

The following chart provides historical look at a tourism promotion assessments in key competitive markets.



DESTINATION MARKETING ORGANIZATION (DMO) FUNDING COMPARATIVE

The following chart provides historical look at a total budget comparative (including Hotel Motel Tax, Membership Investments and Tourism Promotion Assessment) in key competitive markets.

COMPETING CITY	DMO BUDGET	NUMBER OF HOTEL ROOMS	\$ SPENT PER ROOM
Visit Seattle	\$38,000,000.00	15,662	\$2,426.25
Visit Spokane	\$6,000,000.00	5,774	\$1,039.14
Travel Tacoma	\$4,000,000.00	7,000	\$571.43
Seattle Southside Tourism Authority	\$3,591,000.00	9,394	\$382.27
Visit Tri-Cities	\$3,410,500.00	3,670	\$929.29
Yakima Valley Tourism	\$2,750,000.00	3,301	\$833.08
Visit Vancouver	\$2,500,000.00	3,665	\$682.13
Walla Walla Tourism	\$1,200,000.00	991	\$1,210.90

The following chart provides historical look at hotel-motel tax investments in key competitive markets.

COMPETING CITY	HOTEL/MOTEL TAX	NUMBER OF HOTEL ROOMS	\$ SPENT PER ROOM
Visit Spokane	\$2,326,474.00	5,774	\$402.92
Travel Tacoma	\$2,000,000.00	7,000	\$285.71
Visit Tri-Cities	\$844,000.00	3,670	\$229.97
Visit Vancouver	\$700,000.00	3,655	\$191.52
Walla Walla Tourism	\$698,000.00	991	\$704.34
Yakima Valley Tourism	\$557,063.00	3,301	\$168.76
Visit Seattle	\$-	15,662	\$-
Seattle Southside Tourism Authority	\$-	9,394	\$-

The following chart provides historical look at a tourism promotion assessments in key competitive markets.

COMPETING CITY	TPA	NUMBER OF HOTEL ROOMS	\$ SPENT PER ROOM
Visit Seattle	\$24,000,000.00	15,662	\$1,532.37
Visit Spokane	\$3,516,054.00	5,774	\$608.95
Seattle Southside Tourism Authority	\$3,578,000.00	9,394	\$380.88
Visit Tri-Cities	\$2,300,000.00	3,670	\$626.70
Travel Tacoma	\$1,800,000.00	7,000	\$257.14
Yakima Valley Tourism	\$1,210,000.00	3,301	\$366.56
Visit Vancouver	\$1,375,000.00	3,665	\$375.17
Walla Walla Tourism	\$385,000.00	991	\$388.50

VISIT TRI-CITIES 2024 TPA BUDGET

	REVENUES	2024 BUDGET	2024 FORECAST	2025 PROJECTED BUDGET	2025 BUDGET VARIANCE TO 2024 BUDGET	2025 BUDGET VARIANCE TO 2024 FORECAST
	City of Kennewick	\$899,800	\$930,024	\$920,000	20,200	\$(10,024)
	City of Richland	\$728,200	\$822,990	\$812,000	83,800	\$(10,990)
	City of Pasco	\$572,000	\$580,507	\$568,000	-4,000	\$(12,507)
1000	Total Revenues	\$2,200,000	\$2,333,521	\$2,300,000	100,000	\$(33,521)

