



City Council Regular Meeting Agenda

April 1, 2025 at 6:30 PM

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

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

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

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

HONORS & RECOGNITIONS

- **Retiree Service Recognition:** B.J. Moos, Police Commander, 29 Years of Service

2. VISITORS

Beginning on March 26, 2025, visitor comments will be streamlined to give everyone a chance to share their thoughts earlier in the agenda. A total of thirty minutes is allocated for visitor comments, with each person permitted to speak once for a maximum of three minutes. Visitors are welcome to address any topic, except for campaigns, ballot measures, candidates running for office, items under public hearing, or quasi-judicial matters. Comments can be submitted in person, remotely via Zoom, or in writing. If you want to provide feedback through Zoom or written format, please reach out to the City Clerk for guidance. For more details, please visit our website at <https://wa-kennewick.civicplus.com/formcenter/city-council-public-comment-20/public-comments-131>

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.

- Meeting Minutes: March 18, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.
- Meeting Minutes: March 25, 2025, City Council Workshop Meeting**
Motion to approve the minutes as presented.
- Proclamations: Approval of 2025 List of Ceremonial Proclamations**
Motion to approve the 2025 Ceremonial Proclamations List as presented.
- Claim Roster: Toyota Center Operations and Box Office Accounts**
Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for February 2025 in the amount of \$588,114.91 comprised of check numbers 28050-28183 in the amount of \$545,973.54 and electronic transfers in the amount of \$42,141.37.

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs. Please be advised that all Kennewick City Council Meetings are Audio And Video Taped.

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

Motion to approve the Claims Roster for the Columbia Park Golf Course Account for February 2025 in the amount of \$34,137.03 comprised of all electronic transfers.

f. **Payroll Roster: For the Pay Period Ending 03/15/2025**

Motion to approve the payroll roster for the pay period ending 03/15/2025.

g. **Grants: Authorizing a Grant Application to the National Highway System (NHS) Asset Management Program Call for Projects**

Motion to authorize staff to apply for funding for the Columbia Drive (Fruitland to SR-397) Pavement Preservation and Clearwater Ave. (Kellogg to Union) Pavement Preservation projects as presented.

h. **Grants: Authorizing a Grant Application to the Local Bridge Program Call for Projects**

Motion to authorize staff to submit a Local Bridge Program grant application for the Washington/W 6th Ave. C.I.D. Canal bridge and the Columbia Park Bridge as presented.

i. **Interlocal Agreement: Memorandum of Understanding between Benton-Franklin Council of Governments (BFCOG), Richland, Pasco, and Kennewick Concerning the Tri-City Regional Public Facilities District Administration**

Motion to approve the memorandum of understanding as presented.

j. **Board & Commission Vacancy: Historic Preservation Commission Appointment**

Motion to approve the Interview Committee's recommendation to appoint Jennifer Harper to Position 1 of the Historic Preservation Commission with a term expiring March 31, 2029.

k. **Board & Commission Vacancy: Planning Commission Appointments**

Motion to approve the Interview Committee's recommendation for the appointment of Mark Barger to Position 1, Michelle Morales to Position 2, and Christopher Arneson to Position 3 of the Planning Commission with terms expiring March 31, 2029.

5. PUBLIC HEARINGS/MEETINGS

- a. Public Input: Establishing a Fire Impact Fee (*no final action*)
- b. Resolution: Vacation of a 10.00-Foot Utility and Irrigation Easement at 3627 South Palouse Court

6. NEW BUSINESS

- a. Project Acceptance: Garfield-Blackberry Canyon Drainage Outlet Project

7. COUNCIL COMMENTS/DISCUSSION

8. CONCLUSION

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

**CITY OF KENNEWICK
CITY COUNCIL REGULAR MEETING
March 18, 2025**

City Council Present:

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*
Jessica Platt, *Finance Director*
John Cowling, *Public Works Director*
Jose Santoy, *Police Commander*
Chad Michael, *Fire Chief*
Cary Roe, *Deputy City Manager*
Lisa Beaton, *Deputy City Manager*

Steve Donovan, *Development Services Manager*
Brandi Ralston, *Deputy City Clerk*
Nick Farline, *Parks Director*
Jamie O'Neill, *Parks Infrastructure Supervisor*
Heath Mellotte, *Design Services Manager*
Matt Halitsky, *Senior Planner*
Robert Ball, *Deputy Fire Chief*

1. CALL TO ORDER

Mayor Pro Tem Torelli called the meeting to order at 6:30 p.m.

Ms. Ralston stated all councilmembers with the exception of Mayor Crawford were in attendance, noted that Councilmember McShane was joining remotely, and announced a quorum was established.

Mayor Pro Tem Torelli explained Mayor Crawford gave advance notice of her absence and has requested that her absence be excused.

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

Councilmember Anderson led the Pledge of Allegiance.

Alexander Kuhn provided an invocation.

2. VISITORS: None.

3. APPROVAL OF AGENDA

MOTION:	Councilmember Anderson moved to approve the agenda as presented.
SECOND:	Councilmember Beauchamp.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

4. CONSENT AGENDA

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

- 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 25-6085:** Change of Zone - Jones at 2219 W 13th Avenue from Residential, Low Density (RL) to Residential, Medium Density (RM) (COZ-2024-0003)
Mayor Pro Tem Torelli explained the Appearance of Fairness Doctrine associated with this quasi-judicial matter. He instructed Council to ask to be recognized if their answer to any of the following questions was “yes”:
1. Do you have any interest in the property or the application, or do you own property within 300’ of the subject property?

2. Will you stand to gain or lose any financial benefit as a result of the outcome of this proceeding?

3. Are you unable to consider the application in a fair and objective manner?

4. Have you engaged in any ex-parte communications with either proponents or opponents?

No Councilmember came forward to answer affirmatively to these questions. Mayor Pro Tem Torelli announced it was established the Council could consider this matter fairly.

Mr. Halitsky provided a staff report for item 5.a and responded to Council questions.

Ms. Ralston read the ordinance title into the record:

CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK
LOCATED AT 2219 W. 13th AVENUE FROM RESIDENTIAL, LOW
DENSITY (RL) TO RESIDENTIAL, MEDIUM DENSITY (RM) (COZ 2024-
0003, Douglas Jones)

MOTION: Councilmember Anderson moved to adopt the ordinance as presented.

SECOND: Councilmember Beauchamp.

DISCUSSION: None.

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

The Deputy City Clerk assigned Ordinance No. 25-6085.

b. Ordinance: Ordinance: Housekeeping Ordinances Pertaining to the Governance Manual Adoption

Ms. Erdman provided a staff report for items 5.b.1 and 5.b.2.

1) Ordinance 25-6086: Ordinance: Amending Chapter 2.04 of the Kennewick Municipal Code

Ms. Ralston read the ordinance title into the record:

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

MOTION: Councilmember Beauchamp moved to adopt the ordinance as presented.

SECOND: Councilmember Anderson.

DISCUSSION: None.

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

The Deputy City Clerk assigned Ordinance No. 25-6086.

2) Ordinance 25-6087: Ordinance: Amending Chapter 2.16 of the Kennewick Municipal Code

Ms. Ralston read the ordinance title into the record:

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

MOTION:	Councilmember Anderson moved to adopt the ordinance as presented.
SECOND:	Councilmember Beauchamp.
DISCUSSION:	Mayor Pro Tem Torelli noted it would be the last meeting with a split visitor section.
VOTE:	The motion passed unanimously (6-0).
<i>The Deputy City Clerk assigned Ordinance No. 25-6087.</i>	

c. Resolution 25-03: Establishing the Governance Coordination Manual

Ms. Erdman provided a staff report for item 5.c.

MOTION:	Councilmember Beauchamp moved to adopt the resolution as presented.
SECOND:	Councilmember Anderson.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).
<i>The Deputy City Clerk assigned Resolution No. 25-03.</i>	

d. Ordinance 25-6088: Transportation Benefit District Material Change Policy

Mr. Mellotte provided a staff report for item 5.d and responded to Council questions.

Ms. Ralston read the ordinance title into the record:

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

MOTION:	Councilmember Anderson moved to adopt the ordinance as presented.
SECOND:	Councilmember Beauchamp.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).
<i>The Deputy City Clerk assigned Ordinance No. 25-6088.</i>	

e. Ordinance 25-6089: Relating to Miscellaneous Driving Rules and Amending Section
11.36.030 of the Kennewick Municipal Code

Mr. O'Neill provided a staff report for items 5.e and responded to Council questions.

Ms. Ralston read the ordinance title into the record:

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

MOTION:	Councilmember Anderson moved to adopt the ordinance as presented.
SECOND:	Councilmember Millbauer.
DISCUSSION:	Councilmember McShane asked clarifying questions which Mr. O'Neill answered.
VOTE:	The motion passed unanimously (6-0).

The Deputy City Clerk assigned Ordinance No. 25-6089.

6. NEW BUSINESS:

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

Kevin Lewis, President and CEO of Visti Tri-Cities provided a presentation on the 2024 Annual Report, 2025 Work Plan, requested an authorization to release of \$549,500 from the TPA Reserve Account and responded to Council questions.

MOTION:	Councilmember Anderson moved to approve the 2025 Work Plan as presented and authorize the release of \$549,500 from the TPA Reserve Account.
SECOND:	Councilmember Millbauer.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

7. VISITORS:

A citizen expressed thanks to staff for their hard work regarding homeless encampments.

8. COUNCIL COMMENTS/DISCUSSION:

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

9. CONCLUSION: Mayor Pro Tem Torelli concluded the meeting at 7:40 p.m.

DRAFT

Brandi Ralston, CPRO
Deputy City Clerk

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

<https://kennewickwa.new.swagit.com/videos/337837>

Council Agenda Coversheet	Item Number: 4.b. Date: 4/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: March 25, 2025, City Council Workshop Meeting Department: Executive Services	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the minutes as presented. <u>Summary</u> The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration. <u>Alternatives</u> The City Council may make corrections to errors and approve the meeting minutes as amended. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Minutes - Draft		

CITY OF KENNEWICK
CITY COUNCIL WORKSHOP
March 25, 2025

City Council Present – In Person:

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

Jason McShane, *Councilmember*
Jim Millbauer, *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*

Anthony Muai, *Planning Director*
Nick Farline, *Parks Director*
Robert Ball, *Deputy Fire Chief*
Krystal Johnston, *City Clerk*
Isaac Merkl, *Police Commander*

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

Mayor Pro Tem Torelli explained Mayor Crawford gave advance notice of her absence.

MOTION: Councilmember Anderson moved to excuse the absence of Councilmember Millbauer. SECOND: Councilmember Beauchamp. DISCUSSION: None. VOTE: The motion passed unanimously (6-0).
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Mayor Pro Tem Torelli announced there were no citizen comments submitted.

