

**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.

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

Mayor Crawford 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.

Krystal Johnston

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>