	EXPENSES	2024 BUDGET	2024 FORECAST	2025 PROJECTED BUDGET	2025 BUDGET VARIANCE TO 2024 BUDGET	2025 BUDGET VARIANCE TO 2024 FORECAST
5010	Salaries	\$830,438	\$767,361	\$851,000	\$20,562	\$83,639
5012	401k	\$41,650	\$25,726	\$43,700	\$2,050	\$17,974
5015	Health Insurance	\$145,452	\$126,188	\$146,580	\$1,128	\$20,392
5030	Payroll Taxes	\$86,000	\$78,000	\$86,000	\$-	\$8,000
5035	Accounting Services	\$25,747	\$25,491	\$25,747	\$-	\$256
5050	Telephone & Toll free	\$7,200	\$7,139	\$7,200	\$-	\$61
5060	Office Expense	\$9,000	\$8,700	\$9,000	\$-	\$300
5070	Office Insurance	\$7,000	\$5,788	\$7,140	\$140	\$1,352
5080	Postage	\$3,500	\$3,632	\$6,500	\$3,000	\$2,868
5090	Equipment Upkeep	\$20,000	\$18,078	\$20,000	\$-	\$1,922
5092	Visit Mobile	\$4,500	\$4,590	\$6,000	\$1,500	\$1,410
5095	Capital Expenditures	\$15,000	\$14,500	\$15,000	\$-	\$500
5100	Office Rent	\$45,000	\$42,142	\$45,000	\$-	\$2,858
5105	Legal/Professional	\$2,500	\$2,400	\$3,500	\$1,000	\$1,100
5110	Dues & Subscriptions	\$12,609	\$10,450	\$13,409	\$800	\$2,959
5112	Platform Fees	\$60,657	\$55,385	\$87,000	\$26,343	\$31,615
5115	Computer Licensing Fee	\$37,000	\$35,450	\$37,000	\$-	\$1,550
5225	Website Maintenance	\$38,000	\$36,831	\$38,000	\$-	\$1,169
5230	Training	\$13,000	\$12,000	\$17,500	\$4,500	\$5,500
5290	Advertising/Marketing	\$521,427	\$506,759	\$531,304	\$9,877	\$24,545
5300	Promo Items	\$5,800	\$5,800	\$8,400	\$2,600	\$2,600
5310	Bid Fees & Event Support	\$58,000	\$50,629	\$58,000	\$-	\$7,371
5315	Travel	\$48,960	\$45,052	\$53,760	\$4,800	\$8,708
5317	Trade Shows	\$51,560	\$52,748	\$73,260	\$21,700	\$20,512
5500	Opportunity Fund	\$110,000	\$88,500	\$110,000	\$-	\$21,500
	Total Expenses	\$2,200,000	\$2,029,339	\$2,300,000	\$100,000	\$270,661





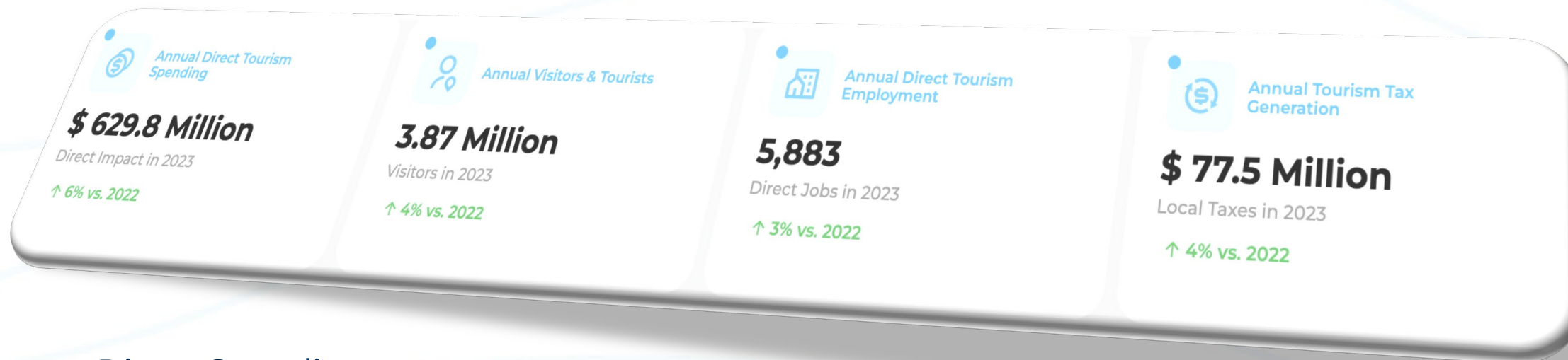
7130 W. Grandridge Blvd., Ste. B
Kennewick, WA 99336
(509) 735-8486 | (800) 254-5824
VisitTri-Cities.com



Visit 
TRI-CITIES
WASHINGTON

Fueling transformational growth through
tourism.

