



City Council Meeting Schedule April 2018

April 3, 2018
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

April 10, 2018
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Fire Department Annual Report
2. Police Department Annual Report
3. Committee Updates
4. Rivershore Re-Conveyance

April 14, 2018
Saturday, 8:00 a.m.-2:30 p.m.

COUNCIL ADVANCE
Springhill Suites (7048 W. Grandridge Blvd)

April 17, 2018
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

April 24, 2018
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Year-End Financial Review/Spring 2018 Budget Adjustments
2. Tri-City Regional PFD Update

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio Taped

April 2018
Updated 4/10/18



CITY COUNCIL REGULAR MEETING AGENDA

**Tuesday, April 17, 2018 at 6:30 p.m.
City Hall Council Chambers | 210 W. 6th Ave**

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome

HONORS & RECOGNITIONS

- Retirees Recognition (Joe Terpenning & Darrell Springer)

2. APPROVAL OF AGENDA

3. 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. Minutes of Regular Meeting of April 3, 2018.
- b. Motion to approve Claims Roster for the Toyota Center Operations and Box Office Accounts for February 2018.
- c. Motion to approve Payroll Roster for March 31, 2018.
- d. Motion to authorize the Mayor to sign a letter in support of nominating the Vista Field Redevelopment Master Plan for a Governor's Smart Communities Award.
- e. Motion to authorize the Mayor to sign the letters to Senator Cantwell, Senator Murray and Representative Newhouse requesting support for the re-conveyance of Columbia River shore properties.
- f. Motion authorizing the purchase, transfer and installation of equipment by Day Wireless Systems of Pasco.
- g. Motion to authorize the Mayor to sign the Local Programs State Funding Agreement and the Federal Aid Project Prospectus for the Washington St/6th Ave Pedestrian Safety Improvements project.
- h. Motion to authorize the Mayor to sign an Easement Deed with the Public Utility District (PUD) No. 1 of Benton County.
- i. Motion to authorize the Mayor to sign Contract #18-020 for document imaging services to convert permit files from paper to digital with CI Information Management.

4. VISITORS

5. ORDINANCES/RESOLUTIONS

- a. Resolution 18-08: 9/11 Memorial Annual Commemoration Activities

6. PUBLIC HEARINGS/MEETINGS

7. NEW BUSINESS

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio Taped



CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, April 17, 2018 at 6:30 p.m.
City Hall Council Chambers | 210 W. 6th Ave

- 8. UNFINISHED BUSINESS**
- 9. COUNCIL COMMENTS/DISCUSSION**
- 10. ADJOURNMENT**

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio Taped

CITY OF KENNEWICK
CITY COUNCIL
Regular Meeting
April 3, 2018

1. CALL TO ORDER

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

City Council and Staff Present:

Mayor Pro Tem Steve Lee	Marie Mosley	Vince Beasley
Matt Boehnke	Greg McCormick	Craig Littrell
Bill McKay	Lisa Beaton	Evelyn Lusignan
Paul Parish	Bruce Mills	Emily Cross-Estes
John Trumbo	Terri Wright	Chris Guerrero
Steve Young	Dan Legard	Greg Duffy
Mayor Don Britain	Terry Walsh	

Commander Craig Littrell led the Pledge of Allegiance.

HONORS & RECOGNITIONS

Arbor Day Proclamation – Ken Hahn, Parks & Recreation Commission Chair joined Mayor Britain at the podium as he read the proclamation.

2. APPROVAL OF AGENDA

Mayor Pro Tem Lee moved, seconded by Mr. Trumbo to approve the Agenda as presented. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA

- a. Minutes of Regular Meeting of March 20, 2018.
- b. (1) Motion to approve Claims Roster for March 9, 2018.
(2) Motion to approve Claims Roster for March 23, 2018.
(3) Motion to approve Claims Roster for the Columbia Park Golf Course Account for February 2018.
- c. Motion to approve Payroll Roster for March 15, 2018.
- d. Motion to support the request from Visit Tri-Cities and the Tri-City Regional Hotel-Motel Commission and approve the release of \$271,300 from the Tourism Promotion Area Reserve Fund.
- e. Motion to authorize the Mayor to sign the UPRR 24-inch Interceptor Sewer improvement professional services agreement with JUB for engineering design services.

Mr. Young moved, seconded by Mr. Parish to approve the Consent Agenda. The motion carried unanimously.

4. VISITORS

Tim Artzen, Port of Kennewick, Chief Executive Officer, 350 Clover Island Dr, Kennewick – He made comments regarding the Bridge to Bridge vehicle based food businesses regulations and asked that they not be applicable to the entire City at this time.

Chuck Torelli, 3314 S. Dennis Ct, Kennewick – He expressed his concern that Ransomware might at some point impact the city.

5. ORDINANCE/RESOLUTIONS

- a. Ordinance 5755: Zoning Code Amendment (ZOA) 17-06 amending KMC 18.12.250 relating to vehicle based food businesses and cart businesses. Greg McCormick, Planning Director reported.

ORDINANCE NO. 5755

AN ORDINANCE RELATING TO ZONE DISTRICTS AND STANDARDS AND AMENDING SECTION 18.12.250 OF THE KENNEWICK MUNICIPAL CODE

Mr. Young moved, seconded by Mayor Pro Tem Lee to adopt Ordinance No. 5755.

Mr. Parish moved, seconded by Mayor Pro Tem Lee to amend Ordinance No. 5755 and add Section 5(p) "any violations of the conditions contained herein, would result in the revocation of the business license." The motion passed 4 to 3. (Mr. McKay, Mr. Boehnke and Mr. Trumbo opposed.)

The motion to adopt Ordinance No. 5755 as amended passed 4 to 3. (Mr. Trumbo, Mr. Boehnke and Mayor Britain opposed.)

6. PUBLIC HEARINGS/MEETINGS - None

7. NEW BUSINESS - None

8. COUNCIL COMMENTS/DISCUSSION

Council members reported on their respective activities.

10. AJOURNMENT

Meeting was adjourned at 7:17 p.m.

Terri L. Wright, CMC
City Clerk

Council Agenda Coversheet



Agenda Item Number	3.b.	Council Date	04/17/2018
Agenda Item Type	General Business Item		
Subject	Toyota Center/Arena Accounts		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for February 2018.

Motion for Consideration

I move to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for February 2018 in the amount of \$539,417.95, comprised of check numbers 19467-19547 in the amount of \$205,578.34 and electronic transfers in the amount of \$333,839.61.

Summary

None.

Alternatives

None.

Fiscal Impact

Total \$539,417.95.

Through

Denise Winters
Apr 12, 14:01:13 GMT-0700 2018

Dept Head Approval

Dan Legard
Apr 12, 14:27:01 GMT-0700 2018

City Mgr Approval

Marie Mosley
Apr 13, 10:59:09 GMT-0700 2018

Attachments: Roster

☐ Recording
Required?

Toyota Center and Toyota Arena Operations Claims Roster February 2018

Num	Date	Name	Memo	Account	Paid Amount
19467	02/02/2018	All Star Arenas	Ice painting assistance - Aug 2017 billed in Dec	1006.1 · Sterling Operating Account	
WA-122617	12/27/2017		Ice painting assistance - Aug 2017 billed in Dec	8104 · Ice-Related	-4,700.00
			TOTAL		-4,700.00
19468	02/02/2018	Amerigas	0910002962	1006.1 · Sterling Operating Account	
3074188325	01/23/2018		Propane: 76.7 Gallons 1/22/18	8033 · Propane	-199.00
			Due from TRCC - Propane: 76.7 Gallons 1/22/18	2215 · Due To (From) Convention Center	-49.74
			TOTAL		-248.74
19469	02/02/2018	Apollo Inc		1006.1 · Sterling Operating Account	
40011984	12/29/2017		Svc Call & refrigerant added to walk in freezer 10/16/17	8038 · Repairs & Maintenance-HVAC	-335.19
940012086	12/31/2017		December 2017 maintenance fees	8038 · Repairs & Maintenance-HVAC	-1,347.73
			December 2017 maintenance fees	8041 · Repairs & Maintenance-Building	-449.24
			TOTAL		-2,132.16
19470	02/02/2018	Coca-Cola	Soda order 1/18/18	1006.1 · Sterling Operating Account	
29123	01/18/2018		Soda order 1/18/18	1400.1 · Inventory-Food	-477.00
			TOTAL		-477.00
	02/02/2018	Concessions Supply	QuickBooks generated zero amount transaction for bill payment stub	1006.1 · Sterling Operating Account	
77174	01/26/2018	Concessions Supply	Hatco warmer bulbs PO#2111	2000 · Accounts Payable-Operations	0.00
			TOTAL		0.00
19471	02/02/2018	Culligan	230326	1006.1 · Sterling Operating Account	
86696	01/18/2018		Cold cooler service 12/21/17-1/18/18	8098 · Supplies & Equipment	-77.10
			TOTAL		-77.10
19472	02/02/2018	Food Services of America		1006.1 · Sterling Operating Account	
8994602	01/18/2018		Kitchen sanitizer wipes PO#2101	8098.1 · Supplies & Equipment-F&B	-174.68
8994601	01/18/2018		Food order 1/18/18	1400.1 · Inventory-Food	-255.60
8994600	01/18/2018		Food order 1/18/18	1400.1 · Inventory-Food	-240.24
8994599	01/18/2018		Food order 1/18/18	1400.1 · Inventory-Food	-173.56
8994598	01/18/2018		Food order 1/18/18	1400.1 · Inventory-Food	-6,127.86
8995931	01/19/2018		Food order 1/19/18	1400.1 · Inventory-Food	-129.20
8995932	01/19/2018		Food order 1/19/18	1400.1 · Inventory-Food	-407.21
9003047	01/26/2018		Food order 1/26/18	1400.1 · Inventory-Food	-160.32
9003049	01/26/2018		Kitchen supplies PO#2114	8098.1 · Supplies & Equipment-F&B	-518.61
9003045	01/26/2018		Food order 1/26/18	1400.1 · Inventory-Food	-3,119.10
9003869	01/27/2018		Food order 1/27/18	1400.1 · Inventory-Food	-26.28
			TOTAL		-11,332.66
19473	02/02/2018	Great Floors Commercial Sales	Ams locker room carpet replacement PO#2071	1006.1 · Sterling Operating Account	
871509	01/25/2018		Ams locker room carpet replacement PO#2071	8041 · Repairs & Maintenance-Building	-2,263.80
			TOTAL		-2,263.80
19474	02/02/2018	Moon Security Services, Inc.		1006.1 · Sterling Operating Account	
909276	02/01/2018		Basic Fire Monitoring 2/1/18-2/28/18	8039 · Security & Fire Alarm System	-51.00
910731	02/01/2018		Basic Comm Monitoring TA 2/1/18-2/28/18	8039 · Security & Fire Alarm System	-36.00
908993	02/01/2018		Basic fire monitoring TA 2/1/18-2/28/18	8039 · Security & Fire Alarm System	-41.00
911073	02/01/2018		Kitchen & Vault monitoring 2/1/18-2/28/18	8039 · Security & Fire Alarm System	-25.98
			Kitchen & Vault monitoring 2/1/18-2/28/18	8039FB · Sec & Fire Alarm, Food & Bev	-51.95
			Due from TRCC - Kitchen & Vault monitoring 2/1/18-2/28/18	2215 · Due To (From) Convention Center	-25.97
			TOTAL		-231.90
19475	02/02/2018	Pacific Backflow Services LLC	Backflow testing 2018	1006.1 · Sterling Operating Account	
1801280822	01/28/2018		Backflow testing 2018	8041 · Repairs & Maintenance-Building	-1,069.61
			Due from TRCC - Backflow testing 2018	2215 · Due To (From) Convention Center	-369.62
			TOTAL		-1,439.23
19476	02/02/2018	Red Lion Hotel Columbia Center	Lodging for Ops Mgr candidate 1/17/18	1006.1 · Sterling Operating Account	
19061	01/26/2018		Lodging for Ops Mgr candidate 1/17/18	8017 · Miscellaneous	-100.43
			TOTAL		-100.43
19477	02/02/2018	Schindler Elevator Corp.	1061995	1006.1 · Sterling Operating Account	
8104725975	02/01/2018		Elevator maintenance 2/1/18-4/30/18	8094 · Outside Services	-974.63
			TOTAL		-974.63

**Toyota Center and Toyota Arena
Operations Claims Roster
February 2018**

Num	Date	Name	Memo	Account	Paid Amount
19478	02/02/2018	Spectrum Business	Phone & Internet services 1/26/18-2/25/18	1006.1 · Sterling Operating Account	
Svc1/26-2/25	01/20/2018		Internet services 1/26/18-2/25/18	8034.3 · Internet	-1,714.98
			Phone services 1/26/18-2/25/18	8034.1 · Telephone	-885.89
				TOTAL	-2,600.87
19479	02/02/2018	Staples/Corp Express, Inc.	Tax forms & Office supplies PO#2097	1006.1 · Sterling Operating Account	
3365608281	01/16/2018		Tax forms & Office supplies PO#2097	8005 · Office Supplies	-76.63
			Due from TRCC - Tax forms & Office supplies PO#2097	2215 · Due To (From) Convention Center	-62.74
				TOTAL	-139.37
19480	02/02/2018	Townsquare Media-Tri Cities		1006.1 · Sterling Operating Account	
329478A-1	01/01/2018		Ron White ads PO#2034	1633.70 · Ron White	-251.60
329478B-1	01/01/2018		Ron White ads PO#2034	1633.70 · Ron White	-173.40
				TOTAL	-425.00
19481	02/02/2018	Tri City Americans	Naming rights sponsorship Agmt #4	1006.1 · Sterling Operating Account	
777010118	01/01/2018		Naming rights sponsorship Agmt #4	5012.10 · Naming Rights-Team Share	-8,333.33
				TOTAL	-8,333.33
19482	02/02/2018	WCP Solutions		1006.1 · Sterling Operating Account	
10495274	01/25/2018		Janitorial supplies PO#2112	8095 · Janitorial Supplies	-1,285.69
10495276	01/25/2018		Janitorial supplies PO#2112	8095 · Janitorial Supplies	-598.46
10495275	01/25/2018		Janitorial supplies PO#2112	8095 · Janitorial Supplies	-106.21
10499292	01/30/2018		Janitorial supplies PO#2119	8095 · Janitorial Supplies	-251.37
				TOTAL	-2,241.73
19483	02/09/2018	Baskin Robbins		1006.1 · Sterling Operating Account	
1/27AmsVSpok	01/27/2018	!ETC - Tri-City Americans Games	Third party sales 1/27/18 Ams vs Spokane	5300.7 · Sales-Third Party	-914.34
1/28AmsVSeat	01/28/2018	!ETC - Tri-City Americans Games	Third party sales 1/28/18 Ams vs Seattle	5300.7 · Sales-Third Party	-522.96
1/31AmsVVic	01/31/2018	!ETC - Tri-City Americans Games	Third party sales 1/31/18 Ams vs Victoria	5300.7 · Sales-Third Party	-345.19
				TOTAL	-1,782.49
19484	02/09/2018	Berry, Timothy	Learn to skate coaching January 2018	1006.1 · Sterling Operating Account	
LTSJan18	02/05/2018		Learn to skate coaching January 2018	8065 · Contracted Labor	-70.00
				TOTAL	-70.00
19485	02/09/2018	Bond, Craig	Learn to skate coaching January 2018	1006.1 · Sterling Operating Account	
LTSJan18	02/05/2018		Learn to skate coaching January 2018	8065 · Contracted Labor	-570.00
				TOTAL	-570.00
19486	02/09/2018	Chapala Express Stand		1006.1 · Sterling Operating Account	
1/27AmsVSpok	01/27/2018	!ETC - Tri-City Americans Games	Third party sales 1/27/18 Ams vs Spokane	5300.7 · Sales-Third Party	-1,116.74
1/28AmsVSeat	01/28/2018	!ETC - Tri-City Americans Games	Third party sales 1/28/18 Ams vs Seattle	5300.7 · Sales-Third Party	-875.34
1/31AmsVVic	01/31/2018	!ETC - Tri-City Americans Games	Third party sales 1/31/18 Ams vs Victoria	5300.7 · Sales-Third Party	-651.59
				TOTAL	-2,643.67
19487	02/09/2018	Columbia Industries	0935	1006.1 · Sterling Operating Account	
0060365	01/31/2018		Shred service 1/26/18	8094 · Outside Services	-113.88
				TOTAL	-113.88
19488	02/09/2018	Doherty, Ann I	Learn to skate coaching January 2018	1006.1 · Sterling Operating Account	
LTSJan18	02/05/2018		Learn to skate coaching January 2018	8065 · Contracted Labor	-67.50
				TOTAL	-67.50
19489	02/09/2018	Dunkaroos		1006.1 · Sterling Operating Account	
1/27AmsVSpok	01/27/2018	!ETC - Tri-City Americans Games	Third party sales 1/27/18 Ams vs Spokane	5300.7 · Sales-Third Party	-929.84
1/28AmsVSeat	01/28/2018	!ETC - Tri-City Americans Games	Third party sales 1/28/18 Ams vs Seattle	5300.7 · Sales-Third Party	-477.00
1/31AmsVVic	01/31/2018	!ETC - Tri-City Americans Games	Third party sales 1/31/18 Ams vs Victoria	5300.7 · Sales-Third Party	-355.41
				TOTAL	-1,762.25
19490	02/09/2018	Food Services of America		1006.1 · Sterling Operating Account	
8991555	01/15/2018		Food order 1/15/18	1400.1 · Inventory-Food	-35.79
8996642	01/19/2018		Food order 1/19/18	1400.1 · Inventory-Food	-64.50
9003596	01/26/2018		Food order 1/26/18	1400.1 · Inventory-Food	-23.49
9005831	01/30/2018		Food order 1/30/18	1400.1 · Inventory-Food	-1,189.63
				TOTAL	-1,313.41