1. **NUISANCE FIRE ALARM DISCUSSION.** Deputy Fire Marshall Ethan Bishop presented a comprehensive staff report. City Manager Erdman, Deputy Fire Marshall Bishop, Chief Michael, and Chief Guerrero responded to Council questions.

No formal votes were taken; however, consensus was reached to bring this topic to a future meeting for final action and possible adoption.

CONCLUSION. Mayor Pro Tem Torelli concluded the meeting at 7:20 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/338508>

Council Agenda Coversheet	Item Number: 4.c. Date: 4/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Proclamations: Approval of 2025 List of Ceremonial Proclamations Department: Executive Services	
<u>Recommendation</u> Staff recommends Council approve the list of ceremonial proclamations as presented. <u>Motion for Consideration</u> Motion to approve the 2025 Ceremonial Proclamations List as presented. <u>Summary</u> In accordance with Chapter 2, Section C.14(d)(1) of the Governance Coordination Manual, the City Clerk is tasked with preparing an annual list of ceremonial proclamations for the Council's review and approval. These proclamations should not address political issues, ideological or religious beliefs, international diplomacy, personal convictions, or profit-driven entities, with the exception of events organized by the Tri-Cities Regional Chamber of Commerce, Port of Kennewick, or the Historic Downtown Kennewick Partnership. The City Clerk has assembled a list that includes national days of celebration and other notable events for the Council's evaluation. Upon approval, proclamations will be issued and signed by both the Mayor and the City Clerk, with recipients receiving their proclamations during a regular Council meeting. The annual list is optional and not obligatory. If an organization or sponsor does not respond to coordination efforts for the proclamation presentation or fails to provide the necessary information, the City Clerk will cease efforts to issue that proclamation. The list encompasses ceremonial proclamations issued annually based on requests for 2024. A new request is from Sandra Ramirez for Be SMART, a proclamation advocating for responsible gun storage. Ms. Ramirez tragically lost her son to an unsecured gun in 2024. A sample draft of this proclamation is included for context. The final version may vary slightly. <u>Alternatives</u> Council may amend the list by adding new proclamations or striking suggested proclamations. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. List 2. Be SMART Draft		

2025 Ceremonial Proclamations - Tentative Pending Council Consideration

Recurring Proclamations & Events *(Proclamations are presented at regular meetings)*

Type	Item	Liaison or Dept	Timing	Notes/Comments
Proclamation	National Mentoring Month	City Clerk	January	Presented to Big Bro Joe
Proclamation	Arbor Day	Parks	April	Presented to Parks Commission
Proclamation	Firefighter's Day	Fire	April	2 nd meeting
Proclamation	Building Safety Month	Planning	April	1 st meeting
Proclamation	Municipal Clerk's Week	City Clerk	May	1 st meeting
Proclamation	Police Week	Police	May	1 st meeting
Proclamation	Public Service Recognition Week	City Clerk	May	1 st meeting presented to DOC
Proclamation	EMS/Paramedics Week	Fire	May	2 nd meeting
Proclamation	Public Works Week	Public Works	May	2 nd meeting
Proclamation	Be SMART - Weapon Storage Safety Awareness	City Clerk	Summer	New Proclamation Requested by Sandra Ramirez
Proclamation	Parks & Recreation Month	Parks	July	1 st meeting
Proclamation	Kadlec Tri-Cities Cancer Center Day	City Clerk	July	1 st meeting
Proclamation	Attendance Awareness Month	City Clerk	August	2 nd meeting
Proclamation	Community Planning Month	Planning	October	
Proclamation	Day of the Girl	City Clerk	October	Presented to Girl Scouts
Proclamation	Disability Employee Awareness Month	City Clerk	October	
Proclamation	Extra Mile Day	City Clerk	November	1 st meeting
Proclamation	Small Business Saturday	Economic Development	November	2 nd meeting
Proclamation	Wreaths Across America Day	City Clerk	December	1 st meeting



Proclamation

WHEREAS, firearms are the leading cause of death for children and teenagers in the United States; and

WHEREAS, nearly every day, a child gains access to a gun and unintentionally injures or kills themselves or another person in the United States; and

WHEREAS, studies indicate that one of the most effective ways to protect children and teens from accessing firearms is through secure storage practices; and

WHEREAS, research reveals that the best method to prevent children from getting to firearms is ensuring that all guns are stored unloaded, locked, and separately from ammunition; and

WHEREAS, approximately 54 percent of gun owners do not securely lock all of their firearms, and around 4.6 million children reside in homes with at least one unlocked and loaded gun in the United States; and

WHEREAS, when guns are not stored properly, tragedies can occur—whether it’s a child discovering a firearm and harming themselves or someone else, or a gun being stolen and used to commit crimes in our communities; and

NOW, THEREFORE, I, GRETLE CRAWFORD, Mayor, on behalf of the City Council of Kennewick, do hereby proclaim **DATES**, as

BE SMART AWARENESS WEEK

in the City of Kennewick and encourage all gun owners to make a commitment to secure gun storage, always.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this # day of Month *(matches the date above)* 2025.

SIGNED

ATTEST

GRETLE J. CRAWFORD,
Mayor

KRYSTAL JOHNSTON,
City Clerk

Council Agenda Coversheet	Item Number: 4.d. Item Type: General Business Item Subject: Claim Roster: Toyota Center Operations and Box Office Accounts Department: Finance	Date: 4/1/2025 Category: Consent Agenda						
								
<u>Recommendation</u> Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for February 2025 as presented.								
<u>Motion for Consideration</u> Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for February 2025 in the amount of \$588,114.91 comprised of check numbers 28050-28183 in the amount of \$545,973.54 and electronic transfers in the amount of \$42,141.37.								
<u>Summary</u> The payments on this Claims Roster are comprised of the following issuances during the period 2/1/2025-2/28/2025:								
<table><tr><td>Check numbers 28050-28183:</td><td>\$545,973.54</td></tr><tr><td>Electronic payments (EFT):</td><td>\$42,141.37</td></tr><tr><td>Total</td><td>\$588,114.91</td></tr></table>			Check numbers 28050-28183:	\$545,973.54	Electronic payments (EFT):	\$42,141.37	Total	\$588,114.91
Check numbers 28050-28183:	\$545,973.54							
Electronic payments (EFT):	\$42,141.37							
Total	\$588,114.91							
<u>Alternatives</u>								
<u>Fiscal Impact</u> \$588,114.91								
Attachments: 1. Claims Roster								

**Toyota Center and Arena
Claims Roster
02/28/2025**

Date	Check	Method	Name	Amount
<u>TOYO Sterling Operating Account</u>				
02/03/25	28050	Auto Check	Apollo Heating and Air Conditioning (00002933)	3,583.95
	02/03/25	KS-940063362	HVAC Maintenance Contract	3,583.95
	107210	• HVAC Repairs & Maintenance	HVAC Maintenance Contract	3,583.95
02/03/25	28051	Auto Check	Baskin Robbins (00002754)	3,709.85
	02/03/25	1532	Third Party Sales	705.37
	104690	• Concession Sales - Third Party Expense	Third Party Sales	705.37
	02/03/25	3389	Third Party Sales	1,489.01
	104690	• Concession Sales - Third Party Expense	Third Party Sales	1,489.01
	02/03/25	3218	Third Party Sales	1,515.47
	104690	• Concession Sales - Third Party Expense	Third Party Sales	1,515.47
02/03/25	28052	Auto Check	Bobablastic (00003078)	1,219.04
	02/03/25	1532	Third Party Sales	200.80
	104690	• Concession Sales - Third Party Expense	Third Party Sales	200.80
	02/03/25	3389	Third Party Sales	552.45
	104690	• Concession Sales - Third Party Expense	Third Party Sales	552.45
	02/03/25	3218	Third Party Sales	465.79
	104690	• Concession Sales - Third Party Expense	Third Party Sales	465.79
02/03/25	28053	Auto Check	Carmen Contreras (00002762)	1,694.11
	02/03/25	1532	Third Party Sales	345.40
	104690	• Concession Sales - Third Party Expense	Third Party Sales	345.40
	02/03/25	3389	Third Party Sales	663.12
	104690	• Concession Sales - Third Party Expense	Third Party Sales	663.12
	02/03/25	3218	Third Party Sales	685.59
	104690	• Concession Sales - Third Party Expense	Third Party Sales	685.59

02/03/25	28054	Auto Check	Chapala Express (00002758)				3,967.37
	02/03/25	1532	Third Party Sales			950.96	
	104690	• Concession Sales - Third Party Expense	Third Party Sales		950.96		
	02/03/25	3389	Third Party Sales			1,424.20	
	104690	• Concession Sales - Third Party Expense	Third Party Sales		1,424.20		
	02/03/25	3218	Third Party Sales			1,592.21	
	104690	• Concession Sales - Third Party Expense	Third Party Sales		1,592.21		
	104690	• Concession Sales - Third Party Expense	Third Party Sales		801.84		
	02/03/25	3389	Third Party Sales			1,505.74	
	104690	• Concession Sales - Third Party Expense	Third Party Sales		1,505.74		
	02/03/25	3218	Third Party Sales			1,434.12	
	104690	• Concession Sales - Third Party Expense	Third Party Sales		1,434.12		
02/03/25	28056	Auto Check	EZ Facility Inc. (00003329)				2,459.89
	02/03/25	SUP079661	EZ Core Junior Package			2,459.89	
	107103	• Computer Equipment & Software	EZ Core Junior Package		2,459.89		
02/03/25	28057	Auto Check	Gamache Landscaping, Inc. (00002798)				2,010.95
	02/03/25	1778	Lawn Maintenance			2,010.95	
	107213	• Grounds Repairs & Maintenance	Lawn Maintenance		2,010.95		
02/03/25	28058	Auto Check	GoTo Communications, Inc. (00003770)				1,281.59
	02/03/25	IN7103568309	Phone Services			1,281.59	
	107205	• Communications	Phone Services				
				Due To/From TRCC	640.80		
					640.79		
02/03/25	28059	Auto Check	King Beverage (00000486)		VOID		0.00
02/03/25	28060	Auto Check	Odom East LLC (00003343)		VOID		0.00
02/03/25	28061	Auto Check	Palmer Roofing Company (00004184)				7,391.60
	02/03/25	24-573	TPO Patch			7,391.60	
	107212	• Building Repairs & Maintenance	TPO Patch		7,391.60		
02/03/25	28062	Auto Check	Popcorn NW (00002773)				4,553.07
	02/03/25	1532	Third Party Sales			782.44	
	104690	• Concession Sales - Third Party Expense	Third Party Sales		782.44		
	02/03/25	3389	Third Party Sales			2,196.68	
	104690	• Concession Sales - Third Party Expense	Third Party Sales		2,196.68		
	02/03/25	3218	Third Party Sales			1,573.95	
	104690	• Concession Sales - Third Party Expense	Third Party Sales		1,573.95		

