



## City Council Regular Meeting Agenda

March 18, 2025 at 6:30 PM

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

**The agenda was revised March 13, 2025, to remove Item 4.j., an Interlocal Agreement concerning the Southeast Regional Internet Crimes Against Children Task Force**

Meetings are broadcast live at <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

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

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### 1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

### 2. VISITORS - Regarding Items on the Agenda

This is an opportunity for visitors to share their perspective regarding any item on the agenda except Item 5.a. Comments may not exceed three minutes.

### 3. APPROVAL OF AGENDA

### 4. CONSENT AGENDA

All items included in the Consent Agenda have been provided to each member of the Kennewick City Council for review and consideration. These items are deemed routine and will be approved with a single motion from the Council, without any separate discussion. A Councilmember may remove an item for further consideration under New Business.

a. **Meeting Minutes: March 4, 2025, City Council Regular Meeting**

*Motion to approve the minutes as presented.*

b. **Meeting Minutes: March 4, 2025, City Council Special Meeting**

*Motion to approve the minutes as presented.*

c. **Meeting Minutes: March 11, 2025, City Council Workshop Meeting**

*Motion to approve the minutes as presented.*

d. **Claims Roster: February 2025**

*Motion to approve the Claims Roster for February 2025 in the amount of \$10,871,893.67 comprised of electronic payments and check numbers 318265-318709.*

e. **Payroll Roster: For the Pay Period Ending 02/28/2025**

*Motion to approve the payroll roster for the pay period ending 02/28/2025.*

f. **Board & Commission Vacancy: Kennewick Public Facilities District Appointment - Position 1**

*Motion to appoint Kim Shugart to Board Position 1 of the Kennewick Public Facilities District with a term expiring March 31, 2029.*

g. **Board & Commission Vacancy: Kennewick Public Facilities District Appointment - Position 2**

*Motion to appoint Renee Brooks to Board Position 2 of the Kennewick Public Facilities District with a term expiring March 31, 2029.*

h. **Grants: Authorizing a Grant Application to 2025 Benton-Franklin Council of Governments Call for Projects**

*Motion to authorize staff to submit grant applications to the Benton-Franklin Council of Governments (BFCOG) to secure federal funding for Columbia Center Blvd. Widening Project, East Columbia Park Bicycle Improvements Project, Kellogg to Edison Pathway Project, and Columbia Drive Pavement Preservation Project.*

i. **Interlocal Agreement: Conway Place Supplemental Agreement and Project Prospectus for Construction Phase with WSDOT**

*Motion to approve the supplemental agreement and prospectus as presented.*

**5. ORDINANCES & RESOLUTIONS**

- a. Ordinance: Change of Zone - Jones at 2219 W 13th Avenue from Residential, Low Density (RL) to Residential, Medium Density (RM) (COZ-2024-0003)
- b. Ordinance: Housekeeping Ordinances Pertaining to the Governance Manual Adoption
  - 1) Ordinance: Amending Chapter 2.04 of the Kennewick Municipal Code
  - 2) Ordinance: Amending Chapter 2.16 of the Kennewick Municipal Code
- c. Resolution: Establishing the Governance Coordination Manual
- d. Ordinance: Transportation Benefit District Material Change Policy
- e. Ordinance: Relating to Miscellaneous Driving Rules and Amending Section 11.36.030 of the Kennewick Municipal Code

**6. NEW BUSINESS**

- a. Visit Tri-Cities 2024 Annual Report and TPA Reserves Request

**7. VISITORS - General Topics**

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

**8. COUNCIL COMMENTS/DISCUSSION**

**9. CONCLUSION**

|                                                                                                                           |                                                                                                                                                                                                     |                                                           |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Council Agenda<br/>Coversheet</b>                                                                                      | <b>Item Number:</b> 4.a.<br><b>Item Type:</b> General Business Item<br><b>Subject:</b> <b>Meeting Minutes: March 4, 2025, City Council Regular Meeting</b><br><b>Department:</b> Executive Services | <b>Date:</b> 3/18/2025<br><b>Category:</b> Consent Agenda |
|                                          |                                                                                                                                                                                                     |                                                           |
| <b><u>Recommendation</u></b><br>Staff recommends Council approve the meeting minutes as presented.                        |                                                                                                                                                                                                     |                                                           |
| <b><u>Motion for Consideration</u></b><br>Motion to approve the minutes as presented.                                     |                                                                                                                                                                                                     |                                                           |
| <b><u>Summary</u></b><br>The City Clerk has prepared action-format meeting minutes for City Council's consideration.      |                                                                                                                                                                                                     |                                                           |
| <b><u>Alternatives</u></b><br>The City Council may make corrections to errors and approve the meeting minutes as amended. |                                                                                                                                                                                                     |                                                           |
| <b><u>Fiscal Impact</u></b><br>None.                                                                                      |                                                                                                                                                                                                     |                                                           |
| <b>Attachments:</b><br>1. Minutes - Draft                                                                                 |                                                                                                                                                                                                     |                                                           |

**CITY OF KENNEWICK  
CITY COUNCIL REGULAR MEETING  
March 4, 2025**

**City Council Present:**

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

**Jason McShane, Councilmember(Remote)**  
**Jim Millbauer, Councilmember**  
**John Trumbo, Councilmember**

**City Staff Present:**

**Erin Erdman, City Manager**  
**Laurencio Sanguino, City Attorney**  
**John Cowling, Public Works Director**  
**Nick Farline, Parks Director**  
**Chris Guerrero, Police Chief**  
**Chad Michael, Fire Chief**  
**Cary Roe, Deputy City Manager**  
**Lisa Beaton, Deputy City Manager**  
**Krystal Johnston, City Clerk**

**Cody Lewis, IT Director**  
**Anthony Muai, Planning Director**  
**Robert Ball, Deputy Fire Chief**  
**Jose Santoy, Police Commander**  
**Jason Kiel, Police Commander**

**1. CALL TO ORDER**

Mayor Crawford called the meeting to order at 6:32 p.m.

Ms. Johnston stated all councilmembers were in attendance with Councilmember McShane joining remotely.

Councilmember Trumbo led the Pledge of Allegiance.

An invocation was not offered.

**2. VISITORS:**

A citizen encouraged approval of items 4.f. and 4.g.

A citizen encouraged community notification before herbicides are applied (item 4.i.).

**3. APPROVAL OF AGENDA**

**MOTION:** Mayor Pro Tem Torelli moved to approve the agenda as presented.

**SECOND:** Councilmember Anderson.

**DISCUSSION:** None.

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

**4. CONSENT AGENDA**

**MOTION:** Mayor Pro Tem Torelli moved to approve the consent agenda as presented.

**SECOND:** Councilmember Anderson.

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

- a. Meeting Minutes: February 18, 2025, City Council Regular Meeting**  
*Motion to approve the minutes as presented.*



**b. Meeting Minutes: February 25, 2025, City Council Workshop Meeting**

*Motion to approve the minutes as presented.*

**d. Claims Roster: Columbia Park Golf Course Account**

*Motion to approve the Claims Roster for the Columbia Park Golf Course Account for January 2025 in the amount of \$23,081.33, comprised of check numbers 2935-2943 in the amount of \$2,396.93 and electronic transfers in the amount of \$20,684.40.*

**e. Payroll Roster: For the Pay Period Ending 02/15/2025**

*Motion to approve the payroll roster for the pay period ending 02/15/2025.*

**f. Approval of the Pathways & Trails Master Plan**

*Motion to approve the Pathways and Trails Master Plan as presented.*

**g. Recreation Center Feasibility Study Purpose**

*Motion to designate the Recreation Center Feasibility Study as the blueprint for future enhancements to Parks facilities until superseded or withdrawn.*

**h. Contract: Second Amendment to the Amended and Restated Agreement with the Kennewick Public Facilities District to Provide Regional Center Loans**

*Motion to approve the agreement as presented.*

**i. Contract Award: Furnishing & Applying Herbicide 2025-2026**

*Motion to approve Contract P2501-25 Furnishing & Applying Herbicide 2025-2026 to Rimrock Landscaping LLC as presented.*

**5. ORDINANCES**

**a. Ordinance 25-6080: Fire Department Update Relating to Buildings and Construction, Amending Chapter 15.30 of the Kennewick Municipal Code**

Chief Ball provided a staff report for items 5.a. and 5.b.

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO BUILDINGS AND CONSTRUCTION AND AMENDING  
CHAPTER 15.30 OF THE KENNEWICK MUNICIPAL CODE

**MOTION:** Mayor Pro Tem Torelli moved to adopt the ordinance as presented.

**SECOND:** Councilmember Millbauer.

**DISCUSSION:** None.

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

*The City Clerk assigned Ordinance No. 25-6080*

**b. Ordinance 25-6081: Fire Department Updates Relating to City Departments and Officials and Amending Section 2.12.020 of the Kennewick Municipal Code**

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO CITY DEPARTMENTS AND OFFICIALS AND AMENDING  
SECTION 2.12.020 OF THE KENNEWICK MUNICIPAL CODE

**MOTION:** Mayor Pro Tem Torelli moved to adopt the ordinance as presented.  
**SECOND:** Councilmember Anderson.  
**DISCUSSION:** None.  
**VOTE:** **The motion passed unanimously (7-0).**

*The City Clerk assigned Ordinance No. 25-6081*

- c. **Ordinance 25-6082:** Police Department Updates Relating to Tobacco Regulations and Adding to Section 10.16.085 of the Kennewick Municipal Code

Commander Santoy provided a staff report for items 5.c., 5.d., and 5.e.

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO ALCOHOL AND TOBACCO RELATED OFFENSES AND AMENDING SECTION 10.16.085 OF THE KENNEWICK MUNICIPAL CODE

**MOTION:** Councilmember Anderson moved to adopt the ordinance as presented.  
**SECOND:** Mayor Pro Tem Torelli.  
**DISCUSSION:** None.  
**VOTE:** **The motion passed unanimously (7-0).**

*The City Clerk assigned Ordinance No. 25-6082*

- d. **Ordinance 25-6083:** Police Department Updates Relating to Seizure and Forfeiture and Removing Content from Section 9.32.030 of the Kennewick Municipal Code

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO DRUGS AND DRUG PARAPHERNALIA AND AMENDING SECTION 9.32.030 OF THE KENNEWICK MUNICIPAL CODE

**MOTION:** Mayor Pro Tem Torelli moved to adopt the ordinance as presented.  
**SECOND:** Councilmember Millbauer.  
**DISCUSSION:** None.  
**VOTE:** **The motion passed unanimously (7-0).**

*The City Clerk assigned Ordinance No. 25-6083*

- e. **Ordinance 25-6084:** Police Department Updates Relating to Removal of Unauthorized Encampments and adding content to Section 9.54 of the Kennewick Municipal Code

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO HEALTH AND SANITATION AND AMENDING CHAPTER 9.54 OF THE KENNEWICK MUNICIPAL CODE

**MOTION:** Mayor Pro Tem Torelli moved to adopt the ordinance as presented.  
**SECOND:** Councilmember Millbauer.  
**DISCUSSION:** None.  
**VOTE:** **The motion passed unanimously (7-0).**

*The City Clerk assigned Ordinance No. 25-6084*

**6. VISITORS:**

A citizen requested printed agendas at the meetings and asked for relief from utility billing settings concerning accessory dwelling units.

A citizen spoke in appreciation of graffiti abatement efforts in our community, snow removal on Canal drive, and expressed thanks to staff for their hard work.

**7. COUNCIL COMMENTS/DISCUSSION:**

Ms. Erdman spoke to a request from Opportunities Industrialization Center (OIC) of Washington seeking a letter of support from Council for the Homeless Veteran's Reintegration Program. The letter of support will aid OIC of Washington's grant funding application. Ms. Erdman asked for Council's approval or denial of support, mentioning that the draft letter of support was emailed to all Councilmembers the week prior to tonight's meeting.

**MOTION:** Mayor Pro Tem Torelli moved to approve the letter of support for the OIC of Washington  
**SECOND:** Councilmember Millbauer.  
**DISCUSSION:** A comment in support of the letter was made.  
**VOTE:** **The motion passed unanimously (7-0).**

Councilmembers and Ms. Erdman reported on their respective activities, upcoming events, and items of concern.

**8. ADJOURNMENT:** Mayor Crawford concluded the meeting at 7:12 p.m.

**DRAFT**

Krystal Johnston, CMC, CPRO  
City Clerk

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

<https://kennewickwa.new.swagit.com/videos/336605>

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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Item Number:</b> 4.b. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> General Business Item                                   | <b>Category:</b><br>Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Subject:</b> <b>Meeting Minutes: March 4, 2025, City Council Special Meeting</b><br><b>Department:</b> Executive Services |                                    |
| <p><b><u>Recommendation</u></b><br/>         Staff recommends Council approve the meeting minutes as presented.</p> <p><b><u>Motion for Consideration</u></b><br/>         Motion to approve the minutes as presented.</p> <p><b><u>Summary</u></b><br/>         The City Clerk has prepared action-format meeting minutes for City Council's consideration.</p> <p><b><u>Alternatives</u></b><br/>         The City Council may make corrections to errors and approve the meeting minutes as amended.</p> <p><b><u>Fiscal Impact</u></b><br/>         None.</p> |                                                                                                                              |                                    |
| <b>Attachments:</b><br>1. Minutes - Draft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                              |                                    |

**CITY OF KENNEWICK  
CITY COUNCIL SPECIAL MEETING  
March 4, 2025**

**City Council Present:**

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

**Jason McShane, Councilmember(Remote)**  
**Jim Millbauer, Councilmember**  
**John Trumbo, Councilmember**

**City Staff Present:**

**Erin Erdman, City Manager**  
**Laurencio Sanguino, City Attorney**

**Cary Roe, Deputy City Manager**  
**Krystal Johnston, City Clerk**

**1. CALL TO ORDER**

Mayor Crawford called the meeting to order at 5:45 p.m.

Ms. Johnston confirmed that all council members were present, with Councilmember McShane attending remotely through a secure connection.

Mayor Crawford clarified that KMC 2.04.048 allows for remote participation in an executive session on a case-by-case basis, provided the Council is assured of the security of the connection and participation is deemed necessary.

Mayor Crawford asked if any Council member had objections to Councilmember McShane joining the Executive Session remotely. There were no objections. She instructed that the minutes should indicate Councilmember McShane's presence in the session.

**2. EXECUTIVE SESSION:**

Mayor Crawford announced the City Council would convene in Executive Session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase until 6:05 p.m.

At 6:05 p.m., Mayor Crawford announced the City Council would extend the Executive Session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase until 6:15 p.m.

At 6:15 p.m., Mayor Crawford announced the City Council would extend the Executive Session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase until 6:25 p.m.

**3. ADJOURNMENT:** Mayor Crawford concluded the meeting at 6:25 p.m.

**DRAFT**

Krystal Johnston, CMC, CPRO  
City Clerk

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

<https://kennewickwa.new.swagit.com/videos/336597>

*Note: The audio equipment in Council Chambers was not functional during the majority of the meeting.*

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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Item Number:</b> 4.c. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> General Business Item                                         | <b>Category:</b><br>Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Subject:</b> <b>Meeting Minutes: March 11, 2025, City Council Workshop Meeting</b><br><br><b>Department:</b> Executive Services |                                    |
| <p><b><u>Recommendation</u></b><br/>Staff recommends Council approve the meeting minutes as presented.</p> <p><b><u>Motion for Consideration</u></b><br/>Motion to approve the minutes as presented.</p> <p><b><u>Summary</u></b><br/>The Deputy City Clerk has prepared action-format meeting minutes for City Council's consideration.</p> <p><b><u>Alternatives</u></b><br/>The City Council may make corrections to errors and approve the meeting minutes as amended.</p> <p><b><u>Fiscal Impact</u></b><br/>None.</p> |                                                                                                                                    |                                    |
| <b><u>Attachments:</u></b><br>1. Minutes Draft                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                    |                                    |

CITY OF KENNEWICK  
CITY COUNCIL WORKSHOP  
March 11, 2025

**City Council Present – In Person:**

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

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

**City Staff Present:**

**Erin Erdman**, *City Manager*  
**Lisa Beaton**, *Deputy City Manager*  
**Laurencio Sanguino**, *City Attorney*  
**Chris Guerrero**, *Police Chief*  
**Chad Michael**, *Fire Chief*  
**Jessica Platt**, *Finance Director*  
**John Cowling**, *Public Works Director*

**Anthony Muai**, *Planning Director* **Nick Farline**, *Parks Director*  
**Robert Ball**, *Deputy Fire Chief*  
**Krystal Johnston**, *City Clerk*  
**Chad Crouch**, *Executive Services Director*  
**Trever Davis**, *Police Commander*  
**Michael Heffner**, *Deputy Fire Chief*

**CALL TO ORDER.** Mayor Crawford called the meeting to order at 6:30 p.m. Mayor Crawford called roll; all Councilmembers were present with the exception of Councilmember Millbauer.

Mayor Crawford explained Councilmember Millbauer gave advance notice of his absence and has requested that his absence be excused.

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

Mayor Crawford announced there were no citizen comments submitted.

- 1. GOVERNANCE MANUAL DISCUSSION & COLLABORATION.** Ms. Erdman presented and discussed various points of the draft governance manual, including a robust conversation regarding public comment, the travel policy (Appendix A), and the City Manager performance review (Appendix B).

No formal votes were taken; however, consensus was reached on several points with the understanding the consensus was for the purpose of developing a final draft. Council will have an opportunity to discuss and debate elements of the Governance Manual when it comes forward for adoption.

**Public Comment – Prior Consensus Confirmed:** Council engaged in a robust discussion and ultimately confirmed their consensus from January 28: There will be one opportunity for public comment per meeting under Item 2. Public comment be

capped at 30-minutes. Council will have an opportunity to suspend the rules concerning public comment to allow additional comment periods or to extend the time limits.

**Appendix A – Travel Policy:** Following discussion on the merits of the policy, Council expressed overall support for the travel policy as presented.

**Appendix B – City Manager Review Process:** Council discussed this section at length and debated various options for effective performance review of the City Manager. As a result of their discussion, Council concurred Item 4 should be updated to require that Council adopt standardized forms for input by Council and executive leadership. It was further clarified that on a biannual basis, the City Manager’s review process may include input from the executive staff with the use of contracted professional services when deemed necessary by the Human Resources Department.

Ms. Erdman will incorporate Council’s feedback into the final draft for consideration at the March 18, 2025, City Council regular meeting.

2. **FIRE IMPACT FEES.** Chief Michael and Chief Ball gave a comprehensive staff report and together with Ms. Erdman and Mr. Muai, addressed Council's questions. Council deliberated on site-specific improvements, how fees would affect the City as whole, disbursements of funds, with limitations on allocating the revenue generated. Council discussed the timing of the effective date at length and the best path forward for further consideration/discussion together with the manner in which fire impact fees were calculated in the staff report (based on occupancy types).

Council concurred the importance of public input on this matter. Ms. Erdman committed to providing an opportunity for public comment April 1 with plans to bring the issue forward for final consideration at the following meeting.

**CONCLUSION.** Mayor Crawford concluded the meeting at 8:44 p.m.

**DRAFT**

Krystal Johnston, CMC, CPRO  
City Clerk

**At the time of publishing these minutes, the City Council meeting recording is available at:**  
<https://kennewickwa.new.swagit.com/videos/337239>



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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------|-----------------------------|----------------|----------------------------|----------------|--------------|------------------------|
| <b>Council Agenda Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Item Number:</b> 4.d. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> General Business Item                                                                                              |  | <b>Category:</b><br>Consent Agenda |                             |                |                            |                |              |                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Subject:</b> <b>Claims Roster: February 2025</b><br><b>Department:</b> Finance                                                                                                       |  |                                    |                             |                |                            |                |              |                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Ordinance/Resolution #:</b> Added by Clerk <b>Contract #:</b> Enter # Here if Applicable<br><b>Project #:</b> Enter # Here if Applicable <b>Permit #:</b> Enter # Here if Applicable |  |                                    |                             |                |                            |                |              |                        |
| <b><u>Recommendation</u></b><br>Staff recommends Council approve the Claims Roster for February 2025.<br><br><b><u>Motion for Consideration</u></b><br>Motion to approve the Claims Roster for February 2025 in the amount of \$10,871,893.67 comprised of electronic payments and check numbers 318265-318709.<br><br><b><u>Summary</u></b><br>The purchasing card detail is provided in a separate report following the claims roster. The payments on this Claims Roster are comprised of the following issuances during the period 2/1/2025-2/28/2025:<br><br><table data-bbox="105 808 885 934"> <tr> <td>Check numbers 318265:318709</td> <td>\$7,087,884.71</td> </tr> <tr> <td>Electronic payments (EFT):</td> <td>\$3,784,008.96</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$10,871,893.67</b></td> </tr> </table><br><b><u>Alternatives</u></b><br>NONE<br><br><b><u>Fiscal Impact</u></b><br>\$10,871,893.67 |                                                                                                                                                                                         |  |                                    | Check numbers 318265:318709 | \$7,087,884.71 | Electronic payments (EFT): | \$3,784,008.96 | <b>Total</b> | <b>\$10,871,893.67</b> |
| Check numbers 318265:318709                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$7,087,884.71                                                                                                                                                                          |  |                                    |                             |                |                            |                |              |                        |
| Electronic payments (EFT):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$3,784,008.96                                                                                                                                                                          |  |                                    |                             |                |                            |                |              |                        |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>\$10,871,893.67</b>                                                                                                                                                                  |  |                                    |                             |                |                            |                |              |                        |
| <b><u>Attachments:</u></b><br>1. Claims Roster                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                         |  |                                    |                             |                |                            |                |              |                        |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                                    | CHECK DATE | VENDOR NAME | DESCRIPTION                                   | AMOUNT                                                    |
|--------------------------------------------|------------|-------------|-----------------------------------------------|-----------------------------------------------------------|
| <b>Fund 001</b>                            |            |             |                                               |                                                           |
| <b>000 - Fund Activity</b>                 |            |             |                                               |                                                           |
| EFT                                        | 02/27/2025 | 167         | WA STATE DEPT OF REVENUE                      | JANUARY 2025 EXCISE TAX \$1.26                            |
| 318279                                     | 02/03/2025 | 7942        | US BANK NATIONAL ASSOCIATION                  | 2024 BANK SERVICE FEES \$73,565.45                        |
| 318300                                     | 02/07/2025 | 1064        | ELITE CONSTRUCTION & DEVELOPMENT LLC          | THE FALLS-SPLIT FACE BLOCK (ADDING 2 FT) \$8,206.85       |
| 318325                                     | 02/07/2025 | 99990       | MISC REFUNDS                                  | REFUND OVERPAYMENT-PD-2025-96-INV-1 \$0.60                |
| 318327                                     | 02/12/2025 | 70001       | BENTON COUNTY TREASURER                       | CRIME VICTIM'S COMPENSATION \$678.76                      |
| 318341                                     | 02/12/2025 | 99990       | MISC REFUNDS                                  | PRR REFUND-PRR-2024-443-INV-1 \$0.66                      |
| 318345                                     | 02/12/2025 | 70000       | WASHINGTON STATE TREASURER                    | COURT FINES-JANUARY 2025 \$51,875.81                      |
| 318348                                     | 02/14/2025 | 10058       | ALLIANCE MANAGEMENT &, CONSTRUCTION SOLUTIONS | FTC TRAINING TOWER PROJECT MGMT -- INTERNAL PO \$8,400.00 |
| 318391                                     | 02/14/2025 | 896         | DGR*GRANT CONSTRUCTION INC                    | PAY APP 3 FTC TRAINING TOWER CONVERSION \$6,032.09        |
| 318682                                     | 02/28/2025 | 790         | TIMOTHY NKATA SENDI                           | REIMB MEDICARE & SOCIAL SECURITY TAX 2024 \$8,038.40      |
| <b>000 - Fund Activity Subtotal:</b>       |            |             |                                               | <b>\$156,799.88</b>                                       |
| <b>011 - City Council</b>                  |            |             |                                               |                                                           |
| 318322                                     | 02/07/2025 | 30          | VERIZON NORTHWEST                             | CITY WIDE CELL PHONES \$240.06                            |
| 318541                                     | 02/28/2025 | 730         | ADVANCE TRAVEL EXPENSE                        | REIMBURSE ADVANCE TRAVEL \$509.00                         |
| 318687                                     | 02/28/2025 | 30          | VERIZON NORTHWEST                             | CITY WIDE CELL PHONES \$240.06                            |
| <b>011 - City Council Subtotal:</b>        |            |             |                                               | <b>\$989.12</b>                                           |
| <b>012 - City Manager</b>                  |            |             |                                               |                                                           |
| 318322                                     | 02/07/2025 | 30          | VERIZON NORTHWEST                             | CITY WIDE CELL PHONES \$127.83                            |
| 318541                                     | 02/28/2025 | 730         | ADVANCE TRAVEL EXPENSE                        | REIMBURSE ADVANCE TRAVEL \$417.00                         |
| 318687                                     | 02/28/2025 | 30          | VERIZON NORTHWEST                             | CITY WIDE CELL PHONES \$127.83                            |
| <b>012 - City Manager Subtotal:</b>        |            |             |                                               | <b>\$672.66</b>                                           |
| <b>023 - Recreation Services</b>           |            |             |                                               |                                                           |
| EFT                                        | 02/03/2025 | 77146       | GLOBAL PAYMENTS                               | MERCHANT FEES \$5,369.84                                  |
| 318298                                     | 02/07/2025 | 7711        | CULLIGAN WATER CONDITIONING                   | WATER DELIVERY \$177.79                                   |
| 318322                                     | 02/07/2025 | 30          | VERIZON NORTHWEST                             | CITY WIDE CELL PHONES \$207.05                            |
| 318388                                     | 02/14/2025 | 3632        | DANCE CONNECTION                              | FALL DANCE INSTRUCTION \$732.20                           |
| 318444                                     | 02/14/2025 | 746         | KEYSHAWN BARRINGTON                           | LIFEGUARD TRAINING REIMBURSMENT \$108.70                  |
| 318542                                     | 02/28/2025 | 8070        | ALLUSIONS FACE & BODY ART, ALICIA DUERR       | KCC HOLIDAY WINDOW PAINT AND REMOVAL \$600.00             |
| 318619                                     | 02/28/2025 | 407         | JULIA LANG                                    | MILEAGE REIMBURSEMENT 2024 \$26.61                        |
| 318669                                     | 02/28/2025 | 400         | SKYHAWKS SPORTS ACADEMY LLC                   | SKYHAWKSS SPRING 2024 INSTRUCTION \$14,872.88             |
| 318685                                     | 02/28/2025 | 3564        | US LINEN AND UNIFORM                          | EXTRA MATS FOR WINTER MONTHS \$220.60                     |
| 318687                                     | 02/28/2025 | 30          | VERIZON NORTHWEST                             | CITY WIDE CELL PHONES \$207.05                            |
| <b>023 - Recreation Services Subtotal:</b> |            |             |                                               | <b>\$22,522.72</b>                                        |
| <b>024 - Facilities Maintenance</b>        |            |             |                                               |                                                           |
| 318266                                     | 02/03/2025 | 84          | BENTON PUD NO. 1                              | 46550007JAN25- ELECTRICITY \$23,423.81                    |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
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| CHECK # | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                                 | AMOUNT      |
|---------|------------|--------------------------------------------------------|---------------------------------------------|-------------|
| 318268  | 02/03/2025 | 83 CASCADE NATURAL GAS                                 | GAS SERVICE                                 | \$23,100.79 |
| 318285  | 02/07/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY                 | SEASONAL CLOTHING                           | \$645.41    |
| 318292  | 02/07/2025 | 810 C WATTS TRUCKING LLC                               | COLUMBIA PARK AND LAYTON PARK DEMO PROJECT  | \$38,860.25 |
| 318298  | 02/07/2025 | 7711 CULLIGAN WATER CONDITIONING                       | WATER DELIVERY                              | \$54.62     |
| 318322  | 02/07/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                       | \$1,253.10  |
| 318347  | 02/14/2025 | 8623 ACE SALES & SERVICE INC                           | PORTABLE RESTROOM FOR FRISBEE GOLF COURSE   | \$132.50    |
| 318353  | 02/14/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | FLAME ROD                                   | \$269.55    |
| 318354  | 02/14/2025 | 165 ARCTIC GLACIER USA INC                             | ICE DELIVERY                                | \$124.07    |
| 318366  | 02/14/2025 | 216 BOYD'S TREE SERVICE                                | HAZARD TREE REMOVAL AT QUINAULT AND KELLOGG | \$4,864.33  |
| 318369  | 02/14/2025 | 749 BUILDERS HARDWARE & SUPPLY CO                      | KEY BLANKS FOR STOCK                        | \$1,027.71  |
| 318392  | 02/14/2025 | 1907 DLT SOLUTIONS LLC                                 | AUTOCAD RENEWAL FOR 2024                    | \$1,382.75  |
| 318401  | 02/14/2025 | 8774 FASTENAL COMPANY                                  | WASHERS FOR BABY CHANGING STATIONS          | \$5.44      |
| 318403  | 02/14/2025 | 86 FERGUSON ENTERPRISES INC                            | FLANGE FOR IRR PUMP EAST SIDE OF POND       | \$613.33    |
| 318404  | 02/14/2025 | 9237 FIKES NORTHWEST CORP                              | SCENT                                       | \$201.74    |
| 318413  | 02/14/2025 | 1775 GRAINGER                                          | POP OFF VALVE - AIR COMPRESSOR              | \$4,164.27  |
| 318423  | 02/14/2025 | 8977 HERITAGE PROF LANDSCAPING INC                     | LANDSCAPING AND IRRIGATION                  | \$14,501.66 |
| 318426  | 02/14/2025 | 8130 HUNTER, JOSHUA                                    | PANTS                                       | \$146.36    |
| 318432  | 02/14/2025 | 303 INTERMOUNTAIN CLEANING SERVICE INC.                | SERVICE CONTRACT                            | \$18,871.00 |
| 318434  | 02/14/2025 | 1112 IRRIGATION SPECIALISTS INC                        | BUSHING - IRR. PUMP                         | \$38.70     |
| 318443  | 02/14/2025 | 78 KENNEWICK INDUSTRIAL & ELEC                         | URINAL REPAIR                               | \$126.47    |
| 318452  | 02/14/2025 | 8626 MCDONALD & ASSOCIATES, DBA MCDONALD EXCAVATING    | TOP SOIL FOR TURF REPAIRS                   | \$760.90    |
| 318456  | 02/14/2025 | 484 MILNE NAIL,POWER TOOL & REPAIR                     | CORDED ELECTRIC DRILL                       | \$1,642.61  |
| 318459  | 02/14/2025 | 5112 MOON SECURITY SERVICES, INC                       | FIRE SYSTEM                                 | \$649.71    |
| 318479  | 02/14/2025 | 329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC       | LIGHTS                                      | \$747.11    |
| 318482  | 02/14/2025 | 10300 PURDY, CHAD                                      | BOOTS                                       | \$157.06    |
| 318483  | 02/14/2025 | 957 RANCH & HOME INC                                   | DRILL BITS FOR IMPACT DRIVER                | \$46.07     |
| 318495  | 02/14/2025 | 7555 SHERWIN-WILLIAMS COMPANY                          | PAINT FOR SKATE PARK RAMPS IN COLUMBIA PARK | \$303.38    |
| 318496  | 02/14/2025 | 680 SIERRA ELECTRIC, INC.                              | FRONT DOOR OPENER                           | \$883.73    |
| 318508  | 02/14/2025 | 1812 SUNBELT RENTALS                                   | LIFT FOR HOLIDAY DECO                       | \$1,152.63  |
| 318511  | 02/14/2025 | 5945 TK ELEVATOR                                       | SERVICE                                     | \$768.09    |
| 318517  | 02/14/2025 | 1046 FRANK URIBE                                       | ARBORVITAE REMOVAL AT YELM PARK             | \$2,054.43  |
| 318536  | 02/21/2025 | 3564 US LINEN AND UNIFORM                              | LINEN SERVICE                               | \$336.89    |
| 318540  | 02/28/2025 | 8623 ACE SALES & SERVICE INC                           | PORTA TOILET                                | \$278.25    |
| 318545  | 02/28/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | SPARK MODULE IN RADIANT HEATER - STREETS    | \$1,024.49  |
| 318547  | 02/28/2025 | 2395 AQUATIC SPECIALTY SERVICES, INC.                  | AFO CLASS                                   | \$8,352.75  |
| 318561  | 02/28/2025 | 749 BUILDERS HARDWARE & SUPPLY CO                      | DOOR CLOSERS                                | \$3,960.15  |
| 318563  | 02/28/2025 | 83 CASCADE NATURAL GAS                                 | GAS SERVICE                                 | \$26,750.17 |
| 318596  | 02/28/2025 | 86 FERGUSON ENTERPRISES INC                            | MORE INTAKE PARTS                           | \$723.80    |
| 318597  | 02/28/2025 | 9237 FIKES NORTHWEST CORP                              | SCENT                                       | \$161.39    |
| 318602  | 02/28/2025 | 2696 GAMETIME C/O GREAT WESTERN, RECREATION            | PARTS FOR SPINNER                           | \$448.31    |

**City of Kennewick**  
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| CHECK #                                       | CHECK DATE | VENDOR NAME                                      | DESCRIPTION                             | AMOUNT              |
|-----------------------------------------------|------------|--------------------------------------------------|-----------------------------------------|---------------------|
| 318603                                        | 02/28/2025 | 1775 GRAINGER                                    | VALVE FOR CHEMICAL FEEDERS              | \$1,667.08          |
| 318610                                        | 02/28/2025 | 711 HOOKED UP PASCO INC                          | ABANDONED VEHICLE TOW SERVICE           | \$2,240.90          |
| 318615                                        | 02/28/2025 | 942 JARED WILLIAMS                               | REIMBURSEMENT 2ND HALF                  | \$188.97            |
| 318620                                        | 02/28/2025 | 78 KENNEWICK INDUSTRIAL & ELEC                   | BALL VALVE FOR POD BACKFLOW             | \$1,106.75          |
| 318625                                        | 02/28/2025 | 8442 LANGSTON-BULTENA, JOEY                      | REIMBURSEMENT                           | \$538.39            |
| 318627                                        | 02/28/2025 | 982 LEVI CONNER                                  | REIMBURSEMENT                           | \$157.58            |
| 318636                                        | 02/28/2025 | 5112 MOON SECURITY SERVICES, INC                 | SERVICE                                 | \$4,765.34          |
| 318648                                        | 02/28/2025 | 8809 PACIFIC FIRE INSPECTION, SERVICES INC       | FIRE INSPECTIONS                        | \$3,595.00          |
| 318653                                        | 02/28/2025 | 329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC | POWER SUPPLY FOR BACK DOOR OPENER       | \$346.33            |
| 318658                                        | 02/28/2025 | 957 RANCH & HOME INC                             | TOOLS IRR. TRUCK 3805                   | \$76.89             |
| 318668                                        | 02/28/2025 | 7555 SHERWIN-WILLIAMS COMPANY                    | SHARK GRIP FLAKES                       | \$674.14            |
| 318675                                        | 02/28/2025 | 1812 SUNBELT RENTALS                             | COMPRESSOR TO FIND SPRINKLERS AND LINES | \$186.15            |
| 318687                                        | 02/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                   | \$1,335.27          |
| 318697                                        | 02/28/2025 | 1035 WASHINGTON HARDWARE AND, FURNITURE CO       | STOCK FOR SHOP - SPRAY FOAM AND CAULK   | \$76.01             |
| <b>024 - Facilities Maintenance Subtotal:</b> |            |                                                  |                                         | <b>\$201,964.58</b> |
| <b>026 - Economic Development</b>             |            |                                                  |                                         |                     |
| 318322                                        | 02/07/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                   | \$82.82             |
| 318524                                        | 02/14/2025 | 755 WASHINGTON ECONOMIC DEVELOPMENT ASSOCIATION  | 2025 WEDA MEMBERSHIP                    | \$650.00            |
| 318687                                        | 02/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                   | \$82.82             |
| <b>026 - Economic Development Subtotal:</b>   |            |                                                  |                                         | <b>\$815.64</b>     |
| <b>032 - Accounting</b>                       |            |                                                  |                                         |                     |
| 318270                                        | 02/03/2025 | 3185 GFOA                                        | GFOA TRAINING-AMY MICHAEL               | \$550.00            |
| 318322                                        | 02/07/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                   | \$41.41             |
| 318485                                        | 02/14/2025 | 1314 REHN & ASSOCIATES, INC.                     | DENTAL COBRA ADMINISTRATION             | \$56.00             |
| 318687                                        | 02/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                   | \$41.41             |
| <b>032 - Accounting Subtotal:</b>             |            |                                                  |                                         | <b>\$688.82</b>     |
| <b>033 - Human Resources</b>                  |            |                                                  |                                         |                     |
| 318286                                        | 02/07/2025 | 1034 BAKER TILLY US LLP                          | PROFESSIONAL SERVICES                   | \$4,700.00          |
| 318309                                        | 02/07/2025 | 982 LEVI CONNER                                  | CDL REIMBURSEMENT                       | \$142.25            |
| 318311                                        | 02/07/2025 | 7969 MUSTANG SIGN GROUP, WANG ENTERPRISES        | ART BOX FOR 10TH AND OLYMPIA 2024       | \$1,480.50          |
| 318320                                        | 02/07/2025 | 5827 TALOGY INC                                  | PROFESSIONAL SERVICES                   | \$368.00            |
| 318322                                        | 02/07/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                   | \$41.41             |
| 318359                                        | 02/14/2025 | 1034 BAKER TILLY US LLP                          | PROFESSIONAL SERVICES                   | \$16,000.00         |
| 318430                                        | 02/14/2025 | 838 INFO-TECH RESEARCH GROUP INC                 | PROFESSIONAL HR CONSULTING SERVICES     | \$34,180.59         |
| 318464                                        | 02/14/2025 | 1030 NAVIA BENEFIT SOLUTIONS, CLIENT PAY         | NAVIA BENEFIT PARTICIPATION FEE         | \$632.10            |
| 318480                                        | 02/14/2025 | 936 PROCOM                                       | PROFESSIONAL SERVICES                   | \$468.00            |
| 318507                                        | 02/14/2025 | 370 SUMMIT LAW GROUP, PLLC                       | PROFESSIONAL SERVICES                   | \$9,009.00          |
| 318541                                        | 02/28/2025 | 730 ADVANCE TRAVEL EXPENSE                       | REIMBURSE ADVANCE TRAVEL                | \$141.71            |
| 318577                                        | 02/28/2025 | 1682 COLUMBIA FITNESS SYSTEMS                    | CITY HALL GYM PM                        | \$293.50            |

**City of Kennewick**  
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| CHECK #                                 | CHECK DATE | VENDOR NAME                                         | DESCRIPTION                                        | AMOUNT             |
|-----------------------------------------|------------|-----------------------------------------------------|----------------------------------------------------|--------------------|
| 318687                                  | 02/28/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$41.41            |
| <b>033 - Human Resources Subtotal:</b>  |            |                                                     |                                                    | <b>\$67,498.47</b> |
| <b>034 - Civil Service</b>              |            |                                                     |                                                    |                    |
| 318314                                  | 02/07/2025 | 326 PUBLIC SAFETY PSYCHOLOGICAL SERVICES            | PROFESSIONAL SERVICES                              | \$1,350.00         |
| 318322                                  | 02/07/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$87.82            |
| 318687                                  | 02/28/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$87.82            |
| <b>034 - Civil Service Subtotal:</b>    |            |                                                     |                                                    | <b>\$1,525.64</b>  |
| <b>035 - Customer Service</b>           |            |                                                     |                                                    |                    |
| EFT                                     | 02/03/2025 | 70016 U.S. BANK                                     | MERCHANT FEES                                      | \$32,977.51        |
| 318389                                  | 02/14/2025 | 3530 DATAPROSE INC                                  | UTILITY BILLING MAILING SVC AND POSTAGE JAN 2025   | \$9,531.45         |
| <b>035 - Customer Service Subtotal:</b> |            |                                                     |                                                    | <b>\$42,508.96</b> |
| <b>036 - Code Enforcement</b>           |            |                                                     |                                                    |                    |
| 318322                                  | 02/07/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$281.53           |
| 318548                                  | 02/28/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY              | J. GINDER: EMBROIDERY FOR 5.11 1/4 ZIP             | \$21.74            |
| 318616                                  | 02/28/2025 | 972 JEANI GINDER                                    | J GINDER: BUNKER WORKS SHIRT 1/4 ZIP               | \$73.36            |
| 318687                                  | 02/28/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$498.92           |
| <b>036 - Code Enforcement Subtotal:</b> |            |                                                     |                                                    | <b>\$875.55</b>    |
| <b>042 - City Attorney</b>              |            |                                                     |                                                    |                    |
| 318322                                  | 02/07/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$167.44           |
| 318481                                  | 02/14/2025 | 3467 PRONTO PROCESS SERVICE, INC                    | MONTHLY COURIER SERVICE - JAN 2025                 | \$52.50            |
| 318528                                  | 02/14/2025 | 853 WEST GROUP PAYMENT CENTER                       | ONLINE SOFTWARE SUBSCRIPTION - JAN 2025            | \$2,906.17         |
| 318687                                  | 02/28/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$167.44           |
| <b>042 - City Attorney Subtotal:</b>    |            |                                                     |                                                    | <b>\$3,293.55</b>  |
| <b>051 - City Clerk</b>                 |            |                                                     |                                                    |                    |
| 318289                                  | 02/07/2025 | 34 BENTON COUNTY AUDITOR                            | OUA REC FEE 4960 W RIO GRANDE AVE                  | \$307.50           |
| 318681                                  | 02/28/2025 | 172 THE TRI-CITY HERALD                             | ORDINANCE SUMMARY: 24-6079 PUBLISHED 02-07-2025    | \$83.81            |
| <b>051 - City Clerk Subtotal:</b>       |            |                                                     |                                                    | <b>\$391.31</b>    |
| <b>053 - Purchasing</b>                 |            |                                                     |                                                    |                    |
| 318322                                  | 02/07/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$41.41            |
| 318618                                  | 02/28/2025 | 582 JOHN KUTROWSKI                                  | OE CLOTHING REIMB SPRING 2025                      | \$260.85           |
| 318687                                  | 02/28/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$41.41            |
| <b>053 - Purchasing Subtotal:</b>       |            |                                                     |                                                    | <b>\$343.67</b>    |
| <b>054 - Information Technology</b>     |            |                                                     |                                                    |                    |
| 318319                                  | 02/07/2025 | 8210 SMARSH INC                                     | INV-243002 - MOBILEGUARD TEXT MESSAGE ARCHIVING SU | \$1,593.85         |
| 318322                                  | 02/07/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$1,054.98         |
| 318398                                  | 02/14/2025 | 7621 ENVIRONMENTAL SYSTEMS, RESEARCH INSTITUTE INC. | CORP/BIPIN ESRI ANNUAL MAINTENANCE -QUOTE #2625145 | \$380.45           |
| 318499                                  | 02/14/2025 | 8210 SMARSH INC                                     | MOBILE GUARD-TEXT MESSAGE(JAN25)                   | \$1,667.77         |

**City of Kennewick**  
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| CHECK #                                       | CHECK DATE | VENDOR NAME                                             | DESCRIPTION                                       | AMOUNT               |
|-----------------------------------------------|------------|---------------------------------------------------------|---------------------------------------------------|----------------------|
| 318538                                        | 02/25/2025 | 5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA              | TELEPHONE SVC                                     | \$28,714.57          |
| 318565                                        | 02/28/2025 | 8295 CENTURYLINK                                        | FEB 2024PS/ALI - ALI/SR PER 100 REC               | \$6.70               |
| 318570                                        | 02/28/2025 | 8131 CIVICPLUS, ICON ENTERPRISES INC                    | CIVICPLUS MUNICODE RENEWAL                        | \$1,080.57           |
| 318579                                        | 02/28/2025 | 6375 COMPUNET INC                                       | CORPORATE CISCO SMARTNET RENEWAL 2025-2026        | \$60,063.96          |
| 318687                                        | 02/28/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                             | \$1,097.80           |
| <b>054 - Information Technology Subtotal:</b> |            |                                                         |                                                   | <b>\$95,660.65</b>   |
| <b>060 - Planning Revenues</b>                |            |                                                         |                                                   |                      |
| 318342                                        | 02/12/2025 | 99991 PERMIT REFUNDS                                    | PLANNING PERMIT REFUND DCA-2025-0001              | \$1,554.00           |
| <b>060 - Planning Revenues Subtotal:</b>      |            |                                                         |                                                   | <b>\$1,554.00</b>    |
| <b>062 - Planning</b>                         |            |                                                         |                                                   |                      |
| EFT                                           | 02/27/2025 | 167 WA STATE DEPT OF REVENUE                            | JANUARY 2025 EXCISE TAX                           | (\$28,125.96)        |
| 318681                                        | 02/28/2025 | 172 THE TRI-CITY HERALD                                 | LEGAL PUBLICATION: COZ-2024-0003 NOPH             | \$165.10             |
| <b>062 - Planning Subtotal:</b>               |            |                                                         |                                                   | <b>(\$27,960.86)</b> |
| <b>070 - Police Revenues</b>                  |            |                                                         |                                                   |                      |
| EFT                                           | 02/14/2025 | 70008 WA. STATE DEPT OF LICENSING                       | FIREARMS LICENSING                                | \$3,635.00           |
| EFT                                           | 02/27/2025 | 167 WA STATE DEPT OF REVENUE                            | JANUARY 2025 EXCISE TAX                           | \$32.02              |
| <b>070 - Police Revenues Subtotal:</b>        |            |                                                         |                                                   | <b>\$3,667.02</b>    |
| <b>071 - KPD-Administration</b>               |            |                                                         |                                                   |                      |
| 318318                                        | 02/07/2025 | 1059 SHELLY HANSEN LLC                                  | TRANSLATION SERVICES                              | \$156.65             |
| 318416                                        | 02/14/2025 | 9593 GUERRERO, CHRISTOPHER                              | IACP TRAVEL REIMBURSEMENT                         | \$512.99             |
| 318447                                        | 02/14/2025 | 2280 LANGUAGE LINE SERVICES, INC                        | INTERPRETATION SERVICE                            | \$1,863.37           |
| 318490                                        | 02/14/2025 | 619 RYAN YATES                                          | PRE-EMPLOYMENT POLYGRAPH EXAMS                    | \$500.00             |
| 318538                                        | 02/25/2025 | 5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA              | TELEPHONE SVC                                     | \$970.72             |
| 318541                                        | 02/28/2025 | 730 ADVANCE TRAVEL EXPENSE                              | REIMBURSE ADVANCE TRAVEL                          | \$1,220.48           |
| 318554                                        | 02/28/2025 | 14 BENTON COUNTY                                        | 2023 JAG GRANT                                    | \$4,877.82           |
| 318567                                        | 02/28/2025 | 2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC          | SHRED SERVICE                                     | \$478.56             |
| 318663                                        | 02/28/2025 | 619 RYAN YATES                                          | PRE-EMPLOYMENT POLYGRAPH EXAM                     | \$1,000.00           |
| <b>071 - KPD-Administration Subtotal:</b>     |            |                                                         |                                                   | <b>\$11,580.59</b>   |
| <b>072 - KPD-Criminal Investigation</b>       |            |                                                         |                                                   |                      |
| 318273                                        | 02/03/2025 | 8355 NELSON, NICOLE                                     | TRVL REIMB-POLICE SUPPORT LEADERSHIP              | \$185.03             |
| 318308                                        | 02/07/2025 | 1931 KENNEWICK POLICE DEPARTMENT                        | ADMIN PETTY CASH                                  | \$286.00             |
| 318315                                        | 02/07/2025 | 8072 QUINONES, OSCAR                                    | TRVL REIMB-RESILIENCE TRAINING FOR LEO 2025       | \$166.51             |
| 318323                                        | 02/07/2025 | 1190 WALTERS, CHRISTINA                                 | TRVL REIMB-CRIME SCENCE REPORTING CONFERENCE 2025 | \$84.98              |
| 318455                                        | 02/14/2025 | 3284 MEL'S INTER-CITY TOWING                            | TOW SERVICE                                       | \$212.52             |
| 318457                                        | 02/14/2025 | 10360 MINUTEMAN PRESS OF KENNEWICK, WESTJAN ENTERPRISES | EVIDENCE TAGS                                     | \$149.03             |
| 318509                                        | 02/14/2025 | 7988 T-MOBILE USA, INC, LAW ENFORCEMENT RELATIONS       | TIMING ADVANCE                                    | \$50.00              |
| 318535                                        | 02/21/2025 | 1019 INTERACTIVE DATA, LLC                              | PEOPLE SEARCH - JAN 25                            | \$163.05             |
| 318541                                        | 02/28/2025 | 730 ADVANCE TRAVEL EXPENSE                              | REIMBURSE ADVANCE TRAVEL                          | \$1,558.62           |



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|---------------------------------------------------|------------|---------------------------------------------------------|---------------------------------------------|---------------------|
| 318609                                            | 02/28/2025 | 8572 HIGH DESERT MAINTENANCE INC                        | GUN LOCKS                                   | \$2,463.73          |
| 318613                                            | 02/28/2025 | 1019 INTERACTIVE DATA, LLC                              | PEOPLE SEARCH                               | \$163.05            |
| 318640                                            | 02/28/2025 | 4055 NET TRANSCRIPTS INC                                | TRANSCRIPTS                                 | \$612.28            |
| <b>072 - KPD-Criminal Investigation Subtotal:</b> |            |                                                         |                                             | <b>\$6,094.80</b>   |
| <b>073 - KPD-Patrol</b>                           |            |                                                         |                                             |                     |
| 318304                                            | 02/07/2025 | 1057 GENASYS INC                                        | GP-CONNECT                                  | \$24,782.00         |
| 318306                                            | 02/07/2025 | 170 HOLDEN, ALEXANDER                                   | 2025-105 - 2025 UNIFORM ALLOWANCE           | \$1,600.00          |
| 318308                                            | 02/07/2025 | 1931 KENNEWICK POLICE DEPARTMENT                        | ADMIN PETTY CASH                            | \$41.00             |
| 318322                                            | 02/07/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                       | \$46.78             |
| 318407                                            | 02/14/2025 | 919 FRONTLINE MEDICAL PLLC                              | SWAT RESPIRATORY MEDICAL CLEARANCE          | \$210.00            |
| 318421                                            | 02/14/2025 | 9714 HBLE                                               | SWAT SUPPLIES                               | \$2,369.99          |
| 318455                                            | 02/14/2025 | 3284 MEL'S INTER-CITY TOWING                            | TOW SERVICE                                 | \$606.30            |
| 318546                                            | 02/28/2025 | 5557 APPLIED CONCEPTS INC                               | RADARS                                      | \$7,856.84          |
| 318556                                            | 02/28/2025 | 4965 BETTENDORF'S PRINTING & DESIGN, JUDY BETTENDORF    | BUSINESS CARDS                              | \$76.09             |
| 318592                                            | 02/28/2025 | 8118 ENGEL, STEVEN                                      | 2025 UNIFORM ALLOWANCE                      | \$1,600.00          |
| 318622                                            | 02/28/2025 | 10304 KNOCKERBALL TRICITIES LLC, BOYD JASEN HINSHAW     | CROSSING GUARD EVENT                        | \$515.85            |
| 318632                                            | 02/28/2025 | 3284 MEL'S INTER-CITY TOWING                            | TOW SERVICE                                 | \$779.42            |
| 318687                                            | 02/28/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                       | \$92.82             |
| 318692                                            | 02/28/2025 | 3997 VISTA VETERINARY HOSPITAL, INC                     | K9 MEDICAL CARE                             | \$112.99            |
| <b>073 - KPD-Patrol Subtotal:</b>                 |            |                                                         |                                             | <b>\$40,690.08</b>  |
| <b>074 - KPD-Staff Services</b>                   |            |                                                         |                                             |                     |
| 318274                                            | 02/03/2025 | 3788 ROSANE, MICHAEL                                    | 2025-103 - 2025 UNIFORM ALLOWANCE           | \$250.00            |
| 318457                                            | 02/14/2025 | 10360 MINUTEMAN PRESS OF KENNEWICK, WESTJAN ENTERPRISES | TRESPASS & PANHANDLING WARNING FORMS        | \$895.16            |
| 318505                                            | 02/14/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM       | OFFICE SUPPLIES                             | \$152.26            |
| 318516                                            | 02/14/2025 | 1068 UNDERGROUND CREATIVE LLC                           | DIGITAL MARKETING                           | \$3,000.00          |
| 318525                                            | 02/14/2025 | 1033 WASHINGTON STATE PATROL                            | CPL BACKGROUND CHECKS - JAN 2025            | \$504.00            |
| 318629                                            | 02/28/2025 | 1071 LISA BODEY                                         | PRO-RATED UNIFORM ALLOWANCE                 | \$481.25            |
| 318673                                            | 02/28/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM       | OFFICE SUPPLIES                             | \$660.43            |
| <b>074 - KPD-Staff Services Subtotal:</b>         |            |                                                         |                                             | <b>\$5,943.10</b>   |
| <b>075 - KPD-Intergovernmental</b>                |            |                                                         |                                             |                     |
| 318287                                            | 02/07/2025 | 14 BENTON COUNTY                                        | KIDS HAVEN 4TH QUARTER 2024                 | \$5,047.05          |
| 318322                                            | 02/07/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                       | \$10,116.71         |
| 318364                                            | 02/14/2025 | 14 BENTON COUNTY                                        | JAIL SERVICE - DEC 2024                     | \$178,847.18        |
| 318574                                            | 02/28/2025 | 8587 COLUMBIA BASIN DIVE RESCUE                         | AGENCY SUPPORT - 2025                       | \$7,150.00          |
| 318687                                            | 02/28/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                       | \$10,210.00         |
| 318688                                            | 02/28/2025 | 10909 VERSATERM PUBLIC SAFETY US INC.                   | SPIDR PLATFORM - PATROL MODULE SUBSCRIPTION | \$11,226.60         |
| <b>075 - KPD-Intergovernmental Subtotal:</b>      |            |                                                         |                                             | <b>\$222,597.54</b> |
| <b>076 - KPD-Special Services</b>                 |            |                                                         |                                             |                     |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                                     | CHECK DATE | VENDOR NAME                                         | DESCRIPTION                                    | AMOUNT             |
|---------------------------------------------|------------|-----------------------------------------------------|------------------------------------------------|--------------------|
| 318266                                      | 02/03/2025 | 84 BENTON PUD NO. 1                                 | 83648021-ELECTRICITY                           | \$68.08            |
| 318272                                      | 02/03/2025 | 2593 MELONE, KENNY                                  | 2025-100 - 2025 UNIFORM ALLOWANCE              | \$250.00           |
| 318273                                      | 02/03/2025 | 8355 NELSON, NICOLE                                 | TRVL REIMB-POLICE SUPPORT LEADERSHIP           | \$375.67           |
| 318294                                      | 02/07/2025 | 422 CLARITY POINT PLLC                              | WELLNESS PROGRAM                               | \$2,318.70         |
| 318315                                      | 02/07/2025 | 8072 QUINONES, OSCAR                                | TRVL REIMB-RESILIENCE TRAINING FOR LEO 2025    | \$388.51           |
| 318347                                      | 02/14/2025 | 8623 ACE SALES & SERVICE INC                        | PORTABLE TOILET - SHOOTING RANGE               | \$79.50            |
| 318541                                      | 02/28/2025 | 730 ADVANCE TRAVEL EXPENSE                          | REIMBURSE ADVANCE TRAVEL                       | \$1,367.88         |
| 318548                                      | 02/28/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY              | CHIPS UNIFORMS                                 | \$84.74            |
| 318571                                      | 02/28/2025 | 422 CLARITY POINT PLLC                              | WELLNESS PROGRAM                               | \$3,368.70         |
| 318634                                      | 02/28/2025 | 5267 MIWALL CORP                                    | SWAT SNIPER AMMO                               | \$3,199.05         |
| 318664                                      | 02/28/2025 | 1549 SAN DIEGO POLICE EQUIPMENT CO, INC             | AMMUNITION (KSD SAFETY OFFICERS)               | \$3,129.25         |
| <b>076 - KPD-Special Services Subtotal:</b> |            |                                                     |                                                | <b>\$14,630.08</b> |
| <b>081 - Fire Administration</b>            |            |                                                     |                                                |                    |
| 318277                                      | 02/03/2025 | 168 TRILOGY MEDWASTE WEST LLC                       | MONTHLY RX DISPOSAL FEE                        | \$12.87            |
| 318377                                      | 02/14/2025 | 100 CITY OF RICHLAND                                | 2025-2026 ANNUAL BCM ASSESSMENT                | \$52,275.00        |
| 318427                                      | 02/14/2025 | 3657 IAFC                                           | 2025 MEMBERSHIP RENEWAL                        | \$127.17           |
| 318483                                      | 02/14/2025 | 957 RANCH & HOME INC                                | PROPANE                                        | \$14.63            |
| 318505                                      | 02/14/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM   | FS2 STATION SUPPLIES                           | \$2.34             |
| 318512                                      | 02/14/2025 | 168 TRILOGY MEDWASTE WEST LLC                       | MONTHLY RX DISPOSAL FEE                        | \$15.37            |
| 318541                                      | 02/28/2025 | 730 ADVANCE TRAVEL EXPENSE                          | REIMBURSE ADVANCE TRAVEL                       | \$38.15            |
| 318543                                      | 02/28/2025 | 5681 AMERIGAS PROPANE LP                            | PROPANE - FS#4                                 | \$497.44           |
| 318631                                      | 02/28/2025 | 961 MCAULIFFE CONSULTING INC                        | PROFESSIONAL COACHING                          | \$1,000.00         |
| 318658                                      | 02/28/2025 | 957 RANCH & HOME INC                                | PROPANE                                        | \$15.77            |
| 318673                                      | 02/28/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM   | FS1 STATION SUPPLIES                           | \$859.40           |
| <b>081 - Fire Administration Subtotal:</b>  |            |                                                     |                                                | <b>\$54,858.14</b> |
| <b>082 - Fire Suppression</b>               |            |                                                     |                                                |                    |
| 318322                                      | 02/07/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                          | \$1,278.17         |
| 318348                                      | 02/14/2025 | 10058 ALLIANCE MANAGEMENT &, CONSTRUCTION SOLUTIONS | FTC TRAINING TOWER PROJECT MGMT -- INTERNAL PO | \$8,400.00         |
| 318365                                      | 02/14/2025 | 44 BENTON COUNTY FIRE DISTRICT #1                   | FTC ASSESSMENTS 2025-2026                      | \$45,000.00        |
| 318391                                      | 02/14/2025 | 896 DGR*GRANT CONSTRUCTION INC                      | PAY APP 3 FTC TRAINING TOWER CONVERSION        | \$3,116.28         |
| 318409                                      | 02/14/2025 | 5823 GALLS, LLC                                     | NEW HIRE UNIFORMS                              | \$313.42           |
| 318518                                      | 02/14/2025 | 1070 TRUE NORTH EQUIPMENT INC                       | PHENIX HELMETS                                 | \$388.97           |
| 318601                                      | 02/28/2025 | 5823 GALLS, LLC                                     | NEW HIRE UNIFORMS                              | \$54.66            |
| 318623                                      | 02/28/2025 | 4244 L N CURTIS & SONS                              | FF WORK BOOTS                                  | \$45.77            |
| 318687                                      | 02/28/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                          | \$1,447.70         |
| 318698                                      | 02/28/2025 | 4175 WASHINGTON STATE FIRE, FIGHTERS JATC           | TUITION COSTS - BATES FALL Q4                  | \$430.56           |
| <b>082 - Fire Suppression Subtotal:</b>     |            |                                                     |                                                | <b>\$60,475.53</b> |
| <b>083 - Fire Prevention/Investigation</b>  |            |                                                     |                                                |                    |
| 318541                                      | 02/28/2025 | 730 ADVANCE TRAVEL EXPENSE                          | REIMBURSE ADVANCE TRAVEL                       | \$1,603.31         |