**Toyota Center and Toyota Arena
Operations Claims Roster
February 2018**

Num	Date	Name	Memo	Account	Paid Amount
19491	02/09/2018	Houtz, Katelyn	Learn to skate coaching January 2018	1006.1 · Sterling Operating Account	
LTSJan18	02/05/2018		Learn to skate coaching January 2018	8065 · Contracted Labor	-281.25
			TOTAL		-281.25
19492	02/09/2018	KC Brand		1006.1 · Sterling Operating Account	
1/27AmsVSpok	01/27/2018	!ETC - Tri-City Americans Games	Third party sales 1/27/18 Ams vs Spokane	5300.7 · Sales-Third Party	-1,008.10
1/28AmsVSeat	01/28/2018	!ETC - Tri-City Americans Games	Third party sales 1/28/18 Ams vs Seattle	5300.7 · Sales-Third Party	-426.19
1/31AmsVVic	01/31/2018	!ETC - Tri-City Americans Games	Third party sales 1/31/18 Ams vs Victoria	5300.7 · Sales-Third Party	-204.52
			TOTAL		-1,638.81
19493	02/09/2018	Lowe's Commercial Services	TV and mount PO#2115	1006.1 · Sterling Operating Account	
16626	02/02/2018		TV and mount PO#2115	8140 · Building Equipment	-247.55
			TOTAL		-247.55
19494	02/09/2018	Overholt, Ryan	Toby Mac runner 2/15/18	1006.1 · Sterling Operating Account	
18-0215A	02/15/2018		Toby Mac runner 2/15/18	5073 · Reimbursed Outside Services	-250.00
			TOTAL		-250.00
19495	02/09/2018	Petty Cash	Petty cash through 11/17/17	1006.1 · Sterling Operating Account	
Petty cash @ 11/17	11/17/2017		Backstage catering - Camp 10/20/17	1400.1 · Inventory-Food	-80.42
			Backstage catering - In This Moment 10/31/17	1400.1 · Inventory-Food	-354.93
			Cinderella special drink supplies 11/7/17	1400.1 · Inventory-Food	-59.47
			Backstage catering MWS/AG 11/14/17	1400.1 · Inventory-Food	-285.04
			Shipping tape for merchandise return 11/17/17	8005 · Office Supplies	-6.39
			TOTAL		-786.25
19496	02/09/2018	Powers, Dusty	Toby Mac runner 2/15/18	1006.1 · Sterling Operating Account	
18-0215C	02/15/2018		Toby Mac runner 2/15/18	5073 · Reimbursed Outside Services	-250.00
			TOTAL		-250.00
19497	02/09/2018	Rapoza, Leah	Learn to skate coaching January 2018	1006.1 · Sterling Operating Account	
LTSJan18	02/05/2018		Learn to skate coaching January 2018	8065 · Contracted Labor	-140.00
			TOTAL		-140.00
19498	02/09/2018	Servpro of Tricities	NYE game water extraction - locker room	1006.1 · Sterling Operating Account	
5076161	01/16/2018		NYE game water extraction - locker room	8041.1 · Emergency Repairs-Building	-519.37
			TOTAL		-519.37
19499	02/09/2018	Skoglund, Paul	Toby Mac runner 2/15/18	1006.1 · Sterling Operating Account	
18-0215B	02/15/2018		Toby Mac runner 2/15/18	5073 · Reimbursed Outside Services	-250.00
			TOTAL		-250.00
19500	02/09/2018	Staples/Corp Express, Inc.	Footrest for Finance Office PO#2096	1006.1 · Sterling Operating Account	
3366179769	01/23/2018		Footrest for Finance Office PO#2096	8005 · Office Supplies	-18.02
			TOTAL		-18.02
19501	02/09/2018	Terminello, Rachel	Learn to skate coaching January 2018	1006.1 · Sterling Operating Account	
LTSJan18	02/05/2018		Learn to skate coaching January 2018	8065 · Contracted Labor	-25.00
			TOTAL		-25.00
19502	02/09/2018	Trios Health - KGH EMTS	EMT Services January 2018	1006.1 · Sterling Operating Account	
Jan18EMT	02/06/2018	!ETC - Tri-City Americans Games	EMT Services 1/12/18 Ams vs Portland	8065 · Contracted Labor	-425.00
		!ETC - Tri-City Americans Games	EMT Services 1/13/18 Ams vs Prince George	8065 · Contracted Labor	-400.00
		!ETC - Tri-City Americans Games	EMT Services 1/17/18 Ams vs Swift Current	8065 · Contracted Labor	-200.00
		!ETC - Tri-City Americans Games	EMT Services 1/19/18 Ams vs Brandon	8065 · Contracted Labor	-425.00
		!ETC - Tri-City Americans Games	EMT Services 1/27/18 Ams vs Spokane	8065 · Contracted Labor	-425.00
		!ETC - Tri-City Americans Games	EMT Services 1/28/18 Ams vs Seattle	8065 · Contracted Labor	-212.50
		!ETC - Tri-City Americans Games	EMT Services 1/31/18 Ams vs Victoria	8065 · Contracted Labor	-200.00
			TOTAL		-2,287.50
19503	02/09/2018	VenuWorks, Inc.	January 2018 Management Fee	1006.1 · Sterling Operating Account	
14842	01/01/2018		January 2018 Management Fee	8124 · VenuWorks Management Fee	-9,135.92
			TOTAL		-9,135.92
19504	02/09/2018	Waste Management of Kennewick	360-0005326-1819-6	1006.1 · Sterling Operating Account	
2197424-1819-3	02/01/2018		Garbage services 1/1/18-1/31/18	8036.1 · Garbage Service	-129.60
			TOTAL		-129.60

**Toyota Center and Toyota Arena
Operations Claims Roster
February 2018**

Num	Date	Name	Memo	Account	Paid Amount
19505	02/09/2018	WCP Solutions	Janitorial supplies PO#2112	1006.1 · Sterling Operating Account	
10500416	01/25/2018		Janitorial supplies PO#2112	8095 · Janitorial Supplies	-102.07
			TOTAL		-102.07
19506	02/09/2018	Zizwe Chase	Refund for adult hockey	1006.1 · Sterling Operating Account	
AdHockRefund	02/05/2018		Refund for adult hockey	5148 · Adult Hockey League	-120.00
			TOTAL		-120.00
19507	02/09/2018	Bond, Jennifer	Learn to skate administration Dec 2017	1006.1 · Sterling Operating Account	
LTSADec17	01/01/2018		Learn to skate administration Dec 2017	8065 · Contracted Labor	-1,000.00
			TOTAL		-1,000.00
19508	02/16/2018	Alsco	0020000	1006.1 · Sterling Operating Account	
LSPO2010009	02/08/2018		Uniforms - TC 2/8/18	8100.2 · Uniforms-F&B	-52.57
			TOTAL		-52.57
19509	02/16/2018	Backstage Electric, Inc.	Stagehand labor for Toby Mac 2/15/18	1006.1 · Sterling Operating Account	
1746	02/15/2018		Stagehand labor for Toby Mac 2/15/18	5073 · Reimbursed Outside Services	-2,816.00
			TOTAL		-2,816.00
19510	02/16/2018	Baskin Robbins	Third party sales 2/2/18 Ams vs Portland	1006.1 · Sterling Operating Account	
2/2AmsVPort	02/02/2018	!ETC - Tri-City Americans Games	Third party sales 2/2/18 Ams vs Portland	5300.7 · Sales-Third Party	-721.99
			TOTAL		-721.99
19511	02/16/2018	Builders' Hardware & Supply Co.	Building keys PO#2121	1006.1 · Sterling Operating Account	
S3615661.001	02/02/2018		Building keys PO#2121	8098 · Supplies & Equipment	-71.68
			Due from TRCC - Building keys PO#2121	2215 · Due To (From) Convention Center	-71.67
			TOTAL		-143.35
19512	02/16/2018	Cascade Natural Gas - COL	Natural gas services 1/10/18-2/7/18	1006.1 · Sterling Operating Account	
Svc1/10-2/7	02/08/2018		Natural gas services 1/10/18-2/7/18	8036.2 · Natural Gas	-2,747.74
			TOTAL		-2,747.74
19513	02/16/2018	Cascade Natural Gas - ICE	Natural gas services 1/11/18-2/7/18	1006.1 · Sterling Operating Account	
Svc1/11-2/7	02/08/2018		Natural gas services 1/11/18-2/7/18	8036.2 · Natural Gas	-1,893.75
			TOTAL		-1,893.75
19514	02/16/2018	Chapala Express Stand	Third party sales 2/2/18 Ams vs Portland	1006.1 · Sterling Operating Account	
2/2AmsVPort	02/02/2018	!ETC - Tri-City Americans Games	Third party sales 2/2/18 Ams vs Portland	5300.7 · Sales-Third Party	-892.08
			TOTAL		-892.08
19515	02/16/2018	Chemsearch	Contract water treatment program	1006.1 · Sterling Operating Account	
3016979	02/05/2018		Contract water treatment program	8094 · Outside Services	-3,402.36
			TOTAL		-3,402.36
19516	02/16/2018	Coca-Cola		1006.1 · Sterling Operating Account	
29602	02/01/2018		Soda order 2/1/18	1400.1 · Inventory-Food	-4,404.50
30094	02/09/2018		Soda order 2/9/18	1400.1 · Inventory-Food	-1,064.00
30253	02/13/2018		Soda order 2/13/18	1400.1 · Inventory-Food	-3,173.25
			TOTAL		-8,641.75
19517	02/16/2018	Dunkaroos	Third party sales 2/2/18 Ams vs Portland	1006.1 · Sterling Operating Account	
2/2AmsVPort	02/02/2018	!ETC - Tri-City Americans Games	Third party sales 2/2/18 Ams vs Portland	5300.7 · Sales-Third Party	-638.74
			TOTAL		-638.74
19518	02/16/2018	Food Services of America		1006.1 · Sterling Operating Account	
9009782	02/02/2018		Food order 2/2/18	1400.1 · Inventory-Food	-34.66
9009781	02/02/2018		Food order 2/2/18	1400.1 · Inventory-Food	-58.43
9009784	02/02/2018		Food order 2/2/18	1400.1 · Inventory-Food	-6,875.00
9009780	02/02/2018		Food order 2/2/18	1400.1 · Inventory-Food	-5,250.83
9009783	02/02/2018		Kitchen supply order PO#2122	8098.1 · Supplies & Equipment-F&B	-211.80
9011722	02/05/2018		Food order 2/5/18	1400.1 · Inventory-Food	-611.67
9016817	02/09/2018		Food order 2/9/18	1400.1 · Inventory-Food	-976.75
9019832	02/13/2018		Food order 2/13/18	1400.1 · Inventory-Food	-4,353.98
9019833	02/13/2018		Food order 2/13/18	1400.1 · Inventory-Food	-456.84
			TOTAL		-18,829.96

**Toyota Center and Toyota Arena
Operations Claims Roster
February 2018**

Num	Date	Name	Memo	Account	Paid Amount
19519	02/16/2018	KC Brand	Third party sales 2/2/18 Ams vs Portland	1006.1 · Sterling Operating Account	
2/2AmsVPort	02/02/2018	!ETC - Tri-City Americans Games	Third party sales 2/2/18 Ams vs Portland	5300.7 · Sales-Third Party	-588.36
			TOTAL		-588.36
19520	02/16/2018	Lowe's Commercial Services	Paint & Screws PO#2110	1006.1 · Sterling Operating Account	
25199	02/07/2018		Paint & Screws PO#2110	8098 · Supplies & Equipment	-15.06
			TOTAL		-15.06
19521	02/16/2018	RFP Mfg.	Plexi for rink PO#2116	1006.1 · Sterling Operating Account	
9369	01/03/2018		Plexi for rink PO#2116	8104 · Ice-Related	-1,823.39
			TOTAL		-1,823.39
19522	02/16/2018	Rocky Mountain Rigging		1006.1 · Sterling Operating Account	
2/15TobyMac	02/15/2018		Rigging for Toby Mac 2/15/18	5073 · Reimbursed Outside Services	-5,690.00
2/15OldDom	02/15/2018		Rigging for Old Dominion 2/15/18	5073 · Reimbursed Outside Services	-2,800.00
			TOTAL		-8,490.00
	02/16/2018	Sysco Spokane, Inc.	QuickBooks generated zero amount transaction for bill payment stub	1006.1 · Sterling Operating Account	
2001	02/01/2018	Sysco Spokane, Inc.	Void credit by JE to force correct period	2000 · Accounts Payable-Operations	0.00
			TOTAL		0.00
19523	02/16/2018	The Entertainer Newspaper	Feb 2018 Front Pg Banner Buddy Holly PO#2084	1006.1 · Sterling Operating Account	
10578	02/01/2018	!BW Season 17/18:Buddy Holly Story	Feb 2018 Front Pg Banner Buddy Holly PO#2084	1633.89 · Buddy Holly Story	-299.00
			TOTAL		-299.00
19524	02/16/2018	VenuWorks, Inc.	Credit card purchases 12/8/17-1/5/18	1006.1 · Sterling Operating Account	
CC123	01/07/2018		Microsoft: Monthly license charges	8005.20 · Computer and Other IT	-282.64
			Gateway & Formstack: Adult hockey web services	8094 · Outside Services	-64.00
			Pandora monthly fee	8012 · Licenses & Permits	-29.27
			Papa John's: Employee meal	8013 · Employee Recognition	-37.01
			Amazon: phone power cords PO#2053	8005.20 · Computer and Other IT	-390.00
			Amazon: Finance office space heater PO#2064	8140 · Building Equipment	-30.40
			Best Western: Lodging for F. Brazil - CWR training	8054 · Travel-Lodging	-382.50
			Due from TRCC - Credit card purchases 12/8/17-1/5/18	2215 · Due To (From) Convention Center	-1,096.83
			TOTAL		-2,312.65
19525	02/16/2018	Overholt, Ryan	Runner for Old Dominion 2/17/18	1006.1 · Sterling Operating Account	
18-0217	02/17/2018	!Old Dominion	Runner for Old Dominion 2/17/18	5073 · Reimbursed Outside Services	-250.00
			TOTAL		-250.00
19526	02/23/2018	Amerigas	0910002962	1006.1 · Sterling Operating Account	
3074800215	02/06/2018		Propane: 127 Gallons 2/5/18	8033 · Propane	-324.41
			Due from TRCC - Propane: 127 Gallons 2/5/18	2215 · Due To (From) Convention Center	-81.10
			TOTAL		-405.51
19527	02/23/2018	Apollo Inc	Expansion tank replacement PO#2103	1006.1 · Sterling Operating Account	
940012705	02/15/2018		Expansion tank replacement PO#2103	8041 · Repairs & Maintenance-Building	-4,390.09
			TOTAL		-4,390.09
19528	02/23/2018	Avis Rent A Car System, Inc	Car rental for Toby Mac	1006.1 · Sterling Operating Account	
697536722	02/15/2018		Car rental for Toby Mac	5073 · Reimbursed Outside Services	-340.37
			TOTAL		-340.37
19529	02/23/2018	Baskin Robbins	Third party sales 2/10/18 Ams vs Spokane	1006.1 · Sterling Operating Account	
2/10AmsVSpok	02/10/2018	!ETC - Tri-City Americans Games	Third party sales 2/10/18 Ams vs Spokane	5300.7 · Sales-Third Party	-868.45
			TOTAL		-868.45
19530	02/23/2018	Benton PUD		1006.1 · Sterling Operating Account	
LgGenSvc1/5-2/6	02/10/2018		Large General Service 1/5/18-2/6/18	8036.3 · Electricity	-22,837.15
SmGenSvcLights	02/10/2018		Small General Service - Lights 1/6/18-2/7/18	8036.3 · Electricity	-131.17
			Due from TRCC - Small General Service - Lights 1/6/18-2/7/18	2215 · Due To (From) Convention Center	-131.16
SmGenSvcSign	02/10/2018		Small General Service - Sign 1/8/18-2/7/18	8036.3 · Electricity	-189.71
			Due from TRCC - Small General Service - Sign 1/8/18-2/7/18	2215 · Due To (From) Convention Center	-81.31
			TOTAL		-23,370.50

**Toyota Center and Toyota Arena
Operations Claims Roster
February 2018**

Num	Date	Name	Memo	Account	Paid Amount
19531	02/23/2018	Canon Financial Services, Inc.	730707	1006.1 · Sterling Operating Account	
18292661	02/10/2018		Copier maintenance JMQ30838, UMT01039	8007 · Printing & Copiers	-346.75
			TOTAL		-346.75
19532	02/23/2018	Canon Solutions America (Oce)	BHA806	1006.1 · Sterling Operating Account	
4025070221	02/06/2018		Copier maintenance SHPIM3511 2/1/18-2/28/18	8007 · Printing & Copiers	-27.22
			TOTAL		-27.22
19533	02/23/2018	Chapala Express Stand	Third party sales 2/10/18 Ams vs Spokane	1006.1 · Sterling Operating Account	
2/10AmsVSpok	02/10/2018	!ETC - Tri-City Americans Games	Third party sales 2/10/18 Ams vs Spokane	5300.7 · Sales-Third Party	-1,131.95
			TOTAL		-1,131.95
19534	02/23/2018	City of Kennewick-MISC	Event security January 2018	1006.1 · Sterling Operating Account	
013427KPD	02/12/2018		Event security January 2018	8065 · Contracted Labor	-2,992.00
			TOTAL		-2,992.00
19535	02/23/2018	Dunkaroos	Third party sales 2/10/18 Ams vs Spokane	1006.1 · Sterling Operating Account	
2/10AmsVSpok	02/10/2018		Third party sales 2/10/18 Ams vs Spokane	5300.7 · Sales-Third Party	-1,099.79
			TOTAL		-1,099.79
19536	02/23/2018	Frank J. Zamboni & Co., Inc.	Zamboni board brushes PO#2153	1006.1 · Sterling Operating Account	
092350	02/12/2018		Zamboni board brushes PO#2153	8042 · Repairs & Maintenance-Equipment	-286.24
			TOTAL		-286.24
19537	02/23/2018	KC Brand		1006.1 · Sterling Operating Account	
2/10AmsVSpok	02/10/2018	!ETC - Tri-City Americans Games	Third party sales 2/10/18 Ams vs Spokane	5300.7 · Sales-Third Party	-1,062.73
2/15TobyMac	02/15/2018		Third party sales 2/15/18 Toby Mac	5300.7 · Sales-Third Party	-1,054.13
			TOTAL		-2,116.86
19538	02/23/2018	Lowe's Commercial Services	Zam room hose PO#2161	1006.1 · Sterling Operating Account	
16997	02/20/2018		Zam room hose PO#2161	8098 · Supplies & Equipment	-37.13
			TOTAL		-37.13
19539	02/23/2018	Plateau Press		1006.1 · Sterling Operating Account	
7806	02/15/2018		Old Dominion wine bottle labels PO#2148	8103 · Advertising & Marketing	-71.68
7805	02/15/2018		Toby Mac wine bottle labels PO#2148	8103 · Advertising & Marketing	-67.88
			TOTAL		-139.56
19540	02/23/2018	Staples/Corp Express, Inc.		1006.1 · Sterling Operating Account	
3368235405	02/07/2018		Sharpie paint pens PO#2127	8005 · Office Supplies	-18.45
3368235404	02/07/2018		Office supply order PO#2127	8005 · Office Supplies	-217.30
			Due from TRCC - Office supply order PO#2127	2215 · Due To (From) Convention Center	-120.46
			TOTAL		-356.21
19541	02/23/2018	Starplex Corporation	Contracted labor for Old Dominion	1006.1 · Sterling Operating Account	
45267	02/19/2018	!Old Dominion	Contracted labor for Old Dominion	5008 · Contract Labor-Reimbursed	-2,101.80
			TOTAL		-2,101.80
19542	02/23/2018	Summer Teagle	Refund for unapplied food credit 2/17/18	1006.1 · Sterling Operating Account	
4566C	02/17/2018		Refund for unapplied food credit 2/17/18	5300.1 · Sales-Food	-200.00
			TOTAL		-200.00
19543	02/23/2018	Tri-City Herald	Buddy Holly ads PO#1677	1006.1 · Sterling Operating Account	
Jan18Ads	02/04/2018	!BW Season 17/18:Buddy Holly Story	Buddy Holly ads PO#1677	1633.89 · Buddy Holly Story	-490.00
			TOTAL		-490.00
19544	02/23/2018	Tri-City Sign and Barricade	Barricades for Old Dominion	1006.1 · Sterling Operating Account	
OldDom	02/16/2018	!Old Dominion	Barricades for Old Dominion	5073 · Reimbursed Outside Services	-217.20
			TOTAL		-217.20