Visitor Economy



*Source: Tourism Economics 2023

- Direct Spending – creates a positive economic cycle
- Indirect Impact – fuels business interactions
 - Labor Income, Providers for Hospitality Businesses, Construction, Engineering, Professional Services
- Induced Impacts – improve quality of life
 - Employee Spending, Business Output, New Business Development
- Tax Revenues – support local governments
- Tax Relief for Locals – **\$600 per** household annually

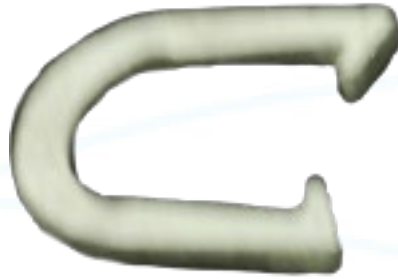




Community Vitality



Mission: Fuel transformational growth in the Tri-Cities through tourism.



- Raises the profile of the community
- Showcases the destination
- Demonstrates capabilities
- Creates jobs & reduce taxes
- Generates sense of community



Media Coverage

- National, regional and local coverage
- TV, print, social, digital
- **56** pieces of coverage

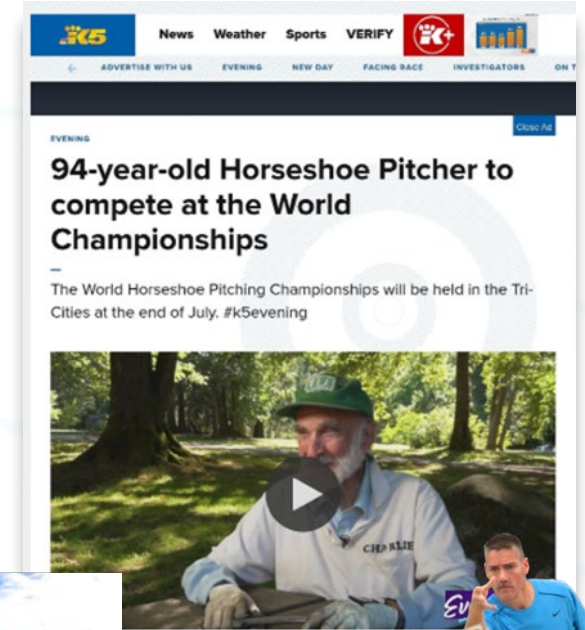
Yahoo Sports

KING TV Seattle

KOMO TV Seattle

KREM TV Spokane

y!sports



Economic Impact*



500

Out of Town Athletes



1800

Out of Town Visitors



43 States



4 Countries



\$1.8 to \$2 million
Direct Spending

* Data from Athlete Surveys

Fueling Transformational Growth

- **Tri-City Water Follies: \$2.8m**
- **Jehovah Witness Conferences: \$2.5m**
- **Benton Franklin Fair & Rodeo: \$1.3m**
- **NSA Women's Softball State Tournament: \$1.3**



- **WSAE Annual Convention**



2024 WSAE
ANNUAL CONVENTION

IRONMAN[®]

70.3[®] WASHINGTON TRI-CITIES

- \$7 million visitor spending
- 2167 out of town athletes
- 7585 out of town visitors
- 45 states & 20 countries

Visit Tri-Cities

- **501c6 Destination Marketing Organization**
 - **Funded By**
 - Lodging Tax
 - Tourism Performance Agreements
 - Partners, Memberships, & Advertising

Forecast

- **TPA revenues projected to reach \$2.3 million**
 - National travel levels relatively flat
 - Local occupancy levels have been some of the highest in the state
- **Signature events energize our tourism growth**
- **Planned improvements will provide additional opportunities**
 - Three Rivers Convention Center
 - Aquatic Center
 - HAPO Center
 - Pasco Sports Complex