**City of Kennewick**  
**Claims Roster by Fund/Division**  
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| CHECK #                                              | CHECK DATE | VENDOR NAME                                        | DESCRIPTION                                     | AMOUNT                |
|------------------------------------------------------|------------|----------------------------------------------------|-------------------------------------------------|-----------------------|
| 318604                                               | 02/28/2025 | 1008 SEAN GRANGER                                  | POST TRVL REIMB-FIRE INVESTIGATOR CONFERENCE    | \$197.26              |
| <b>083 - Fire Prevention/Investigation Subtotal:</b> |            |                                                    |                                                 | <b>\$1,800.57</b>     |
| <b>090 - Engineering</b>                             |            |                                                    |                                                 |                       |
| 318312                                               | 02/07/2025 | 7459 NICHOLLS KOVICH ENGINEERING                   | P2417 CONSULTANT INVOICE                        | \$23,744.94           |
| 318322                                               | 02/07/2025 | 30 VERIZON NORTHWEST                               | CITY WIDE CELL PHONES                           | \$662.53              |
| 318357                                               | 02/14/2025 | 471 B-F-WW GOOD ROADS                              | 2025 MEMBERSHIP DUES FOR GOOD ROADS             | \$250.00              |
| 318392                                               | 02/14/2025 | 1907 DLT SOLUTIONS LLC                             | AUTOCAD RENEWAL FOR 2024                        | \$13,592.58           |
| 318393                                               | 02/14/2025 | 870 DEW ONLINE STORES                              | PLANS BIN FOR ENGINEERING                       | \$4,103.80            |
| 318466                                               | 02/14/2025 | 7459 NICHOLLS KOVICH ENGINEERING                   | P2417 BRIDGE INSPECTIONS                        | \$818.26              |
| 318472                                               | 02/14/2025 | 3700 OFFICE DEPOT INC                              | OFFICE SUPPLIES - WHITEBOARD                    | \$93.21               |
| 318483                                               | 02/14/2025 | 957 RANCH & HOME INC                               | EXTENSION CORD FOR TRUCK                        | \$41.30               |
| 318646                                               | 02/28/2025 | 3700 OFFICE DEPOT INC                              | OFFICE SUPPLIES                                 | \$61.93               |
| 318687                                               | 02/28/2025 | 30 VERIZON NORTHWEST                               | CITY WIDE CELL PHONES                           | \$634.15              |
| 318695                                               | 02/28/2025 | 1713 WA STATE GOOD ROADS AND, TRANSPORTATION ASSOC | 2025 MEMBERSHIP RENEWAL FOR WA STATE GOOD ROADS | \$250.00              |
| <b>090 - Engineering Subtotal:</b>                   |            |                                                    |                                                 | <b>\$44,252.70</b>    |
| <b>100 - GF-Nondepartmental</b>                      |            |                                                    |                                                 |                       |
| 318265                                               | 02/03/2025 | 4211 AWC                                           | ANNUAL AWC MEMBERSHIP                           | \$68,593.00           |
| 318266                                               | 02/03/2025 | 84 BENTON PUD NO. 1                                | 83648021-ELECTRICITY                            | \$2,938.35            |
| 318268                                               | 02/03/2025 | 83 CASCADE NATURAL GAS                             | GAS SERVICE                                     | \$1,853.02            |
| 318298                                               | 02/07/2025 | 7711 CULLIGAN WATER CONDITIONING                   | WATER DELIVERY                                  | \$1,047.33            |
| 318360                                               | 02/14/2025 | 8297 BENTON CO COMMISSIONERS                       | BCDC/PROB EXPENSES - DECEMBER 2024 (18.98%)     | \$82,647.62           |
| 318361                                               | 02/14/2025 | 8297 BENTON CO COMMISSIONERS                       | OPD EXPENSES (39.26%) - DECEMBER 2024           | \$93,210.25           |
| 318362                                               | 02/14/2025 | 8297 BENTON CO COMMISSIONERS                       | BCDC & PROB FEES - JAN 2025 (20.35%)            | \$85,606.85           |
| 318363                                               | 02/14/2025 | 14 BENTON COUNTY                                   | BENTON COUNTY ELECTIONS FEES                    | \$8,903.85            |
| 318376                                               | 02/14/2025 | 435 CITY OF PASCO                                  | 4TH QTR (2024) ANIMAL SHELTERING SERVICE        | \$53,674.72           |
| 318552                                               | 02/28/2025 | 92 BENTON CLEAN AIR AGENCY                         | 2025-COK-Q1 - COK ASSESSMENT                    | \$19,938.93           |
| 318553                                               | 02/28/2025 | 8297 BENTON CO COMMISSIONERS                       | OPD EXPENSES - JAN 25 (48.83%)                  | \$92,154.50           |
| 318563                                               | 02/28/2025 | 83 CASCADE NATURAL GAS                             | GAS SERVICE                                     | \$2,237.99            |
| 318568                                               | 02/28/2025 | 435 CITY OF PASCO                                  | 2024 Q4 ANIMAL SHELTER BUILDING EXPENSES        | \$32,209.47           |
| 318636                                               | 02/28/2025 | 5112 MOON SECURITY SERVICES, INC                   | MCL - 113129                                    | \$686.67              |
| <b>100 - GF-Nondepartmental Subtotal:</b>            |            |                                                    |                                                 | <b>\$545,702.55</b>   |
| <b>Total For Fund 001</b>                            |            |                                                    |                                                 | <b>\$1,582,437.06</b> |
| <b>Fund 102</b>                                      |            |                                                    |                                                 |                       |
| <b>000 - Fund Activity</b>                           |            |                                                    |                                                 |                       |
| EFT                                                  | 02/27/2025 | 167 WA STATE DEPT OF REVENUE                       | JANUARY 2025 EXCISE TAX                         | \$4.00                |
| <b>000 - Fund Activity Subtotal:</b>                 |            |                                                    |                                                 | <b>\$4.00</b>         |
| <b>010 - Fund Activity</b>                           |            |                                                    |                                                 |                       |
| 318282                                               | 02/07/2025 | 9968 AG SPRAY EQUIPMENT, FIMCO INC                 | DE ICER VALVE                                   | \$151.66              |

**City of Kennewick**  
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| CHECK #                              | CHECK DATE | VENDOR NAME                                             | DESCRIPTION                                        | AMOUNT             |
|--------------------------------------|------------|---------------------------------------------------------|----------------------------------------------------|--------------------|
| 318301                               | 02/07/2025 | 8774 FASTENAL COMPANY                                   | SIGN MOUNTING SUPPLIES                             | \$68.98            |
| 318322                               | 02/07/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                              | \$305.67           |
| 318324                               | 02/07/2025 | 10694 WEATHERNET, NARWHAL MET LLC                       | WEATHER SERVICE                                    | \$595.00           |
| 318370                               | 02/14/2025 | 1817 RADIO SERVICE COMPANY INC                          | RADIO MAINTENANCE FOR SNOW TRUCKS                  | \$167.40           |
| 318431                               | 02/14/2025 | 113 INLAND ASPHALT COMPANY, CPM DEVELOPMENT CORP        | COLD MIX                                           | \$822.04           |
| 318442                               | 02/14/2025 | 5148 KELLEY'S TELE-COMMUNICATIONS                       | ANSWERING SERVICE - JANUARY                        | \$100.19           |
| 318473                               | 02/14/2025 | 1062 OSBURN ASSOCIATES INC                              | SIGN PLOTTER REPAIR PARTS                          | \$1,004.56         |
| 318483                               | 02/14/2025 | 957 RANCH & HOME INC                                    | EXTENSION CORDS FOR SNOW AND ICE TRUCKS            | \$252.12           |
| 318549                               | 02/28/2025 | 9445 AVERY DENNISON CORPORATION                         | SIGN MATERIAL                                      | \$2,797.94         |
| 318630                               | 02/28/2025 | 9792 LOPEZ, JUAN                                        | UNIFORM ALLOWANCE                                  | \$167.64           |
| 318658                               | 02/28/2025 | 957 RANCH & HOME INC                                    | DE ICER TRUCK PARTS                                | \$27.15            |
| 318661                               | 02/28/2025 | 4618 RODDA PAINT COMPANY                                | BEAD AND PAINT GUN REBUILD KITS                    | \$4,029.18         |
| 318681                               | 02/28/2025 | 172 THE TRI-CITY HERALD                                 | AFFIDAVIT OF PUBLICATION P2501-25                  | \$412.69           |
| 318687                               | 02/28/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                              | \$573.41           |
| 318691                               | 02/28/2025 | 5777 CLEARWATER VICS PROFESSIONAL AUTOMOTIVE PAINT DIST | PAINT TRUCK PARTS                                  | \$84.31            |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                         |                                                    | <b>\$11,559.94</b> |
| <b>110 - Traffic</b>                 |            |                                                         |                                                    |                    |
| 318266                               | 02/03/2025 | 84 BENTON PUD NO. 1                                     | ELECTRICITY                                        | \$28,919.61        |
| 318322                               | 02/07/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                              | \$344.97           |
| 318354                               | 02/14/2025 | 165 ARCTIC GLACIER USA INC                              | ICE DELIVERY                                       | \$62.04            |
| 318392                               | 02/14/2025 | 1907 DLT SOLUTIONS LLC                                  | AUTOCAD RENEWAL FOR 2024                           | \$2,765.50         |
| 318442                               | 02/14/2025 | 5148 KELLEY'S TELE-COMMUNICATIONS                       | ANSWERING SERVICE - JANUARY                        | \$100.19           |
| 318687                               | 02/28/2025 | 30 VERIZON NORTHWEST                                    | CITY WIDE CELL PHONES                              | \$273.31           |
| <b>110 - Traffic Subtotal:</b>       |            |                                                         |                                                    | <b>\$32,465.62</b> |
| <b>Total For Fund 102</b>            |            |                                                         |                                                    | <b>\$44,029.56</b> |
| <b>Fund 103</b>                      |            |                                                         |                                                    |                    |
| <b>010 - Fund Activity</b>           |            |                                                         |                                                    |                    |
| 318534                               | 02/21/2025 | 182 ELLISON EARTHWORKS LLC                              | P2419 PAY EST 1                                    | \$33,840.90        |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                         |                                                    | <b>\$33,840.90</b> |
| <b>Total For Fund 103</b>            |            |                                                         |                                                    | <b>\$33,840.90</b> |
| <b>Fund 106</b>                      |            |                                                         |                                                    |                    |
| <b>010 - Fund Activity</b>           |            |                                                         |                                                    |                    |
| 318322                               | 02/07/2025 | 30 VERIZON NORTHWEST                                    | BIPIN CELL PHONES                                  | \$129.23           |
| 318398                               | 02/14/2025 | 7621 ENVIRONMENTAL SYSTEMS, RESEARCH INSTITUTE INC.     | CORP/BIPIN ESRI ANNUAL MAINTENANCE -QUOTE #2625145 | \$1,902.25         |
| 318579                               | 02/28/2025 | 6375 COMPUNET INC                                       | BIPIN CISCO SMARTNET RENEWAL                       | \$17,946.47        |
| 318687                               | 02/28/2025 | 30 VERIZON NORTHWEST                                    | BIPIN CELL PHONES                                  | \$129.23           |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                         |                                                    | <b>\$20,107.18</b> |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                                 | CHECK DATE | VENDOR NAME                                 | DESCRIPTION                                    | AMOUNT              |
|-----------------------------------------|------------|---------------------------------------------|------------------------------------------------|---------------------|
| <b>Fund 107</b>                         |            |                                             |                                                |                     |
| <b>130 - CDBG</b>                       |            |                                             |                                                |                     |
| 318284                                  | 02/07/2025 | 7859 ARC OF TRI-CITIES, THE                 | CDBG GRANT 2024                                | \$22,500.00         |
| 318293                                  | 02/07/2025 | 100 CITY OF RICHLAND                        | COR CONSULTING SEPT/OCT                        | \$5,734.02          |
| 318299                                  | 02/07/2025 | 89 ELIJAH FAMILY HOMES                      | CDBG 4TH QTR. CASE MANAGEMENT SERVICES         | \$2,500.00          |
| <b>130 - CDBG Subtotal:</b>             |            |                                             |                                                | <b>\$30,734.02</b>  |
| <b>140 - HOME</b>                       |            |                                             |                                                |                     |
| 318293                                  | 02/07/2025 | 100 CITY OF RICHLAND                        | PAYOFF OF LOAN 2K13-05 DPA J.STEWART           | \$7,000.00          |
| <b>140 - HOME Subtotal:</b>             |            |                                             |                                                | <b>\$7,000.00</b>   |
| <b>Total For Fund 107</b>               |            |                                             |                                                | <b>\$37,734.02</b>  |
| <b>Fund 111</b>                         |            |                                             |                                                |                     |
| <b>010 - Fund Activity</b>              |            |                                             |                                                |                     |
| 318275                                  | 02/03/2025 | 4174 TAYLOR, JEREMY                         | CAT REIMBURSEMENT                              | \$50.00             |
| 318310                                  | 02/07/2025 | 3091 MERKL, ISAAC                           | TRAVEL REIMBURSEMENT (AIRLINE TICKET)          | \$650.00            |
| 318678                                  | 02/28/2025 | 4174 TAYLOR, JEREMY                         | CAT REIMBURSEMENT                              | \$100.00            |
| <b>010 - Fund Activity Subtotal:</b>    |            |                                             |                                                | <b>\$800.00</b>     |
| <b>Total For Fund 111</b>               |            |                                             |                                                | <b>\$800.00</b>     |
| <b>Fund 116</b>                         |            |                                             |                                                |                     |
| <b>010 - Fund Activity</b>              |            |                                             |                                                |                     |
| 318276                                  | 02/03/2025 | 176 TRI-CITIES VISITOR &, CONVENTION BUREAU | 159437- CONTRACT DUES 2024-DECEMBER            | \$23,656.25         |
| 318326                                  | 02/07/2025 | 73761 TRI-CITIES VISITOR & CONV. BUR        | TOURISM PROMOTION AREA DISTRIBUTION            | \$66,355.23         |
| 318683                                  | 02/28/2025 | 176 TRI-CITIES VISITOR &, CONVENTION BUREAU | 159601 - CONTRACT DUES 2025-JANUARY            | \$25,286.72         |
| <b>010 - Fund Activity Subtotal:</b>    |            |                                             |                                                | <b>\$115,298.20</b> |
| <b>Total For Fund 116</b>               |            |                                             |                                                | <b>\$115,298.20</b> |
| <b>Fund 117</b>                         |            |                                             |                                                |                     |
| <b>042 - City Attorney</b>              |            |                                             |                                                |                     |
| 318322                                  | 02/07/2025 | 30 VERIZON NORTHWEST                        | CITY WIDE CELL PHONES                          | \$83.71             |
| 318481                                  | 02/14/2025 | 3467 PRONTO PROCESS SERVICE, INC            | MONTHLY COURIER SERVICE - JAN 2025             | \$17.50             |
| 318528                                  | 02/14/2025 | 853 WEST GROUP PAYMENT CENTER               | ONLINE SOFTWARE SUBSCRIPTION - JAN 2025        | \$943.26            |
| 318687                                  | 02/28/2025 | 30 VERIZON NORTHWEST                        | CITY WIDE CELL PHONES                          | \$83.71             |
| <b>042 - City Attorney Subtotal:</b>    |            |                                             |                                                | <b>\$1,128.18</b>   |
| <b>072 - KPD-Criminal Investigation</b> |            |                                             |                                                |                     |
| 318504                                  | 02/14/2025 | 7685 SPECIAL CONSULTING SERVICES, LLC       | UNSOLVED HOMICIDE/MISSING PERSON CASES/ORG CON | \$2,500.00          |
| 318672                                  | 02/28/2025 | 7685 SPECIAL CONSULTING SERVICES, LLC       | UNSOLVED HOMICIDE/MISSING PERSON CASES/ORG CON | \$5,000.00          |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                                           | CHECK DATE | VENDOR NAME                                          | DESCRIPTION                                        | AMOUNT             |
|---------------------------------------------------|------------|------------------------------------------------------|----------------------------------------------------|--------------------|
| <b>072 - KPD-Criminal Investigation Subtotal:</b> |            |                                                      |                                                    | <b>\$7,500.00</b>  |
| <b>073 - KPD-Patrol</b>                           |            |                                                      |                                                    |                    |
| 318280                                            | 02/03/2025 | 7339 BRAKEBILL, MIKAEL                               | 2025 UNIFORM ALLOWANCE                             | \$1,600.00         |
| 318322                                            | 02/07/2025 | 30 VERIZON NORTHWEST                                 | CITY WIDE CELL PHONES                              | \$1,379.55         |
| 318405                                            | 02/14/2025 | 521 FLOCK GROUP INC                                  | ANNUAL RENEWAL 1/20/25 - 1/19/26                   | \$32,610.00        |
| 318687                                            | 02/28/2025 | 30 VERIZON NORTHWEST                                 | CITY WIDE CELL PHONES                              | \$1,392.27         |
| <b>073 - KPD-Patrol Subtotal:</b>                 |            |                                                      |                                                    | <b>\$36,981.82</b> |
| <b>Total For Fund 117</b>                         |            |                                                      |                                                    | <b>\$45,610.00</b> |
| <b>Fund 118</b>                                   |            |                                                      |                                                    |                    |
| <b>010 - Fund Activity</b>                        |            |                                                      |                                                    |                    |
| 318281                                            | 02/07/2025 | 465 AFFIRMA CONSULTING LLC                           | WEBSITE MANAGEMENT SERVICES-DEC2024                | \$2,200.00         |
| 318349                                            | 02/14/2025 | 793 AMANDA LEIGH DUTT                                | EXCEL COURSE24-TRAINING                            | \$1,242.87         |
| 318375                                            | 02/14/2025 | 10777 CHRISTINE, JULIE KATHLEEN                      | NW HIDTA FINANCIAL MANAGER                         | \$6,481.06         |
| 318394                                            | 02/14/2025 | 10225 DURAN, MATTHEW LAWRENCE                        | NW HIDTA DEPUTY DIRECTOR                           | \$8,555.47         |
| 318396                                            | 02/14/2025 | 11026 ELIZABETH POWELL                               | POWELL-2025-3 - POWELL 2025-3 NW HIDTA PUBLIC HEAL | \$5,450.25         |
| 318399                                            | 02/14/2025 | 10912 EVANS, KEITH A                                 | NW HIDTA INTELLIGENCE ANALYST                      | \$4,405.82         |
| 318408                                            | 02/14/2025 | 397 GABRIEL JOHNSTON VELASCO                         | NW HIDTA INTELLIGENCE ANALYST                      | \$4,405.82         |
| 318420                                            | 02/14/2025 | 403 HAYLEY J. N. WEBSTER                             | NW HIDTA EXECUTIVE ASSISTANT                       | \$3,599.81         |
| 318428                                            | 02/14/2025 | 830 IAN WAYNE MCKENZIE                               | NW HIDTA OPERATIONS MANAGER                        | \$5,285.00         |
| 318433                                            | 02/14/2025 | 974 INTERNATIONAL NARCOTICS INTERDICTION ASSOCIATION | INFORMATION MGMT SEMINAR INSTRUCTION               | \$3,750.00         |
| 318441                                            | 02/14/2025 | 774 KELLEY CONNECT CO                                | PRINTER CONTRACT SERVICES-11/7/24-11/6/25          | \$436.99           |
| 318458                                            | 02/14/2025 | 301 MICHAEL J MIZER                                  | NW HIDTA DRUG INTELLIGENCE OFFICER                 | \$4,700.82         |
| 318487                                            | 02/14/2025 | 4573 RICOH USA INC                                   | COPY FEES (10/1/24-12/31/24)                       | \$68.55            |
| 318488                                            | 02/14/2025 | 10915 ROSS, BRANDON R                                | NW HIDTA ADMIN/SURV TECH                           | \$7,378.18         |
| 318492                                            | 02/14/2025 | 262 SELIG FAMILY HOLDINGS LLC                        | MONTHLY RENT -FEBRUARY 2025                        | \$20,779.70        |
| 318494                                            | 02/14/2025 | 396 SHAWN ALEXANDER MITCHELL                         | NW HIDTA INTELLIGENCE ANALYST                      | \$5,350.86         |
| 318510                                            | 02/14/2025 | 1069 TIMOTHY ROBERT HALVORSEN                        | REGISTRATION FEE FOR EXCEL COURSE                  | \$295.00           |
| 318527                                            | 02/14/2025 | 10001 WEINER, JONATHAN M                             | SAN ANTONIO, TX-WRCTC ADVISORY BOARD               | \$13,527.51        |
| 318566                                            | 02/28/2025 | 10777 CHRISTINE, JULIE KATHLEEN                      | NW HIDTA FINANCIAL MANAGER                         | \$6,481.06         |
| 318588                                            | 02/28/2025 | 10225 DURAN, MATTHEW LAWRENCE                        | NW HIDTA DEPUTY DIRECTOR                           | \$8,555.47         |
| 318590                                            | 02/28/2025 | 11026 ELIZABETH POWELL                               | NW HIDTA PUBLIC HEALTH                             | \$5,450.25         |
| 318594                                            | 02/28/2025 | 10912 EVANS, KEITH A                                 | NW HIDTA INTELLIGENCE ANALYST                      | \$4,405.82         |
| 318600                                            | 02/28/2025 | 397 GABRIEL JOHNSTON VELASCO                         | NW HIDTA INTELLIGENCE ANALYST                      | \$4,405.82         |
| 318606                                            | 02/28/2025 | 403 HAYLEY J. N. WEBSTER                             | NW HIDTA EXECUTIVE ASSISTANT                       | \$3,599.81         |
| 318612                                            | 02/28/2025 | 830 IAN WAYNE MCKENZIE                               | NW HIDTA OPERATIONS MANAGER                        | \$5,285.00         |
| 318635                                            | 02/28/2025 | 301 MICHAEL J MIZER                                  | NW HIDTA DRUG INTELLIGENCE OFFICER                 | \$4,405.82         |
| 318662                                            | 02/28/2025 | 10915 ROSS, BRANDON R                                | NW HIDTA ADMIN/SURV TECH                           | \$5,626.08         |
| 318667                                            | 02/28/2025 | 396 SHAWN ALEXANDER MITCHELL                         | NW HIDTA INTELLIGENCE ANALYST                      | \$4,405.82         |
| 318699                                            | 02/28/2025 | 10001 WEINER, JONATHAN M                             | NW HIDTA DIRECTOR                                  | \$9,997.38         |

**City of Kennewick**  
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| CHECK #                                      | CHECK DATE | VENDOR NAME                              | DESCRIPTION                                     | AMOUNT                |
|----------------------------------------------|------------|------------------------------------------|-------------------------------------------------|-----------------------|
| <b>010 - Fund Activity Subtotal:</b>         |            |                                          |                                                 | <b>\$160,532.04</b>   |
| <b>Total For Fund 118</b>                    |            |                                          |                                                 | <b>\$160,532.04</b>   |
| <b>Fund 119</b>                              |            |                                          |                                                 |                       |
| <b>010 - Fund Activity</b>                   |            |                                          |                                                 |                       |
| 318391                                       | 02/14/2025 | 896 DGR*GRANT CONSTRUCTION INC           | PAY APP 3 FTC TRAINING TOWER CONVERSION         | \$2,915.80            |
| <b>010 - Fund Activity Subtotal:</b>         |            |                                          |                                                 | <b>\$2,915.80</b>     |
| <b>Total For Fund 119</b>                    |            |                                          |                                                 | <b>\$2,915.80</b>     |
| <b>Fund 300</b>                              |            |                                          |                                                 |                       |
| <b>010 - Fund Activity</b>                   |            |                                          |                                                 |                       |
| EFT                                          | 02/03/2025 | 2817 THREE RIVERS CONVENTION CTR         | TRCC REIMBURSEMENT 4                            | \$591,609.64          |
| EFT                                          | 02/24/2025 | 2817 THREE RIVERS CONVENTION CTR         | TRCC REIMBURSEMENT #5                           | \$549,454.23          |
| 318380                                       | 02/14/2025 | 6389 COLUMBIA ELECTRIC SUPPLY            | LED LUMINAIRES AND PHOTOCELLS                   | \$16,940.14           |
| 318397                                       | 02/14/2025 | 182 ELLISON EARTHWORKS LLC               | P2411 PAY EST 3                                 | \$94,628.57           |
| 318435                                       | 02/14/2025 | 10938 ITERIS INC                         | CCB & 7TH AVENUE TIMING AND COORDINATION        | \$1,136.40            |
| 318461                                       | 02/14/2025 | 1032 MORENO & CASTILLO CONSTRUCTION, LLC | P2410 PAY EST 3 FINAL                           | \$2,309.96            |
| 318576                                       | 02/28/2025 | 6389 COLUMBIA ELECTRIC SUPPLY            | LED LUMINAIRES AND PHOTOCELLS                   | \$9,373.20            |
| 318637                                       | 02/28/2025 | 1032 MORENO & CASTILLO CONSTRUCTION, LLC | P2410 PAY EST 4 FINAL                           | \$8,681.52            |
| <b>010 - Fund Activity Subtotal:</b>         |            |                                          |                                                 | <b>\$1,274,133.66</b> |
| <b>160 - Land &amp; Facilities</b>           |            |                                          |                                                 |                       |
| 318303                                       | 02/07/2025 | 409 FRONTIER FENCE INC                   | LAWRENCE SCOTT BALL FIELD 2 FENCING REPLACEMENT | \$1,250.00            |
| 318317                                       | 02/07/2025 | 1038 ROMTEC INC                          | SPEC SUBMITTAL CIVIC RESTROOM DESIGN/INSTALL    | \$20,740.00           |
| 318378                                       | 02/14/2025 | 836 CLIFF THORN CONSTRUCTION LLC         | K2204 PAY EST 4 FINAL                           | \$28,948.98           |
| 318478                                       | 02/14/2025 | 1027 JAMES CONNOLLY CONSULTING LTD       | GRASS SEED                                      | \$11,772.21           |
| 318572                                       | 02/28/2025 | 836 CLIFF THORN CONSTRUCTION LLC         | RETAINAGE RELEASE CIVIC POOL SHADE STRUCTURE    | \$23.76               |
| 318649                                       | 02/28/2025 | 6603 PAPE MACHINERY INC                  | EXCAVATOR RENTAL FOR 10TH AVE SHOPS             | \$2,262.40            |
| <b>160 - Land &amp; Facilities Subtotal:</b> |            |                                          |                                                 | <b>\$64,997.35</b>    |
| <b>170 - Capital Purchases</b>               |            |                                          |                                                 |                       |
| 318313                                       | 02/07/2025 | 850 NOVACOAST                            | ADVANCED AUTHENTICATION PROFESSIONAL SERVICES   | \$87.50               |
| 318381                                       | 02/14/2025 | 6375 COMPUNET INC                        | CREDIT CARD READER FROM 2240482                 | \$4,574.11            |
| 318579                                       | 02/28/2025 | 6375 COMPUNET INC                        | CORP MS SQL LICENSE AND SA YEAR 2               | \$19,083.37           |
| 318644                                       | 02/28/2025 | 850 NOVACOAST                            | ADVANCED AUTHENTICATION PROFESSIONAL SERVICES   | \$1,000.00            |
| <b>170 - Capital Purchases Subtotal:</b>     |            |                                          |                                                 | <b>\$24,744.98</b>    |
| <b>Total For Fund 300</b>                    |            |                                          |                                                 | <b>\$1,363,875.99</b> |
| <b>Fund 340</b>                              |            |                                          |                                                 |                       |
| <b>010 - Fund Activity</b>                   |            |                                          |                                                 |                       |
| 318572                                       | 02/28/2025 | 836 CLIFF THORN CONSTRUCTION LLC         | RETAINAGE RELEASE CIVIC POOL SHADE STRUCTURE    | \$927.13              |

**City of Kennewick**  
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| CHECK #                    | CHECK DATE | VENDOR NAME                                       | DESCRIPTION                     | AMOUNT                               |
|----------------------------|------------|---------------------------------------------------|---------------------------------|--------------------------------------|
|                            |            |                                                   |                                 | <b>010 - Fund Activity Subtotal:</b> |
|                            |            |                                                   |                                 | <b>\$927.13</b>                      |
|                            |            |                                                   |                                 | <b>Total For Fund 340</b>            |
|                            |            |                                                   |                                 | <b>\$927.13</b>                      |
| <b>Fund 350</b>            |            |                                                   |                                 |                                      |
| <b>010 - Fund Activity</b> |            |                                                   |                                 |                                      |
| 318303                     | 02/07/2025 | 409 FRONTIER FENCE INC                            | NINJA COURSE RETAINAGE          | <b>\$844.00</b>                      |
|                            |            |                                                   |                                 | <b>010 - Fund Activity Subtotal:</b> |
|                            |            |                                                   |                                 | <b>\$844.00</b>                      |
|                            |            |                                                   |                                 | <b>Total For Fund 350</b>            |
|                            |            |                                                   |                                 | <b>\$844.00</b>                      |
| <b>Fund 371</b>            |            |                                                   |                                 |                                      |
| <b>010 - Fund Activity</b> |            |                                                   |                                 |                                      |
| 318297                     | 02/07/2025 | 906 DAVID CHAVEY-REYNAUD                          | RETAINAGE FS1 - DAYROOM FRP     | <b>\$650.00</b>                      |
|                            |            |                                                   |                                 | <b>010 - Fund Activity Subtotal:</b> |
|                            |            |                                                   |                                 | <b>\$650.00</b>                      |
|                            |            |                                                   |                                 | <b>Total For Fund 371</b>            |
|                            |            |                                                   |                                 | <b>\$650.00</b>                      |
| <b>Fund 402</b>            |            |                                                   |                                 |                                      |
| <b>000 - Fund Activity</b> |            |                                                   |                                 |                                      |
| EFT                        | 02/27/2025 | 167 WA STATE DEPT OF REVENUE                      | JANUARY 2025 EXCISE TAX         | <b>\$1.26</b>                        |
| 318702                     | 02/28/2025 | 99993 AMBULANCE REFUNDS                           | AMBULANCE REFUND 280-KFD2308697 | <b>\$549.60</b>                      |
| 318703                     | 02/28/2025 | 99993 AMBULANCE REFUNDS                           | AMBULANCE REFUND 280-KFD2412809 | <b>\$463.25</b>                      |
| 318704                     | 02/28/2025 | 99993 AMBULANCE REFUNDS                           | AMBULANCE REFUND 280-KFD2412785 | <b>\$16.07</b>                       |
| 318705                     | 02/28/2025 | 99993 AMBULANCE REFUNDS                           | AMBULANCE REFUND 280-KFD2406621 | <b>\$108.55</b>                      |
| 318706                     | 02/28/2025 | 99993 AMBULANCE REFUNDS                           | AMBULANCE REFUND 280-KFD2408118 | <b>\$115.52</b>                      |
| 318707                     | 02/28/2025 | 99993 AMBULANCE REFUNDS                           | AMBULANCE REFUND 280-KFD2204873 | <b>\$1,018.00</b>                    |
|                            |            |                                                   |                                 | <b>000 - Fund Activity Subtotal:</b> |
|                            |            |                                                   |                                 | <b>\$2,272.25</b>                    |
| <b>010 - Fund Activity</b> |            |                                                   |                                 |                                      |
| EFT                        | 02/27/2025 | 167 WA STATE DEPT OF REVENUE                      | JANUARY 2025 EXCISE TAX         | <b>\$17,421.83</b>                   |
| 318277                     | 02/03/2025 | 168 TRILOGY MEDWASTE WEST LLC                     | MONTHLY RX DISPOSAL FEE         | <b>\$12.87</b>                       |
| 318322                     | 02/07/2025 | 30 VERIZON NORTHWEST                              | CITY WIDE CELL PHONES           | <b>\$944.74</b>                      |
| 318409                     | 02/14/2025 | 5823 GALLS, LLC                                   | NEW HIRE UNIFORMS               | <b>\$1,776.03</b>                    |
| 318427                     | 02/14/2025 | 3657 IAFC                                         | 2025 MEMBERSHIP RENEWAL         | <b>\$127.17</b>                      |
| 318454                     | 02/14/2025 | 1206 MED-TECH RESOURCE INC                        | VIDEO LARYNGOSCOPE BLADES       | <b>\$324.75</b>                      |
| 318474                     | 02/14/2025 | 917 OXARC, INC.                                   | OXYGEN                          | <b>\$649.80</b>                      |
| 318483                     | 02/14/2025 | 957 RANCH & HOME INC                              | PROPANE                         | <b>\$14.62</b>                       |
| 318505                     | 02/14/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM | FS2 STATION SUPPLIES            | <b>\$2.32</b>                        |
| 318512                     | 02/14/2025 | 168 TRILOGY MEDWASTE WEST LLC                     | MONTHLY RX DISPOSAL FEE         | <b>\$15.37</b>                       |
| 318518                     | 02/14/2025 | 1070 TRUE NORTH EQUIPMENT INC                     | PHENIX HELMETS                  | <b>\$583.45</b>                      |
| 318541                     | 02/28/2025 | 730 ADVANCE TRAVEL EXPENSE                        | REIMBURSE ADVANCE TRAVEL        | <b>\$38.15</b>                       |
| 318543                     | 02/28/2025 | 5681 AMERIGAS PROPANE LP                          | PROPANE - FS#4                  | <b>\$497.43</b>                      |

**City of Kennewick**  
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| CHECK #                       | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                                | AMOUNT      |
|-------------------------------|------------|--------------------------------------------------------|--------------------------------------------|-------------|
| 318557                        | 02/28/2025 | 3495 BOUND TREE MEDICAL LLC                            | GENERAL MEDICAL SUPPLIES                   | \$518.41    |
| 318562                        | 02/28/2025 | 7715 CARDINAL HEALTH 411, INC                          | MEDICATION                                 | \$1,246.02  |
| 318587                        | 02/28/2025 | 848 DUNCAN MCFADDEN                                    | REIMB. MEDIC SCHOOL TUITION                | \$1,423.93  |
| 318601                        | 02/28/2025 | 5823 GALLS, LLC                                        | NEW HIRE UNIFORMS                          | \$309.81    |
| 318623                        | 02/28/2025 | 4244 L N CURTIS & SONS                                 | FF WORK BOOTS                              | \$259.35    |
| 318628                        | 02/28/2025 | 8868 LIFE-ASSIST                                       | IV & GENERAL MEDICAL SUPPLIES              | \$7,758.27  |
| 318631                        | 02/28/2025 | 961 MCAULIFFE CONSULTING INC                           | PROFESSIONAL COACHING                      | \$1,000.00  |
| 318647                        | 02/28/2025 | 917 OXARC, INC.                                        | OXYGEN                                     | \$606.86    |
| 318658                        | 02/28/2025 | 957 RANCH & HOME INC                                   | PROPANE                                    | \$15.75     |
| 318673                        | 02/28/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM      | FS1 STATION SUPPLIES                       | \$869.18    |
| 318677                        | 02/28/2025 | 10778 SYSTEMS DESIGN WEST LLC                          | 2025-01 EMS BILLING                        | \$10,933.68 |
| 318679                        | 02/28/2025 | 7618 TELEFLEX LLC                                      | IV NEEDLES & STABILIZERS                   | \$1,263.05  |
| 318687                        | 02/28/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                      | \$1,070.04  |
| 010 - Fund Activity Subtotal: |            |                                                        |                                            | \$49,682.88 |
| Total For Fund 402            |            |                                                        |                                            | \$51,955.13 |
| <b>Fund 403</b>               |            |                                                        |                                            |             |
| <b>000 - Fund Activity</b>    |            |                                                        |                                            |             |
| 318279                        | 02/03/2025 | 7942 US BANK NATIONAL ASSOCIATION                      | 2024 BANK SERVICE FEES                     | \$10,835.46 |
| 318343                        | 02/12/2025 | 99991 PERMIT REFUNDS                                   | BUILDING PERMIT REFUND BLDC-2024-2147      | \$30,935.94 |
| 318344                        | 02/12/2025 | 99991 PERMIT REFUNDS                                   | REFUND PERMIT FEES-786,785,790, AND 788    | \$268.00    |
| 318346                        | 02/13/2025 | 99991 PERMIT REFUNDS                                   | PERMIT REFUND -BLDC-2024-3310              | \$623.19    |
| 318708                        | 02/28/2025 | 99991 PERMIT REFUNDS                                   | PERMIT REFUND-BLDR-2024-2898               | \$319.59    |
| 318709                        | 02/28/2025 | 99991 PERMIT REFUNDS                                   | PERMIT FEE REFUND-BLDC-2024-2605           | \$192.75    |
| 000 - Fund Activity Subtotal: |            |                                                        |                                            | \$43,174.93 |
| <b>010 - Fund Activity</b>    |            |                                                        |                                            |             |
| EFT                           | 02/03/2025 | 70016 U.S. BANK                                        | MERCHANT FEES                              | \$7,204.51  |
| 318322                        | 02/07/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                      | \$347.37    |
| 318680                        | 02/28/2025 | 6977 THE BUILDING DEPARTMENT INC                       | JANUARY 2025 CONTRACT BLDG INSPECTIONS     | \$1,760.00  |
| 318687                        | 02/28/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                      | \$347.08    |
| 010 - Fund Activity Subtotal: |            |                                                        |                                            | \$9,658.96  |
| Total For Fund 403            |            |                                                        |                                            | \$52,833.89 |
| <b>Fund 404</b>               |            |                                                        |                                            |             |
| <b>010 - Fund Activity</b>    |            |                                                        |                                            |             |
| 318352                        | 02/14/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | TOYOTA CENTER HVAC REPLACEMENT PH2 PROJECT | \$9,851.50  |
| 318353                        | 02/14/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | TOYOTA CENTER HVAC REPLACEMENT PH2 PROJECT | \$2,177.92  |
| 010 - Fund Activity Subtotal: |            |                                                        |                                            | \$12,029.42 |
| Total For Fund 404            |            |                                                        |                                            | \$12,029.42 |



**City of Kennewick**  
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| CHECK #                              | CHECK DATE | VENDOR NAME | DESCRIPTION                           | AMOUNT              |
|--------------------------------------|------------|-------------|---------------------------------------|---------------------|
| <b>Fund 405</b>                      |            |             |                                       |                     |
| <b>010 - Fund Activity</b>           |            |             |                                       |                     |
| EFT                                  | 02/27/2025 | 167         | WA STATE DEPT OF REVENUE              | \$3,061.29          |
| 318296                               | 02/07/2025 | 8852        | COMMERCIAL TIRE                       | \$48.00             |
| 318302                               | 02/07/2025 | 5910        | FRANKLIN CONSERVATION DISTRICT        | \$4,700.06          |
| 318316                               | 02/07/2025 | 957         | RANCH & HOME INC                      | \$119.86            |
| 318322                               | 02/07/2025 | 30          | VERIZON NORTHWEST                     | \$324.87            |
| 318355                               | 02/14/2025 | 2181        | ARROW CONSTRUCTION SUPPLY LLC         | \$177.41            |
| 318371                               | 02/14/2025 | 810         | C WATTS TRUCKING LLC                  | \$1,048.00          |
| 318397                               | 02/14/2025 | 182         | ELLISON EARTHWORKS LLC                | \$128,630.38        |
| 318413                               | 02/14/2025 | 1775        | GRAINGER                              | \$42.80             |
| 318456                               | 02/14/2025 | 484         | MILNE NAIL,POWER TOOL & REPAIR        | \$30.10             |
| 318469                               | 02/14/2025 | 876         | NORTHWEST POWER EQUIPMENT             | \$17.39             |
| 318475                               | 02/14/2025 | 6603        | PAPE MACHINERY INC                    | \$43.88             |
| 318483                               | 02/14/2025 | 957         | RANCH & HOME INC                      | \$8.69              |
| 318484                               | 02/14/2025 | 366         | REESE CONCRETE PRODUCTS MFG, INC      | \$211.97            |
| 318515                               | 02/14/2025 | 17          | TWIN CITY METALS INC                  | \$62.29             |
| 318538                               | 02/25/2025 | 5471        | ZIPLY FIBER, NORTHWEST FIBER, LLC DBA | \$303.06            |
| 318607                               | 02/28/2025 | 2080        | HAZEN, TIMOTHY                        | \$349.67            |
| 318624                               | 02/28/2025 | 842         | LANE POWELL PC                        | \$342.00            |
| 318656                               | 02/28/2025 | 8823        | PROCARD, NPI/RAM MOUNTS               | \$43.48             |
| 318687                               | 02/28/2025 | 30          | VERIZON NORTHWEST                     | \$324.87            |
| 318696                               | 02/28/2025 | 2636        | WALKER, KEITH                         | \$211.97            |
| <b>010 - Fund Activity Subtotal:</b> |            |             |                                       | <b>\$140,102.04</b> |
| <b>Total For Fund 405</b>            |            |             |                                       | <b>\$140,102.04</b> |
| <b>Fund 410</b>                      |            |             |                                       |                     |
| <b>000 - Fund Activity</b>           |            |             |                                       |                     |
| EFT                                  | 02/27/2025 | 167         | WA STATE DEPT OF REVENUE              | \$538.97            |
| 318305                               | 02/07/2025 | 865         | HD FOWLER COMPANY INC                 | \$16,085.16         |
| 318328                               | 02/12/2025 | 70027       | CITY OF KENNEWICK                     | \$1,221.14          |
| 318329                               | 02/12/2025 | 99995       | HYDRANT REFUNDS                       | \$400.00            |
| 318330                               | 02/12/2025 | 99995       | HYDRANT REFUNDS                       | \$258.10            |
| 318331                               | 02/12/2025 | 99995       | HYDRANT REFUNDS                       | \$400.00            |
| 318332                               | 02/12/2025 | 99995       | HYDRANT REFUNDS                       | \$394.48            |
| 318333                               | 02/12/2025 | 99995       | HYDRANT REFUNDS                       | \$400.00            |
| 318334                               | 02/12/2025 | 99995       | HYDRANT REFUNDS                       | \$400.00            |
| 318335                               | 02/12/2025 | 99995       | HYDRANT REFUNDS                       | \$400.00            |
| 318336                               | 02/12/2025 | 99995       | HYDRANT REFUNDS                       | \$400.00            |
|                                      |            |             | JANUARY 2025 EXCISE TAX               |                     |
|                                      |            |             | INV 300/400 HD FOWLER                 |                     |
|                                      |            |             | WTR USED ACT#49010050-00              |                     |
|                                      |            |             | HYDRANT METER REFUND FHM-2024-0905    |                     |
|                                      |            |             | HYDRANT METER REFUND FHM-2024-3267    |                     |
|                                      |            |             | HYDRANT METER REFUND FHM-2024-0636    |                     |
|                                      |            |             | HYDRANT METER REFUND FHM-2024-3304    |                     |
|                                      |            |             | HYDRANT METER REFUND FHM-2024-2318    |                     |
|                                      |            |             | HYDRANT METER REFUND FHM-2024-0955    |                     |
|                                      |            |             | HYDRANT METER REFUND FHM-2024-1269    |                     |
|                                      |            |             | HYDRANT METER REFUND FHM-2024-2710    |                     |



**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                              | CHECK DATE | VENDOR NAME               | DESCRIPTION                        | AMOUNT             |
|--------------------------------------|------------|---------------------------|------------------------------------|--------------------|
| 318337                               | 02/12/2025 | 99995 HYDRANT REFUNDS     | HYDRANT METER REFUND FHM-2024-3042 | \$278.62           |
| 318338                               | 02/12/2025 | 99995 HYDRANT REFUNDS     | HYDRANT METER REFUND FHM-2024-1671 | \$400.00           |
| 318339                               | 02/12/2025 | 99995 HYDRANT REFUNDS     | HYDRANT METER REFUND FHM-2024-1354 | \$247.66           |
| 318340                               | 02/12/2025 | 99995 HYDRANT REFUNDS     | HYDRANT METER REFUND FHM-2024-2517 | \$400.00           |
| 318358                               | 02/14/2025 | 108 BADGER METER INC      | INV 300 BADGER                     | \$637.20           |
| 318550                               | 02/28/2025 | 108 BADGER METER INC      | INV 300 BADGER INVENTORY           | \$1,703.66         |
| 318608                               | 02/28/2025 | 865 HD FOWLER COMPANY INC | INV 300/400 HD FOWLER              | \$1,421.28         |
| <b>000 - Fund Activity Subtotal:</b> |            |                           |                                    | <b>\$25,986.27</b> |

**010 - Fund Activity**

|        |            |                                                        |                                                 |                |
|--------|------------|--------------------------------------------------------|-------------------------------------------------|----------------|
| 614    | 02/14/2025 | 6441 MERRELL BROTHERS INC                              | P2209 PAY EST 3                                 | \$2,540,735.78 |
| EFT    | 02/27/2025 | 167 WA STATE DEPT OF REVENUE                           | JANUARY 2025 EXCISE TAX                         | \$59,881.47    |
| 318266 | 02/03/2025 | 84 BENTON PUD NO. 1                                    | ELECTRICITY                                     | \$91,296.51    |
| 318267 | 02/03/2025 | 706 BLACK & VEATCH CORPORATION                         | P2309 CONSULTANT INVOICE                        | \$4,289.00     |
| 318268 | 02/03/2025 | 83 CASCADE NATURAL GAS                                 | GAS SERVICE                                     | \$4,382.79     |
| 318271 | 02/03/2025 | 4713 J-U-B ENGINEERS INC                               | P2211 CONSULTANT INVOICE                        | \$24,771.70    |
| 318278 | 02/03/2025 | 2900 U.S. ARMY CORPS OF ENGINEERS, WALLA WALLA DISTRIC | EASEMENT DACW68-2-24-02 (2024)                  | \$1,557.00     |
| 318283 | 02/07/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | REPLACE CRANK CASE HEATERS                      | \$2,244.58     |
| 318290 | 02/07/2025 | 8065 BOLT, ALLEN                                       | UNIFORM ALLOWANCE                               | \$252.17       |
| 318291 | 02/07/2025 | 6625 BRAIN, TREVOR                                     | UNIFORM ALLOWANCE                               | \$184.79       |
| 318302 | 02/07/2025 | 5910 FRANKLIN CONSERVATION DISTRICT                    | QUAD-CITY WATER RIGHTS                          | \$22,436.56    |
| 318307 | 02/07/2025 | 9099 IDEXX DISTRIBUTION INC                            | FECAL SUPPLIES                                  | \$424.63       |
| 318322 | 02/07/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                           | \$2,929.75     |
| 318350 | 02/14/2025 | 7400 ANALYTICAL SERVICES INC                           | AEROBIC ENDOSPORE SAMPLING                      | \$595.00       |
| 318351 | 02/14/2025 | 2738 ANATEK LABS INC                                   | TOC SAMPLING                                    | \$95.00        |
| 318354 | 02/14/2025 | 165 ARCTIC GLACIER USA INC                             | ICE DELIVERY                                    | \$52.49        |
| 318372 | 02/14/2025 | 555 CASCADE COLUMBIA DISTRIBUTION, CO                  | WTP CHEMICALS                                   | \$4,283.08     |
| 318382 | 02/14/2025 | 10831 CONCEPT SYSTEMS INC                              | WWTP NON POTABLE WATER SCADA PROGRAMMING        | \$7,572.50     |
| 318383 | 02/14/2025 | 4853 CONNELL OIL INC, 76 DISTRIBUTING                  | OIL FOR LOW LIFT AND BACKWASH PUMPS             | \$868.69       |
| 318384 | 02/14/2025 | 4907 CONSOLIDATED SUPPLY CO                            | COPPER TUBING CUTTERS                           | \$200.23       |
| 318390 | 02/14/2025 | 767 DDB LLC                                            | P2113 PAY EST 11 FINAL                          | \$2,717.50     |
| 318393 | 02/14/2025 | 870 DEW ONLINE STORES                                  | PLANS BIN FOR ENGINEERING                       | \$4,103.81     |
| 318397 | 02/14/2025 | 182 ELLISON EARTHWORKS LLC                             | P2415 PAY EST 1                                 | \$6,707.08     |
| 318401 | 02/14/2025 | 8774 FASTENAL COMPANY                                  | BOLTS/NUTS FOR BUILDING NEW FIRE HYDRANT METERS | \$34.59        |
| 318403 | 02/14/2025 | 86 FERGUSON ENTERPRISES INC                            | GASKETS FOR LARGE METER REPLACEMENTS            | \$15.19        |
| 318413 | 02/14/2025 | 1775 GRAINGER                                          | TRASH BAGS FOR OFFICES                          | \$61.80        |
| 318414 | 02/14/2025 | 4759 GRIGG ENTERPRISES INC, ACE HARDWARE               | NON POTABLE PUMP PACKING DRAIN FITTINGS         | \$21.85        |
| 318417 | 02/14/2025 | 2612 H & N ELECTRIC                                    | NEW MOTOR FOR INITIAL FLASH MIXER               | \$2,546.85     |
| 318419 | 02/14/2025 | 1482 HACH COMPANY                                      | NEW LBOD PROBE FOR BOD TEST                     | \$8,921.66     |
| 318429 | 02/14/2025 | 116 INDUSTRIAL CONSTRUCTION OF WASHINGTON LLC          | P2310 PE 4                                      | \$60,522.69    |
| 318436 | 02/14/2025 | 4624 JCI JONES CHEMICALS INC                           | RC5 CHEMICALS - SODIUM HYPOCHLORITE             | \$8,998.19     |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK # | CHECK DATE | VENDOR NAME                                         | DESCRIPTION                                       | AMOUNT         |
|---------|------------|-----------------------------------------------------|---------------------------------------------------|----------------|
| 318442  | 02/14/2025 | 5148 KELLEY'S TELE-COMMUNICATIONS                   | ANSWERING SERVICE - JANUARY                       | \$103.22       |
| 318443  | 02/14/2025 | 78 KENNEWICK INDUSTRIAL & ELEC                      | QUICK CONNECT HOSE FITTING TO FLUSH TRANSFER PUMP | \$167.74       |
| 318460  | 02/14/2025 | 10463 MORAN, BALDOMERO                              | UNIFORM ALLOWANCE                                 | \$460.66       |
| 318465  | 02/14/2025 | 1290 NCL OF WISCONSIN, INC.                         | TO TEST FREE CHLORINE ON NON POTABLE WATER        | \$70.67        |
| 318479  | 02/14/2025 | 329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC    | WTP 24V CHEMICAL PLC POWER SUPPLY                 | \$338.98       |
| 318483  | 02/14/2025 | 957 RANCH & HOME INC                                | NEW CHAIN SAW BLADES                              | \$35.76        |
| 318500  | 02/14/2025 | 6278 SMARTSIGHTS TECHNOLOGIES LLC                   | WTP AND WWTP CALL OUT LICENSE TAX                 | \$391.50       |
| 318502  | 02/14/2025 | 9499 SOUNDOFF SIGNAL GSA, EMERGENCY TECHNOLOGY INC  | PROMPT PAYMENT DISCOUNT                           | (\$4.49)       |
| 318515  | 02/14/2025 | 17 TWIN CITY METALS INC                             | TORCH TIPS FOR CUTTING METAL LIDS                 | \$63.05        |
| 318519  | 02/14/2025 | 7925 HD SUPPLY INC                                  | WTP RANNEY WELL UV254 ANALYZER BULBS              | \$1,055.57     |
| 318520  | 02/14/2025 | 3881 UTILITIES UNDERGROUND, LOCATION CENTER         | MONTHLY LOCATE FEES                               | \$256.50       |
| 318522  | 02/14/2025 | 5815 VINCENT BROTHERS LLP                           | P2117 PHII PAY EST 3                              | \$364,439.45   |
| 318531  | 02/18/2025 | 2966 CULBERT CONSTRUCTION INC                       | P2211 PAY EST 1                                   | \$651,451.14   |
| 318532  | 02/18/2025 | 6964 FILMTEC CORPORATION                            | WTP MEMBRANES                                     | \$1,947,035.19 |
| 318533  | 02/21/2025 | 8116 D&D TELECOMMUNICATIONS, PROPERTIES, LLC        | 1293 - INSPIRATION POINT - JANUARY 2025           | \$1,565.74     |
| 318536  | 02/21/2025 | 3564 US LINEN AND UNIFORM                           | LINEN SERVICE                                     | \$228.30       |
| 318537  | 02/24/2025 | 404 THE CINCINNATI INSURANCE COMPANY                | P2209 BUILDER'S RISK INSURANCE                    | \$29,540.00    |
| 318538  | 02/25/2025 | 5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA          | TELEPHONE SVC                                     | \$1,963.34     |
| 318544  | 02/28/2025 | 2738 ANATEK LABS INC                                | TOC SAMPLING RC5                                  | \$90.00        |
| 318551  | 02/28/2025 | 4052 BATTERIES PLUS                                 | BATTERY BACKUP FOR PLC AT KANSAS RESERVOIR        | \$350.21       |
| 318559  | 02/28/2025 | 2063 BUCK, DARRELL                                  | UNIFORM ALLOWANCE                                 | \$191.42       |
| 318560  | 02/28/2025 | 6068 BUGHER, DEAN                                   | UNIFORM ALLOWANCE                                 | \$259.87       |
| 318563  | 02/28/2025 | 83 CASCADE NATURAL GAS                              | GAS SERVICE                                       | \$4,110.71     |
| 318578  | 02/28/2025 | 114 COLUMBIA RIGGING CORPORATION                    | CABLE FOR SED BASIN VAC                           | \$113.43       |
| 318580  | 02/28/2025 | 10831 CONCEPT SYSTEMS INC                           | WWTP NON POTABLE WATER SCADA PROGRAMMING          | \$4,060.00     |
| 318581  | 02/28/2025 | 13 CORE & MAIN LP                                   | BYPASS VALVE FOR A LARGE METER UPGRADE            | \$374.72       |
| 318595  | 02/28/2025 | 8774 FASTENAL COMPANY                               | BOLTS FOR PUMP FILTER MOUNTS                      | \$175.22       |
| 318596  | 02/28/2025 | 86 FERGUSON ENTERPRISES INC                         | HYPO TANK PIPING REPLACEMENT                      | \$943.67       |
| 318598  | 02/28/2025 | 6964 FILMTEC CORPORATION                            | WTP MEMBRANE FILTER PARTS                         | \$3,500.14     |
| 318603  | 02/28/2025 | 1775 GRAINGER                                       | GLUE FOR HYPO LINE REPAIR AT ASR                  | \$125.68       |
| 318605  | 02/28/2025 | 7234 GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS | P2318 CONSULTANT INVOICE                          | \$3,895.00     |
| 318608  | 02/28/2025 | 865 HD FOWLER COMPANY INC                           | MAIN VALVE TO REPAIR HYDRANT AT TREATMENT PLANT   | \$622.91       |
| 318614  | 02/28/2025 | 529 INTERMOUNTAIN MATERIAL TESTING                  | MATERIAL TESTING P2211                            | \$7,295.75     |
| 318620  | 02/28/2025 | 78 KENNEWICK INDUSTRIAL & ELEC                      | ITEMS TO MOUNT WATER FILTERS FOR RAS PUMPS        | \$238.44       |
| 318621  | 02/28/2025 | 608 KEVIN POSTEN                                    | UNIFORM ALLOWANCE                                 | \$215.16       |
| 318633  | 02/28/2025 | 8348 MEURER RESEARCH INC                            | PULLEYS FOR SED BASIN SLUDGE VAC                  | \$506.55       |
| 318636  | 02/28/2025 | 5112 MOON SECURITY SERVICES, INC                    | WFP - 10128                                       | \$254.66       |
| 318642  | 02/28/2025 | 4466 NORTHSTAR CHEMICAL INC                         | SODIUM HYDROXIDE ASR WELL                         | \$1,671.50     |
| 318646  | 02/28/2025 | 3700 OFFICE DEPOT INC                               | OFFICE SUPPLIES                                   | \$34.32        |
| 318647  | 02/28/2025 | 917 OXARC, INC.                                     | CO2 FOR FREEZING SERVICE LINES                    | \$305.76       |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                              | CHECK DATE | VENDOR NAME                                          | DESCRIPTION                                       | AMOUNT                |
|--------------------------------------|------------|------------------------------------------------------|---------------------------------------------------|-----------------------|
| 318650                               | 02/28/2025 | 1040 PARAMOUNT SUPPLY COMPANY                        | VALVES AND GASKETS FOR HYPO LINE REPAIR AT ASR    | \$288.32              |
| 318651                               | 02/28/2025 | 300 PASCO MACHINE CO INC                             | FLASH MIXER FOR WTP                               | \$18,674.92           |
| 318654                               | 02/28/2025 | 2344 PNCWA                                           | PNCWA 2025 MEMBERSHIP DUES                        | \$70.00               |
| 318655                               | 02/28/2025 | 6495 PNWS - AWWA, PACIFIC NORTHWEST SECTION          | 2025 WA WATER UTILITIES COUNCIL DUES              | \$2,750.00            |
| 318658                               | 02/28/2025 | 957 RANCH & HOME INC                                 | CHAIN & TOOL BUCKET FOR TRUCK #5520               | \$74.69               |
| 318676                               | 02/28/2025 | 5320 SWS EQUIPMENT, LLC                              | REPAIR SMALL TV CAMERA TRACTOR                    | \$1,006.47            |
| 318684                               | 02/28/2025 | 17 TWIN CITY METALS INC                              | SUPPLIES FOR CUTTING HOLES IN LARGE METER VAULTS  | \$63.05               |
| 318686                               | 02/28/2025 | 7925 HD SUPPLY INC                                   | FIELD INSPECTORS CHLORINE RESIDUAL TESTING SUPPLY | \$210.92              |
| 318687                               | 02/28/2025 | 30 VERIZON NORTHWEST                                 | CITY WIDE CELL PHONES                             | \$3,350.47            |
| 318693                               | 02/28/2025 | 7297 WA STATE DEPT OF HEALTH                         | 2025 OPERATING PERMIT FEE                         | \$39,703.35           |
| 318694                               | 02/28/2025 | 63 WA STATE DEPT TRANSPORTATION, HIGHWAYS & LOCAL PR | P2211 UTILITY PERMIT                              | \$1,712.11            |
| 318701                               | 02/28/2025 | 355 WHITNEY EQUIPMENT CO INC                         | WASTEWATER LIFT STATION PUMP FOR DAYTON & ENTIAT  | \$668,789.22          |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                      |                                                   | <b>\$6,628,895.89</b> |
| <b>Total For Fund 410</b>            |            |                                                      |                                                   | <b>\$6,654,882.16</b> |

**Fund 501****000 - Fund Activity**

|                                      |            |                                                        |                              |                    |
|--------------------------------------|------------|--------------------------------------------------------|------------------------------|--------------------|
| EFT                                  | 02/27/2025 | 167 WA STATE DEPT OF REVENUE                           | JANUARY 2025 EXCISE TAX      | \$206.31           |
| 318321                               | 02/07/2025 | 964 TANKMAX INC                                        | INV 700 DRIVELINE            | \$375.82           |
| 318383                               | 02/14/2025 | 4853 CONNELL OIL INC, 76 DISTRIBUTING                  | INV 700 OIL                  | \$2,338.93         |
| 318385                               | 02/14/2025 | 7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC     | SEALS AND SCREENS FOR FLEET  | \$293.58           |
| 318386                               | 02/14/2025 | 5727 COSTCO ANYWHERE CITI VISA                         | INV 700 POWER TRIM           | \$541.32           |
| 318412                               | 02/14/2025 | 10783 GOODYEAR COMMERCIAL TIRE, GOODYEAR TIRE & RUBBER | INV 800 TIRES GOODYEAR TIRES | \$2,566.92         |
| 318463                               | 02/14/2025 | 8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC         | INV 700 NAPA                 | \$182.42           |
| 318471                               | 02/14/2025 | 4217 O'REILLY AUTO PARTS                               | INV 700 O'REILLY             | \$271.74           |
| 318583                               | 02/28/2025 | 5727 COSTCO ANYWHERE CITI VISA                         | INV 700 POWERSTOP BRAKES     | \$1,384.38         |
| 318639                               | 02/28/2025 | 8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC         | INV 700 NAPA                 | \$376.35           |
| 318645                               | 02/28/2025 | 4217 O'REILLY AUTO PARTS                               | INV 700 O'REILLY             | \$609.52           |
| 318652                               | 02/28/2025 | 6241 PASCO TIRE FACTORY INC                            | INV 800 TIRES                | \$1,223.61         |
| <b>000 - Fund Activity Subtotal:</b> |            |                                                        |                              | <b>\$10,370.90</b> |