**Toyota Center and Toyota Arena
Operations Claims Roster
February 2018**

Num	Date	Name	Memo	Account	Paid Amount
19545	02/23/2018	Tri City Americans		1006.1 · Sterling Operating Account	
1/19 Ams v Brandon	01/19/2018	!:ETC - Tri-City Americans Games	Ams vs Brandon 1/19/18	3601 · Unearned Revenue-Ticket Sales	-5,390.79
		!:ETC - Tri-City Americans Games	Suite Share, Ams vs Brandon 1/19/18	5004.10 · Team Share-Suite Revenue	-743.03
		!:ETC - Tri-City Americans Games	Conc Share, Ams vs Brandon 1/19/18	8069.1 · Concessions Share - Team	-1,208.91
1/27 Ams vs Spokane	01/27/2018	!:ETC - Tri-City Americans Games	Ams vs Spokane 1/27/18	3601 · Unearned Revenue-Ticket Sales	-19,638.98
		!:ETC - Tri-City Americans Games	Suite Share, Ams vs Spokane 1/27/18	5004.10 · Team Share-Suite Revenue	-1,152.49
		!:ETC - Tri-City Americans Games	Conc Share, Ams vs Spokane 1/27/18	8069.1 · Concessions Share - Team	-3,381.80
1/28 Ams v Seattle	01/28/2018	!:ETC - Tri-City Americans Games	Ams vs Seattle 1/28/18	3601 · Unearned Revenue-Ticket Sales	-1,606.73
		!:ETC - Tri-City Americans Games	Suite Share, Ams vs Seattle 1/28/18	5004.10 · Team Share-Suite Revenue	-411.02
		!:ETC - Tri-City Americans Games	Conc Share, Ams vs Seattle 1/28/18	8069.1 · Concessions Share - Team	-287.05
2/2 Ams v Portland	02/02/2018	!:ETC - Tri-City Americans Games	Ams vs Portland 2/2/18	3601 · Unearned Revenue-Ticket Sales	-5,362.03
		!:ETC - Tri-City Americans Games	Suite Share, Ams vs Portland 2/2/18	5004.10 · Team Share-Suite Revenue	-801.95
		!:ETC - Tri-City Americans Games	Conc Share, Ams vs Portland 2/2/18	8069.1 · Concessions Share - Team	-1,394.42
				TOTAL	-41,379.20
19546	02/23/2018	WCP Solutions		1006.1 · Sterling Operating Account	
10530572	02/20/2018		Janitorial supplies PO# 2159	8095 · Janitorial Supplies	-433.86
10530571	02/20/2018		Janitorial supplies PO# 2159	8095 · Janitorial Supplies	-716.98
				TOTAL	-1,150.84
19547	02/23/2018	Spotlight Production & Electrical Service	Lighting for Buddy Holly 2/25/18	1006.1 · Sterling Operating Account	
2712	02/22/2018	!:BW Season 17/18:Buddy Holly Story	Lighting for Buddy Holly 2/25/18	5073 · Reimbursed Outside Services	-4,349.43
				TOTAL	-4,349.43
ONLINE	02/01/2018	Revel Systems	POS Fees - Toyota Center - Feb 2018	1006.1 · Sterling Operating Account	
			POS Fees - Toyota Center - Feb 2018	8098.1 · Supplies & Equipment-F&B	-1,223.75
				TOTAL	-1,223.75
EFT	02/01/2018	Southern Wine & Spirits of Washington	Liquor order 2/1/18 Inv 2746403	1006.1 · Sterling Operating Account	
			Liquor order 2/1/18 Inv 2746403	1400.3 · Inventory-Liquor	-1,392.09
				TOTAL	-1,392.09
EFT	02/01/2018	King Beverage Inc.	Beer order 2/1/18 Inv 1851628	1006.1 · Sterling Operating Account	
			Beer order 2/1/18 Inv 1851628	1400.2 · Inventory-Beer	-1,346.61
				TOTAL	-1,346.61
EFT	02/01/2018	The Odom Corporation	Beer order 2/1/18 Inv 10510663	1006.1 · Sterling Operating Account	
			Beer order 2/1/18 Inv 10510663	1400.2 · Inventory-Beer	-1,044.52
				TOTAL	-1,044.52
EFT	02/02/2018	Columbia Distributing	Beer order 2/2/18 Inv 200702	1006.1 · Sterling Operating Account	
			Beer order 2/2/18 Inv 200702	1400.2 · Inventory-Beer	-967.64
				TOTAL	-967.64
EFT	02/02/2018	Columbia Distributing	Liquor order 2/2/18 Inv 200701	1006.1 · Sterling Operating Account	
			Liquor order 2/2/18 Inv 200701	1400.3 · Inventory-Liquor	-123.79
				TOTAL	-123.79
EFT	02/02/2018	King Beverage Inc.	Beer order 2/2/18 Inv 1851972	1006.1 · Sterling Operating Account	
			Beer order 2/2/18 Inv 1851972	1400.2 · Inventory-Beer	-1,340.88
				TOTAL	-1,340.88
ONLINE	02/09/2018	Sterling Change	Change Order for F&B 2/9/18, balance \$27,800	1006.1 · Sterling Operating Account	
			Change Order for F&B 2/9/18	1121 · Vault Cash-F&B	-400.00
				TOTAL	-400.00
EFT	02/09/2018	King Beverage Inc.	Beer order 2/9/18 Inv 1856482	1006.1 · Sterling Operating Account	
			Beer order 2/9/18 Inv 1856482	1400.2 · Inventory-Beer	-729.88
				TOTAL	-729.88
ONLINE	02/13/2018	Sterling Change	Change Order for F&B 2/13/18, balance \$27,000	1006.1 · Sterling Operating Account	
			Change Order for F&B 2/13/18	1121 · Vault Cash-F&B	-3,000.00
				TOTAL	-3,000.00
ONLINE	02/13/2018	Sterling Change	Change Order for F&B 2/13/18, balance \$27,800	1006.1 · Sterling Operating Account	
			Change Order for F&B 2/13/18	1121 · Vault Cash-F&B	-400.00
				TOTAL	-400.00

**Toyota Center and Toyota Arena
Operations Claims Roster
February 2018**

Num	Date	Name	Memo	Account	Paid Amount
EFT	02/13/2018	Columbia Distributing	Beer order 2/13/18 Inv 3030648	1006.1 · Sterling Operating Account	
			Beer order 2/13/18 Inv 3030648	1400.2 · Inventory-Beer	-72.00
				TOTAL	-72.00
EFT	02/13/2018	Columbia Distributing	Beer order 2/13/18 Inv 3030647	1006.1 · Sterling Operating Account	
			Beer order 2/13/18 Inv 3030647	1400.2 · Inventory-Beer	-1,570.00
				TOTAL	-1,570.00
EFT	02/13/2018	The Odom Corporation	Beer & Liquor order 2/13/18 Inv 10510751	1006.1 · Sterling Operating Account	
			Liquor order 2/13/18 Inv 10510751	1400.3 · Inventory-Liquor	-203.84
			Beer order 2/13/18 Inv 10510751	1400.2 · Inventory-Beer	-222.93
				TOTAL	-426.77
EFT	02/13/2018	King Beverage Inc.	Beer order 2/13/18 Inv 1857628	1006.1 · Sterling Operating Account	
			Beer order 2/13/18 Inv 1857628	1400.2 · Inventory-Beer	-9,439.11
				TOTAL	-9,439.11
EFT	02/14/2018	Southern Wine & Spirits of Washington	Liquor order 2/14/18 Inv 2756245	1006.1 · Sterling Operating Account	
			Liquor order 2/14/18 Inv 2756245	1400.3 · Inventory-Liquor	-540.00
				TOTAL	-540.00
ONLINE	02/16/2018	Sterling Change	Change Order for F&B 2/16/18, balance \$36,740	1006.1 · Sterling Operating Account	
			Change Order for F&B 2/16/18	1121 · Vault Cash-F&B	-9,340.00
				TOTAL	-9,340.00
EFT	02/16/2018	Southern Wine & Spirits of Washington	Liquor order 2/16/18 Inv 2759077	1006.1 · Sterling Operating Account	
			Liquor order 2/16/18 Inv 2759077	1400.3 · Inventory-Liquor	-510.58
				TOTAL	-510.58
WIRE	02/16/2018	Awakening Events	Settlement Toby Mac 2/15/18	1006.1 · Sterling Operating Account	
2/15 Toby Mac	02/15/2018	!;Toby Mac	Toby Mac 2/15/18	3601 · Unearned Revenue-Ticket Sales	-115,385.90
		!;Toby Mac	Venue Rebate, Toby Mac 2/15/18	5001.9 · Settlement Costs	-10,698.08
		!;Toby Mac	Service FeeShare, Toby Mac 2/15/18	5026.1 · Ticketing Comm to Settlement	-2,615.04
				TOTAL	-128,699.02
ONLINE	02/20/2018	Department of Revenue	Business License renewal 3/31/18-3/31/19	1006.1 · Sterling Operating Account	
			Business license renewal 3/31/18-3/31/19	8012 · Licenses & Permits	-2,511.00
			Minor work permit	8012 · Licenses & Permits	-19.00
				TOTAL	-2,530.00
EFT	02/20/2018	Columbia Distributing	Beer order 2/20/18 Inv 3051126	1006.1 · Sterling Operating Account	
			Beer order 2/20/18 Inv 3051126	1400.2 · Inventory-Beer	-641.32
				TOTAL	-641.32
EFT	02/20/2018	King Beverage Inc.	Beer order 2/20/18 Inv 1860748	1006.1 · Sterling Operating Account	
			Beer order 2/20/18 Inv 1860748	1400.2 · Inventory-Beer	-832.52
				TOTAL	-832.52
EFT	02/20/2018	The Odom Corporation	Beer order 2/20/18 Inv 10543624	1006.1 · Sterling Operating Account	
			Beer order 2/20/18 Inv 10543624	1400.2 · Inventory-Beer	-1,455.00
				TOTAL	-1,455.00
EFT	02/23/2018	Southern Wine & Spirits of Washington	Liquor order 2/23/18 Inv 2764597	1006.1 · Sterling Operating Account	
			Liquor order 2/23/18 Inv 2764597	1400.3 · Inventory-Liquor	-690.97
				TOTAL	-690.97
WIRE	02/26/2018	Live Nation	Settlement Old Dominion 2/17/18	1006.1 · Sterling Operating Account	
Old Dominion 2/17/18	02/17/2018		Old Dominion 2/17/18	3601 · Unearned Revenue-Ticket Sales	-105,885.64
			Per ticket rebate to LN, Old Dominion 2/17/18	5001.9 · Settlement Costs	-8,598.67
			Merch share to show, Old Dominion 2/17/18	5001.9 · Settlement Costs	-1,919.89
			Concession share to show, Old Dominion 2/17/18	5001.9 · Settlement Costs	-23,165.76
			Fac Fee share to show, Old Dominion 2/17/18	5001.9 · Settlement Costs	-5,245.61
				TOTAL	-144,815.57

**Toyota Center and Toyota Arena
Operations Claims Roster
February 2018**

Num	Date	Name	Memo	Account	Paid Amount
ONLINE	02/27/2018	Department of Revenue	Excise Tax Return Jan 2018	1006.1 · Sterling Operating Account	
			B&O Tax Payable Jan 2018	2206 · B&O Tax Payable	-510.61
		Department of Revenue	Sales Tax Payable Jan 2018	2201 · *Sales Tax Payable	-11,104.13
			B&O Tax Expense Jan 2018	8241 · Sales, B&O & Use Taxes	-1,605.67
				TOTAL	-13,220.41
EFT	02/27/2018	The Odom Corporation	Beer order 2/27/18 Inv 10543677	1006.1 · Sterling Operating Account	
			Beer order 2/27/18 Inv 10543677	1400.2 · Inventory-Beer	-295.56
				TOTAL	-295.56
EFT	02/27/2018	Columbia Distributing	Beer order 2/27/18 Inv 3073890	1006.1 · Sterling Operating Account	
			Beer order 2/27/18 Inv 3073890	1400.2 · Inventory-Beer	-887.72
				TOTAL	-887.72
EFT	02/27/2018	King Beverage Inc.	Beer order 2/27/18 Inv 1863602	1006.1 · Sterling Operating Account	
			Beer order 2/27/18 Inv 1863602	1400.2 · Inventory-Beer	-1,098.18
				TOTAL	-1,098.18
EFT	02/27/2018	Southern Wine & Spirits of Washington	Liquor order 2/27/18 Inv 2765973	1006.1 · Sterling Operating Account	
			Liquor order 2/27/18 Inv 2765973	1400.3 · Inventory-Liquor	-419.42
				TOTAL	-419.42
EFT	02/28/2018	Columbia Distributing	Liquor order 2/28/18 Inv 3073891	1006.1 · Sterling Operating Account	
			Liquor order 2/28/18 Inv 3073891	1400.3 · Inventory-Liquor	-123.79
				TOTAL	-123.79
EFT	02/28/2018	Fintech.net	Transactionals 2/1/18-2/28/18	1006.1 · Sterling Operating Account	
			Transactionals 2/1/18-2/28/18	8111FB · Banking Fees - Food & Bev	-20.00
				TOTAL	-20.00
AUTO	02/28/2018	Ignite Payment Systems	Card processing fees - TOYO Feb 2018	1006.1 · Sterling Operating Account	
			Card processing fees - TOYO Feb 2018	8109 · Credit Card Fees	-3,396.90
				TOTAL	-3,396.90
AUTO	02/28/2018	American Payment Solutions	Credit card processing Feb 2018	1006.1 · Sterling Operating Account	
			Credit card processing Feb 2018	8109 · Credit Card Fees	-725.90
				TOTAL	-725.90
Total Paid				\$539,298.24	

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



Dan Legard, Finance Director

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

Check numbers 19467-19547	\$ 205,578.34
Electronic transfers	333,719.90
Total	<u>\$ 539,298.24</u>

Exceptions:

Toyota Center and Toyota Arena
Box Office Claims Roster
February 2018

Num	Date	Name	Memo	Account	Paid Amount
AUTO	02/28/2018	American Express	AMEX fees	1006.3 · Sterling Box Office Account	
			Express Collection	8109 · Credit Card Fees	-7.95
			AMEX discount	8109 · Credit Card Fees	-111.76
				TOTAL	-119.71
Total Paid					\$119.71

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



Dan Legard, Finance Director

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

Electronic transfers	\$ 119.71
Total	<u>\$ 119.71</u>

Exceptions:

Council Agenda Coversheet



Agenda Item Number	3.c.	Council Date	04/17/2018
Agenda Item Type	General Business Item		
Subject	Payroll Roster (PPE 3/31/2018)		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

That council approve the payroll roster.

Motion for Consideration

I move to approve the payroll roster in the amount of \$2,344,611.54, for the period ended 3/31/2018, comprised of check numbers 72284 through 72402 and direct deposit numbers 158217 through 158629.

Summary

None.

Alternatives

None.

Fiscal Impact

Total \$2,344,611.54.

Through

Phil Bleazard
Apr 09, 10:48:02 GMT-0700 2018

Dept Head Approval

Dan Legard
Apr 09, 11:29:56 GMT-0700 2018

City Mgr Approval

Marie Mosley
Apr 13, 11:01:38 GMT-0700 2018

Attachments: Roster

☐ Recording
Required?

April 17, 2018

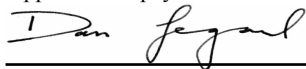
All Departments:

March 31, 2018

ADMINISTRATIVE TEAM	2,001.00	
CITY COUNCIL	4,038.00	
CITY MANAGER	11,893.07	
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	40,070.08	
EMPLOYEE & COMMUNITY RELATIONS	53,383.45	
ENGINEERING	55,238.10	
FACILITIES & GROUNDS	104,613.10	
FINANCE	44,935.25	
FIRE	506,121.01	
LEGAL SERVICES	22,344.79	
MANAGEMENT SERVICES	80,493.87	
POLICE	436,180.91	
Subtotal General Fund	1,361,312.63	
STREETS	16,022.31	
TRAFFIC	27,415.82	
Subtotal Street Fund	43,438.13	
BI-PIN	6,167.45	
BUILDING SAFETY	55,702.45	
COMMUNITY DEVELOPMENT	3,924.90	
CRIMINAL JUSTICE	57,802.02	
EQUIPMENT RENTAL	11,822.88	
MEDICAL SERVICES	306,963.36	
RISK MANAGEMENT	3,273.90	
STORMWATER UTILITY	20,092.01	
WATER & SEWER	119,668.20	
Subtotal Other Funds	585,417.17	
Total Salaries and Wages	1,990,167.93	
Benefits:		
Comp Time Payout	65,231.72	
Industrial Insurance	25,730.96	
Medical Retirement Account	2,812.50	
Retirement	159,417.20	
Social Security (FICA)	101,251.23	
Total Benefits	354,443.61	
Grand Total	\$2,344,611.54	

I, Dan Legard, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$2,344,611.54 comprised of check numbers 72284 through 72402 and direct deposit numbers 158217 through 158629.

Approved for payment:



Dan Legard, Finance Director

Council Agenda Coversheet



Agenda Item Number	3.d.	Council Date	04/17/2018
Agenda Item Type	General Business Item		
Subject	2018 Governor's Smart Communities Award		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Planning		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

That Council authorize the Mayor to sign a letter in support of nominating the Vista Field Redevelopment Master Plan for a Governor's Smart Communities Award.

Motion for Consideration

I move to authorize the Mayor to sign a letter in support of nominating the Vista Field Redevelopment Master Plan for a Governor's Smart Communities Award.

Summary

The Governor's Smart Communities Awards program recognizes outstanding efforts of counties, cities and towns, and their partners throughout the state to create quality communities through achieving the goals of the Growth Management Act and other community development objectives. The awards have been an annual event since 2006. In 2017, the Port of Kennewick, City of Kennewick, Benton County and Columbia Basin College received the Smart Partnerships Award - Project implementing a comprehensive plan for the Columbia Wine Gardens Phase 1 project.

With the recent adoption of the Vista Field Redevelopment Master Plan, amendment of the City's Comprehensive Land Use Map, area-wide rezoning of Vista Field, creation of the Urban Mixed Use zoning district and adoption of a Development Agreement between the City and the Port, staff feels that this effort is worthy of an application to the State for the 2018 Smart Vision Award. This award recognizes the successful achievement of a city plan with implementation of a local community vision through the adoption of a sub area plan. The planning process, including a very robust community engagement component is an excellent example of sub area planning, collaboration between community partners, and implementation that will serve as a model for future planning efforts.

Staff has prepared the application materials and request that the Mayor be authorized to sign the attached letter of support for the application packet.

Alternatives

None.

Fiscal Impact

None.