Meetings & Conventions



21,000

PROJECTED GUEST ROOMS



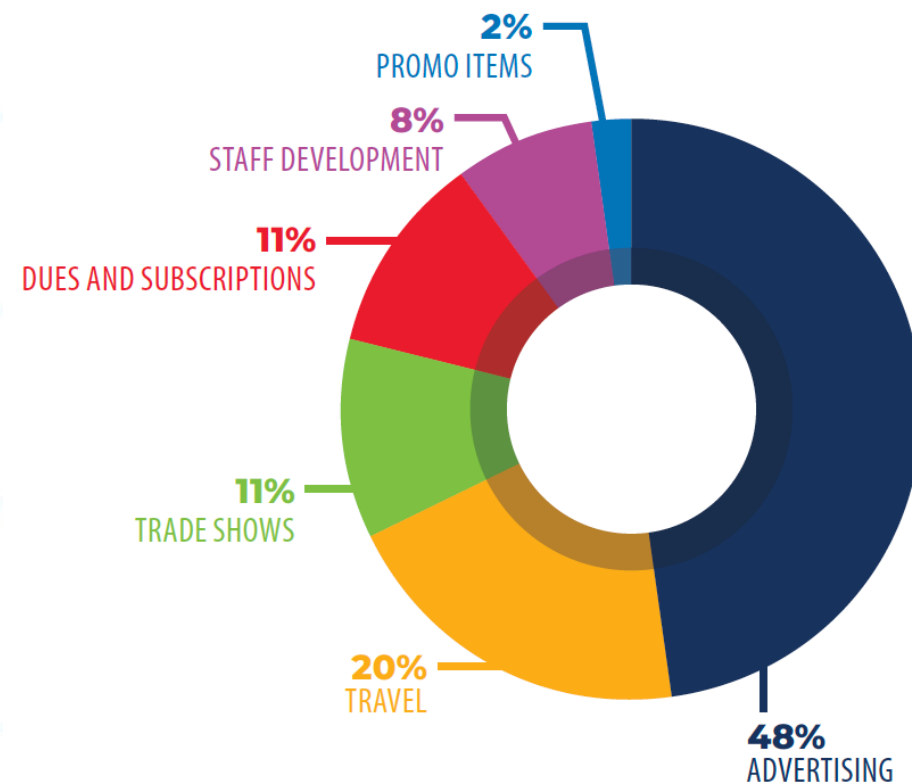
\$6,869,712

ESTIMATED ECONOMIC IMPACT*



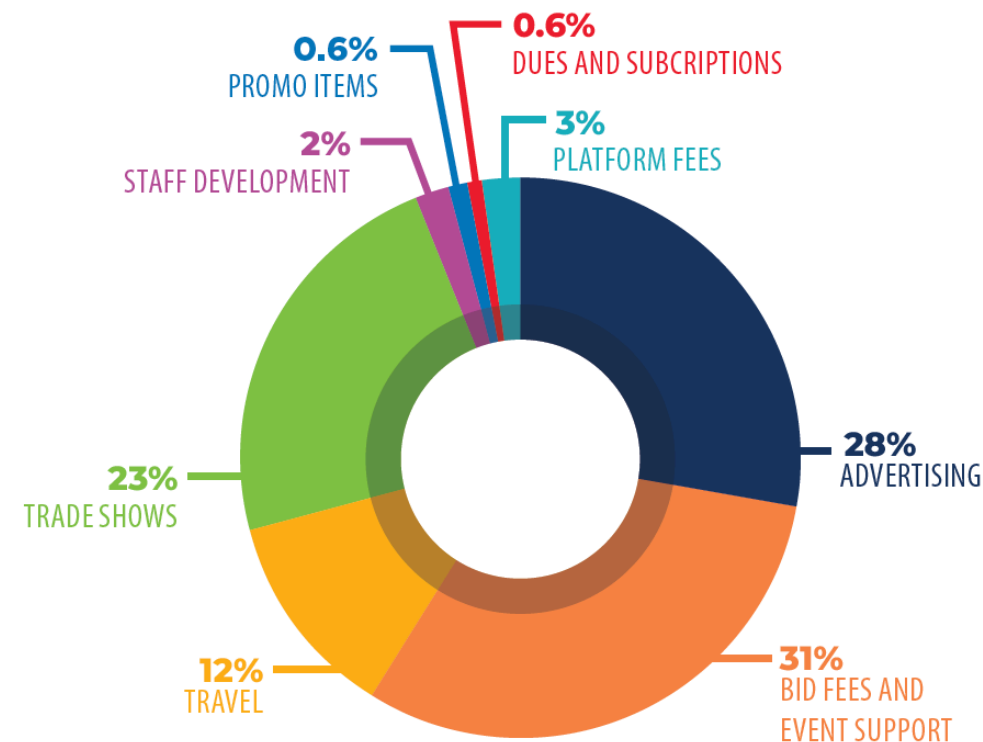
\$2,500,017

ESTIMATED DIRECT
HOTEL SPENDING*



• **Marketing Budget: \$100, 269**

Sports & Tournaments

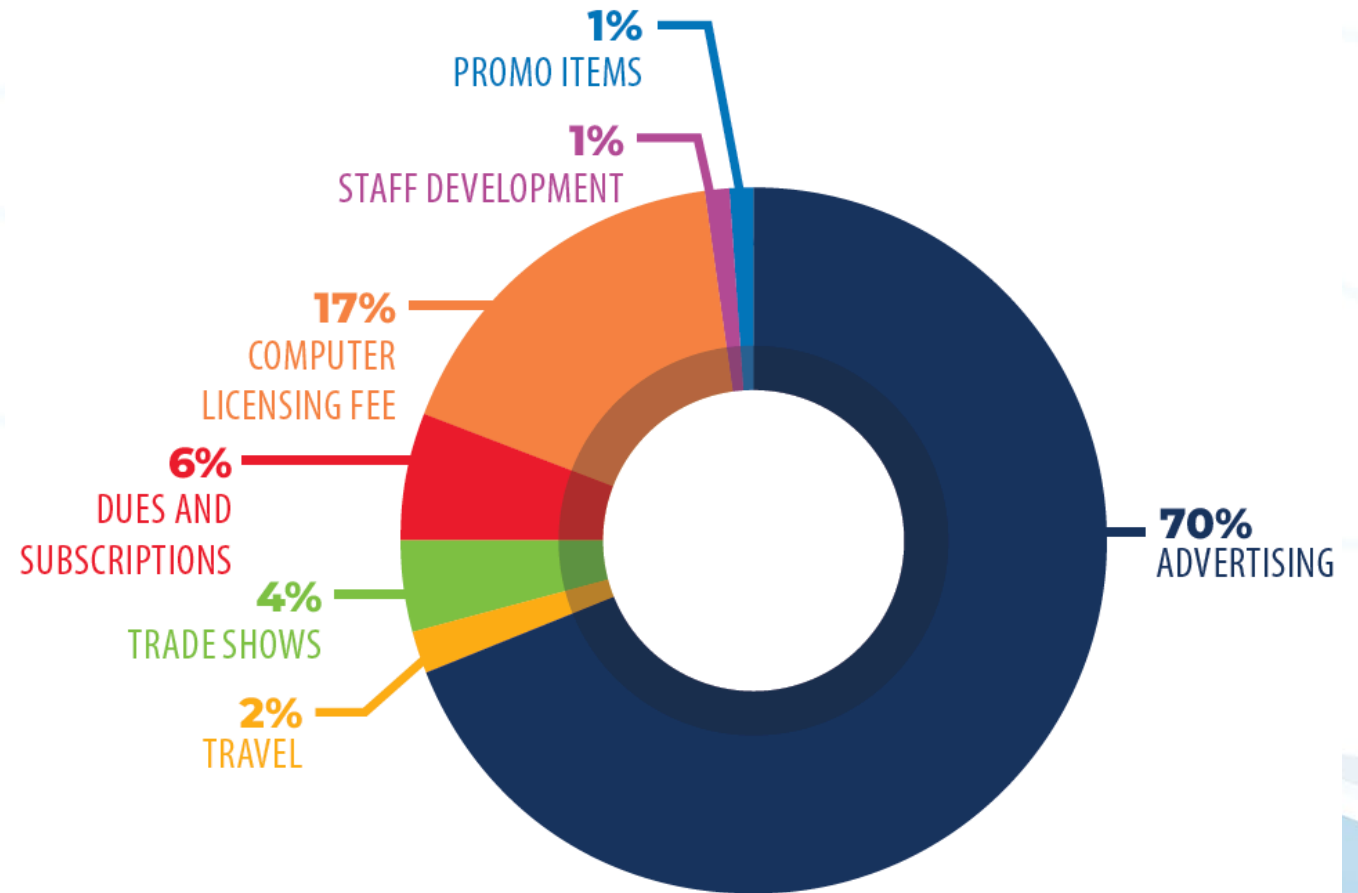


• **Marketing Budget: \$185,730**

Tourism Development

- **Budget: \$604,927**

- **Advertising**
 - Digital Ads
 - PR / Media Relations
 - Social Media Influencers
 - Website
 - Print
 - Traditional TV
- **Computer Licensing Fees**
- **Travel / Trade Shows**
- **Promotion**
- **Dues & Subscription**
- **Staff Development**



Overall Budget