**010 - Fund Activity**

|        |            |                                                    |                                                   |             |
|--------|------------|----------------------------------------------------|---------------------------------------------------|-------------|
| 318295 | 02/07/2025 | 1310 COLEMAN OIL COMPANY                           | CITYWIDE FLEET FUEL                               | \$24,414.05 |
| 318322 | 02/07/2025 | 30 VERIZON NORTHWEST                               | CITY WIDE CELL PHONES                             | \$174.24    |
| 318368 | 02/14/2025 | 2579 BUD CLARY FORD/HYUNDAI, CLARY LONGVIEW LLC    | FORD EV F150 LIGHTNING (EECBG GRANT) #6400 SURVEY | \$57,681.81 |
| 318373 | 02/14/2025 | 1315 CENTRAL MACHINERY SALES INC                   | BALL JOINT FOR V0059                              | \$229.16    |
| 318379 | 02/14/2025 | 1310 COLEMAN OIL COMPANY                           | COLUMBIA PARK MOWER FUEL                          | \$259.37    |
| 318380 | 02/14/2025 | 6389 COLUMBIA ELECTRIC SUPPLY                      | CREDIT FLEET SHOP LIGHTING                        | (\$394.04)  |
| 318385 | 02/14/2025 | 7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC | LEVER ASSEMBLY FOR V2512                          | \$2,055.54  |
| 318413 | 02/14/2025 | 1775 GRAINGER                                      | CRANE PAD FOR V6004                               | \$291.46    |
| 318418 | 02/14/2025 | 519 H&L AUTO GLASS LLC                             | CHIP REPAIR VEH 7815                              | \$32.61     |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                       | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                                      | AMOUNT       |
|-------------------------------|------------|--------------------------------------------------------|--------------------------------------------------|--------------|
| 318425                        | 02/14/2025 | 8711 HUGHES FIRE EQUIPMENT INC                         | FOAM PUMP ASSY FOR V2003                         | \$18,299.80  |
| 318437                        | 02/14/2025 | 2285 JIFFY CAR WASH, INC.                              | FLEET CAR WASHES                                 | \$652.20     |
| 318438                        | 02/14/2025 | 3363 JIM'S PACIFIC GARAGES INC                         | SENSOR VEH 2307                                  | \$605.65     |
| 318445                        | 02/14/2025 | 6243 KIMBALL MIDWEST                                   | HARDWARE FOR FLEET                               | \$809.66     |
| 318451                        | 02/14/2025 | 2669 MASCOTT EQUIPMENT COMPANY                         | DIAPHRAGM & BALSS/SEAT KITS                      | \$433.89     |
| 318453                        | 02/14/2025 | 2254 MCMASTER-CARR SUPPLY COMPANY                      | SPRING/BRACKET FOR V2105                         | \$557.20     |
| 318462                        | 02/14/2025 | 819 MOTION AND FLOW CONTROL PRODUCTS INC               | HYDRAULIC HOSE AND SWIVEL FOR V2003              | \$716.28     |
| 318463                        | 02/14/2025 | 8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC         | COOLANT FOR V5519                                | \$146.14     |
| 318468                        | 02/14/2025 | 1677 NORTHSTAR CLEAN CONCEPTS HOTSY, CLEAN CONCEPTS GR | FLEET PARTS WASHER MAINTENANCE                   | \$817.30     |
| 318471                        | 02/14/2025 | 4217 O'REILLY AUTO PARTS                               | VACUUM PUMP FOR V2716                            | \$828.12     |
| 318476                        | 02/14/2025 | 981 HCOP LLC                                           | HARDWARE FOR FLEET                               | \$166.01     |
| 318489                        | 02/14/2025 | 9107 RWC INTERNATIONAL LTD                             | RETRACTOR AND MANIFOLD VEH 5116                  | \$81.32      |
| 318497                        | 02/14/2025 | 9797 SIGNS BY SUE                                      | OVERHEAD REEL LABELS FOR FLEET                   | \$196.02     |
| 318501                        | 02/14/2025 | 1022 SNAP ON INDUSTRIAL                                | VERUS EDGE USB UPGRADE                           | \$1,194.59   |
| 318502                        | 02/14/2025 | 9499 SOUNDOFF SIGNAL GSA, EMERGENCY TECHNOLOGY INC     | VEHICLE LIGHTING 2024 POLICE PATROL VEHICLES X 6 | \$1,595.71   |
| 318506                        | 02/14/2025 | 5689 STRYKER SALES CORPORATION, STRYKER MEDICAL        | MEDIC COTS -- FIRE FLEET                         | \$97,849.41  |
| 318536                        | 02/21/2025 | 3564 US LINEN AND UNIFORM                              | LINEN SERVICE                                    | \$171.35     |
| 318551                        | 02/28/2025 | 4052 BATTERIES PLUS                                    | BATTERY FOR V7100                                | \$190.77     |
| 318558                        | 02/28/2025 | 10612 BRAUN INDUSTRIES INC                             | HOLD OPEN FOR V2512                              | \$118.02     |
| 318564                        | 02/28/2025 | 1315 CENTRAL MACHINERY SALES INC                       | CYLINDER REPACK FOR V0059                        | \$757.37     |
| 318573                        | 02/28/2025 | 1310 COLEMAN OIL COMPANY                               | CITYWIDE FLEET FUEL                              | \$24,448.49  |
| 318582                        | 02/28/2025 | 7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC     | R&R GATEWAY MODULE ON V7106                      | \$270.20     |
| 318585                        | 02/28/2025 | 9415 CUMMINS INC                                       | PICK UP MAGNET FOR VPD01                         | \$775.14     |
| 318586                        | 02/28/2025 | 9827 DAY WIRELESS SYSTEMS                              | REWIRE/REPROGRAM CAMERA SYSTEM FOR V7940         | \$174.24     |
| 318593                        | 02/28/2025 | 9818 ENVIRO-CLEAN EQUIPMENT INC                        | POWERBAND FOR V4612                              | \$192.55     |
| 318603                        | 02/28/2025 | 1775 GRAINGER                                          | SIGN HOLDERS FOR FLEET                           | \$532.62     |
| 318609                        | 02/28/2025 | 8572 HIGH DESERT MAINTENANCE INC                       | WATERJET/FORM LIGHT BRACKETS FOR V3403           | \$271.75     |
| 318611                        | 02/28/2025 | 8711 HUGHES FIRE EQUIPMENT INC                         | CAP FOR V2717                                    | \$6,465.08   |
| 318617                        | 02/28/2025 | 3363 JIM'S PACIFIC GARAGES INC                         | VALVE FOR V2307                                  | \$210.87     |
| 318638                        | 02/28/2025 | 819 MOTION AND FLOW CONTROL PRODUCTS INC               | FITTINGS VEH 4102                                | \$330.24     |
| 318639                        | 02/28/2025 | 8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC         | ANTIFREEZE FOR V7305                             | \$115.97     |
| 318643                        | 02/28/2025 | 1677 NORTHSTAR CLEAN CONCEPTS HOTSY, CLEAN CONCEPTS GR | PARTS WASHER SERVICE                             | \$585.84     |
| 318645                        | 02/28/2025 | 4217 O'REILLY AUTO PARTS                               | ANTIFREEZE FOR V2716                             | \$3,569.27   |
| 318649                        | 02/28/2025 | 6603 PAPE MACHINERY INC                                | CREDIT FOR HYDRAULIC RETURN V5300                | (\$85.16)    |
| 318674                        | 02/28/2025 | 5689 STRYKER SALES CORPORATION, STRYKER MEDICAL        | MEDIC COTS AND SERVICE AGREEMENTS -- FIRE FLEET  | \$23,464.53  |
| 318676                        | 02/28/2025 | 5320 SWS EQUIPMENT, LLC                                | REAR DOOR SEAL & GROMMETS FOR V4104              | \$319.93     |
| 318687                        | 02/28/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                            | \$174.24     |
| 010 - Fund Activity Subtotal: |            |                                                        |                                                  | \$272,746.81 |
| Total For Fund 501            |            |                                                        |                                                  | \$283,117.71 |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                              | CHECK DATE | VENDOR NAME                                       | DESCRIPTION                                 | AMOUNT              |
|--------------------------------------|------------|---------------------------------------------------|---------------------------------------------|---------------------|
| <b>Fund 502</b>                      |            |                                                   |                                             |                     |
| <b>000 - Fund Activity</b>           |            |                                                   |                                             |                     |
| 318374                               | 02/14/2025 | 8416 CHEMSEARCH, NCH CORPORATION                  | INV 200 CHEMSEARCH                          | \$723.89            |
| 318387                               | 02/14/2025 | 481 CROWN PAPER & JANITORIAL, SUPPLY              | INV 200 CROWN JANITORIAL                    | \$1,892.63          |
| 318413                               | 02/14/2025 | 1775 GRAINGER                                     | INV 200/500 GRAINGER                        | \$5,744.75          |
| 318467                               | 02/14/2025 | 2904 NORTHERN SAFETY CO., INC.                    | INV 200 NORTHERN SAFETY                     | \$5,246.78          |
| 318505                               | 02/14/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM | INV 200/500 GRAINGER                        | \$57.88             |
| 318575                               | 02/28/2025 | 175 COLUMBIA BASIN PAPER & SUPPLY                 | INV 200 COLUMBIA BASIN PAPER & SUPPLY       | \$914.38            |
| 318584                               | 02/28/2025 | 481 CROWN PAPER & JANITORIAL, SUPPLY              | INV 200 CROWN JANITORIAL                    | \$15,946.12         |
| 318603                               | 02/28/2025 | 1775 GRAINGER                                     | INV 200/700 GRAINGER                        | \$2,427.62          |
| 318628                               | 02/28/2025 | 8868 LIFE-ASSIST                                  | CREDIT INV 200 NITRILE GLOVES               | \$7,000.28          |
| 318641                               | 02/28/2025 | 2904 NORTHERN SAFETY CO., INC.                    | INV 200 NORTHERN SAFETY                     | \$755.51            |
| <b>000 - Fund Activity Subtotal:</b> |            |                                                   |                                             | <b>\$40,709.84</b>  |
| <b>010 - Fund Activity</b>           |            |                                                   |                                             |                     |
| 318448                               | 02/14/2025 | 6743 LEAF CAPITAL FUNDING LLC                     | COPIER LEASE - 2025                         | \$1,021.55          |
| 318539                               | 02/28/2025 | 1526 ABADAN                                       | COPIER MAINTENANCE - 2024                   | \$1,936.16          |
| 318626                               | 02/28/2025 | 6743 LEAF CAPITAL FUNDING LLC                     | COPIER LEASE - 2025                         | \$2,712.28          |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                   |                                             | <b>\$5,669.99</b>   |
| <b>Total For Fund 502</b>            |            |                                                   |                                             | <b>\$46,379.83</b>  |
| <b>Fund 503</b>                      |            |                                                   |                                             |                     |
| <b>010 - Fund Activity</b>           |            |                                                   |                                             |                     |
| 318322                               | 02/07/2025 | 30 VERIZON NORTHWEST                              | CITY WIDE CELL PHONES                       | \$41.41             |
| 318356                               | 02/14/2025 | 4211 AWC                                          | 2025 AWC MEMBERSHIPS                        | \$110,821.58        |
| 318406                               | 02/14/2025 | 81 FNS COLLISION GROUP LLC                        | REPAIR PW #6803                             | \$1,723.15          |
| 318599                               | 02/28/2025 | 409 FRONTIER FENCE INC                            | REPAIR FENCE SECTION AT 10TH AVE & 10TH CT. | \$858.73            |
| 318687                               | 02/28/2025 | 30 VERIZON NORTHWEST                              | CITY WIDE CELL PHONES                       | \$41.41             |
| 318700                               | 02/28/2025 | 2368 WESTERN SYSTEMS INC                          | REPLACE SIGNAL CABINET AT 4TH & OLYMPIA     | \$58,165.98         |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                   |                                             | <b>\$171,652.26</b> |
| <b>Total For Fund 503</b>            |            |                                                   |                                             | <b>\$171,652.26</b> |
| <b>Fund 611</b>                      |            |                                                   |                                             |                     |
| <b>010 - Fund Activity</b>           |            |                                                   |                                             |                     |
| 318589                               | 02/28/2025 | 5685 ECKERT, NANCY                                | LEOFF 1 PENSION                             | \$1,816.62          |
| 318657                               | 02/28/2025 | 6700 PURDY, PAULA                                 | LEOFF 1 PENSION                             | \$1,159.80          |
| 318659                               | 02/28/2025 | 145 REMUS, LARRY J                                | LEOFF 1 PENSION RETRO JAN-MARCH2024         | \$3,192.00          |
| 318660                               | 02/28/2025 | 145 REMUS, LARRY J                                | LEOFF 1 PENSION                             | \$1,144.39          |
| 318665                               | 02/28/2025 | 148 SHAW, LEONARD                                 | LEOFF 1 PENSION RETRO JAN-MARCH2024         | \$2,850.00          |
| 318666                               | 02/28/2025 | 148 SHAW, LEONARD                                 | LEOFF 1 PENSION                             | \$846.58            |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                       | CHECK DATE | VENDOR NAME                 | DESCRIPTION                         | AMOUNT      |
|-------------------------------|------------|-----------------------------|-------------------------------------|-------------|
| 318670                        | 02/28/2025 | 150 SLEATER, LARRY L        | LEOFF 1 PENSION RETRO JAN-MARCH2024 | \$4,221.00  |
| 318671                        | 02/28/2025 | 150 SLEATER, LARRY L        | LEOFF 1 PENSION                     | \$1,830.83  |
| 318689                        | 02/28/2025 | 152 VICKERMAN, THOMAS       | LEOFF 1 PENSION RETRO JAN-MARCH2024 | \$2,850.00  |
| 318690                        | 02/28/2025 | 152 VICKERMAN, THOMAS       | LEOFF 1 PENSION                     | \$652.95    |
| 010 - Fund Activity Subtotal: |            |                             |                                     | \$20,564.17 |
| Total For Fund 611            |            |                             |                                     | \$20,564.17 |
| <b>Fund 612</b>               |            |                             |                                     |             |
| <b>010 - Fund Activity</b>    |            |                             |                                     |             |
| 318367                        | 02/14/2025 | 185 BUCK, GARY E            | RETIREE MEDICAL                     | \$185.00    |
| 318395                        | 02/14/2025 | 1894 EASLING, CONNIE        | RETIREE MEDICAL                     | \$185.00    |
| 318400                        | 02/14/2025 | 41 FARNKOFF, ROBERT C       | RETIREE MEDICAL                     | \$185.00    |
| 318402                        | 02/14/2025 | 58 FEARING, DOUG            | RETIREE MEDICAL                     | \$185.00    |
| 318410                        | 02/14/2025 | 181 GIER, CHARLES W.        | RETIREE MEDICAL                     | \$174.70    |
| 318411                        | 02/14/2025 | 134 GONDERMAN, DAVID A      | RETIREE MEDICAL                     | \$185.00    |
| 318415                        | 02/14/2025 | 62 GROSS, ROBERT            | RETIREE MEDICAL                     | \$185.00    |
| 318422                        | 02/14/2025 | 455 HEIMBIGNER, MICHAEL     | RETIREE MEDICAL                     | \$185.00    |
| 318424                        | 02/14/2025 | 6744 HIRSCHER, ARTHUR D     | RETIREE MEDICAL                     | \$104.90    |
| 318439                        | 02/14/2025 | 3891 JOPLIN, ALAN           | RETIREE MEDICAL                     | \$185.00    |
| 318440                        | 02/14/2025 | 65 JUERGENSEN, CURT         | RETIREE MEDICAL                     | \$164.90    |
| 318446                        | 02/14/2025 | 60 KRAFT, JAMES             | RETIREE MEDICAL                     | \$185.00    |
| 318449                        | 02/14/2025 | 50 MACE, BILL               | RETIREE MEDICAL                     | \$185.00    |
| 318450                        | 02/14/2025 | 52 MAPLETHORPE, JOHN G., JR | RETIREE MEDICAL                     | \$185.00    |
| 318470                        | 02/14/2025 | 142 O'HAIR, RONALD L        | RETIREE MEDICAL                     | \$185.00    |
| 318477                        | 02/14/2025 | 5554 PENNEY, MICHAEL        | RETIREE MEDICAL                     | \$134.00    |
| 318486                        | 02/14/2025 | 145 REMUS, LARRY J          | RETIREE MEDICAL                     | \$185.00    |
| 318491                        | 02/14/2025 | 1821 SCHARNHORST, DEAN      | RETIREE MEDICAL                     | \$16,749.90 |
| 318493                        | 02/14/2025 | 148 SHAW, LEONARD           | RETIREE MEDICAL                     | \$185.00    |
| 318498                        | 02/14/2025 | 150 SLEATER, LARRY L        | RETIREE MEDICAL                     | \$185.00    |
| 318503                        | 02/14/2025 | 66 SOUTHWICK, JOHN J., JR.  | RETIREE MEDICAL                     | \$185.00    |
| 318513                        | 02/14/2025 | 1318 TRIPP, GREG            | RETIREE MEDICAL                     | \$185.00    |
| 318521                        | 02/14/2025 | 152 VICKERMAN, THOMAS       | RETIREE MEDICAL                     | \$164.90    |
| 318523                        | 02/14/2025 | 8584 WAGNER, BRIAN          | RETIREE MEDICAL                     | \$181.00    |
| 318526                        | 02/14/2025 | 9944 WATERS, DENNIS         | RETIREE MEDICAL                     | \$185.00    |
| 318529                        | 02/14/2025 | 2997 WILLIAMS, GARY         | RETIREE MEDICAL                     | \$185.00    |
| 318530                        | 02/14/2025 | 9776 YADEN, MARK            | RETIREE MEDICAL                     | \$185.00    |
| 010 - Fund Activity Subtotal: |            |                             |                                     | \$21,374.30 |
| Total For Fund 612            |            |                             |                                     | \$21,374.30 |



**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



| CHECK #                              | CHECK DATE | VENDOR NAME                                        | DESCRIPTION                            | AMOUNT                 |
|--------------------------------------|------------|----------------------------------------------------|----------------------------------------|------------------------|
| <b>Fund 642</b>                      |            |                                                    |                                        |                        |
| <b>000 - Fund Activity</b>           |            |                                                    |                                        |                        |
| 318269                               | 02/03/2025 | 1516 CITY OF WEST RICHLAND                         | METRO OT REIMBURSEMENT - DECEMBER 2024 | \$1,329.40             |
| 318288                               | 02/07/2025 | 14 BENTON COUNTY                                   | METRO OT REIMBURSEMENT-DEC 2024        | \$2,036.88             |
| 318555                               | 02/28/2025 | 14 BENTON COUNTY                                   | JAN 2025 METRO OT REIMBURSEMENT        | \$693.00               |
| 318568                               | 02/28/2025 | 435 CITY OF PASCO                                  | JAN 2025 METRO OT REIMBURSEMENT        | \$599.24               |
| 318569                               | 02/28/2025 | 1516 CITY OF WEST RICHLAND                         | JAN 2025 METRO OT REIMBURSEMENT        | \$823.11               |
| <b>000 - Fund Activity Subtotal:</b> |            |                                                    |                                        | <b>\$5,481.63</b>      |
| <b>010 - Fund Activity</b>           |            |                                                    |                                        |                        |
| 318295                               | 02/07/2025 | 1310 COLEMAN OIL COMPANY                           | UC VEHICLE FUEL EXPENSE                | \$143.08               |
| 318298                               | 02/07/2025 | 7711 CULLIGAN WATER CONDITIONING                   | WATER DELIVERY                         | \$114.11               |
| 318322                               | 02/07/2025 | 30 VERIZON NORTHWEST                               | CITY WIDE CELL PHONES                  | \$81.42                |
| 318514                               | 02/14/2025 | 457 TRUCKS & AUTO AUCTIONS                         | VEHICLE STORAGE FEE (FEB)              | \$825.00               |
| 318538                               | 02/25/2025 | 5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA         | TELEPHONE SVC                          | \$635.72               |
| 318591                               | 02/28/2025 | 1933 EMPLOYMENT SECURITY DEPARTMENT, TREASURY UNIT | EMPLOYMENT HISTORY (TF25-009)          | \$38.50                |
| 318687                               | 02/28/2025 | 30 VERIZON NORTHWEST                               | CITY WIDE CELL PHONES                  | \$81.42                |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                    |                                        | <b>\$1,919.25</b>      |
| <b>Total For Fund 642</b>            |            |                                                    |                                        | <b>\$7,400.88</b>      |
|                                      |            |                                                    |                                        | <b>\$10,871,893.67</b> |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**2/1/2025 to 2/28/2025**



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

\_\_\_\_\_  
Jessica Platt, Finance Director

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

|                                      |                        |
|--------------------------------------|------------------------|
| Check Numbers 318265 through 318709: | \$7,087,884.71         |
| Electronic Payments (EFT):           | \$3,784,008.96         |
| <b>Total</b>                         | <b>\$10,871,893.67</b> |



**City of Kennewick**  
**Claims Roster by Fund/Division**  
 2/1/2025 to 2/28/2025



| CLAIMS SUMMARY |                                |               |
|----------------|--------------------------------|---------------|
| FUND           | DESCRIPTION                    | AMOUNT        |
| 001            | GENERAL FUND                   | 1,582,437.06  |
| 102            | STREET FUND                    | 44,029.56     |
| 103            | ARTERIAL STREET FUND           | 33,840.90     |
| 106            | BI-PIN OPERATIONS FUND         | 20,107.18     |
| 107            | COMMUNITY DEVELOPMENT FUND     | 37,734.02     |
| 111            | ASSET FORFEITURE FUND          | 800.00        |
| 116            | LODGING TAX FUND               | 115,298.20    |
| 117            | CRIMINAL JUSTICE SALES TAX FND | 45,610.00     |
| 118            | HIDTA FIDUCIARY PROGRAM        | 160,532.04    |
| 119            | CORONAVIRUS FISCAL RECOVERY FD | 2,915.80      |
| 300            | CAPITAL IMPROVEMENTS FUND      | 1,363,875.99  |
| 340            | PARK RESERVE FUND              | 927.13        |
| 350            | PARK IMPACT FEE FUND           | 844.00        |
| 371            | GO BOND 2022 FUND              | 650.00        |
| 402            | MEDICAL SERVICES FUND          | 51,955.13     |
| 403            | BUILDING SAFETY FUND           | 52,833.89     |
| 404            | COLISEUM FUND                  | 12,029.42     |
| 405            | STORMWATER UTILITY FUND        | 140,102.04    |
| 410            | WATER AND SEWER FUND           | 6,654,882.16  |
| 501            | EQUIPMENT RENTAL FUND          | 283,117.71    |
| 502            | CENTRAL STORES FUND            | 46,379.83     |
| 503            | RISK MANAGEMENT FUND           | 171,652.26    |
| 611            | FIREMENS PENSION FUND          | 20,564.17     |
| 612            | OPEB TRUST FUND                | 21,374.30     |
| 642            | METRO DRUG FORFEITURE FUND     | 7,400.88      |
| Total:         |                                | 10,871,893.67 |

## City of Kennewick

## PCard Roster by Fund

1/1/2025 to 1/31/2025



| FUND/DIVISION                 | VENDOR # | VENDOR NAME                         | DESCRIPTION                                                                 | AMOUNT            |
|-------------------------------|----------|-------------------------------------|-----------------------------------------------------------------------------|-------------------|
| <b>001 - GENERAL FUND</b>     |          |                                     |                                                                             |                   |
| CITY COUNCIL                  | 115      | LANDS END CORPORATE SALES           | COUNCIL OFFICE WARDROBE WITH LOGO                                           | 116.00            |
| CITY COUNCIL                  | 999998   | PP*RISE & AMP SHINE BAKE            | COOKIES OR CITY COUNCIL                                                     | 95.11             |
| CITY COUNCIL                  | 115      | LANDS END CORPORATE SALES           | CLOTHING ORDER FOR COUNCIL                                                  | 490.23            |
| CITY COUNCIL                  | 115      | LANDS END CORPORATE SALES           | COUNCIL CLOTHING ORDER                                                      | 39.32             |
| CITY COUNCIL                  | 10566    | PROCARD, ASSOCIATION OF WASHINGTON  | AWC - MAYOR EXCHANGE - WINTER 2025 REGISTRATION FOR GRETLE CRAWFORD         | 125.00            |
| CITY COUNCIL                  | 3554     | DELTA AIRLINES                      | ECA IDAHO FALLS 2025 - CHUCK TORELLI                                        | 588.36            |
| CITY COUNCIL                  | 3554     | DELTA AIRLINES                      | ECA IDAHO FALLS 2025 - JIM MILLBAUER                                        | 588.36            |
| CITY COUNCIL                  | 999998   | HAMPTON INN & SUITES OLY            | STAYFOLIO_HAMPTON INN AND SUITES BY HILTON - OLYMPIA LACEY, WA_1_TORELLI    | 224.49            |
| CITY COUNCIL                  | 999998   | HAMPTON INN & SUITES OLY            | STAYFOLIO_HAMPTON INN AND SUITES BY HILTON - OLYMPIA LACEY, WA_1_MILLBAUER  | 224.49            |
| CITY COUNCIL                  | 999998   | HAMPTON INN & SUITES OLY            | STAYFOLIO_HAMPTON INN AND SUITES BY HILTON - OLYMPIA LACEY, WA_1_MILLBAUER2 | 224.49            |
| CITY COUNCIL                  | 999998   | HAMPTON INN & SUITES OLY            | STAYFOLIO_HAMPTON INN AND SUITES BY HILTON - OLYMPIA LACEY, WA_1_TORELLI2   | 224.49            |
| CITY COUNCIL                  | 999998   | HAMPTON INN & SUITES OLY            | STAYFOLIO_HAMPTON INN AND SUITES BY HILTON - OLYMPIA LACEY, WA_1_CRAWFORD   | 651.11            |
| <b>City Council Subtotal:</b> |          |                                     |                                                                             | <b>\$3,591.45</b> |
| CITY MANAGER                  | 999998   | OPENAI *CHATGPT SUBSCR              | CHATGPT SUBSCRIPTION                                                        | 21.74             |
| CITY MANAGER                  | 3699     | TRI-CITY AREA CHAMBER, OF COMMERCE  | CHAMBER OF COMMERCE LUNCHEON                                                | 116.00            |
| CITY MANAGER                  | 172      | THE TRI-CITY HERALD                 | TRI-CITY HERALD - SUBSCRIPTION                                              | 24.24             |
| CITY MANAGER                  | 3699     | TRI-CITY AREA CHAMBER, OF COMMERCE  | CHAMBER OF COMMERCE - LUNCHEON                                              | 36.00             |
| CITY MANAGER                  | 10459    | PROCARD, PAYFLOW/PAYPAL             | TRI CITIES HISPANIC CHAMBER OF COMMERCE                                     | 180.00            |
| CITY MANAGER                  | 6006     | ADOBE SYSTEMS, INC                  | ADOBE CREATIVE CLOUD                                                        | 32.60             |
| CITY MANAGER                  | 5825     | TRI CITIES LEGISLATIVE COUNCIL      | TCLC OLYMPIA TRIP RECEIPT - GRETLE CRAWFORD                                 | 150.00            |
| CITY MANAGER                  | 999998   | HAMPTON INN & SUITES OLY            | STAYFOLIO_HAMPTON INN AND SUITES BY HILTON - OLYMPIA LACEY, WA_1_ERDMAN     | 224.49            |
| CITY MANAGER                  | 999998   | HAMPTON INN & SUITES OLY            | STAYFOLIO_HAMPTON INN AND SUITES BY HILTON - OLYMPIA LACEY, WA_1_ERDMAN2    | 224.49            |
| <b>City Manager Subtotal:</b> |          |                                     |                                                                             | <b>\$1,009.56</b> |
| RECREATION SERVICES           | 6624     | MOUNT'S LOCK, KEY & ENGRAVING, INC. | KEYS FOR SOUTHRIDGE                                                         | 34.35             |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | KCC CUPS                                                                    | 56.52             |
| RECREATION SERVICES           | 999998   | WA FOOD WORKER CARD                 | FOOD HANDLERS CARD FOR ARIANNA LOPEZ                                        | 10.00             |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | KCC SUPPLIES                                                                | 269.01            |
| RECREATION SERVICES           | 999998   | WA FOOD WORKER CARD                 | FOOD HANDLERS CARD FOR CESAR BUENO                                          | 10.00             |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | TABLE REPAIR                                                                | 16.28             |
| RECREATION SERVICES           | 999998   | WA FOOD WORKER CARD                 | FOOD HANDLERS CARD FOR HALEY PINK                                           | 10.00             |

## City of Kennewick

## PCard Roster by Fund

1/1/2025 to 1/31/2025



| FUND/DIVISION                    | VENDOR # | VENDOR NAME                                      | DESCRIPTION                                | AMOUNT            |
|----------------------------------|----------|--------------------------------------------------|--------------------------------------------|-------------------|
| RECREATION SERVICES              | 3717     | AMAZON.COM                                       | OFFICE SUPPLIES KCC                        | 27.60             |
| RECREATION SERVICES              | 3717     | AMAZON.COM                                       | SUPPLIES FOR KCC                           | 113.47            |
| RECREATION SERVICES              | 3717     | AMAZON.COM                                       | TV FOR KCC                                 | 650.02            |
| RECREATION SERVICES              | 7217     | FACEBOOK                                         | FACEBOOK ADVERTISING                       | 100.00            |
| RECREATION SERVICES              | 3717     | AMAZON.COM                                       | SR SUPPLIES - FACIAL TISSUES               | 30.43             |
| RECREATION SERVICES              | 7680     | PANDORA*INTERNET RADIO                           | PANDORA FOR THE PAVILION                   | 32.56             |
| RECREATION SERVICES              | 999998   | GREEN CLEANERS                                   | LINEN CLEANING                             | 75.24             |
| RECREATION SERVICES              | 3717     | AMAZON.COM                                       | AMAZON PRIME MEMBERSHIP                    | 151.09            |
| RECREATION SERVICES              | 3717     | AMAZON.COM                                       | SILICONE FEET FOR EVENT TABLES             | 18.47             |
| RECREATION SERVICES              | 3717     | AMAZON.COM                                       | LAMINATING PAPER                           | 23.14             |
| RECREATION SERVICES              | 3717     | AMAZON.COM                                       | RECYCLE / SHRED BIN FOR FRENCHIE           | 20.64             |
| RECREATION SERVICES              | 9553     | COLUMBIA SAFETY LLC                              | EMPLOYEE RECERTIFICATION FIRST AID CPR/AED | 80.00             |
| RECREATION SERVICES              | 999998   | SLING.COM                                        | SLING TV FOR THE PAVILION                  | 30.50             |
| RECREATION SERVICES              | 999998   | YBA SHIRTS INC                                   | JERSEYS                                    | 255.09            |
| RECREATION SERVICES              | 444      | IFEA                                             | MEMBERSHIP RENEWAL                         | 365.00            |
| RECREATION SERVICES              | 3223     | WALMART SUPERCENTER                              | COMMUNITY CENTER SUPPLIES                  | 29.98             |
| RECREATION SERVICES              | 710      | SANDY'S TROPHIES INC                             | NAME PLATE FOR REC COMMISSION              | 27.23             |
| Recreation Services Subtotal:    |          |                                                  |                                            | <b>\$2,436.62</b> |
| FACILITIES MAINTENANCE           | 336      | BRUCHIS CHEESE STEAKS & SUBS, MANTIS ENTERPRISES | MEETING SUPPLIES                           | 52.85             |
| FACILITIES MAINTENANCE           | 4759     | GRIGG ENTERPRISES INC, ACE HARDWARE              | SAW AND BLADES                             | 2,164.83          |
| FACILITIES MAINTENANCE           | 1099     | LOWE'S HARDWARE                                  | TOOLS                                      | 248.66            |
| FACILITIES MAINTENANCE           | 329      | PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC     | TOOLS                                      | 51.74             |
| FACILITIES MAINTENANCE           | 3717     | AMAZON.COM                                       | OFFICE SUPPLIES                            | 78.14             |
| FACILITIES MAINTENANCE           | 3717     | AMAZON.COM                                       | PVC                                        | 133.19            |
| FACILITIES MAINTENANCE           | 3717     | AMAZON.COM                                       | PVC FITTINGS                               | 47.61             |
| FACILITIES MAINTENANCE           | 3717     | AMAZON.COM                                       | MOBILE SPIN TOUCH LAB                      | 1,319.87          |
| FACILITIES MAINTENANCE           | 3717     | AMAZON.COM                                       | CHLORINE AND SPIN DISKS                    | 260.88            |
| FACILITIES MAINTENANCE           | 3717     | AMAZON.COM                                       | FITS FOR FLOWMETER                         | 196.84            |
| FACILITIES MAINTENANCE           | 3717     | AMAZON.COM                                       | POOL VACUUM HEADS                          | 195.56            |
| FACILITIES MAINTENANCE           | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS             | ROOF LEAK REPAIR SUPPLIES                  | 44.81             |
| FACILITIES MAINTENANCE           | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS             | PRESSURE TREATED WOOD SPINDLE              | 182.58            |
| FACILITIES MAINTENANCE           | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS             | CHAIN LINK                                 | 18.35             |
| Facilities Maintenance Subtotal: |          |                                                  |                                            | <b>\$4,995.91</b> |
| ECONOMIC DEVELOPMENT             | 6620     | STK*SHUTTERSTOCK.COM                             | PHOTOS FOR MARKETING                       | 31.53             |
| ECONOMIC DEVELOPMENT             | 10158    | PROCARD, CANVA                                   | CANVA SUBSCRIPTION FOR ADVERTISING         | 41.99             |
| ECONOMIC DEVELOPMENT             | 89       | ELIJAH FAMILY HOMES                              | HOLE SPONSOR FOR SMALL BUSINESS EVENT      | 52.34             |

## City of Kennewick

## PCard Roster by Fund

1/1/2025 to 1/31/2025



| FUND/DIVISION                  | VENDOR # | VENDOR NAME                                 | DESCRIPTION                                                 | AMOUNT            |
|--------------------------------|----------|---------------------------------------------|-------------------------------------------------------------|-------------------|
| ECONOMIC DEVELOPMENT           | 854      | INTERNATIONAL ECONOMIC, DEVELOPMENT COUNCIL | SUBSCRIPTION FOR IEDC MEMBERSHIP                            | 770.00            |
| ECONOMIC DEVELOPMENT           | 999998   | MID-COLUMBIA MEDIA INC.                     | JOURNAL OF BUSINESS SUBSCRIPTION                            | 21.69             |
| ECONOMIC DEVELOPMENT           | 999998   | CHISPA DIVINA GM LLC                        | BALLOONS FOR BROKERS OPEN                                   | 114.14            |
| ECONOMIC DEVELOPMENT           | 8305     | CONSTANT CONTACT INC                        | EMAIL MARKETING PLATFORM FOR BUSINESS                       | 403.28            |
| Economic Development Subtotal: |          |                                             |                                                             | <b>\$1,434.97</b> |
| ACCOUNTING                     | 7237     | GOTPRINT.COM                                | BUSINESS CARDS FOR CHRISTINE TUDOR                          | 38.13             |
| ACCOUNTING                     | 7237     | GOTPRINT.COM                                | BUSINESS CARDS FOR MBAKER                                   | 37.10             |
| ACCOUNTING                     | 3700     | OFFICE DEPOT INC                            | OFFICE SUPPLIES                                             | 383.98            |
| ACCOUNTING                     | 999998   | WASHINGTON FINANCE OFF                      | WFOA MEMBERSHIP - J PLATT                                   | 75.00             |
| ACCOUNTING                     | 999998   | WASHINGTON FINANCE OFF                      | WFOA BARS TRAINING- J PLATT                                 | 175.00            |
| ACCOUNTING                     | 999998   | WASHINGTON FINANCE OFF                      | WFOA BARS MANUAL TRAINING- J PLATT                          | 125.00            |
| Accounting Subtotal:           |          |                                             |                                                             | <b>\$834.21</b>   |
| HUMAN RESOURCES                | 4859     | EXPEDIA                                     | FLSA CONFERENCE LODGING (ON SAME RECEIPT AS AIRFARE)        | 393.67            |
| HUMAN RESOURCES                | 3242     | ALASKA AIRLINES                             | FLSA CONFERENCE AIRFARE (ON SAME RECEIPT AS LODGING)        | 493.00            |
| HUMAN RESOURCES                | 999998   | INTERNATIONAL TRANSACTION                   | INTERNATIONAL CHARGE FOR DOTSTORMING                        | 0.08              |
| HUMAN RESOURCES                | 999998   | DOTSTORMING                                 | ONLINE ART SHARING PLATFORM FOR VOTING                      | 5.00              |
| HUMAN RESOURCES                | 999998   | PP*RISE & SHINE BAKE                        | COOKIES FOR WELLNESS COMMITTEE EVENT                        | 279.36            |
| HUMAN RESOURCES                | 8980     | ROCKABILLY ROASTING CO                      | COFFEE FOR WELLNESS COMMITTEE                               | 42.05             |
| HUMAN RESOURCES                | 999998   | CBSHRM                                      | LOCAL SHRM WEBINAR ON AI IN HR                              | 30.00             |
| HUMAN RESOURCES                | 488      | APWA                                        | JOB ADVERTISEMENT FOR UTILITY SVCS MANAGER                  | 375.00            |
| HUMAN RESOURCES                | 3717     | AMAZON.COM                                  | WELLNESS OFFICE SUPPLIES                                    | 40.21             |
| Human Resources Subtotal:      |          |                                             |                                                             | <b>\$1,658.37</b> |
| CIVIL SERVICE                  | 3242     | ALASKA AIRLINES                             | AIRFARE FOR CIVIL SERVICE CONFERENCE                        | 567.20            |
| Civil Service Subtotal:        |          |                                             |                                                             | <b>\$567.20</b>   |
| CUSTOMER SERVICE               | 3717     | AMAZON.COM                                  | OFFICE SUPPLIES                                             | 63.05             |
| CUSTOMER SERVICE               | 10782    | MTS PARTNERS, INC., IPRINT TECHNOLOGIES     | OFFICE SUPPLIES                                             | 265.23            |
| Customer Service Subtotal:     |          |                                             |                                                             | <b>\$328.28</b>   |
| CODE ENFORCEMENT               | 8889     | PROCARD, ORLEANS HOTEL & CASINO             | J. GINDER ORLEANS HOTEL AND CASINO RESERVATION CONFIRMATION | 73.45             |
| CODE ENFORCEMENT               | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC.     | J. GINDER ICC - EDUCODE 2025                                | 900.00            |
| Code Enforcement Subtotal:     |          |                                             |                                                             | <b>\$973.45</b>   |
| CITY ATTORNEY                  | 7237     | GOTPRINT.COM                                | BUSINESS CARDS AIMEE PETTY AND NICK POTVIN                  | 33.23             |
| CITY ATTORNEY                  | 999998   | NCOURT *WABENTONEFILE                       | SC AUDIO TRANSCRIPT - OWENS, SIMEON 23-2-00750-3            | 26.00             |
| CITY ATTORNEY                  | 5257     | WAPRO                                       | WAPRO MEMBERSHIP 2025 - L SANGUINO                          | 25.00             |
| CITY ATTORNEY                  | 8196     | PROCARD, WF4WASBASSOC                       | WSBA RENEWAL 2025 - CC PROCESSING FEE - G. KORTHUIS         | 6.23              |
| CITY ATTORNEY                  | 8196     | PROCARD, WF4WASBASSOC                       | WSBA RENEWAL - CC PROCESSING FEE - D BASSLER                | 8.73              |

**City of Kennewick**  
**PCard Roster by Fund**  
**1/1/2025 to 1/31/2025**



| FUND/DIVISION           | VENDOR # | VENDOR NAME                              | DESCRIPTION                                                                       | AMOUNT            |
|-------------------------|----------|------------------------------------------|-----------------------------------------------------------------------------------|-------------------|
| CITY ATTORNEY           | 732      | WSBA - WASHINGTON STATE, BAR ASSOCIATION | WSBA LICENSE RENEWAL 2025 - - G. KORTHUIS                                         | 249.00            |
| CITY ATTORNEY           | 732      | WSBA - WASHINGTON STATE, BAR ASSOCIATION | WSBA LICENSE RENEWAL 2025 - D BASSLER                                             | 349.00            |
| CITY ATTORNEY           | 4600     | WSAMA                                    | WSAMA MEMBERSHIP 2025 - G KORTHUIS                                                | 31.20             |
| CITY ATTORNEY           | 4600     | WSAMA                                    | WSAMA MEMBERSHIP 2025 - D BASSLER                                                 | 31.20             |
| CITY ATTORNEY           | 8196     | PROCARD, WF4WASBASSOC                    | WSBA RENEWAL - CC PROCESSING FEE - SANGUINO                                       | 11.95             |
| CITY ATTORNEY           | 732      | WSBA - WASHINGTON STATE, BAR ASSOCIATION | WSBA LICENSE RENEWAL 2025 - SANGUINO                                              | 478.00            |
| CITY ATTORNEY           | 4600     | WSAMA                                    | WASAMA MEMBERSHIP 2025 - SANGUINO                                                 | 31.20             |
| CITY ATTORNEY           | 4600     | WSAMA                                    | WASHINGTON STATE ASSOCIATION OF MUNICIPAL ATTORNEYS - LISA BEATON GEN. MEMBERSHIP | 31.20             |
| City Attorney Subtotal: |          |                                          |                                                                                   | <b>\$1,311.94</b> |
| CITY CLERK              | 10459    | PROCARD, PAYFLOW/PAYPAL                  |                                                                                   | 495.00            |
| CITY CLERK              | 10608    | PROCARD, ZOOM.US                         |                                                                                   | 869.39            |
| CITY CLERK              | 9202     | SCWMCA                                   |                                                                                   | 50.00             |
| CITY CLERK              | 3242     | ALASKA AIRLINES                          |                                                                                   | 331.01            |
| CITY CLERK              | 3717     | AMAZON.COM                               |                                                                                   | 15.21             |
| CITY CLERK              | 999998   | IIMC                                     |                                                                                   | 135.00            |
| City Clerk Subtotal:    |          |                                          |                                                                                   | <b>\$1,895.61</b> |
| PURCHASING              | 2438     | MRSC ROSTERS                             | MRSC TRAINING FOR PURCHASING                                                      | 40.00             |
| Purchasing Subtotal:    |          |                                          |                                                                                   | <b>\$40.00</b>    |
| INFORMATION TECHNOLOGY  | 10459    | PROCARD, PAYFLOW/PAYPAL                  | MONTHLY CREDIT CARD PROCESSING                                                    | 571.15            |
| INFORMATION TECHNOLOGY  | 1566     | TYLER TECHNOLOGIES INC                   | TYLER CONNECT 2025 - CONFERENCE REGISTRATION - PAT SPARKS                         | 1,199.00          |
| INFORMATION TECHNOLOGY  | 1566     | TYLER TECHNOLOGIES INC                   | TYLER CONNECT 2025 - CONFERENCE REGISTRATION - MARIETTA K                         | 1,199.00          |
| INFORMATION TECHNOLOGY  | 999998   | BCM ONE INC                              | NOV 2024 PHONE LINE CHARGES                                                       | 249.30            |
| INFORMATION TECHNOLOGY  | 4169     | INTEGO                                   | SNAGIT MAINTENANCE RENEWAL                                                        | 12.84             |
| INFORMATION TECHNOLOGY  | 4169     | INTEGO                                   | CAMTASIA (2 SEATS) MAINTENANCE RENEWAL                                            | 123.29            |
| INFORMATION TECHNOLOGY  | 3717     | AMAZON.COM                               | WIRELESS KEYBOARD - CODY L                                                        | 32.59             |
| INFORMATION TECHNOLOGY  | 39       | BRIDGEPAY NETWORK SOLUTIONS              | MONTHLY CREDIT CARD PROCESSING                                                    | 81.20             |
| INFORMATION TECHNOLOGY  | 3717     | AMAZON.COM                               | 8GB RAM - ROBERTO H NEW PC                                                        | 76.39             |
| INFORMATION TECHNOLOGY  | 3717     | AMAZON.COM                               | (100) CLIP ID BADGE HOLDERS                                                       | 103.15            |
| INFORMATION TECHNOLOGY  | 999998   | BCM ONE INC                              | DEC 2024 PHONE LINE CHARGES                                                       | 383.02            |
| INFORMATION TECHNOLOGY  | 1566     | TYLER TECHNOLOGIES INC                   | TYLER CONNECT 2025 - CONFERENCE REGISTRATION - TRACY T                            | 1,199.00          |
| INFORMATION TECHNOLOGY  | 3554     | DELTA AIRLINES                           | TYLER CONNECT 2025 - AIRFARE - TRACY T                                            | 618.36            |
| INFORMATION TECHNOLOGY  | 999998   | E3 CREATIVE                              | 2025 ACCIS SPRING CONFERENCE - CODY LEWIS                                         | 450.00            |
| INFORMATION TECHNOLOGY  | 999998   | E3 CREATIVE                              | 2025 ACCIS RENEWAL - CODY LEWIS                                                   | 225.00            |
| INFORMATION TECHNOLOGY  | 3717     | AMAZON.COM                               | (2) DRY ERASE BOARDS - IT                                                         | 519.30            |

**City of Kennewick**  
**PCard Roster by Fund**  
**1/1/2025 to 1/31/2025**



| FUND/DIVISION                               | VENDOR # | VENDOR NAME                         | DESCRIPTION                                                                | AMOUNT            |
|---------------------------------------------|----------|-------------------------------------|----------------------------------------------------------------------------|-------------------|
| INFORMATION TECHNOLOGY                      | 3717     | AMAZON.COM                          | MAGNETS FOR NEW DRY ERASE BOARDS - IT                                      | 43.44             |
| <b>Information Technology Subtotal:</b>     |          |                                     |                                                                            | <b>\$7,086.03</b> |
| PLANNING                                    | 999998   | WOODLANDMFG                         | M. HALITSKY HPC PLAQUE                                                     | 514.52            |
| PLANNING                                    | 999998   | ODP BUS SOL LLC # 101078            | M. DIDIER MONTHLY PLANNER                                                  | 26.08             |
| PLANNING                                    | 999998   | ODP BUS SOL LLC # 101078            | M. DIDIER DESK LAMP                                                        | 66.08             |
| PLANNING                                    | 999998   | ODP BUS SOL LLC # 101078            | M. DIDIER 3 RING BINDERS                                                   | 43.44             |
| PLANNING                                    | 2861     | TROPHY SHOPPE, THE, JEFFREY BRITTON | M. DIDIER B & C BADGES - NAMEPLATES                                        | 123.75            |
| PLANNING                                    | 7237     | GOTPRINT.COM                        | BUSINESS CARDS FOR MSTUNTEBECK                                             | 38.13             |
| <b>Planning Subtotal:</b>                   |          |                                     |                                                                            | <b>\$812.00</b>   |
| KPD-ADMINISTRATION                          | 1748     | FBI-LEEDA                           | FBI-LEEDA IA TRAINING - T DAVIS                                            | 795.00            |
| KPD-ADMINISTRATION                          | 999998   | SPECTRUM                            | BASIC CABLE SERVICE                                                        | 281.51            |
| KPD-ADMINISTRATION                          | 473      | MICROSOFT CORPORATION               | SUBSCRIPTION                                                               | 5.44              |
| KPD-ADMINISTRATION                          | 999998   | BWY*FBINAA NATL OFFICE              | ANNUAL MEMBERSHIP - C GUERRERO                                             | 120.00            |
| <b>KPD-Administration Subtotal:</b>         |          |                                     |                                                                            | <b>\$1,201.95</b> |
| KPD-CRIMINAL INVESTIGATION                  | 3242     | ALASKA AIRLINES                     | AIRFARE FOR TRAINING - CHRISTINA WALTERS                                   | 206.60            |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | WAVE - *ONTARGET STRATEGI           | TRAINING - CHRISTINA WALTERS                                               | 900.00            |
| KPD-CRIMINAL INVESTIGATION                  | 10648    | PROCARD, UDEMY ONLINE COURSES       | TRAINING FOR CRIME ANALYST                                                 | 27.16             |
| KPD-CRIMINAL INVESTIGATION                  | 4759     | GRIGG ENTERPRISES INC, ACE HARDWARE | ZIP TIES FOR EVIDENCE ROOM                                                 | 130.31            |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | NORCAN                              | NW REGIONAL CRIME ANALYST NETWORK MEMBERSHIP FOR CRIME ANALYST             | 45.00             |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | JIMMY JOHNS - 1701                  | FOOD FOR CID DURING INVESTIGATION                                          | 277.40            |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | THE HAPPY WANDERER                  | FOOD FOR CID WHO TRAVELED TO WALLA WALLA FOR AN INVESTIGATION              | 80.61             |
| KPD-CRIMINAL INVESTIGATION                  | 1512     | WSNIA                               | REFUND OF WSNIA CONFERENCE REGISTRATION AS SGT. TAYLOR IS UNABLE TO ATTEND | (550.00)          |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | SPECTRUM                            | ICAC LAB INTERNET SERVICE                                                  | 129.99            |
| KPD-CRIMINAL INVESTIGATION                  | 7458     | PROCARD, WASHINGTON                 | WEAPONS FORFEITURE FILING FEE~ CASE #24-28130                              | 87.15             |
| <b>KPD-Criminal Investigation Subtotal:</b> |          |                                     |                                                                            | <b>\$1,334.22</b> |
| KPD-PATROL                                  | 10516    | PROCARD, PACKTRACK                  | K9 SOFTWARE SUBSCRIPTION                                                   | 140.00            |
| KPD-PATROL                                  | 999998   | SQ *NATIONAL TACTICAL OFF           | TRAINING CLASS CANCELLED - NO RECEIPT SENT                                 | (311.00)          |
| KPD-PATROL                                  | 10573    | PROCARD, 123*123 NAMOA              | NAMOA, SALTER, COPPER, GREENOUGH, CASTILLEJA                               | 820.00            |
| KPD-PATROL                                  | 999998   | B2G, LLC* O #106362                 | TRAINING - JOSE GARCIA                                                     | 495.00            |
| KPD-PATROL                                  | 3717     | AMAZON.COM                          | DRONE DATA CABLES                                                          | 21.60             |
| KPD-PATROL                                  | 999998   | CHEWY.COM                           | DOG FOOD                                                                   | 173.08            |
| KPD-PATROL                                  | 888      | ERNESTINA MORALES                   | TOW SERVICE                                                                | 435.83            |
| <b>KPD-Patrol Subtotal:</b>                 |          |                                     |                                                                            | <b>\$1,774.51</b> |
| KPD-STAFF SERVICES                          | 6624     | MOUNT'S LOCK, KEY & ENGRAVING, INC. | SPARE KEY FOR VEHICLE 7784                                                 | 10.76             |

## City of Kennewick

## PCard Roster by Fund

1/1/2025 to 1/31/2025



| FUND/DIVISION                  | VENDOR # | VENDOR NAME                    | DESCRIPTION                                                    | AMOUNT            |
|--------------------------------|----------|--------------------------------|----------------------------------------------------------------|-------------------|
| KPD-STAFF SERVICES             | 2438     | MRSC ROSTERS                   | ASHLEY, AMBER, CINDY, CHRISTOPHER MRSC PRA CASE LAW HIGHLIGHTS | 160.00            |
| KPD-STAFF SERVICES             | 191      | LEIRA                          | ASHLEY WILLIAMS LEIRA MEMBERSHIP                               | 50.00             |
| KPD-STAFF SERVICES             | 191      | LEIRA                          | CINDY LEIRA MEMBERSHIP                                         | 50.00             |
| KPD-STAFF SERVICES             | 191      | LEIRA                          | AMBER PURSELY LEIRA MEMBERSHIP                                 | 50.00             |
| KPD-STAFF SERVICES             | 191      | LEIRA                          | CHRIS DEFFINBAUGH LEIRA MEMBERSHIP                             | 50.00             |
| KPD-STAFF SERVICES             | 5257     | WAPRO                          | AMBER CERTIFICATION APPLICATION                                | 100.00            |
| KPD-Staff Services Subtotal:   |          |                                |                                                                | <b>\$470.76</b>   |
| KPD-SPECIAL SERVICES           | 999998   | SP CUSTOMPINS.COM              | YEARS OF SERVICE PINS FOR CHIPS VOLUNTEERS                     | 1,107.14          |
| KPD-SPECIAL SERVICES           | 3242     | ALASKA AIRLINES                | MELONE AIRFARE IAPC MENTAL HEALTH CONFERENCE                   | 597.20            |
| KPD-SPECIAL SERVICES           | 999998   | FC* WSCPA                      | TRAINING - JESUS CONTRERAS                                     | 370.95            |
| KPD-SPECIAL SERVICES           | 3717     | AMAZON.COM                     | FLAGS                                                          | 154.15            |
| KPD-SPECIAL SERVICES           | 999998   | PY *UNCOMMON PRINTING          | ADMIN HATS                                                     | 244.58            |
| KPD-SPECIAL SERVICES           | 957      | RANCH & HOME INC               | NIBIN AMMO                                                     | 32.60             |
| KPD-SPECIAL SERVICES           | 3717     | AMAZON.COM                     | FIRST AID KITS ADMIN CARS                                      | 159.78            |
| KPD-SPECIAL SERVICES           | 999998   | CDA, ID                        | WELLNESS TRAINING - PAGE                                       | 369.16            |
| KPD-SPECIAL SERVICES           | 7278     | COEUR D'ALENE RESORT           | FIRST NIGHT HOTEL - PAGE TRAINING                              | 132.80            |
| KPD-SPECIAL SERVICES           | 2971     | HILTON HOTELS                  | HOTEL CANCELLATION/CHANGE REFUND FIRST NIGHT                   | (215.81)          |
| KPD-SPECIAL SERVICES           | 2971     | HILTON HOTELS                  | FIRST NIGHT HOTEL- IAPC CONFERENCE                             | 225.17            |
| KPD-SPECIAL SERVICES           | 3717     | AMAZON.COM                     | BATTERIES FOR HOLSTER SENSORS                                  | 119.30            |
| KPD-SPECIAL SERVICES           | 2672     | NORTH AMERICAN RESCUE PRODUCTS | FIRST AID KITS ADMIN CARS                                      | 642.22            |
| KPD-SPECIAL SERVICES           | 10459    | PROCARD, PAYFLOW/PAYPAL        | TRAINING SOFTWARE RENEWAL                                      | 349.00            |
| KPD-SPECIAL SERVICES           | 3717     | AMAZON.COM                     | GUN CLEANING SUPPLIES                                          | 113.43            |
| KPD-SPECIAL SERVICES           | 999998   | LOWES #00907                   | LOCKBOX FOR SWAT VEHICLES                                      | 49.48             |
| KPD-SPECIAL SERVICES           | 10971    | THE BUNKER                     | DUTY BOOTS                                                     | 264.08            |
| KPD-SPECIAL SERVICES           | 3717     | AMAZON.COM                     | CHIPS POLO SHIRTS                                              | 135.80            |
| KPD-SPECIAL SERVICES           | 3883     | U R M CASH & CARRY             | TRAINING OPERATING SUPPLIES                                    | 17.07             |
| KPD-SPECIAL SERVICES           | 5727     | COSTCO ANYWHERE CITI VISA      | OPERATING TRAINING SUPPLIES                                    | 42.81             |
| KPD-SPECIAL SERVICES           | 5727     | COSTCO ANYWHERE CITI VISA      | PROMOTIONAL SUPPLIES                                           | 22.99             |
| KPD-SPECIAL SERVICES           | 3717     | AMAZON.COM                     | OFFICE SUPPLIES                                                | 152.74            |
| KPD-SPECIAL SERVICES           | 3717     | AMAZON.COM                     | OPERATING TRAINING SUPPLIES                                    | 81.59             |
| KPD-Special Services Subtotal: |          |                                |                                                                | <b>\$5,168.23</b> |
| FIRE REVENUES                  | 999998   | HAZMATRESOURCE.COM             | CHEM BIO DETECTION                                             | 1,751.11          |
| FIRE REVENUES                  | 3862     | FISHER SCIENTIFIC              | FISHER CHEM BIO OXIDIZER AND FLUORIDE PAPER                    | 422.77            |
| FIRE REVENUES                  | 3700     | OFFICE DEPOT INC               | SOG MANUAL PRINT&BIND                                          | 103.96            |
| Fire Revenues Subtotal:        |          |                                |                                                                | <b>\$2,277.84</b> |
| FIRE ADMINISTRATION            | 15       | HARBOR FREIGHT TOOLS           | AIR FITTINGS FOR REPAIR AT STATION 1                           | 4.88              |



## City of Kennewick

## PCard Roster by Fund

1/1/2025 to 1/31/2025



| FUND/DIVISION                           | VENDOR # | VENDOR NAME                              | DESCRIPTION                                                          | AMOUNT            |
|-----------------------------------------|----------|------------------------------------------|----------------------------------------------------------------------|-------------------|
| FIRE ADMINISTRATION                     | 999998   | MATTRESS DEPOT KENNEWICK                 | 6 MATTRESS AND COVERS FOR #5                                         | 1,532.15          |
| FIRE ADMINISTRATION                     | 5262     | OVERHEAD DOOR COMPANY, OF TRI-CITIES     | DOOR OPENER FOR #2                                                   | 34.79             |
| FIRE ADMINISTRATION                     | 999998   | LOWES #00907                             | 2 DISHWASHERS FOR #2                                                 | 107.29            |
| FIRE ADMINISTRATION                     | 8456     | PROCARD, EZREGISTER                      | FLSA CONFERENCE REGISTRATION - HEFFNER                               | 297.50            |
| FIRE ADMINISTRATION                     | 3717     | AMAZON.COM                               | 3-RING BINDERS                                                       | 84.57             |
| FIRE ADMINISTRATION                     | 3223     | WALMART SUPERCENTER                      | TRICARE MEDICAL GLOVES - SZ. SM                                      | 10.85             |
| FIRE ADMINISTRATION                     | 3223     | WALMART SUPERCENTER                      | FS1 ADMIN OFFICE SUPPLIES                                            | 47.81             |
| FIRE ADMINISTRATION                     | 3717     | AMAZON.COM                               | FS1 ADMIN OFFICE SUPPLIES                                            | 66.48             |
| FIRE ADMINISTRATION                     | 5526     | VISTAPR*VISTAPRINT.COM                   | BUSINESS CARDS                                                       | 21.21             |
| Fire Administration Subtotal:           |          |                                          |                                                                      | <b>\$2,207.53</b> |
| FIRE SUPPRESSION                        | 999998   | HAGLUND'S TROPHIES                       | PASSPORT PARTS - NAMETAGS                                            | 336.43            |
| FIRE SUPPRESSION                        | 999998   | CLEARWATER CLEANERS                      | ZIPPER REPLACEMENT WEIBEL COAT                                       | 8.37              |
| FIRE SUPPRESSION                        | 3717     | AMAZON.COM                               | SWEAT PANTS NEW HIRES, ACADEMY                                       | 23.65             |
| FIRE SUPPRESSION                        | 17       | TWIN CITY METALS INC                     | METAL PURCHASE FOR 6 HOSE ROLLERS                                    | 1,153.85          |
| FIRE SUPPRESSION                        | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS     | PAINT FOR NEW HOSE ROLLERS                                           | 97.50             |
| FIRE SUPPRESSION                        | 3717     | AMAZON.COM                               | SHOES DUSTIN NEEDS                                                   | 6.92              |
| FIRE SUPPRESSION                        | 3700     | OFFICE DEPOT INC                         | WIRELESS MOUSE FOR TRAINING B COLE                                   | 19.56             |
| FIRE SUPPRESSION                        | 3700     | OFFICE DEPOT INC                         | USB JUMP DRIVES FOR SCBA                                             | 24.45             |
| FIRE SUPPRESSION                        | 3318     | FIRE PROTECTION PUBLICATIONS, OSU, IFSTA | IFSTA ESSENTIALS BOOKS                                               | 1,712.03          |
| FIRE SUPPRESSION                        | 3318     | FIRE PROTECTION PUBLICATIONS, OSU, IFSTA | IFSTA COMPANY OFFICER BOOKS                                          | 554.37            |
| FIRE SUPPRESSION                        | 999998   | THRIFT BOOKS GLOBAL, LLC                 | EXTREME OWNERSHIP / EMOTIONAL INTELLIGENCE BOOKS                     | 63.07             |
| FIRE SUPPRESSION                        | 5526     | VISTAPR*VISTAPRINT.COM                   | BUSINESS CARDS                                                       | 49.06             |
| Fire Suppression Subtotal:              |          |                                          |                                                                      | <b>\$4,049.26</b> |
| FIRE PREVENTION/INVESTIGATION           | 5526     | VISTAPR*VISTAPRINT.COM                   | BUSINESS CARDS                                                       | 62.32             |
| FIRE PREVENTION/INVESTIGATION           | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC.  | ICC FIRE INSPECTOR I STUDY GUIDE                                     | 79.00             |
| FIRE PREVENTION/INVESTIGATION           | 10184    | PROCARD, ALABAMA FIRE COLLEGE AND        | FIRE INVESTIGATOR COURSE REGISTRATION                                | 600.00            |
| FIRE PREVENTION/INVESTIGATION           | 1889     | UNITED AIR LINES, INC.                   | PLANE TICKETS TO ALABAMA FOR FIRE INVESTIGATOR COURSE                | 1,108.47          |
| FIRE PREVENTION/INVESTIGATION           | 3318     | FIRE PROTECTION PUBLICATIONS, OSU, IFSTA | IFSTA FIRE INVESTIGATION BOOK                                        | 90.23             |
| Fire Prevention/Investigation Subtotal: |          |                                          |                                                                      | <b>\$1,940.02</b> |
| ENGINEERING                             | 999998   | SP RAM MOUNTS                            | RAM MOUNT FOR PUBLIC WORKS VEHICLE                                   | 92.72             |
| ENGINEERING                             | 3717     | AMAZON.COM                               | (4) PHONE CASES/SCREEN PROTECTORS FOR NEW FIELD ENGINEER CELL PHONES | 56.18             |
| ENGINEERING                             | 10943    | PROCARD, LSAW                            | LSAW CONF REGISTRATION - S. SZENDRE                                  | 475.00            |
| ENGINEERING                             | 3717     | AMAZON.COM                               | AMAZON \$130.38 OFFICE SUPPLIES                                      | 130.38            |
| ENGINEERING                             | 3717     | AMAZON.COM                               | AMAZON \$109.66 OFFICE SUPPLIES                                      | 109.66            |