Through

Dept Head Approval

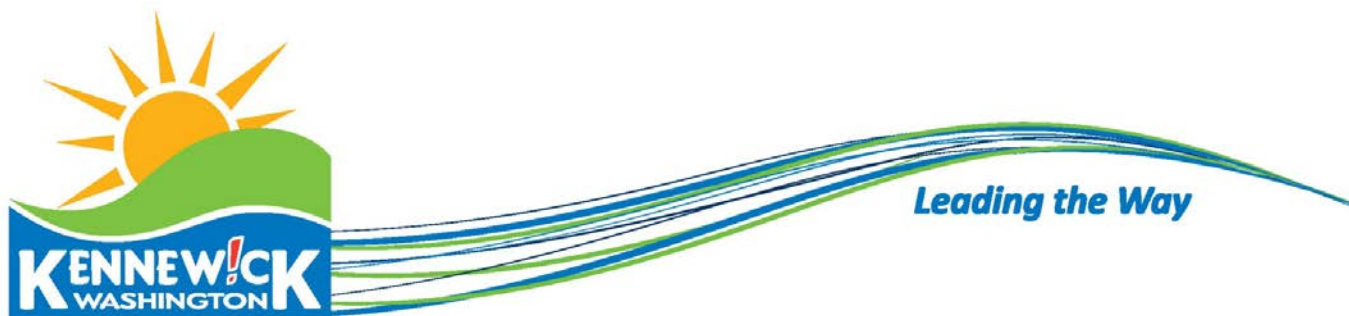
City Mgr Approval

Gregory McCormick
Apr 10, 15:18:56 GMT-0700 2018

Marie Mosley
Apr 13, 11:05:44 GMT-0700 2018

Attachments: 2018 Smart Growth Award Letter of Support

☐ Recording
Required?



April 17, 2018

Ms. Valerie Smith
Growth Management Services
1011 Plum St. SE
P.O. Box 42525
Olympia, WA 98504-2525

RE: Governor's 2018 Smart Communities Award – Vista Field Redevelopment Master Plan

Dear Ms. Smith,

Vista Field, built in the late 1930's played a role in helping train Navy pilots who flew in the Pacific Theater during World War II. Over time activity at the airport declined significantly leading the Port of Kennewick to close the airport effective at the end of 2013. This left over 100 acres of land situated in the center of the Tri-Cities virtually vacant and primed for redevelopment.

Following the closure of the airport, the Port embarked on an ambitious process of identifying how the airfield should be redeveloped, using pattern language exercises, design charrettes, numerous open houses and community meetings to gather input, identify desires and constraints and establish a vision. This rigorous community involvement process brought together citizens, community stakeholders, public agencies, private businesses and elected officials over the course of four years with over 200 participants during the charrette process alone. Development of the plan included intense collaboration between the Port and the City of Kennewick, guided by the vision established by the community.

The Vista Field Redevelopment Master Plan envisions "a vibrant, pedestrian-focused regional town center" by incorporating New Urbanism philosophies and designs that included smaller block sizes, a focus on human interaction with each other and the developed environment and a mix of uses that cater to visitors and residents alike. Building design and development patterns seek to pull people from the car and into open by using wider sidewalks, narrower streets, plazas, parks and pedestrian furnishings.

As a partner with the Port of Kennewick in this project, the City of Kennewick fully supports the vision and plan established by the community, for the community. Without their support, a plan of this caliber would not have gotten off the ground. We look forward to the redevelopment of Vista Field as a central gathering place, not only for Kennewick, but for the Tri-Cities as a whole. We thank you for your consideration.

Sincerely,

Don Britain
Mayor

Council Agenda Coversheet



Agenda Item Number	3.e.	Council Date	04/17/2018
Agenda Item Type	General Business Item		
Subject	Shoreline Re-Conveyance Letters of Support		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	City Manager		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

Staff recommends that council authorize the Mayor to sign the letters of support for the shoreline re-conveyance.

Motion for Consideration

I move to authorize the Mayor to sign the letters of support for the shoreline re-conveyance.

Summary

During the workshop on March 13th, you received a presentation by Brad Fisher, Doc Hastings, David Reeploeg and Gary Petersen on the re-conveyance of the rivershore property currently owned by the U.S. Army Corps of Engineers back to the communities. At that time they asked for a letter of support from the City of Kennewick and a joint letter of support from the entire Tri-Cities community. Attached for your consideration is a letter of support from the City of Kennewick as well as a joint letter of support that is anticipated to be signed by the two counties and all four cities. The joint letter of support has already received approval from both counties and two of the cities. The City of Richland and the City of Kennewick are in the process of getting approval to sign onto the joint letter.

Alternatives

To not approve the letters or to modify the letters.

Fiscal Impact

N/A

Through

Dept Head Approval

City Mgr Approval

Marie Mosley
Apr 13, 10:40:21 GMT-0700 2018

Attachments:

COK Letter
Attachment
Joint Letter

☐ Recording
Required?



Leading the Way

April 10, 2018

Senator Patty Murray
Senator Maria Cantwell
Representative Dan Newhouse

Re: Re-conveyance of Rivershore Property

Dear Senator Murray, Senator Cantwell and Representative Newhouse

The City of Kennewick has enjoyed a long and productive relationship with the U.S. Army Corp of Engineers (Corps) from the creation of the Manhattan Project in 1943, to the protection of the Tri-Cities during the great flood of 1948 to the construction of several dams along the Columbia and Snake Rivers.

The Corps has been responsible for some 34 miles of Columbia River shoreline for the past 70 years. It is well recognized that the Corps itself has little or no funding for maintenance of these properties. Local communities have supported the several parks on both side of the river, on land owned by the Corps. This support is costing the communities approximately \$2 million or more annually.

The Tri-Cities Rivershore should be a place where the community can live, work and play. It could be an area where residents and visitors can regularly engage. The City of Kennewick engaged the public on what they would like to see on our Rivershore, specifically in Columbia Park (summary attached). The results were a series of amenities to include active and passive public spaces providing places to ride bikes, meet friends, hold events, or watch wildlife. Amenities such as shelters and seating, bike and canoe rental shops, restaurants and coffee shops, aquatic playground features and facilities, office buildings, residential development, community and cultural gathering places could provide destination points along the Rivershore. The community's vision could be accomplished through a combination of public and private redevelopment and improvement efforts.

It is important to note that the development of the City of Kennewick's 2018 Columbia Park Master Plan, along with the 2012 Tri-Cities Rivershore Master Plan, were purposely inclusive processes. In both cases, the entities responsible for developing the plans (the City of Kennewick and the Tri-Cities Rivershore Enhancement Council) actively sought out and encouraged input from a broad group of community stakeholders.

Early last year the Corps issued a report lowering their evaluation of the threat of any future flooding along this portion of the Columbia River to "low-probability." We believe the time is now to be able to

Office of the Mayor

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



Leading the Way

bring the Rivershore back to the front of our communities and allow the public to enjoy this great, but sadly under-utilized asset.

The City of Kennewick strongly and enthusiastically supports Congressional legislation which will reconvey some 34 miles of Rivershore back to our community. Studies have shown the huge benefits to our community and to the entire State of Washington that would be realized with these properties under local control. We request your support for Congressional legislation to return the Rivershore back to our community.

Sincerely,

Don Britain, Mayor
City of Kennewick

Office of the Mayor

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



April 10, 2018

Senator Patty Murray
Senator Maria Cantwell
Representative Dan Newhouse

RE: Re-conveyance of Rivershore Property

Dear Senator Murray, Senator Cantwell and Representative Newhouse:

Re-conveyance of the Rivershore back to local community control is a project that is very important and impacts all of the Tri-Cities. In 2012 The Tri-Cities, through the Tri-Cities Rivershore Enhancement Council (TREC) issued a final **Tri-Cities Rivershore Master Plan** that had been in development starting with a Rivershore inventory study in 2009. All four cities, three ports, two counties, Visit Tri-Cities and the US Army Corps of Engineers (USACE) were active participants in developing this Master Plan.

In this Master Plan, the community envisions a Rivershore that connects the region, provides recreational and economic opportunities, and increases environmentally responsive access to the Columbia River. Our region, like so many others across the United States, has turned its back on its Rivershore for decades. Now our community is in the midst of turning around, facing and embracing this incredible resource through a mixture of multi-use trails, open spaces, offices, restaurants and retail opportunities.

Above all, the Tri-Cities Rivershore should be a place where the community can live, work and play; rather than being a place to turn away from. It could be an area where residents and visitors can regularly engage. A series of active and passive public spaces could provide places to ride bikes, meet friends, hold events, or watch wildlife. Large open public spaces along the river would be better maintained. Signage and wayfinding can increase visibility and access to the Rivershore trail, and provide opportunities to explore new areas in the region. Amenities such as shelters and seating, bike and canoe rental shops, offices, commercial and residential development could provide destination points along the Rivershore. The community's vision for the Tri-Cities Rivershore could be accomplished through a combination of public and private redevelopment and improvement efforts.

However, to fulfill the objectives of the Rivershore Master Plan, some 34 miles of Columbia River waterfront must be returned to our community through re-conveyance of land held by the USACE for the past 70 years.

The USACE took ownership of much of the Tri-City Rivershore in the 1940's and 1950's in the wake of significant flood events. Since then, several additional dams have been constructed upstream and downstream of the Tri-Cities, providing much greater control of the river.

Through no fault of the USACE due to a lack of funding for maintenance, the entire Rivershore has become overgrown with weeds and invasive trees and shrubs. All maintenance currently done in the parks on both sides of the river are paid for entirely by our three cities, amounting to around \$2 million each year.

Returning these once private and publicly held properties to local control is frankly the only way to improve what our community views as 'our front door' and make the Rivershore vibrant.

We strongly support Congressional legislation which will re-convey the Columbia Rivershore back to our community. Several studies have been conducted since the mid 1980's (culminating in the Tri-Cities Rivershore Master Plan of 2012), and they have all shown tremendous benefits to our community and to the entire State of Washington that could be realized with these properties under local control. Conversely, based on the experience of the Tri-Cities over the past few decades, with its flood control mission in the Tri-Cities no longer necessary, we can see no benefit to the Federal Government for retaining these properties any longer. We would, however, look forward to coordinating closely with USACE to ensure a smooth transition of the shoreline management.

With this letter we ask your support for Congressional legislation that will return the Columbia Rivershore running through the Tri-Cities, back to our local communities.

Sincerely,

Jerome Delvin, Chairman
Benton County Commissioners

Brad Peck, Chairman
Franklin County Commissioners

Don Britain, Mayor
City of Kennewick

Matt Watkins, Mayor
City of Pasco

Robert Thompson, Mayor
City of Richland

Brent Gerry, Mayor
City of West Richland

2018 COLUMBIA PARK MASTER PLAN VISION SUMMARY

The first step in developing an overall vision for Columbia Park was to review previous planning efforts and develop a vision statement to guide the planning process. This following statement captures the communities' desires for Columbia Park.

"Columbia Park is a culturally, historically and ecologically rich regional waterfront park that enhances the quality of life for local residents and visitors alike. The Park is an oasis from the harsh desert environment offering a natural destination where people can enjoy solitude, recreation, family excursions, community and regional events."

PROCESS

The 2018 Columbia Park Master Plan Vision update process began in March 2017 to coincide with the Kennewick Parks and Recreation Comprehensive Plan six year renewal. The project team elicited community feedback via "pop-up studios" over the course of two community events in 2017. Studios were held at the June 25th Mariachi Festival and July 29th Water Follies (Hydroplane racing) event. At each event, a tent was constructed and a library of background material was available for community review. At each event, a variety of opportunities to provide feedback were available.

Visual preference: Visual preference displays were presented with options for various park uses. Participants were encouraged to place "dots" on the activities and uses that they preferred. Participants were given three dots and asked to choose their "top three". Uses were labeled as either "current" or "future".

Mini-poll: The mini-poll offered a quick opportunity for participants to help prioritize park improvements and guide decision makers on existing and future needs.



Comments and discussion: Numerous community members provided valuable comments and suggestions as to the future development of Columbia Park. These comments were recorded, documented and assessed for guidance and future planning.

RESULTS

Results of the pop-up studio tents offered a glimpse into the desires of the Kennewick community for future development of Columbia Park.

A total of 745 “use preference” responses were provided. Participants shared their preference when it comes to “current uses” and “future uses”. The total of all “preferred uses and activities” is summarized below.

The outcome of the public outreach highlights the need to improve or expand the opportunities for aquatics play, as well as preserve or expand the ropes course, as the top options proposed during the outreach stage.

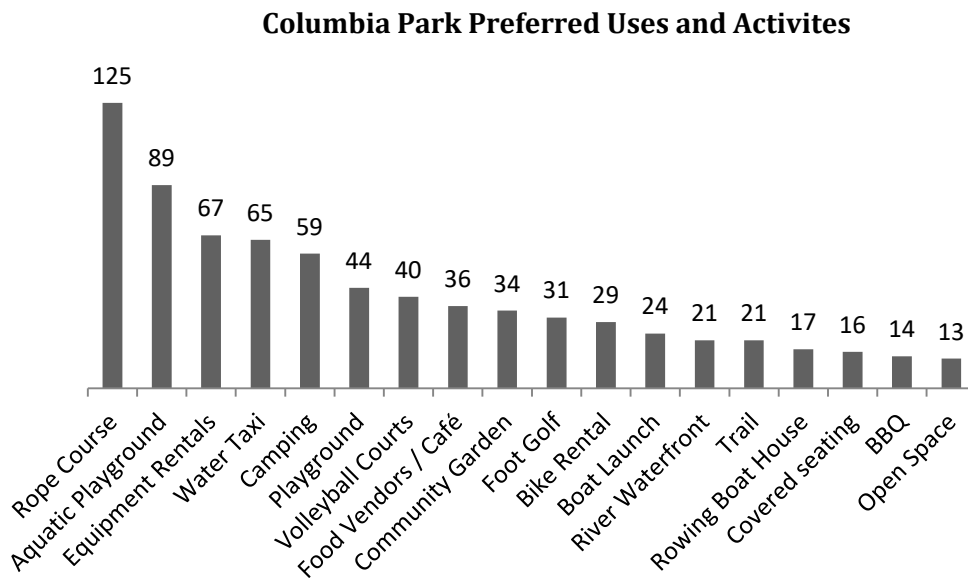


Figure 1: Results of Columbia Park visual preference survey (2017)

MASTER PLAN VISION

The master planning steps included inventory and analysis mapping as well as activity use area mapping. This stage captured the existing amenities and uses and delineated between elements which previous master plans had created. Also noted were the locations of all kiosks and wayfinding. This will improve the experience of the Sacagawea Heritage Trail and trail road separation areas.

The 2018 Columbia Park Master Plan Vision compiled proposals from the two previous master plans to create a combined version. This includes the 2000 Columbia Park Master Plan and 2010 Columbia Park West Master Plan. Elements from both master plans are supplemented with elements from the design team and the City of Kennewick Parks Department. The 2018 Columbia Park Master Plan Vision focuses on creating park use zones to characterize and organize the park into the following zones: Active Play, Recreation, Multi-Use / Economic, Native Restoration / Passive Recreation, Regional Recreation and Event.

GOALS

Goals for the 2018 Columbia Park Master Plan Vision are derived from the previous master planning efforts to create a set of new goals for Columbia Park Visioning. They include:

- ❖ PARK SHOULD PROVIDE BALANCE AND VARIED MIX OF RECREATIONAL OPPORTUNITIES FOR PEOPLE OF ALL AGES AND ABILITIES
- ❖ PARK SHOULD EMBRACE ITS ROLE AS A REGIONAL RECREATION AND EVENT DESTINATION
- ❖ PARK SHOULD COMPLEMENT EXISTING REGIONAL RIVERFRONT PARKS AND SHORELINES.
- ❖ PARK SHOULD CREATE A SENSE OF PLACE
- ❖ DESIGN SHOULD PROVIDE FOR APPROPRIATELY SCALED AND STRATEGICALLY LOCATED COMMERCIAL OPPORTUNITIES
- ❖ SUPPORT KENNEWICK'S DIVERSE CULTURAL AND SOCIAL EVENTS
- ❖ PLAN FOR LONG-TERM SUSTAINABILITY
- ❖ PLAN SHOULD RESPECT AND CELEBRATE THE WATERFRONT AND SHORELINE ECOLOGY



2017 Mariachi Festival at Columbia Park

The 2018 Columbia Park Master Plan Vision addresses the community’s desire for Columbia Park to become a destination, not just within the city, but regionally. It encourages creation of recreation-oriented economic development opportunities within the park. One opportunity that was identified was to include a regional aquatic facility and/or an event center. Such facilities would generate year-round economic benefits while increasing park use and providing revenue for park operations.

The areas defined in the 2018 Columbia Park Master Plan Vision are organized as a hierarchy of use zones. The zones are described as follows:

COLUMBIA PARK WEST:

ACTIVE PLAY ZONE:

The Active Play Zone within Columbia Park West highlights the neighborhood park ambiance within the regional destination of the Columbia River. Amenities here include those often found in local neighborhoods. They offer an escape from urban stresses and provide space for activities and events. Many community park uses achieve success from a “**Great Lawn**” area. A large open turf space for organized community events, pickup sports games, individual hobbies, or just enjoying the openness of nature. In addition, community parks should provide for **Pavilions** which often include large shelters with picnic tables for sheltered community event use and gatherings. Another important piece is the proposed wading area. “**The Cove**” is an area directly adjacent to the Great Lawn that will function as a pseudo beach, allowing formal access to the river for the local park users. Finally, a neighborhood park will have a play area for local kids. The Master Plan proposes a **Playground** and **Splash Pad** with an associated formal parking area. The Active Play Zone seeks to emphasize an opportunity for play for the local youth. Both the

Playground and Splash Pad theme designs should include surrounding neighborhoods in design of these amenities in order to maximize the draw of users.

RECREATION ZONE:

The Recreation Zones' emphasis is on outdoor recreation. Its aim is to accentuate an active and healthy lifestyle. Many opportunities are proposed in the 2018 Master Plan and revolve around the existing **Disc Golf Course**, a big draw in users in Columbia Park West, which needs to have current user input on improvements to the course. During the public involvement events, the **Ropes Course** fared very well in sought after activities for Columbia Park, and should look at the improvement of the existing course. Other improvements are the shoreline improvements with additional picnic and picnic shelters, maintaining open turf areas, "**The Pier**", and adding workout stations along the existing Sacagawea Heritage Trail within the Recreation Zone. Existing amenities to remain in the proposed Master Plan is the Kiwanis Building, the walking trails adjacent to the Active Play Zone Parking lot, and the **Existing Water Fowl Pond**. The significant proposed change within the Recreation Zone is the proposed separation of **Columbia Park Drive** and **Sacagawea Heritage Trail** by adjusting the route of Columbia Drive Park further within the park.