02/03/25	28063	Auto Check	SMG-Yakima (00003066)				380.80
	02/03/25	IN-1241214810	Radio Ads - Brantley			380.80	380.80
	107402	• Event Advertising	Radio Ads - Brantley		380.80		
02/03/25	28064	Auto Check	Southern Glazer's of WA (00002855)		VOID		0.00
02/03/25	28065	Auto Check	Sunbelt Rentals, Inc. (00002783)				718.99
	02/03/25	163580324-0001	Manlift Rental			718.99	718.99
	107305	• General Rental Equipment	Manlift Rental		718.99		
02/03/25	28066	Auto Check	Taco City (00003055)				2,933.44
	02/03/25	1532	Third Party Sales			686.01	686.01
	104690	• Concession Sales - Third Party Expense	Third Party Sales		686.01		
	02/03/25	3389	Third Party Sales			1,122.96	1,122.96
	104690	• Concession Sales - Third Party Expense	Third Party Sales		1,122.96		
	02/03/25	3218	Third Party Sales			1,124.47	1,124.47
	104690	• Concession Sales - Third Party Expense	Third Party Sales		1,124.47		
02/03/25	28067	Auto Check	The UPS Store (00002801)				97.12
	02/03/25	125C1146308C054553	Business Cards			97.12	97.12
	107302	• Venue Marketing & Non-Event Advertising	Public Skate Punch Cards		97.12		
02/03/25	28068	Auto Check	Tri-City Americans (00000851)				23,833.33
	02/03/25	1212032024TYC	Naming Rights Sponsorship			8,333.33	8,333.33
	104211	• Naming Rights - Tenant Share	Naming Rights Sponsorship		8,333.33		
	02/03/25	1212032024KB	King Beverage			15,500.00	15,500.00
	104241	• Signage & Display Sponsorship - Tenant Share	King Beverage		15,500.00		
02/03/25	28069	Auto Check	United States Ice Rink Association (00003312)				95.00
	02/03/25	5204	Individual Membership			95.00	95.00
	107106	• Dues & Subscriptions	Individual Membership		95.00		
02/03/25	28070	Auto Check	VenuWorks, Inc. (00000894)				81,846.28
	02/03/25	19980	F&B Commissions			63,030.40	63,030.40
	107308	• VenuWorks F&B Commission	F&B Commissions		63,030.40		
	02/03/25	19979	Advertising Commissions			18,815.88	18,815.88
	107307	• VenuWorks Advertising Commissions	Advertising Commissions		18,815.88		
02/03/25	28071	Auto Check	WCP Solutions (00002788)				709.26
	02/03/25	13909177	JANITORIAL SUPPLIES			709.26	709.26
	107203	• Janitorial Supplies	PO 5011-JANITORIAL SUPPLIES		709.26		

02/03/25	28072	Auto Check	Apollo Heating and Air Conditioning (00002933)				3,801.63
	02/03/25	KS-940063643	REPLACE CONTROL BOARD			884.19	
	107210	• HVAC Repairs & Maintenance	REPLACE CONTROL BOARD		884.19		
	02/03/25	KS-940063663	REPLACE AND REWIRE CTRL BOARD			694.59	
	107210	• HVAC Repairs & Maintenance	REPLACE AND REWIRE CTRL BOARD		694.59		
	02/03/25	KS-940063685	BUILDING REPAIRS			1,234.29	
	107210	• HVAC Repairs & Maintenance	BUILDING REPAIRS		1,234.29		
	02/03/25	KS-940063656	BUILDING REPAIRS			390.74	
	107508	• F&B Equipment Repairs & Maintenance	BUILDING REPAIRS		390.74		
	02/03/25	KS-940063704	HVAC Repairs			597.82	
	107210	• HVAC Repairs & Maintenance	HVAC Repairs		597.82		
02/03/25	28073	Auto Check	Ascentis Corporation (00002983)				1,697.66
	02/03/25	SI-177447	NOVA5000			1,697.66	
	107070	• Payroll Processing	NOVA5000				
				Due To/From TRCC	848.83		
					848.83		
02/03/25	28074	Auto Check	Backstage Electric, Inc. (00002752)				3,481.61
	02/03/25	2868	Outlets - Potato			3,481.61	
	107404	• Event Contracted Labor	Outlets - Potato		3,481.61		
02/03/25	28075	Auto Check	Brashear Electric, Inc. (00002756)				896.78
	02/03/25	42467	SET UP-PETERSON			896.78	
	107401	• Outside Event Expense	SET UP-PETERSON		896.78		
02/03/25	28076	Auto Check	Canon Solutions (00002757)				21.21
	02/03/25	6010531922	COPIER MAINTENANCE			21.21	
	107105	• Printing / Copying	COPIER MAINTENANCE		21.21		
02/03/25	28077	Auto Check	Central Washington Refrigeration, LLC (00002949)				1,021.11
	02/03/25	50242	Oil Pump Repair			1,021.11	
	107212	• Building Repairs & Maintenance	Oil Pump Repair		1,021.11		
02/03/25	28078	Auto Check	Coca-Cola (00000213)				9,480.65
	02/03/25	165126	BEVERAGES			4,295.60	
	101411	• Inventory - Food	BEVERAGES		4,295.60		
	02/03/25	164841	BEVERAGE			5,185.05	
	101411	• Inventory - Food	BEVERAGE		5,185.05		
02/03/25	28079	Auto Check	Concessions Supply (00002860)				444.39
	02/03/25	250073	FOOD			444.39	
	101411	• Inventory - Food	FOOD		444.39		

02/03/25	28080	Auto Check	Culligan Water Conditioning (00002766)				196.77
	02/03/25	151592	BOTTLED WATER			111.98	
	107201	• Tools & Supplies	BOTTLED WATER			111.98	
	02/03/25	800787372	BOTTLED WATER			84.79	
	107201	• Tools & Supplies	BOTTLED WATER			84.79	
02/03/25	28081	Auto Check	Day Wireless Systems (00003576)				513.33
	02/03/25	INV858233	FCC LICENSE RENEWAL			513.33	
	107108	• Licenses & Permits	PO 5036-FCC LICENSE RENEWAL			256.67	
				Due To/From TRCC		256.66	
02/03/25	28082	Auto Check	DevFuzion (00000278)				6,949.61
	02/03/25	26488	SUPPORT			6,820.47	
	107104	• IT Support Services	SUPPORT			3,410.23	
				Due To/From TRCC		3,410.24	
	02/03/25	26656	JOCELYN'S PC SWAP			129.14	
	107104	• IT Support Services	JOCELYN'S PC SWAP			129.14	
02/03/25	28083	Auto Check	Gamache Landscaping, Inc. (00002798)				2,010.95
	02/03/25	1831	Lawn Maintenance			2,010.95	
	107213	• Grounds Repairs & Maintenance	Lawn Maintenance			2,010.95	
02/03/25	28084	Auto Check	GoTo Communications, Inc. (00003770)				1,255.90
	02/03/25	IN7103490761	PHONE SERVICES			1,255.90	
	107205	• Communications	PHONE SERVICES			627.95	
				Due To/From TRCC		627.95	
02/03/25	28085	Auto Check	IdentiSys (00004013)				24.89
	02/03/25	700422	CLEANING SWAB			24.89	
	107102	• Office Supplies	CLEANING SWAB			12.45	
				Due To/From TRCC		12.44	
02/03/25	28086	Auto Check	Jet Ice (00002982)				1,594.25
	02/03/25	130987	CLEARCOAT PACKAGE			1,594.25	
	107601	• Ice-Related Expenses	PO 5032-CLEARCOAT PACKAGE			1,594.25	
02/03/25	28087	Auto Check	Kendrick Equipment (USA) LLC (00003867)				1,729.82
	02/03/25	U52224	TOW ZAMBONIS			358.71	
	107214	• Fuel & Vehicle Costs	TOW ZAMBONIS			358.71	
	02/03/25	U52408	Zamboni Supplies			1,371.11	
	107211	• Equipment Repairs & Maintenance	PO5031 - Zamboni Supplies			1,371.11	

02/03/25	28088	Auto Check	Michael Abbott (00002770)					180.00
	02/03/25	448-016000	FILTA FRY FRYER SERVICE				180.00	
	107508	• F&B Equipment Repairs & Maintenance	FILTA FRY FRYER SERVICE			180.00		
02/03/25	28089	Auto Check	Pacific Backflow Services LLC (00002843)					1,610.00
	02/03/25	4408	BACKFLOW TESTING				1,610.00	
	107212	• Building Repairs & Maintenance	BACKFLOW TESTING			805.00		
				Due To/From TRCC		805.00		
02/03/25	28090	Auto Check	Pacific Fire Inspection Services (00002879)					1,050.00
	02/03/25	2501130800	FIRE SPRINKLER INSPECTION				1,050.00	
	107209	• Security & Fire Alarm System	FIRE SPRINKLER INSPECTION			1,050.00		
02/03/25	28091	Auto Check	Pitney Bowes Global Financial Services LLC (00002894)					35.00
	02/03/25	3320276279	Postage Fees				35.00	
	107101	• Postage & Shipping	Postage Fees			17.50		
				Due To/From TRCC		17.50		
02/03/25	28092	Auto Check	Reign Drop LLC (00003211)					535.21
	02/03/25	S4176-25-5176	FOOD				118.89	
	101411	• Inventory - Food	FOOD			118.89		
	02/03/25	S4176-25-5177	FOOD				149.07	
	101411	• Inventory - Food	FOOD			149.07		
	02/03/25	S4176-25-5178	FOOD				55.95	
	101411	• Inventory - Food	FOOD			55.95		
	02/03/25	S4176-25-5204	FOOD				62.23	
	101411	• Inventory - Food	FOOD			62.23		
	02/03/25	S4176-25-5203	FOOD				149.07	
	101411	• Inventory - Food	FOOD			149.07		
02/03/25	28093	Auto Check	Roto-Rooter (00002782)					206.53
	02/03/25	88225448	Plumbing Repair				206.53	
	107212	• Building Repairs & Maintenance	Plumbing Repair			206.53		
02/03/25	28094	Auto Check	Springhill Suites of Kennewick (00002726)					587.64
	02/03/25	77891	RIGGING ROOM RENTAL				293.82	
	107401	• Outside Event Expense	RIGGING ROOM RENTAL			293.82		
	02/03/25	77890	RIGGING ROOM RENTAL				293.82	
	107401	• Outside Event Expense	RIGGING ROOM RENTAL			293.82		