**City of Kennewick**  
**PCard Roster by Fund**  
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| FUND/DIVISION                               | VENDOR # | VENDOR NAME                              | DESCRIPTION                                                  | AMOUNT             |
|---------------------------------------------|----------|------------------------------------------|--------------------------------------------------------------|--------------------|
| ENGINEERING                                 | 3717     | AMAZON.COM                               | AMAZON (\$23.39) CREDIT REFUND                               | (23.39)            |
| Engineering Subtotal:                       |          |                                          |                                                              | <b>\$840.55</b>    |
| 001 - GENERAL FUND Total:                   |          |                                          |                                                              | <b>\$50,240.47</b> |
| <b>102 - STREET FUND</b>                    |          |                                          |                                                              |                    |
| FUND ACTIVITY                               | 15       | HARBOR FREIGHT TOOLS                     | HARBOR FREGHT - \$56.50                                      | 56.50              |
| FUND ACTIVITY                               | 999998   | WWW.ABOUTPHASEACADEMY.                   | IMSA SIGNS & MARKINGS ONLINE CLASS FOR HAYDEN DOCKEN         | 550.00             |
| Fund Activity Subtotal:                     |          |                                          |                                                              | <b>\$606.50</b>    |
| TRAFFIC                                     | 1754     | QUANTUM ENGINEERING                      | QUANTUM ENG - POLE COVERS                                    | 620.00             |
| TRAFFIC                                     | 172      | THE TRI-CITY HERALD                      | 2025 ANNUAL SUBSCRIPTION RENEWAL FOR CARY ROE                | 164.19             |
| Traffic Subtotal:                           |          |                                          |                                                              | <b>\$784.19</b>    |
| 102 - STREET FUND Total:                    |          |                                          |                                                              | <b>\$1,390.69</b>  |
| <b>106 - BI-PIN OPERATIONS FUND</b>         |          |                                          |                                                              |                    |
| FUND ACTIVITY                               | 1566     | TYLER TECHNOLOGIES INC                   | TYLER CONNECT 2025 - CONFERENCE REGISTRATION - KANDY G       | 1,199.00           |
| Fund Activity Subtotal:                     |          |                                          |                                                              | <b>\$1,199.00</b>  |
| 106 - BI-PIN OPERATIONS FUND Total:         |          |                                          |                                                              | <b>\$1,199.00</b>  |
| <b>111 - ASSET FORFEITURE FUND</b>          |          |                                          |                                                              |                    |
| FUND ACTIVITY                               | 1748     | FBI-LEEDA                                | FBI - LEEDA MEDIA AND PUBLIC RELATIONS TRAINING REGISTRATION | 795.00             |
| Fund Activity Subtotal:                     |          |                                          |                                                              | <b>\$795.00</b>    |
| 111 - ASSET FORFEITURE FUND Total:          |          |                                          |                                                              | <b>\$795.00</b>    |
| <b>117 - CRIMINAL JUSTICE SALES TAX FND</b> |          |                                          |                                                              |                    |
| CITY ATTORNEY                               | 8196     | PROCARD, WF4WASBASSOC                    | WSBA RENEWAL - CC PROCESSING FEE - M. ALEXANDER              | 11.95              |
| CITY ATTORNEY                               | 732      | WSBA - WASHINGTON STATE, BAR ASSOCIATION | WSBA LICENSE RENEWAL 2025 - M ALEXANDER                      | 478.00             |
| CITY ATTORNEY                               | 4600     | WSAMA                                    | WSAMA MEMBERSHIP 2025 - M ALEXANDER                          | 31.20              |
| City Attorney Subtotal:                     |          |                                          |                                                              | <b>\$521.15</b>    |
| KPD-PATROL                                  | 999998   | SPECTRUM                                 | REDUNDANT INTERNET CONNECTION                                | 580.00             |
| KPD-Patrol Subtotal:                        |          |                                          |                                                              | <b>\$580.00</b>    |
| 117 - CRIMINAL JUSTICE SALES TAX FND Total: |          |                                          |                                                              | <b>\$1,101.15</b>  |
| <b>402 - MEDICAL SERVICES FUND</b>          |          |                                          |                                                              |                    |
| FUND ACTIVITY                               | 3717     | AMAZON.COM                               | BLUETOOTH KEYBOARDS FOR EMS                                  | 48.48              |
| FUND ACTIVITY                               | 3717     | AMAZON.COM                               | CASE FOR NEW IPAD REPLACEMENT - M182X                        | 28.25              |
| FUND ACTIVITY                               | 695      | COLUMBIA BASIN COLLEGE                   | OTEP STOECKEL                                                | 575.00             |
| FUND ACTIVITY                               | 695      | COLUMBIA BASIN COLLEGE                   | DAVID DAY ACLS CBC                                           | 185.00             |
| FUND ACTIVITY                               | 15       | HARBOR FREIGHT TOOLS                     | AIR FITTINGS FOR REPAIR AT STATION 1                         | 4.88               |

**City of Kennewick**  
**PCard Roster by Fund**  
**1/1/2025 to 1/31/2025**



| FUND/DIVISION                        | VENDOR # | VENDOR NAME                             | DESCRIPTION                                                       | AMOUNT            |
|--------------------------------------|----------|-----------------------------------------|-------------------------------------------------------------------|-------------------|
| FUND ACTIVITY                        | 999998   | CLEARWATER CLEANERS                     | ZIPPER REPLACEMENT WEIBEL COAT                                    | 47.40             |
| FUND ACTIVITY                        | 999998   | MATTRESS DEPOT KENNEWICK                | 6 MATTRESS AND COVERS FOR #5                                      | 1,532.15          |
| FUND ACTIVITY                        | 3717     | AMAZON.COM                              | SWEAT PANTS NEW HIRES, ACADEMY                                    | 134.00            |
| FUND ACTIVITY                        | 5262     | OVERHEAD DOOR COMPANY, OF TRI-CITIES    | DOOR OPENER FOR #2                                                | 34.78             |
| FUND ACTIVITY                        | 3717     | AMAZON.COM                              | SHOES DUSTIN NEEDS                                                | 39.19             |
| FUND ACTIVITY                        | 999998   | LOWES #00907                            | 2 DISHWASHERS FOR #2                                              | 607.96            |
| FUND ACTIVITY                        | 8456     | PROCARD, EZREGISTER                     | FLSA CONFERENCE REGISTRATION - HEFFNER                            | 297.50            |
| Fund Activity Subtotal:              |          |                                         |                                                                   | <b>\$3,534.59</b> |
| 402 - MEDICAL SERVICES FUND Total:   |          |                                         |                                                                   | <b>\$3,534.59</b> |
| <b>403 - BUILDING SAFETY FUND</b>    |          |                                         |                                                                   |                   |
| FUND ACTIVITY                        | 3292     | BEST BUY                                | 43" MONITOR FOR THOMAS WOODS                                      | 217.39            |
| FUND ACTIVITY                        | 999998   | WABO                                    | L. MEDINA WABO REGIST.                                            | 580.00            |
| FUND ACTIVITY                        | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC. | T. GOTT ICC RES. STUDY GUIDE                                      | 79.00             |
| FUND ACTIVITY                        | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC. | N. POTVIN EDUCODE TRAINING                                        | 600.00            |
| FUND ACTIVITY                        | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC. | ICC PERMIT TECH CEU'S-J. RAMOS                                    | 69.00             |
| FUND ACTIVITY                        | 999998   | INTERNATIONAL TRANSACTION               | ICC CERTIFICATION FOREX FEE- M ANGEL                              | 0.75              |
| FUND ACTIVITY                        | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC. | ICC CERTIFICATION - M ANGEL                                       | 50.00             |
| FUND ACTIVITY                        | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC. | ICC TECH PERMIT TEST- M ANGEL                                     | 240.00            |
| FUND ACTIVITY                        | 7237     | GOTPRINT.COM                            | BUSINESS CARDS AIMEE PETTY AND NICK POTVIN                        | 33.23             |
| Fund Activity Subtotal:              |          |                                         |                                                                   | <b>\$1,869.37</b> |
| 403 - BUILDING SAFETY FUND Total:    |          |                                         |                                                                   | <b>\$1,869.37</b> |
| <b>405 - STORMWATER UTILITY FUND</b> |          |                                         |                                                                   |                   |
| FUND ACTIVITY                        | 3292     | BEST BUY                                | CABLE FOR VACCON & TV VAN - STORMWATER                            | 41.28             |
| Fund Activity Subtotal:              |          |                                         |                                                                   | <b>\$41.28</b>    |
| 405 - STORMWATER UTILITY FUND Total  |          |                                         |                                                                   | <b>\$41.28</b>    |
| <b>410 - WATER AND SEWER FUND</b>    |          |                                         |                                                                   |                   |
| FUND ACTIVITY                        | 172      | THE TRI-CITY HERALD                     | 2025 ANNUAL SUBSCRIPTION RENEWAL FOR CARY ROE                     | 164.20            |
| FUND ACTIVITY                        | 999998   | WSU MARKETPLACE                         | WSU PESTICIDE RECERTIFICATION CLASSES FOR T. BRAIN & G. MESSENGER | 180.00            |
| FUND ACTIVITY                        | 3883     | U R M CASH & CARRY                      | CLR & DISTILLED WATER FOR WTP                                     | 84.05             |
| FUND ACTIVITY                        | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS    | IRON OUT FOR WTP                                                  | 20.62             |
| FUND ACTIVITY                        | 999998   | SP HXETERNAL                            | 2-QTY 50-LB. BUCKETS OF CHLORINE TABS FOR WWTP                    | 299.96            |
| FUND ACTIVITY                        | 3717     | AMAZON.COM                              | AUXBEAM 4 IN. ROUND LED SPOT LIGHT - WWTP                         | 83.36             |
| FUND ACTIVITY                        | 3717     | AMAZON.COM                              | 5-QTY FILTER HOUSING & FILTERS - WWTP                             | 171.02            |
| Fund Activity Subtotal:              |          |                                         |                                                                   | <b>\$1,003.21</b> |
| 410 - WATER AND SEWER FUND Total:    |          |                                         |                                                                   | <b>\$1,003.21</b> |

**City of Kennewick**  
**PCard Roster by Fund**  
**1/1/2025 to 1/31/2025**



| FUND/DIVISION                           | VENDOR # | VENDOR NAME             | DESCRIPTION                                                           | AMOUNT             |
|-----------------------------------------|----------|-------------------------|-----------------------------------------------------------------------|--------------------|
| <b>501 - EQUIPMENT RENTAL FUND</b>      |          |                         |                                                                       |                    |
| FUND ACTIVITY                           | 3717     | AMAZON.COM              | LENSES FOR VEH 0045 WO 17345                                          | 36.59              |
| FUND ACTIVITY                           | 754      | DEPARTMENT OF LICENSING | LICENSE AND REGISTRATION VEH 6401                                     | 64.00              |
| FUND ACTIVITY                           | 999998   | VINTAGE AIR LLC         | SOLENOID VEH 2716                                                     | 59.79              |
| Fund Activity Subtotal:                 |          |                         |                                                                       | <b>\$160.38</b>    |
| 501 - EQUIPMENT RENTAL FUND Total:      |          |                         |                                                                       | <b>\$160.38</b>    |
| <b>503 - RISK MANAGEMENT FUND</b>       |          |                         |                                                                       |                    |
| FUND ACTIVITY                           | 5526     | VISTAPR*VISTAPRINT.COM  | SAFETY WATERBOTTLES                                                   | 1,129.39           |
| Fund Activity Subtotal:                 |          |                         |                                                                       | <b>\$1,129.39</b>  |
| 503 - RISK MANAGEMENT FUND Total:       |          |                         |                                                                       | <b>\$1,129.39</b>  |
| <b>642 - METRO DRUG FORFEITURE FUND</b> |          |                         |                                                                       |                    |
| FUND ACTIVITY                           | 999998   | FRAUD REBILL            |                                                                       | 0.00               |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | CAVAZOS CDA ROOMRES                                                   | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | BENNETT CDA ROOMRES                                                   | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | AYALA CDA ROOMRES                                                     | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | BETANCOURTH CDA ROOMRES                                               | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | GRIFFIN CDA ROOMRES                                                   | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | TRIPP CDA ROOMRES                                                     | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | SUAREZ CDA ROOMRES                                                    | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | LONG CDA ROOMRES                                                      | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | FAURHOLT CDA ROOMRES                                                  | 156.84             |
| FUND ACTIVITY                           | 7278     | COEUR D'ALENE RESORT    | TRIPP CDA ROOMCHANGE                                                  | 25.18              |
| FUND ACTIVITY                           | 999998   | USPS PO 5471400352      | POSTAGE EXPENSE(FORFEITURE REMIT)                                     | 6.62               |
| FUND ACTIVITY                           | 3717     | AMAZON.COM              | OFFICE SUPPLIES(FILE TABS, SD CARD READERS)                           | 38.28              |
| FUND ACTIVITY                           | 3717     | AMAZON.COM              | SURVEILLANCE CAMCORDERS (3X)                                          | 2,178.33           |
| FUND ACTIVITY                           | 999998   | USPS PO 5471400352      | POSTAGE EXPENSE(TF23-116,TF24-072,TF24-091,TF24-129,FORFEITURE-REMIT) | 89.90              |
| Fund Activity Subtotal:                 |          |                         |                                                                       | <b>\$3,749.87</b>  |
| 642 - METRO DRUG FORFEITURE FUND Total: |          |                         |                                                                       | <b>\$3,749.87</b>  |
| Grand Total:                            |          |                         |                                                                       | <b>\$66,214.40</b> |

**City of Kennewick**  
**PCard Roster by Fund**  
**1/1/2025 to 1/31/2025**



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

A handwritten signature in black ink that reads "Jessica Platt". The signature is written in a cursive style and is positioned above a horizontal line.

Jessica Platt, Finance Director

|                                                                                                                      |                                                                                                                                                                                  |                                                           |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Council Agenda<br/>Coversheet</b>                                                                                 | <b>Item Number:</b> 4.e.<br><b>Item Type:</b> General Business Item<br><b>Subject:</b> <b>Payroll Roster: For the Pay Period Ending 02/28/2025</b><br><b>Department:</b> Finance | <b>Date:</b> 3/18/2025<br><b>Category:</b> Consent Agenda |
|                                     |                                                                                                                                                                                  |                                                           |
| <b><u>Recommendation</u></b><br>Staff recommends that Council approve the payroll roster as presented.               |                                                                                                                                                                                  |                                                           |
| <b><u>Motion for Consideration</u></b><br>Motion to approve the payroll roster for the pay period ending 02/28/2025. |                                                                                                                                                                                  |                                                           |
| <b><u>Summary</u></b><br>None.                                                                                       |                                                                                                                                                                                  |                                                           |
| <b><u>Alternatives</u></b><br>None.                                                                                  |                                                                                                                                                                                  |                                                           |
| <b><u>Fiscal Impact</u></b><br>02/28/2025 Total: \$2,803,149.46                                                      |                                                                                                                                                                                  |                                                           |
| <b>Attachments:</b><br>1. Roster                                                                                     |                                                                                                                                                                                  |                                                           |

## Payroll Roster for Pay Period Ending 02/28/2025

All Departments:

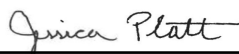
|                                 |                     |
|---------------------------------|---------------------|
| City Attorney                   | 32,893.24           |
| City Council                    | 5,137.50            |
| City Manager                    | 13,698.84           |
| Civil Service                   | 4,747.08            |
| Community Planning              | 22,123.42           |
| Economic Development            | 7,836.50            |
| Engineering                     | 62,915.16           |
| Finance                         | 71,381.85           |
| Fire                            | 128,144.80          |
| Human Resources                 | 20,962.90           |
| Management Services             | 99,926.70           |
| Non-Departmental                | 3,723.52            |
| Parks, Recreation & Facilities  | 124,383.66          |
| Police                          | 531,265.89          |
| <b>Subtotal - General Fund</b>  | <b>1,129,141.06</b> |
| BI-PIN                          | 15,519.25           |
| Building Safety                 | 54,381.94           |
| Community Development           | 3,641.00            |
| Criminal Justice                | 90,041.49           |
| Equipment Rental                | 13,956.70           |
| Medical Services                | 462,266.19          |
| Risk Management                 | 748.35              |
| Stormwater                      | 27,570.08           |
| Street                          | 38,848.71           |
| Water & Sewer                   | 146,752.56          |
| <b>Subtotal - Other Funds</b>   | <b>853,726.27</b>   |
| <b>Total Salaries and Wages</b> | <b>1,982,867.33</b> |

Benefits

|                                     |                       |
|-------------------------------------|-----------------------|
| Dental Insurance                    | 23,593.75             |
| DRS Retirement                      | 138,874.88            |
| Employee Assistance Program         | 27.72                 |
| Medical Expense Reimbursement Plan  | 3,337.50              |
| Medical Insurance                   | 373,247.99            |
| Medicare                            | 28,582.44             |
| MissionSquare Deferred Compensation | 92,017.31             |
| Social Security (OASDI)             | 88,234.13             |
| Vision Insurance                    | 3,563.94              |
| WA Paid Family & Medical Leave      | 5,074.48              |
| Worker's Compensation Insurance     | 63,727.99             |
| <b>Total Benefits</b>               | <b>820,282.13</b>     |
| <b>Grand Total</b>                  | <b>\$2,803,149.46</b> |

I, Jessica Platt, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$2,803,149.46 comprised of check numbers 77902 through 77932 and direct deposit numbers 233284 through 233731.

Approved for payment:



\_\_\_\_\_  
Jessica Platt, Finance Director



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                   |                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Item Number:</b> 4.f. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Boards and Commissions                                                                       | <b>Category:</b><br>Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Subject:</b> <b>Board &amp; Commission Vacancy: Kennewick Public Facilities District Appointment - Position 1</b><br><br><b>Department:</b> Executive Services |                                    |
| <p><b><u>Recommendation</u></b><br/>Staff recommends Council appoint the best qualified candidate.</p> <p><b><u>Motion for Consideration</u></b><br/>Motion to appoint Kim Shugart to Board Position 1 of the Kennewick Public Facilities District with a term expiring March 31, 2029.</p> <p><b><u>Summary</u></b><br/> <b>CANDIDATE SELECTION:</b> The Kennewick Public Facilities District Board Position 1 expires March 31, 2025. The incumbent in this position does not seek a second term. It was necessary to recruit a new candidate to fill this expiring term.</p> <p>Pursuant to RCW 35.57.010(3)(a), Council must fill this position based upon recommendations from five local organizations. Letters soliciting endorsements or nominations were sent to the Pasco Chamber of Commerce, West Richland Chamber of Commerce, Tri-City Regional Chamber of Commerce, Hanford Atomic Metals Trade Council, TRIDEC, and Visit Tri-Cities.</p> <p>Of these agencies, TRIDEC, Visit Tri-Cities, and the Pasco Chamber of Commerce nominated Kim Shugart, a recent retiree from Visit Tri-Cities. Letters nominating Ms. Shugart are attached for your consideration. The other agencies did not respond to the nomination recruitment.</p> <p>Subsequently, the City Clerk distributed the names and applications of nominees to the five local organizations. Ballots were cast by Visit Tri-Cities, the Pasco Chamber of Commerce, and TRIDEC with each in support of Kim Shugart. The other agencies did not cast ballots.</p> <p>The consensus between all nominating agencies is to appoint Kim Shugart to the Kennewick Public Facilities District with a term expiring March 31, 2029.</p> <p><b><u>Alternatives</u></b><br/>No alternatives are identified; Ms. Shugart is well qualified and is the only candidate nominated by the local agencies.</p> <p><b><u>Fiscal Impact</u></b><br/>No financial impact exists.</p> |                                                                                                                                                                   |                                    |
| <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. Shugart Application</li> <li>2. TRIDEC Nomination</li> <li>3. VTC Nomination</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                   |                                    |

**CITY OF KENNEWICK**

Application for Board/Commission Position

**Please return completed application to:**

City of Kennewick

City Clerk's Office

[Krystal.Johnston@ci.kennewick.wa.us](mailto:Krystal.Johnston@ci.kennewick.wa.us) (return by email is preferred)

PO Box 6108

Kennewick, WA 99336

**APPLICANT INFORMATION**

|           |            |            |        |            |              |
|-----------|------------|------------|--------|------------|--------------|
| Last Name | Shugart    | First Name | Kim    | Date       | Feb 10, 2025 |
| Street    | [REDACTED] |            |        |            |              |
| City      | Richland   | State      | WA     | ZIP        | 99352        |
| Phone     | [REDACTED] |            | E-mail | [REDACTED] |              |

**Applying For: KENNEWICK PUBLIC FACILITIES DISTRICT BOARD OF DIRECTORS POSITION 1****OCCUPATIONAL STATUS AND BACKGROUND****CURRENTLY RETIRED.****MOST RECENTLY EMPLOYED BY VISIT TRI-CITIES FOR 20 YEARS, RETIRED IN 2023. PRIOR TO THAT I SERVED 15 YEARS OF EMPLOYMENT WITH HILTON/RED LION HOTELS****EDUCATIONAL BACKGROUND (OPTIONAL)****BA DEGREE IN RECREATION AND BUSINESS ADMINISTRATION FROM CENTRAL WASHINGTON UNIVERSITY****COMMUNITY RELATED ACTIVITIES/ORGANIZATIONAL AFFILIATIONS****IN MY ROLE WITH VISIT TRI-CITIES I WAS INVOLVED IN MANY COMMUNITY RELATED ACTIVITIES AS LISTED THROUGHOUT. I HAVE NO ORGANIZATION AFFILIATIONS****VOLUNTEER EXPERIENCE****SERVED IN AN ADVISORY CAPACITY TO THE TRAC CENTER ADVISORY COMMITTEE FOR FRANKLIN COUNTY AND THE CITY OF PASCO FROM APPROXIMATELY 2015 -2022****MANAGED NUMEROUS VOLUNTEER GROUPS INCLUDING THE TRI-CITIES RIVERSHORE ENHANCEMENT COUNCIL, THE TRI-CITY HOTEL/MOTEL COMMISSION, THE TRI-CITIES WINE TOURISM COUNCIL****SKILLS/SPECIAL INTERESTS****I POSSESS STRONG COMMUNICATION SKILLS, EXTENSIVE PROJECT MANAGEMENT EXPERIENCE, MARKETING AND FINANCE EXPERTISE; AND A WEALTH OF INDUSTRY CONTACTS IN THE BUSINESS COMMUNITY, MUNICIPAL SERVICES AND TOURISM INDUSTRY.**

**EXPERIENCES RELATED TO POSITION APPLIED FOR**

I HAVE YEARS OF EXPERIENCE LEADING MULTI-JURISDICTIONAL GROUPS, WHICH REQUIRES BRINGING MULTIPLE PARTIES TOGETHER WITH VARYING INTERESTS TO REACH A COMMON GOAL. EXAMPLES INCLUDE THE TRI-CITIES REGIONAL WAYFINDING STUDY, THE TRI-CITIES RIVERSHORE MASTER PLAN II, THE TRI-CITIES REGIONAL SPORTS FACILITY FEASIBILITY STUDY. AS THE FORMER SENIOR VICE PRESIDENT OF VISIT TRI-CITIES, I GAINED A BROAD KNOWLEDGE OF DESTINATION MARKETING AND DIGITAL PLATFORMS. I WAS ALSO RESPONSIBLE FOR BUILDING AND MANAGING AN ANNUAL BUDGET OF \$3 MILLION. EARLY IN MY CAREER I WAS A DIRECTOR OF CONVENTION SALES AND I HAVE A STRONG UNDERSTANDING OF WHAT MEETING AND EVENT PLANNERS PRIORITIZE, IN ADDITION TO THE FACILITIES, FEATURES AND STRENGTHS OF OTHER DESTINATIONS IN THE NORTHWEST.

**WHY ARE YOU SEEKING APPOINTMENT?**

I HAVE A LONG HISTORY OF SUPPORTING AND ATTENDING THE KENNEWICK PUBLIC FACILITIES DISTRICT MONTHLY MEETINGS AS AN INDUSTRY RESOURCE. DURING THAT TIME I HAVE HAD A FRONT ROW SEAT TO VIEW THE SUCCESSES, CHALLENGES AND MILESTONES THAT THE KPFD HAS ACHIEVED AS IT RELATES TO OUR PUBLIC FACILITIES. I FEEL I HAVE A UNIQUE SKILL SET AND THE TIME AND ENERGY TO CONTRIBUTE TO THIS IMPORTANT COMPONENT OF ECONOMIC DEVELOPMENT FOR THE REGION. I SEE THE UPCOMING EXPANSION OF THE THREE RIVERS CONVENTION CENTER AS A PIVOTAL POINT TO THE SUCCESS OF THE VISTA FIELD ENTERTAINMENT DISTRICT, AS WELL AS DRIVING A SIGNIFICANT INCREASE IN VISITOR SPENDING WHICH BENEFITS RESIDENTS OF KENNEWICK.

TO THE BEST OF YOUR KNOWLEDGE, WOULD ANY CONFLICT OF INTEREST BE CREATED AS A RESULT OF YOUR APPOINTMENT?

NO

**PERSONAL REFERENCES** (This information is required. Please be certain the persons you list have agreed to act as a reference on your behalf).

CALVIN DUDNEY, KENNEWICK PUBLIC FACILITIES DISTRICT, PRESIDENT 509.948.5593

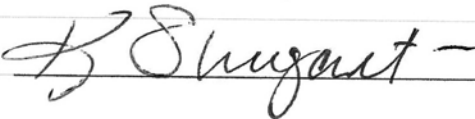
VIJAY PATEL, A1 HOSPITALITY, PRINCIPAL 541.310.0978

KEVIN LEWIS, VISIT TRI-CITIES, PRESIDENT & CEO 509.735.8486

**DISCLAIMER AND SIGNATURE**

As an applicant for the above-appointed position, I understand that this application and supporting documents are subject to the Washington State Public Records Act, RCW 42.56, and will be made available for public inspection, including inspection by members of the press and media, without notice.

Signature



Date

2/10/2025

February 11, 2025

**Subject: Nomination of Kim Shugart for Position One on the Kennewick Public Facilities District**

Dear Nominating Agencies, Mayor Crawford, and Members of the Kennewick City Council,

I am delighted to present this nomination letter for Kim Shugart for Position One on the Kennewick Public Facilities District (KPFd). Having had the honor of working with Kim during her tenure at Visit Tri-Cities, I can confidently attest to her remarkable business expertise, leadership abilities, and unwavering commitment to our community, all of which make her an outstanding candidate for this position.

Kim is a familiar figure in our community. Her strategic foresight and talent for establishing strong partnerships have significantly influenced our region's tourism and economic progress. These same attributes would greatly benefit the KPFd and the citizens of Kennewick as the district works to enhance and manage essential public facilities for our community.

In light of her experience, leadership qualities, and dedication, I wholeheartedly urge the Kennewick City Council to appoint Kim Shugart to Position One on the KPFd. The Tri-City Development Council (TRIDEC) is also advocating for other nominating agencies to endorse her candidacy, recognizing her potential to provide valuable insights and expertise to the district's initiatives.

Thank you for considering this nomination. I appreciate your dedication to selecting the most qualified candidates for these vital roles, and I firmly believe that Kim Shugart's appointment will have a positive impact on the future of the Kennewick Public Facilities District.

Sincerely,



Karl Dye  
President & CEO



7130 W. Grandridge Blvd., Suite B  
Kennewick, WA 99336

509-735-8486

1-800-254-5824

[www.VisitTRI-CITIES.com](http://www.VisitTRI-CITIES.com)

[info@VisitTRI-CITIES.com](mailto:info@VisitTRI-CITIES.com)

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February 12, 2025

Kennewick Public Facilities District  
Kennewick, WA 99336

Dear Fellow Nominating Agencies, Mayor Crawford, and Members of the Kennewick City Council,

I am honored to submit this letter of nomination for Kim Shugart to be appointed to Position One on the Kennewick Public Facilities District (KPF) Board. While I only worked directly with Kim for a short time before she retired, I was immediately impressed with her expertise in the tourism industry. Her 19-year tenure at Visit Tri-Cities laid the foundation for much of our organization's success, and I continue to see the lasting impact of her work every day.

Kim's extensive background in the tourism and hospitality industry, particularly in hotel, convention, and sports sales, makes her an exceptional candidate for this role. She spent 15 years in hotel sales and marketing prior to working for Visit Tri-Cities. Kim was instrumental in securing significant bookings for the Three Rivers Convention Center before its opening in 2004 and remained deeply involved in attracting events and visitors to our region while leading the Visit Tri-Cities sales team. Her ability to build strong relationships with meeting planners, sports organizers, and community stakeholders helped drive economic growth and elevate the Tri-Cities as a premier destination.

Kim has been a dedicated advocate for regional development. She administered the Tri-City Regional Hotel-Motel Commission, ensuring thoughtful investment in tourism promotion. She also played a critical role in managing the Tri-Cities Rivershore Enhancement Council and the Benton-Franklin River Heritage Foundation, leading initiatives such as the development of the Tri-Cities Rivershore Master Plan II, the Tri-Cities Wayfinding Plan, and the Tri-Cities Sports Feasibility Study.

Her commitment to public service is further demonstrated through her extensive involvement in local advisory committees, including the TRAC Center Advisory Council, the City of Richland Lodging Tax Advisory Committee, the Port of Pasco Arts Advisory Committee, and her role as an alternate board member for the Benton Franklin Council of Governments. Notably, she regularly attended both Kennewick Public Facilities District and Regional Public Facilities District meetings, ensuring she remained engaged in discussions on regional infrastructure and event development.

Given her wealth of experience, deep-rooted community involvement, and passion for advancing the Tri-Cities, I strongly encourage the Kennewick City Council to appoint Kim Shugart to the KPF Board. Visit Tri-Cities also urges other nominating agencies to support her candidacy, recognizing the invaluable insight and leadership she will bring to this role.

Thank you for your time and consideration. I appreciate your commitment to selecting the best candidates for these important positions, and I am confident that Kim's appointment will significantly benefit the Kennewick Public Facilities District and the broader community.

Sincerely,

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

Kevin Lewis  
President & CEO



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                   |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Council Agenda Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Item Number:</b> 4.g. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Boards and Commissions                                                                       | <b>Category:</b> Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Subject:</b> <b>Board &amp; Commission Vacancy: Kennewick Public Facilities District Appointment - Position 2</b><br><br><b>Department:</b> Executive Services |                                 |
| <p><b><u>Recommendation</u></b><br/>         Staff recommends Council appoint the best qualified candidate.</p> <p><b><u>Motion for Consideration</u></b><br/>         Motion to appoint Renee Brooks to Board Position 2 of the Kennewick Public Facilities District with a term expiring March 31, 2029.</p> <p><b><u>Summary</u></b><br/>         The Kennewick Public Facilities District Board Position 2 expires March 31, 2025. The incumbent in this position, Renee Brooks, seeks another term, and is the only candidate for consideration. A second candidate withdrew their application.</p> <p>Pursuant to RCW 35.57.010(3)(a) and KMC 2.16.840(1)(a), Council fills this position based upon recommendations of the Council Interview Committee. The Interview Committee, comprised of Mayor Crawford, Mayor Pro Tem Torelli, and Councilmember Trumbo, conducted a comprehensive interview with Ms. Brooks on March 4, 2025. The unanimous recommendation of the Interview Committee was to appoint Ms. Brooks to Position 2 with a term expiring March 31, 2029.</p> <p><b><u>Alternatives</u></b><br/>         Council may deny the appointment of Ms. Brooks and instruct staff to recruit additional candidates.</p> <p><b><u>Fiscal Impact</u></b><br/>         No financial impact exists.</p> |                                                                                                                                                                   |                                 |
| <b><u>Attachments:</u></b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                   |                                 |

|                                                                                   |                                                                                                                                                                        |                                 |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Council Agenda Coversheet</b>                                                  | <b>Item Number:</b> 4.h. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> General Business Item                                                                             | <b>Category:</b> Consent Agenda |
|  | <b>Subject:</b> <b>Grants: Authorizing a Grant Application to 2025 Benton-Franklin Council of Governments Call for Projects</b><br><br><b>Department:</b> Public Works |                                 |

### **Recommendation**

Authorize staff to submit grant applications to the Benton-Franklin Council of Governments (BFCOG) to capture Federal funding for the Columbia Center Blvd. Widening Project, East Columbia Park Bicycle Improvements Project, Kellogg to Edison Pathway, and Columbia Drive Pavement Preservation.

### **Motion for Consideration**

Motion to authorize staff to submit grant applications to the Benton-Franklin Council of Governments (BFCOG) to secure federal funding for Columbia Center Blvd. Widening Project, East Columbia Park Bicycle Improvements Project, Kellogg to Edison Pathway Project, and Columbia Drive Pavement Preservation Project.

### **Summary**

BFCOG will allocate \$18.77 million in federal Surface Transportation Block Grant Program (STBG) funds and \$2.27 million in Transportation Alternatives Program (TAP) funds to projects that will be obligated in federal fiscal years 2026-2029. Each jurisdiction will be eligible to receive up to a maximum \$4.2 million in funding during the 2025 BFCOG Call for Projects. Eligible roadway projects need to be identified on a Federally classified route.

The minimum local match requirement for projects selected in this call for projects is 13.5% (86.5% federal funding provided, except 100% federal funding can be provided for standalone TAP projects).

**STBG Program** - This program is intended to fund projects that support the established priorities of the Metropolitan Transportation Plan, Transition 2045, and which can proceed with project delivery on a committed schedule.

Staff proposes to submit the Columbia Center Blvd. Widening Project Phase 1 (Quinault to Grandridge).

This application will be for construction funding only, and will be used to construct an additional north-bound and south-bound lane, new storm system, street lighting upgrades, new signal at Okanogan, retaining walls, sidewalks and new driveways. This project is identified in the Metropolitan Transportation Plan and ranked in the top 6 of the 2025-2026 Transportation Priorities for Benton-Franklin-Walla Walla Counties. Estimated cost is \$3,830,000 for FY 2028.

Phase 2 will be pursued for funding at a later date and will include the Grandridge Intersection and widening of Columbia Center Blvd. south of Grandridge to Deschutes.

**TAP Program** - This program funds projects that support the objectives of the Metropolitan Transportation Plan and the BFCOG Regional Bicycle Plan which can proceed with project delivery on a committed schedule.

Staff proposes to submit the KID ROW (Kellogg to Edison) Pathway Project. This project will design and construct 2,600 LF of 10 foot wide asphalt trail on KID Right of Way (ROW). The old channel has been piped. This project is identified in BFCOG's Regional Bicycle Plan and the City's Paths and Trails Master Plan. Estimated cost is \$380,000 for FY 2027.

Staff also proposes to submit the East Columbia Park Bicycle Improvements Project. This project will design and construct a dedicated bicycle lane for east-bound traffic and improved hard surfacing for the portion of the Sacajawea trail on the east end of the park. Estimated cost is \$340,000 for FY 2028.



**Contingency List** - A contingency list of preservation projects will be created in order to fill gaps created by agencies not being able to obligate their projects on schedule. Preservation is (per FHWA definitions) to consist of work that improves or sustains a facility so that it is in a state of good repair. Preservation does not generally result in additional capacity or added structural value, and typically does not require purchase of additional right-of-way. The contingency list will be prioritized and allow for the future allocation of available funds to partially funded projects for eligible funding types, then prioritized based on the scores of the preservation project applications.

Due to these projects being on the contingency list, timing cannot necessarily be controlled. We can only estimate that they could potentially occur between FY 2027 and FY 2029.

Staff proposes to submit the Columbia Drive (Fruitland to Washington) HMA Preservation project. This project will involve milling the roadway and overlaying with 1-3/4" Hot Mix Asphalt (HMA), utility adjustments, and updating pedestrian ADA ramps. Estimated cost is \$1,069,000.

Staff also proposes to submit the Columbia Drive (Washington to SR-397) HMA Preservation project. This project will involve milling the roadway and overlaying with 1-3/4" Hot Mix Asphalt (HMA), utility adjustments, and updating pedestrian ADA ramps. Estimated cost is \$969,000.

**Alternatives**

Deny approval for funding applications.

**Fiscal Impact**

If awarded, the projects will require the following future City matches:

- Columbia Center Blvd. Widening Project Phase 1 (Quinault to Grandridge)     \$517,050 (FY 2028)
- KID ROW (Kellogg to Edison) Pathway Project     \$51,300 (FY 2027)
- East Columbia Park Bicycle Improvements Project     \$45,900 (FY 2028)
- Columbia Drive (Fruitland to Washington) HMA Preservation Project     \$144,300 (est. FY 2027 thru FY 2029)
- Columbia Drive (Washington to SR-397) HMA Preservation project     \$130,800 (est. FY 2027 thru FY 2029)

**Attachments:**

1. Maps



**Columbia Center Blvd. Widening Phase 1 (Quinault to Grandridge)**

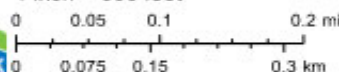


February 25, 2019

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

1 inch = 600 feet

1:7,200

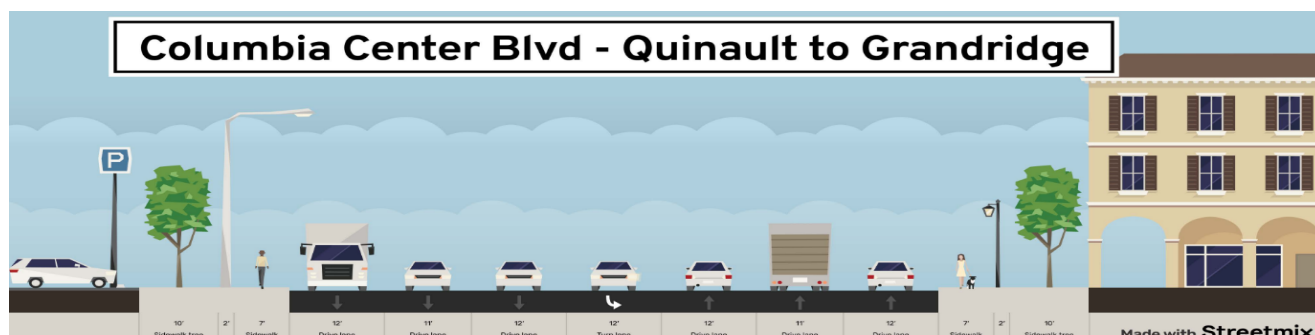


StreetName

## StructureBridge

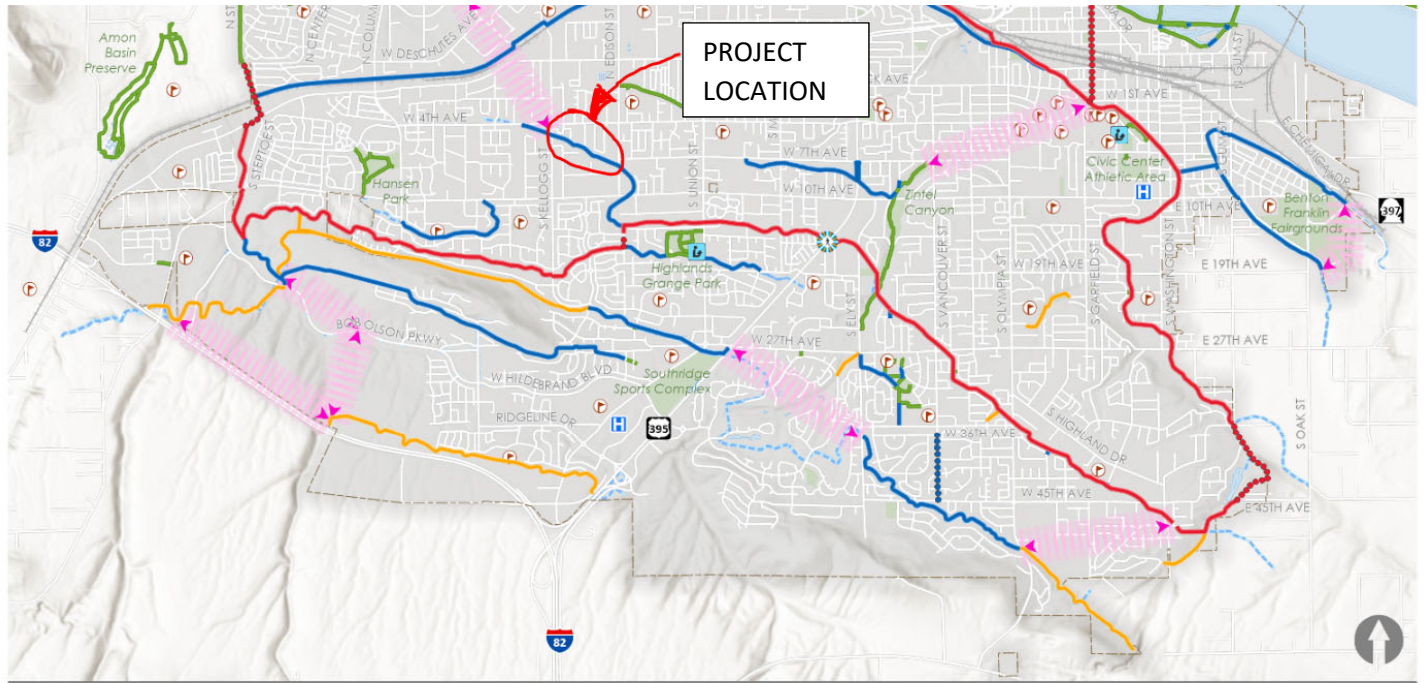


Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisslipo, © OpenStreetMap contributors, and the GIS User Community





## KID ROW (Kellogg to Edison) Pathway



**Proposed Trail Network**

- Regional Trail
- Neighborhood Trail
- Unpaved Trail
- Desired Future Connection

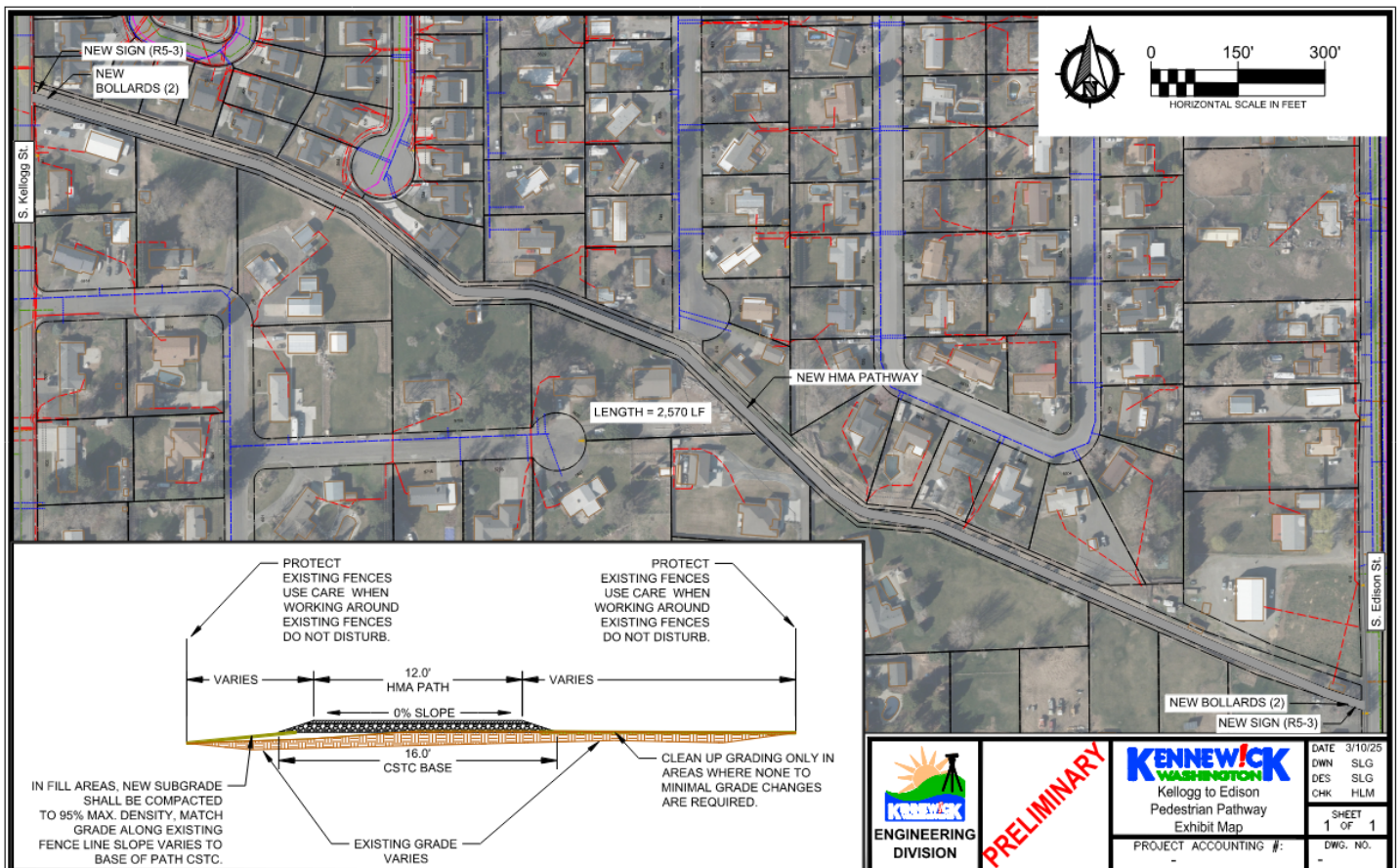
**On Street Connections**

- Regional Trail
- Neighborhood Trail
- Crossing Projects

Existing Multi-Use Trails  
Irrigation Canals  
Railroad  
Kennewick City Limits

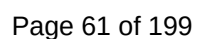
Parks  
Schools  
Libraries  
Hospitals

0 1 mile  
**KENNEWICK WASHINGTON**  
**KITTELSON & ASSOCIATES**



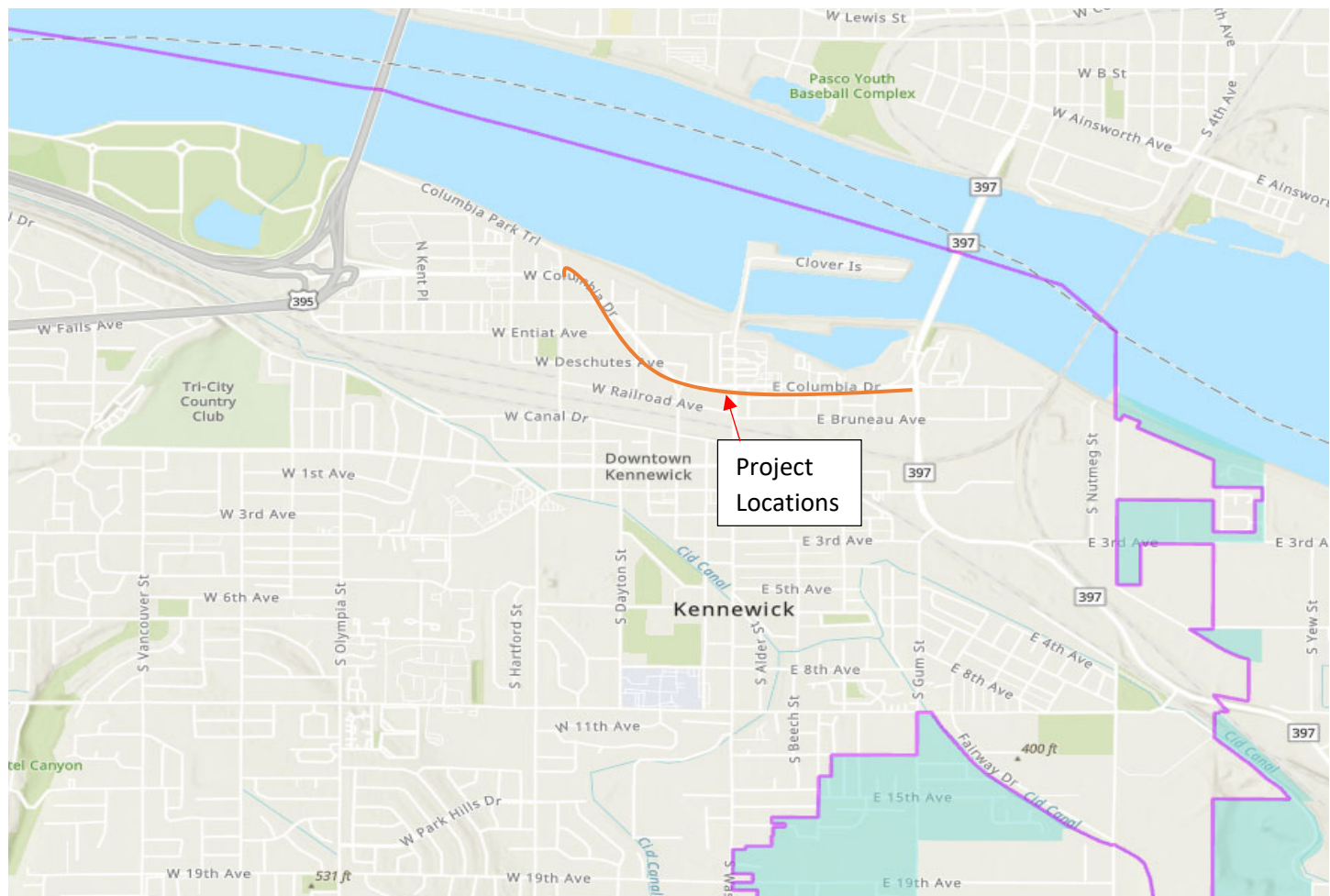


The map displays the proposed light rail alignment (red line) through the city of Portland, Oregon. The alignment starts near the intersection of N Steptoe St and N Columbia Center Blvd, runs east along N Columbia Center Blvd, then turns south along S Kellogg St, and finally runs east along W 27th Ave. Key landmarks and parks shown include Bateman Island, Audubon Trail, Lawrence Scott Park, Hansen Park, Highlands Grange Park, Zintel Canyon, and the Civic Center Athletic Area. Major streets such as N Steptoe St, N Columbia Center Blvd, W Deschutes Ave, W 4th Ave, W 7th Ave, W 10th Ave, W 19th Ave, and W 27th Ave are labeled. The map also shows the locations of various bus stops (indicated by red 'P' icons) and the proposed light rail station (indicated by a blue 'L' icon). A callout box labeled 'PROJECT LOCATION' points to the intersection of Paul Parish Dr and W Columbia Blvd.



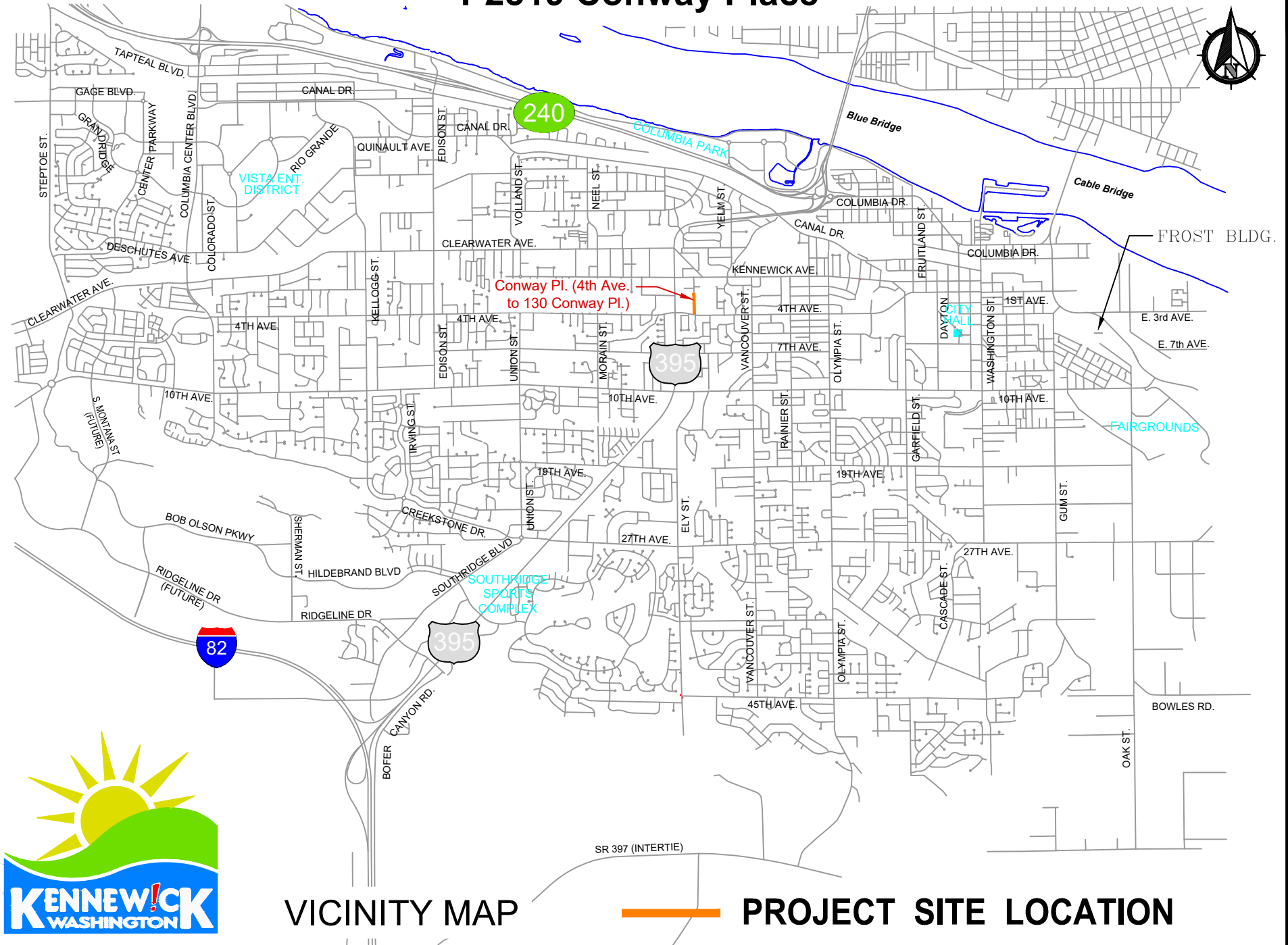


## Columbia Drive (Fruitland St. to Washington) & (Washington to SR-397) Pavement Preservation



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                             |                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Item Number:</b> 4.i. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Contract/Agreement/Lease                                                                                                               | <b>Category:</b><br>Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Subject:</b> <b>Interlocal Agreement: Conway Place Supplemental Agreement and Project Prospectus for Construction Phase with WSDOT</b><br><br><b>Department:</b> Public Works<br><b>Project #:</b> P2319 |                                    |
| <p><b><u>Recommendation</u></b></p> <p>Staff recommends that City Council approve the Supplemental State Funding Agreement and Project Prospectus with Washington State Department of Transportation (WSDOT) for the construction phase of the Conway Place (4th Ave. to 130 Conway Place) Project.</p> <p><b><u>Motion for Consideration</u></b></p> <p>Motion to approve the supplemental agreement and prospectus as presented.</p> <p><b><u>Summary</u></b></p> <p>Staff was successful in acquiring funding through Washington State's Safe Routes to Schools Program (SRTS). The purpose of SRTS is to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school. Funding from this program is for projects within two-miles of primary, middle and high schools (K-12).</p> <p>The Conway Place (4th Ave to 130 Conway Place) project will design and construct curb, gutter, sidewalk, ADA ramps, crosswalks, Rectangular Rapid Flash Beacons, retaining walls, additional street lights and school speed zone flashing beacons. These improvements will specifically serve school children attending both the Westgate Elementary School and the Keewaydin Discovery Center.</p> <p>Total project cost is \$789,932, with State funds at \$749,932 and a Local match of \$40,000. The attached agreement is only for the Construction Phase, which is estimated at \$735,454. A Local Agency Supplemental Agreement with WSDOT and the Project Prospectus are required to be executed in order to obligate State construction dollars for this project.</p> <p><b><u>Alternatives</u></b></p> <p>None.</p> <p><b><u>Fiscal Impact</u></b></p> <p>The Local Match of \$40,000 will be covered by the Kennewick School District. There will be no out-of-pocket expenses from the City of Kennewick for this project.</p> |                                                                                                                                                                                                             |                                    |
| <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. Map</li> <li>2. Agreement</li> <li>3. Prospectus</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                             |                                    |

# P2319 Conway Place







|                                 |                              |                   |
|---------------------------------|------------------------------|-------------------|
| Agency<br>City of Kennewick     |                              | Supplement Number |
| Project Number<br>HLP-SR23(009) | Agreement Number<br>LA 10776 | 1                 |

All provisions in the AGREEMENT identified above remain in effect except as expressly modified by this supplement.  
The changes to the agreement are described as follows:

Project Title S. Conway Place (W 4th Ave to 130 S. Conway Place) to Westgate Elementary School

Termini W. 4th Ave to Kennewick Ave.