MULTI-USE ECONOMIC ZONE:

The Multi-Use Economic Zone is a major proposal of the 2018 Columbia Park Master Plan. It introduces a commercial and park revenue aspect to the park at the intersection of North Edison Street and Columbia Park Drive. The **Improved Boat Launch** is needed for a second launch point within Columbia Park and should include a dock to assist in launching in watercraft. With improved boat launch, the need for additional **Boat Launch Trailer Parking** will also be required, and proposed to include a potential 120+ trailer parking area where the existing park materials storage is located. Also proposed is accommodating **Equipment Rentals**, which located on a major recreational river, on the Sacagawea Heritage Trail, and next to the proposed recreation Zone, will provide recreational users with the equipment they require. This can provide bicycle rentals to use on the 23 mile loop of the Sacagawea Heritage Trail. The opportunity also exists to provide a **Rental Shuttle Service** for personal watercraft (e.g. canoes, kayaks, etc.) to be picked up at multiple pickup areas and maximum 2.3 miles downstream within Columbia Park. Another desired amenity is **Waterfront Restaurant** options for the Tri-Cities area with outdoor dining, proposed within the **Plaza** area, which can provide a symbiotic economic relationship for the community and parks department.



Figure 2: Conceptual Vision of the Concept 1 Aquatics Facility and Community Center.

COLUMBIA PARK CENTRAL:

NATIVE RESTORATION/PASSIVE RECREATION ZONE:

The Native Restoration/Passive Recreation Zone focuses on preserving the native waterfront areas already established as well as maintaining and improving the Audubon Society Natural Area. This area is used for passive recreation activities such as walking, picnicking, outdoor education, and wildlife watching. This zone includes some active recreation amenities to include the existing **Basketball Half Courts, Playground, Swings**, and proposed **Fishing Pier**, all of which need improvements. The significant change proposed in this zone is the separation of Columbia Park Drive and Sacagawea Heritage Trail, which may include a boardwalk system through the existing waterfront natural areas, enhancing the natural experience in this zone.

COLUMBIA PARK EAST:

REGIONAL RECREATION AND EVENT ZONE:

The Regional Recreation and Event Zone contains the core of Columbia Park's usage, from local to national events, to organized sport leagues, to local park use, and highlight the need for destination driven amenities to improve user attendance. The core of the park already serves as a major boat launch within the Tri-Cities area. Major events take place in this area such as dogshows, car shows, car sales, civil war reenactment, the Water Follies hydroplane races, 4th of July



Figure 3: Conceptual Vision of the shoreline improvement and Event Center.

fireworks. It also hosts local events such as drone races, local plays, strollers/striders. All of these events need new or improved amenities to improve the quality of the events. The most significant attraction to the park currently is the **Playground of Dreams**, which should be updated and redesigned into a regional playground attraction. This playground should be designed to be the most sought out playground in the Columbia Basin. Amenities should include innovative and modern play, inclusive design, and educational experiences. The Playground of Dreams should attract a myriad of unique imaginations from Eastern Washington youth. Proposed attractions in the core of Columbia Park include the aquatics facility and community center, “ringside” amphitheatre and Event Center. An addition to the Playground of Dreams is an enhanced and **Improved Splash Pad** as the aquatic feature paired with the Playground of Dreams. Proposed attractions in the core of Columbia Park include the improved Community Center, “Ringside” Amphitheater, and Event Center, that will aid in year-round use and generate revenue for the region.

The **Wallula** (Nez Perce language, meaning "plenty of water") **Event Center** is proposed to be the premier event space on the Columbia River located on the Columbia River at the heart of Tri-Cities, and should attract events on a daily basis year-round. This event center can also serve as an indoor option to events such as Water Follies and 4th of July Fireworks. The Event Center should have a

commercial kitchen available for events and food prep and an associated café, open regularly, as a food and drink attraction in the park. The proposed event center will also expand parking areas nearby to accommodate the events, as well as, provide needed parking and/or vendor space for outdoor events. The associated **Plaza** connected to the event center can be used for associated events, outdoor displays, or café seating. The **“Ringside” Amphitheater & Beach** is the outdoor performance space associated with the Event Center that provides iconic views of the Columbia River. This is the formal seating space for all performances and events within Columbia Park. The beach component will allow for users to access the Columbia River different than on the levee. **“The Jetty” and Water Taxi Docks** is the protection of the “Ringside” Amphitheater & Beach, but also serves as the docks for water travel to and from the Event Center. The improved shoreline within this zone should be an experience for park users to interact and enjoy the Columbia River and create a memorable event.

Other recreational activities within this part of the park should include full size **Basketball Courts**, an improved **Skate Park**, and full size **Multi-Use Fields with Lights**. The core of Columbia Park is also designed with expanded parking and providing a formal **Park Maintenance and Train Storage** area to collocate with the expanded uses of the core of the park. **Columbia Pond** would also be improved through shoreline management, creating both an iconic area of the park but also improving the health of the pond as well. The proposed amenities for the pond and nearby picnic area is a **Fishing Pier** and additional **Shelters**. The existing golf course is proposed to remain with the addition of an improve **Clubhouse and Restaurant** with associated **Dock**. The **9 Hole Golf Course** is recommended to remain a Par 3 course and foot golf course while integrating a disc golf option to expand on the success of the existing disc golf course and give a second, unique option for disc golf.

Council Agenda Coversheet 	Agenda Item Number	3.f.	Council Date	04/17/2018	Consent Agenda	☒	
	Agenda Item Type	Contract/Agreement/Lease				Ordinance/Reso	☐
	Subject	Police Patrol Fleet Equipment and Installation				Public Mtg / Hrg	☐
	Ordinance/Reso #		Contract #		Other	☐	
	Project #		Permit #		Quasi-Judicial	☐	
	Department	Management Services					

Recommendation

Staff recommends that Council authorize the purchase of equipment, transfer and installation services to Day Wireless Systems in the amount of \$145,393.97

Motion for Consideration

I move to authorize the purchase, transfer and installation of equipment by Day Wireless Systems in the amount of \$145,393.97

Summary

Included in the 2017/2018 Adopted Fleet budget is the replacement of 22 patrol vehicles through the State LOCAL reimbursement program. City Council authorized the purchase of the 22 vehicles in February with delivery beginning in May.

This authorization is for the purchase, transfer and installation of equipment for those vehicles by Day Wireless Systems of Pasco. Staff reviewed several State and nationally competed contracts to determine the best value in completing the upfits for these vehicles. Upfit equipment with useful life will be transferred from old to new vehicles. Old vehicles will be sold or re-purposed to lighter duty use such as code enforcement and volunteers. Day Wireless Systems is the only local service provider for Motorola, Sound Off Signal with Blueprint technology, and Setina items all of which are currently used in the existing fleet. Blueprint programming allows customized lighting and vehicle operation to enhance officer safety and effectiveness. Continued use of these items maintains consistency of the equipment in other vehicles currently in use. In addition completing upfits out of the area would add additional transport cost and logistical challenges.

The purchase for some of the equipment and the transfer & installation services from Day Wireless directly provides a savings of \$19,847 in lieu of a GSA "single provider solution" contract through Sound Off. Additional savings of \$8,797 is accomplished through purchase of equipment directly from Sound Off (lights and sirens) and Setina (push bars and cages) from available State and GSA contracts.

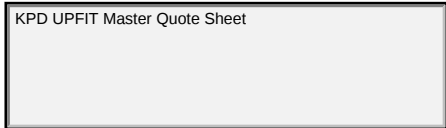
City Purchasing Policy requires purchased services greater than \$100,000 be approved by the City Council. Contracts for the State's LOCAL program will come before City Council later this year in accordance with the dates required by the State.

Alternatives

None

Fiscal Impact

Budgeted 501.010.594.18.64.08 Transportation Equipment - \$1,195,131.50

Through	Jon Correio Apr 09, 10:26:31 GMT-0700 2018	Attachments: 
Dept Head Approval	Christina Palmer Apr 09, 21:37:55 GMT-0700 2018	
City Mgr Approval	Marie Mosley Apr 13, 11:11:31 GMT-0700 2018	

☐ Recording Required?

SOUNDOFF GSA CONTRACT MATERIAL ONLY, DAY WIRELESS ALL OTHER ITEMS

VEHICLE TYPE	QUANTITY	3RD PARTY PRODUCTS - DWS	SIREN/LIGHTS - SOUNDOFF GSA	EXTENDED PRICE PER BUILD TYPE	SALES TAX	TOTAL UPFIT COST
SPT SEDAN - REPURPOSE	7	\$ 56,309.05	\$ 8,619.24	\$ 64,928.29	\$ 5,583.83	\$ 70,512.12
SPT UTILITY - REPURPOSE	8	\$ 61,571.04	\$ 10,192.32	\$ 71,763.36	\$ 6,171.65	\$ 77,935.01
PATROL UTILITY - ALL NEW	5	\$ 47,303.05	\$ 19,776.60	\$ 67,079.65	\$ 5,768.85	\$ 72,848.50
PATROL UTILITY - NO LIGHTBAR	2	\$ 19,521.22	\$ 2,548.08	\$ 22,069.30	\$ 1,897.96	\$ 23,967.26
TOTAL	22			\$ 225,840.60	\$ 19,422.29	\$ 245,262.89

SOUNDOFF GSA "SINGLE PROVIDER" PRICING OPTION

VEHICLE TYPE	QUANTITY	Cost per Vehicle	EXTENDED PRICE PER BUILD TYPE	SALES TAX	TOTAL UPFIT COST
SPT SEDAN - REPURPOSE (Q01552-00)	7	\$ 9,966.41	\$ 69,764.87	\$ 5,999.78	\$ 75,764.65
SPT UTILITY - REPURPOSE (Q01550-00)	8	\$ 9,609.19	\$ 76,873.52	\$ 6,611.12	\$ 83,484.64
PATROL UTILITY - ALL NEW (Q01551-00 CORRECTED)	5	\$ 14,702.24	\$ 73,511.20	\$ 6,321.96	\$ 79,833.16
PATROL UTILITY - NO LIGHTBAR (Q01553-00)	2	\$ 11,983.05	\$ 23,966.10	\$ 2,061.08	\$ 26,027.18
TOTAL	22		\$ 244,115.69	\$ 20,993.95	\$ 265,109.64

DAYWIRELESS ACCESSORIES AND INSTALL, SOUNDOFF GSA, SETINA STATE CONTRACT

VEHICLE TYPE	QUANTITY	Day Wireless Cost per Vehicle	3RD PARTY PRODUCTS - DWS	SoundOff Cost per Vehicle	SIREN/LIGHTS SOUNDOFF GSA	Setina Cost per Vehicle	SETINA PRODUCTS - WA STATE CONTRACT	EXTENDED PRICE PER BUILD TYPE	SALES TAX	TOTAL UPFIT COST
SPT SEDAN - REPURPOSE	7	\$ 5,857.49	\$ 41,002.43	\$ 1,231.32	\$ 8,619.24	\$ 1,799.89	\$ 12,416.25	\$ 62,037.92	\$ 5,335.26	\$ 67,373.18
SPT UTILITY - REPURPOSE	8	\$ 6,410.30	\$ 44,872.08	\$ 1,274.04	\$ 10,192.32	\$ 1,728.64	\$ 13,620.00	\$ 68,684.40	\$ 5,906.86	\$ 74,591.26
PATROL UTILITY - ALL NEW	5	\$ 4,859.77	\$ 34,018.40	\$ 3,955.32	\$ 19,776.60	\$ 2,327.89	\$ 11,508.75	\$ 65,303.75	\$ 5,616.12	\$ 70,919.87
PATROL UTILITY - NO LIGHTBAR	2	\$ 1,998.19	\$ 13,987.36	\$ 1,274.04	\$ 2,548.08	\$ 2,327.89	\$ 4,603.50	\$ 21,138.94	\$ 1,817.95	\$ 22,956.89
FREIGHT							\$ 575.00	\$ 575.00	\$ 49.45	\$ 624.45
TOTAL	22		\$ 133,880.27		\$ 41,136.24		\$ 42,723.50	\$ 217,740.01	\$ 18,725.64	\$ 236,465.65
SALES TAX			\$ 11,513.70		\$ 3,537.72		\$ 3,674.22			
VENDOR TOTAL			\$ 145,393.97		\$ 44,673.96		\$ 46,397.72			

COST SAVINGS CALCULATIONS

DAY WIRELESS + SOUNDOFF VS SOUNDOFF GSA SINGLE SOURCE	\$ 19,846.75
DAY WIRELESS, SOUND OFF GSA, SETINA STATE CONTRACT VS DAY WIRELESS + SOUNDOFF GSA	\$ 8,797.24
TOTAL SAVINGS USING THREE VENDORS	\$ 28,643.99

BREAKDOWN PARTS VS SERVICE FOR DAY WIRELESS

	PARTS	SERVICE	SUBTOTAL	TAX	TOTAL
KPD-PIS-2018-1	\$ 15,627.43	\$ 25,375.00	\$ 41,002.43	\$ 3,526.21	\$ 44,528.64
KPD-PIU-2018-2	\$ 17,272.08	\$ 27,600.00	\$ 44,872.08	\$ 3,859.00	\$ 48,731.08
KPD-PIU-2018-3	\$ 17,218.40	\$ 16,800.00	\$ 34,018.40	\$ 2,925.58	\$ 36,943.98
KPD-PIU-2018-4	\$ 7,087.36	\$ 6,900.00	\$ 13,987.36	\$ 1,202.91	\$ 15,190.27
SUBTOTAL	\$ 57,205.27	\$ 76,675.00	\$ 133,880.27	\$ 11,513.70	\$ 145,393.97
TAX	\$ 4,919.65	\$ 6,594.05	\$ 11,513.70		
CATEGORY TOTAL	\$ 62,124.92	\$ 83,269.05	\$ 145,393.97		

Council Agenda Coversheet 	Agenda Item Number	3.g.	Council Date	04/17/2018	Consent Agenda	☒	
	Agenda Item Type	Contract/Agreement/Lease				Ordinance/Reso	☐
	Subject	Washington St/6th Ave Pedestrian Safety Imp				Public Mtg / Hrg	☐
	Ordinance/Reso #		Contract #	P1719	Other	☐	
	Project #		Permit #		Quasi-Judicial	☐	
	Department	Public Works					

Recommendation

That City Council authorize the Mayor to sign the Local Programs State Funding Agreement and the Federal Aid Project Prospectus for the Washington Street/6th Avenue Pedestrian Safety Improvements Project.

Motion for Consideration

I move to authorize the Mayor to sign the Local Programs State Funding Agreement and the Federal Aid Project Prospectus for the Washington Street/6th Avenue Pedestrian Safety Improvements Project.

Summary

Staff was successful in acquiring State funding through the Pedestrian & Bicycle Safety program for the construction of the Washington Street/6th Avenue Pedestrian Safety Improvements Project. The project will include installing pedestrian-activated rectangular rapid flash beacons (RRFB's), crosswalk markings, median refuge island, curb ramps, and travel lane narrowing at the intersection of Washington Street and 6th Avenue.

This agreement and prospectus will obligate both design and construction funds required for the project.

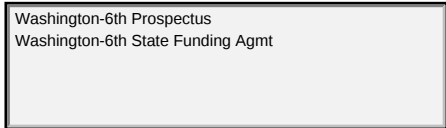
Alternatives

None recommended.

Fiscal Impact

State Funds: \$225,000

Local: \$25,000

Through	Heath Mellotte Apr 10, 11:33:53 GMT-0700 2018	Attachments: 
Dept Head Approval	Cary Roe Apr 11, 10:20:47 GMT-0700 2018	
City Mgr Approval	Marie Mosley Apr 13, 11:13:44 GMT-0700 2018	

☐ Recording Required?



**Washington State
Department of Transportation**

**Local Agency Federal Aid
Project Prospectus**

Prefix	Route	()	Date	4/5/2018
Federal Aid Project Number	HLP	PB17	DUNS Number	040187544
Local Agency Project Number	P1719	(WSDOT Use Only)	Federal Employer Tax ID Number	91-6001253

Agency City of Kennewick	CA Agency ☒ Yes ☐ No	Federal Program Title ☐ 20.205 ☐ Other			
Project Title Washington Street/6th Avenue Pedestrian Safety Improvements	Start Latitude N 46-12-11 End Latitude N 46-12-11	Start Longitude W 119-07-01 End Longitude W 119-07-01			
Project Termini From-To Intersection W 6th Ave and S Washington St	Nearest City Name Kennewick	Project Zip Code (+4) 99336-0108			
Begin Mile Post	End Mile Post	Length of Project 0.10 miles	Award Type ☒ Local ☐ Local Forces ☐ State ☐ Railroad		
Route ID	Begin Mile Point	End Mile Point	City Number 0610	County Number 03	County Name Benton
WSDOT Region South Central Region	Legislative District(s) 8	Congressional District(s) 4	Urban Area Number 4		

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	State Funds (Nearest Hundred Dollar)	Phase Start Date Month Year
P.E.	\$ 50,000	\$ 5,000	\$ 45,000	April 2018
R/W				
Const.	\$ 200,000	\$ 20,000	\$ 180,000	May 2018
Total	\$ 250,000	\$ 25,000	\$ 225,000	

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width n/a	Number of Lanes 4
----------------------	----------------------

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

The project will install pedestrian activated rectangular rapid flash beacon (RRFB) to improve recognition and warning, especially for southbound. Construction of a center median to provide a pedestrian shelter at the mid-point of the crossing and existing curb ramps reconstructed to current ADA standards. Crosswalk blocks will be installed to define the safe walking route; Washington Street channelization will be removed and reinstalled to utilize the existing width to the fullest advantage (lanes will be narrowed to provide traffic calming through the intersection).

Local Agency Contact Person Ron Wilkinson	Title Senior Design Engineer	Phone (509)585-4290	
Mailing Address 210 W 6th ave, PO box 6108	City Kennewick	State Wa	Zip Code 99336-0108
Project Prospectus	By  Approving Authority Title Bruce Mills PE, Deputy Public Works Director	Date 4/2018	

Agency City of Kennewick	Project Title Washington Street/6th Avenue Pedestrian Sa	Date 4/5/2018
-----------------------------	---	------------------

Type of Proposed Work

Project Type (Check all that Apply)			Roadway Width n/a	Number of Lanes 4
☐ New Construction	☐ Path / Trail	☐ 3-R		
☐ Reconstruction	☒ Pedestrian / Facilities	☐ 2-R		
☐ Railroad	☐ Parking	☒ Other		
☐ Bridge				

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	☒ Principal Arterial	☐ Principal Arterial
	☐ Minor Arterial	☐ Minor Arterial
	☒ Urban	☐ Urban
	☐ Rural	☐ Rural
	☐ NHS	☐ NHS
	☐ Collector	☐ Collector
	☐ Major Collector	☐ Major Collector
	☐ Minor Collector	☐ Minor Collector
	☐ Local Access	☐ Local Access
Terrain	☒ Flat ☐ Roll ☐ Mountain	☐ Flat ☐ Roll ☐ Mountain
Posted Speed	35	
Design Speed	N/A	
Existing ADT	13,150	
Design Year ADT	N/A	
Design Year	N/A	
Design Hourly Volume (DHV)	N/A	

Performance of Work

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

Environmental Classification

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

Environmental Considerations

None, median refuge island set on existing roadway.