02/03/25	28095	Auto Check	Sunbelt Rentals, Inc. (00002783)				1,764.98
	02/03/25	164333441-0001	SKIDSTER RENTAL			447.88	
	107305	• General Rental Equipment	SKIDSTER RENTAL		447.88		
	02/03/25	164333449-0002	Manlift Rental - Peterson			418.43	
	107410	• Event Rental Equipment	Manlift Rental - Peterson		418.43		
	02/03/25	164333449-0001	Manlift Rental - Peterson			898.67	
	107410	• Event Rental Equipment	Manlift Rental - Peterson		898.67		
02/03/25	28096	Auto Check	The UPS Store (00002801)				674.20
	02/03/25	1032024	Print Jobs			674.20	
	107502	• F&B Signage	Suite Poster		196.02		
	107502	• F&B Signage	PO4873 - Suite Menus		202.45		
	107502	• F&B Signage	PO4793 - Suite Menus		196.02		
	107302	• Venue Marketing & Non-Event Advertising	20th Anniversary Wine Labels		79.71		
02/03/25	28097	Auto Check	Trade Show Supply House, Inc (00002806)				15,326.70
	02/03/25	5293	Pipe/Drape - Potato			15,326.70	
	107410	• Event Rental Equipment	Pipe/Drape - Potato		15,326.70		
02/03/25	28098	Auto Check	US Foods (00002786)				10,613.04
	02/03/25	5639616	FOOD			78.71	
				Due To/From TRCC	78.71		
	02/03/25	5448881	FOOD			195.30	
	101411	• Inventory - Food	FOOD		195.30		
	02/03/25	5448879	FOOD BEER			5,409.49	
	101411	• Inventory - Food	FOOD		5,395.01		
	101413	• Inventory - Beer	BEER		14.48		
	02/03/25	5625287	FOOD BEER LIQUOR			4,929.54	
	101415	• Inventory - Liquor	LIQUOR		212.71		
	101413	• Inventory - Beer	BEER		37.26		
	101411	• Inventory - Food	FOOD		4,679.57		
02/03/25	28099	Auto Check	Velasa Sports Inc dba Sparx Hockey (00002813)				611.86
	02/03/25	INV004708	RADIUS RING			611.86	
	107201	• Tools & Supplies	PO 5040-RADIUS RING		611.86		
02/03/25	28100	Auto Check	Vistar Corporation (00002787)				2,321.03
	02/03/25	74951794	FOOD			2,321.03	
	101411	• Inventory - Food	FOOD		2,321.03		

02/03/25	28101	Auto Check	WCP Solutions (00002788)				3,527.16
	02/03/25	13922312	JANITORIAL SUPPLIES			1,376.44	
	107203	• Janitorial Supplies	PO 5033-JANITORIAL SUPPLIES		1,376.44		
	02/03/25	13922311	JANITORIAL SUPPLIES			1,001.02	
	107203	• Janitorial Supplies	PO 5033-JANITORIAL SUPPLIES		1,001.02		
	02/03/25	13909176	JANITORIAL SUPPLIES			1,149.70	
	107203	• Janitorial Supplies	PO 5011-JANITORIAL SUPPLIES		1,149.70		
02/04/25	28102	Auto Check	BRYNN MCGRAIL (00004197)				140.00
	02/04/25	LTS JANUARY 2025	LTS JANUARY 2025			140.00	
	107304	• Contracted Services	LTS JANUARY 2025		140.00		
02/04/25	28103	Auto Check	Craig Bond (00002810)				700.00
	02/04/25	LTS JANUARY 2025	LTS JANUARY 2025			700.00	
	107304	• Contracted Services	LTS JANUARY 2025		700.00		
02/04/25	28104	Auto Check	GENNA KAUR (00004198)				136.00
	02/04/25	LTS JANUARY 2025	LTS JANUARY 2025			136.00	
	107304	• Contracted Services	LTS JANUARY 2025		136.00		
02/04/25	28105	Auto Check	Janine Adamson (00002809)				60.00
	02/04/25	LTS JANUARY 2025	LTS JANUARY 2025			60.00	
	107304	• Contracted Services	LTS JANUARY 2025		60.00		
02/04/25	28106	Auto Check	Jennifer Bond (00002941)				700.00
	02/04/25	LTS JANUARY 2025	LTS JANUARY 2025			700.00	
	107304	• Contracted Services	LTS JANUARY 2025		700.00		
02/04/25	28107	Auto Check	Laura Alice Stafford (00004199)				136.00
	02/04/25	LTS JANUARY 2025	LTS JANUARY 2025			136.00	
	107304	• Contracted Services	LTS JANUARY 2025		136.00		
02/04/25	28108	Auto Check	Taylor Lee Nelson (00003414)				144.00
	02/04/25	LTS JANUARY 2025	LTS JANUARY 2025			144.00	
	107304	• Contracted Services	LTS JANUARY 2025		144.00		
02/04/25	28109	Auto Check	Tim Berry (00002808)				108.00
	02/04/25	LTS DECEMBER 2024	LTS DECEMBER 2024			108.00	
	107304	• Contracted Services	LTS DECEMBER 2024		108.00		

02/04/25	28110	Auto Check	Tim Berry (00002808)				238.50
	02/04/25	LTS JANUARY 2025	LTS JANUARY 2025			238.50	
	107304	• Contracted Services	LTS JANUARY 2025			238.50	
02/14/25	28111	Auto Check	Advanced Protection Services, Inc. (00002751)				732.38
	02/14/25	R158673	ARENA FIRE MONITORING			73.86	
	107209	• Security & Fire Alarm System	ARENA FIRE MONITORING			73.86	
	02/14/25	R158674	AMMONIA MONITORING			79.30	
	107209	• Security & Fire Alarm System	AMMONIA MONITORING			79.30	
	02/14/25	R158675	FIRE MONITORING			73.86	
	107209	• Security & Fire Alarm System	FIRE MONITORING			73.86	
	02/14/25	R158676	OPEN EYE			418.50	
	107209	• Security & Fire Alarm System	OPEN EYE			418.50	
	02/14/25	R158677	TEMP SECURITY MONITORING			43.43	
	107209	• Security & Fire Alarm System	TEMP SECURITY MONITORING			43.43	
	02/14/25	R158678	VAULT SECURITY MONITORING			43.43	
	107209	• Security & Fire Alarm System	VAULT SECURITY MONITORING			43.43	
02/14/25	28112	Auto Check	Apollo Heating and Air Conditioning (00002933)				72,520.47
	02/14/25	KS-940063344	HVAC Repairs			16,442.04	
	107210	• HVAC Repairs & Maintenance	HVAC Repairs			16,442.04	
	02/14/25	24120804	Combine Project			56,078.43	
	109010	• Capital Improvements	PO4861 - Combine Project			56,078.43	
02/14/25	28113	Auto Check	Apollo Mechanical Contractors (00000063)				74,888.86
	02/14/25	24120825	Walk In Freezer			60,798.08	
	109010	• Capital Improvements	PO4831 - Walk In Freezer			60,798.08	
	02/14/25	25010614	BUILDING EQUIPMENT			14,090.78	
	107215	• Building Equipment	PO 5028 BUILDING EQUIPMENT			14,090.78	
02/14/25	28114	Auto Check	Backstage Electric, Inc. (00002752)				1,533.37
	02/14/25	2876	OUTLETS & POWER			1,533.37	
				Due To/From TRCC		1,533.37	
02/14/25	28115	Auto Check	Baskin Robbins (00002754)				688.01
	02/14/25	2154	3RD PARTY SALES			688.01	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			688.01	
02/14/25	28116	Auto Check	Bobablastic (00003078)				271.04
	02/14/25	1399	3RD PARTY SALES			271.04	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			271.04	

02/14/25	28117	Auto Check	Brashear Electric, Inc. (00002756)				297.24
	02/14/25	42495	EXTENTION CORD FOR SPOT LIGHTS			297.24	
	107212	• Building Repairs & Maintenance	EXTENTION CORD FOR SPOT LIGHTS		297.24		
02/14/25	28118	Auto Check	Brian Castellanos (00004214)				6.41
	02/14/25	Concessions Refund	Refund			6.41	
	104610	• Catering Sales - Food	Refund		6.41		
02/14/25	28119	Auto Check	Canon Financial Services, Inc (00002793)				376.09
	02/14/25	38477449	MAINTENANCE			376.09	
	107105	• Printing / Copying	MAINTENANCE	Due To/From TRCC	188.05		
					188.04		
02/14/25	28120	Auto Check	Canon Solutions (00002757)				292.28
	02/14/25	6010797126	MAINTENANCE			247.17	
	107105	• Printing / Copying	MAINTENANCE		247.17		
	02/14/25	6010799955	COPYING			45.11	
	107105	• Printing / Copying	COPYING		45.11		
02/14/25	28121	Auto Check	Carmen Contreras (00002762)				873.34
	02/14/25	1399	3RD PARTY SALES			356.70	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		356.70		
	02/14/25	2984	3RD PARTY SALES			516.64	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		516.64		
02/14/25	28122	Auto Check	Central Washington Refrigeration, LLC (00002949)				10,695.55
	02/14/25	50103	CAPITAL IMPROVEMENTS			10,695.55	
	109010	• Capital Improvements	Arena compressor rebuild		10,695.55		
02/14/25	28123	Auto Check	Chapala Express (00002758)				893.43
	02/14/25	1399	3RD PARTY SALES			893.43	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		893.43		
02/14/25	28124	Auto Check	Chisholm's Saw & Supply, Inc. (00002760)				182.46
	02/14/25	83993	TOOLS			182.46	
	107201	• Tools & Supplies	TOOLS		182.46		
02/14/25	28125	Auto Check	Concessions Supply (00002860)				823.64
	02/14/25	250192	FOOD			823.64	
	101411	• Inventory - Food	FOOD		823.64		