Description of Work ☒ No Change

Reason for Supplement

Construction Obligation Funding Request

Advertisement Date: April 13th, 2025

Indirect Cost Rate ☒ Yes ☐ No

| Type of Work                   |                            | Estimate of Funding                     |                            |                                 |                                  |                                 |
|--------------------------------|----------------------------|-----------------------------------------|----------------------------|---------------------------------|----------------------------------|---------------------------------|
|                                |                            | (1)<br>Previous Agmt. /<br>Suppl. Funds | (2)<br>Supplement<br>Funds | (3)<br>Estimated<br>Total Funds | (4)<br>Estimated Agency<br>Funds | (5)<br>Estimated<br>State Funds |
| PE<br>or<br>Planning           | a. Agency                  | \$ 53,978.00                            |                            | \$ 53,978.00                    |                                  | \$ 53,978.00                    |
|                                | b. Other                   |                                         |                            |                                 |                                  |                                 |
|                                | c. Other                   |                                         |                            |                                 |                                  |                                 |
|                                | d. State Services          | \$ 500.00                               |                            | \$ 500.00                       |                                  | \$ 500.00                       |
|                                | e. Total PE Cost Estimate  | \$ 54,478.00                            | \$ 0.00                    | \$ 54,478.00                    | \$ 0.00                          | \$ 54,478.00                    |
| RW                             | f. Agency                  |                                         |                            |                                 |                                  |                                 |
|                                | g. Other                   |                                         |                            |                                 |                                  |                                 |
|                                | h. Other                   |                                         |                            |                                 |                                  |                                 |
|                                | i. State Services          |                                         |                            |                                 |                                  |                                 |
|                                | j. Total R/W Cost Estimate | \$ 0.00                                 | \$ 0.00                    | \$ 0.00                         | \$ 0.00                          | \$ 0.00                         |
| CN                             | k. Contract                |                                         | \$ 694,954.00              | \$ 694,954.00                   |                                  | \$ 694,954.00                   |
|                                | l. Other                   |                                         |                            |                                 |                                  |                                 |
|                                | m. Other                   |                                         |                            |                                 |                                  |                                 |
|                                | n. Other                   |                                         |                            |                                 |                                  |                                 |
|                                | o. Agency                  |                                         | \$ 40,000.00               | \$ 40,000.00                    | \$ 40,000.00                     |                                 |
|                                | p. State Services          |                                         | \$ 500.00                  | \$ 500.00                       |                                  | \$ 500.00                       |
|                                | q. Total CN Cost Estimate  | \$ 0.00                                 | \$ 735,454.00              | \$ 735,454.00                   | \$ 40,000.00                     | \$ 695,454.00                   |
| r. Total Project Cost Estimate |                            | \$ 54,478.00                            | \$ 735,454.00              | \$ 789,932.00                   | \$ 40,000.00                     | \$ 749,932.00                   |

AGENCY

BY: \_\_\_\_\_

STATE

BY: \_\_\_\_\_

Director, Local Programs

Title: \_\_\_\_\_

Agency Date: \_\_\_\_\_ Date Executed: \_\_\_\_\_

## Instructions – Supplement Local Programs State Funding Agreement

1. **Agency** – Enter the agency name as entered on the original agreement.
2. **Supplement Number** – Enter the number of the supplement. Supplement numbers will be assigned in sequence beginning with Number 1 for the first supplement to the original agreement.
3. **Project Number** – Enter the project number assigned by WSDOT on the original agreement.
4. **Agreement Number** – Enter the agreement number assigned by WSDOT on the original agreement.
5. **Project Title** – Enter the project's title.
6. **Termini** – Enter the begin and end points of the project.
7. **Description of Work** – Clearly describe if there is a change in work such as the addition or deletion of work elements and/or changes to the termini. If the work has not changed since the previous supplement, or original agreement if Supplement Number 1, put a check mark in the "No Change" box.
8. **Reason for Supplement** – Enter the reason for this supplement. Examples: Increase PE to current estimate; authorize construction phase; adjust construction to award amount.
9. **Advertisement Date** – At construction phase authorization only, enter the proposed construction contract advertisement date.
10. **Indirect Cost Rate**
  - a. Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized by the agency must be provided with the Local Programs State Funding Agreement. Indirect cost rate approval by your cognizant agency or through your agency's self-certification and supporting documentation is required to be available for review by WSDOT and/or State Auditor.
  - b. Check the No box if the agency will not be claiming indirect costs on the project.
11. **Type of Work and Funding** (Round all amounts to the nearest whole dollar).
  - a. **Column 1** – Enter the amounts by type of work from column 1 of the original Local Programs State Funding Agreement. If the agreement has already been supplemented, enter the amounts by type of work from column 3 of the last Supplement – Local Programs State Funding Agreement.
  - b. **Column 2** – Enter increase/decrease to total amounts requested by type of work.
  - c. **Column 3** – Add the amounts in columns 1 and 2.
  - d. **Column 4** – Enter the amount of agency funds by type of work. Note: Column 4 amounts plus column 5 amounts must equal amounts in column 3 by type of work.
  - e. **Column 5** – Enter the amount of state funds by type of work. Note: Column 4 amounts plus column 5 amounts must equal amounts in column 3 by type of work.
  - f. **State Services** – All authorized phases must have funding for state services. Enter the estimated amounts in columns 1 through 5 as described above.
12. **Signatures** – An authorized official of the local agency signs the Supplemental Agreement and enters their title and date of signature (include month, day, and year). Note: Do NOT enter a date on the Date Executed line.





## State Funds Project Prospectus

|                             |               |                         |            |
|-----------------------------|---------------|-------------------------|------------|
| Project Number              | HLP-SR23(009) | Date                    | 3/10/2025  |
| Local Agency Project Number | P2319-25      | Statewide Vendor Number | SWV0000311 |

|                                                                     |               |                                                      |                                      |                                                          |                                     |
|---------------------------------------------------------------------|---------------|------------------------------------------------------|--------------------------------------|----------------------------------------------------------|-------------------------------------|
| Agency<br>City of Kennewick                                         |               |                                                      |                                      |                                                          |                                     |
| Project Title<br>S. Conway Place (W 4th Ave to 130 S. Conway Place) |               | Start Latitude N 46.20594<br>End Latitude N 46.20881 |                                      | Start Longitude W 119.15632<br>End Longitude W 119.15630 |                                     |
| Project Termini From<br>W. 4th Ave.                                 |               | Nearest City Name<br>Kennewick                       |                                      |                                                          | Project Zip Code (+4)<br>99336-0108 |
| Project Termini To<br>130 S. Conway Place                           |               | City Number<br>0610                                  | County Number<br>03                  | County Name<br>Benton                                    |                                     |
| Begin Mile Post                                                     | End Mile Post | Length of Project<br>940-ft                          | WSDOT Region<br>South Central Region | Legislative District(s)<br>16                            | Congressional District(s)<br>4      |

| Phase  | Total<br>Estimated Cost  | Local Agency<br>Funding  | State Funds              | Phase Start<br>Date |      |
|--------|--------------------------|--------------------------|--------------------------|---------------------|------|
|        | (Nearest Hundred Dollar) | (Nearest Hundred Dollar) | (Nearest Hundred Dollar) | Month               | Year |
| P.E.   | \$ 54,500                | \$ 0                     | \$ 54,500                | Dec.                | 2023 |
| R/W    | \$ 0                     | \$ 0                     | \$ 0                     |                     |      |
| Const. | \$ 735,500               | \$ 38,700                | \$ 696,800               | June                | 2025 |
| Total  | \$ 790,000               | \$ 38,700                | \$ 751,300               |                     |      |

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

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

|                                               |                                                                                                                       |                       |                        |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|
| Local Agency Contact Person<br>Heath Mellotte | Title<br>Design Services Manager                                                                                      | Phone<br>509-585-4287 |                        |
| Mailing Address<br>PO Box 6108                | City<br>Kennewick                                                                                                     | State<br>WA           | Zip Code<br>99336-0108 |
| State Funds Project Prospectus Approval       | By <br>Title Public Works Director | Approving Authority   | Date 03/10/25          |

|                             |                                                                 |                 |
|-----------------------------|-----------------------------------------------------------------|-----------------|
| Agency<br>City of Kennewick | Project Title<br>S. Conway Pl. (W 4th Ave to 130 S. Conway Pl.) | Date<br>3/10/25 |
|-----------------------------|-----------------------------------------------------------------|-----------------|

### Type of Proposed Work

|                                           |                                                          |                                |                      |                      |
|-------------------------------------------|----------------------------------------------------------|--------------------------------|----------------------|----------------------|
| Project Type (Check all that Apply)       |                                                          |                                | Roadway Width<br>40' | Number of Lanes<br>2 |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Path / Trail                    | <input type="checkbox"/> 3-R   |                      |                      |
| <input type="checkbox"/> Reconstruction   | <input checked="" type="checkbox"/> Pedestrian / Bicycle | <input type="checkbox"/> 2-R   |                      |                      |
| <input type="checkbox"/> Railroad         | <input type="checkbox"/> Parking                         | <input type="checkbox"/> Other |                      |                      |
| <input type="checkbox"/> Bridge           |                                                          |                                |                      |                      |

### Performance of Work

|                                                                     |                   |                 |
|---------------------------------------------------------------------|-------------------|-----------------|
| Preliminary Engineering Will Be Performed By<br>City of Kennewick   | Others<br>%       | Agency<br>100 % |
| Construction Will Be Performed By<br>City of Kennewick - Contractor | Contract<br>100 % | Agency<br>%     |

### Right of Way

|                                                            |                                              |
|------------------------------------------------------------|----------------------------------------------|
| <input checked="" type="checkbox"/> No Right of Way Needed | <input type="checkbox"/> Right of Way Needed |
|------------------------------------------------------------|----------------------------------------------|

\* All construction required by the contract can be accomplished within the existing right of way.

### Utilities

|                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> No utility work required                                                                     |
| <input type="checkbox"/> All utility work will be completed prior to the start of the construction contract           |
| <input checked="" type="checkbox"/> All utility work will be completed in coordination with the construction contract |

### Railroad

|                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> No railroad work required                                                   |
| <input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract    |
| <input type="checkbox"/> 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

Relocating water fire hydrants and street lighting. City will coordinate with local PUD and Communications for utility relocations and adjustments.

### Remarks

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

Agency

Date

By \_\_\_\_\_

Mayor/Chairperson

## Instructions – State Funds Project Prospectus

1. Date – Enter the date this form is filled out.
2. Project Number – Number assigned by Local Programs to each state funded project. Leave BLANK on original Prospectus.
3. Local Agency Project Number – Alpha/numeric characters that your agency identifies.
4. Statewide Vendor Number – Enter the agency's statewide vendor number.
5. Agency – Enter your agency's name.
6. Project Title – Enter the project's title, as shown in the selection letter from WSDOT/Local Programs.
7. Latitude and Longitude – Enter the project start and end latitude and longitude in decimal format:  
Latitude N XX.XXXX Longitude W XXX.XXXX
8. Project Termini From – Enter the beginning limit of the project.
9. Nearest City Name – Enter the name of the nearest city or town to where the work is being performed.
10. Project ZIP Code (+4) – Enter the 5 plus 4-digit ZIP Code of the location where the majority of the work will be done.
11. Project Termini To – Enter the ending limit of the project.
12. City Number – For a city project, enter your city code number from Appendix 21.46.
13. County Number – Enter the county code number from Appendix 21.45.
14. County Name – Enter the county name in which the project is located.
15. Begin Mile Post – Enter the beginning mile post.
16. End Mile Post – Enter the ending mile post.
17. Length of Project – Enter project length in miles (two decimals).
18. Legislative District – Enter the legislative district(s) in which the project is located.
19. Congressional District – Enter the congressional district(s) in which the project is located.
20. Total Estimated Cost – Required for all phases of the project; estimate to the nearest hundred dollars.
21. Local Agency Funding – Required for all phases of the project; estimate to the nearest hundred dollars.
22. State Funds – Required for each phase of the project; estimate to the nearest hundred dollars. Enter only those state funds awarded through WSDOT/Local Programs for this project. State funds from other state agencies (ex. Transportation Improvement Board) should be entered in the Local Agency Funding column.
23. Phase Start Date – Enter the month and year for all phase's expected start date.
24. Description of Existing Facility – Enter a description of the existing facility that includes an explanation of any existing facility deficiencies.
25. Description of Proposed Work – Enter a description of the proposed improvements. Indicate the major work elements involved, such as roadway reconstruction, bridge replacement, sidewalk construction, etc.
26. Local Agency Contact Person – Enter name and contact information for agency employee to be contacted in case of questions.
27. State Funds Project Prospectus Approval – Signature and title of the agency employee that reviewed and approved the prospectus. The agency shall submit a revised project prospectus at construction phase authorization and any time the project termini and/or scope is revised.
28. Type of Proposed Work – Check whether the project is new construction, reconstruction, trail, etc., as described in Chapter 42.
29. Roadway Width – Enter the curb-to-curb roadway width for the proposed facility.
30. Number of Lanes – Enter the number of lanes for the proposed facility.
31. Performance of Work
  - a. Preliminary Engineering – Indicate who will be performing the work and the percentage of the work they will do.
  - b. Construction – Indicate if work is to be done by contract and/or local forces and the percentage to be done by each.
32. Right of Way (Refer to Appendix 25.174 for assistance in determining whether Right of Way is needed).
  - a. No Right of Way Needed – Check this box when the project can be accomplished within the existing right of way.
  - b. Right of Way Needed – Check this box when the project requires additional right of way.
33. Utilities – Check the box next to the statement that best fits your project.
34. Railroad – Check the box next to the statement that best fits your project.
35. Description of Utility Relocation or Adjustments – Indicate the agency/entity responsible for any utility relocation and/or adjustments. In addition, include the type of utility, whether publicly or privately owned, and any other pertinent information.
36. Remarks – Enter other applicable project information that hasn't already been included in the prospectus.
37. Legislative Body Approval – Signature of an elected official, such as a County Commissioner or Mayor, or their designee, confirming that the proposed project is consistent with the agency's comprehensive plan for community development.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                   |                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Item Number:</b> 5.a. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Ordinance                                                                                                                                                                                    | <b>Category:</b><br>Ordinance<br>Quasi-Judicial |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Subject:</b> Ordinance: Change of Zone - Jones at 2219 W 13th Avenue from Residential, Low Density (RL) to Residential, Medium Density (RM) (COZ-2024-0003)<br><br><b>Department:</b> Community Planning<br><b>Ordinance #:</b> <b>Permit #:</b> COZ-2024-0003 |                                                 |
| <p><b><u>Recommendation</u></b><br/> The Planning Commission recommends City Council approve COZ-2024-0003 by adopting the ordinance as presented.</p> <p><b><u>Motion for Consideration</u></b><br/> Motion to adopt the ordinance as presented.</p> <p><b><u>Summary</u></b><br/> Douglas Jones has applied to change the zoning of two parcels totaling 0.5348 acres from Residential, Low Density (RL) to Residential, Medium Density (RM). The RM zone is an implementing zoning district of the Medium Density Residential Land Use Designation, which was approved by Council last year (CPA-2024-0002). The request is consistent with the Comprehensive Plan.</p> <p>The subject properties (parcels 1-1189-202-0026-008 and 1-1189-202-0026-009) are landlocked with no access, and located behind an existing duplex at 2219 W 13th Avenue. The adjacent properties to the north are zoned RM, while those to the south are zoned RL. It is the applicant's intent to consolidate the two lots with the property at 2219 W 13th Ave and construct an accessory structure for personal storage.</p> <p>The Planning Commission held a public hearing to review the proposal on 3 March 2025. At the hearing, staff presented an overview of the staff report and findings. One neighbor testified and had questions relative to the applicant's future plans, but had no objection after learning more. The Planning Commission voted unanimously to recommend approval of COZ-2024-0003 to City Council.</p> <p><b><u>Alternatives</u></b><br/> None recommended.</p> <p><b><u>Fiscal Impact</u></b><br/> None.</p> |                                                                                                                                                                                                                                                                   |                                                 |
| <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. Ordinance</li> <li>2. Presentation</li> <li>3. Staff Report</li> <li>4. Vicinity Map</li> <li>5. PC Action Summary</li> <li>6. PC Minutes</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                   |                                                 |

CITY OF KENNEWICK  
ORDINANCE NO. 25-\_\_\_\_\_

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED AT 2219 W. 13<sup>th</sup> AVENUE FROM RESIDENTIAL, LOW DENSITY (RL) TO RESIDENTIAL, MEDIUM DENSITY (RM) (COZ 2024-0003, Douglas Jones)

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

**Section 1.** Ordinance No. 3001, as amended, the zoning ordinance of the City of Kennewick and the accompanying zoning map of the City of Kennewick being part of said ordinance shall be and hereby is changed from Residential, Low Density (RL) to Residential, Medium Density (RM) for the real property described as follows:

**Parcel No. 1-1189-202-0026-008:**

THE HIGHLANDS, PLAT “C”: THAT PORTION OF THE WEST HALF OF TRACT 26, THE HIGHLANDS, PLAT ‘C’ DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID TRACT 26 AND BEING THE TRUE POINT OF BEGINNING: THENCE NORTH 88 DEGREES 50’36’ EAST ALONG THE NORTHERLY LINE OF SAID TRACT 26 A DISTANCE OF 113.33 FEET: THENCE SOUTH 01 DEGREE 09’24’ EAST A DISTANCE OF 100 FEET: THENCE SOUTH 88 DEGREES 50’36’ WEST A DISTANCE OF 114.24 FEET TO THE WESTERLY LINE OF SAID TRACT 26: THENCE NORTH 00 DEGREES 38’16’ WEST A DISTANCE OF 100.00 FEET TO THE TRUE POINT OF BEGINNING.

**Parcel No. 1-1189-202-0026-009:**

THE HIGHLANDS, PLAT ‘C’: THAT PORTION OF THE WEST HALF OF TRACT 26, THE HIGHLANDS PLAT ‘C’ DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID TRACT 26: THENCE NORTH 88 DEGREES 50’36’ EAS ALONG THE NORTH-LINE OF SAID TRACT 26 A DISTANCE OF 113.33 FEET AND BEING THE TRUE POINT OF BEGINNING: THENCE CONTINUING ALONG SAID NORTHERLY LINE A DISTANCE OF 119.65 FEET: THENCE SOUTH 00 DEGREES 39’47’ EAST A DISTANCE OF 100.00 FEET: THENCE SOUTH 88 DEGREES 50’36’ WEST A DISTANCE OF 118.79 FEET: THENCE NORTH 01 DEGREE 09’24’ WEST A DISTANCE OF 100.00 FEET TO THE TRUE POINT OF BEGINNING.

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

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

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 18<sup>th</sup> day of March, 2025, and signed in authentication of its passage this 18<sup>th</sup> day of March, 2025.

Attest:

\_\_\_\_\_  
CHUCK TORELLI, Mayor Pro Tem

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

ORDINANCE NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
19<sup>th</sup> day of March, 2025

Approved as to Form:

\_\_\_\_\_  
LAURENCIO SANGUINO,  
City Attorney

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

DATE OF PUBLICATION:

March 21, 2025

ORDINANCE EFFECTIVE DATE:

March 26, 2025



# City Council Meeting

## Change of Zone COZ-2024-0003

18 March 2025



# Application Summary

**Applicant & Owner:** Douglas Jones

**Proposal:** Rezone two parcels totaling 0.5348 acres from Residential, Low Density (RL) to Residential, Medium Density (RM)

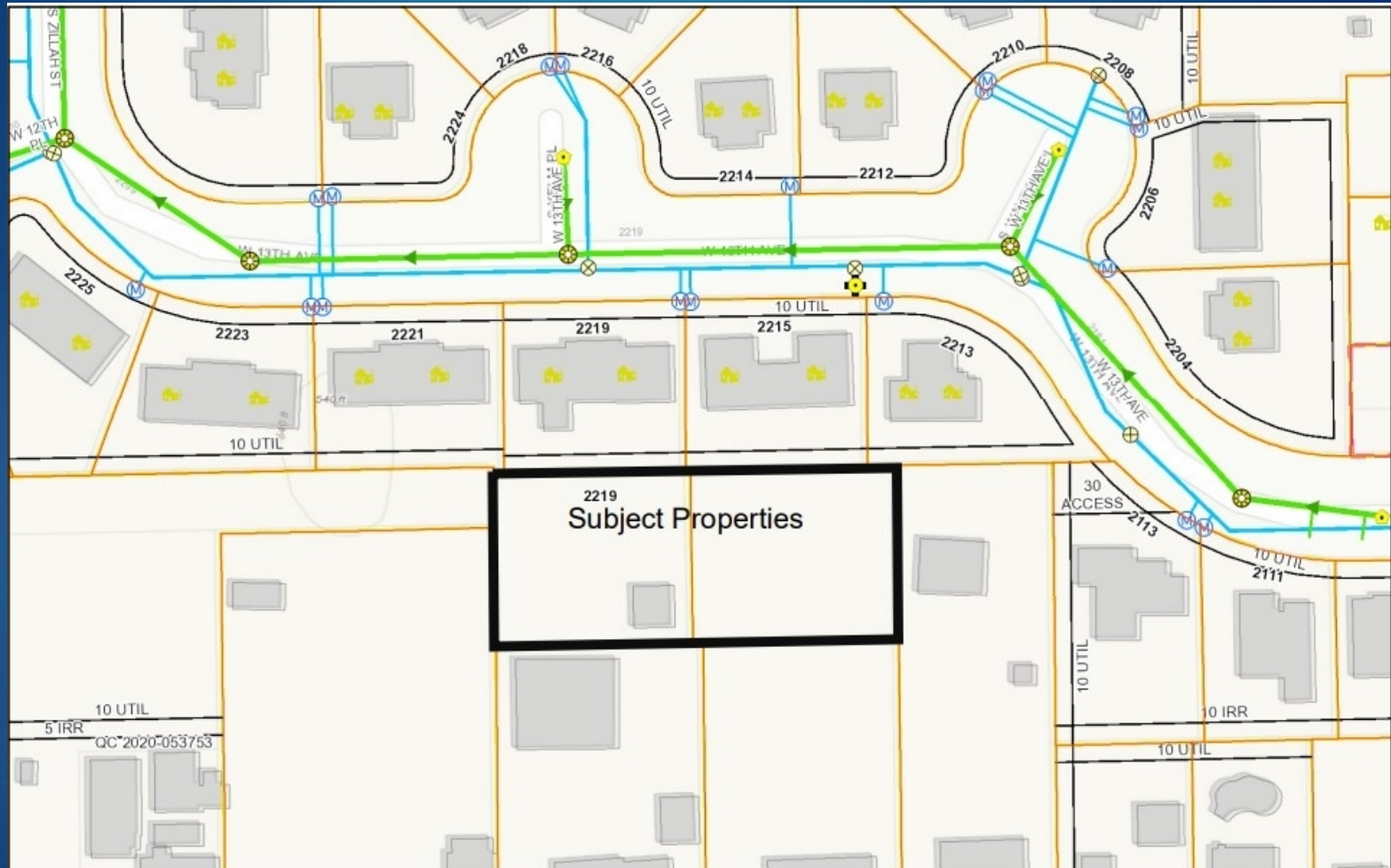
**Comprehensive Plan Land Use Designation:**

Medium Density Residential

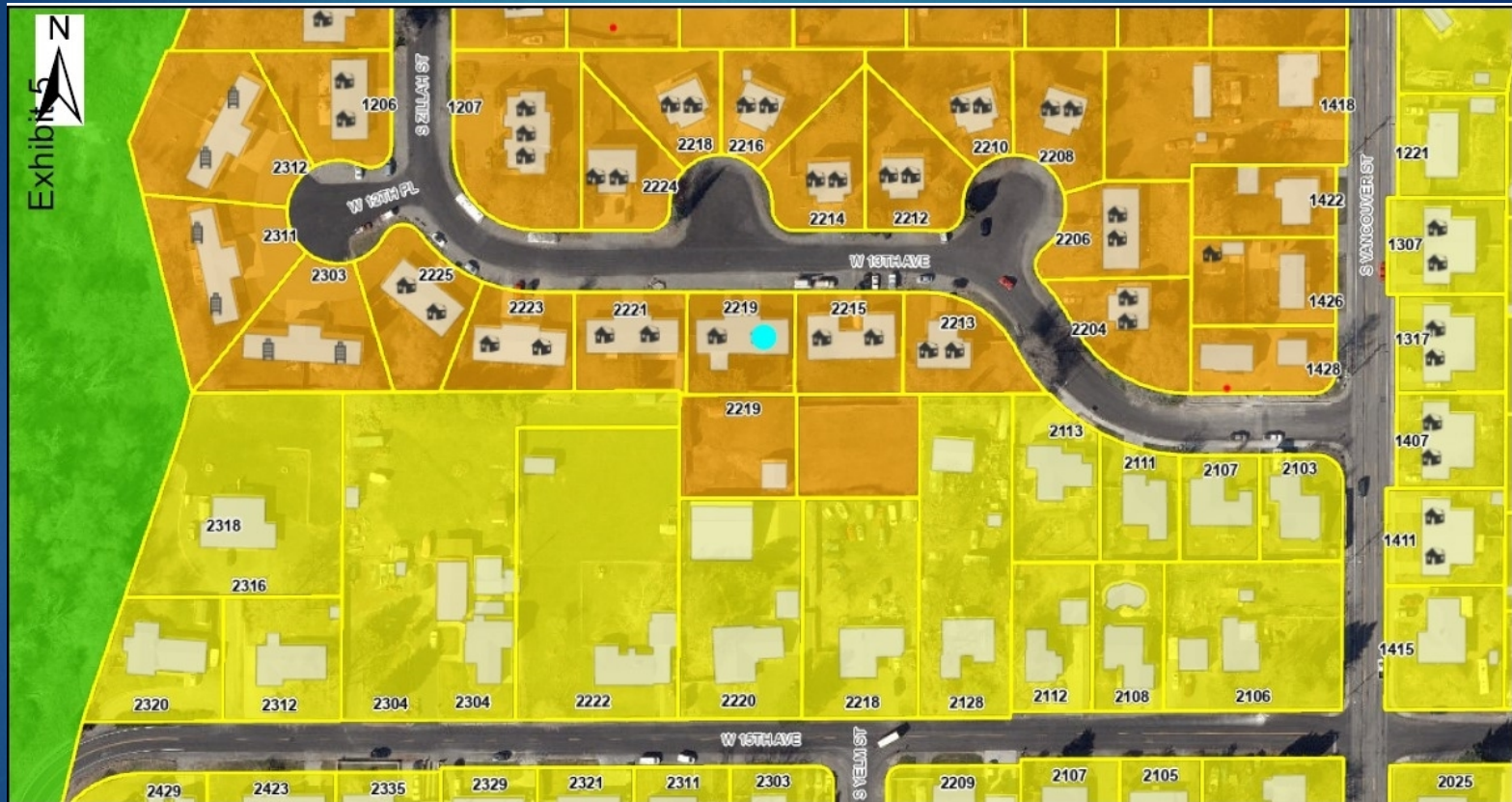
**Location:** 2219 W 13<sup>th</sup> Avenue



# Vicinity Map



# Land Use Map





100



# Permitted Uses

The purpose of the RL district is to establish areas for low density, single-family residential buildings, to stabilize and protect residential districts, and to promote and encourage a suitable environment for family life in an urban setting..

The purpose of the RM district is to establish areas for medium density single and multiple-family residential buildings and to establish regulations for their development. The district is for more intensive residential use where necessary or desirable to achieve good neighborhood design and stabilize land use.



# Change of Zone Findings

## KMC 18.51.070(2)

- (a) The proposed amendment conforms with the comprehensive plan.
- (b) Promotes the public necessity, convenience and general welfare.
- (c) The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands which are deemed unacceptable by the City.
- (d) The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.
- (e) Single Family Residential zoned properties only; Property is adjacent and contiguous (which shall include corner touches and property located across a public right-of-way) to property of the same proposed zoning classification or higher zoning classification.

# Recommendation

The Planning Commission recommends City Council concur with the Findings and Conclusions contained within staff report COZ-2024-0003 and approve the Change of Zone.





COMMUNITY PLANNING DEPARTMENT

STAFF REPORT AND RECOMMENDATION TO  
THE PLANNING COMMISSION

FILE NO: COZ-2024-0003

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Staff Report Date:</b>           | 4 February 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Hearing Date &amp; Location:</b> | 3 March 2025, City Council Chambers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Report Prepared By:</b>          | Matt Halitsky, AICP<br>Senior Planner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Report Reviewed By:</b>          | Steve Donovan, AICP<br>Planning Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Summary Recommendation:</b>      | The City of Kennewick Planning Staff RECOMMENDS APPROVAL of Change of Zone 2024-0003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Summary of Proposal:</b>         | A Change of Zone from Residential, Low Density (RL) to Residential, Medium Density (RM) for 0.5348 acres.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Proposal Location:</b>           | 2219 W 13 <sup>th</sup> Avenue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Legal Description:</b>           | Parcel 1-1189-202-0026-008<br><br>THE HIGHLANDS, PLAT "C": THAT PORTION OF THE WEST HALF OF TRACT 26, THE HIGHLANDS, PLAT 'C' DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID TRACT 26 AND BEING THE TRUE POINT OF BEGINNING: THENCE NORTH 88 DEGREES 50'36" EAST ALONG THE NORTHERLY LINE OF SAID TRACT 26 A DISTANCE OF 113.33 FEET: THENCE SOUTH 01 DEGREE 09'24" EAST A DISTANCE OF 100 FEET: THENCE SOUTH 88 DEGREES 50'36" WEST A DISTANCE OF 114.24 FEET TO THE WESTERLY LINE OF SAID TRACT 26: THENCE NORTH 00 DEGREES 38'16" WEST A DISTANCE OF 100.00 FEET TO THE TRUE POINT OF BEGINNING.<br><br>Parcel 1-1189-202-0026-009<br>THE HIGHLANDS, PLAT 'C': THAT PORTION OF THE WEST HALF OF TRACT 26, THE HIGHLANDS PLAT 'C' DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID TRACT 26: THENCE NORTH 88 DEGREES 50'36" EAST ALONG THE NORTH-LINE OF SAID TRACT 26 A DISTANCE OF 113.33 FEET AND BEING THE TRUE POINT OF BEGINNING: THENCE CONTINUING ALONG SAID NORTHERLY LINE A DISTANCE OF 119.65 FEET: THENCE SOUTH 00 |

EXHIBIT 1

DEGREES 39'47' EAST A DISTANCE OF 100.00 FEET:  
THENCE SOUTH 88 DEGREES 50'36' WEST A  
DISTANCE OF 118.79 FEET: THENCE NORTH 01  
DEGREE 09'24' WEST A DISTANCE OF 100.00 FEET TO  
THE TRUE POINT OF BEGINNING.

**Property Owner &  
Applicant:** Doug Jones  
712 S Young Pl  
Kennewick, WA 99336

**Regulatory Controls:**

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

**COZ Key Application Processing Dates:**

|                                            |                  |
|--------------------------------------------|------------------|
| Application Submittal                      | 9 December 2024  |
| Determination of Completeness Issued       | 18 December 2024 |
| Notice of Application Posted               | 18 December 2024 |
| Date of Mailed Notice of Public Hearing    | 13 February 2025 |
| Property Posting Sign for Public Hearing   | 13 February 2025 |
| Date of Published Notice of Public Hearing | 16 February 2025 |

**Exhibits:**

1. Staff Report
2. Supplemental Questionnaire
3. Vicinity Map
4. Legal Description
5. Comprehensive Plan Map
6. Zoning Map
7. Notice of Mailing
8. SEPA Determination of Non-significance

**Zoning Adjacent to the Site:**

North: Residential, Medium Density (RM)  
East: Residential, Low Density (RL)  
South: Residential, Low Density (RL)  
West: Residential, Low Density (RL)

**Applicable Goals and Policies of the Comprehensive Plan:**

**Residential Goals and Policies:**

Goal 1: Provide for attractive, walkable, and well-designed residential neighborhoods, with differing densities and compatible with neighboring areas.

Policy 1: Maintain residential zoning regulations that offer a similar graduation in building scale and bulk.

Goal 3: Promote a variety of residential densities with a minimum density target of 3 units per acre as averaged throughout the urban area.

Policy 3: Residential Medium Density - Place areas that can support high-quality, compact, urban development with access to urban services, transit, and infrastructure, whether through new development or through infill.

**Kennewick Municipal Code Findings:**

The following findings shall be met in order to approve a Change of Zone:

KMC 18.51.070(2): Findings:

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

a. *The proposed amendment conforms with the comprehensive plan; and*

The proposed Change of Zone conforms to the Comprehensive Plan as the RM zoning district is an implementing zoning district of the site's current Medium Density Residential land use designation.

b. *Promotes the public necessity, convenience and general welfare; and*

The proposed Change of Zone promotes public necessity, convenience, and welfare by establishing a zoning district that remains compatible with surrounding properties.

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

The proposed Change of Zone will not impose an additional burden on public facilities. Future development shall be required to meet applicable levels of service.



## EXHIBIT 1

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

The proposed amendment will maintain a zoning district that complies with the Comprehensive Plan. The RM zone is an implementing zone of the site's Medium Density Residential land use designation.

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

The proposed Change of Zone abuts land currently zoned RM to the north.

### **Public & Agency Comments:**

To date, there are no public comments either for or against the requested Change of Zone.

### **Staff Analysis of Proposal & Discussion:**

The subject properties were annexed by the City in November 1982 via Ordinance 2721 and established the zoning as Residential, Low Density (RL).

The proposed Change of Zone (COZ-2024-0003) is a request to change the zoning of two parcels totaling 0.5348 acres located at 2219 W 13<sup>th</sup> Avenue from RL to RM. Pursuant to Table 1 of the Comprehensive Plan, the RM zoning district is an implementing zoning district of the Medium Density Residential land use designation. RCW 36.70A, Growth Management Act, requires that a City's development regulations implement its comprehensive plan.

It is the applicant's intent to consolidate the two parcels with the adjacent property to the north and construct a detached accessory structure for personal use, which is not currently permitted on a residential lot without a residence.

Per KMC 18.03.040(10) the purpose of RM zoning district is as follows:

RM - The purpose of the RM district is to establish areas for medium density single and multiple-family residential buildings and to establish regulations for their development. The district is for more intensive residential use where necessary or desirable to achieve good neighborhood design and stabilize land use.

Whereas the purpose of the RL district is:

RL - The purpose of the RL district is to establish areas for low density, single-family, residential buildings, to stabilize and protect residential districts, and to promote and encourage a suitable environment for family life in an urban setting.

A Comprehensive Plan Amendment (CPA-2024-0002) was adopted last year to change the land use designation of the property from Low Density Residential to Medium Density Residential to allow for this change of zone, and subsequently the aforementioned parcel consolidation.

The proposed findings for a Change of Zone to RM meet the requirements of KMC 18.51.070(2).

**Findings:**

1. The applicant is Douglas Jones, 712 S Young Pl, Kennewick, WA 99336.
2. The property owner is also Douglas Jones, 712 S Young Pl, Kennewick, WA 99336.
3. The proposed change of zone is located at 2219 W 13<sup>th</sup> Avenue. Parcel Numbers 1-1189-202-0026-008 and 1-1189-202-0026-009.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Medium Density Residential.
5. The applicant's request is to change the zoning from Residential, Low Density (RL) to Residential, Medium Density (RM).
6. The Residential, Medium Density zone (RM) is an implementing zones of the Medium Density Residential Comprehensive Plan Land Use Map Designation.
7. On 9 December 2024, the application was submitted, and declared complete for processing on 18 December 2024.
8. The application was routed for review to City Departments and outside agencies for comment on 18 December 2024.
9. The site is currently landlocked with no formal access to the street network or municipal water and sewer infrastructure. Municipal water and sewer exists on W 13<sup>th</sup> Avenue.
10. The Environmental Determination of Non-Significance was issued on 8 July 2024 for the corresponding Comprehensive Plan Amendment CPA-2024-0002.
11. The Property Posting sign for the public hearing was posted on site 13 February 2025.
12. Notice of the public hearing for this application was published in the Tri-City Herald on 16 February 2025. Notices were also mailed to property owners within 300 feet of the site on 13 February 2025.
13. The proposed amendment is consistent with the Comprehensive Plan.
14. A Change of Zone to RM promotes the public necessity, convenience and general welfare.
15. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
16. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

**Conclusions:**

1. Approval will implement the Comprehensive Plan Land Use Designation of Medium Density Residential.

## EXHIBIT 1

2. Approval will not result in an increase of adverse environmental impacts.
3. Approval will implement Residential Land Use Goals 1 and 3 of the City of Kennewick Comprehensive Plan.
4. Approval of the Change of Zone to RM will result in the promotion of public necessity, convenience and/or general welfare.
5. The proposed Change of Zone complies with KMC 18.51.070(2).

### **Recommendation:**

Staff has reviewed the application and recommends the Planning Commission concur with the findings and conclusions contained within staff report COZ-2024-0003 and recommend approval of the Change of Zone to City Council.

### **Proposed Motion:**

I move that the Planning Commission concur with the findings and conclusions contained within staff report COZ-2024-0003 and recommend approval of the Change of Zone to City Council.

**Change-of-Zone Supplemental Information**

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

1. Does the public necessity, convenience, and general welfare require the adoption of the proposed amendment? Please explain:

?

2. Are there sites presently available on the market which are correctly zoned for the proposed use? Are these sites within a 1/2 mile of the proposed site? Within 1 mile of the proposed site? If yes, please indicate the general location of the site(s) and the reasons why these sites are not proposed to be utilized:

Don't know

3. Is the proposed amendment consistent with the existing land use pattern in the area? Please explain

Don't know

4. Are the existing uses, in the area, in conformance with the area's zoning classification? If no, please explain the differences:

Don't know ~~the~~

5. Will the proposed amendment create an isolated district, or introduce a more intense land use to the area? Please explain.

It will take some away from weed + grass growth

6. Does the existing zoning prohibit reasonable use of the property? Please explain.

U

no No just grass  
?

## Exhibit 2

7. Will any residential character, in the immediate area, be adversely affected by the proposed amendment? If yes or maybe, please explain:

NO

8. Will property values in the vicinity be changed by the proposed amendment? If yes or maybe, please explain:

If ReZoned the Property Value of 2219 W 13<sup>th</sup> Ave  
will Be compared and Go up

9. Will approval of the proposed amendment set a precedent for other similar proposals or uses? Will this deter the use, improvement or development of adjacent property in accordance with the existing Zoning Districts? Please explain:

Don't Know

10. Will the proposed amendment encourage more private investments which will be beneficial to the redevelopment of a deteriorated area? Please explain:

Don't Know - next door is pasture  
grass For His Animals

11. Will the proposed amendment combat any economic segregation and allow greater choice in the market? Please explain.

NOT That I Know

12. Will the proposed amendment create conflict between potential land uses and transportation patterns? Or safety concerns? Please explain:

Not that I'm aware of



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

Exhibit 2

PROJECT # \_\_\_\_\_ - \_\_\_\_\_ PLN- \_\_\_\_\_ - \_\_\_\_\_ FEE \$ \_\_\_\_\_

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

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

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

Short Plat ☐ Conditional Use ☐ Other \_\_\_\_\_

Environmental Determination PLN- \_\_\_\_\_ - \_\_\_\_\_ Pre Application Meeting PLN- \_\_\_\_\_ - \_\_\_\_\_

Applicant: Douglas E Jones

Address: 712 South Young Place

Telephone: \_\_\_\_\_ Cell Phone: 509-440-2898 Fax: \_\_\_\_\_ E-mail: River walking 1@gmail.com

Property Owner (if other than applicant): (same)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SITE INFORMATION**

Parcel No. \_\_\_\_\_ Acres \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of property: 2219 W 13<sup>th</sup> Av

Number of Existing Parking Spaces 4 Number of Proposed (New) Parking Spaces ?

Present use of property Just Grass + a 24 x 24 Garage

Size of existing structure: 476 sq. ft. Size of Proposed addition/New structure: ? sq. ft.

Height of building: 22 FT Cubic feet of excavation: \_\_\_\_\_ Cost of new construction PROBABLY 100 Thousand

Benton County Assessor Market Improvement Value: \_\_\_\_\_

Description of Project: Garage / SHOP

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

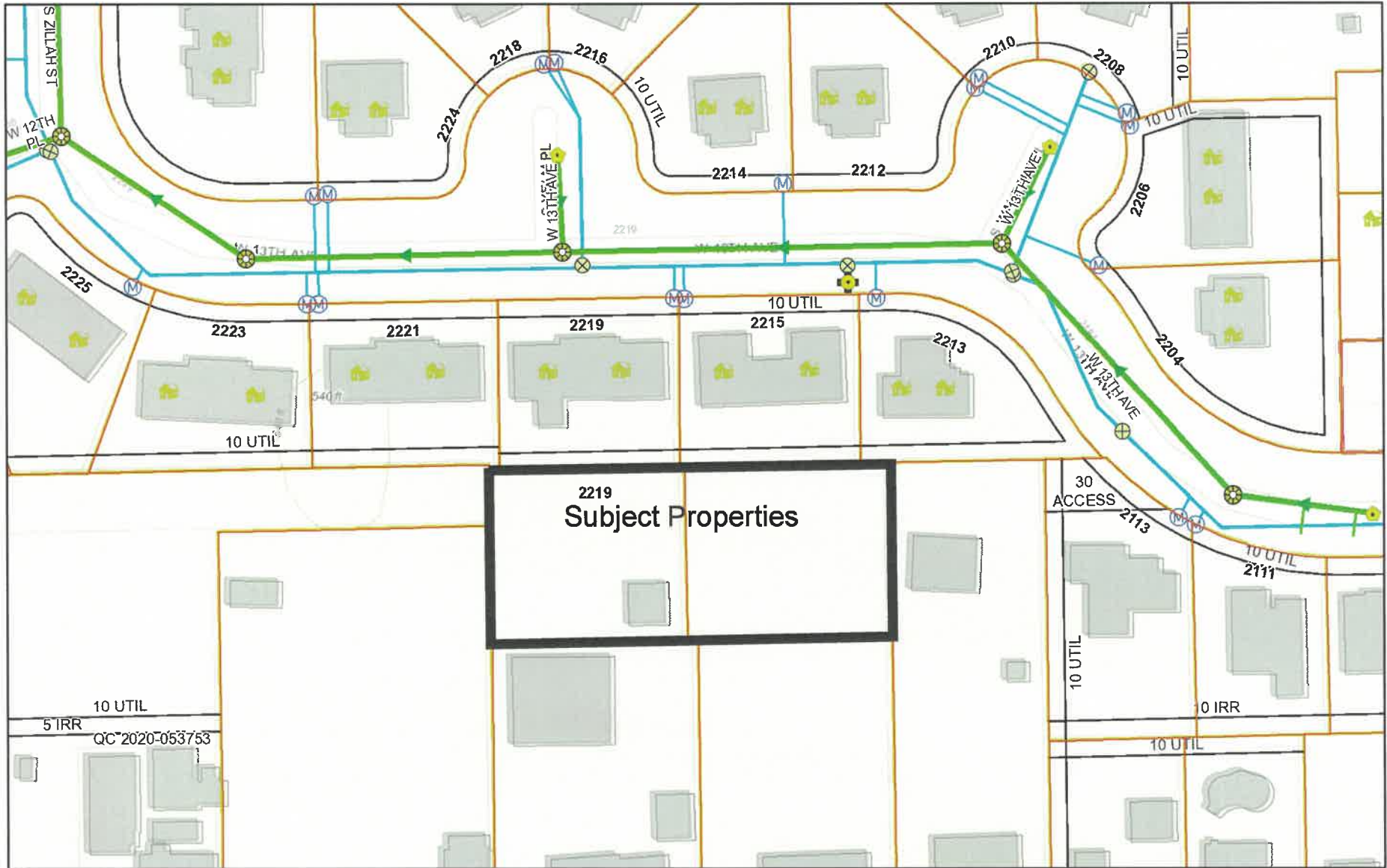
Douglas Jones  
Applicant's Signature

Douglas Jones  
Signature of owner or owner's authorized representative

Date: 12/8/24

# Vicinity Map

Exhibit 3



April 12, 2024

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



1 inch = 80 feet  
0 0.0075 0.015 0.03 mi  
0 0.01 0.02 0.04 km

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

ArcGIS WebApp Builder  
City of Kennewick

## Legal Description

1-1189-202-0026-008

THE HIGHLANDS, PLAT "C": THAT PORTION OF THE WEST HALF OF TRACT 26, THE HIGHLANDS, PLAT 'C' DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID TRACT 26 AND BEING THE TRUE POINT OF BEGINNING: THENCE NORTH 88 DEGREES 50'36' EAST ALONG THE NORTHERLY LINE OF SAID TRACT 26 A DISTANCE OF 113.33 FEET: THENCE SOUTH 01 DEGREE 09'24' EAST A DISTANCE OF 100 FEET: THENCE SOUTH 88 DEGREES 50'36' WEST A DISTANCE OF 114.24 FEET TO THE WESTERLY LINE OF SAID TRACT 26: THENCE NORTH 00 DEGREES 38'16' WEST A DISTANCE OF 100.00 FEET TO THE TRUE POINT OF BEGINNING.

1-1189-202-0026-009

THE HIGHLANDS, PLAT 'C': THAT PORTION OF THE WEST HALF OF TRACT 26, THE HIGHLANDS PLAT 'C' DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID TRACT 26: THENCE NORTH 88 DEGREES 50'36' EAST ALONG THE NORTH-LINE OF SAID TRACT 26 A DISTANCE OF 113.33 FEET AND BEING THE TRUE POINT OF BEGINNING: THENCE CONTINUING ALONG SAID NORTHERLY LINE A DISTANCE OF 119.65 FEET: THENCE SOUTH 00 DEGREES 39'47' EAST A DISTANCE OF 100.00 FEET: THENCE SOUTH 88 DEGREES 50'36' WEST A DISTANCE OF 118.79 FEET: THENCE NORTH 01 DEGREE 09'24' WEST A DISTANCE OF 100.00 FEET TO THE TRUE POINT OF BEGINNING.



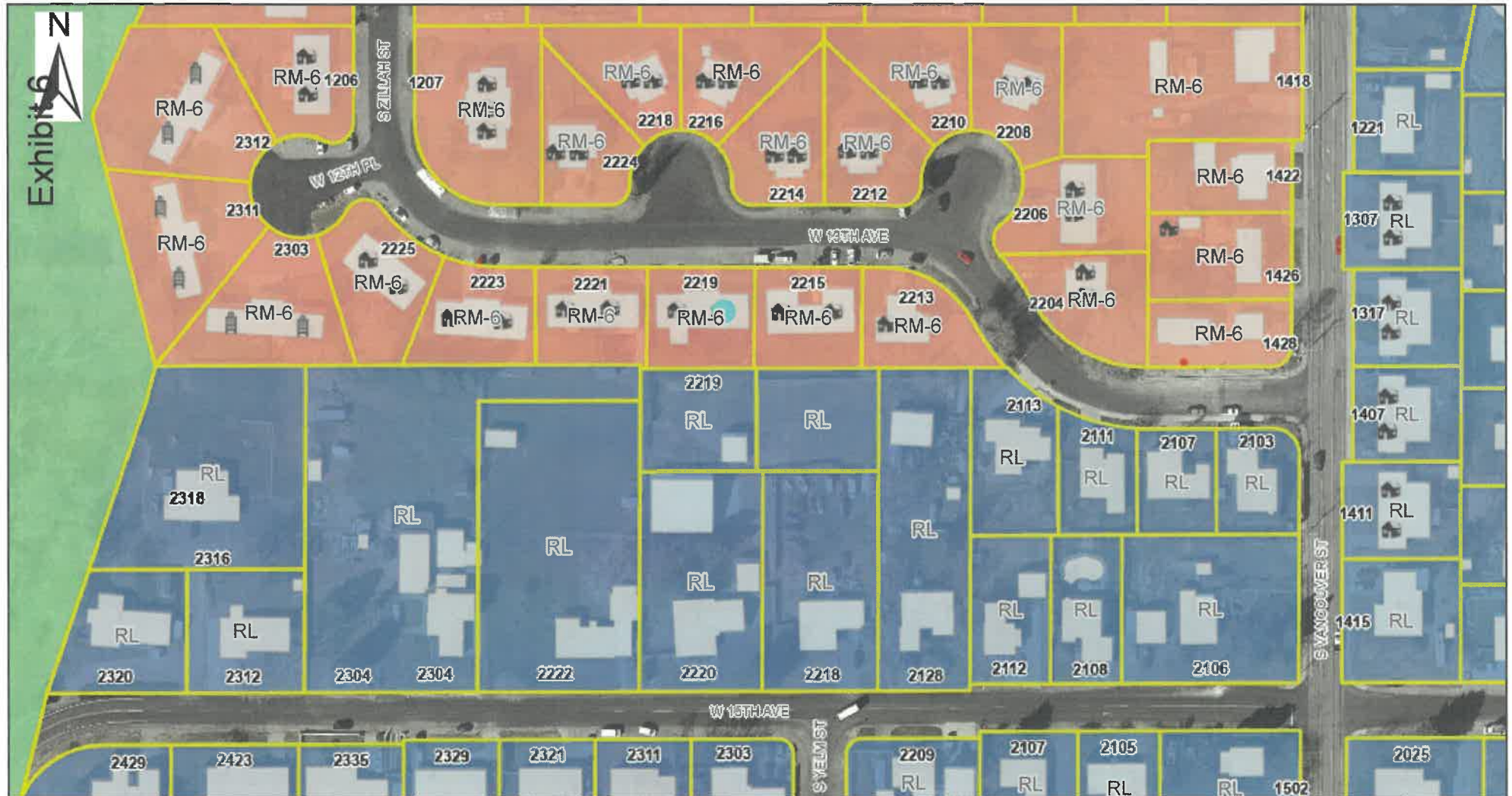
# COK Permitting Map



The City of Kennewick authorizes the user access, for non-commercial use only, to the information that has been made available by the City pursuant to any and all restrictions, limitations, and prohibitions imposed by Federal and State Public Information laws. Nothing contained herein shall be construed as conferring by implication or otherwise any license or right under any patent or trademark of the City or any third party. It is the users own responsibility to know what those restrictions, limitations, and prohibitions are and how they apply to their purpose and use of the information provided and agree to abide by the impacts imposed. The user accepts this information provided by the City with the understanding that it is not guaranteed to be accurate, correct, or complete. Conclusions drawn from this information are the responsibility of the user. Every effort has been made to ensure the accuracy, correctness, and timeliness of the materials presented.



# COK Permitting Map



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|                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                      |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <p>StreetName</p> <p><b>AddressPoint</b></p> <p>AddressType</p> <p> Apartment</p> <p> Building</p> <p>Parcel</p> | <p><span style="color: red;">•</span> Preliminary</p> <p><span style="border: 2px solid yellow; display: inline-block; width: 20px; height: 10px;"></span> Parcel</p> <p><b>CityLimits</b></p> <p>CityName</p> <p><span style="border: 1px solid purple; display: inline-block; width: 20px; height: 10px;"></span> Kennewick</p> <p><span style="border: 1px solid lightgray; display: inline-block; width: 20px; height: 10px;"></span> StructureBuilding</p> | <p><b>Parcel Zoning</b></p> <p><b>Zoning</b></p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: #90EE90; border: 1px solid black;"></span> OS</p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: #6495ED; border: 1px solid black;"></span> RL</p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: #FFDAB9; border: 1px solid black;"></span> RM-6</p> <p>Parcel Zoning Label</p> | <p>1 inch equals 197 feet</p> <p>0 55 110 220 ft</p> <p>0 65 130 260 ft</p> <p>2/20/2025</p> <p></p> |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|



**KENNEWICK PLANNING COMMISSION**

**NOTICE OF PUBLIC HEARING**

**March 3, 2025 6:30 p.m.**

The Kennewick Planning Commission will hold a Public Hearing on Monday, March 3, 2025, at City Hall Council Chambers, 210 West 6<sup>th</sup> Avenue, at 6:30 p.m. or as soon as possible thereafter, to receive public comment on a proposed Change of Zone. Staff will be presenting their analysis and the Planning Commission will make a recommendation to the City Council on the item. The public hearing will be conducted in a hybrid setting which will allow interested parties to participate in person or virtually. To participate virtually in the hearing, use the link found at <https://www.go2kennewick.com/598/Planning-Commission>.

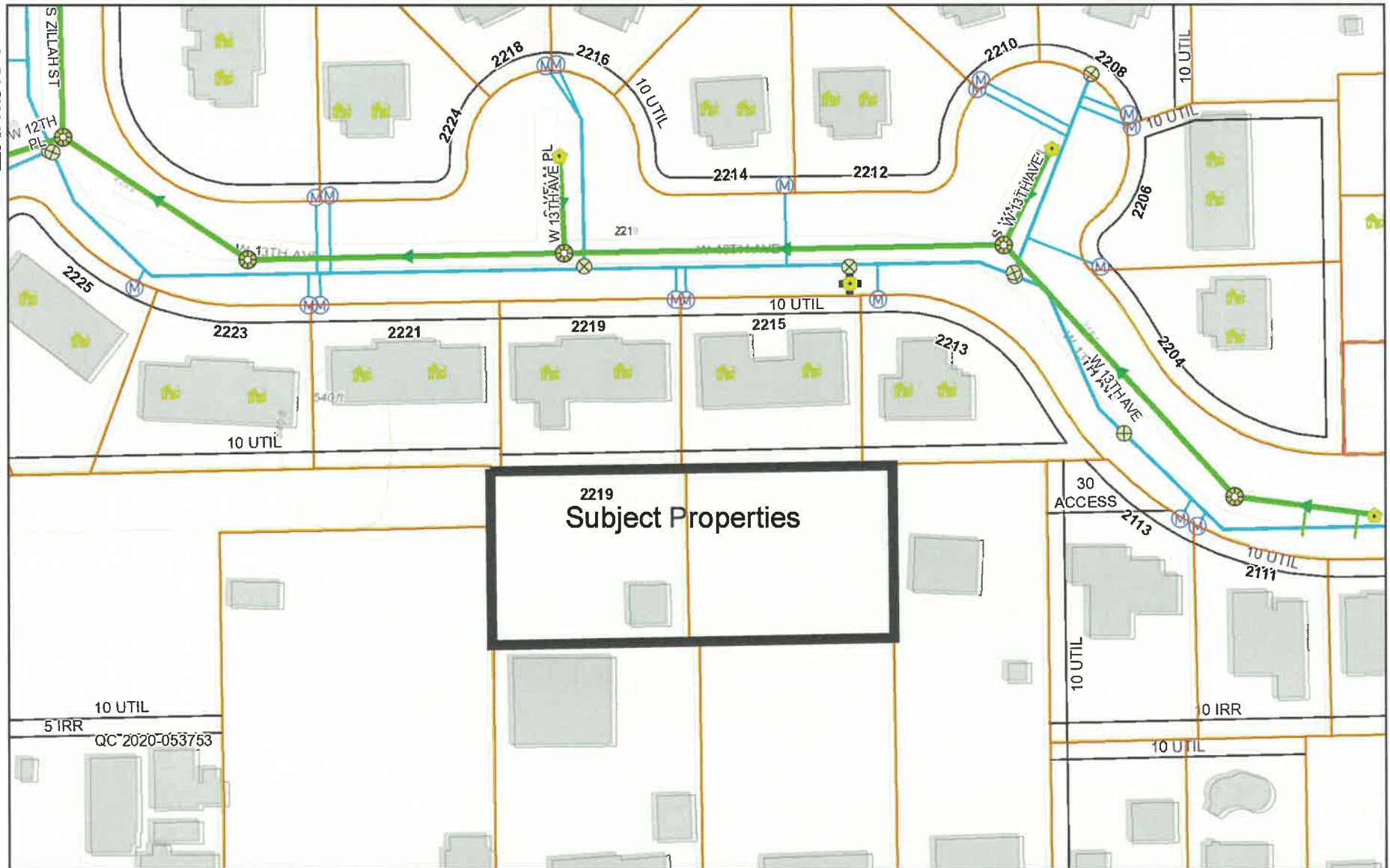
*Project# COZ-2024-0003 – A Change of Zone of two parcels totaling 0.5348 acres from Residential, Low Density (RL) to Residential, Medium Density (RM), located at 2219 W 13<sup>th</sup> Avenue. See map on back.*

Submit written comments to Matt Halitsky at [matt.halitsky@ci.kennewick.wa.us](mailto:matt.halitsky@ci.kennewick.wa.us) or mail to PO Box 6108, Kennewick, WA 99336. For questions about this project, please call Matt Halitsky (509) 585-4416

The City of Kennewick welcomes full participation in public meeting by all citizens. No qualified individual with a disability shall be excluded or denied the benefit of participating in such meetings. If you wish to use auxiliary aids or require assistance to comment at this public meeting, please contact Matt Halitsky at (509) 585-4416 or the Washington Relay Service Center TTY at #711 at least ten days prior to the date of the meeting to make arrangements for special needs.

# Vicinity Map

Exhibit 7



April 12, 2024

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CountyParcelLayer **SewerManhole**

SewerCleanout

<all other values>

Manhole



Grease Interceptor



Grease Trap



Oil/Water Separator

Valve

SewerNode

SewerForcemain

SewerMainline



**NOTIFICATION OF MAILING**

I, Matt Halitsky, on 13 February, 2025

Mailed 37 copies of Notice of Public Hearing

for COZ-2024-0003

to property owners within 300'

as shown on the attached list.

\_\_\_\_\_  
Signature



## Exhibit 7

37  
SCOTT AND DEBORAH WATKINS  
2304 W 15TH AVE  
Kennewick, WA 99337

37  
WHITNEY DYE  
2111 W 13TH AVE  
Kennewick, WA 99337

37  
KATHERINE L POWELL  
2108 W 15TH AVE  
Kennewick, WA 99337

37  
CRUZ BETANCOURT  
2106 W 15TH AVE  
Kennewick, WA 99337

37  
PATRICIA PUENTE-MARTINEZ  
2329 W 15TH AVE  
Kennewick, WA 99337

37  
CLARICE R MORROW  
850 W JOHNS AVE  
Hermiston, WA 97838

37  
MONTANA JACK LLC  
1119 W 53RD AVE  
Kennewick, WA 99337

37  
YESSICA LINARES HERNANDEZ & JOSE  
GODINEZ MERAZ  
2212 W 13TH AVE  
Kennewick, WA 99337

37  
WILLIAM C PFAFFLE  
1418 S VANCOUVER ST  
Kennewick, WA 99337

37  
ITHACA HOMES LLC  
5006 S DAYTON ST  
Kennewick, WA 99337

37  
AIRXN HOLDINGS LLC  
11804 WATERS EDGE DR  
Pasco, WA 99301

37  
TIMOTHY & LADONNA BURDINE  
2113 W 13TH AVENUE  
Kennewick, WA 99337

37  
CHARLES N & JOY B POLK  
3 W 3RD AVE  
Kennewick, WA 99336

37  
STEVEN HUBBARD  
2128 W 15TH AVE  
Kennewick, WA 99337

37  
JACOB T & ROMA F WALTERS  
2220 W 15TH AVE  
Kennewick, WA 99337

37  
ALBERTO NAVARRO  
PO BOX 5955  
Kennewick, WA 99336

37  
JOHN F & LYDA M ZELLER  
480 CHARBONNEAU DR  
Richland, WA 99352

37  
SAUL & ANGELICA MARIA FAUSTO  
2210 W 13TH AVE  
Kennewick, WA 99337

37  
KOZEL LYNN TAFT  
7400 W COLT DRIVE  
Boise, ID 83709

37  
KATHE L DAVIS  
2225 W 13TH # A  
Kennewick, WA 99337

37  
HADEETHI ALI AL & HASAN AREEJ ALBO  
2107 W 13TH AVE  
Kennewick, WA 99337

37  
LURIS W COPE  
20621 S HANEY RD  
Kennewick, WA 99337

37  
NICHOLAS A & MADISON R HEBERT  
1426 S VANCOUVER ST  
Kennewick, WA 99337

37  
DOUGLAS E JONES  
712 S YOUNG PLACE  
Kennewick, WA 99336

37  
XAVIER TRUJILLO  
2218 W 15TH AVE  
Kennewick, WA 99337

37  
WESTLAKE PROPERTIES LLC  
104828 E. ADDISON AVE  
Kennewick, WA 99338

37  
ARMANDO & ILENE TARELO  
3736 S KELLOGG ST  
Kennewick, WA 99336

37  
KARIME J SITAL BARRAZA  
2208 W 13TH AVE  
Kennewick, WA 99337

37  
GAGE S SHEPARD  
1139 HANSON LP  
Burbank, WA 99323

37  
ALAN D & LUANA YOUNG  
203 S HIGHLAND DRIVE  
Kennewick, WA 99337

## Exhibit 7

37

RAYMOND & KIM SIGLIN  
207805 E FINLEY RD  
Kennewick, WA 99337

37

CAROL A FULLER  
5218 W 16TH CT  
Kennewick, WA 99338

37

TOBY M & NATALIE J MCKAY  
2708 N ROAD 60  
Pasco, WA 99301

37

PAUL E OLSON  
36006 NE BEAVERBROOK RD  
Yacolt, WA 98675

37

RICHARD G RALSTON  
2209 W 15TH AVE  
Kennewick, WA 99337

37

RICHARD & BETHANY MAY  
2303 W 15TH AVE  
Kennewick, WA 99337





## Community Planning Department

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4280

[cedinfo@ci.kennewick.wa.us](mailto:cedinfo@ci.kennewick.wa.us)**DETERMINATION OF NON-SIGNIFICANCE****FILE/PROJECT NUMBER:** ED-2024-0009**DESCRIPTION OF PROPOSAL:** Comprehensive Plan Map Amendment to change the land use designation of 0.5348 acres from Low Density Residential (LDR) to Medium Density Residential (MDR).**PROPONENT:** Douglas Jones**LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY:** 2219 W 13<sup>th</sup> Ave**LEAD AGENCY:** City of Kennewick

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

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

**RESPONSIBLE OFFICIAL:** Anthony Muai, AICP**POSITION/TITLE:** Community Planning Director**ADDRESS:** 210 W 6th Ave., P.O. Box 6108, Kennewick, WA 99336**PHONE:** (509) 585-4361

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

This DNS is subject to the attached conditions:

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

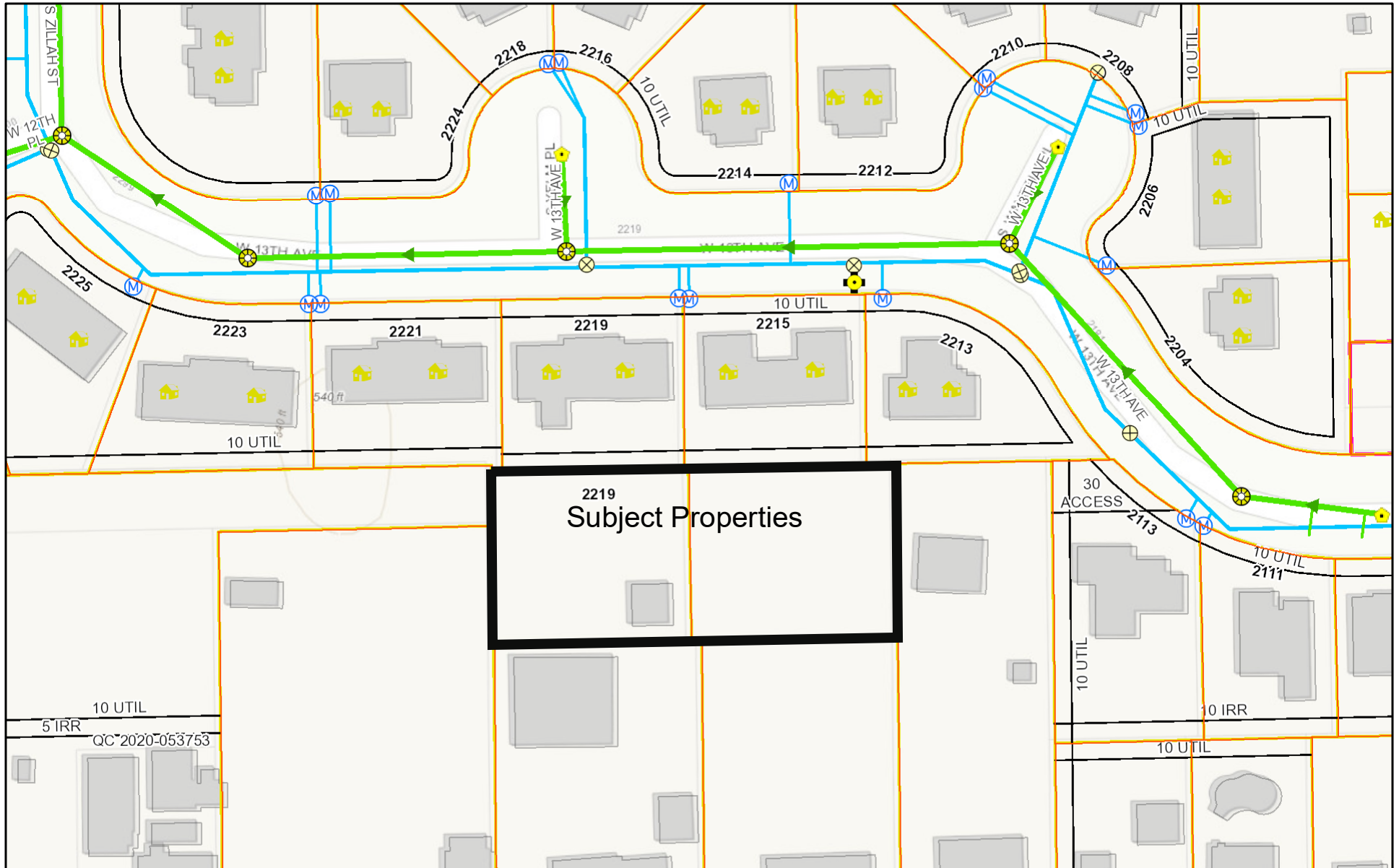
Date: 8 July 2024

Signature: \_\_\_\_\_

**Appeal:** An appeal of this determination must be submitted to the Community Planning Department within fourteen (14) calendar days after the date issued, by 5:00 PM on 23 July 2024. This appeal must be written and make specific factual objections to the City's threshold determination. Appeals shall be conducted in conformance with Section 4.12.090(9) of the Kennewick Municipal Code and the required fees pursuant to the City's adopted Fee Schedule shall be paid at time of appeal submittal.