Agency City of Kennewick	Project Title Washington Street/6th Avenue Pedestrian Sa	Date 4/5/2018
-----------------------------	---	------------------

Right of Way

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

Utilities

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

Railroad

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

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

N/A

FAA Involvement

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

Remarks

N/A

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

Agency City of Kennewick

Date

By

Mayor/Chairperson

Local Programs State Funding Agreement Work by Public Agencies		Agency and Address
		City of Kennewick P.O. Box 6108 Kennewick, WA 99336-0108
Agreement Number	Maximum Amount Authorized	Location and Description of Work (See also Exhibit "A") Intersection of S. Washington St. and W. 6th Ave.
Participating Percentage 90.00%	Project Number	

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

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

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

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

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated State Funds
PE	a. Agency	48,500.00	4,850.00	43,650.00
	b. Other			
	c. Other			
	d. State	1,500.00	150.00	1,350.00
	e. Total PE Cost Estimate (a+b+c+d)	\$ 50,000.00	\$ 5,000.00	\$ 45,000.00
Right of Way	f. Agency			
	g. Other			
	h. Other			
	i. State			
	J. Total R/W Cost Estimate (f+g+h+i)	\$ 0.00	\$ 0.00	\$ 0.00
Construction	k. Contract	180,000.00	18,000.00	162,000.00
	l. Other			
	m. Other			
	n. Other			
	o. Agency	18,500.00	1,850.00	16,650.00
	p. State	1,500.00	150.00	1,350.00
	q. Total CN Cost Estimate (k+l+m+n+o+p)	\$ 200,000.00	\$ 20,000.00	\$ 180,000.00
	r. Total Project Cost Estimate (e+j+q)	\$ 250,000.00	\$ 25,000.00	\$ 225,000.00

I General

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

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

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

II Payment

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

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

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

III Audit

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

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

AGENCY

By: _____

Title: Mayor

Date: _____

IV Legal Relations

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

V Nondiscrimination

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

VI Venue

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

VII Termination

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

VIII Final Report and Final Inspection

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

Non-Capital Projects

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

Capital Projects

1. A final inspection is required.

IX Supplement

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

STATE

By: _____
Director, Local Programs

Date: _____

Council Agenda Coversheet 	Agenda Item Number	3.h.	Council Date	04/17/2018	Consent Agenda	☒
	Agenda Item Type	Contract/Agreement/Lease			Ordinance/Reso	☐
	Subject	Benton PUD Easement			Public Mtg / Hrg	☐
	Ordinance/Reso #		Contract #	17-029	Other	☐
	Project #	C0261	Permit #		Quasi-Judicial	☐
	Department	Employee & Community Relations				

Recommendation

Staff recommends that Council authorize the Mayor to sign an Easement with the Public Utility District (PUD) No. 1 of Benton County.

Motion for Consideration

I move to authorize the Mayor to sign an Easement Deed with the Public Utility District (PUD) No. 1 of Benton County.

Summary

This easement is for the installation and maintenance of a service line and transformer to be installed at Hansen Park. It will be located at the Northwest corner of S Georgia St and W 6th Ave. Attached is the deed that includes a map showing the location of the easement in Hansen Park.

Alternatives

None recommended

Fiscal Impact

None.

Through	Terry Walsh Apr 11, 11:44:19 GMT-0700 2018	Attachments: 
Dept Head Approval	Terry Walsh Apr 11, 11:44:22 GMT-0700 2018	
City Mgr Approval	Marie Mosley Apr 13, 11:44:55 GMT-0700 2018	
		☐ Recording Required?

Return To: Benton PUD
P.O. Box 6270
Kennewick, WA 99336

RIGHT OF WAY EASEMENT

THE GRANTOR(S) City of Kennewick

of Benton County, State of Washington, for good and valuable consideration, the receipt of which is hereby acknowledged, hereby grant(s) to PUBLIC UTILITY DISTRICT NO. 1 of BENTON COUNTY (Grantee), a municipal corporation in the State of Washington, and to its successors and sub-lessee or assigns, and its permittees and licensees, (hereinafter all included in any reference to "Grantee") a perpetual right of way easement described below.

Assessor's Property Tax Parcel Acct. #1-0689-4BP-3244-001

DESCRIPTION:

A 10.00 foot wide strip of land for Benton County Public Utility District #1 power easement, 5.00 feet lying each side of the following described centerline. All lying in a portion of the Southeast quarter, Section 6, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington more particularly described as follows:

COMMENCING at the Southwest corner of Lot 1, Short Plat Number 2677, according to the survey thereof recorded under Auditor's File Number 2002-041503, Records of Benton County; thence North 82°59'38" West along the North right-of-way line of West 10th Avenue for a distance of 68.42 feet; thence North 00°59'49" East for a distance of 858.74 feet to the point of beginning of said easement; thence North 87°19'40" East along the power conduit for a distance of 25.00 feet to the end of said easement.

The sidelines of said easement are to be shortened or extended to conform with the westerly line of the parcel.

Said portion of land contains 250.00 square feet, more or less,

all situated in the County of Benton, State of Washington,

This easement includes the right, privilege and authority of ingress and egress to install, construct, erect, alter, repair, improve, extend, maintain, operate, change, remove, reconstruct, renew and test, electric distribution, transmission and communications facilities and appurtenances in, on, over, under and across said easement. These facilities may consist of poles, wires, cables, underground facilities, vaults, conduits, anchors, braces, guys, cross-arms, insulators, transformers, structures, signal wires, and other electrical and communications equipment, devices and structures necessary for the transmission of such services. These facilities shall also include devices that are not now used for transmitting said services but may be used in the future. The Grantor(s) agree(s) that all cables, wires and other facilities installed upon or under the above described lands at the Grantee's expense shall remain the property of the Grantee.

Grantee shall have the right to enter and travel along said easement, from time to time, for patrolling purposes and the Grantee shall have the right of ingress and egress over the adjacent lands of the Grantor(s) for the purpose of exercising all rights hereby granted.

Grantee shall also have the right to use this easement to extend electrical and communication services to present and future customers whether or not their property is adjacent to the easement.

Grantee shall have the right to cut, slash, trim and otherwise remove any and all brush, debris, trees, and other growth standing or growing upon the lands of Grantor which, in the opinion of Grantee, constitute a menace or danger to said electrical and communication facilities, or to persons or property by reason of their proximity to said facilities. Title to any such material removed shall be vested in Grantee in consideration of any damages incurred as a result of said growth and the cost of removal of same.

Grantor may grant to a third party, upon such terms as it chooses, any or all of the rights reserved by it herein provided, however, that such use shall not unreasonably interfere with the rights granted to the Grantee.

Grantor covenants not to deposit land or other fill upon land within the easement such that it will reduce clearance between the land and any electrical and communication services below the minimum clearance required by law. Grantor also covenants not to build, place or allow to be built or placed any structure of any kind on the easement without the written approval of Grantee.

Grantor covenants to have the right and power to convey this easement and right of way. Grantor is lawfully seized and possessed of land, free of encumbrances, and will forever warrant and defend title. This easement runs with the land and is binding upon Grantor, its agents, successors, heirs and assigns.

TITLE:

The presence and use of said electric and communications facilities on this easement shall give no title in said land to Grantee.

RECORDING COSTS:

The Grantee may pay all costs incidental to the preparation of this instrument and for the procurement of such title evidence as may be required.

Dated this _____ day of _____, 20____.

Grantor's Signature

Grantor's Signature

Grantor's Signature

Grantor's Signature

ACKNOWLEDGMENT – Corporate

STATE of _____ }
County of _____ }

On this _____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared _____ and _____

_____(Title) and _____(Title)

respectively, of _____ the corporation that signed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes mentioned in the instrument.

GIVEN under my hand and official seal this _____ day of _____, 20____.



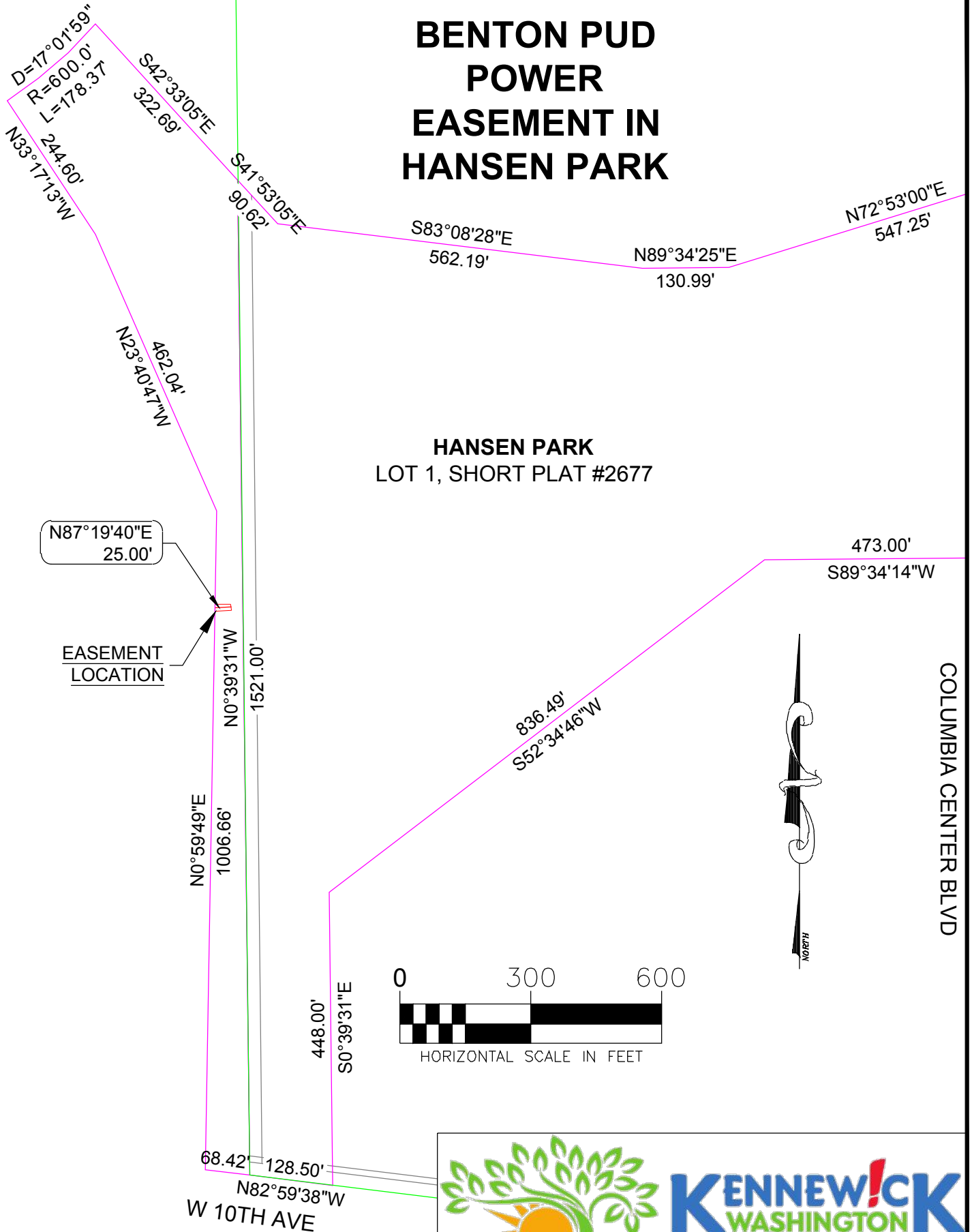
Notary's Signature

My Appointment Expires _____

NOTARY SEAL-Recordable Document. Please follow RCW65.04

BENTON PUD POWER EASEMENT IN HANSEN PARK

HANSEN PARK
LOT 1, SHORT PLAT #2677



Council Agenda Coversheet 	Agenda Item Number	3.i.	Council Date	04/17/2018	Consent Agenda	☒	
	Agenda Item Type	Contract/Agreement/Lease				Ordinance/Reso	☐
	Subject	Document Imaging Services				Public Mtg / Hrg	☐
	Ordinance/Reso #		Contract #	18-020	Other	☐	
	Project #		Permit #		Quasi-Judicial	☐	
	Department	Planning					

Recommendation

It is recommended that the City Council authorize the mayor to sign contract #18-020.

Motion for Consideration

I move to authorize the Mayor to sign Contract #18-020 for document imaging services to convert permit files from paper to digital with CI Information Management.

Summary

Staff is requesting that the City Council authorize the mayor to sign a contract for document imaging services to convert permit files from paper to digital. The cost of the proposed services is \$134,305.

In early 2017 the City contracted with Columbia Industries Information Management (CI) to scan and index a very small portion of the Community Planning Department's (Planning) permit files. This process was initiated to establish digital copies of permitting documents in order to reduce the amount of time and effort associated with public records requests. The initial project was completed for \$10,731.28 which resulted in 25 boxes of site plan files and 34 rolls of microfilm being converted to digital format. These were then uploaded into OnBase, the City's document management system where they are now easily accessible from a desktop computer. The initial set of files that was completed was a small fraction of permitting files that exist. The execution of this contract will cover the conversion of all of the remaining permit files.

Planning receives the second most public records requests of any department in the city, with exception of the Police Department. Records requests take time away from the phones and counter, impacting our desired standard of customer service, as well as other core functions and duties. Having permit files available electronically will make responding to public records requests more efficient for staff, which in turn will save the City money spent on these requests. An additional benefit of this contract is that because CI is located in Kennewick, the city has access to the files during the work week. During the initial project, the city received records requests for files that were being processed. Staff was able to pick them up to fill the request and return them to CI without delaying the project. Sending files out of the area would greatly prolong responding to records requests.

Alternatives

none recommended

Fiscal Impact

\$134,305 for the cost of services, however the drastically reduced staff time spent on records requests is estimated to save over \$29,000 (wages+benefits) annually producing a return on investment within 5 years or less depending on the number of requests received during that time period.

Through	Anthony Muai Apr 12, 13:25:46 GMT-0700 2018	Attachments: 
Dept Head Approval	Gregory McCormick Apr 12, 13:29:48 GMT-0700 2018	
City Mgr Approval	Marie Mosley Apr 13, 11:27:26 GMT-0700 2018	

☐ Recording Required?



CONTRACT BETWEEN CITY AND CONSULTANT

THIS CONTRACT, is made between the City of Kennewick, PO Box 6108, 210 W. 6th Ave., Kennewick, Washington, (hereinafter referred to as the "City"), and CI Information Management, 411 W. Railroad Ave., Kennewick, WA 99336 (hereinafter referred to as the "Consultant").

WITNESSETH:

1) SCOPE OF WORK AND CONTRACT CONTENTS

- a) The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work as designated in this Contract. The Consultant shall document imaging services for the Community Planning Department to convert permitting files from paper to digital files.
- b) This Contract consists of this Contract, and other documents listed below issued prior to the execution of this contract and all modifications and change orders issued subsequent thereto. These form the entire Contract and all are as fully a part of the Contract as if attached to this Contract or repeated herein. In the event of a conflict between documents the order of precedence will be the order listed below. An enumeration of the Contract documents is set forth below:
 - (i) This Contract No. 18-020 between the City and Consultant.
 - (ii) Exhibit A: Scope of Work
 - (iii) Sole Source Waiver

2) GENERAL REQUIREMENTS

- a) The Consultant shall attend status, progress, and coordination meetings with the designated City of Kennewick representatives, or such federal, community, state, city or county officials, groups or individuals as may be requested by the City. If additional meetings are requested, the City will provide the Consultant sufficient notice prior to those meetings requiring Consultant participation.
- b) The Consultant shall prepare a monthly progress report if requested, in a form approved by the City, that will outline in written and/or graphical form the various phases and the order of performance of the work in sufficient details so that the progress of the work can easily be evaluated.

3) TIME FOR BEGINNING AND COMPLETION

The Consultant shall not begin any work under the terms of this Contract until authorized in writing by the City. Consultant agrees to use best efforts to complete all work described under this Contract by December 1, 2019.

4) PAYMENT

- a) The City shall pay the Consultant an amount not to exceed one hundred thirty-four thousand three hundred and five dollars (\$134,305) to complete the services rendered under this Contract. Payment shall be made on a "time and materials" basis. Payment as identified in this section shall be full compensation for all work performed or services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Exhibit A, Scope of Work.
- b) Invoices not in dispute by the City will be paid net thirty (30) days and shall reference the contract number and/or purchase order applicable to the work. The invoice shall provide sufficient detail on the work being billed and include detailed receipts for any invoices
- c) Partial payments to cover the percentage of work completed shall not be more than one (1) per month.
- d) Reimbursement for extra services/reimbursable expenses are not authorized under this Contract unless detailed in the Scope of Work or agreed upon in writing as a modification to this Contract.
- e) The Consultant will allow access to the City, the State of Washington, the Federal Grantor Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Unless otherwise provided, said records must be retained for three years from the date of receipt of final payment. If any litigation, claim, or audit arising out of, in connection with, or relating to this contract is initiated before the expiration of the three-year period, the records shall be retained until such litigation, claim, or audit involving the records is completed.

5) INDEPENDENT CONTRACTOR

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

6) OWNERSHIP OF DOCUMENTS

- a) All designs, drawings, specifications, documents, reports and other work products prepared pursuant to this Contract, shall become the property of the City upon payment to the Consultant of the fees set forth in this Contract. The City acknowledges the Consultant's plans and specifications, including all documents on electronic media, as instruments of professional services. The plans and specifications prepared under this Contract shall become the property of the City upon completion of the services and payment in full of all payment due to the Consultant. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant. The City agrees to waive any claim against the Consultant arising from any unauthorized reuse of the plans and specifications, and to indemnify and hold the Consultant harmless from any claim, liability or cost arising or allegedly arising out of any

reuse of the plans and specifications by the City or its agent not authorized by the Consultant.

7) TERMINATION

- a) This Contract may be terminated by either party upon thirty (30) days' written notice. In the event this contract is terminated by the Consultant, the City shall be entitled to reimbursement of costs occasioned by such termination by the Consultant. In the event the City terminates this Contract, the City shall pay the Consultant for the work performed, which shall be an amount equal to the percentage of completion of the work as mutually agreed between the City and the Consultant.
- b) If any work covered by this Contract shall be suspended or abandoned by the City before the Consultant has completed the assigned work, the Consultant shall be paid an amount equal to the costs incurred up to the date of termination or suspension as mutually agreed upon between the City and the Consultant.

8) DISPUTE RESOLUTION

- a) The City and the Consultant agree to negotiate in good faith for a period of thirty (30) days from the date of notice of all disputes between them prior to exercising their rights under this Contract, or under law.
- b) All disputes between the City and the Consultant not resolved by negotiation between the parties may be arbitrated only by mutual agreement of the City and the Consultant. If not mutually agreed to resolve the claim by arbitration, the claim will be resolved by legal action.

9) DEBARMENT CERTIFICATION

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

10) VENUE, APPLICABLE LAW AND PERSONAL JURISDICTION

- a) In the event that either party deems it necessary to initiate a legal action to enforce any right or obligation under this Contract, the parties agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Benton County. The parties agree that all questions shall be resolved by application of Washington law, and that the parties to such action shall have the right of appeal from such decision of the Superior Court in accordance with the laws of the State of Washington. The Consultant hereby consents to the personal jurisdiction of the Superior Court of the State of Washington situated in Benton County.