02/14/25	28126	Auto Check	Cougar Digital Marketing & Design (00002861)				109.00
	02/14/25	14594	WEBSITE MAINTENANCE				109.00
	107302	• Venue Marketing & Non-Event Advertising	WEBSITE MAINTENANCE			109.00	
02/14/25	28127	Auto Check	DevFuzion (00000278)				6,901.54
	02/14/25	26750	NETWORK SUPPORT				6,820.47
	107104	• IT Support Services	NETWORK SUPPORT			3,410.24	
				Due To/From TRCC		3,410.23	
	02/14/25	26830	SERVICE AGREEMENT 2025				76.96
	107104	• IT Support Services	SERVICE AGREEMENT 2025			76.96	
	02/14/25	26845	IT SUPPORT				4.11
	107104	• IT Support Services	IT SUPPORT			4.11	
02/14/25	28128	Auto Check	Doggie Style Gourmet (00002767)				2,577.36
	02/14/25	2154	3RD PARTY SALES				986.71
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			986.71	
	02/14/25	2984	3RD PARTY SALES				1,116.68
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			1,116.68	
	02/14/25	1399	3RD PARTY SALES				473.97
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			473.97	
02/14/25	28129	Auto Check	Ferrell Gas (00002769)				1,904.69
	02/14/25	1129283418	FUEL				653.79
	107214	• Fuel & Vehicle Costs	FUEL			326.89	
				Due To/From TRCC		326.90	
	02/14/25	1129481611	FUEL				595.96
	107214	• Fuel & Vehicle Costs	FUEL			297.98	
				Due To/From TRCC		297.98	
	02/14/25	234865975	PROPANE				654.94
	107214	• Fuel & Vehicle Costs	PROPANE			327.47	
				Due To/From TRCC		327.47	
02/14/25	28130	Auto Check	GoTo Communications, Inc. (00003770)				60.00
	02/14/25	IN7103629577	SMS COMPLIANCE				60.00
	107205	• Communications	SMS COMPLIANCE			30.00	
				Due To/From TRCC		30.00	
02/14/25	28131	Auto Check	Howies Hockey Tape (00003855)				260.11
	02/14/25	INV000295742	TOOLS & SUPPLIES				260.11
	107201	• Tools & Supplies	TOOLS & SUPPLIES			260.11	
02/14/25	28132	Auto Check	Jennifer Bond (00002941)				1,000.00
	02/14/25	LTS-JANUARY ADMIN 2025	LTS-JANUARY ADMIN 2025				1,000.00
	107304	• Contracted Services	LTS-JANUARY ADMIN 2025			1,000.00	

02/14/25	28133	Auto Check	Loomis (00002895)					418.41
	02/14/25	13663181	ARMORED CAR SERVICE				418.41	
	107304	• Contracted Services	ARMORED CAR SERVICE			209.21		
				Due To/From TRCC		209.20		
02/14/25	28134	Auto Check	Michael Abbott (00002770)					252.00
	02/14/25	448-016106	EQUIPMENT REPAIRS				252.00	
	107211	• Equipment Repairs & Maintenance	EQUIPMENT REPAIRS			252.00		
02/14/25	28135	Auto Check	Pacific Backflow Services LLC (00002843)					344.43
	02/14/25	4434	TOOLS & SUPPLIES				344.43	
	107201	• Tools & Supplies	TOOLS & SUPPLIES			344.43		
02/14/25	28136	Auto Check	Popcorn NW (00002773)					810.60
	02/14/25	1399	3RD PARTY SALES				810.60	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			810.60		
02/14/25	28137	Auto Check	Reign Drop LLC (00003211)					253.77
	02/14/25	54176-25-5213	FOOD				117.68	
	101411	• Inventory - Food	FOOD			117.68		
	02/14/25	S4176-25-5214	FOOD				136.09	
	101411	• Inventory - Food	FOOD			136.09		
02/14/25	28138	Auto Check	Roto-Rooter (00002782)					3,115.34
	02/14/25	88341549	TOOLS & SUPPLIES				516.87	
	107201	• Tools & Supplies	V-11178 Roto-Rooter/88341549			516.87		
	02/14/25	88391706	REPAIRS & MAINTENANCE				2,598.47	
	107212	• Building Repairs & Maintenance	REPAIRS & MAINTENANCE			2,598.47		
02/14/25	28139	Auto Check	Sunbelt Rentals, Inc. (00002783)					1,470.20
	02/14/25	164551766-0001	FORKLIFT RENTAL				986.10	
	107305	• General Rental Equipment	FORKLIFT RENTAL			986.10		
	02/14/25	164889668-0001	EQUIPMENT RENTAL				484.10	
	107305	• General Rental Equipment	EQUIPMENT RENTAL			484.10		
02/14/25	28140	Auto Check	Taco City (00003055)					468.87
	02/14/25	1399	3RD PARTY SALES				468.87	
				Due To/From TRCC		468.87		

02/14/25	28141	Auto Check	US Foods (00002786)				5,515.69
	02/14/25	3048344	FOOD			2,578.68	
	101411	• Inventory - Food	FOOD		2,578.68		
	02/14/25	3121701	FOOD			2,839.92	
	101411	• Inventory - Food	FOOD		2,751.35		
	101415	• Inventory - Liquor	LIQUOR SUPPLIES		88.57		
	02/14/25	3121704	FOOD			97.09	
	101411	• Inventory - Food	FOOD		97.09		
02/14/25	28142	Auto Check	VenuWorks, Inc. (00000894)				10,965.13
	02/14/25	20017	MANAGEMENT FEE			10,965.13	
	107306	• VenuWorks Management Fee	MANAGEMENT FEE		10,965.13		
02/14/25	28143	Auto Check	Vistar Corporation (00002787)				1,441.80
	02/14/25	75089381	FOOD			1,491.80	
	101411	• Inventory - Food	FOOD		1,491.80		
	02/14/25	75111362	FOOD			-50.00	
	101411	• Inventory - Food	FOOD		-50.00		
02/14/25	28144	Auto Check	WCP Solutions (00002788)				1,894.60
	02/14/25	13947319	JANITORIAL SUPPLIES			312.73	
	107203	• Janitorial Supplies	PO 5047 JANITORIAL SUPPLIES		312.73		
	02/14/25	13947320	JANITORIAL SUPPLIES			35.87	
	107203	• Janitorial Supplies	PO 5047 JANITORIAL SUPPLIES		35.87		
	02/14/25	13947318	JANITORIAL SUPPLIES			1,546.00	
	107203	• Janitorial Supplies	PO 5047 JANITORIAL SUPPLIES		1,546.00		
02/19/25	28145	Auto Check	Baskin Robbins (00002754)				2,081.22
	02/19/25	2984	CONSESSION SALES			1,327.13	
	104690	• Concession Sales - Third Party Expense	CONSESSION SALES		1,327.13		
	02/19/25	1399	CONSESSION SALES			754.09	
	104690	• Concession Sales - Third Party Expense	CONSESSION SALES		754.09		
02/19/25	28146	Auto Check	Bobablastic (00003078)				535.97
	02/19/25	2984	3RD PARTY SALES			535.97	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		535.97		
02/19/25	28147	Auto Check	Chapala Express (00002758)				1,226.93
	02/19/25	2984	CONSESSION SALES			1,226.93	
	104690	• Concession Sales - Third Party Expense	CONSESSION SALES		1,226.93		
02/19/25	28148	Auto Check	Popcorn NW (00002773)				1,638.72
	02/19/25	2984	CONSESSION SALES			1,638.72	
	104690	• Concession Sales - Third Party Expense	CONSESSION SALES		1,638.72		

02/19/25	28149	Auto Check	Taco City (00003055)				862.76
	02/19/25	2984	3RD PARTY SALES			862.76	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		862.76		
02/25/25		Wire Transfer	Washington State Department of Revenue (00002989)				33,457.89
	02/25/25	TOYO Jan 2025 B&O paid Feb				33,457.89	
	102325	• B&O Tax Payable	Jan 2025 B&O paid Feb		3,138.08		
	102310	• Sales Tax Payable - State	Jan 2025 B&O paid Feb		26,783.67		
	107603	• B&O Taxes	Jan 2025 B&O paid Feb		3,536.14		
02/28/25		Wire Transfer	American Payment Solutions - APS (00002969)				487.75
	02/28/25	TOYO CC proc fees Feb 2025				487.75	
	107310	• Credit Card Fees	TOYO CC proc fees Feb 2025		487.75		
02/28/25		Wire Transfer	Fintech (00003296)				26.47
	02/28/25	15905417				26.47	
	107514	• F&B Credit Card & Banking Fees	Fintech fees TOYO Feb 2025		26.47		
02/28/25		Wire Transfer	Revel Systems (00003299)				1,417.89
	02/28/25	Feb POS charges TOYO				1,417.89	
	107514	• F&B Credit Card & Banking Fees	POS fees TOYO Feb 2025		1,417.89		
02/28/25		Wire Transfer	Toast Inc (00004170)				6,704.07
	02/28/25	6357105				6,704.07	
	109010	• Capital Improvements	Cash drawers for TOYO POS		6,704.07		
02/28/25	28150	Auto Check	Apollo Heating and Air Conditioning (00002933)				1,057.29
	02/28/25	KS-940064091	REPAIRS & MAINTENANCE			1,057.29	
	107210	• HVAC Repairs & Maintenance	REPAIRS & MAINTENANCE		1,057.29		
02/28/25	28151	Auto Check	Baskin Robbins (00002754)				3,733.52
	02/28/25	3648	3RD PARTY SALES			1,471.16	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		1,471.16		
	02/28/25	4477	3RD PARTY SALES			2,262.36	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		2,262.36		
02/28/25	28152	Auto Check	Benton PUD (00000121)				19,349.62
	02/28/25	01/08/2025-02/08/2025	ELECTRICITY			276.36	
	107216	• Electricity	ELECTRICITY		276.36		
	02/28/25	02142025	ELECTRICITY			19,073.26	
	107216	• Electricity	ELECTRICITY		19,073.26		

02/28/25	28153	Auto Check	Bobablastic (00003078)				1,383.73
	02/28/25	3648	3RD PARTY SALES			551.65	551.65
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			551.65	
	02/28/25	4477	3RD PARTY SALES				832.08
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			832.08	
02/28/25	28154	Auto Check	Brashear Electric, Inc. (00002756)				1,084.61
	02/28/25	42570	REPAIRS & MAINTENANCE				1,084.61
	107212	• Building Repairs & Maintenance	REPAIRS & MAINTENANCE			1,084.61	
02/28/25	28155	Auto Check	Canon Solutions (00002757)				38.69
	02/28/25	6010852995	COPIER				38.69
	107105	• Printing / Copying	COPIER			38.69	
02/28/25	28156	Auto Check	Carmen Contreras (00002762)				1,249.85
	02/28/25	3648	3RD PARTY SALES				766.08
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			766.08	
	02/28/25	4477	3RD PARTY SALES				483.77
	104560	• Concessions Sales - Third Party	CONCESSIONS			483.77	
02/28/25	28157	Auto Check	Cascade Natural Gas (00000161)				793.31
	02/28/25	01/11/25-02/7/25	NATURAL GAS				793.31
	107217	• Natural Gas	NATURAL GAS			793.31	
02/28/25	28158	Auto Check	Cascade Natural Gas (00000161)				6,277.44
	02/28/25	01/11/25-02/07/25	NATURAL GAS				6,277.44
	107217	• Natural Gas	NATURAL GAS			6,277.44	
02/28/25	28159	Auto Check	Chapala Express (00002758)				4,448.90
	02/28/25	3648	3RD PARTY SALES				2,045.47
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			2,045.47	
	02/28/25	4477	3RD PARTY SALES				2,403.43
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES			2,403.43	
02/28/25	28160	Auto Check	CI Information Management (00002840)				260.37
	02/28/25	0177653	SERVICES				260.37
				Due To/From TRCC	130.18		
	107304	• Contracted Services	SERVICES		130.19		
02/28/25	28161	Auto Check	Coca-Cola (00000213)				2,119.55
	02/28/25	162676	Beverages				1,746.30
	101411	• Inventory - Food	Beverages			1,746.30	
	02/28/25	166076	FOOD				373.25
	101411	• Inventory - Food	FOOD			373.25	