# Vicinity Map

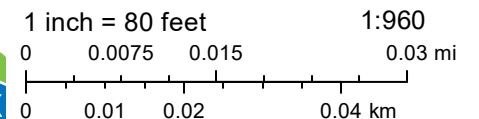
Exhibit 3



April 12, 2024

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|                   |                     |         |                    |                     |             |                |               |
|-------------------|---------------------|---------|--------------------|---------------------|-------------|----------------|---------------|
| CountyParcelLayer | <b>SewerManhole</b> | GI      | Grease Interceptor | ⊗                   | Valve       | ➔              | SewerMainline |
| ⬢                 | SewerCleanout       | ⊗       | <all other values> | ⚠                   | Grease Trap | ○              | SewerNode     |
|                   | ⊗                   | Manhole | OWS                | Oil/Water Separator | ➔           | SewerForcemain |               |



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

## **Planning Commission Action Summary**

### **COZ-2024-0003 (RL to RM)**

The Kennewick Planning Commission conducted a hybrid in-person/virtual public hearing on 3 March 2025. All interested parties were notified to come before the Commission and be heard. After reviewing the staff report and all oral and written facts and opinions, Commissioner Hempstead moved that the Planning Commission concur with the findings and conclusions contained within staff report COZ-2024-0003 and recommend to City Council approval of the proposed Change of Zone.

#### **Findings:**

1. The applicant is Douglas Jones, 712 S Young Pl, Kennewick, WA 99336.
2. The property owner is also Douglas Jones, 712 S Young Pl, Kennewick, WA 99336.
3. The proposed change of zone is located at 2219 W 13<sup>th</sup> Avenue. Parcel Numbers 1-1189-202-0026-008 and 1-1189-202-0026-009.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Medium Density Residential.
5. The applicant's request is to change the zoning from Residential, Low Density (RL) to Residential, Medium Density (RM).
6. The Residential, Medium Density zone (RM) is an implementing zones of the Medium Density Residential Comprehensive Plan Land Use Map Designation.
7. On 9 December 2024, the application was submitted, and declared complete for processing on 18 December 2024.
8. The application was routed for review to City Departments and outside agencies for comment on 18 December 2024.
9. The site is currently landlocked with no formal access to the street network or municipal water and sewer infrastructure. Municipal water and sewer exists on W 13<sup>th</sup> Avenue.
10. The Environmental Determination of Non-Significance was issued on 8 July 2024 for the corresponding Comprehensive Plan Amendment CPA-2024-0002.
11. The Property Posting sign for the public hearing was posted on site 13 February 2025.
12. Notice of the public hearing for this application was published in the Tri-City Herald on 16 February 2025. Notices were also mailed to property owners within 300 feet of the site on 13 February 2025.
13. The proposed amendment is consistent with the Comprehensive Plan.
14. A Change of Zone to RM promotes the public necessity, convenience and general welfare.
15. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
16. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

**Conclusions:**

1. Approval will implement the Comprehensive Plan Land Use Designation of Medium Density Residential.
2. Approval will not result in an increase of adverse environmental impacts.
3. Approval will implement Residential Land Use Goals 1 and 3 of the City of Kennewick Comprehensive Plan.
4. Approval of the Change of Zone to RM will result in the promotion of public necessity, convenience and/or general welfare.
5. The proposed Change of Zone complies with KMC 18.51.070(2).

The motion was seconded by Commission Short. The motion passed unanimously, with Commissioners Gregory, Perez, Rahimlou, Short, Hempstead, and Vice Chair Helgeson all in favor.

**KENNEWICK PLANNING COMMISSION**  
**March 3, 2025**  
**MEETING MINUTES**

**1. CALL TO ORDER**

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

Vice Chair Helgeson welcomed new Planning Commissioners Ana Rahimlou and Douglas Perez.

Vice Chair Helgeson led the Pledge of Allegiance.

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

**PRESENT:** Commissioners James Hempstead, Tina Gregory, Ken Short, Ana Rahimlou, Douglas Perez, Vice Chairman Thomas Helgeson (*All in person*).

**ABSENT:** Commissioner Nikki Griffith.

**STAFF:** Anthony Muai, AICP Planning Director; Steve Donovan, AICP Development Services Manager; Matt Halitsky, AICP Senior Planner; Melinda Didier, Community Planning Administrative Assistant.

Six commissioners were present at the 6:30 p.m. start of meeting, with Commission Griffith absent; Ms. Didier declared a quorum was established.

Commissioner Hempstead moved to excuse Commissioner Griffith's absence; Commissioner Gregory seconded the motion. Motion passed on a unanimous roll call vote.

**2. CONSENT AGENDA**

- a. Approval of the minutes dated January 6, 2025.
- b. Approval of the agenda.
- c. Motion to enter Staff Report(s) into the Record.

**MOTION:** Commissioner Hempstead moved to approve the Consent Agenda; Commissioner Short seconded the motion.

**DISCUSSION:** None.

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

**3. PUBLIC HEARINGS:**

Vice Chairman Helgeson made the following statement:

"Good evening and welcome to the March 3, 2025 Kennewick Planning Commission meeting.

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



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

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

The order of the hearings shall be as follows:

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

**A. CHANGE OF ZONE (COZ) #2024-0003:**

Vice Chairman Helgeson opened the public hearing at 6:35 pm for Change of Zone (COZ) #2024-0003, proposing to change the zoning designation for approximately 0.5348 acres located at 2219 W. 13<sup>th</sup> Avenue from Residential. Low Density (RL) to Residential, Medium Density (RM). Applicant and Owner – Doug Jones, 712 S. Young Place, Kennewick, WA 99336.

1. Mr. Halitsky described the application, presented the staff report, and recommended the Planning Commission forward a recommendation for approval of COZ-2024-0003 to City Council.

Planning Commission asked clarifying questions of staff: Is there an access easement; is this to unify three lots; is there access to the rear of the property; is there a shop proposed.

2. Testimony of Applicant/Applicant's Representative: Applicant/Owner Doug Jones was in the audience but elected not to comment.
3. Testimony in Favor of the Request: None
4. Testimony Neutral/Against the Request: Joy Polk, 2222 W. 15<sup>th</sup> Avenue, Kennewick, WA 99336; Ms. Polk spoke about access & not wanting additional residential units.
5. Testimony of Those Registered on Virtual Format: None
6. Staff Final Comments: None
7. Public Testimony Closed at 6:43 p.m.
8. Planning Commission Questions of Staff: None

**MOTION:** Commissioner Hempstead moved the Planning Commission concur with the findings and conclusion contained within staff report COZ-2024-0003 and recommend APPROVAL to the City Council. Commissioner Short seconded

the motion. Commissioner Gregory stated that she knows the applicant but can remain impartial; the Planning Commission accepted her statement.

**DISCUSSION:** None

The motion passed unanimously.

**4. VISITORS NOT ON AGENDA:**

- a. None

**5. OLD BUSINESS:**

- a. City Council Action Updates – COZ-2024-0002 from 1/6/2025 Planning Commission meeting was approved by City Council.

**6. NEW BUSINESS:**

- a. None

**7. REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS/STAFF:** None

**ADJOURNMENT:** The meeting concluded at 6:47 p.m.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                   |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Council Agenda Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Item Number:</b> 5.b. <b>Date:</b> 3/18/2025                                                                                                                   | <b>Category:</b> Ordinance |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Item Type:</b> Ordinance<br><b>Subject:</b> Ordinance: Housekeeping Ordinances Pertaining to the Governance Manual Adoption<br><b>Department:</b> City Manager |                            |
| <p><b><u>Recommendation</u></b></p> <p>Staff recommends that Council adopt Ordinances for agenda items B(1) and B(2) to amend the KMC based on the adoption of the Governance Manual.</p> <p><b><u>Motion for Consideration</u></b></p> <p>Motions will be considered separately under items. 5.b.1. and 5.b.2.</p> <p><b><u>Summary</u></b></p> <p>A Governance Manual is a document that outlines the rules, policies, and procedures that guide how Council operates and makes decisions. It serves as a reference tool to ensure Council functions effectively, transparently, and in compliance with legal and ethical standards.</p> <p>Council has been reviewing versions and making suggestions for this document over the last several months. Based on this discussion, there were decisions made that required amendments to the KMC for consistency. The proposed amendments are as follows:</p> <ol style="list-style-type: none"> <li>1. KMC 2.04.047 Workshop Meetings. The amendment allows for action to be taken in a workshop, but indicates this should not be standard practice but rather limited to special circumstances.</li> <li>2. KMC 2.04.120 Order of Business. Eliminates the second visitor section of the agenda and allows all visitors to speak about items on or off the agenda at the beginning of the meeting.</li> <li>3. KMC 2.16.70 Attendance Requirements. Changes allowed unexcused absences from two to three for boards and commissions. This is consistent with Council standards.</li> <li>4. KMC 2.16.870 Addition of this section to cover the Lodging Tax Advisory Committee.</li> </ol> <p><b><u>Alternatives</u></b></p> <p>Revised the proposed Governance Manual to follow the existing KMC language for the above-mentioned sections.</p> <p><b><u>Fiscal Impact</u></b></p> <p>No Fiscal Impacts</p> |                                                                                                                                                                   |                            |
| <p><b><u>Attachments:</u></b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                   |                            |

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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Item Number:</b> 5.b.1. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Ordinance                                                           | <b>Category:</b><br>Ordinance |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Subject:</b> Ordinance: Amending Chapter 2.04 of the Kennewick Municipal Code<br><b>Department:</b> City Manager<br><b>Ordinance #:</b> |                               |
| <p><b><u>Recommendation</u></b><br/> Staff recommends adopting the ordinance as presented</p> <p><b><u>Motion for Consideration</u></b><br/> Motion to adopt the ordinance as presented.</p> <p><b><u>Summary</u></b><br/> Council has been reviewing versions of a proposed Governance Manual for the past several months. During this process, Council arrived at consensus which requires amendments to the Kennewick Municipal Code (KMC). This ordinance amends the following sections of the KMC:</p> <ol style="list-style-type: none"> <li>1. <b>KMC 2.04.047 Workshop Meetings</b> - The amendment allows Council to take action in a workshop meeting. The intent of this change is to provide flexibility for special circumstances while maintaining that action items will not be normal practice for workshops.</li> <li>2. <b>KMC 2.04.120 Order of Business.</b> This amendment removes the second visitor section from the City Council meeting agenda and consolidates public comment by allowing all visitors to speak on topics on or off the agenda at the beginning of the meeting.</li> </ol> <p>These improvements to the KMC stand on their own merits and are not conditioned upon approval of the Governance Manual. The changes are consistent with the consensus reached at Council workshops.</p> <p><b><u>Alternatives</u></b><br/> Deny adoption of the ordinance and provide further instructions to update the Governance Manual accordingly.</p> <p><b><u>Fiscal Impact</u></b><br/> N/A</p> |                                                                                                                                            |                               |
| <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. Ordinance</li> <li>2. Redline</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                            |                               |

CITY OF KENNEWICK  
ORDINANCE NO. 25-\_\_\_\_\_

AN ORDINANCE AMENDING KENNEWICK MUNICIPAL CODE TITLE 2  
ADMINISTRATION AND PERSONNEL; CHAPTER 2.04 CITY COUNCIL;  
SECTION 2.04.047 WORKSHOP MEETINGS AND SECTION 2.04.120  
ORDER OF BUSINESS

**WHEREAS**, the City of Kennewick Municipal Code is a document containing 18 Titles and multiple chapters and is codified by the adoption of ordinances and published in a code book; and

**WHEREAS**, periodically the City of Kennewick Municipal Code needs to be updated or improved for presentation to the City Council; and

**WHEREAS**, during the process of drafting a Governance Manual the Council made decisions that required updates to the Kennewick Municipal code.

**NOW THEREFORE BE IT** ordained by the City Council of the City of Kennewick, Washington, as follows:

**Section 1.** Chapter 2.04 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**2.04.047: Workshop Meetings.**

- (1) The Council may meet informally in workshop sessions (open to the public) at the call of the Mayor, to allow Council Members and Staff to do concentrated strategic planning, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager. Action items may be included on a workshop agenda, however, it is not the preference and action items should be limited to special circumstances and not normal practice.
- (2) Workshop meetings shall normally be held on the second and fourth Tuesdays of the month beginning at 6:30 p.m.
- (3) Written public comment is accepted at workshop meetings pursuant to the following:
  - (a) Comments are due, in writing, to the City Clerk no later than 3:00 p.m. the day of the meeting.
  - (b) Comments must pertain to items on the current meeting agenda and no other topic.
  - (c) Verbal comments are not permitted unless the Council, by a majority vote of the members present, suspends the rules.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025; Ord. 24-6055 Sec. 1, 2024; Ord. 5327 Sec. 5, 2011)



#### **2.04.120: Order of Business.**

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

- (1) Call to order—Roll call;
- (2) Visitors;
- (3) Approval of agenda;
- (4) Consent agenda;
- (5) Ordinances and resolutions;
- (6) Public hearings/Meetings;
- (7) Unfinished business;
- (8) New business;
- (9) Council Comments/Discussion;
- (10) Adjournment.

The consent agenda may contain items which are of a routine and noncontroversial nature which may include, but are not limited to, the following: communications, memos and reports for information of Council, resolutions, agreements, petitions, minutes of commission and boards, applications, approval of accounts, which may be accepted by consent of the Council by a single vote without reading, unless a member of the Council should request such reading and such request shall be granted. Minutes of the preceding meeting, and bills tendered for payments shall not be read in detail at each meeting prior to approval, unless a member of the Council should request such reading. In such instances the request shall be granted. Any item on the consent agenda may be removed and considered separately as an agenda item at the request of any Council Member.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025; Ord. 5973, Sec. 1, 2022; Ord. 5327 Sec. 4, 2011; Ord. 3242 Sec. 1(part), 1990; Ord. 2774 Sec. 1, 1983; Ord. 2180, 1978; Ord. 1996 Sec. 1, 1976; Ord. 1286 Sec. 12, 1964)

**Section 2. Severability.** If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 3. Regulatory Conflicts.** All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this ordinance are hereby repealed to the extent of the inconsistency or conflict.

**Section 4. Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 18th day of March, 2025, and signed in authentication of its passage this 18th day of March, 2025.

Attest:

\_\_\_\_\_  
CHUCK TORELLI, Mayor Pro Tem

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

ORDINANCE NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
19<sup>th</sup> day of March, 2025

Approved as to Form:

\_\_\_\_\_  
LAURENCIO SANGUINO,  
City Attorney

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

DATE OF PUBLICATION:

March 21, 2025

ORDINANCE EFFECTIVE DATE:

March 26, 2025

CITY OF KENNEWICK  
ORDINANCE NO. 25-\_\_\_\_\_

AN ORDINANCE AMENDING KENNEWICK MUNICIPAL CODE TITLE 2  
ADMINISTRATION AND PERSONNEL; CHAPTER 2.04 CITY COUNCIL;  
SECTION 2.04.047 WORKSHOP MEETINGS AND SECTION 2.04.120  
ORDER OF BUSINESS

**WHEREAS**, the City of Kennewick Municipal Code is a document containing 18 Titles and multiple chapters and is codified by the adoption of ordinances and published in a code book; and

**WHEREAS**, periodically the City of Kennewick Municipal Code needs to be updated or improved for presentation to the City Council; and

**WHEREAS**, during the process of drafting a Governance Manual the Council made decisions that required updates to the Kennewick Municipal code.

**NOW THEREFORE BE IT** ordained by the City Council of the City of Kennewick, Washington, as follows:

**Section 1.** Chapter 2.04 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**2.04.047: Workshop Meetings.**

- (1) The Council may meet informally in workshop sessions (open to the public) at the call of the Mayor, to allow Council Members and Staff to do concentrated strategic planning, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager. Action items may be included on a workshop agenda, however, it is not the preference and action items should be limited to special circumstances and not normal practice. ~~provided that all discussions and conclusions thereon shall be informal. Council shall make no disposition of any item at a workshop meeting.~~
- (2) Workshop meetings shall normally be held on the second and fourth Tuesdays of the month beginning at 6:30 p.m.
- (3) Written public comment is accepted at workshop meetings pursuant to the following:
  - (a) Comments are due, in writing, to the City Clerk no later than 3:00 p.m. the day of the meeting.
  - (b) Comments must pertain to items on the current meeting agenda and no other topic.
  - (c) Verbal comments are not permitted unless the Council, by a majority vote of the members present, suspends the rules.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025; Ord. 24-6055 Sec. 1, 2024; Ord. 5327 Sec. 5, 2011)

## 2.04.120: Order of Business.

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

- (1) Call to order—Roll call;
- (2) Visitors;
- (3) Approval of agenda;
- (4) Consent agenda;
- (5) Ordinances and resolutions;
- (6) Public hearings/Meetings;
- (7) Unfinished business;
- (8) New business;
- ~~(9) Visitors;~~
- ~~(9+)~~ Council Comments/Discussion;
- ~~(10+)~~ Adjournment.

The consent agenda may contain items which are of a routine and noncontroversial nature which may include, but are not limited to, the following: communications, memos and reports for information of Council, resolutions, agreements, petitions, minutes of commission and boards, applications, approval of accounts, which may be accepted by consent of the Council by a single vote without reading, unless a member of the Council should request such reading and such request shall be granted. Minutes of the preceding meeting, and bills tendered for payments shall not be read in detail at each meeting prior to approval, unless a member of the Council should request such reading. In such instances the request shall be granted. Any item on the consent agenda may be removed and considered separately as an agenda item at the request of any Council Member.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025; Ord. 5973, Sec. 1, 2022; Ord. 5327 Sec. 4, 2011; Ord. 3242 Sec. 1(part), 1990; Ord. 2774 Sec. 1, 1983; Ord. 2180, 1978; Ord. 1996 Sec. 1, 1976; Ord. 1286 Sec. 12, 1964)

**Section 2. Severability.** If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 3. Regulatory Conflicts.** All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this ordinance are hereby repealed to the extent of the inconsistency or conflict.

**Section 4. Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 18th day of March, 2025, and signed in authentication of its passage this 18th day of March, 2025.

Attest:

\_\_\_\_\_  
GRETLE J. CRAWFORD, Mayor

\_\_\_\_\_  
KRYSTAL JOHNSTON,  
City Clerk

ORDINANCE NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
18th day of March, 2025

Approved as to Form:

\_\_\_\_\_  
LAURENCIO SANGUINO,  
City Attorney

\_\_\_\_\_  
KRYSTAL JOHNSTON,  
City Clerk

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

\_\_\_\_\_  
\_\_\_\_\_

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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Item Number:</b> 5.b.2. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Ordinance                                                                      | <b>Category:</b><br>Ordinance |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Subject:</b> Ordinance: Amending Chapter 2.16 of the<br>Kennewick Municipal Code<br><br><b>Department:</b> City Manager<br><br><b>Ordinance #:</b> |                               |
| <p><b><u>Recommendation</u></b><br/>Staff recommends adopting the ordinance as presented</p> <p><b><u>Motion for Consideration</u></b><br/>Motion to adopt the ordinance as presented.</p> <p><b><u>Summary</u></b><br/>Council has been reviewing versions of a proposed Governance Manual for the past several months. During this process, Council made decisions that require amendments to the Kennewick Municipal Code (KMC). This Ordinance amends the following sections of the KMC:</p> <ol style="list-style-type: none"> <li>1. <b>KMC 2.16.870 Lodging Tax Advisory Committee.</b> This is a housekeeping item that adds a section for the Lodging Tax Advisory Committee.</li> <li>2. <b>KMC 2.16.970 Attendance Requirement.</b> This amendment updates the allowed number of unexcused absences for board and committee members from two to three.</li> </ol> <p>These improvements to the KMC stand on their own merits and are not conditioned upon approval of the Governance Manual. The changes are consistent with the consensus reached at Council workshops.</p> <p><b><u>Alternatives</u></b><br/>Deny adoption of the ordinance and direct staff to update the Governance Manual accordingly.</p> <p><b><u>Fiscal Impact</u></b><br/>N/A</p> |                                                                                                                                                       |                               |
| <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. Ordinance</li> <li>2. Redline</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                       |                               |



CITY OF KENNEWICK  
ORDINANCE NO. 25-\_\_\_\_\_

AN ORDINANCE AMENDING KENNEWICK MUNICIPAL CODE TITLE 2  
ADMINISTRATION AND PERSONNEL; CHAPTER 2.16 BOARDS AND  
COMMISSIONS; ADDING SECTION 2.16.870 LODGING TAX ADVISORY  
COMMITTEE AND AMENDING SECTION 2.16.970 ATTENDANCE  
REQUIREMENTS

**WHEREAS**, the City of Kennewick Municipal Code is a document containing 18  
Titles and multiple chapters and is codified by the adoption of ordinances and published  
in a code book; and

**WHEREAS**, periodically the City of Kennewick Municipal Code needs to be  
updated or improved for presentation to the City Council; and

**WHEREAS**, during the process of drafting a Governance Manual the Council  
made decisions that required updates to the Kennewick Municipal code.

**NOW THEREFORE BE IT** ordained by the City Council of the City of Kennewick,  
Washington, as follows:

**Section 1.** Section 2.16.870 of the Kennewick Municipal Code, be, and the same hereby is,  
added to read as follows:

**2.16.870: Lodging Tax Advisory Committee.**

The Lodging Tax Advisory Committee shall have and exercise the powers, duties and  
responsibilities prescribed in Chapter 67.28 RCW.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025)

**Section 2.** Section 2.16.970 of the Kennewick Municipal Code, be, and the same hereby is,  
amended to read as follows:

**2.16.970: Attendance Requirements.**

All members of boards, commissions or agencies shall be removed from their appointment if  
they have three or more unexcused absences in any calendar year. An unexcused absence is  
defined as a failure to notify the chairperson or secretary of their absence prior to the meeting,  
unless for a bona fide emergency. The expected minimum standard of attendance at all  
meetings is 75 percent, regardless of whether absences are excused or unexcused.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025; Ord. 5349 Sec. 9, 2011; Ord. 3915 Sec. 18, 2000)

**Section 3. Severability.** If any section, sentence, clause, or phrase of this ordinance shall be  
held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 4. Regulatory Conflicts.** All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this ordinance are hereby repealed to the extent of the inconsistency or conflict.

**Section 5. Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

**Section 6. Effective Date.** This ordinance shall be in full force and effect five (5) days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 18th day of March, 2025, and signed in authentication of its passage this 18th day of March, 2025.

Attest:

\_\_\_\_\_  
CHUCK TORELLI, Mayor Pro Tem

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

ORDINANCE NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
19<sup>th</sup> day of March, 2025

Approved as to Form:

\_\_\_\_\_  
LAURENCIO SANGUINO,  
City Attorney

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

DATE OF PUBLICATION:

March 21, 2025

ORDINANCE EFFECTIVE DATE:

March 26, 2025

CITY OF KENNEWICK  
ORDINANCE NO. 25-\_\_\_\_\_

AN ORDINANCE AMENDING KENNEWICK MUNICIPAL CODE TITLE 2  
ADMINISTRATION AND PERSONNEL; CHAPTER 2.16 BOARDS AND  
COMMISSIONS; ADDING SECTION 2.16.870 LODGING TAX ADVISORY  
COMMITTEE AND AMENDING SECTION 2.16.970 ATTENDANCE  
REQUIREMENTS

**WHEREAS**, the City of Kennewick Municipal Code is a document containing 18 Titles and multiple chapters and is codified by the adoption of ordinances and published in a code book; and

**WHEREAS**, periodically the City of Kennewick Municipal Code needs to be updated or improved for presentation to the City Council; and

**WHEREAS**, during the process of drafting a Governance Manual the Council made decisions that required updates to the Kennewick Municipal code.

**NOW THEREFORE BE IT** ordained by the City Council of the City of Kennewick, Washington, as follows:

**Section 1.** Section 2.16.870 of the Kennewick Municipal Code, be, and the same hereby is, added to read as follows:

**2.16.870: Lodging Tax Advisory Committee.**

The Lodging Tax Advisory Committee shall have and exercise the powers, duties and responsibilities prescribed in Chapter 67.28 RCW.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025)

**Section 2.** Section 2.16.970 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**2.16.970: Attendance Requirements.**

All members of boards, commissions or agencies shall be removed from their appointment if they have ~~threetwo~~ or more unexcused absences in any calendar year. An unexcused absence is defined as a failure to notify the chairperson or secretary of their absence prior to the meeting, unless for a bona fide emergency. The expected minimum standard of attendance at all meetings is 75 percent, regardless of whether absences are excused or unexcused.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025; Ord. 5349 Sec. 9, 2011; Ord. 3915 Sec. 18, 2000)

**Section 3. Severability.** If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 4. Regulatory Conflicts.** All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this ordinance are hereby repealed to the extent of the inconsistency or conflict.

**Section 5. Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

**Section 6. Effective Date.** This ordinance shall be in full force and effect five (5) days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 18th day of March, 2025, and signed in authentication of its passage this 18th day of March, 2025.

Attest:

\_\_\_\_\_  
GRETLE J. CRAWFORD, Mayor

\_\_\_\_\_  
KRYSTAL JOHNSTON,  
City Clerk

ORDINANCE NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
18th day of March, 2025

Approved as to Form:

\_\_\_\_\_  
LAURENCIO SANGUINO,  
City Attorney

\_\_\_\_\_  
KRYSTAL JOHNSTON,  
City Clerk

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

\_\_\_\_\_  
\_\_\_\_\_

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| <b>Council Agenda<br/>Coversheet</b><br><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Item Number:</b> 5.c. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Resolution<br><b>Subject:</b> Resolution: Establishing the Governance Coordination Manual<br><b>Department:</b> City Manager<br><b>Resolution #:</b> | <b>Category:</b><br>Resolution |
| <p><b><u>Recommendation</u></b><br/> The City Manager recommends adoption of this resolution.</p> <p><b><u>Motion for Consideration</u></b><br/> Motion to adopt the resolution as presented.</p> <p><b><u>Summary</u></b><br/> To ensure strong leadership and maintain structure, the Kennewick City Council adheres to standard meeting procedures, including Roberts Rules of Order. Since 1906, the City has established various policies, procedures, and traditions to facilitate its operations. However, these were frequently conflicting and presented in multiple formats. The Governance Coordination Manual ("Manual") brings these practices together into a single document, providing a cohesive approach to leadership.</p> <p>In today's complex regulatory landscape, modern governance necessitates regular updates to ensure the City operates effectively. This Manual aims to simplify the navigation and implementation of necessary changes for the City Council compared to past methods. The Manual outlines the standards for governmental practices in a detailed format. Key components of this document include:</p> <ul style="list-style-type: none"> <li>• Meeting rules</li> <li>• Coordination procedures</li> <li>• Administrative references</li> <li>• Public outreach guidelines</li> <li>• Public hearing procedures</li> <li>• Relevant sections of the Revised Code of Washington</li> </ul> <p>Furthermore, it presents the City Council's Core Beliefs and policies that guide both the Council and Administration, highlighting the importance of public involvement and featuring various appendices.</p> <p>The Manual serves as a crucial resource that details how the City Council and Administration work together to achieve efficient and effective local governance. The Manual is the outcome of collaborative efforts with the City Council, developed through discussions at Council Workshops over several months.</p> <p>These Rules of Procedure aim to guide the City Council and City Administration. They should not be viewed as limitations or expansions of the statutory authority of the City Council or City Manager. These rules have been formulated based on a review of numerous statutes, ordinances, court cases, and best practices. To promote harmony between the Legislative and Executive branches of city government operations, some rules describe procedures where both branches agree, but they are not intended to amend or replace existing statutes, ordinances, court decisions, or other authorities.</p> <p>The Manual will be adopted by Resolution and the City Council will review it as necessary and will adopt any revisions or updates through Resolution. If changes to the KMC are required due to updates in the Governance Manual, they will be made prior to the adoption of Manual update resolutions.</p> |                                                                                                                                                                                                                           |                                |

**Alternatives**

Council may deny approval of the resolution.

**Fiscal Impact**

N/A

**Attachments:**

1. Resolution
2. Exhibit A



CITY OF KENNEWICK  
RESOLUTION NO. 25-\_\_\_\_\_

A RESOLUTION ADOPTING A GOVERNANCE MANUAL FOR  
KENNEWICK CITY COUNCIL

**WHEREAS**, the City Council of the City of Kennewick recognizes the importance of establishing clear guidelines and procedures for the effective governance of the City; and

**WHEREAS**, the adoption of a comprehensive Governance Manual will provide consistency in City Council operations, clarify roles and responsibilities, and enhance transparency in local government; and

**WHEREAS**, the City Council has reviewed and considered the proposed Governance Manual, which establishes policies and procedures related to Council meetings, communications, decision-making processes, and interactions with City staff, other governmental agencies, and the public; and

**WHEREAS**, the adoption of this Governance Manual will serve as a resource for current Councilmembers, future elected officials, City staff, and the community by documenting established practices and agreed-upon procedures.

**NOW THEREFORE BE IT** resolved by the City Council of the City of Kennewick, Washington, as follows:

**Section 1.** The City Council hereby adopts the City Council Governance Manual, attached hereto as Exhibit A and incorporated herein by this reference.

**Section 2.** The City Council Governance Manual shall be reviewed annually, with any proposed amendments to be considered and adopted by resolution of the City Council.

**Section 3.** The City Clerk shall maintain the official copy of the City Council Governance Manual and shall make copies available to all Councilmembers, the City Manager, Department Heads, and the public upon request and on the City's website.

**Section 4.** New Councilmembers shall be provided with a copy of the City Council Governance Manual upon taking office and shall participate in an orientation on its contents.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 18th day of March, 2025 and signed in authentication of its passage this 18th day of March, 2025.

Attest:

---

CHUCK TORELLI, Mayor Pro Tem

---

BRANDI RALSTON,  
Deputy City Clerk

RESOLUTION NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
18th day of March, 2025

Approved as to Form:

---

LAURENCIO SANGUINO,  
City Attorney

---

BRANDI RALSTON,  
Deputy City Clerk

**EXHIBIT A**  
**CITY OF KENNEWICK**  
**CITY COUNCIL**  
**GOVERNANCE COORDINATION MANUAL**

**Adopted March 11, 2025**

A Comprehensive Collection of Information about Kennewick City Government, Meeting Rules, Coordination Procedures, Administrative and Public Hearing Procedures, Best Practices and Applicable References from the Revised Code of Washington

# Introduction

## A Message to the Kennewick City Council:

In order to maintain structure and strong leadership, the Kennewick City Council follows general meeting procedures, including Roberts Rules of Order. Since 1906, the City has implemented a range of policies, procedures, and traditions to streamline proceedings. However, these were often conflicting and presented in various formats. The Governance Manual consolidates these practices into a single document, offering a comprehensive approach to leadership.

Given the intricate regulatory environment today, modern governance requires regular updates to ensure effective City operations. This manual aims to make it easier for the City Council to navigate and implement necessary changes compared to previous methods. The Kennewick Governance Coordination Manual establishes the standards for governmental practices in Kennewick in a detailed document. The document includes several key components: meeting rules, coordination procedures, and administrative references. It also outlines public outreach guidelines and public hearing procedures, along with relevant sections of the Revised Code of Washington. Additionally, it presents the City Council's Core Beliefs and policies that guide both the Council and Administration. Furthermore, the document emphasizes encouraging public involvement and includes various appendices.

This manual serves as a valuable resource outlining how the City Council and Administration collaborate to achieve efficient and effective local governance.

It is advised that City Councilmembers and City leaders familiarize themselves with the manual's contents and keep it easily accessible for reference.

Respectfully,

Erin Erdman, City Manager

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## CHAPTER 1 - USE OF RULES

**Purpose.** These Rules of Procedure are designed to provide guidance for the City Council and City Administration. They are not to be considered restrictions or expansions of the City Council's or City Manager's statutory authority. These rules have been prepared from review of many statutes, ordinances, court cases and "best practices". To promote a harmony of interrelated functions involving the Legislative and Executive branches of city government operations, some rules contained herein describe procedures where both branches are in complete agreement but they are not intended to be an amendment or substitute for those statutes, ordinances, court decisions or other authority.

**Use.** No action taken by a Councilmember or by the Council which is not in compliance with these rules, but which is otherwise lawful, shall invalidate such Councilmember's or Council's action or be deemed a violation of oath of office, misfeasance or malfeasance. No authority other than the City Council or City Manager may enforce these rules or rely on these rules.

**Public Use or Reliance Not Intended.** Because these rules are designed to assist the City Council and Administration and not to provide substantive rules affecting constituents, it is expressly stated that these rules do not constitute land use regulations binding upon or to be used by or relied upon by members of the public. These rules do not amend statutory or other regulatory (such as ordinance) requirements.

**Adoption and Changes.** The Governance Manual shall be adopted by Resolution. City Council shall review the Governance Manual as needed and adopt any revisions/updates per Resolution. If changes to the KMC are required due to updates in the Governance Manual then those shall be updated prior to the adoption of the Governance Manual.

## CHAPTER 2 - COUNCIL MEETINGS

### A. GENERAL

#### 1. Open Public Meetings Act

Under the Open Public Meetings Act (OPMA), RCW 42.30, all meetings of the City of Kennewick's governing bodies must be open to the public. The Act includes requirements concerning notification, public comment, executive session, and more. The City of Kennewick will strictly adhere to all requirements of the OPMA. All meetings of the City Council and of governing boards and commissions thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140.

#### 2. Time and Location – Regular and Workshop Meetings

- A. Regular business meetings of the Council shall be held on the first and third Tuesday of each month at 6:30 p.m. in the Council Chambers of City Hall at 210 W 6th Avenue, Kennewick, WA 99336, unless cancelled or postponed in accordance with applicable State or local procedures.
- B. Regular workshop meetings of the Council shall be held on the second and fourth Tuesday of each month at 6:30 p.m. in the Council Chambers of City Hall at 210 W 6th Avenue, Kennewick, WA 99336, unless cancelled or postponed in accordance with applicable State or local procedures.

#### 3. Presiding Officer.

The Mayor shall preside at meetings of the Council and be recognized as the head of the City for all ceremonial purposes. The Mayor shall have no regular administrative or executive duties. In case of the Mayor's absence or temporary disability, the Mayor Pro Tem shall act as Mayor during the continuance of the absence. In case of the absence or temporary inability of the Mayor and Mayor Pro Tem, an acting Mayor Pro Tempore selected by a majority vote of the remaining members of the Council shall act as Mayor during the continuance of the absences. The Mayor (or in the absence of the Mayor the Mayor Pro Tem, is referred to as "Presiding Officer" from time to time in these Rules of Procedure. In case of a mid-term vacancy in the position of Mayor, the Mayor Pro Tem will assume the title and duties through the unexpired term. The Council will then select a Mayor Pro Tem to complete the unexpired term (see Chapter 2 – Selection of Officers)

#### 4. Agenda Packet Distribution – Councilmembers (KMC 2.04.020)

- A. The City Clerk will publish regular business and workshop agendas and packets to the electronic board portal no later than 5:00 p.m. the last business day of the week preceding the meeting date.
  - 1. Additions to regular agendas and significant revisions to Council packet materials must be distributed to the City Council no later than eight business hours before the meeting.
  - 2. If changes are needed and there are less than eight business hours prior to the meeting, then a Councilmember can make a motion to add/remove an item during the approval of the agenda section of the meeting. The City Manager shall forward any pertinent information to Council in advance of the meeting if possible.

- B.** The City Clerk will publish special meeting agendas and packets via the electronic board portal at soonest opportunity but no later than 24 hours prior to the meeting (unless a true emergency per RCW 38.52.010 (13) necessitates a shorter timeframe).

#### **5. Agenda Packet Distribution – Public (KMC 2.04.020)**

- A.** Regular business meeting agendas and packets shall be published to the City website and distributed electronically to all meeting subscribers no later than 5:00 p.m. the last business day of the week preceding the meeting.
- B.** Regular workshop agendas shall be published to the City website and distributed electronically to all meeting subscribers no later than 5:00 p.m. the last business day of the week preceding the meeting.
- C.** Regular workshop packets shall be published to the City website and distributed electronically to all meeting subscribers no later than 8:00 a.m. the day of the meeting.
- D.** Special meetings agendas/notices (absent an emergency) shall be published to the City website and distributed electronically to all media contacts on file and all meeting subscribers no later than 24 hours preceding the meeting.
- E.** Request for presentation from outside entities or individuals to be placed on a future agenda will only be permitted if they are considered the official business of the City. Such requests shall be submitted to the City Clerk at least 10 days prior to the appropriate Council meeting. The City Clerk shall consult with the City Manager and the Mayor for a determination of whether the matter is an administrative issue or whether it should be placed on an upcoming Council Agenda. Any presentation materials shall be pre-screened and pre-approved by the City Manager.

#### **6. Forms of Address**

- A.** The Mayor shall be addressed as “Mayor (surname)” or “Your Honor”. The Mayor Pro Tem shall be addressed as “Mayor Pro Tem (surname)”. Members of the Council shall be addressed as “Councilmember (surname)”.

### **B. Meetings**

#### **1. Regular Meetings Order of Business (KMC 2.04.120).**

1. Call to Order
  - Roll Call
  - Pledge of Allegiance
  - Invocation – (See Section C (1) – Invocation)
  - Honors & Recognitions
2. Visitors See Section C (2) – Public comment
3. Approval of Agenda

Council can add or remove items from the agenda during this time. If Council wishes to remove an item from the consent agenda and place it on the agenda as a stand-alone discussion item they may do so here. In case of an emergency or an extremely time-sensitive issue of which neither the administration nor the entire Council was aware prior to the distribution of the agenda and materials, a new item may be introduced by a Councilmember and suggested as an amended agenda item for the present meeting. If

a new item added, the Council shall then consider a motion to approve the amended agenda.

4. Consent Agenda

Items that may be placed on the Consent Agenda are those, which have been previously discussed by Council; can be reviewed by a Councilmember without further explanation; are so routine; technical; or not substantive in nature that passage without discussion is likely; or are otherwise deemed in the best interest of the City.

5. Ordinances/Resolutions

(See Section C (12 & 13) – Ordinances and Resolutions)

6. Public Hearings/Meetings

(See Section C (15) – Public Hearings)

7. New Business

8. Unfinished Business

9. Council Comments/Discussion

Information regarding upcoming community events or events they have attended or matters for the good of the order. A Councilmember may also utilize this as an opportunity to request that specific topic be placed on a future agenda with a vote of the majority of the Council concurring with the request. Discussion regarding the specific topic shall not occur during this time except as necessary to clarify the request and to take a vote placing it on a future agenda.

10. Adjourn

2. Workshop Meeting (KMC 2.04.047)

Workshop meetings are meant to be informal to allow Councilmembers and staff to do concentrated strategic planning, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager.

**A. Action items.**

Although action items may be included on a workshop agenda, it is the preference of Council to keep those instances to a minimum. Because a workshop is a recognized meeting according to the “Open Public Meetings Act”, it is permissible for Council to take a final action during these meetings.

**B. Unexpected Motions.**

Because workshops are usually understood by the public and media as referring to meetings at which the Council considers and discusses items and does not take final action or vote, it could be misleading to the public as to purpose of the meeting if a motion is made unexpectedly. As such, the Council considers it inappropriate to make a “surprise” motion unless there is a rare special circumstance. Voting or making a motion when neither is included on the agenda does not violate state law, but for consistency sake and to avoid any surprises to the public and media, the practice is discouraged.

**C. Order of Business** (numbered in accordance with the agenda outline)

Call to Order

1. Roll Call

**2. Public Comments**

- Comments are due, in writing, to the City Clerk no later than 3:00 PM on the day of the meeting.
- Comments must pertain to items on the current meeting agenda and no other topics.
- Verbal comments are not permitted unless the Council, by a majority vote of the members present, suspends the rules.

**3. Present topics on the agenda**

Adjourn

**3. Regular Meeting: Executive Session (KMC 2.04.045)**

- A.** Executive sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Meetings Act.
- B.** The Mayor will publicly announce the executive session by stating the purpose of the executive session and the time when the executive session will end. If the executive session is not over at the stated time, it may be extended only if the Mayor announces to the public at the meeting place that it will be extended to a stated time.

**4. Special Council Meetings (RCW 42.30.080 and KMC 2.04.030)**

- A.** Special meetings may be called by the mayor or any four members of the Council.
- B.** The City Clerk shall prepare a notice of the special meeting, stating the time, place, and object, and personally serve notice upon each of the City Council at least 24 hours before the time of meeting. The City Clerk shall attempt to notify each member of the Council in person, either by telephone or otherwise, of the special meeting. The City Clerk shall give notice of the special meeting to local news media. The City Council may not make final disposition of any matter not mentioned in the notice.
- C.** Special meetings may be called in less than 24 hours, and without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

**5. City Council Retreats**

- A.** Retreats are categorized under as Special Meetings under the Open Public Meetings Act.
- B.** As necessary, the City Manager shall engage the services of a professional facilitator to assist Council with in-depth analysis of the Council's priorities, goals, and work plan.
- C.** Council shall make no disposition of any item at a retreat, but may come to a consensus during debate and collaboration.
- D.** Retreats shall be in a less formal setting, but shall not discourage public observation. Retreats are generally not broadcast or recorded and public comment is not accepted.
- E.** The City Manager shall arrange the retreat topics for discussion, task Department Directors with preparing staff reports and supporting materials, and direct the City Clerk to publish the agenda and packets.



## **C. MEETING RULES AND PROCEDURES**

### **1. Invocation**

- A.** City Council provides an opportunity at each regular City Council meeting for one invocation to be presented by a volunteer resident of the City of Kennewick
- B.** Invocation guidelines are as follows;
  - 1. Invocations shall be scheduled on a first come first served basis. Preference shall be given to persons who have not yet given an invocation over persons who have already done so.
  - 2. No one may give an invocation more than two times per year.
  - 3. Once a request form is submitted, the City Clerk will verify the volunteer's eligibility (based on residence) and research the last time (if ever) they provided an invocation.
  - 4. Once the volunteer's eligibility is confirmed, the City Clerk will contact them and offer a selection of dates to choose from. Upon selecting the date(s), confirmation will be made, and the volunteer will receive instructions for attending the scheduled meeting(s).
  - 5. Selection of persons wishing to give an invocation shall be nondiscriminatory and the contents of the invocation may be dictated by the beliefs of the individual offering the invocation.
  - 6. The invocation should not exceed sixty (60) seconds.
  - 7. No city employee or elected official, or anyone in attendance shall be required to participate in an invocation.
  - 8. Persons scheduled should not request that anyone stand for the invocation or participate.
  - 9. No compensation shall be given for providing an invocation, nor shall any fee be required to participate.

### **2. Public Comment**

- A.** The City Clerk will publish instructions on the City's website to facilitate public comment at Council meetings.
- B.** Public comments are generally limited to three minutes per speaker with a maximum amount 30 minutes for all speakers.
  - 1. A majority of Councilmembers present may move to suspend the rules to permit an additional period of no more than 30 minutes.
- C.** Written and verbal public comment is accepted at all Council regular business meetings pursuant to the following:
  - 1. Written comments are due, in writing, to the City Clerk no later than 3:00 p.m. the day of the meeting. Written comments will not be read into the record.
  - 2. Persons wishing to address the Council via tele/video conferencing must register with the City Clerk's Office no later than 3:00 p.m. the day of the meeting.
  - 3. Persons attending in person need not register in advance.

### **3. Quorum**

- A.** At all meetings of the Council, a majority of the Councilmembers who hold office shall constitute a quorum for the transaction of business.
- B.** Voting shall remain consistent with RCW 35A.12.120.

- C. Quorum outside of regular meetings and workshops. If Council is requested to attend events the Executive Assistance of the City Manager shall reach out to City Councilmembers to determine how many will be in attendance. If a quorum is established the Executive Assistant will communicate with the City Clerk to post a quorum for the event.
  - a. Should Councilmembers be in attendance at an event that was not posted, and four or more show up, then the last Councilmember(s) to arrive shall leave so there is no violation of the Open Public Meetings Act.

#### 4. Seating Arrangement

Councilmembers shall occupy the respective seats in the Council Chamber assigned to them by the City Clerk.

#### 5. Attendance

##### A. Unexcused Absences:

1. A Councilmember's responsibility to attend Council meetings should not be taken lightly, nor should a decision to remove a Councilmember for missing meetings.
2. Pursuant to RCW 35A.12.060 "a Council position shall become vacant if the Councilmember fails to attend three consecutive regular/workshop meetings of the Council without being excused by Council."

##### B. Excused Absences:

1. Members of the Council may be excused from meetings with prior notification to the Mayor, and City Manager prior to the meeting, and by stating the reason for the inability to attend.
  - a. Following roll call, the City Clerk shall inform the presiding officer of the member's absence. The presiding officer shall inquire if there is a motion to excuse the member. The motion shall be non-debatable.
  - b. Upon passage of such motion by a majority of members present, the absent member shall be considered excused, and the City Clerk shall make an appropriate notation in the minutes.
2. Example of excused absences are:
  - a. Personal illness or medical emergency.
  - b. Family emergency or urgent family matters.
  - c. Pre-approved personal or professional commitments.
  - d. Conflicts related to city-related business such as travel, testimony hearings, regional/state committee assignments, and the like.
  - e. Other exceptional circumstances as agreed upon on a case-by-case basis by a majority of those members present.

##### C. Requesting an Excused Absence:

1. Councilmembers are required to provide one business day's advance notice if they need to absent from a scheduled City Council meeting or workshop.
2. Notice must be given to both the City Manager and the Mayor. The City Manager (or designee) will notify the full Council and City Clerk of the absence prior to the meeting.

3. In cases of emergency or sudden illness, Councilmembers may provide less notice. Councilmembers shall notify both the City Manager and the Mayor as soon as reasonably possible, explaining the general nature of the emergency or illness.
4. A request for an excused absence will not be accepted beyond the subsequent regular meeting following the absence.
5. Petitions to reconsider an unexcused absence are subject to Roberts Rules of Order.

#### **D. Leave of Absence**

A Councilmember whose serious health or physical condition would prevent them from performing the duties of a Councilmember may request a leave of absence under the following conditions:

1. Such serious health or physical condition must be certified in writing by a medical physician. Medical records from a medical provider are confidential from disclosure under the Washington State Health Care Information Act, RCW 70.02.
2. The request for a leave of absence shall be in writing and hand-delivered or mailed to the Mayor and City Manager at least one week prior to the date when such leave would commence.
3. The request for a leave of absence must state the anticipated date the Councilmember will resume their duties.
4. By a majority vote of the whole Council, a leave of absence shall be granted with the following conditions:
  - a. The absence shall not exceed 90 days from the date the motion is passed by Council;
  - b. The absent Councilmember shall retain pay and medical benefits during the leave of absence;
  - c. At the end of the leave of absence, the absent Councilmember shall either:
    - i. Return to normal Council duties commencing with the first Tuesday following the end of the leave; or
    - ii. Resume status as an active-duty Councilmember, subject to the attendance requirement of RCW 35A.12.060.
5. A leave of absence of any duration may only be granted twice during a Councilmember's four-year term, with a minimum of six months between the end date of the prior request and the beginning date of the subsequent request.
6. Councilmembers on a leave of absence shall not be replaced with a pro-tem Councilmember. The long-term absence of a Councilmember will require diligence by the remaining members to ensure a quorum and that majority votes are not negatively impacted by absences from other Councilmembers.

#### **E. Tele/Video Conferencing (Attendance by remote technology, ( KMC 2.04.048)**

1. To the extent consistent with applicable state law, Councilmembers may attend and participate in a Council meeting remotely ("Remote Attendance") utilizing a City-approved virtual platform.
2. Any Councilmember intending to utilize remote attendance for a meeting shall provide at least six-hours' notice prior to the scheduled meeting of such intent to the

City Clerk and City Manager to allow adequate staff time to setup the required equipment together with their other meeting-related functions.

3. During any meeting that a Councilmember is attending via remote communication, the City Clerk shall state for the record that a particular Councilmember is attending via remote communication.
4. Councilmembers attending remotely are responsible to ensure familiarity with the meeting platform, connecting to the voting platform, having basic knowledge of their city-owned and personal equipment, and the ability to secure a reliable connection.
5. Councilmembers should immediately report any technical difficulties with City-owned equipment to the technology department in order to resolve any problems prior to the scheduled meeting.
6. Staff will assist with testing and troubleshooting virtual connections between 5:45 and 6:00 p.m. the day of the meeting.
7. A remote attendee must maintain the ability to listen and speak to all audience members and Councilmembers for the full duration of the meeting. Video is recommended but optional.
8. Any Councilmember utilizing remote attendance shall bear the risk that the virtual platform may fail and effectively prevent the Councilmember's attendance and participation at the meeting.
  - a. If connection cannot be established, is lost, or the audio is too poor to allow meaningful communication, the Councilmember will be considered absent. A decision to excuse the absence is at the discretion of Council.
  - b. Except to the extent necessary to ensure a quorum, no such malfunction or operational failure shall require the adjournment, continuation or cancelation of any Council meeting, or the postponement of any Council vote; provided, that the City Council may in its sole discretion vote to adjourn, continue or cancel a meeting, or postpone a Council vote, as deemed appropriate to respond to a malfunction or operational failure of the virtual platform.
9. Remote attendance is optional; Councilmembers are responsible for the cost of Wi-Fi, internet/cellular service, and any other related expenses.
10. In the case of executive sessions, the Council may permit participation from remote location(s) only when the Council on a case-by-case basis considers such participation necessary and the Council is confident in the security of such remote communications.

## **6. Respect and Decorum**

- A.** It is the duty of the Mayor and Council to maintain dignity and respect for their offices, City staff and the public. While the Council is in session, the Mayor shall preserve order and decorum and no member of the public shall, by conversation or otherwise, delay or interrupt the proceedings of the Council, nor disrupt or disparage any Councilmember while speaking. Council and the public shall obey the proper orders of the Mayor.
- B.** Any person making disruptive, disparaging or impertinent remarks or unreasonably interrupting the business of the Council, while addressing the Council or attending the proceedings, shall be asked to leave or be removed from the meeting. Continued disruptions may result in a recess, forced removal or adjournment as set forth in the Ethics Policy.

- C. Councilmembers shall refrain from using personal electronic devices at the dais during meetings, except in the case of an emergency.

## 7. Adjournment Due to Emergency or Disruption

In the event of an emergency such as a fire or other natural or catastrophic disaster, threatened violence, or inability to regain or retain good order, the Presiding Officer shall forthwith declare a recess, adjourn, or continue the meeting, and the City Council as well as everyone in the room shall immediately leave the meeting room and if necessary, leave the building. The Presiding Officer may reconvene the meeting when it has been determined by the appropriate safety officials that it is safe to do so.

## 8. Permission Required to Address the Council

Persons other than Council and Administration may be permitted to address the Council at the proper time upon recognition and/or introduction by the Mayor or designee. A Councilmember or the City Manager may request the Mayor to recognize other citizens that would like to speak

## 9. Parliamentary Procedures at a Glance

| Roberts Rules of Order § | IF YOU WANT TO                                                             | YOU SAY                                                                                                    | INTERRUPT | NEED 2 <sup>ND</sup> | Can be Debated | Can be Amended | VOTE           |
|--------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------|----------------------|----------------|----------------|----------------|
| 11                       | Postpone indefinitely (the purpose is to prevent action or kill an issue.) | I move to postpone . . . . (an affirmative vote can be reconsidered; a negative vote cannot.) indefinitely | No        | Yes                  | Yes            | No             | Majority       |
| 12                       | Modify wording of motion                                                   | I move to amend the motion by . . .                                                                        | No        | Yes                  | Yes            | Yes**          | Majority       |
| 14                       | Postpone to a certain time                                                 | Ex: I move to postpone the motion to the next Council meeting.                                             | No        | Yes                  | Yes            | Yes            | Majority       |
| 16                       | Close debate                                                               | I move the previous question, or I call for the question ***                                               | No        | Yes                  | No             | No             | Majority*      |
| 17                       | To Table a motion                                                          | I move to lay on the table, the motion to                                                                  | No        | Yes                  | No             | No             | Majority       |
| 19                       | Complain about noise, room temperatures etc.                               | Point of Privilege                                                                                         | Yes       | Yes                  | Yes            | Yes            | Chair decision |
| 20                       | Take break                                                                 | I move to recess for . .                                                                                   | No        | Yes                  | No             | Yes            | Majority       |
| 21                       | Adjourn meeting                                                            | I move to adjourn                                                                                          | No        | Yes                  | No             | No             | Majority       |
| 23                       | Object to procedure or personal affront                                    | Point of Order                                                                                             | Yes       | No                   | No             | No             | Chair decision |
| 25                       | Suspend rules                                                              | I move to suspend the rules and . . .                                                                      | No        | Yes                  | No             | No             | Majority*      |
| 34                       | Take matter from table                                                     | I move to take from the table the motion to                                                                | No        | Yes                  | No             | No             | Majority       |
| 35                       | Reconsider something                                                       | I move we reconsider action on.....                                                                        | No        | Yes                  | Yes            | Yes            | Majority       |

|  |                        |  |  |  |  |  |  |
|--|------------------------|--|--|--|--|--|--|
|  | already<br>disposed of |  |  |  |  |  |  |
|--|------------------------|--|--|--|--|--|--|

\*(*Robert's Rules of Order Newly Revised* states 2/3 vote required. Council direction is to base vote on majority except on matters where 2/3 (or majority plus one) is required by state statute.

\*\* If the main motion to amend can be amended.

\*\*\*Call for the Question: if it is felt that debate on a motion on the floor has continued longer than warranted, a member of Council may "call the question." The "call for the question" is a motion to end debate and vote immediately. If this "call for the question" motion is passed by a majority vote, then the vote must be taken on the original debated motion on the floor.

## 10. Placing items on an Agenda

- A. The Mayor and the City Manager each have authority to add items to the agenda. If a Councilmember requests to have an item added to the agenda and the neither the Mayor or the City Manager add the requested item, then during Council Comments/Discussion portion of the meeting a Councilmember may request to have items placed on a future agenda. Each request shall be treated separately. The following process shall be used to propose an item for a future meeting:
  1. A Councilmember makes a motion to place a topic on a future agenda and gives a brief explanation of the issues and its importance to the City.
  2. A second is made. In the absence of a second, the motion fails and is not further considered.
  3. The Mayor will ask the City Clerk to start a vote for adding the item to the agenda.
  4. The City Manager, in recognition of his/her familiarity with the staff's workload, shall determine when the item can be prepared and brought forward to the City Council, unless the City Council wants to discuss the item prior to the staff's involvement.

## 11. Recusal from Discussion and Consideration

- A. Situations may arise when a Councilmember should consider whether to recuse themselves from the consideration and decision-making on a particular item. These situations can arise in various ways, including having an interest in a contract being considered by the City, or when a Councilmember has a bias in some fashion regarding an issue before the Council.

### 1. Prohibited acts.

There are some conflicts which cannot be waived, and some actions in which Councilmembers shall not engage. RCW 42.23.070 prohibits municipal officers from:

- a. Using "his or her position to secure special privileges or exemptions for himself, herself, or others."
- b. Directly or indirectly giving or receiving or agreeing to receive "any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law."
- c. Accepting employment or engaging in business or professional activity that "the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position."



- d. Disclosing confidential information “gained by reason of the officer’s position, nor may the officer otherwise use such information for his or her personal gain or benefit.”

**2. Conflict of interest – contracts.**

In contractual matters, Councilmembers are required to avoid directly benefitting from contracts entered into by the City. When a Councilmember is aware that they may benefit from such a contractual relationship, they are required to recuse themselves. Other situations may arise where a Councilmember may indirectly benefit. In these circumstances, the determination of whether a conflict of interest exists such that they should recuse themselves will have to be made by that Councilmember based on facts and circumstances known at the time.

**3. Bias for or against a proposed action.**

There will be situations for each Councilmember where, based upon their current or prior work or personal relationships, the Councilmember may not be able to participate in a discussion and decision on a given issue because they likely can’t be objective. In such an event, the Councilmember must give due consideration to their potential to be predisposed and whether they believe they can objectively consider and decide on the issue. If the answer is yes, then the Councilmember may proceed. If this self-analysis is difficult as to whether the Councilmember can be objective, but the determination is that they can, the Councilmember should strongly consider disclosing the nature of the potential bias to the Council and then announce whether they believe they can or cannot proceed. If the Councilmember does not believe they can be reasonably objective, they should recuse themselves from the discussion and consideration. The purpose for recusal under such circumstances is that the Council wants the public to have the utmost confidence that decisions are made objectively and that all citizens and businesses will be treated equally and fairly.

**4. Appearance of Fairness Doctrine:**

The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact. It was developed by the courts as a method of insuring that due process protections, which normally apply in courtroom settings, extend to certain types of administrative decision-making hearings, such as rezones of specific property. The doctrine attempts to make sure that all parties to an argument receive equal treatment.

- a. The doctrine requires that adjudicatory or quasi-judicial\* public hearings meet two requirements:
  - i. They must be procedurally fair.
  - ii. They must appear to be conducted by impartial decision-makers.