11) ATTORNEY'S FEES

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

12) INSURANCE

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

- a) No Limitation. Consultant's maintenance of insurance as required by this Contract shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- b) Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:
 - 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - 2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
 - 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - 4. Professional Liability insurance appropriate to the Consultant's profession.
- c) Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:
 - 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - 2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - 3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- d) Other Insurance Provisions. The Consultant's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
- e) Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. best rating of not less than A:VII.
- f) Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements evidencing the insurance requirements of the Consultant before commencement of the work, including, but not limited to, the additional insured endorsement.

- g) Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two (2) business days of Consultant's receipt of such notice.
- h) Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

13) INDEMNIFICATION / HOLD HARMLESS

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

14) STANDARD OF CARE

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

15) SUCCESSORS OR ASSIGNS

- a) All of the terms, conditions and provisions hereof shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns; provided, however, that no assignment of the Contract shall be made without written consent of the parties to the Contract.

16) EQUAL OPPORTUNITY CONTRACT

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

17) PARTIAL INVALIDITY

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

18) AMENDMENTS

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

19) CHANGE IN LAW

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

20) CONFIDENTIALITY

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

21) CHANGES OF WORK

- a) When required to do so, and without any additional compensation, the Consultant shall make such changes and revisions in the completed work of this Contract as necessary to correct or revise any errors, omissions, or other deficiencies in the design, drawings, specifications, reports, and other similar documents which the Consultant is responsible for preparing or furnishing under this Contract.
- b) Should the City find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the Consultant shall make such revisions as directed by the City. This work shall be considered as Extra Work and will be paid for as herein provided under Section 22, Extra Work.

22) EXTRA WORK

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

23) PUBLIC DISCLOSURE

- a) The parties to this Contract understand and acknowledge that the City is subject to the Public Records Act, RCW 42.56 et seq. If the City receives a public records request for

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

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

CITY OF KENNEWICK, WASHINGTON

COLUMBIA INDUSTRIES – INFORMATION
MANAGEMENT_____
Don Britain, Mayor_____
Signature

Date Signed: _____

Date Signed: _____

ATTEST:

Printed Name & Title_____
Terri L. Wright
City Clerk_____
Address

Date Signed: _____

City, State Zip

Phone: _____

APPROVED AS TO FORM:

Email: _____

Lisa Beaton
City Attorney

Date Signed: _____

EXHIBIT A: Detailed Scope of Work**1. Services**

City hereby engages Consultant to perform certain document imaging services and, upon City's request, to provide for the electronic storage of images to be held on a temporary basis, until City has confirmed the final product, digital images of hard copy documents provided to Consultant by City, are acceptable, but limited to no more than 90 day following submission of digital images by Consultant to City. These digital images, and the monthly invoices, based on actual work performed by Consultant, and presented to City on a timely, monthly basis, shall comprise the entirety of the Scope of Work, described in Section 2. Of the Agreement between City and Consultant. The parties agree that, for purposes of this Exhibit A, the notice time frame set forth in Section 8 of the Agreement regarding termination shall be changed to ninety (90) calendar days.

2. Value of Services

As previously detailed in an Imaging Solution proposal submitted to City by Consultant on or about 11/15/2016, services and charges for services shall be limited to:

- Document preparation \$25.00/hour
- Indexing- Data Entry/OCR \$.50/file
- Document Imaging/Capture \$.049/image
- Total Miscellaneous Charges (Oversized Drawings and documents) \$1.50/unit
- Image Output/Transfer Fee \$35.00/transfer
- Total of services performed and invoice shall not exceed \$134,305 through December 1, 2019, or 19 months from the effective start date of project. Consultant will notify City of progress towards completion of this initial project on or about three-quarters (3/4) of the way through completion.

3. Confidential Information

Consultant will not disclose any City business information obtained while performing the Services required under this Agreement. Consultant shall exercise that degree of care in safeguarding the records entrusted to it by City which a reasonable and careful company would exercise with respect to similar records of its own.

City acknowledges that Consultant shall only be liable to City for any breach of the confidentiality obligations set forth in this Section 3 resulting solely from the gross negligence or willful misconduct of Consultant and any such liability shall be limited to an amount not to exceed the applicable insurance proceeds set forth in Section 12 of this Agreement Between City And Consultant.

4. Limitation of Liability:

(a) Consultant shall be liable for loss or damage to items provided to Consultant by City under this Agreement only when such loss or damage is caused solely by the gross negligence or willful misconduct of Consultant. In the event Consultant is determined to be liable for loss or damage, such loss or damage is further limited as follows:

- i. In the event he damaged items consist of boxes of paper records, the liability of Consultant is expressly limited to the replacement of the physical box or container which is damaged or destroyed without any consideration or value whatsoever given to any date or information which may be contained in such paper records, as such amounts are further limited by applicable insurance proceeds described in Section 12 of this Agreement Between City And Consultant.
- ii. In the even the damaged items consist of documents stored electronically, Consultant liability is expressly limited to the costs of recapture or restoring electronically stored items from back-up or from original documents, as such amounts are further limited by the applicable insurance proceeds described in Section 12 of the Agreement Between City And Consultant.

- iii. The City acknowledges that Consultant has in effect and shall maintain casualty and extended coverage insurance covering loss or damage to the City's property incurred as a result of the gross negligence or willful misconduct of Consultant (x) with respect to paper records stored, in the amount of \$2.00 per unite stored, (y) with respect to documents stored electronically an amount not to exceed \$2,500.00 per any one occurrence, in recreating, gathering and assembling such electronic data.
- iv. The City acknowledges that the liability of Consultant for claims, losses or damages incurred by City as a result of a casualty involving damage to City's property shall in no event exceed and is expressly limited to the available insurance proceeds described in Section 12 of the Agreement between City and Consultant. Upon City's request, Consultant will furnish City proof of insurance coverage for all items belonging to City provided to Consultant pursuant to this Agreement.
- v. The City acknowledges that the Consultant also has in effect and shall maintain professional liability/errors and omissions insurance covering, among other things, the cost and expense incurred in connection with a data or information security breach. The City acknowledges that Consultant shall only be liable for any claims, losses, costs, expenses or damages incurred in connection with a data or information security breach resulting solely from the gross negligence or willful misconduct of Consultant and any such liability shall not exceed an amount equal to the available insurance proceeds from such professional liability/errors and omissions insurance policy.

(b) City acknowledges that it is City's responsibility to promptly review the scanned images delivered by Consultant for acceptability and completeness. Should City believe that Consultant failed to perform all of its obligations under the Agreement, City shall provide written notice to Consultant describing in reasonable detail the failure of Consultant to adequately perform its obligations hereunder and such notice shall be delivered to Consultant by no later than ninety (90) days following consultant's delivery of the scanned images. Upon timely receipt of such notice by Consultant, Consultant shall use its commercially reasonable efforts to re-scan, and such re-scanning by Consultant shall be the sole remedy of the City for any failures to provide acceptable scanned images.

(c) City acknowledges that Consultant will be utilizing technology, services, software and hardware owned by and/or managed by third parties in connection with its provision of some of its services to City.

(d) If the scope of the project substantially changes from the information provided to Consultant, the parties shall work together to agree upon an adjustment to the pricing to account for the change in scope.

Signature: _____

Signature: _____

Name: _____

Name: _____ Jeff Thompson

Title: _____

Title: _____ Director of Operation

Company: _____

Company: _____ Columbia Industries, LLC

Date: _____

Date: _____



Presents an Imaging Solution

To:

City of Kennewick

Greg McCormick

Planning Files

Flash Drive

Presented by:

Brandi Holt
509.586.6090 (138)

Service Agreement # N/A

Our Goal:

We have been in the information management business since 1984 and we offer a wide range of information management services and our goal is to solidify business relationships through service and dependability.

We understand that each clients needs are different and we pride ourselves on assisting each of our clients in finding the solution that meets your specific needs in an economical, timely and professional manner.

Our Capability:

We have an experienced staff that understands the correlation between satisfied customers and our continued success. We value quality ahead of profitability and rely on our ability to provide "quality" to allow us to experience "profitability".

We utilize production scanners that promote quality output while delivering production level throughput. We visually can monitor each image as it is captured and make image quality adjustments as needed on the front end. This ability coupled with our detailed document preparation and post capture quality control efforts, ensures our clients of the best possible quality output.

The capture and end-user software we utilize is developed by Digitech Systems, Inc., one of the most respected and experienced software providers in Electronic Content Management. They provide feature rich products that produce quality images at the point of capture and then also provide user friendly functionality at the point of image delivery, access and viewing.

Some of the features and functionality of the Digitech Systems suite of products are:

- Full text OCR
- Zonal OCR for potential auto-indexing capability
- Workflow processing
- 3rd party application system integration
- Addition of electronic content from your desktop
- Barcode recognition
- Chain of custody reporting
- Data encrypted at all times (in transit and at rest)
- Image retention management
- Index header editing capability
- Print/fax/email/save to desk top

Our data entry staff are all on our payroll and managed by our service bureau management team. This allows you the peace of mind that your images are not being transmitted around the globe each night while you sleep. We truly believe in keeping US dollars in the US.

Project Summary:

Document Title -	Planning Files
Frequency of Project -	one-time
Percentage 8½ x 11 -	90%
Percentage simplex -	90%
Avg images per file -	60
# of output media set/s per project -	4
# of media containers vaulted -	4.00
Percentage of black & white	80%
Desired image output file format -	TIFF
Image output method --	Flash Drive



Total estimated # of images:	155,000
Total # of imgs adj for duplex:	170,500
Total est. miscellaneous quantity: (Oversize Drawings)	16500
Post capture full reassembly:	No
Post capture original disposition:	Return
# of index fields data entered:	2
Ability to auto-capture or match and merge, reducing data entry?	No
WorkFlow / Integration Requested	No
Does the client desire to have full text OCR capability?	Yes

Comments:

Files contain a lot of oversized drawings only about 75% need to be scanned though. A target sheet with a unique number will be placed in the file where the drawing was and a sticker with a matching number will be placed on the drawing. Price includes conversion to full text OCR searchable images. This quote is for the smaller files that we estimate will fill a total of 110 boxes. During document prep we will look at every drawing to see if it has any markings that indicate if it will need to be scanned. We bill actual throughput.

Inventory Control and Process Workflow:

You will be provided with a project transmittal that will allow you to record a generic box description for each box containing originals to be scanned by our service bureau. This transmittal also has labels attached that should be affixed to each box recorded on the transmittal. Each transmittal can accommodate up to 20 boxes. Should your project consist of more than 20 boxes please use additional transmittals.

This process allows us to identify the owner of each box that is processed in our service bureau. It also allows us to quickly retrieve an original for immediate scanning, in the event you need a document scanned ahead of its normal processing schedule.

Your cooperation is greatly appreciated.

Project Processing Fees:

Estimated Cost: (actual throughput will be charged):

	Rate Per	Unit	Quantity	Charge
Document Preparation/Reassembly: (Document Condition) = fair	\$0.0500	page	155,000	7,750.00
Indexing (incl's auto indexing and OCR):	\$0.500	file	2,583	1,291.67
Imaging/Capture:	\$0.049	image	170,500	8,354.50
Misc Item: (Oversize Drawings)	\$1.500	each	16500	24,750.00
Total Estimated Project Processing Fees: (set-up fee not incl):				42,146.17
Average Cost per Image: (does not include requested image output method):				\$0.247

Additional Project Fees:

	Rate Per	Unit	Quantity	Charge
Monthly Storage - Media Security Copy :	\$0.00	container	4	\$0.00
Image Output / Transfer Fee:	\$35.00	transfer	4	\$140.00
iChamber™ - Monthly Access and User Fee:	\$25.00	auth user	0	\$0.00
Destruction Fee per Project:	\$7.54	box	0	\$0.00
Courier Fee per Project:	\$19.00	trip	5	\$95.00
Estimated iChamber™ (Charged Monthly):	\$15.00	gig stored	0.00	\$0.00
Total Estimated Additional Project Fees:				\$235.00
Initial Client Set-Up - (Includes the following): Authorized User Set-up and/or CD/DVD Burn Formatting Client Functionality Configuration Initial Testing and Client Approval Process				\$0.00

Project Cost Summary:

Total Project Fees:	\$42,381.17
Total Per Image Cost: (Includes all charges outlined above)	\$0.249

Project Completion Info:

Client Desired Completion (in months): 5.00

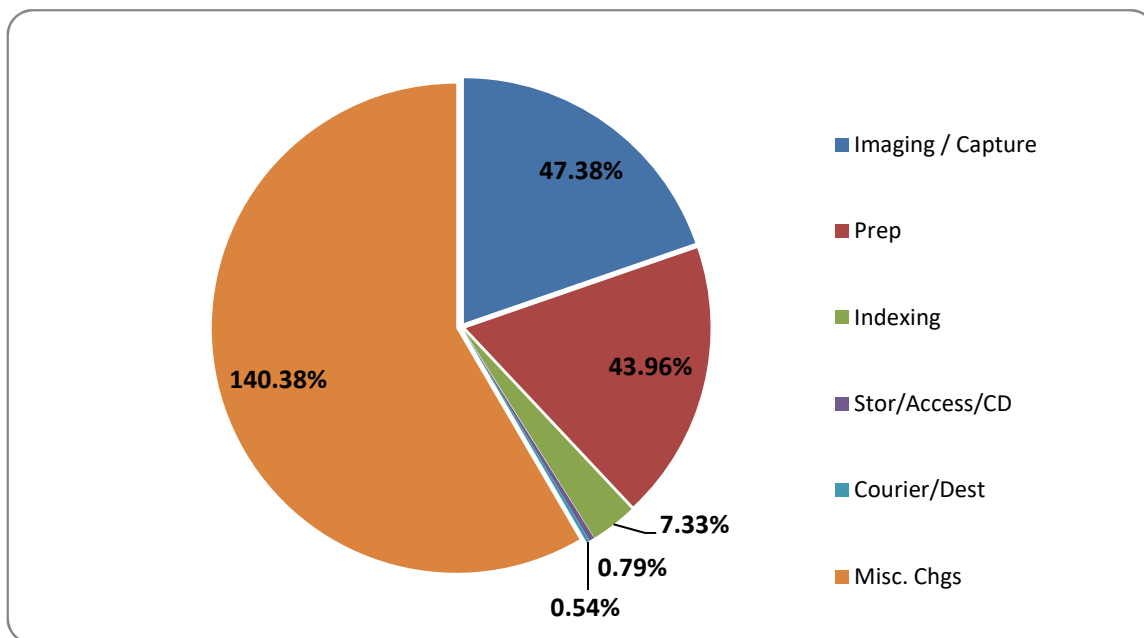
Proposed Completion: 1.27 Months
 1.27 Weeks
 6.37 Days

Originals will be returned to client at completion of project.

**Project Indexing Info:**

Index Headers: Name
 Number

- Image Integrity
- Dependable Delivery
- Competitive Pricing
- Outstanding Quality
- Flexible Services

Project Labor Breakdown:

Project Acceptance Agreement:**Exhibit A**

Company Name: City of Kennewick

Primary Contact: Greg McCormick



Document Title: Planning Files

Project Output: Flash Drive

Exhibit A - Pricing Recap:

	<u>\$/Unit</u>	<u>Est. Qty</u>	<u>Est. Tot \$\$\$</u>
Document Prep	\$25.00 / hr	310.00	\$7,750.00
Indexing - Data Entry/Auto Index/OCR	\$0.50 / file	2,583	\$1,291.67
Document Imaging / Capture	\$0.0490 / img	170,500	\$8,354.50
Courier and Destruction Services	\$0.00056 / img	170,500	\$95.00
Media Security Copy Vault Storage (monthly)	\$0.00 / cont	4	\$0.00
Initial Set-up Fee (one-time charge)	\$0.00 / proj	1	\$0.00
iChamber™ - Access/User Mgt Fee (monthly)	\$25.00 / user	0	\$0.00
Est. Elec Retention & Retrieval via -- iChamber™	\$15.0000 / gig	14	\$0.00
Total Misc Charges - (Oversize Drawings)	\$1.5000 / unit	16,500	\$24,750.00
Image Output / Transfer Fee:	\$35.000 / transfer	4	\$140.00
Scan on Demand - as requested by Client	\$0.120 / image	0	\$0.00
Total Estimated Charges			<u>\$42,381.17</u>

Note-1: Proposed Project Pricing Expires ---- 3/31/2018**Project Schedule:****Note-2: Represents an estimated number of images.****Note-3: Actual image throughput will be charged.**

Client agrees to have originals boxed and ready for pick-up on ----- ____/____/____

Assuming above pick-up date is met, project to be completed on -- ____/____/____

Accepted By:**Authorized Representative:**

Name: (please print) _____

Signature: _____

Title: _____

Date: _____

Presented By:

CI Information Management

Brandi Holt

509.586.6090 (138)

Service Agreement Number: N/A



Presents an Imaging Solution

To:

City of Kennewick

Greg McCormick

Planning Files

Flash Drive

Presented by:

Brandi Holt
509.586.6090 (138)

Service Agreement # N/A

Our Goal:

We have been in the information management business since 1984 and we offer a wide range of information management services and our goal is to solidify business relationships through service and dependability.

We understand that each clients needs are different and we pride ourselves on assisting each of our clients in finding the solution that meets your specific needs in an economical, timely and professional manner.

Our Capability:

We have an experienced staff that understands the correlation between satisfied customers and our continued success. We value quality ahead of profitability and rely on our ability to provide "quality" to allow us to experience "profitability".

We utilize production scanners that promote quality output while delivering production level throughput. We visually can monitor each image as it is captured and make image quality adjustments as needed on the front end. This ability coupled with our detailed document preparation and post capture quality control efforts, ensures our clients of the best possible quality output.

The capture and end-user software we utilize is developed by Digitech Systems, Inc., one of the most respected and experienced software providers in Electronic Content Management. They provide feature rich products that produce quality images at the point of capture and then also provide user friendly functionality at the point of image delivery, access and viewing.

Some of the features and functionality of the Digitech Systems suite of products are:

- Full text OCR
- Zonal OCR for potential auto-indexing capability
- Workflow processing
- 3rd party application system integration
- Addition of electronic content from your desktop
- Barcode recognition
- Chain of custody reporting
- Data encrypted at all times (in transit and at rest)
- Image retention management
- Index header editing capability
- Print/fax/email/save to desk top

Our data entry staff are all on our payroll and managed by our service bureau management team. This allows you the peace of mind that your images are not being transmitted around the globe each night while you sleep. We truly believe in keeping US dollars in the US.

Project Summary:

Document Title -	Planning Files
Frequency of Project -	one-time
Percentage 8½ x 11 -	90%
Percentage simplex -	90%
Avg images per file -	1050
# of output media set/s per project -	4
# of media containers vaulted -	1.00
Percentage of black & white	80%
Desired image output file format -	TIFF
Image output method --	Flash Drive



Total estimated # of images:	256,000
Total # of imgs adj for duplex:	281,600
Total est. miscellaneous quantity: (Oversize Drawings)	5000
Post capture full reassembly:	No
Post capture original disposition:	Return
# of index fields data entered:	2
Ability to auto-capture or match and merge, reducing data entry?	No
WorkFlow / Integration Requested	No
Does the client desire to have full text OCR capability?	Yes

Comments:

Files contain a lot of oversized drawings only about 75% need to be scanned though. A target sheet with a unique number will be placed in the file where the drawing was and a sticker with a matching number will be placed on the drawing. Price includes conversion to full text OCR searchable images. This quote is for the Larger files that we estimate will fill a total of 115 boxes. During document prep we will look at every drawing to see if it has any markings that indicate if it will need to be scanned. We bill actual throughput.