02/28/25	28162	Auto Check	Columbia Fire Protection (00002841)				2,201.18
02/28/25	17903		FIRE & SAFETY			2,201.18	
107506	• F&B Security & Fire Alarm		FIRE & SECURITY		2,201.18		
02/28/25	28163	Auto Check	Culligan Water Conditioning (00002766)				301.08
02/28/25	800789925		TOOLS & SUPPLIES			145.12	
107201	• Tools & Supplies		TOOLS & SUPPLIES		145.12		
02/28/25	153036		BOTTLE WATER			43.98	
				Due To/From TRCC	43.98		
02/28/25	152633		BOTTLE WATER			111.98	
107201	• Tools & Supplies		BOTTLE WATER		111.98		
02/28/25	28164	Auto Check	Daktronics (00002737)				2,445.78
02/28/25	7129459		MAINTENANCE			2,445.78	
107211	• Equipment Repairs & Maintenance		MAINTENANCE		2,445.78		
02/28/25	28165	Auto Check	Doggie Style Gourmet (00002767)				3,881.21
02/28/25	3648		3RD PARTY SALES			1,700.81	
104690	• Concession Sales - Third Party Expense		3RD PARTY SALES		1,700.81		
02/28/25	4477		3RD PARTY SALES			2,180.40	
104690	• Concession Sales - Third Party Expense		3RD PARTY SALES		2,180.40		
02/28/25	28166	Auto Check	King Beverage (00000486)		VOID		0.00
02/28/25	28167	Auto Check	MD Draft Team (00002835)				434.80
02/28/25	2212025		TOOL & SUPPLIES			434.80	
107201	• Tools & Supplies		TOOLS & SUPPLIES		434.80		
02/28/25	28168	Auto Check	Michael Abbott (00002770)				180.00
02/28/25	448-016240		FILTAFRY FRYER SERVICE			180.00	
107315	• Other Services & Operations Expenses		FILTAFRY FRYER SERVICE		180.00		
02/28/25	28169	Auto Check	Odom East LLC (00003343)		VOID		0.00
02/28/25	28170	Auto Check	Performance Systems Integration, LLC (00002981)				2,522.18
02/28/25	12663388		FIRE INSPECTION			2,522.18	
107209	• Security & Fire Alarm System		FIRE INSPECTION		2,522.18		

02/28/25	28171	Auto Check	PNW Signs & Designs (00003161)				326.10
	02/28/25	1544	EVENT SUPPLIES			326.10	
	107406	• Event Supplies	EVENT SUPPLIES		326.10		
02/28/25	28172	Auto Check	Popcorn NW (00002773)				4,588.55
	02/28/25	3648	3RD PARTY SALES			1,871.88	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		1,871.88		
	02/28/25	4477	3RD PARTY SALES			2,716.67	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		2,716.67		
02/28/25	28173	Auto Check	Reign Drop LLC (00003211)				556.88
	02/28/25	S4176-25-5379	FOOD			212.01	
	101411	• Inventory - Food	FOOD		212.01		
	02/28/25	S4176-25-5380	FOOD			77.79	
	101411	• Inventory - Food	FOOD		77.79		
	02/28/25	S4176-25-5448	FOOD			200.21	
	101411	• Inventory - Food	FOOD		200.21		
	02/28/25	S4176-25-5449	FOOD			66.87	
	101411	• Inventory - Food	FOOD		66.87		
02/28/25	28174	Auto Check	Roto-Rooter (00002782)				23,499.25
	02/28/25	88071387	REPAIRS & MAINTENANCE			23,499.25	
	107212	• Building Repairs & Maintenance	REPAIRS & MAINTENANCE		23,499.25		
02/28/25	28175	Auto Check	Southern Glazer's of WA (00002855)		VOID		0.00
02/28/25	28176	Auto Check	Sunbelt Rentals, Inc. (00002783)				465.10
	02/28/25	164732569-0001	RENTAL EQUIPMENT			465.10	
	107305	• General Rental Equipment	RENTAL EQUIPMENT		465.10		
02/28/25	28177	Auto Check	Taco City (00003055)				2,826.02
	02/28/25	3648	3RD PARTY SALES			1,178.06	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		1,178.06		
	02/28/25	4477	3RD PARTY SALES			1,647.96	
	104690	• Concession Sales - Third Party Expense	3RD PARTY SALES		1,647.96		
02/28/25	28178	Auto Check	Tri-City Americans (00000851)				23,541.66
	02/28/25	1201012025TY	Toyota Naming Rights Sponsor			8,333.33	
	104211	• Naming Rights - Tenant Share	Toyota Naming Rights Sponsor		8,333.33		
	02/28/25	12102012025CC	F&B Sponsorship			6,875.00	
	104241	• Signage & Display Sponsorship - Tenant Share	F&B Sponsorship		6,875.00		
	02/28/25	1202012025TY	Naming Rights Sponsorship			8,333.33	
	104211	• Naming Rights - Tenant Share	Naming Rights Sponsorship		8,333.33		

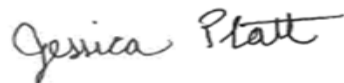
02/28/25	28179	Auto Check	US Foods (00002786)					78.75
	02/28/25	3173406	FOOD				78.75	
	101411	• Inventory - Food	FOOD			78.75		
02/28/25	28180	Auto Check	Vistar Corporation (00002787)					1,540.66
	02/28/25	75226170	FOOD				1,540.66	
	101411	• Inventory - Food	FOOD			1,540.66		
02/28/25	28181	Auto Check	Adrianne Emineth (00003013)					300.00
	02/28/25	Brantley Gilbert runner 3/1					300.00	
	104320	• Reimbursed Event Labor	Brantley Gilbert runner 3/1			300.00		
02/28/25	28182	Auto Check	Andrew Ellegard (00003040)					300.00
	02/28/25	Brantley Gilbert runner 3/1					300.00	
	104320	• Reimbursed Event Labor	Brantley Gilbert runner 3/1			300.00		
02/28/25	28183	Auto Check	Paul Boskovich (00002984)					250.00
	02/28/25	Brantley Gilbert runner 3/1					250.00	
	104320	• Reimbursed Event Labor	Brantley Gilbert runner 3/1			250.00		
Total Paid Toyota Center Operating:								<u><u>588,067.61</u></u>

TOYO Sterling Box Office Account

02/28/25		Wire Transfer	American Express Card Processing (00003298)					47.30
	02/28/25	Feb 2025 Box Office CC fees					47.30	
	107310	• Credit Card Fees	Feb 2025 Box Office CC fees					
				Credit Card Fees		47.30		
Total Paid Toyota Center Box Office:								<u><u>47.30</u></u>

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.

: 588,114.91



Jessica Platt, Finance Director

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

Check numbers 28050-28183	\$	545,973.54
Electronic transfers - Operations		42,141.37
Total	\$	<u><u>588,114.91</u></u>

Exceptions:

Council Agenda Coversheet	Item Number: 4.e. Date: 4/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Claims Roster: Columbia Park Golf Course Account Department: Finance	
<u>Recommendation</u> Staff recommends Council approve the Claims Roster for the Columbia Park Golf Course Account for February 2025. <u>Motion for Consideration</u> Motion to approve the Claims Roster for the Columbia Park Golf Course Account for February 2025 in the amount of \$34,137.03 comprised of all electronic transfers. <u>Summary</u> <u>Alternatives</u> <u>Fiscal Impact</u> \$34,137.03		
<u>Attachments:</u> 1. Claims Roster		

COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
FEBRUARY 2025

Check Number	Vendor Check Name	Check Date	Amount	System
NATIONWIDE 364179395 0225	NATIONWIDE	2/3/2025	513.08	EFT
ADPTS 4206355	ADP TOTAL SOURCE (AUTOPAY)	2/11/2025	\$2,749.70	EFT
2863	CASTLE ROCK SOLUTIONS, INC.	2/11/2025	\$114.40	EFT
2864	CINTAS CORPORATION	2/11/2025	\$59.85	EFT
2865	COLUMBIA POINT GOLF COURSE	2/11/2025	\$384.60	EFT
2866	COURSECO, INC.	2/11/2025	\$263.40	EFT
2867	GT GOLF SUPPLIES	2/11/2025	\$797.23	EFT
2868	KENNEWICK GOLF	2/11/2025	\$10,834.66	EFT
2869	PEPSI-COLA BOTTLING OF PASCO	2/11/2025	\$27.06	EFT
2870	TOTAL E INTEGRATED, INC.	2/11/2025	\$438.00	EFT
2871	TRACER GOLF ACCESSORIES	2/11/2025	\$739.21	EFT
2872	WAMBEKE WINDOW WASHING	2/11/2025	\$125.00	EFT
2873	YELP	2/11/2025	\$40.00	EFT
2874	CALLAWAY	2/24/2025	\$858.84	EFT
2875	CINTAS CORPORATION	2/24/2025	\$59.85	EFT
2876	CITY OF KENNEWICK	2/24/2025	\$185.69	EFT
2877	COURSECO, INC.	2/24/2025	\$2,281.00	EFT
2878	PEPSI-COLA BOTTLING OF PASCO	2/24/2025	\$43.05	EFT
WA DOR 0045492330	WASHINGTON STATE DEPARTMENT OF REVENUE	2/21/2025	\$1,523.25	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	2/7/2025	\$4,310.25	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	2/21/2025	\$4,080.09	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	2/28/2025	\$3,202.38	EFT
Bank Deduction	MERCHANT SERVICES	2/3/2025	\$473.39	EFT
Bank Deduction	US Bank	2/14/2025	\$33.05	EFT
			<u>34,137.03</u>	

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

Jessica Platt, Finance Director

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

Check numbers: NONE	\$	-
Electronic transfers	\$	34,137.03
Total	\$	<u>34,137.03</u>

Exceptions:

Check Number	Vendor Check Name	Check Dated	Amount	Debit	Credit
NATIONWIDE 364179395 0225	NATIONWIDE	2/3/2025		\$513.08	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$513.08
	PURCH	18400-000-244-00	PREPAID GEN LIAB INS	\$513.08	
ADPTS 4206355	ADP TOTAL SOURCE (AUTOPAY)	2/11/2025		\$2,749.70	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$2,749.70
	PURCH	50800-050-244-00	HEALTH BENEFITS	\$631.87	
	PURCH	50800-060-244-00	HEALTH BENEFITS	\$2,117.83	
2863	CASTLEROCK	2/11/2025		\$114.40	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$114.40
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$114.40	
2864	CINTAS CORPORATION	2/11/2025		\$59.85	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$59.85
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$25.90	
	PURCH	51900-060-244-00	CONTRACT SERVICES	\$33.95	
2865	COLUMBIA POINT GOLF COURSE	2/11/2025		\$384.60	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$384.60
	PURCH	50100-080-244-00	SALARIES	\$192.30	
	PURCH	50100-060-244-00	SALARIES	\$192.30	
2866	COURSECO, INC.	2/11/2025		\$263.40	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$263.40
	PURCH	51800-050-244-00	PROFESSIONAL SERVICES	\$263.40	
2867	GT GOLF SUPPLIES	2/11/2025		\$797.23	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$797.23
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$797.23	
2868	KENNEWICK GOLF	2/11/2025		\$10,834.66	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$10,834.66
	PURCH	59600-080-244-00	ACCOUNTING FEES	\$2,710.00	
	PURCH	59610-080-244-00	MANGAGEMENT FEES	\$8,124.66	
2869	PEPSI-COLA BOTTLING OF PASCO	2/11/2025		\$27.06	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$27.06
	PURCH	51900-060-244-00	CONTRACT SERVICES	\$10.50	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$16.56	
2870	TOTAL E INTEGRATED, INC.	2/11/2025		\$438.00	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$438.00
	PURCH	51900-050-244-00	CONTRACT SERVICES	\$438.00	
2871	TRACER GOLF ACCESSORIES	2/11/2025		\$739.21	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$739.21
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$739.21	
2872	WAMBEKE WINDOW WASHING	2/11/2025		\$125.00	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$125.00
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$125.00	
2873	YELP	2/11/2025		\$40.00	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$40.00
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$40.00	
2874	CALLAWAY	2/24/2025		\$858.84	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$858.84
	PURCH	47150-050-244-00	COGS MERCHANIDSE	\$858.84	
2875	CINTAS CORPORATION	2/24/2025		\$59.85	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$59.85
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$25.90	
		51900-060-244-00	CONTRACT SERVICES	\$33.95	
2876	CITY OF KENNEWICK	2/24/2025		\$185.69	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$185.69
	PURCH	55300-050-244-00	RANGE SUPPLIES	\$185.69	
2877	COURSECO, INC.	2/24/2025		\$2,281.00	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$2,281.00
	PURCH	18400-000-244-00	PREPAID GENERAL LIABILITY INSURANCE	\$2,281.00	
2878	PEPSI-COLA BOTTLING OF PASCO	2/24/2025		\$43.05	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$43.05
	PURCH	51900-060-244-00	CONTRACT SERVICES	\$10.50	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$13.80	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$18.75	

WA DOR 0045492330	WASHINGTON STATE DEPARTMENT OF REVENUE	2/21/2025		\$1,523.25	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$1,523.25
	PURCH	20300-000-244-00	SALES TAX PAYABLE	\$586.65	
	PURCH	91101-000-244-00	OTHER STATE TAX	\$936.60	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	2/7/2025		\$4,310.25	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$4,310.25
	PURCH	50200-050-244-00	HOURLY WAGES	\$2,234.00	
	PURCH	50200-060-244-00	HOURLY WAGES	\$1,837.47	
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$57.13
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$396.16
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$383.85	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$259.78	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$20.75	
	PURCH	52100-050-244-00	CELL PHONE	\$27.69	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	2/21/2025		\$4,080.09	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$4,080.09
	PURCH	50200-050-244-00	HOURLY WAGES	\$2,006.68	
	PURCH	50200-060-244-00	HOURLY WAGES	\$1,834.94	
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$57.13
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$396.16
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$354.95	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$258.37	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$50.75	
	PURCH	52100-050-244-00	CELL PHONE	\$27.69	
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHARGES)	2/28/2025		\$3,202.38	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$3,202.38
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$79.96	
	PURCH	51350-080-244-00	SAFETY SUPPLIES	\$28.99	
	PURCH	51400-060-244-00	PROFESSIONAL DUES & FEES	\$878.54	
	PURCH	51500-060-244-00	TRAVEL LODGING & ENTERTAINMENT	\$676.00	
	PURCH	51500-080-244-00	TRAVEL LODGING & ENTERTAINMENT	\$658.00	
	PURCH	51800-080-244-00	PROFESSIONAL SERVICES	\$259.33	
	PURCH	52100-060-244-00	TELECOMMUNICATIONS	\$64.68	
	PURCH	52300-060-244-00	GARBAGE & DEBRIS REMOVAL	\$126.50	
	PURCH	52500-080-244-00	OFFICE SUPPLIES	\$65.85	
	PURCH	58100-060-244-00	EQUIPMENT PARTS	\$247.15	
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE	\$84.66	
	PURCH	58500-060-244-00	EQUIPMENT SHOP SUPPLIES	\$32.72	
Bank Deduction	MERCHANT SERVICES	2/3/2025		\$473.39	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$473.39
	PURCH	54000-080-244-00	BANK CHARGES	\$473.39	
Bank Deduction	US Bank	2/14/2025		\$33.05	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$33.05
	PURCH	54000-080-244-00	BANK CHARGES	\$33.05	

Council Agenda Coversheet	Item Number: 4.f. Item Type: General Business Item Subject: Payroll Roster: For the Pay Period Ending 03/15/2025 Department: Finance	Date: 4/1/2025 Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends that Council approve the payroll roster as presented.		
<u>Motion for Consideration</u> Motion to approve the payroll roster for the pay period ending 03/15/2025.		
<u>Summary</u> None.		
<u>Alternatives</u> None.		
<u>Fiscal Impact</u> 03/15/2025 Total: \$2,937,334.93		
Attachments: 1. Roster		

Payroll Roster for Pay Period Ending 03/15/2025

All Departments:

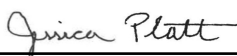
City Attorney	33,202.90
City Council	5,290.00
City Manager	10,150.84
Civil Service	1,043.08
Community Planning	22,641.52
Economic Development	7,859.28
Engineering	64,072.04
Finance	72,550.07
Fire	121,915.43
Human Resources	21,116.34
Management Services	111,330.11
Non-Departmental	3,548.58
Parks, Recreation & Facilities	138,745.49
Police	582,768.65
Subtotal - General Fund	1,196,234.33
BI-PIN	15,882.14
Building Safety	55,873.11
Community Development	3,647.49
Criminal Justice	87,293.54
Equipment Rental	14,360.11
Medical Services	497,952.49
Risk Management	823.19
Stormwater	26,497.52
Street	39,175.34
Water & Sewer	151,996.87
Subtotal - Other Funds	893,501.80
Total Salaries and Wages	2,089,736.13

Benefits

Dental Insurance	25,851.75
DRS Retirement	142,557.55
Employee Assistance Program	27.86
Life Insurance	5,494.07
Long-Term Disability Insurance	6,494.82
Medical Expense Reimbursement Plan	3,300.00
Medical Insurance	373,982.21
Medicare	29,696.99
MissionSquare Deferred Compensation	93,456.00
Social Security (OASDI)	93,128.32
Vision Insurance	3,587.10
WA Paid Family & Medical Leave	5,261.05
Worker's Compensation Insurance	64,761.08
Total Benefits	847,598.80
Grand Total	\$2,937,334.93

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 \$2,937,334.93 comprised of check numbers 77934 through 77936 and direct deposit numbers 233732 through 234178.

Approved for payment:



Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number: 4.g. Date: 4/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Grants: Authorizing a Grant Application to the National Highway System (NHS) Asset Management Program Call for Projects Department: Public Works	

Recommendation

It's recommended to authorize staff to submit grant applications to the National Highway System (NHS) Asset Management Program to capture Federal funding for Columbia Drive (Fruitland to SR-397) Pavement Preservation, and Clearwater Ave. (Kellogg to Union) Pavement Preservation.

Motion for Consideration

Motion to authorize staff to apply for funding for the Columbia Drive (Fruitland to SR-397) Pavement Preservation and Clearwater Ave. (Kellogg to Union) Pavement Preservation projects as presented.

Summary

Washington State Department of Transportation (WSDOT) announced the availability of National Highway Performance Program (NHPP) federal funding for preserving roadways that are part of the National Highway System (NHS). Funding is available to all local agencies responsible for preserving NHS roadways.

NHPP funds are required to support progress toward the achievement of performance targets established in a state's asset management plan for the NHS. NHS roadways encompass both local and state-owned NHS facilities. Washington State has one of the highest percentages of locally owned NHS facilities. Approximately 23% of the NHS routes by lane mile are owned by local agencies. The state preserves and maintains approximately 77% of the routes. It is therefore imperative that both state and local agencies collaborate to manage the NHS. This program encourages collaboration and asset management principles across the NHS.

The main objective of the program is to highlight the importance of preserving the roadway system by incentivizing agencies to use asset management strategies that provide cost-effective solutions to maximize the life expectancy of a roadway. To meet this objective, the program will evaluate an agency's use of pavement management strategies and level of investment to preserve and maintain their roadway system, thereby focusing on cost-effectiveness, emphasizing pavement rehabilitation over reconstruction.

All local agencies who currently own roadways on the NHS are eligible to apply. Local agencies may submit a maximum of three applications.

Eligible work includes resurfacing, restoration, rehabilitation, and reconstruction of NHS roadways; bicycle and pedestrian facilities; safety improvements; traffic signals; and Intelligent Transportation System (ITS).

Staff is recommending the City submit two projects for funding under this program:

- 1) Columbia Drive (Fruitland to SR-397) Pavement Preservation. Project involves design and construction for milling and overlaying with 1-3/4" Hot Mix Asphalt (HMA), utility adjustments, and updating pedestrian ADA ramps. Estimated cost is \$1,698,300.
- 2) Clearwater Ave. (Kellogg to Union) Pavement Preservation. Project involves design and construction for milling and overlaying with 1-3/4" Hot Mix Asphalt (HMA), utility adjustments, and updating pedestrian ADA ramps. Estimated cost is \$2,070,500.

Alternatives

Not apply.

Fiscal Impact

There are no matching funds required for this grant. Funds are available at 100% for federally eligible expenditures.