**5. Process and Disclosure:**

When a Councilmember determines recusal is appropriate, or when it is required by law, the Councilmember shall announce that they need to recuse themselves, explain the factual circumstances, and then step off the dais and out of the Council chambers. A

staff member will retrieve the Councilmember once that issue is finished being discussed. The determination of whether to recuse oneself from an issue, and then formally recusing, shall occur before any discussion has taken place on that issue to ensure that Councilmember does not participate in the matter in any fashion.

*\*"Quasi-judicial action" or "quasi-judicial matter" means an action of the City Council that determines the legal rights, duties or privileges of specific parties in a hearing or other contested case proceeding. Quasi-judicial actions do not include legislative actions adopting, amending or revising comprehensive, community or neighborhood plans, zoning regulations, other land use planning documents, or the adoption of area-wide amendments to the Official Land Use Map.*

## 12. Ordinances (KMC 2.04.150, 160, and 170)

### A. General.

1. An ordinance, once enacted, is a local law (legislative act) prescribing general rules of conduct. Council action shall be taken by ordinance when required by law, or where prescribed conduct may be enforced by penalty.
2. An ordinance is a legislative act within its sphere as much as an act of the State Legislature.
3. The general guiding principle is that ["actions relating to subjects of a permanent and general character are usually regarded as legislative and those providing for subjects of a temporary and special character are regarded as administrative"] (Durocher v. King County, 80 Wn.2d 139, 153, 492P2d 547(1972).)

### B. Sponsorship

1. Councilmember Sponsorship
  - a. When a Councilmember wishes to assume sponsorship or advocacy of an ordinance or resolution, he/she should so announce the sponsorship in open session, make the initial motion, provide an introduction and advocate the measure before the Council.
  - b. The Mayor/Mayor Pro Tem then may assign the proposed ordinance to the administration or the Council of the whole for consideration. The committee or administration shall report its findings to the Council.
2. Sponsorship by Others:
  - a. The City Manager and the City Attorney may propose the drafting of ordinances and resolutions.
  - b. Citizens, boards and commissions may also propose consideration of ordinances and resolutions.

### C. Repeal

1. Any ordinance repealing any portion of the Kennewick Municipal Code shall also repeal the respective portions of the underlying ordinance(s).
2. Ordinances repealing earlier ordinances shall not apply to acts, incidents, transactions, or decisions occurring before such repeal.

## 13. Resolutions

A resolution, once enacted, is an administrative act, which is less formal than an ordinance and is a statement of legislative policy or direction concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of legislative policy more formal than a motion is desired.

#### 14. Ceremonial Proclamations.

(For Proclamation of Emergency, see KMC 10.22, Emergency Powers.)

- A.** Ceremonial proclamations are not issued on matters related to politics, ideological or religious beliefs, matters of international diplomacy, individual conviction, and on behalf of profit-making or commercial entities (with the exception of events sponsored by the Tri-Cities Regional Chamber of Commerce, Port of Kennewick, or the Historic Downtown Kennewick Partnership).
- B.** All ceremonial proclamations will be prepared by the City Clerk and signed by the Mayor and City Clerk.
- C.** Tri-City Regional Chamber of Commerce Sponsored Events:
  - 1. The City shall create and have published Mayoral proclamations celebrating the grand openings, ribbon cutting ceremonies, groundbreaking events, and other economic-development growth.
  - 2. These proclamations shall be presented to the business owner at the event with a copy retained by the City Clerk's office.
- D.** Days of Celebration and Awareness:
  - 1. Annually, the City Clerk will prepare for the City Council's approval, a list of ceremonial proclamations to create public awareness and recognition of a cause or matter of significance to the Kennewick community.
  - 2. These proclamations shall be presented at a regular Council meeting to the recipient with the official copy included in the official record.

#### 15. Public Hearings

- A.** Public hearings are held to obtain public input on legislative decisions on matter of policy, some of which may be required by state law.
- B.** Public hearing process is as follows:
  - 1. All public comment shall be given from the speaker's podium or by unmuting for the virtual platform once called upon.
  - 2. All individuals must state their name and place of residence.
  - 3. All public comment shall be limited to three minutes per speaker and members of the public are not permitted to give any of their own speaking time to other members of the public.
  - 4. Individuals can only speak once per issue.
  - 5. There shall be no demonstrations, applause or other audience participation, before, during, or at the conclusion of anyone's presentation. Such expressions are disruptive and take time away from the speaker.

#### 16. Reconsideration.

- A.** Any action of the Council, including final action on applications for legislative changes in land use status, shall be subject to a motion to reconsider except for:
  - 1. Any action previously reconsidered,
  - 2. Motions to adjourn or motions to suspend the rules,
  - 3. An affirmative vote to lay an item on, or take an item from, the table,
  - 4. Or a vote electing to office one who is present and does not decline.

- B.** Such motion for reconsideration can only be made by a member of the prevailing side on the original action.
- C.** A motion to reconsider must be made no later than the next succeeding regular Council meeting.
- D.** A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table anew at the next regular Council meeting for any action the Council deems advisable.
- E.** Any motion for reconsideration of a matter which was the subject of a required public hearing or which is a quasi-judicial matter may not be discussed or acted upon unless and until the parties or their attorneys and the persons testifying have been given at least five (5) business days advance notice of such discussion and/or action.

## CHAPTER 3: LEGISLATIVE PROCESS AND PROCEDURES

The City of Kennewick is a non-charter optional municipal code city, operating under Title 35A of the Revised Code of Washington with a Council/manager form of government. The following subchapters are the authority for the City Council to regulate itself.

### A. Election of Councilmembers

Eligibility—Terms—Vacancies—Forfeiture of Office—Council Chair

**RCW 35A.13.020:** “In Council-manager code cities, eligibility for election to the Council, the manner of electing Councilmembers, the numbering of Council positions, the terms of Councilmembers, the occurrence and the filling of vacancies, the grounds for forfeiture of office, and appointment of a mayor pro temp or Councilmember pro tempore shall be governed by the corresponding provisions of RCW 35A.12.030, 35A.12.040, 35A.12.050, 35A.12.060, and 35A.12.065 relating to the Council of a code city organized under the mayor-Council plan, except that in Council-manager cities where all Council positions are at large positions, the City Council may, pursuant to RCW 35A.13.033, provide that the person elected to Council position one shall be the Council chair and shall carry out the duties prescribed by RCW 35A.13.030.”

### B. Council meetings

Quorum—Rules—Voting

**RCW 35A.13.170:** “All provisions of RCW 35A.12.110, as now or hereafter amended, and 35A.12.120, relating to Council meetings, a quorum for transaction of business, rules and voting at Council meetings, shall be applicable to code cities organized under this Council-manager plan.”

### C. Selection of Officers – Mayor.

The procedures for choosing a Mayor is as follows:

1. Pursuant to RCW 35A.13.030, biennially, at the first meeting of the new Council, the members thereof shall choose a chair and from among their number by majority vote. The chair of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon him/her as Mayor, he/she shall continue to have all the rights, privileges and immunities of a member of the Council.
2. Each Councilmember is automatically nominated for the position of Mayor. There is no need for additional nominations or seconding.
3. The City Clerk initiates the voting process by calling upon each Councilmember in reverse alphabetical order (using their surname).
4. As the City Clerk calls each Councilmember, the Councilmember states their vote aloud, (including themselves if they wish).
5. The City Clerk records each vote on the tally sheet as it is cast.
6. The first Councilmember to receive four votes is declared the Mayor. The City Clerk announces the results immediately.
7. If no Councilmember receives four votes in the initial round, or if there is a tie, the City Clerk will repeat the voting process as if the prior round did not occur. The Councilmembers are called upon again in reverse alphabetical order to cast their votes. This process continues, up to three times for a total of four rounds.
  - a. If, at the end of four voting cycles a preferred Mayor is not selected, the two persons receiving the most number of total votes will advance to a tie breaker round.
  - b. The tie will be broken by the toss of a coin.
    1. The City Manager will assign “heads” to one candidate and “tails” to the other candidate.
    2. The City Clerk will toss the coin and announce the result of the coin toss.
8. Once a Councilmember achieves the required four votes, or the tie is broken by a coin flip, the City Clerk formally announces the new Mayor.
9. The new Mayor assumes their position immediately and presides over the balance of the meeting.

#### **D. Selection of Officers – Mayor Pro Tem.**

The procedure for choosing a Mayor Pro Tem is as follows:

1. Pursuant to RCW 35A.13.035, biennially, at the first meeting of the new Council, the members thereof shall choose a Mayor Pro Tem from among their number by majority vote. The Mayor Pro Tem shall serve in the absence or temporary disability of the mayor. The Mayor Pro Tem shall continue to have all the rights, privileges and immunities of a member of the Council.
2. Each Councilmember, with the exception of the Mayor, is automatically nominated for the position of Mayor Pro Tem. There is no need for additional nominations or seconding.
3. The Mayor initiates the voting process by calling upon each Councilmember in alphabetical order (using their surname).
4. As the Mayor calls each Councilmember, the Councilmember states their vote aloud, (including themselves if they wish).
5. The City Clerk records each vote on the tally sheet as it is cast.
6. The first Councilmember to receive four votes is declared the Mayor Pro Tem. The Mayor announces the results immediately.

7. If no Councilmember receives four votes in the initial round, or if there is a tie, the Mayor will repeat the voting process as if the prior round did not occur. The Councilmembers are called upon again in alphabetical order to cast their votes. This process continues, with as many rounds as necessary, until a Councilmember secures four votes. This process continues, up to three times for a total of four rounds.
  - a. If, at the end of four voting cycles a preferred Mayor Pro Tem is not selected, the two persons receiving the most number of total votes will advance to a tie breaker round.
  - b. The tie will be broken by the toss of a coin.
    1. The City Manager will assign “heads” to one candidate and “tails” to the other candidate.
    2. The City Clerk will toss the coin and announce the result of the coin toss.
8. Once a Councilmember achieves the required four votes, or the tie is broken by a coin flip, the Mayor formally announces the new Mayor Pro Tem.
9. The new Mayor Pro Tem assumes their position immediately.

#### **E. Filling Council Vacancies.**

If a vacancy occurs on the City Council, the Council will follow the procedures outlined in RCW 35A.13.020.

1. In order to fill the vacancy with the most qualified person available until an election is held, a notice of the vacancy shall be published in the newspaper of record by the City Clerk and placed upon the website and any other outlets deemed appropriate by the City’s Public Information Officer (PIO) as soon as possible after the vacancy occurs so that the position may be filled at the earliest opportunity.
2. The City Clerk shall prepare an application which contains relevant information and may include questions relating to city business.
3. The City Clerk shall distribute the application form and procedures for applying.
4. The City Clerk shall notify applicants of the appointment process.
5. The City Clerk, in coordination with the Benton County Auditor, shall confirm the eligibility of each applicant to fill the unexpired term.
6. The Council may review the qualifications of applicants during an executive session pursuant to RCW 42.30.110 (6).
7. The Council may interview the applicants in an open public meeting.
8. Action including nominations and voting will take place at a meeting open to the public. Balloting will continue up to a total of four times until a nominee receives a majority of votes and then the Mayor shall declare the nominee receiving the majority vote as the new Councilmember.
  - a. If, at the end of four voting cycles a preferred candidate is not selected, the two persons receiving the most number of total votes will advance to a tie breaker round.
  - b. The tie will be broken by the toss of a coin.
    1. The City Manager will assign “heads” to one candidate and “tails” to the other candidate.
    2. The City Clerk will toss the coin and announce the result of the coin toss.
9. The new Councilmember shall be sworn into office by the City Clerk no later than the next regularly scheduled City Council meeting.

## **F. Legislative Agenda**

Councilmembers and staff shall work each year to draft a “legislative agenda” to address Council ideas, suggestions and specific legislative programs in terms of upcoming or pending legislative activity in Olympia that would or could have an effect on our city. Additionally, Councilmembers can also choose to work each year to draft a separate “legislative agenda” to address concerns on a national level.

## **G. Council Compensation and Reimbursement**

1. Council compensation is set in KMC 2.04.075 and is updated every odd year to include 4 years of projected salaries.
2. Travel and Business Expense Policy – Council shall follow the City’s Travel Policy and Procedure for expenses incurred while on official city business. A copy of this policy is in Appendix A.



## CHAPTER 4: COUNCIL CONTACTS AND ROLES

### A. Council Contacts and Interactions

#### 1. Council Representation.

- a. All Councilmembers shall represent the City and their positions in an appropriate manner. That includes social media, photos, dress and language.
- b. If the Councilmember appears on behalf of the City before another governmental agency, another organization, through the media or otherwise speaks to an issue on which the Council has taken a position, the Councilmember will state the majority position of the Council, if known, on such issue.
- c. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clearly states that these statements do not represent the Council's position.
- d. Any correspondence with the media shall be communicated to all members of the Council. Any meetings with City employees must be arranged in advanced through the City Manager.
- e. Communication with non-elected public sector officials shall be communicated through the City Manager and the Council informed.

#### 2. Social Media.

- a. Councilmembers shall not use social media as a mechanism for conducting official City business, although it is permissible to use social media to informally communicate with the public.
- b. Examples of what may not be communicated through the use of social media include making policy decisions, official public noticing, and discussing items of legal or fiscal significance that have not been released to the public.
- c. As with telephone and e-mails, communication between and among Councilmembers via social media could constitute a "meeting" under the Open Public Meetings Act, and for this reason, Councilmembers are strongly discouraged from "friending" other Councilmembers, and adding reactions ("likes") to posts from other Councilmembers.

### B. Staff Contacts and Interactions

#### 1. Role of the City Manager. (KMC 2.04.080)

- a. The City Manager is the chief administrative officer of the City of Kennewick. The City Manager is directly accountable to the City Council for the execution of the City Council's policy directives, and for the administration and management of all City departments.
- b. The powers and duties of the City Manager are defined by Washington law RCW 35A.13.080. Such duties may be expanded by Ordinance or Resolution.
- c. Balanced with the City Manager's accountability to the City Council for policy implementation is the need for the Council to allow the City Manager to perform legally defined duties and responsibilities without interference by the City Council in the management decisions of the City Manager.

#### 2. Administrative Interference by Councilmembers (RCW 35A.13.120).

- a. Neither the Council nor any of its committees or members shall direct or request the appointment of any person to, or his/her removal from, any office by the City

Manager or any of his/her subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative branch solely through the City Manager and neither the Council nor any committee or member thereof shall give any orders to any subordinate of the City Manager, either publicly or privately; provided, however, that nothing herein shall be construed to prohibit the Council, while in open session, from fully and freely discussing with the City Manager anything pertaining to appointments and removals of City officers and employees and City affairs.

### **3. City Clerk - Minutes - Public Information Access (KMC 2.04.090)**

- a. The City Clerk is an appointed member of the Executive Department under direction of the City Manager.
- b. The City Clerk is the keeper of the public record.
- c. He/she shall be ex officio Clerk of the Council and shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer, or City Manager.
- d. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk of the Council.
- e. Generally, in accordance with Robert's Rules of Order, the minutes shall mainly record the action taken by the Council and not what is said by the members, unless such information explains a member's vote or the member states that he / she would like something on the record.
- f. The Clerk of the Council shall keep minutes, which identify the general discussion of the issue and complete detail of the official action or consensus reached, if any.
- g. The City Clerk shall make audio recordings of all public hearings, regular and special Council meetings, and all land use and quasi-judicial proceedings. Access to the recordings shall be made reasonably available to any party who so requests, according to City public information procedures and State retention schedules.

### **3. City Staff – Attendance at Meetings (KMC 2.04.110).**

- a. Attendance at meetings by City staff shall be at the discretion of the City Manager.
- b. It is the intent of the Council that the Manager schedule adequate administrative support for the business at hand but also to protect the productive capability of Department Heads.

## **CHAPTER 5 COMMITTEES, BOARDS, AND COMMISSIONS**

The City of Kennewick has established Boards and Commissions and a Hearing Examiner System by ordinance which are governed and more fully described under the Kennewick Municipal Code Chapter 2.16. The following references highlight the major aspects of Boards and Commissions and Council's role in managing them.

**A. Qualification (KMC 2.16.90).**

1. Generally, members shall be residents of the City or an owner of a business whose primary office is located within the City, not employees or appointed or elected officers of the City, and qualified by experience or education to effectively perform their duties as members. When exceptions to this rule exist, they are described in Chapter 2.16 of the Kennewick Municipal Code.
2. Immediate family members of sitting Councilmembers may not serve on the Planning Commission.
3. Councilmembers shall recuse themselves from voting on family member assignment to a board, commission, or committee.

**B. Attendance Requirements (2.16.970)**

1. All members of boards, commissions or agencies shall be removed from their appointment if they have three or more unexcused absences in any calendar year.
2. The expected minimum standard of attendance at all meetings is 75 percent, regardless of whether absences are excused or unexcused.

**C. Filling of Vacancies (2.16.960).**

1. If a vacancy should occur prior to the expiration of a term, the City Council, through the Interview Committee Process, will appoint a new committee member to fill the vacancy of an unexpired term.

**D. Citizen Committees Boards and Commissions (KMC 2.16)**

1. The Council may create committees, boards, and commissions to assist in the conduct of the operation of the city government with such duties as the Council may specify not inconsistent with the Kennewick Municipal Code.
2. Membership and selection of members shall be as provided by the Council if not specified by the Kennewick Municipal Code. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council.
3. No committee so appointed shall have powers other than advisory to the Council or to the City Manager except as otherwise specified by the Kennewick Municipal Code.
4. The Council may remove any member of any board or commission prior to the expiration of their term of office by a vote of at least a majority of the Council.
5. Established boards and commission
  - a. Department of Emergency Services (KMC 2.16.010)
  - b. Historic Preservation Commission (KMC 2.16.100)
  - c. Planning Commission (RCW 35.63 and KMC 2.16.200)
  - d. Civil Service Commission (KMC 2.16.300)\*
  - e. Parks and Recreation Commission (KMC 2.16.400)
  - f. Arts Commission (KMC 2.16.420)
  - g. Disability Board (KMC 2.16.500)\*
  - h. Block Grant Advisory Committee (KMC 2.16.520)
  - i. Housing Authority (KMC 2.16.600)\*
  - j. Fire Pension Board (RCW 41.16 and KMC 2.16.820)\*

- k. Public Facilities District (KMC 2.16.840)\*
- l. Lodging Tax Advisory Committee (KMC 2.16.870)\*
- m. Tourism Promotion Area Commission\*
- n. The Tri-Cities Regional Hotel Motel Association\*

\*Indicates boards and commissions not appointed through the Interview Committee process.

## 6. Interview Committee (KMC 2.16.030)

There shall be an Interview Committee established consisting of three Councilmembers who shall interview applicants and make recommendations for appointment by the City Council

### a. Interview Committee – Powers and Duties.

- i. All applications will be reviewed by the Interview Committee. An applicant will be interviewed upon request by one or more member of the Interview Committee. If insufficient applications are received, the Interview Committee may decide to re-advertise.
- ii. The Interview Committee shall evaluate each applicant on an objective basis utilizing the following criteria:
  - 1. Residency: Unless otherwise provided, members of boards, commissions or agencies shall be residents of the City, not employees or appointed or elected officers of the City, and qualified by experience or education to effectively perform their duties as members. (KMC 2.16.930)
  - 2. Contributive Potential: The Interview Committee shall evaluate the potential contribution that each applicant may make if appointed to a City board, commission or committee. Factors to guide the Committee in its evaluation of this could include desire to perform public service; ability to express ideas, concepts or philosophies; experience in the community on other boards and committees; special knowledge important to a particular board or commission.
  - 3. Time Available to Serve. The expected minimum standard of attendance at all meetings is 75%, regardless of whether absences are excused or unexcused.

### b. Reappointment

- i. There is not a vested right to reappointment for any position. An incumbent seeking reappointment must so indicate by submitting the appropriate application form confirming their desire for reappointment. No reappointments will be made automatically. (KMC 2.16.925)
- ii. The Interview Committee may unanimously agree to recommend appointment without an interview.
- iii. In considering reappointment, the Interview Committee shall also evaluate the candidate using the following performance criteria:
  - 1. Regularity of attendance;
  - 2. Understanding of committee or commission function;
  - 3. Effectiveness;
  - 4. Demonstrated contribution during past term of office on issues, programs, policies, etc., of the advisory board, committee or commission; and
  - 5. Number of terms served.

- iv. The committee shall forward a recommendation to the full Council for consideration.
- c. Term of office.

The term of office for members of boards, commissions and committees which are not for an indefinite period shall commence on the 1st day April and end on the 31st day of March, unless another date is prescribed by statute or ordinance. (KMC 2.16.920)

- d. Filling of Vacancies.

If a vacancy should occur prior to the expiration of a term, a new member shall be appointed by a majority vote of the City Council to complete the remainder of the unexpired term. (KMC 2.16.960)

## **E. Council Relations with Private Boards, Commissions and Advisory Bodies**

1. The purpose of these appointments is to provide Council with insight into areas of interest or concern within each board. As liaisons and representatives of the City, it is the duty of Councilmembers to remember that their sole purpose in attending these meetings and participating as an appointed board/committee member is to represent the City. As such during those meetings, Councilmembers may not act as a representative of any other business, group or organization without the express consent of the Council.
2. Councilmembers are encouraged to share with all Councilmembers, copies of minutes from any statutory board, commission, or committees on which they serve and participate. Communication from such boards, commissions and bodies to the City Council which seek action or feedback, should be acknowledged by the Council, preferably by a letter from the Mayor. Any member of the Council may also bring such communication to the Mayor's attention under Council Comments/Discussion or Approval of the Agenda if any member of the Council request that any such communication be officially answered by the Council.

## **Appendix A: Travel Policy**

### **1. Purpose**

This policy provides guidelines for elected officials coordinating travel for City-related business, including conference registration, lodging, airfare, meals, and reimbursements.

## 2. Travel Arrangements

- All travel arrangements, including conference registration, hotel reservations, and airline bookings, must be coordinated through the City's Executive Assistant.
- Elected officials do not have access to City purchasing cards; all advance travel expenses will be paid directly by the Executive Assistant.
- The Executive Assistant will begin a Travel Request Form for all members traveling.

## 3. Air Travel & Checked Bags

- Airfare will be booked by the Executive Assistant at the most economical rate available.
- For trips three days or less, checked bag fees will not be reimbursed.
- For trips longer than three days, the City will reimburse the cost of one standard checked bag.
- Overweight baggage fees will not be reimbursed.

## 4. Lodging

- Hotel reservations will be made by the Executive Assistant using the government or conference rates (whichever is least costly).
- Lodging expenses are paid directly by the City.
- Parking expenses, if not included in the room rate, will be reimbursed to the Elected Official following completion of the Travel Expense Report.

## 5. Ground Transportation

- Elected officials should use the most cost-effective and practical means of ground transportation.
- Personal vehicles may be used for official travel, with mileage reimbursed per IRS regulations.
- When necessary, reasonable expenses for taxis, ride-share services, or public transportation will be reimbursed with receipts.
- Rental vehicles are generally not authorized unless deemed necessary for business purposes and reserved through the Executive Assistant.
- Parking fees related to official travel are reimbursable with receipts.

## 6. Per Diem & Meals

- Per diem rates for meals follow the same guidelines as City employees.
- Meals included in conference registration will not be reimbursed separately.
- No receipts are required for per diem meal reimbursements.
- Tips are reimbursed up to 15% of the cost of meals, taxi, and ride-share services, not including sales tax. Gratuities in excess of 15% or for other services are not reimbursed.

## 7. Travel Companions & Personal Travel

- If an elected official chooses to bring a travel companion (such as a spouse, family member, or friend), all additional costs and travel arrangements for the companion are the sole responsibility of the elected official.
- The City will not coordinate travel or incur any costs related to a travel companion, including but not limited to airfare, lodging, meals, or transportation.

- If a companion increases the cost of the elected official's travel (e.g., upgraded hotel room or airfare costs due to companion itinerary changes), the elected official is responsible for the additional expense.
- Personal days added to business travel are the responsibility of the elected official, including any increase in:
  - Hotel costs
  - Airfare adjustments
  - Ground transportation
  - Mileage reimbursement

## 8. Other Travel Expenses

- Necessary expenses such as parking, tolls, and business-related incidentals are reimbursable with receipts.
- Personal expenses, entertainment, and alcohol are not reimbursable.

## 9. Expense Reporting & Reimbursement

- At the conclusion of travel, the Executive Assistant will complete the Post Travel Expense Report.
- The official must provide and submit items required receipts for reimbursement to the Executive Assistant.

## 10. Cancellations

- If travel plans change, the elected official must notify the Executive Assistant as soon as possible to avoid unnecessary charges.
- Cancellation – A Councilmember shall adhere to cancellation deadlines when canceling conferences, seminars, regional meetings, hotel, and airfare, or any other pre-payment or obligation made on his/her behalf. Except in the case of a personal or family emergency, or in the event the cancellation was a City business decision, expenses incurred by the City resulting from failure to conform to cancellation deadlines are the personal responsibility of the Councilmember and the Finance Department shall be informed. Those expenses shall be repaid to the City within fourteen (14) calendar days of cancellation.

## 11. Additional Notes

- This policy applies only to elected officials and is separate from the employee travel policy.

*For any travel-related questions, elected officials should contact the City's Executive Assistant.*

# APPENDIX B— CITY MANAGER REVIEW PROCESS

## City Manager Performance Review Policy

### 1. Purpose

This policy establishes the framework and process for evaluating the City Manager's performance for the City of Kennewick, Washington. It ensures regular performance reviews



based on predetermined goals, objectives, and deliverables occur at least annually by the sitting City Council.

## 2. Background

The City of Kennewick maintains an established personnel evaluation system under the City Manager's direction. The employment contract between the City Council and City Manager stipulates minimum annual performance reviews at the request of the Mayor or any Councilmember. These reviews serve as the basis for determining the City Manager's compensation adjustments.

## 3. Performance Review Process

### a. Timing and Frequency

The City Council shall conduct the City Manager's performance review annually, typically coinciding with their work anniversary date, or as mutually agreed upon by both parties.

### b. Review Objectives

The performance review process shall:

- Enhance communication between the City Council and City Manager
- Provide constructive performance feedback
- Enable the City Manager to share insights and observations with the City Council
- Address concerns proactively to minimize future conflicts while recognizing achievements
- Define and clarify the respective roles and responsibilities of the City Council and City Manager

### c. Goal Setting and Evaluation

During each review cycle, the City Council may:

- Establish specific performance goals and milestones for the upcoming year
- Evaluate the City Manager's progress in achieving previously set goals and milestones
- Adjust goals as needed based on changing municipal priorities

### d. Evaluation Procedure

- The City Council shall adopt a standardized evaluation forms for input by Council and executive leadership.
- Each Councilmember shall complete an individual evaluation
- The Mayor and Mayor Pro Tem shall consolidate the evaluations
- The Council may convene in Executive Session to discuss the evaluation prior to meeting with the City Manager
- The Council shall meet with the City Manager in Executive Session to discuss the performance review
- Evaluation may include input from the executive staff with the goal to ensure honest feedback on a biannual basis; HR may use contracted services as necessary (*pursuant to item e, below*).

**e. External Consultation**

The City Council may, at its discretion, engage the services of a qualified consultant to:

- Facilitate the evaluation process
- Provide objective third-party perspectives
- Assist in developing evaluation criteria and tools
- Guide goal-setting discussions
- Support the compilation and presentation of evaluation results The decision to retain a consultant shall be made by majority vote of the Council, and any associated costs shall be included in the City's budget.

**f. Formal Actions**

Any modifications to the City Manager's contract or compensation must be conducted and approved in an open meeting.

**g. Professional Assistance**

Council may choose to hire a consultant to assist with the City manager performance review process

**4. Compensation Review**

The City Council shall consider adjustments to the City Manager's base salary and/or benefits package during the annual performance review, taking into account:

- Achievement of established goals and objectives
- Overall performance evaluation results
- Market competitiveness
- Budgetary considerations

|                                                                                   |                                                                                                                                                                                                                                  |                               |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Council Agenda<br/>Coversheet</b>                                              | <b>Item Number:</b> 5.d. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Ordinance<br><b>Subject:</b> Ordinance: Transportation Benefit District<br>Material Change Policy<br><b>Department:</b> Public Works<br><b>Ordinance #:</b> | <b>Category:</b><br>Ordinance |
|  |                                                                                                                                                                                                                                  |                               |

### **Recommendation**

Staff recommends the Transportation Benefit District Board approve the proposed ordinance establishing a Material Change Policy.

### **Motion for Consideration**

Motion to adopt the ordinance as presented.

### **Summary**

On November 19, 2024, City Council adopted Ordinance 24-6070 which established a Transportation Benefit District (TBD). The TBD's purpose is to oversee and fund the improvements, maintenance, protection and operation of public transportation facilities by imposing a sales and use tax within the boundaries of the City limits. The governing board or "Board" of the transportation benefit district is the Kennewick City Council acting in an ex officio and independent capacity, which has the authority to exercise the statutory powers set forth in Chapter 36.73 RCW.

Section 7 of Ordinance 24-6070, when adopted, stated that the Board shall develop a material change policy at a future date. A material change policy will need to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). At a minimum, if a transportation improvement exceeds its original cost by more than twenty percent (20%), as identified in the District's plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.

Now that the Board has approved a project list and has given direction to City Staff to proceed in the design and construction improvements for pavement preservation projects for this year, the need has risen for a policy to be adopted in order to mitigate any significant changes these projects may experience.

The proposed ordinance will provide the following policies in order to manage significant changes to the TBD projects:

**Section 1. Material Change to Cost.** In the event an approved transportation improvement project exceeds its original cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. City staff shall consult with the Board Chair (Mayor) prior to setting the public hearing.

**Section 2. Material Change to Scope.** In the event the scope of a transportation improvement project materially changes from that originally anticipated at project approval, City staff shall consult with the Board Chair about the scope of such changes. The Board Chair shall determine whether or not to convene a special meeting of the Board for discussion. If the scope change will result in an increase in cost by more than twenty percent (20%) the Board shall hold a public hearing to solicit comments from the public regarding how the change of scope should be resolved.

**Section 3. Material Change to Schedule.** In the event that the schedule of a transportation improvement project will result in an extension of any specific project schedule by more than ninety (90) days, or, in the event that the schedule change of a transportation improvement project will result in an increase in cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the schedule change should be resolved.

**Alternatives**

No alternatives exist.

**Fiscal Impact**

None.

**Attachments:**

1. Ordinance

CITY OF KENNEWICK  
ORDINANCE NO. 25-\_\_\_\_\_

AN ORDINANCE OF THE CITY OF KENNEWICK, WASHINGTON,  
TRANSPORTATION BENEFIT DISTRICT APPROVING A MATERIAL  
CHANGE POLICY AS AUTHORIZED BY RCW 36.73.160.

WHEREAS, chapters 36.73 RCW and RCW 35.21.255 authorize the City of Kennewick City Council to establish a transportation benefit district within the City's jurisdiction for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, in Ordinance No. 24-6070, the City Council of the City of Kennewick established a Transportation Benefit District as authorized by RCW 35.21.225 and subject to the provisions of RCW 36.73; and

WHEREAS, pursuant to RCW 36.73.030(3), the members of the City Council, acting ex officio and independently, constitute the governing board or "Board" of the Transportation Benefit District, and the Mayor or in their absence the Mayor Pro Tem, shall serve as the chair or "Board Chair" and shall preside over all meetings of the Transportation Benefit District; and

WHEREAS, pursuant to RCW 36.73.160 the Board of the City of Kennewick Transportation Benefit District shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan; NOW, THEREFORE,

THE BOARD OF THE CITY OF KENNEWICK, WASHINGTON TRANSPORTATION  
BENEFIT DISTRICT, DO ORDAIN AS FOLLOWS:

**Section 1. Material Change to Cost.** In the event an approved transportation improvement project exceeds its original cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. District staff shall consult with the Board Chair prior to setting the public hearing.

**Section 2. Material Change to Scope.** In the event the scope of a transportation improvement project materially changes from that originally anticipated at project approval, District staff shall consult with the Board Chair about the scope of such changes. The Board Chair shall determine whether or not to convene a special meeting of the Board for discussion. If the scope change will result in an increase in cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the change of scope should be resolved.

**Section 3. Material Change to Schedule.** In the event that the schedule of a transportation improvement project will result in an extension of any specific project schedule by more than ninety (90) days, or, in the event that the schedule change of a transportation improvement project will result in an increase in cost by more than twenty percent (20%), the Board shall hold a public hearing to solicit comments from the public regarding how the schedule change should be resolved.

THE BOARD OF THE CITY OF KENNEWICK, WASHINGTON TRANSPORTATION  
BENEFIT DISTRICT this 18<sup>th</sup> day of March, 2025, and signed in authentication of its passage  
this 18<sup>th</sup> day of March, 2025.

Attest:

\_\_\_\_\_  
CHUCK TORELLI, Mayor Pro Tem

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

ORDINANCE NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
19<sup>th</sup> day of March, 2025

Approved as to Form:

\_\_\_\_\_  
LAURENCIO SANGUINO,  
City Attorney

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

DATE OF PUBLICATION:

March 21, 2025

ORDINANCE EFFECTIVE DATE:

March 26, 2025

|                                                                                   |                                                                                                                                                                                                       |                            |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Council Agenda Coversheet</b>                                                  | <b>Item Number:</b> 5.e. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> Ordinance                                                                                                                        | <b>Category:</b> Ordinance |
|  | <b>Subject:</b> Ordinance: Relating to Miscellaneous Driving Rules and Amending Section 11.36.030 of the Kennewick Municipal Code<br><br><b>Department:</b> Parks & Recreation<br><b>Ordinance #:</b> |                            |

**Recommendation**  
Staff recommends Council adopt the ordinance as presented.

**Motion for Consideration**  
Motion to adopt the ordinance as presented.

**Summary**  
**Modify the Kennewick Municipal Code to** *(choose any that apply):*  
☐ Add new content  
☐ Remove content  
☒ **Update existing content**

**For the Following Purpose(s)** *(choose any that apply):*  
☐ To bring the KMC into compliance with state, federal, or other regulations  
☐ To transition public-facing regulations from the KAC  
☐ To remove redundant or obsolete content

**These Changes Involve the Following Department(s)** *(choose any that apply):*  
☐ Citywide                      ☐ Finance                      ☐ Planning  
☐ City Manager                ☐ Fire                            ☐ Police  
☐ City Attorney                ☐ Information Technology    ☐ Public Works  
☐ Executive Services           ☒ **Parks, Recreation & Facilities**

**Summary of Changes:**  
The City proposes an amendment to the Kennewick Municipal Code to address concerns over damage to park grounds and safety hazards caused by unauthorized parking on turf in City Parks. The ordinance will make it an infraction to park on turf or grass areas unless a valid special event permit has been obtained. This change responds to incidents where individuals have driven across grass areas, damaging turf, irrigation systems, and creating safety risks. Limiting turf parking to permitted events ensures better monitoring and safe parking practices, reducing accidents and preserving park integrity. The goal is to protect park landscapes, minimize maintenance costs, and enhance safety and enjoyment for all park users.

**Alternatives**

**Fiscal Impact**

**Attachments:**  
1. Ordinance  
2. Redline



CITY OF KENNEWICK  
ORDINANCE NO. 25-\_\_\_\_\_

AN ORDINANCE RELATING TO MISCELLANEOUS DRIVING RULES  
AND AMENDING SECTION 11.36.030 OF THE KENNEWICK MUNICIPAL  
CODE

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

**Section 1.** Section 11.36.030 of the Kennewick Municipal Code, be, and the same hereby is,  
amended to read as follows:

**11.36.030: – Parking Restrictions.**

- (1) No person shall stand or park a motor vehicle in a fire zone or in any other area where no parking is indicated irrespective of whether or not said zone or area is on a public right-of-way or public or private property.
- (2) No person except a handicapped person as defined by RCW 46.61.581, and who has obtained and displayed on his vehicle a distinguishing decal as provided by RCW 46.16.381, shall park a vehicle in an area or space which is signed to indicate that it is for handicapped parking, irrespective of whether or not said area or space is on a public right-of-way or public or private property.
- (3) Stopping, standing, or parking prohibited in specified places—Reserving portion of highway prohibited.
  - (a) Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, no person shall:
    - (i) Stop, stand, or park a vehicle:
      - (A) On the roadway side of any vehicle stopped or parked at the edge or curb of a street;
      - (B) On a sidewalk or street planting strip;
      - (C) Within an intersection;
      - (D) On a crosswalk;
      - (E) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless official signs or markings indicate a different no-parking area opposite the ends of a safety zone;
      - (F) Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic;
      - (G) Upon any bridge or other elevated structure upon a highway or within a highway tunnel;

- (H) On any railroad tracks;
    - (I) In the area between roadways of a divided highway, including crossovers;
    - (J) At any place where official signs prohibit stopping; or
    - (K) With the left wheels of the vehicle adjacent to the road edge or curb.
  - (ii) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:
    - (A) In front of a public or private driveway or within five feet of the end of the curb radius leading thereto;
    - (B) Within 15 feet of a fire hydrant;
    - (C) Within 20 feet of a crosswalk;
    - (D) Within 30 feet upon the approach to any flashing signal, stop sign, yield sign, or traffic control signal located at the side of a roadway;
    - (E) Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance when properly signposted; or
    - (F) At any place where official signs prohibit standing.
  - (iii) Park a vehicle, whether occupied or not, except temporarily for the purpose of and while actually engaged in loading or unloading property or passengers:
    - (A) Within 50 feet of the nearest rail of a railroad crossing; or
    - (B) At any place where official signs prohibit parking.
- (b) Parking or standing shall be permitted in the manner provided by law at all other places except a time limit may be imposed or parking restricted at other places but such limitation and restriction shall be by city ordinance or county resolution or order of the secretary of transportation upon highways under their respective jurisdictions.
- (c) No person shall move a vehicle not lawfully under his or her control into any such prohibited area or away from a curb such a distance as is unlawful.
- (d) It shall be unlawful for any person to reserve or attempt to reserve any portion of a highway for the purpose of stopping, standing, or parking to the exclusion of any other like person, nor shall any person be granted such right.
- (4) No person shall stop, stand, or park a vehicle on any grass area within a city park, except when necessary to avoid conflict with other traffic, in compliance with law, or under the direction of a police officer or official traffic control device. Vehicles authorized by a valid special event permit issued by the City may park on designated areas within a park as specified in the permit.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025; Ord. 4032 Sec. 1, 2002; Ord. 3882 Sec. 1, 1999; Ord. 2258 Sec. 4(part), 1979)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 18<sup>th</sup> day of March 2025, and signed in authentication of its passage this 18<sup>th</sup> day of March 2025.

Attest:

\_\_\_\_\_  
CHUCK TORELLI, Mayor Pro Tem

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

ORDINANCE NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
19<sup>th</sup> day of March, 2025

Approved as to Form:

\_\_\_\_\_  
LAURENCIO SANGUINO,  
City Attorney

\_\_\_\_\_  
BRANDI RALSTON,  
Deputy City Clerk

DATE OF PUBLICATION:

March 21, 2025

ORDINANCE EFFECTIVE DATE:

March 26, 2025

CITY OF KENNEWICK  
ORDINANCE NO. 25-\_\_\_\_\_

AN ORDINANCE RELATING TO MISCELLANEOUS DRIVING RULES  
AND AMENDING SECTION 11.36.030 OF THE KENNEWICK MUNICIPAL  
CODE

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

**Section 1.** Section 11.36.030 of the Kennewick Municipal Code, be, and the same hereby is,  
amended to read as follows:

**11.36.030: – Parking Restrictions.**

- (1) No person shall stand or park a motor vehicle in a fire zone or in any other area where no parking is indicated irrespective of whether or not said zone or area is on a public right-of-way or public or private property.
- (2) No person except a handicapped person as defined by RCW 46.61.581, and who has obtained and displayed on his vehicle a distinguishing decal as provided by RCW 46.16.381, shall park a vehicle in an area or space which is signed to indicate that it is for handicapped parking, irrespective of whether or not said area or space is on a public right-of-way or public or private property.
- (3) Stopping, standing, or parking prohibited in specified places—Reserving portion of highway prohibited.
  - (a) Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, no person shall:
    - (i) Stop, stand, or park a vehicle:
      - (A) On the roadway side of any vehicle stopped or parked at the edge or curb of a street;
      - (B) On a sidewalk or street planting strip;
      - (C) Within an intersection;
      - (D) On a crosswalk;
      - (E) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless official signs or markings indicate a different no-parking area opposite the ends of a safety zone;
      - (F) Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic;
      - (G) Upon any bridge or other elevated structure upon a highway or within a highway tunnel;

- (H) On any railroad tracks;
- (I) In the area between roadways of a divided highway, including crossovers;
- (J) At any place where official signs prohibit stopping; or
- (K) With the left wheels of the vehicle adjacent to the road edge or curb.
- (ii) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:
  - (A) In front of a public or private driveway or within five feet of the end of the curb radius leading thereto;
  - (B) Within 15 feet of a fire hydrant;
  - (C) Within 20 feet of a crosswalk;
  - (D) Within 30 feet upon the approach to any flashing signal, stop sign, yield sign, or traffic control signal located at the side of a roadway;
  - (E) Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance when properly signposted; or
  - (F) At any place where official signs prohibit standing.
- (iii) Park a vehicle, whether occupied or not, except temporarily for the purpose of and while actually engaged in loading or unloading property or passengers:
  - (A) Within 50 feet of the nearest rail of a railroad crossing; or
  - (B) At any place where official signs prohibit parking.
- (b) Parking or standing shall be permitted in the manner provided by law at all other places except a time limit may be imposed or parking restricted at other places but such limitation and restriction shall be by city ordinance or county resolution or order of the secretary of transportation upon highways under their respective jurisdictions.
- (c) No person shall move a vehicle not lawfully under his or her control into any such prohibited area or away from a curb such a distance as is unlawful.
- (d) It shall be unlawful for any person to reserve or attempt to reserve any portion of a highway for the purpose of stopping, standing, or parking to the exclusion of any other like person, nor shall any person be granted such right.

(4) No person shall stop, stand, or park a vehicle on any grass area within a city park, except when necessary to avoid conflict with other traffic, in compliance with law, or under the direction of a police officer or official traffic control device. Vehicles authorized by a valid special event permit issued by the City may park on designated areas within a park as specified in the permit.

(Ord. 25-\_\_\_\_\_, Sec. 1, 2025; Ord. 4032 Sec. 1, 2002; Ord. 3882 Sec. 1, 1999; Ord. 2258 Sec. 4(part), 1979)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this ^^ day of February, 2025, and signed in authentication of its passage this ^^ day of February, 2025.

Attest:

\_\_\_\_\_  
GRETLE J. CRAWFORD, Mayor

\_\_\_\_\_  
KRYSTAL JOHNSTON,  
City Clerk

ORDINANCE NO. 25-\_\_\_\_\_ filed and  
recorded in the office of the City Clerk of  
the City of Kennewick Washington, this  
^^ day of February, 2025

Approved as to Form:

\_\_\_\_\_  
LAURENCIO SANGUINO,  
City Attorney

\_\_\_\_\_  
KRYSTAL JOHNSTON,  
City Clerk

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

\_\_\_\_\_  
\_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                     |                           |
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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Item Number:</b> 6.a. <b>Date:</b> 3/18/2025<br><b>Item Type:</b> General Business Item                          | <b>Category:</b><br>Other |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Subject:</b> Visit Tri-Cities 2024 Annual Report and TPA Reserves Request<br><br><b>Department:</b> City Manager |                           |
| <p><b><u>Recommendation</u></b></p> <p><b><u>Motion for Consideration</u></b></p> <p>Motion to approve the 2025 Work Plan as presented and authorize the release of \$549,500 from the TPA Reserve Account.</p> <p><b><u>Summary</u></b></p> <p>The Tourism Promotion Assessment (TPA) reserve requests are submitted on behalf of the Tri-City Regional Hotel-Motel Commissioners, who are appointed by the City Councils of Kennewick and Pasco to provide recommendations on the intended use of TPA funds, which are overseen by Visit Tri-Cities.</p> <p>Thanks to prudent resource management and careful budgeting, the TPA Reserve Account currently holds a balance of \$1,440,720. City Managers have set a minimum reserve balance of \$650,000, allowing for over \$790,000 to be available for further investment in new projects.</p> <p>During the February 2025 meeting, the Hotel-Motel Commissioners unanimously approved the allocation of \$549,500 from TPA reserve funds to support the projects outlined in this packet, which are also part of the Visit Tri-Cities 2025 Work Plan. In making this unanimous recommendation, the Tri-City Commission prioritized projects that focus on securing and supporting new conventions and sports tournaments, conducting tourism research and education, and promoting initiatives to boost and enhance leisure travel stays.</p> <p>The Annual Report and Work Plan have been included to update the Council on the achievements and upcoming initiatives of Visit Tri-Cities. These documents meet the reporting requirements set forth in the agreement between Visit Tri-Cities and the City.</p> <p>In accordance with the agreement, Council's approval is necessary for the reinvestment of the reserve funds into special projects as outlined in the Work Plan.</p> <p><b><u>Alternatives</u></b></p> <p>Alternatives have not been identified.</p> <p><b><u>Fiscal Impact</u></b></p> |                                                                                                                     |                           |
| <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. Annual Report</li> <li>2. Work Plan</li> <li>3. Letter &amp; Project Descriptions</li> <li>4. Presentation</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                     |                           |



# ANNUAL REPORT 2024





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

## Dear Tourism Partners,

2024 was a defining year for Visit Tri-Cities. Our dynamic team helped spark community vitality and fuel growth by collaborating with community leaders to host signature events, drive record-breaking media coverage, and strengthen partnerships across industries.

Among the most notable accomplishments was the successful debut of the inaugural IRONMAN 70.3 Washington Tri-Cities, an event that showcased the heart and spirit of our community to a global audience. With over **2,300 athletes**, thousands of spectators, and an economic impact of more than **\$7 million**, the event earned a **93% satisfaction rate** from participants representing **45 states and 20 countries**. With a prestigious Net Promoter Score of 80, which is 28 points higher than the global average for IRONMAN events, the race produced remarkable branding for this area. Triathlete Magazine recognized our first-year race as one of the top races in North America solidifying its potential as a signature component of our destination for years to come.

Our convention and sports sales teams achieved an **80% increase in the number of events booked** and produced a 25% boost in the number of attendees. Among the **168 group events**, we welcomed the National Horseshoe Pitchers World Championship for the first time. The horseshoe championships generated close to \$2 million in direct economic impact and introduced over 500 participants from across the country to the beauty of our region.

Booking events helped Tri-Cities maintain a modest 1.2% increase in hotel occupancy levels in 2024. Additional hotel rooms and vacation rental properties in the region caused some disbursing of visitors. National travel trends were relatively flat and regionally some southeastern Washington communities showed slight occupancy declines. Our key lodging metrics remain strong with Revenue Per Available Room (RevPAR) numbers growing 5.7%. Average Daily Rates grew 4.5% and total **hotel revenues rose 7%** - producing the highest increase in the southeast region.

Visit Tri-Cities strategic, data-driven media efforts were extremely impactful. Through targeted PR initiatives we expanded our media reach from 27.4 million in 2023 to an **astounding 3.59 billion** in 2024. Our team secured 146

pieces of focused media coverage – a **161% increase** over 2023. Sophisticated tracking from outside data partners confirmed that our digital advertising campaigns directly contributed to over \$16 million in hotel and local business revenue. For every dollar we spent in advertising visitors returned \$37 to our hotels and spent \$352 in our communities.

Through collaborative destination development efforts with the National Park Committee, we successfully advocated to reopen the B Reactor tours for the full 2024 season and with it, achieved **record-breaking tour attendance** despite a partial closure of tour activities. Our ongoing support for the Tri-Cities Rivershore Enhancement Council ensures sustained progress in recreational development.

Visit Tri-Cities holds the globally recognized Destination Marketing Accreditation Certificate ensuring quality performance standards in destination marketing and management. We remain committed to fostering collaboration, promoting our community's strengths, and creating opportunities that benefit residents and visitors alike. With a **\$630 million annual economic impact** from visitor spending and more than **5,800 local jobs** directly supported by tourism, the work we do continues to be a powerful force for good.

Looking ahead to 2025, we are energized by the momentum generated this year. We are focused on inspiring discovery, creating memorable experiences, and working hand-in-hand with community leaders to build an even brighter future.

Thank you for being part of this incredible journey.



*Kevin Lewis*  
**Kevin Lewis**  
President & CEO  
Visit Tri-Cities



*Buck Taft*  
**Buck Taft**  
Chair of the Board  
Visit Tri-Cities

# OUR VISION & MISSION

Visit Tri-Cities is a catalyst for success in our communities. With an over-arching purpose to help our communities achieve their goals, we leverage the power of destination marketing and promotion to fuel transformational growth. As the visitor economy churns it helps transform the Tri-Cities into a vibrant destination – a place where people want to visit, live, work, play, and invest.

## OUR VISION

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

## OUR MISSION

Fuel transformational growth in the Tri-Cities through tourism.

## OUR STRATEGIC PILLARS



### STRATEGIC SALES

**Primary Intent:** Fill hotel rooms by increasing our share of convention and sports bookings.



### EFFECTIVE MARKETING

**Primary Intent:** Increase overall tourism traffic to the destination by improving visitor awareness, understanding, and interest; streamlining and enriching communications; and enhancing the destination brand.



### COLLABORATIVE DESTINATION DEVELOPMENT

**Primary Intent:** Support and advocate for the evolution and enhancement of destination attractions, infrastructure, and services to create enriched experiences for visitors and residents.



### PROACTIVE COMMUNITY ENGAGEMENT

**Primary Intent:** Strengthen community awareness, appreciation, involvement, and support for tourism endeavors and leverage the power of destination marketing to help our communities achieve their goals.



### INNOVATIVE AND MEANINGFUL OPERATIONS

**Primary Intent:** Establish an innovative culture where clear vision, efficient systems, and financial stability create a competitive advantage and foster an environment of engaging, meaningful, and rewarding work.

## 2024 KEY ACCOMPLISHMENTS

### IRONMAN 70.3

- **\$7M** Economic Impact
- **10K** Visitors from **45 states & 20 countries**
- **93%** Satisfaction Rate
- Net Promoter Score of **80** (28 points higher than the global average for IRONMAN)
- Recognized by Triathlete Magazines as **one of the top races in North America**

### CONVENTION & SPORTS SALES

- **86%** Increase in Events Booked (170 events)
- **25%** Increase in Attendees

### WORLD HORSESHOE PITCHING CHAMPIONSHIPS

- **\$2M** Economic Impact
- **1,800** Visitors from **43 states & 4 countries**
- **73%** First-time Visitors

### LODGING METRICS

- **7%** Increase in Hotel Revenues – the highest in southeastern Washington
- **1.2%** Increase in Hotel Occupancy
- **4.5%** Increase in Average Daily Rates
- **5.7%** Increase in RevPAR

### POSITIVE MEDIA EXPOSURE

- Expanded Audience Reach from **27M to 3.59B**
- **161%** Increase in Media Coverage (146 articles)
- **\$16M** in revenue generated from digital ads
- **\$37 : \$1** Return on Ad Spend directly to Hotels
- **\$352 : \$1** Return on Ad Spend to our Communities

Visitor  
Trips Made:  
**4.4 million**

Visitor  
Days Spent:  
**9.7 million**



We are proud to be awarded accreditation from the prestigious Destinations International.

TOURISM ECONOMIC IMPACT

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

Visitor spending helps support local:



DIRECT SPENDING

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

INDIRECT IMPACTS

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

INDUCED IMPACTS

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

TAX REVENUES

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

VISITOR SPENDING BREAKDOWN

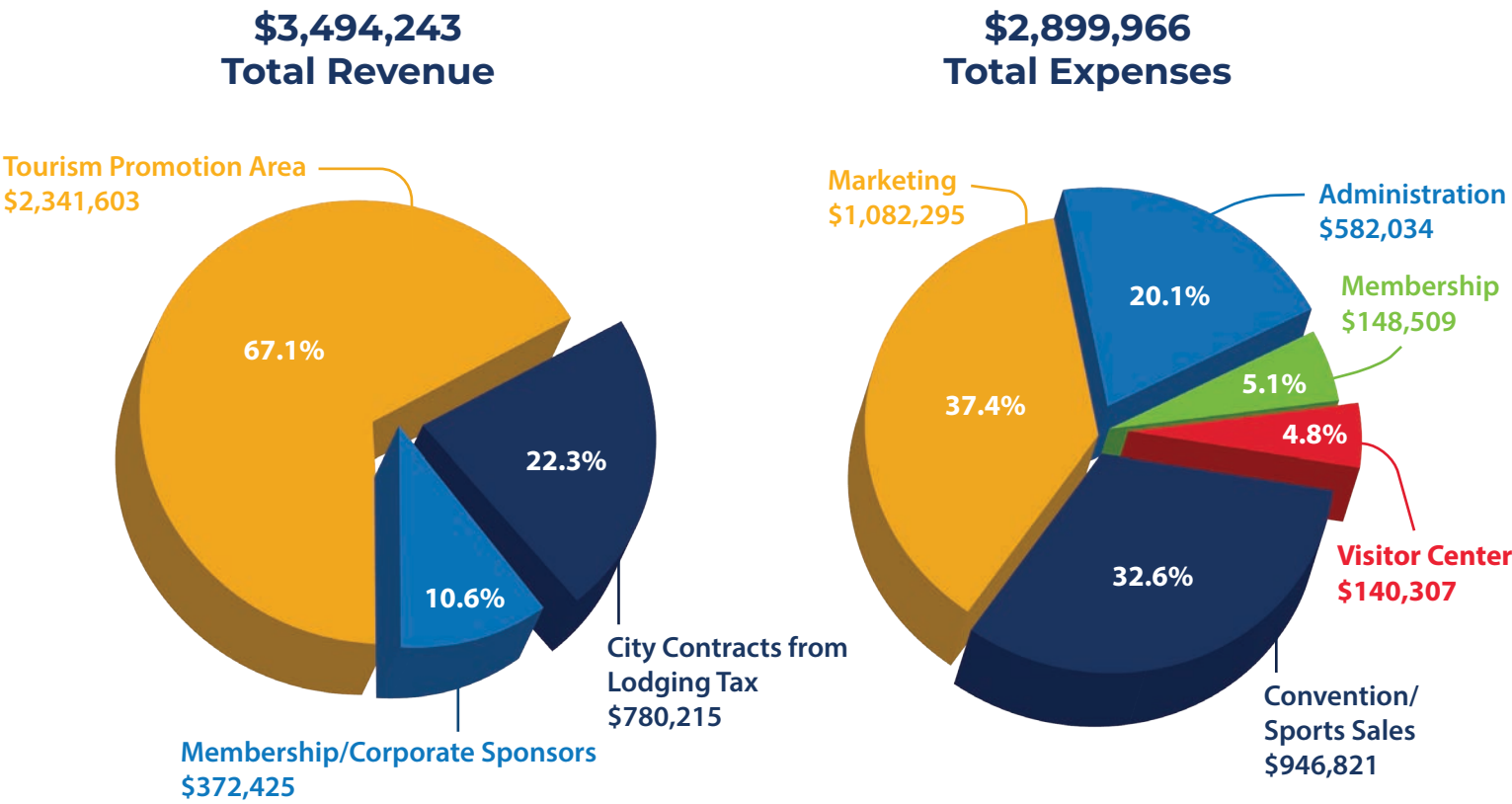
Annual Tourism Benefits to the Tri-Cities



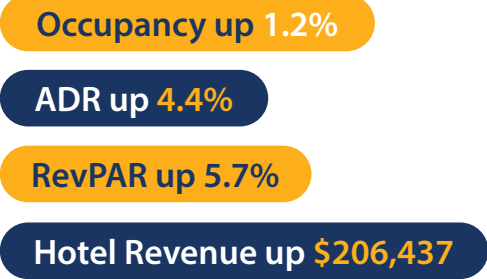
Tourism saved each household \$602 in annual taxes



FINANCIAL PICTURE



HOTELS



TOTAL HOTEL-MOTEL TAX REVENUE

|      | Kennewick | Pasco     | Richland  | Totals      |
|------|-----------|-----------|-----------|-------------|
| 2021 | \$502,862 | \$332,854 | \$581,566 | \$1,417,282 |
| 2022 | \$672,025 | \$440,350 | \$733,662 | \$1,846,037 |
| 2023 | \$714,098 | \$498,162 | \$795,213 | \$2,007,473 |
| 2024 | \$785,557 | \$541,555 | \$886,798 | \$2,213,910 |

\*Visit Tri-Cities receives approximately 50% of the lodging tax.

3,796 Hotel guest rooms available

TRI-CITY REGIONAL HOTEL-MOTEL COMMISSION

- KENNEWICK**

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

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

  - Lacey Stephens, Home2 Suites by Hilton
  - Yesenia Galvez, LivAway Suites
  - Jon Amundson, Ex Officio, City of Richland

\*Visitor Spending represented in this report reflect the economic impact of tourism in the Tri-Cities for the year of 2023. The economic impacts of tourism in our community for 2024 are not yet available. Percentage increase stated is based off of 2022 numbers. Source: Tourism Economics



STRATEGIC SALES



The sales department’s primary focus is to market to convention, sports, and group meeting planners through direct sales contacts, targeted marketing, and attending industry events. Booking these events puts “heads in beds” that generate significant tax revenues for our community.

2024 PROGRAM HIGHLIGHTS

168

Conventions, sports & group activities hosted

↑ Up 7.7% from previous year

132,501

Visitors attracted

↑ Up 9.5% from previous year

\$35,716,190

Convention and sports spending to region

↑ Up 33.3% from previous year



2025 & BEYOND

- 118 Future conventions, meetings and sports events confirmed
- 134,998 Future visitors
- \$69,405,244 Future visitor spending

Coming in 2025



2024 HIGHLIGHTS

Sales & Client Relationship Building

- Hosted Spring Olympia Sales Blitz & Customer Appreciation Luncheon reaching 48 meeting planners, a 23% increase in planners reached over 2023
- Conducted 23 appointments at the Fall Sales Olympia Blitz, a 27% increase over 2023
- Hosted Sports Customer Appreciation Event in Portland during Sports ETA Symposium
- Hosted the WA Society of Association Excellence Annual Conference with an evening reception for key meeting and event planners
- Attended 8 industry-related conferences and events to meet with meetings and sports planning professionals

Secured Major Events

- 2025 WA & ID International Order of the Rainbow for Girls

- 2026-2030 WA & OR Potato Conference, WA State Potato Commission
- 2024 Latino State Softball Championships, United States Specialty Sports Association (USSSA)
- 2024 Latino World Series Softball, USSA
- 2024 Northwest Regional Floodplain Management Association Conference
- 2026 & 2027 Pacific Northwest Vegetable Association Annual Conference
- 2025 Convention of Jehovah’s Witnesses – 4 weekends (June/July)
- 2025 U.S. Tennis Association PNW Adult 65 & Over Sectional Championships
- 2025 USA BMX Lumberjack Nationals
- 2025-2027 Northwest Athletic Conference (NWAC) Volleyball Championships
- 2026-2028 NWAC Men’s & Women’s Volleyball Championships

EFFECTIVE MARKETING



Each year, Visit Tri-Cities implements a comprehensive, data-driven marketing strategy designed to increase brand awareness, drive visitation, and maximize economic impact for the region. By leveraging a multi-channel approach—including digital advertising, media relations, social media, and public relations—Visit Tri-Cities successfully engages a broad audience and positions the destination as a must-visit location. The results from 2024 showcase the strength and effectiveness of these efforts.

2024 CAMPAIGN HIGHLIGHTS

446 million

impressions achieved

\$352 : \$1

estimated total for return on ad spend

\$37 : \$1

hotel-specific estimated return on ad spend

\$16.7 million

generated revenue from ad inspired bookings

WEBSITE PERFORMANCE

460,000+

website visitors

↑ 11% increase

950,000+

pageviews

↑ 15% increase

SOCIAL MEDIA ENGAGEMENT

f

31,151 Facebook Followers

3% increase

ig

16,894 Instagram Followers

17% increase

in

3,212 LinkedIn Followers

12% increase

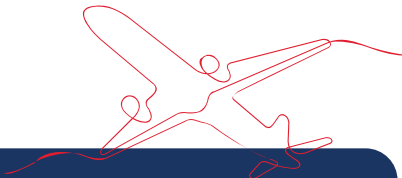
Engagements increased 184% from 2,330 to 6,620.