Inventory Control and Process Workflow:

You will be provided with a project transmittal that will allow you to record a generic box description for each box containing originals to be scanned by our service bureau. This transmittal also has labels attached that should be affixed to each box recorded on the transmittal. Each transmittal can accommodate up to 20 boxes. Should your project consist of more than 20 boxes please use additional transmittals.

This process allows us to identify the owner of each box that is processed in our service bureau. It also allows us to quickly retrieve an original for immediate scanning, in the event you need a document scanned ahead of it's normal processing schedule.

Your cooperation is greatly appreciated.

Project Processing Fees:

Estimated Cost: (actual throughput will be charged):

	Rate Per	Unit	Quantity	Charge
Document Preparation/Reassembly: (Document Condition) = fair	\$0.0496	page	256,000	12,698.41
Indexing (incl's auto indexing and OCR):	\$0.500	file	244	121.90
Imaging/Capture:	\$0.049	image	281,600	13,798.40
Misc Item: (Oversize Drawings)	\$1.500	each	5000	7,500.00
Total Estimated Project Processing Fees: (set-up fee not incl):				34,118.72
Average Cost per Image: (does not include requested image output method):				\$0.121

Additional Project Fees:

	Rate Per	Unit	Quantity	Charge
Monthly Storage - Media Security Copy :	\$0.00	container	1	\$0.00
Image Output / Transfer Fee:	\$35.00	transfer	4	\$140.00
iChamber™ - Monthly Access and User Fee:	\$25.00	auth user	0	\$0.00
Destruction Fee per Project:	\$7.54	box	0	\$0.00
Courier Fee per Project:	\$19.00	trip	4	\$76.00
Estimated iChamber™ (Charged Monthly):	\$15.00	gig stored	0.00	\$0.00
Total Estimated Additional Project Fees:				\$216.00
Initial Client Set-Up - (Includes the following): Authorized User Set-up and/or CD/DVD Burn Formatting Client Functionality Configuration Initial Testing and Client Approval Process				\$0.00

Project Cost Summary:

Total Project Fees:	\$34,334.72
Total Per Image Cost: (Includes all charges outlined above)	\$0.122

Project Completion Info:

Client Desired Completion (in months): 6.00

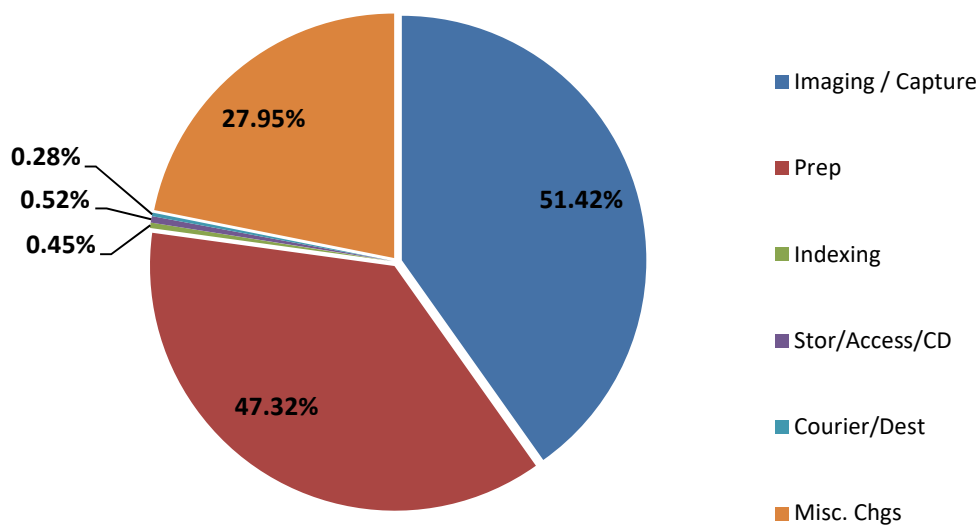
Proposed Completion: 2.74 Months
11.50 Weeks
57.49 Days

Originals will be returned to client at completion of project.

**Project Indexing Info:**

Index Headers: Name
 Number

- Image Integrity
- Dependable Delivery
- Competitive Pricing
- Outstanding Quality
- Flexible Services

Project Labor Breakdown:

Project Acceptance Agreement:**Exhibit A**

Company Name: City of Kennewick

Primary Contact: Greg McCormick



Document Title: Planning Files

Project Output: Flash Drive

Exhibit A - Pricing Recap:

	<u>\$/Unit</u>	<u>Est. Qty</u>	<u>Est. Tot \$\$\$</u>
Document Prep	\$25.00 / hr	507.94	\$12,698.41
Indexing - Data Entry/Auto Index/OCR	\$0.50 / file	244	\$121.90
Document Imaging / Capture	\$0.0490 / img	281,600	\$13,798.40
Courier and Destruction Services	\$0.00027 / img	281,600	\$76.00
Media Security Copy Vault Storage (monthly)	\$0.00 / cont	1	\$0.00
Initial Set-up Fee (one-time charge)	\$0.00 / proj	1	\$0.00
iChamber™ - Access/User Mgt Fee (monthly)	\$25.00 / user	0	\$0.00
Est. Elec Retention & Retrieval via -- iChamber™	\$15.0000 / gig	23	\$0.00
Total Misc Charges - (Oversize Drawings)	\$1.5000 / unit	5,000	\$7,500.00
Image Output / Transfer Fee:	\$35.000 / transfer	4	\$140.00
Scan on Demand - as requested by Client	\$0.120 / image	0	\$0.00
Total Estimated Charges			<u>\$34,334.72</u>

Note-1: Proposed Project Pricing Expires ---- 3/31/2018**Project Schedule:****Note-2: Represents an estimated number of images.****Note-3: Actual image throughput will be charged.**

Client agrees to have originals boxed and ready for pick-up on ----- ____/____/____

Assuming above pick-up date is met, project to be completed on -- ____/____/____

Accepted By:**Authorized Representative:**

Name: (please print) _____

Signature: _____

Title: _____

Date: _____

Presented By:

CI Information Management

Brandi Holt

509.586.6090 (138)

Service Agreement Number: N/A



Presents an Imaging Solution

To:

City of Kennewick

Greg McCormick

Planning Files

Flash Drive

Presented by:

Brandi Holt
509.586.6090 (138)

Service Agreement # N/A

Our Goal:

We have been in the information management business since 1984 and we offer a wide range of information management services and our goal is to solidify business relationships through service and dependability.

We understand that each clients needs are different and we pride ourselves on assisting each of our clients in finding the solution that meets your specific needs in an economical, timely and professional manner.

Our Capability:

We have an experienced staff that understands the correlation between satisfied customers and our continued success. We value quality ahead of profitability and rely on our ability to provide "quality" to allow us to experience "profitability".

We utilize production scanners that promote quality output while delivering production level throughput. We visually can monitor each image as it is captured and make image quality adjustments as needed on the front end. This ability coupled with our detailed document preparation and post capture quality control efforts, ensures our clients of the best possible quality output.

The capture and end-user software we utilize is developed by Digitech Systems, Inc., one of the most respected and experienced software providers in Electronic Content Management. They provide feature rich products that produce quality images at the point of capture and then also provide user friendly functionality at the point of image delivery, access and viewing.

Some of the features and functionality of the Digitech Systems suite of products are:

- Full text OCR
- Zonal OCR for potential auto-indexing capability
- Workflow processing
- 3rd party application system integration
- Addition of electronic content from your desktop
- Barcode recognition
- Chain of custody reporting
- Data encrypted at all times (in transit and at rest)
- Image retention management
- Index header editing capability
- Print/fax/email/save to desk top

Our data entry staff are all on our payroll and managed by our service bureau management team. This allows you the peace of mind that your images are not being transmitted around the globe each night while you sleep. We truly believe in keeping US dollars in the US.

Project Summary:

Document Title -	Planning Files
Frequency of Project -	one-time
Percentage 8½ x 11 -	90%
Percentage simplex -	90%
Avg images per file -	60
# of output media set/s per project -	5
# of media containers vaulted -	5.00
Percentage of black & white	80%
Desired image output file format -	TIFF
Image output method --	Flash Drive



Total estimated # of images:	210,000
Total # of imgs adj for duplex:	231,000
Total est. miscellaneous quantity: (Oversize Drawings)	22500
Post capture full reassembly:	No
Post capture original disposition:	Return
# of index fields data entered:	2
Ability to auto-capture or match and merge, reducing data entry?	No
WorkFlow / Integration Requested	No
Does the client desire to have full text OCR capability?	Yes

Comments:

Files contain a lot of oversized drawings only about 75% need to be scanned though. A target sheet with a unique number will be placed in the file where the drawing was and a sticker with a matching number will be placed on the drawing. Price includes conversion to full text OCR searchable images. This quote is for the smaller files that we estimate will fill a total of 150 boxes. During document prep we will look at every drawing to see if it has any markings that indicate if it will need to be scanned. We bill actual throughput.

Inventory Control and Process Workflow:

You will be provided with a project transmittal that will allow you to record a generic box description for each box containing originals to be scanned by our service bureau. This transmittal also has labels attached that should be affixed to each box recorded on the transmittal. Each transmittal can accommodate up to 20 boxes. Should your project consist of more than 20 boxes please use additional transmittals.

This process allows us to identify the owner of each box that is processed in our service bureau. It also allows us to quickly retrieve an original for immediate scanning, in the event you need a document scanned ahead of it's normal processing schedule.

Your cooperation is greatly appreciated.

Project Processing Fees:

Estimated Cost: (actual throughput will be charged):

	Rate Per	Unit	Quantity	Charge
Document Preparation/Reassembly: (Document Condition) = fair	\$0.0500	page	210,000	10,500.00
Indexing (incl's auto indexing and OCR):	\$0.500	file	3,500	1,750.00
Imaging/Capture:	\$0.049	image	231,000	11,319.00
Misc Item: (Oversize Drawings)	\$1.500	each	22500	33,750.00
Total Estimated Project Processing Fees: (set-up fee not incl):				57,319.00
Average Cost per Image: (does not include requested image output method):				\$0.248

Additional Project Fees:

	Rate Per	Unit	Quantity	Charge
Monthly Storage - Media Security Copy :	\$0.00	container	5	\$0.00
Image Output / Transfer Fee:	\$35.00	transfer	5	\$175.00
iChamber™ - Monthly Access and User Fee:	\$25.00	auth user	0	\$0.00
Destruction Fee per Project:	\$7.54	box	0	\$0.00
Courier Fee per Project:	\$19.00	trip	5	\$95.00
Estimated iChamber™ (Charged Monthly):	\$15.00	gig stored	0.00	\$0.00
Total Estimated Additional Project Fees:				\$270.00
Initial Client Set-Up - (Includes the following): Authorized User Set-up and/or CD/DVD Burn Formatting Client Functionality Configuration Initial Testing and Client Approval Process				\$0.00

Project Cost Summary:

Total Project Fees:	\$57,589.00
Total Per Image Cost: (Includes all charges outlined above)	\$0.249

Project Completion Info:

Client Desired Completion (in months): 8.00

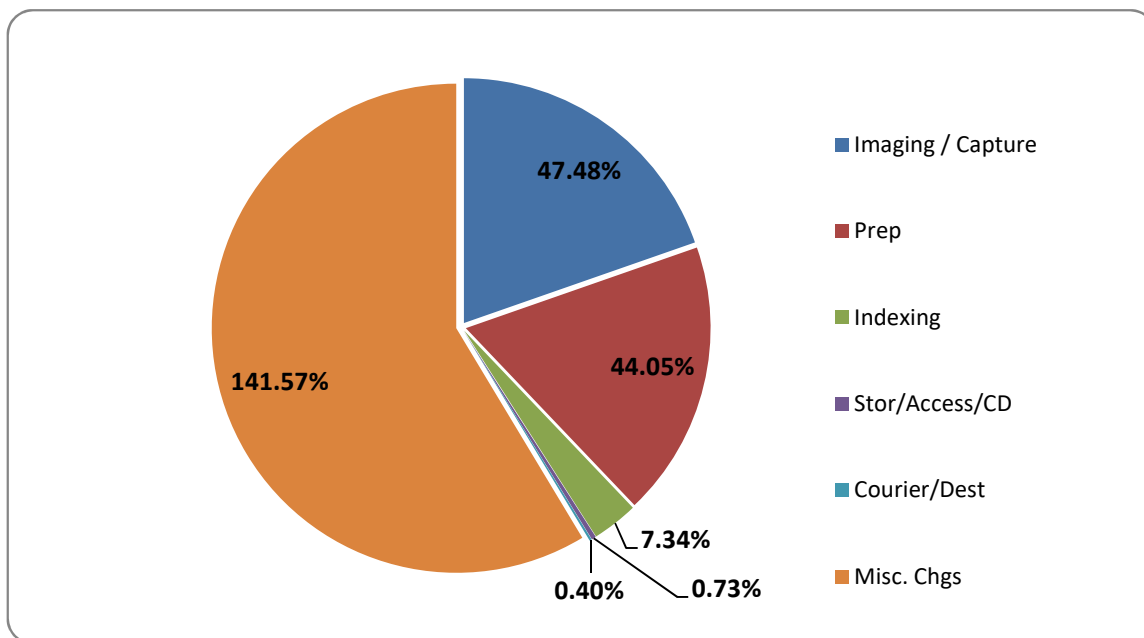
Proposed Completion: 1.46 Months
1.46 Weeks
7.30 Days

Originals will be returned to client at completion of project.

**Project Indexing Info:**

Index Headers: Name
 Number

- Image Integrity
- Dependable Delivery
- Competitive Pricing
- Outstanding Quality
- Flexible Services

Project Labor Breakdown:

Project Acceptance Agreement:**Exhibit A**

Company Name: City of Kennewick

Primary Contact: Greg McCormick



Document Title: Planning Files

Project Output: Flash Drive

Exhibit A - Pricing Recap:

	<u>\$/Unit</u>	<u>Est. Qty</u>	<u>Est. Tot \$\$\$</u>
Document Prep	\$25.00 / hr	420.00	\$10,500.00
Indexing - Data Entry/Auto Index/OCR	\$0.50 / file	3,500	\$1,750.00
Document Imaging / Capture	\$0.0490 / img	231,000	\$11,319.00
Courier and Destruction Services	\$0.00041 / img	231,000	\$95.00
Media Security Copy Vault Storage (monthly)	\$0.00 / cont	5	\$0.00
Initial Set-up Fee (one-time charge)	\$0.00 / proj	1	\$0.00
iChamber™ - Access/User Mgt Fee (monthly)	\$25.00 / user	0	\$0.00
Est. Elec Retention & Retrieval via -- iChamber™	\$15.0000 / gig	19	\$0.00
Total Misc Charges - (Oversize Drawings)	\$1.5000 / unit	22,500	\$33,750.00
Image Output / Transfer Fee:	\$35.000 / transfer	5	\$175.00
Scan on Demand - as requested by Client	\$0.120 / image	0	\$0.00
Total Estimated Charges			<u>\$57,589.00</u>

Note-1: Proposed Project Pricing Expires ---- 3/31/2018**Project Schedule:****Note-2: Represents an estimated number of images.****Note-3: Actual image throughput will be charged.**

Client agrees to have originals boxed and ready for pick-up on ----- ____/____/____

Assuming above pick-up date is met, project to be completed on -- ____/____/____

Accepted By:**Authorized Representative:**

Name: (please print) _____

Signature: _____

Title: _____

Date: _____

Presented By:

CI Information Management

Brandi Holt

509.586.6090 (138)

Service Agreement Number: N/A

Council Agenda Coversheet



Agenda Item Number	5.a.	Council Date	04/17/2018
Agenda Item Type	Resolution		
Subject	911 Memorial Resolution		
Ordinance/Reso #	18-08	Contract #	
Project #		Permit #	
Department	Fire Department		

Consent Agenda	☐
Ordinance/Reso	☒
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

Staff recommends council adopt Resolution No.18-08.

Motion for Consideration

I move to adopt Resolution No. 18-08.

Summary

As a remembrance of the tragic events that transpired on September 11, 2001 in New York City, and in commemoration of our community's collaborative efforts to erect a memorial to those who sacrificed for the service of others, we feel it is important to "Never Forget."

This resolution identifies a commitment to "Never Forget" by sponsoring an annual commemoration on September 11th that will honor the memory of 9/11.

Alternatives

N/A

Fiscal Impact

N/A

Through

Dept Head Approval

City Mgr Approval

Vince Beasley
Apr 13, 09:41:10 GMT-0700 2018

Marie Mosley
Apr 13, 11:34:47 GMT-0700 2018

Attachments: Resolution

☐ Recording
Required?

CITY OF KENNEWICK
RESOLUTION NO. 18-08

A RESOLUTION IN SUPPORT OF ANNUAL COMMEMORATION
ACTIVITIES AT THE 9/11 MEMORIAL LOCATED AT THE SOUTHRIDGE
SPORTS AND EVENTS COMPLEX

WHEREAS, the 9/11 Memorial site, located at the City's Southridge Sports and Events Complex, features a 30-foot, 6,000 pound steel column recovered from the World Trade Center Twin Towers, two basalt columns symbolizing the towers, benches, and a flag pole; and

WHEREAS, many community businesses and individuals played a role in getting the steel artifact to Kennewick and helping to build the memorial site; and

WHEREAS, Kennewick was one of the few communities in the entire United States to receive a piece of the towers; and

WHEREAS, the 9/11 Memorial was dedicated in 2011 on the 10th anniversary of the attacks; and

WHEREAS, the City of Kennewick is honored to have this important piece of American history; and

WHEREAS, the City of Kennewick has promoted and sponsored commemoration events every year at the 9/11 memorial since its dedication; and

WHEREAS, the 9/11 memorial provides our community a location to pause and reflect on the events of September 11, 2001, and to express gratitude to those who have sacrificed and served our great nation; NOW THEREFORE,

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON that the City of Kennewick, in conjunction with its community partners, will continue to sponsor annual commemoration activities on September 11th at the 9/11 Memorial located at the Southridge Sports and Events Complex.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of April, 2018, and signed in authentication of its passage this 17th day of April, 2018.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

RESOLUTION NO. 18-08 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 18th day of April, 2018.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk



City Council Meeting Schedule May 2018

May 1, 2018 Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
May 8, 2018 Tuesday, 6:30 p.m.	WORKSHOP MEETING 1. Transportation Systems Plan
May 15, 2018 Tuesday, 6:30 p.m.	REGULAR COUNCIL MEETING
May 22, 2018 Tuesday, 6:30 p.m.	WORKSHOP MEETING 1. Legislative Update 2. Citizen Budget Survey
May 29, 2018 Tuesday, 6:30 p.m.	NO MEETING

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio Taped

May 2018
Updated 4/10/18