MEDIA & PUBLIC RELATIONS

- Expanded audience reach through signature events from 27 million to 3.6 billion
- Secured 146 pieces of media coverage - a 161% increase over 2023
- Hosted 16 media FAMs, contributing to 33% of total media coverage
- Achieved an estimated 9.4 million views, a 4,000% increase over 2023

HIGHLIGHTS

- Relaunched VTC website with enhanced navigation, destination-focused messaging, Spanish-language translations and 425 new content pages
- Published the new Visit Tri-Cities Brand Book for consistency and messaging clarity
- Recognized as Runner-up for “Best Marketing Program” awarded by State of Washington Tourism
- Targeted campaigns with Expedia resulted in 589 flight bookings
- Booked 122,181 room nights directly through ad campaigns
- Developed and distributed refreshed and impactful messaging through various multimedia assets, including:
  - ‘Discover What’s in You’ Destination Sizzle Video
  - IRONMAN 70.3 Pre-Race Sizzle Video
  - IRONMAN 70.3 Race Day Video – amassed 45K+ views in one week
  - IRONMAN 70.3 Volunteer Highlight Video
  - IRONMAN 70.3 Community Benefits Documentary
  - Seven 90-second video vignettes showcasing the community benefits of IRONMAN 70.3
  - Twelve TV commercials emphasizing the positive impact of IRONMAN 70.3 on the community
  - 2-minute informational video highlighting the vision and accomplishments of the Tri-Cities Rivershore Enhancement Council (TREC)
  - 30-second signature sports highlight reel



# COLLABORATIVE DESTINATION DEVELOPMENT



One of the ways we maximize the revenues generated by visitors is through Destination Development. Our goal is to create a superior experience for visitors and residents. Through the Tri-Cities Rivershore Enhancement Council (TREC), the National Park Committee and other organizations, we work with local jurisdictions and hospitality partners to enhance the attractions we have and develop additional experiences and recreation venues. This work serves the needs of visitors, improves the quality of life for residents, aids in workforce recruitment and generates economic growth.

## HIGHLIGHTS

### Tri-Cities Rivershore Enhancement Council (TREC) Initiatives

- Hosted U.S. Army Corps of Engineers newly appointed Walla Walla District Commander for meeting and field tour with partnering jurisdictions
- Created enhanced website showcasing the vision and accomplishments of TREC
- Cable Bridge Lighting Subcommittee – finalized Interlocal Agreement and initiated timeline for hiring Design Consultant to further the Cable Bridge Lighting initiative

### Tri-Cities National Park Committee Initiatives

- Successfully advocated to re-open B-Reactor tours for the 2024 season
- Collaborative efforts helped achieve record breaking B-Reactor tour attendance despite partial closure of tour opportunities
- Led the Administrative Subcommittee in prioritizing projects to be funded by the Hanford Unit Funds
- Developed an outline and RFQ for a Park community vision project
- Facilitated collaborative efforts to establish a Friends of the Park group
- Issued letters of support to congressional delegates to expand Park boundaries and to the National Park Service outlining opportunities for collaboration

### Support Workforce Development & Workforce Initiatives

- Partnered with WSU Tri-Cities to promote WSU Tri-Cities Workforce Training Scholarships
- Participation in Energy Communities Alliance (ECA) Workforce Roundtable and Forum, and Tri-Cities Workforce Roundtable

### Development of Tourism Assets

- Visioning support for development of the Mid-Columbia Children’s Museum
- Advocacy and support for the Three Rivers Convention Center expansion
- Active collaboration and involvement to support a Performing Arts Center initiative
- Collaborative efforts to facilitate improvements and upgrades at HAPO Center



Three Rivers Convention Center Expansion

# PROACTIVE COMMUNITY ENGAGEMENT



## HIGHLIGHTS

### Annual Meeting & Tourism Showcase

\*see back cover for more details

- Engaged hundreds of tourism partners and industry stakeholders by producing the “Discover What’s in You” Tourism Showcase Tradeshow and Networking Event, featuring over 40 tourism businesses

### Business Partner Development

- Secured Diamond Level Member, Alpine Roofing, as Signature Sports sponsor
- Implemented new Tri-IDEAs sponsor package for STCU and Bechtel
- Enrolled 130 tourism businesses as new VTC members – a 20% increase over 2023

### IRONMAN 70.3 Washington Tri-Cities

- Secured over 1,100 volunteers to fill 1,300 volunteer positions
- Engaged dozens of local agencies and community leaders in planning and supporting the event
- Generated 23 local news stories and 17 local news features
- Delivered 5.8 million local ad impressions
- Hosted Tri-Cities information booth in the IRONMAN Village
- Hosted volunteer and community welcome / kick-off party
- Hosted IRONKIDS fun run for children
- Produced interactive “Traffic Impact Maps” and distributed traffic impact mailers to help locals understand and navigate race day impacts
- Outstanding community engagement helped the event achieve a Net Promoter Score of 80 from race participants which is 28 points higher than the global average for IRONMAN events



### Manhattan Project National Historical Park (MAPR) and American WWII Heritage City Designation

- Supported the launch of 360 virtual tour and resources of B Reactor and T Plant tours
- Launched a new webpage highlighting information on community assets related to World War II and the Manhattan Project and continued the City Designation campaign
- Launched advertising campaign promoting MAPR tours generating more than 15-thousand tour visitors coming from all 50 states and 52 different countries
- VTC support of Ride with a Ranger events
- Coordination of the Tri-Cities National Park Committee (TCNPC) and related efforts

### Legislative Initiatives

- Attended Tri-Cities Day in Olympia with the Tri-Cities Legislative Council to meet with legislators and promote a slate of community priorities
- Testified at Legislative Session on tourism initiatives
- Engaged with state representatives to support community initiatives
- Collaborated with Washington State Destination Marketing Organizations, State of Washington Tourism Office, Association of Washington Businesses and Washington Economic Development Association to secure and maintain favorable legislation for tourism businesses along with increased and ongoing funding to support tourism initiatives

## VISIT TRI-CITIES COUNCILS

Tri-Cities Rivershore Enhancement Council

Tri-Cities Sports Council

Tri-Cities National Park Committee



# INNOVATIVE & MEANINGFUL OPERATIONS

## STRATEGIC VISION AND LEADERSHIP

- Strategic assessment to evaluate and enhance the organization's focus and approach
- Established new vision and mission for the organization
- Directed efforts on core strategies that boost visitation, enhance visitor experiences, and positively impact the Tri-Cities economy
- Established a clear foundation for our messaging strategy that provides focus and consistency for long-term success
- Implemented and enhanced existing programs, campaigns, and goals
- Streamlined leadership and organizational structure
- Streamlining asset management and distribution for marketers and creatives
- Hosted hospitality sales training for Convention Development team
- Submitted Destinations Marketing Accreditation Certification renewal with Destinations International
- Initiated new three-year strategic plan for 2025-2027
- Refined contracts with service providers

## FINANCIAL STRENGTH

- Maintained robust fiscal stability with significant reserve balances and year-end revenues exceeding budget by nearly \$250,000
- Secured \$92,000 in grant funding including State of Washington Tourism grants for IRONMAN 70.3 and World Horseshoe Championships
- Fostered healthy relationships with key financial partners including city councils, TPA commissioners, and hotel partners
- Conducted Hospitality Benefits Study

## VISIT TRI-CITIES AND STAFF HONORS

- Three team members achieved Professional Destination Management Certifications (PDM) from Destinations International
- Continuation of Certified Destination Marketing Executive (CDME) Program
- Leadership Tri-Cities Class XXVII Graduate
- Leadership Tri-Cities New Member Class XXVIII
- Tri-City Regional Chamber of Commerce Member of the Month Award



# VISIT TRI-CITIES GOVERNANCE

## 2023 EXECUTIVE COMMITTEE

- Chair: **Buck Taft**, Tri-Cities Airport/Port of Pasco
- Past Chair: **Corey Pearson**, Three Rivers Campus
- First Vice Chair: **Trish Herron**, PNNL
- Vice Chair: **Vijay Patel**, A-1 Hospitality
- Vice Chair: **Brian Lubanski**, Ben Franklin Transit
- Vice Chair: **Amy Johnson**, Purple Star Winery
- Treasurer: **Ron Hue**
- Legal Counsel: **John Raschko**, Miller Mertens & Comfort, P.L.L.C.
- CPA: **Monte Nail**, CPA

## VISIT TRI-CITIES STAFF

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

## OVERVIEW

- **Founded:** 1969 as non-profit organization
- **Staff:** 15 full-time employees
- **Structure:** Governed by a 42 member Board of Directors
- **Members:** 467
- **Website:** VisitTri-Cities.com

## 2023 BOARD OF DIRECTORS

- **Tim Arntzen**, Port of Kennewick
- **Jerry Beach**, A-1 Hospitality
- **Troy Berglund**, West Richland Chamber of Commerce
- Council Member **Melissa Blasdel**, City of Pasco
- Washington State Senator **Matt Boehnke**
- **Angie Brotherton**, Bechtel
- **Phinney Brown**, Arts Center Task Force
- **Liza Clitar**, Clover Island Inn
- Washington State Representative **April Connors**
- **Jennifer Cunningham**, Q Home Loans
- **Karl Dye**, TRIDEC
- Councilmember **David Fetto**, City of West Richland
- **Robert Franklin**, B-Reactor Museum Association
- **Colleen French**, Department of Energy
- **Melody Goller**, Hampton Inn Richland
- **Brisa Guajardo**, Tri-Cities Hispanic Chamber of Commerce
- **Gabi Guerrero**, SpringHill Suites
- **Mike Hall**, Ice Harbor Brewing Company
- **Monica Hammerberg**, Hampton Inn & Suites Pasco
- **Colin Hastings**, Pasco Chamber of Commerce
- **Sandra Haynes**, WSU Tri-Cities
- Commissioner **Scott Keller**, Port of Benton
- Mayor Pro Tem **Sandra Kent**, City of Richland
- **Dave Marsh**, B Reactor Museum Association
- **Lori Mattson**, Tri-City Regional Chamber of Commerce
- **Mike McCall**, HAPO Center
- **David McClain**, TC Black
- Commissioner **Will McKay**, Benton County
- **Brent Miles**, Tri-City Dust Devils
- Council Member **Jim Millbauer**, City of Kennewick
- **Rocky Mullen**, Franklin County
- **Dara Quinn**, Emerald of Siam
- **Rob Roxburgh**, CPCCo
- **Gus Sako**, The Octopus' Garden
- **Rosana Sharpe**, The REACH Interpretive Center
- **Lacey Stephens**, Home2Suites
- **Vivian Terrell**, Honey Baked Hams Co.
- **Matt Watkins**, Pasco Public Facilities District
- **Rebekah Woods**, Columbia Basin College



# OUR MEMBERSHIP

**Visit Tri-Cities’** ability to attract visitors to our region is made possible by the investment and support of our member organizations. Visit Tri-Cities members and partners provide unique and inclusive opportunities that are of interest to travelers and help build a better quality of life for residents. Their dedicated, unwavering support is the foundation of our work. In turn, it is our duty, obligation, and pleasure to continue the promotion and celebration of our members and our dynamic community through tourism marketing, high quality publications, destination advertising, educational forums, creative digital content, and destination development. In 2024, Visit Tri-Cities’ membership total reached **467 tourism businesses**.

## ECONOMIC DEVELOPMENT PARTNERS

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

## DIAMOND

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

## PLATINUM

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

## GOLD

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

## SILVER

Baymont Inn & Suites  
Best Western Kennewick Tri-Cities Center Hotel  
Best Western Plus Kennewick Inn  
Comfort Inn  
Courtyard by Marriott Pasco Tri-Cities Airport  
Fairfield Inn

Hampton Inn & Suites Pasco/Tri-Cities  
Hampton Inn Kennewick at Southridge  
Hampton Inn Richland  
Holiday Inn Express Hotel & Suites Richland  
Home2 Suites by Hilton  
Homewood Suites by Hilton - Richland  
Kennewick Inn & Suites  
La Quinta Inn & Suites  
LivAway Suites  
My Place Hotel-Pasco/Tri Cities, WA  
Red Lion Inn & Suites Kennewick Tri-Cities  
Sleep Inn Pasco Tri-Cities  
Super 8 Kennewick  
The Lodge at Columbia Point  
TownePlace Suites by Marriott  
Woodspring Suites

## STANDARD MEMBERSHIP

14 Hands Winery  
3 Eyed Fish Kitchen + Wine Bar  
3 Rivers Folklife Society  
4 Whistles Winery  
A & A Motorcoach  
Abair’s  
Above The Curve Vineyard  
Academy of Children’s Theatre  
Ace Jewelry & Loan  
Adore Formal Wear & Bridal Boutique  
Adventures Underground  
Ahava Coffee Co LLC  
Airfield Estates  
AJ’s Edible Arts, Inc.  
Alaska Airlines  
Alexandria Nicole Cellars  
Alexandria Nicole Cellars Destiny Ridge  
Tasting Room  
Allied Arts Association - Gallery at the Park  
Andy’s North Restaurant & Lounge  
Anelare Winery  
Angel Brook Christmas Tree Jubilee  
Angel Brook Farm Market and Produce  
Stands - Kennewick  
Angel Brook Farm Market and Produce  
Stands - Richland  
Angel Brook Ice Cream  
Anthology Event Venue by Castle  
Event Catering  
Anthony’s at Columbia Point  
Apollo Authentic Greek Restaurant  
Ara Sushi & Grill  
Arlene’s Flowers & Gifts  
Art on the Columbia

Art Work Northwest  
Art YOUR Way  
Arts Center Task Force  
Aspen Limo Tours  
At Michele’s  
Atomic Ale Brewpub & Eatery  
Atomic Bowl & Jokers Lounge & Casino  
Atomic Escape Rooms  
Aub’s Bananza Bread  
Aub’s Lounge  
Avennia Red Mountain Tasting Room  
AXE KPR Axe Throwing  
Azteca  
B Reactor Museum Association (BRMA)  
Badger Mountain Vineyard/Powers Winery  
Barnard Griffin Winery  
Bartholomew Winery  
Basil and Blush  
Baum’s  
Baymont Inn & Suites  
Bella Italia Restaurant  
Bennett Rentals  
Benton County Fairgrounds  
Bergan’s Timeless Treasures  
Bergstrom Aircraft, Inc.  
Big D’s Powersports  
Bingo Boulevard  
Black Heron Spirits, LLC  
Blackthorne Neighbourhood Pub  
Blankslate  
Bob’s Burgers and Brew - Kennewick  
Bob’s Burgers and Brew - Richland  
Boiada Brazilian Grill  
Bombing Range Brewing Company  
Bon Cafe Co  
Bonefish Grill  
Brady’s Brats  
Brainstorm Cellars  
Brewminatti  
Brick House Pizza  
Bristle Art Gallery  
Brother’s Cheese Steaks  
Budd’s Broiler by Anthony’s Restaurants  
Buds and Blossoms too  
Buffalo Wild Wings  
Burger Ranch  
Burger Ranch - Pasco  
Cafe con Arte LLC  
Caffeine Bar  
Canyon Lakes Golf Course  
Cardamom Indian Grill & Bar  
Casa Pottery  
Catering to You  
CBC Arts Center

Cedars at Pier 1  
CG Public House & Catering  
Chandler Reach Vineyards  
Chapala Express  
Cherry Chalet Bed & Breakfast  
Chic & Unique Furniture Kennewick  
Chic & Unique Furniture Richland  
Chicken & Bowl  
Chills Fro Yo & Custard  
Chuck E. Cheese  
Chukar Cherries  
Ciao Trattoria  
Cigar Savvy Shop, LLC  
Clover Island Inn  
Clover Island Marina  
Col Solare Winery  
Columbia Basin BMX  
Columbia Basin College  
Columbia Basin Racquet Club  
Columbia Center  
Columbia Crest Winery  
Columbia Park Golf Tri-Plex  
Columbia Point Golf Course  
Columbia River Mafia Guide Service  
Columbia Sun RV Resort  
Community Concerts of the Tri-Cities  
Connell Heritage Museum  
Convergence Zone Cellars  
Copper Top Tap House  
Cora’s E-bike Shop  
Cork and Taps by Domanico Cellars  
Costa Vida - Duportail Street  
Costa Vida - Gage Blvd  
Costa Vida - Kennewick  
Costa Vida - Pasco  
Cougar Cave Espresso  
Country Mercantile  
Country Mercantile - Pasco  
Coyote Bob’s Roadhouse Casino  
Coyote Canyon Mammoth Site  
Coyote Canyon Winery  
Crazy Moose Casino  
Crepe Haus & El Compadre  
Crepes and Rolls  
Crowe Wines  
Cupcakes Bakery & Deli  
d. lynne’s boutique  
D’s Wicked Cider  
Daisy Ranch Saloon  
Dalset Wines  
DavenLore Winery  
D-Bat Columbia Basin  
Del Sol Lavender Farm  
DermaCare  
Desert Food Mart (Conoco)  
Desert Wind Winery  
Details  
Divots Golf  
Dog Haus Biergarten Pasco  
Don Rubio’s  
Dovetail Joint Restaurant  
DownUnderSportFishing  
DrewBoy Creative  
Earth Spirit Shop  
Eastern Washington Transportation  
Elk Haven Winery  
Emerald of Siam Thai Restaurant & Lounge  
Ethos Bakery - Queensgate

Ethos Bakery - The Parkway  
Europa Italian & Spanish Cuisine  
Events at Sunset  
Experience 46 Degrees  
Fable Craft Bar-Wine Saloon-Food Joint  
Farmhand Winery  
Fast and Curryous  
Fat Olives Restaurant & Catering  
Fiction @ J. Bookwalter Winery  
Fidélitas Wines  
Fiiz  
Fisher’s Catch Outfitters  
Five Guys Burgers & Fries  
Fleet Feet  
Float Euphoria  
Foodies Kennewick  
Foodies Richland  
Franklin County RV Park  
Free Culture Clothing  
Fresh Leaf Co  
FreshPicks WA Smoothies  
Frichette Winery  
Friends of Sacajawea State Park  
Frost Me Sweet Bakery & Bistro  
Fujiyama Japanese Steak House & Bar  
Garden Hot Pot  
Gesa Carousel of Dreams  
Glass Studio at Barnard Griffin Winery  
Gluten Not Included  
Goose Ridge Estate Vineyard & Winery  
Gordon Estate Winery  
GRAZE - ‘a place to eat’  
Great Harvest Bread Company Kennewick  
Greek Islands Cuisine  
Greenies  
Griggs Ace Hardware  
Ground Support Coffee  
Guadalajara Style Mexican Food LLC  
Hae Ha Thai  
Halo Fishing Adventures  
Hedges Family Estate  
Heron Bluff Vineyard & Winery  
Hightower Cellars  
Hill’s Restaurant & Lounge  
HoneyBaked Ham Café  
HOOKED SEAFOOD BOIL & BAR  
Hope Outfitters  
Hops n Drops  
Hops n Drops - Kennewick  
Horn Rapids Golf Course  
Horn Rapids RV Resort & Mini Mart  
Hot Tamales, LLC  
How Sweet It Is  
I&M Rentals LLC  
Ice Harbor Brewing Co.  
Ice Harbor Brewing Company at the Marina  
Iconic Brewing  
IHOP Restaurants  
Indaba Coffee  
InterMountain Alpine Club  
iplay Experience  
J&S Dreamland Express  
J. Bookwalter  
Just Juice LLC  
KayakBateman.com  
Kestrel Vintners  
Kickstand Tours  
Kindred Spirits

Kiona Vineyards and Winery  
Kitzke Cellars  
Knots & Grounds Espresso  
Kona Ice  
La Bella Vita Kitchen and Bar  
La Maison Dana French Café Restaurant & Bar  
La Zeiba Events  
Lakeside Gem and Mineral Club  
Layered Cake Artistry  
Lazy River Taphouse  
Lemon Grass  
Let’s Glow Mini Golf  
LIGO Hanford Observatory  
Lil’ Moon Diner  
Longship Cellars  
Love Curry Indian Cuisine  
Lower Columbia Basin Audubon Society  
LU LU Craft Bar + Kitchen  
Lucky Flowers  
Magills Restaurant & Catering  
Market Vineyards  
Martinez & Martinez Winery  
Masala Indian Cuisine  
Max Air Tri-Cities  
McKinley Springs  
Mercer Wine Estates  
MEXA MexAmerican Kitchen  
Mid-Columbia Ballet  
Mid-Columbia Libraries  
Mid-Columbia Mastersingers  
Mid-Columbia Musical Theatre  
Mid-Columbia Symphony  
Middleton Farms  
Milbrandt Vineyards/Ryan Patrick Wines  
MillerTime Fishing  
Miss Tamale  
Mocha Express on Canal  
Mocha Express TriCities  
Monarcha Winery  
Monterosso’s Italian Restaurant  
Moonshot Brewing  
Moonshot Brewing Pub at the Park  
Muret-Gaston Winery  
Museum at Keewaydin  
MyFroYo - Kennewick  
MyFroYo - Pasco  
MyFroYo - Richland  
Nanis Bakery  
National Charter Bus Richland  
Nothing Bundt Cake  
Nouveau Day Spa  
Novel Coffee Co.  
OATIS Outdoor Adventure Rentals  
Octopus’ Garden  
OH SUSHI  
Opportunity Kitchen - Federal Building  
Opportunity Kitchen - Public Market at CRW  
Pacific Shorz Powersports  
Pasco Aviation Museum  
Pasco Burger Company  
Pasco Chamber of Commerce  
Pasco Specialty Kitchen  
Peacock Coffee Roasting Co  
Pearl Coffee  
Pedego Electric Bikes Tri-Cities  
Perch Cantina



# OUR MEMBERSHIP CONTINUED

Perfect Circle Brewing  
Philocaly Lingerie Boutique  
Picante Mexican Taqueria  
Pie Sharks LLC  
Pink Pearl  
Pipsqueaks  
Polka Dot Pottery  
Popcorn Northwest  
Porter's Real BBQ Kennewick  
Porter's Real BBQ Pasco  
Porter's Real BBQ Richland  
Poutine, Eh?  
Power Up Arcade Bar  
Preszler's Guide Service, LLC  
Pretty Gritty Tours  
Price 4 Limo  
Proof Gastropub  
Public Market at Columbia River Warehouse (CRW)  
Purple Star Wines  
QUAKE Family Fun Center  
Ranch & Home  
Rattlesnake Mountain Brewing Company  
Rattlesnake Mountain Harley - Davidson  
REACH Museum  
Reborn Bike Shop  
Red Dot Paintball  
Red Lobster  
Red Mountain AVA Alliance  
Red Mountain Event Center  
Red Mountain Trails  
Restaurante El Chapala  
Rewster's Craft Bar & Grill - Horn Rapids Golf Course  
Richland Players  
RideNow Powersports Tri-Cities  
Rise & Shine Bake Shop  
Roads2 Travel Company  
Rocco's Pizza Kennewick  
Rocco's Pizza Pasco  
Rock Shop  
Rollarena Skating Center  
Rolling Hills Chorus  
ROMA House  
Roscoe's Coffee  
Round Table Pizza - Kennewick  
Round Table Pizza - Leslie  
Round Table Pizza - Pasco  
Round Table Pizza - Richland  
Runners of the Sage  
SAAP Kitchen Lao-Thai  
Sacajawea State Park  
Sage Brewing Company  
Sageland Center  
Salon Remedi  
Salud Bar and Kitchen  
Sandollar Farms & Alpacas  
Sandy's Fabrics & Machines  
Seaductive Kayak Rentals  
Seoul Fusion Korean Restaurant  
Shade Cafe  
Sharetea Tricities  
Sheep's Clothing

Shelby's Floral & Gifts  
Simplified Celebrations  
Sister to Sister - on the Ave  
Sister to Sister- Merlot  
Skippers Seafood n' Chowder  
Sleep Inn Pasco Tri-Cities  
Sleeping Dog Wines  
Smooth Swings  
Soi 705  
Solar Spirits Distillery  
Some Bagels  
Some Bagels Too  
Somer Mediterranean Food and Bakery  
Southern Cross Winery  
Spare Time Lanes  
Spencer Carlson Furniture & Design  
Sporthaus  
SpringHill Suites by Marriott Kennewick  
Sterling's Restaurant - Clearwater  
Sterling's Restaurant - Queensgate  
Sterling's Restaurant On the River  
Stone Ridge Estates  
Stotts Fishing Adventures  
Sub Zero Nitrogen Ice Cream  
Summer's Hub of Kennewick  
Sun Willows Golf Course  
Sundance Aviation  
Sunken Treasures Games  
SunWest Sportswear  
SuperMex El Pueblo Market  
Swadee Thai Cuisine  
Swampy's BBQ Sauce & Catering  
Swampy's BBQ Sauce & Eatery  
Swigg Coffee Bar  
Tagaris Winery  
Take a Break Tri-Cities  
Tap & Barrel  
Tapteal Greenway  
TC Black  
TC Cider House  
Tee Time  
Teriyaki Grill  
Terra Blanca Winery & Estate Vineyard  
Thai Elephant  
The Bradley  
The Bubbly Boba  
The Crazy Crab Place  
The Educated Cigar, LLC  
The Endive Eatery  
The Garden TriCities  
The Grain Bin Flower Farm & Inn  
The Human Bean  
The Kozy Kup Coffee Co.  
The Little Plant Shop  
The Lodge at Columbia Point  
The Medusa Tap House  
The Moore Mansion  
The Olive Garden  
The Palm Bar and Grill  
The Pizza Box  
The Pub  
The Rude Mechanicals  
The Teal Box

The Tinte Red Mountain Retreat  
The Underground Taphouse  
Three Rivers Tackle  
Thurston Wolfe Winery  
Tip Pit BBQ  
Tirridis  
Tomi Sushi and Ramen  
Transient Coffee Company  
Trejo's Mexican Restaurant  
Trejo's Taco Factory  
Trek Bikes Kennewick  
Tri City Taps  
Tri-City Regional Chamber of Commerce  
Tri-Cities Afghan Food  
Tri-Cities Hispanic Chamber of Commerce  
Tri-Cities Newcomers Club  
Tri-Cities Tackle  
Tri-Cities Wine Society  
Tri-City Americans Hockey  
Tri-City Dust Devils  
Tri-City Tappers  
TRIDEC  
Tsunami Catering  
Tucannon Cellars  
Tulipe Lifestyle Shop  
Tumbleweeds Food Truck  
Tumbleweeds Mexican Flair  
Twigs Bistro & Martini Bar  
Twist Clothing Co.  
Uncle Sam's Saloon  
Upchurch Vineyard  
Uptown Antique Market  
Urban Grounds LLC  
US Army Corp of Engineers  
Viera's Bakery - Burden St.  
Viera's Bakery - Lewis St.  
VISTA Event Space  
Washington State University Tri-Cities  
Water2Wine Cruises  
Wautoma Springs  
West Richland Chamber of Commerce  
West Richland Golf Course  
What's The Scoop  
Wheat Head Brewing  
Wheelhouse Community Bike Shop  
White Bluffs Brewing  
White Bluffs Quilt Museum  
Wilco Farm Store  
Wild Hare Lavender Farm  
Wild Olive's Charcuterie Kingdom  
Willow Run Vineyard  
Wine Social  
Wingstop Pasco  
Wisdom Books LLC  
WIT Cellars  
Wright's Desert Gold Motel & RV Park  
Xenophile Books  
Yogurt Beach  
Z Place Salon & Spa  
Zintel Creek Golf Club  
Zintel Creek Golf Club Restaurant and Lounge  
Zullee Mediterranean Grill Richland

# OUR SPONSORS



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



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



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



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



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



Pacific Northwest National Laboratory (PNNL) is our **Excellence in Service Award/Eco-Tourism Sponsor**. This partnership is a vehicle for encouraging visitation and enjoyment of our outdoor recreational opportunities. PNNL also extends its support to the Excellence in Service Award, chairing the committee and overseeing the evaluation process. PNNL has made additional spotlights possible highlighting previous awardees. The Excellence in Service Award is presented by PNNL at the Visit Tri-Cities Annual Meeting.



The **Signature Sports Sponsorship** is crucial to the success of Visit Tri-Cities' mission to boost visitor spending. The funding secured through this sponsorship enables our organization to collaborate with the Tri-Cities Sports Council and local sports entities, enhancing community assets, infrastructure, and sports marketing initiatives. Furthermore, the Signature Sports Sponsorship offers our destination, the Sports Council, and its members the opportunity to present a unified front in attracting major sporting events, such as the IRONMAN 70.3 Washington Tri-Cities



Travel is transformative on multiple levels. Exploring new destinations exposes us to different ideas, cultures, history, heritages, and people. The **Tri-IDEAs sponsorship** amplifies our efforts in celebrating and showcasing our destination's diverse community, letting visitors and residents of all backgrounds, races, genders, cultures, and abilities know and feel that they are welcome here. This sponsorship further builds connections with local business owners, community leaders, event organizers, residents, and more by highlighting stories of diversity in the Tri-Cities.



# ○ DISCOVER WHAT'S IN YOU

The Visit Tri-Cities Annual Meeting and Tourism Showcase provided a glimpse into the dynamics that make living and visiting here so vibrant.

## Discover What's In You Panel

The 2024 Annual Meeting celebrated the achievements and insights of five unique individuals from our community whose stories and wisdom reflect the process of discovery and demonstrate the meaningful action and opportunity flowing through our communities.

Pictured from left to right, our panelists were: José Iñiguez, Founder & Executive Director of Encanto Arts, Marisa Howard, 2024 Olympian, Christina Lomasney, Chief Commercialization Officer for PNNL, Adam J. Fyall, Sustainable Development Manager for Benton County, and Gabe Crowell, Co-Founder of Tirridis Sparkling Wines



## Award Winners

The First Responder teams throughout the Tri-Cities received the prestigious Kris Watkins Tourism Champion Award. These agencies took their champion-like commitment to a new level as we hosted a season of signature events that put our community on display like never before.



Frichette Winery earned the 2024 Excellence in Service Award for its exceptional guest experience. Their focus on creating memorable experiences is a testament to the quality of our local tourism partners.



## Tourism Showcase

Hundreds of community and business leaders gathered to celebrate the vitality and opportunity our hospitality and tourism businesses generate for visitors and residents.



**Thank you for helping us inspire, reward and celebrate the spirit of exploration and discovery.**



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

### STRATEGIC SALES

- Successfully host and leverage success of IRONMAN 70.3, USA BMX National Series, and Tri-City Raceway events to grow signature sports market.
- Increase room nights booked by 11% over 2024. Achieve 45,000 room nights booked.
- Generate and submit 220 sales leads (Request for Proposals) to industry partners.
- Host three sales missions featuring customer appreciation events and appointments with planners.
- Attend seven lead producing conferences to meet with decision makers and promote the Tri-Cities as a destination of choice for conventions and sports events. Conferences include TEAMS, Sports ETA, S.P.O.R.T.S. Relationship Conference, S.P.O.R.T.S. Invitational, WSAE, Meeting Planners International, and Northwest Event Show.
- Host three appreciation events for meeting planners and sports events organizers.
- Utilize contracted platforms and tools to full potential.
- Conduct Director of Sales meetings with local tourism related businesses to support and coordinate efforts.
- Develop training program for hotel and venue staff.
- Work with Tri-Cities Sports Council members, including athletic directors, sports venue directors, and community leaders to create attractive proposals for high school athletic district and state-wide championships.
- Coordinate venue costs and accommodation pricing for tournament directors and meeting planners.
- Secure hotel room blocks and complimentary rooms as needed to secure events.
- Develop and implement convention center expansion marketing and sales strategy to grow markets.

### EFFECTIVE MARKETING

- Build awareness for the convention center expansion through website, targeted mail, ad campaigns, and PR initiatives.
- Introduce a new creative campaign across all communication channels.
- Update sales collateral and messaging to align with the new Brand Book.
- Launch multi-platform, data-driven creative ad campaigns.
- Expand digital advertising into fly markets by rolling out market-specific ads for Phoenix, Salt Lake City, and Los Angeles, utilizing retargeting and geofencing techniques.
- Promote signature events with integrated campaigns.
- Produce destination blogs and a video series featuring local experts, historians, and business owners.
- Build the meetings and conventions client network through the 'Bring Your Meeting Home' campaign, quarterly e-newsletters, and digital ad campaigns targeted at WSAE members.

- Optimize data integration and reporting.
- Implement advanced digital targeting methods, including website pixeling, geofencing, retargeting, and lookalike audiences to drive repeat visitation and secure new bookings.
- Leverage advanced research and reporting services to strengthen data-driven decision-making.
- Utilize SWT grant partnership to expand Pasco-focused media content.
- Organize the digital asset library by establishing quality standards, archiving outdated content, capturing new targeted visuals, transferring legacy assets to a dedicated platform, and removing duplicates for efficient access.
- Enhance website engagement by developing interactive digital maps and curated itineraries.
- Support promotional efforts for key community events.
- Support VTC sponsorships by identifying additional advertising opportunities to create new revenue streams.
- Maximize social media engagement by launching seasonal campaigns, leveraging destination hashtags to foster user participation, and utilizing LinkedIn to deliver targeted messaging to meeting planners and the sports market.

### COLLABORATIVE DESTINATION DEVELOPMENT

- Successfully leverage and advance the region through signature events such as IRONMAN 70.3, USSSA Latino State and World Softball Championships, and USA BMX National Series.
- Coordinate and manage efforts of the Tri-Cities Rivershore Enhancement Council (TREC), including advancing the Cable Bridge Lighting Project and maintaining a webpage to track and report all TREC related projects and developments.
- Support and advocate for development and enhancement of tourism infrastructure and services.
- Provide direction and guidance for recommendations outlined in the Rivershore Master Plan II.
- Coordinate efforts of the Tri-Cities National Park Committee and collaborate with partner agencies to establish a community vision for the Manhattan Park National Historical Park (MAPR), support establishing a friends group entity, and support Park related initiatives.
- Promote the National Park Service American WWII Heritage City designation, B Reactor virtual tours, available MAPR tours, and "Science and Technology" season of podcasts.
- Incorporate celebrations of the 10th Anniversary of the Park into Tri-Cities events.
- Support efforts to promote the 25th Anniversary of the Hanford Reach National Monument.

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

- Advocate for expansion and improvements at area sports complexes by providing direction and guidance for recommendations outlined in the Sports Facilities Market Analysis and Feasibility Study.
- Re-establish the cooperative efforts of the Wine Tourism Council serving wineries, wine-related venues, hotels, restaurants, and transportation providers in Benton and Franklin counties.
- Support initiatives to expand or enhance critical convention facilities and event venues.
- Engage in tourism-related initiatives with the Tri-Cities Strategic Alliance (TRIDEC, the Tri-City Regional Chamber and the Benton-Franklin Council of Governments) to facilitate action on regional projects that will help shape the future of our region.
- Work with TRIDEC and local chambers of commerce to support business and economic development initiatives.
- Participate and provide leadership in tourism industry organizations such as Washington State Destination Marketing Organization (WSDMO), State of Washington Tourism, One West Tourism Alliance (OWTA), and Destinations International (DI).
- Collaborate with Federal and State Legislators on tourism related priorities.

### PROACTIVE COMMUNITY ENGAGEMENT

- Successfully engage community in hosting signature events such as IRONMAN 70.3, USSSA Latino State and World Softball Championships, and USA BMX National Series.
- Establish and maintain an engaging and meaningful membership program to recognize, support, and promote tourism related businesses and the partner organizations that support the mission and strategic pillars of our organization.
- Produce a sponsorship guide outlining sponsorship purposes, opportunities, tiers, and suggested benefits to utilize as a foundation to secure new sponsors.
- Host the 2025 Annual Meeting to provide inspiration, education, tourism reports, and outlook to our stakeholders and partners.
- Promote local tourism businesses and attractions through VisitTri-Cities.com.
- Provide key data to keep members up to date on industry trends, opportunities, and events through regular newsletter communications.
- Promote local businesses to convention and sports participants through the “Show Your Badge” program.
- Create member benefit programs to support tourism employment, recruiting, and workforce development.
- Provide materials to local companies to enhance their recruitment and employee relocation efforts.

- Enhance Excellence in Service Award program creating year-round attention and engage local tourism businesses.
- Create Customer Service Training program for tourism partners.
- Manage the cooperative efforts of the Tri-Cities Sports Council serving high school athletic directors, municipal recreation departments, local sports clubs, and sports officials.
- Recruit volunteers for signature events taking place in the Tri-Cities.

### INNOVATIVE & MEANINGFUL OPERATIONS

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



## **TPA Reserve Funding Request Packet**

This packet is presented on behalf of the Tri-City Regional Hotel-Motel Commissioners whose members are appointed by the City Councils to provide recommendations on the proposed use of Tourism Promotion Area (TPA) funds which are managed by Visit Tri-Cities.

At its February 2025 meeting, the Hotel-Motel Commissioners unanimously approved the transfer of \$549,500 from TPA reserve funds to be utilized for the projects specified in this packet and incorporated in the Visit Tri-Cities 2025 Work Plan. This packet provides background information as stated below and a summary of the proposed projects to fund utilizing resources from TPA Reserve Account for reinvestment.

### **Background**

The TPA Reserve Account has a required minimum reserve balance of \$650,000 which includes an operating balance of \$150,000. These balance requirements are determined by the City Managers who participate at Commission meetings as Ex-Officios. It is the Commission's position that additional funds above \$650,000 should actively be used to promote the Tri-Cities as a destination, creating increased visitor spending in the community. In addition, reserve funding considerations are also made for capital investments and destination development.

As a result of careful resource management and conservative budgeting, the TPA Reserve Account currently has a balance of \$1,440,720 available for reinvestment in additional projects.

Earlier this year, the Commissioners of the Tri-City Regional Hotel-Motel Commission unanimously voted to re-invest \$549,500 of the surplus revenues toward projects that include: funds to secure and support new conventions and sports tournaments, tourism research and education, and promotions to increase and enhance leisure travel stays.

Included in this packet is the list of new projects recommended by the Commission to support the 2025 Visit Tri-Cities Work Plan.

Thank you for your consideration and support with this request. We appreciate the opportunity to collaborate with the City of Kennewick and the Tri-City Regional Hotel-Motel Commission as we help fuel transformational growth through tourism. Please reach out with any questions or comments you may have as you review the documents.

Sincerely,



Kevin Lewis  
President and CEO

## 2025 Proposed TPA Reserve Investments

### Research & Reporting Services

**\$150,000** (utilized over 2 -3 years)

To better understand markets, trends, ad impacts, and visitor metrics, Visit Tri-Cities invests in a number of different data services that provide us with a range of marketing and tourism research, ad data and industry insights. We utilize this information to make strategic data driven decisions that produce return on investment. Funds from this request will support our team's engagement with research and reporting service contractors over the next few years to assist in acquiring, compiling, analyzing and presenting the key industry data we receive from the multiple sources we utilize. These contracted services and the associated tools they provide will help us better understand the impacts of our combined efforts and more easily share the results with stakeholders in an effective and meaningful way. Working with data reporting service providers will help us bridge the gap between data, understanding and action.

### Short Term Rental Research Services

**\$35,000** (utilized over 2-3 years)

Short term rentals are changing the lodging landscape in our region impacting hotel occupancy, revenues, lodging tax collections, and the long-term housing/rental market. Athlete surveys from the recent IRONMAN event showed 17% of participants stayed in short-term vacation rental properties for the event. Funds from this request would allow Visit Tri-Cities to secure research to assist our cities and lodging partners better understand the impacts of short-term rentals in our region and the effect they have on visitation, hotel room supply and demand and other key visitor metrics. These research tools will help guide informed decisions concerning policy, tax collection, zoning, enforcement, housing needs, visitor revenues, etc.

### AI Tools/Subscriptions

**\$6,000**

Utilizing AI tools can greatly enhance our team's productivity by automating repetitive tasks, streamlining research, generating content, assisting with brainstorming, improving communication, and delivering instant access to information. By integrating tools like ChatGPT into daily workflows, employees can focus on higher-level, strategic work, driving efficiency, creativity, and overall organizational success. This investment empowers our team with cutting-edge technology that supports smarter, faster, and more effective decision-making.

### Airport Kiosk Remodel

**\$25,000**

Our current airport kiosk is outdated, lacking the warmth and appeal needed to effectively engage travelers. These funds will be used to remodel the kiosk with upgraded materials for a more inviting aesthetic, along with improved signage and a strategic relocation of the main screen for better visibility. This investment will create a modern, welcoming display that enhances the visitor experience and better represents our destination.

### Group FAM Destination Visits

**\$13,500**

These funds will be used to support two group familiarization (FAM) trips to our destination, an essential investment in generating media exposure and increasing our visibility. In 2024, 33% of our total media coverage resulted from our FAM program, demonstrating its effectiveness in driving earned media. These 2025 group FAMs will bring both traditional media and social influencers to experience our destination firsthand, leading to compelling storytelling and widespread coverage.



Each trip will be strategically themed to highlight our unique offerings, showcasing the destination's appeal to potential visitors. By hosting these curated FAMs, we maximize our media reach, strengthen our brand presence, and ultimately drive visitor interest and economic impact.

### **Increase Support for Signature Sports Events**

**\$100,000**

Visit Tri-Cities is continuing to work with signature groups such as IRONMAN, National Horseshoe Pitchers Association, American Cornhole League, and FIFA World Cup Seattle 26. As we host events on a national and international level, additional financial, operational and logistical resources are needed to support event requirements and take advantage of new opportunities for publicity and exposure. Funds from this request will be directed towards signature events that we secure and host. These types of events increase our visibility and credibility on a national scale and have opened opportunities for the Tri-Cities to be considered for new, large-scale events. This funding contributes to the overall success of the events and helps increase visitation, participant satisfaction, economic impact and community awareness.

### **Increase Quick Response Fund**

**\$20,000**

The quick response fund allows the CEO to make opportunity fund grants to qualified groups if there is an immediate need before the next Tri-City Hotel-Motel Commission is scheduled. It allows for flexibility and ensures groups are not lost due to timing.

### **SportsEvents Media Group Conference**

**\$100,000**

Visit Tri-Cities continues to bid on hosting a future conference presented by SportsEvents Media Group. In 2024, VTC submitted a bid to host the S.P.O.R.T.S. Relationship Conference and was selected as a top 3 finalist destination. Although the Tri-Cities region was not selected, we remain a top destination to be considered for future SportsEvents Media Group conferences, including the S.P.O.R.T.S. Relationship Conference and the S.P.O.R.T.S. Invitational. Funds will be used to cover the host city requirements if our bid is successfully awarded. Additionally, a portion of the funds will be allocated for hosting the required site visits during the selection process, should we be selected as a top finalist. The S.P.O.R.T.S. Relationship Conference is a national hosted-buyer, multi-day event that attracts sports event planners and sports event suppliers to a single location to share educational and networking opportunities. The event attracts an estimated 70-80 sports event planners who are directly responsible for more than \$24 million in sports-tourism-related spending. In addition to pre-set appointments between destinations and sports planners, the conference provides general sessions, roundtables, workshops, and opportunities for destination marketing organizations to collaborate. The S.P.O.R.T.S. Invitational is an exclusive, invite-only event featuring premier city partners and a hand-selected, targeted group of sports event rights holders. The Invitational is a boutique, hosted buyer event – a one-and-a-half-day gathering filled with pre-scheduled meetings and multiple networking opportunities to connect with new partners located in the West/Southwest region.

### **State of Washington Tourism Conference**

**\$25,000**

State of Washington Tourism (SWT), the official state tourism office, hosts an annual conference each year where Washington's tourism industry professionals can convene for professional development, topical panel discussions, industry breakout sessions and networking. Each year, SWT seeks an enthusiastic host destination for a future Conference. Visit Tri-Cities will be submitting a bid to host a future Conference, and funds will only be used if we are successfully awarded the bid. Destination host responsibilities include serving on the planning committee,

arranging area Familiarization (FAM) Tours including transportation, arranging transportation for speakers and attendees, and coordinating for local art, culture and attractions to be showcased during the event. Hosting the conference in Tri-Cities gives us the opportunity to showcase our destination while educating key tourism partners on the unique attractions and assets we offer, as well as building on future opportunities for collaboration.

**Project Support Services**

**\$75,000**

Visit Tri-Cities' expanded involvement in hosting events requires additional planning and operational support from our team. Funds from this request will be used to provide staffing and/or contracted services to ensure communication and coordination on all aspects of the events within our team and with our community leaders, key agencies, venues, lodging properties, businesses, residents, event teams, etc. Allocating dedicated resources to proactively facilitate these essential functions will help us maintain the standard of excellence needed for successful hosting.

**Total All Requests:**

**\$549,500**

# 2024 Annual Report

**Presented to the City of Kennewick**

- **501c6 Destination Marketing Organization**
  - **Funded By**
    - Lodging Tax
    - Tourism Performance Assessments
    - Partners, Sponsors, Members

**Vision:** Inspire, reward and celebrate the spirit of exploration and discovery.

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

# Catalyst for Community Success



## STRATEGIC SALES

Fill hotel rooms with group business



## EFFECTIVE MARKETING

Increase visitation & enhance the destination brand



## COLLABORATIVE DESTINATION DEVELOPMENT

Advocate for enhancement of destination attractions



## PROACTIVE COMMUNITY ENGAGEMENT

Strengthen community involvement & support



## INNOVATIVE AND MEANINGFUL OPERATIONS

Clear vision, efficient systems & financial stability



## VISIT TRI-CITIES 2024 KEY ACCOMPLISHMENTS

**\$10 MILLION**  
in economic impact  
from the IRONMAN  
70.3 and World  
Horseshoe  
Championships



**SECURED A 161%**  
surge in positive  
media coverage

**\$342 : \$1  
RETURN**  
on our ad  
investment

**VISITORS SPEND  
\$630 MILLION**  
here each year

Visitors made  
**4.4 MILLION  
TRIPS**  
generating  
**\$77 MILLION**  
in tax revenue

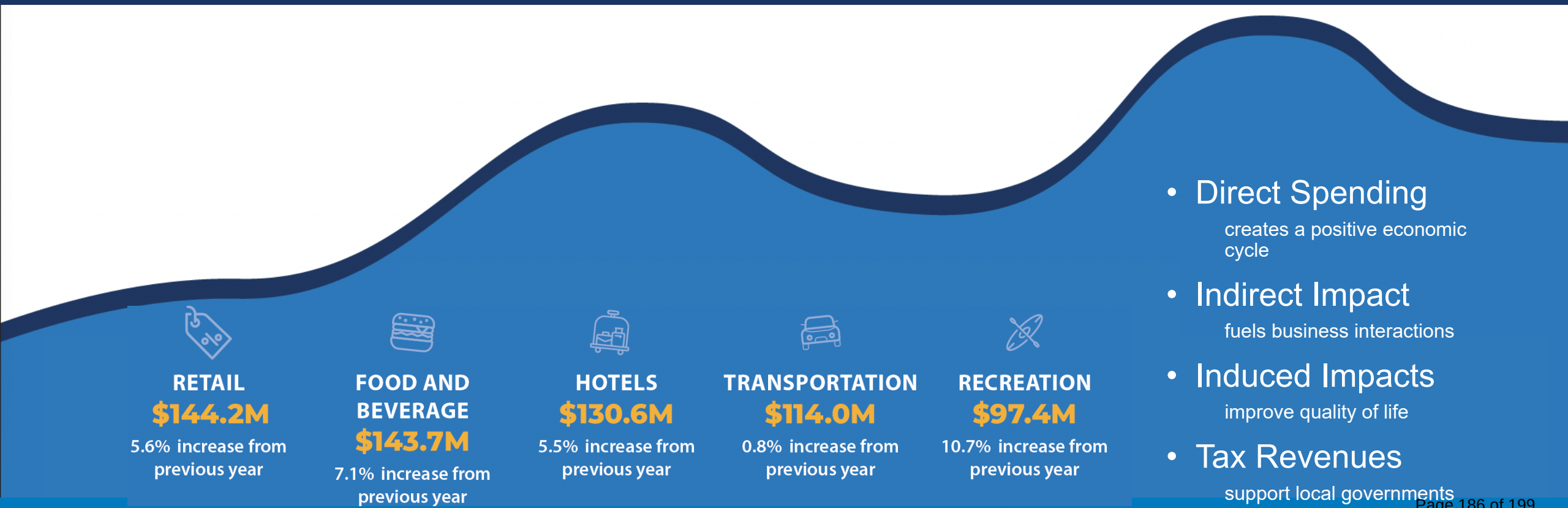
**86%** Increase in Events Booked



# Tri-Cities Visitor Economy

\*Source: Tourism Economics

| Visitor Spending | Tax Revenues   | Visitor Trips | Tourism Jobs |
|------------------|----------------|---------------|--------------|
| \$630 Million    | \$77.5 Million | 4.4 Million   | 5,900        |





## Visitor Economy – Kennewick 2024

- **Visit Tri-Cities facilitated 88 tourism events in Kennewick**

(Sports, Meetings, Conferences)

- **77,789 visitors**
- **\$19m visitor spending**

**53.8%** of sports tourism takes place in Kennewick

(42 out of 78 events)

## Visitor Impacts in Kennewick



- **48% increase in Average Daily Rate (ADR)**
- **59% increase in hotel revenues**

**Kennewick Hotels earned \$235k  
more in three nights on IRONMAN  
weekend than they did on the same  
weekend in 2023**





## Signature Events in Kennewick

- **World Horseshoe Pitching Championships**

- \$1.8m visitor spending
  - 1,326 visitors
  - 43 states, 4 countries

- **WA State Potato Commission Conferences**

- \$445k visitor spending

- **Convention of Jehovah's Witnesses**

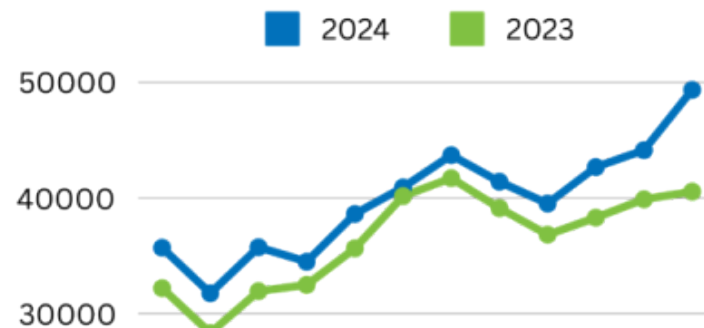
- \$2.5m visitor spending
  - 4 conventions
  - 12k visitors

- **Water Follies - \$2.8m**





## Record Breaking Year



### Yearly Totals

- 2024:  
478,016
- 2023:  
437,200

## Visit Tri-Cities Ad Campaigns

- 589 flights generated
- 3,789 room nights booked



## VTC Community Engagement

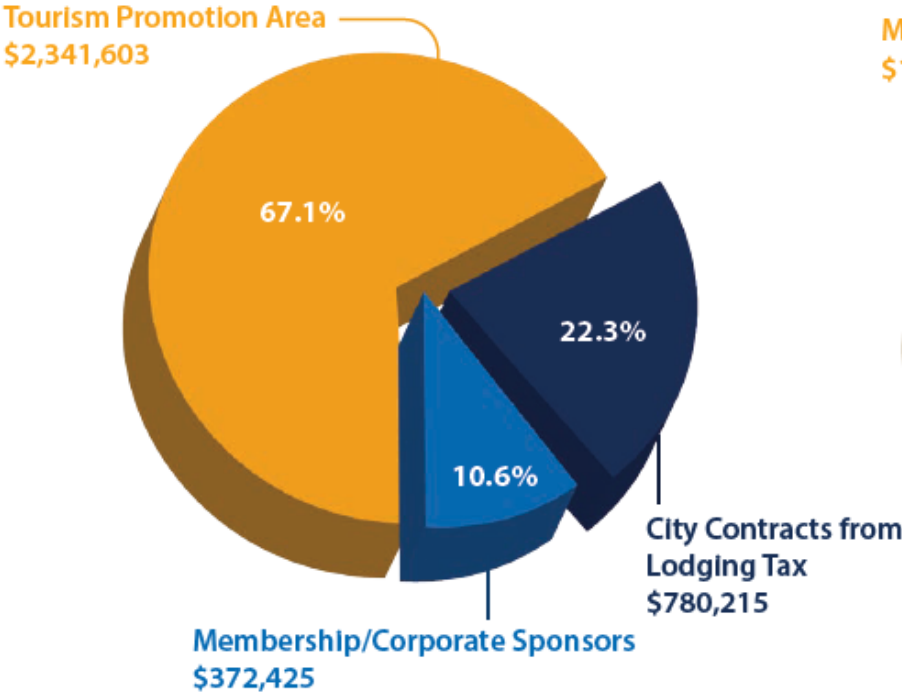
- Three Rivers Convention Center Advocacy
- KPFD Board
- Water Follies Board
- Arts Commission
- Bike Tri-Cities
- Rivershore Enhancement Council



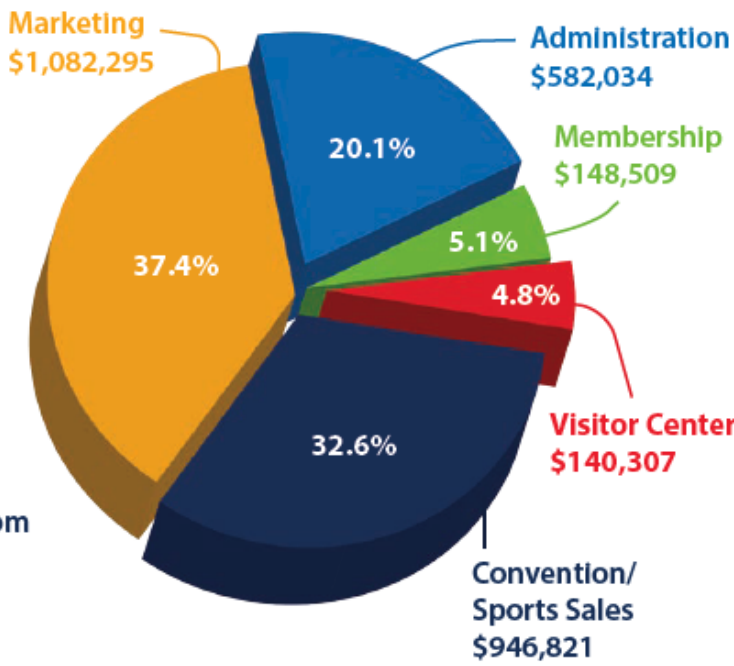


# 2024 Financial Picture

**\$3,494,243**  
**Total Revenue**



**\$2,899,966**  
**Total Expenses**





# Lodging Data

## TOTAL HOTEL-MOTEL TAX REVENUE

|      | Kennewick | Pasco     | Richland  | Totals      |
|------|-----------|-----------|-----------|-------------|
| 2021 | \$502,862 | \$332,854 | \$581,566 | \$1,417,282 |
| 2022 | \$672,025 | \$440,350 | \$733,662 | \$1,846,037 |
| 2023 | \$714,098 | \$498,162 | \$795,213 | \$2,007,473 |
| 2024 | \$785,557 | \$541,555 | \$886,798 | \$2,213,910 |

\*Visit Tri-Cities receives approximately 50% of the lodging tax.

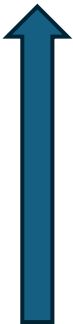
## HOTELS

Occupancy up 1.2%

ADR up 4.4%

RevPAR up 5.7%

Hotel Revenue up \$206,437





# Conventions, Meetings & Sports

## 2024 GROUP BUSINESS

- 168 groups hosted
  - Up 7.7%
- 132,501 visitors
  - Up 9.5%
- \$35.7m visitor spending
  - Up 33.3%



## FUTURE GROUP BUSINESS

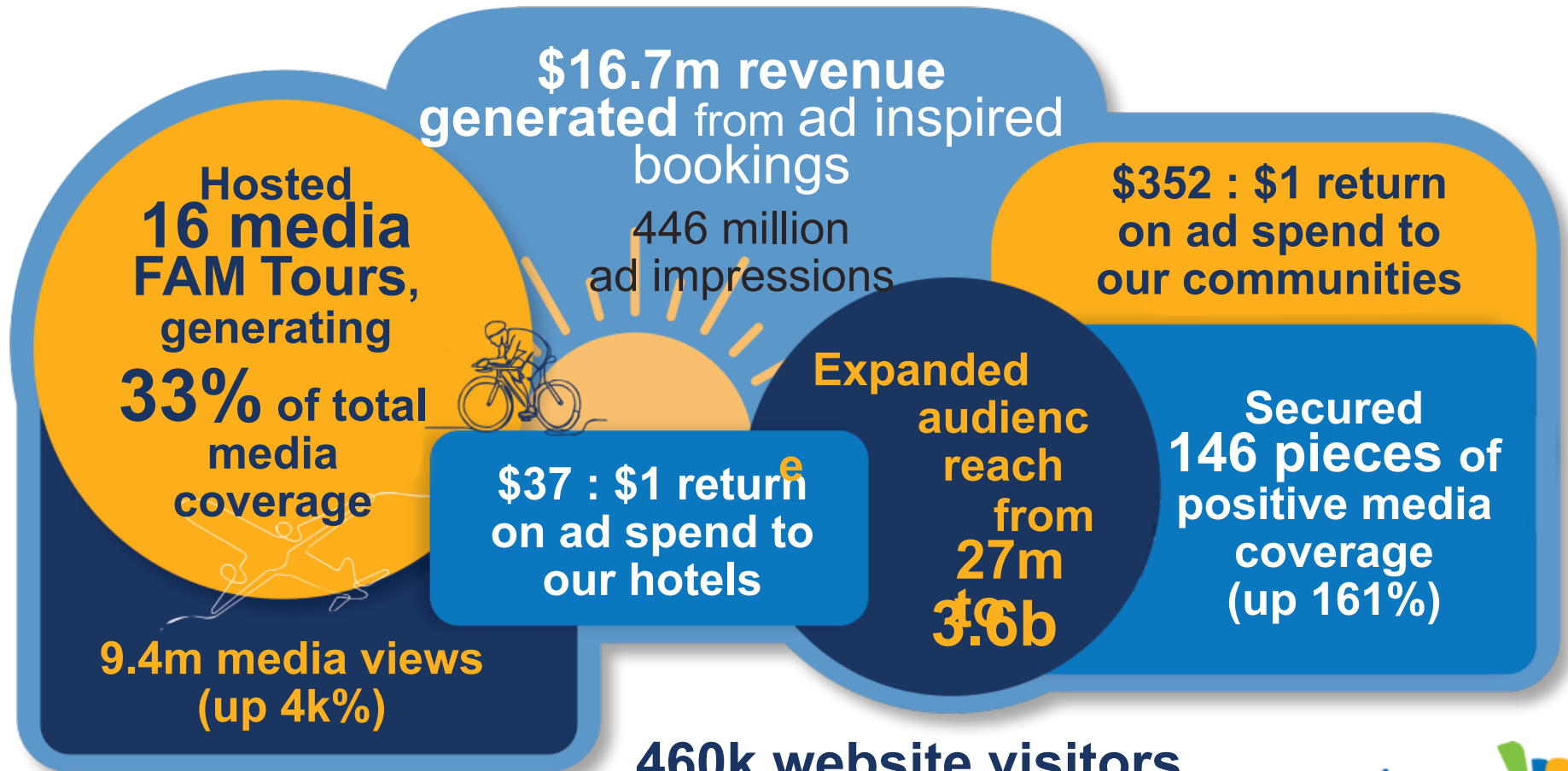
- 118 groups confirmed
- 134,998 future visitors
- \$69.4m future spending

Coming in 2025





## Marketing Data



# Social Media

↑ Engagements increased 184%

Facebook

31,151  
Followers +3%

Instagram

16,894  
Followers  
+17%

LinkedIn

3,212  
Followers  
+12%





# 2025 Work Plan





## TPA Reserve Request

- Reserve Fund Investment Balance

\$1.4m

| New Project Requests                      | Amount    |
|-------------------------------------------|-----------|
| Research & Reporting Services (2-3 years) | \$150,000 |
| Short Term Rental Research (2-3 years)    | \$35,000  |
| AI Tools/Subscriptions                    | \$6,000   |
| Airport Kiosk Remodel                     | \$25,000  |
| Group FAM Destination Visits              | \$13,500  |
| Signature Sports Events                   | \$100,000 |
| Quick Response Funds                      | \$20,000  |
| SportsEvents Media Group Conference       | \$100,000 |
| State of Washington Tourism Conference    | \$25,000  |
| Project Support Services                  | \$75,000  |

**TOTAL  
REQUEST**  
\$549,500



Thanks!