Attachments:

1. Maps



About

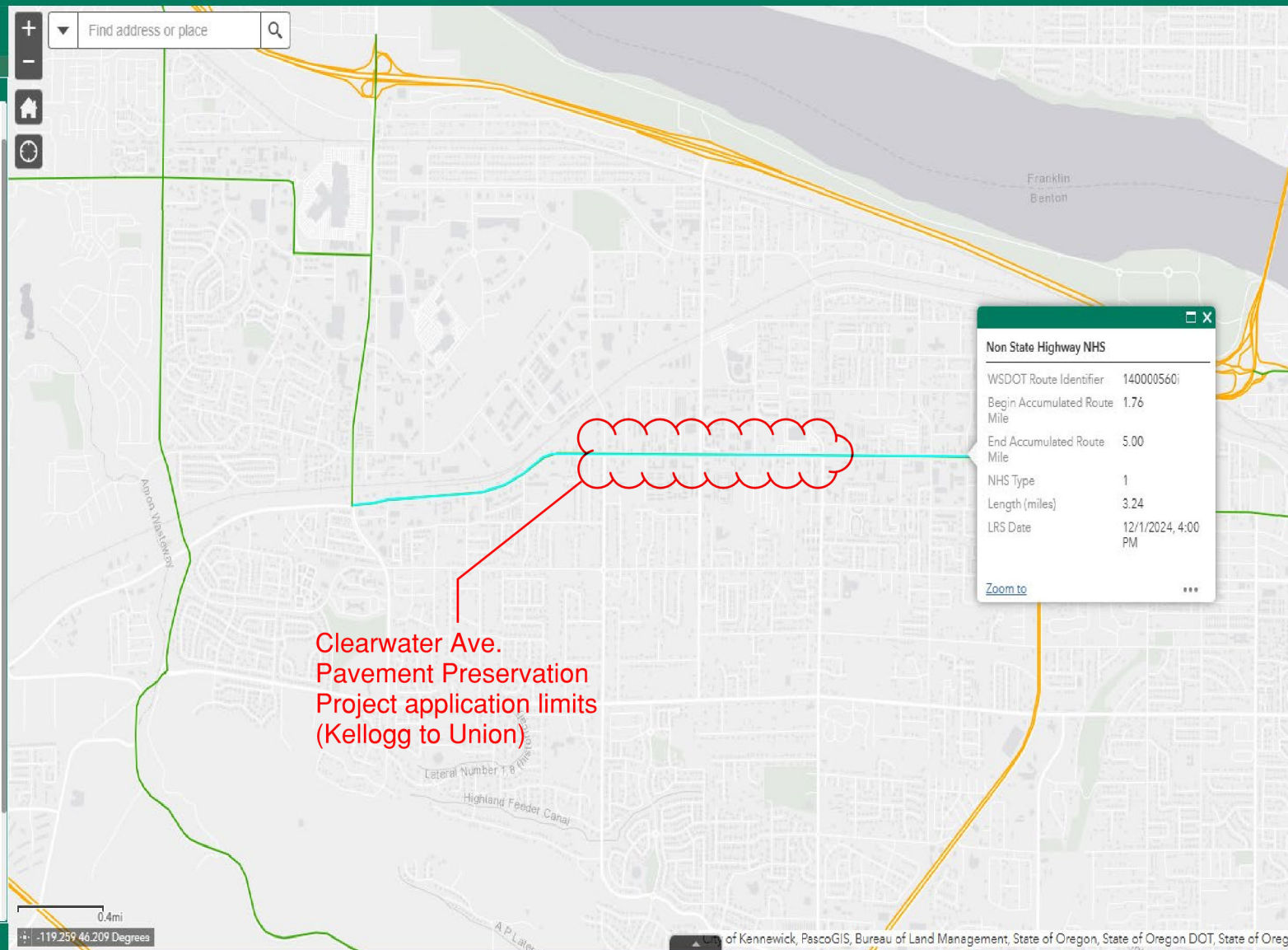
State Routes NHS

The National Highway System (NHS) consists of interconnected urban and rural principal arterials and highways (including toll facilities) which serve major population centers, international border crossings, ports, airports, public transportation facilities, other Intermodal facilities and other major travel destinations. The NHS also includes the Strategic Highway Corridor Network (STRAHNET) and its highway connectors to major military installations. All routes on the Interstate System are a part of the NHS and the STRAHNET. For additional information, please see the [WSDOT NHS Website](#).

Click on an NHS route in the map to view a pop-up with information about that route.

The NHS Type for the type of facility served by the NHS connector is shown in the table below.

NHS Type	Type of Facility
1	Non Connector NHS
2	Major Airport
3	Major Port Facility
4	Major Amtrak Station
5	Major Rail/Truck Terminal
6	Major Inter City Bus Terminal
7	Major Public Transportation or Multi-Modal Passenger Terminal





About

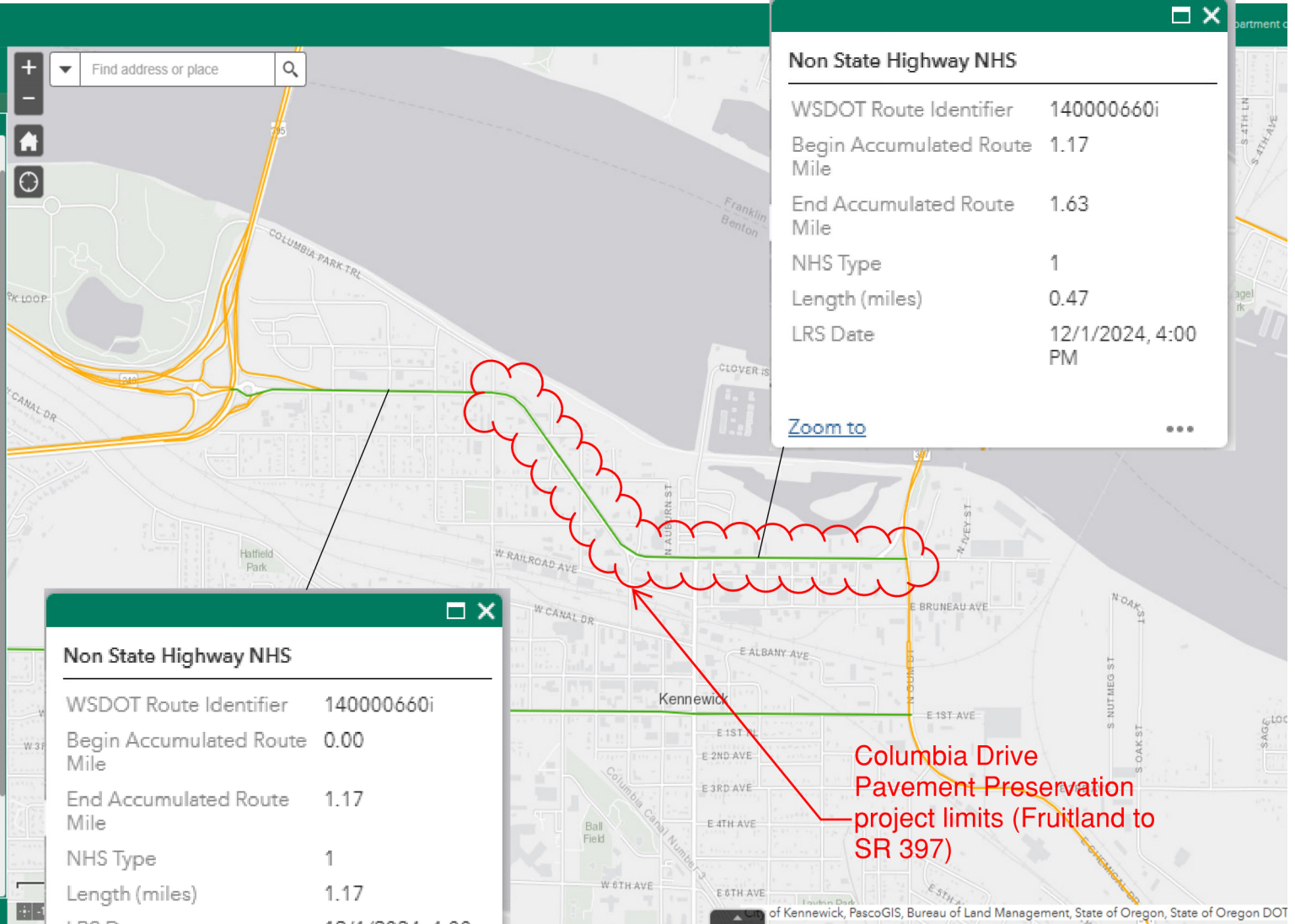
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7	Major Public Transportation or Multi-Modal Passenger Terminal



City of Kennewick, PascoGIS, Bureau of Land Management, State of Oregon, State of Oregon DOT

Council Agenda Coversheet	Item Number: 4.h. Date: 4/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Grants: Authorizing a Grant Application to the Local Bridge Program Call for Projects Department: Public Works	

Recommendation

It is recommended to authorize staff to submit grant application to Washington State Department of Transportation (WSDOT) to capture Federal Local Bridge Program (FLBP) funding for the replacement of both the Washington/W. 6th Ave. C.I.D. Canal Bridge and the Columbia Park Bridge.

Motion for Consideration

Motion to authorize staff to submit a Local Bridge Program grant application for the Washington/W 6th Ave. C.I.D. Canal bridge and the Columbia Park Bridge as presented.

Summary

The Washington/W 6th Ave. C.I.D. Canal bridge was originally constructed in 1971. The bridge has seen some considerable degradation over the last 54 years of it being in operation. The deck and surfacing has been deteriorating, while the girders underneath the bridge are experiencing heavy spalling which is exposing some reinforcing steel. The bridge is currently signed for restrictions for heavy load traffic, and our Bridge Inspector Consultant has recommended this bridge for replacement. Estimated replacement cost is \$1,612,000.

The second bridge under consideration for replacement is the Columbia Park Bridge, which is in front of the Camp Kiwanis building. The bridge has been in operation since 1944, and has significant degradation. The concrete deck has large cracks on it, with severe delamination on the exterior curbs. The east bridge footing has also experienced concrete section loss due to erosion. The bridge is currently signed for restrictions for heavy load traffic, and our Bridge Inspector Consultant has recommended this bridge for replacement. Estimated replacement cost is \$2,026,000.

WSDOT is anticipating the availability of approximately \$100 million for the FLBP program. The purpose of the FLBP is to improve the condition of bridges through replacement, rehabilitation, and preventative maintenance. It also incentivizes agencies to use asset management strategies that provide cost-effective solutions to maximize the life expectancy of the structure.

Replacement projects involve the total replacement of an existing structure with a new facility constructed in the same general traffic corridor. Rehabilitation projects involve major work required to restore the structural integrity and/or to correct major safety defects of a structure.

This category of projects is focused on local agency bridges that are in poor condition. Projects with structures in fair or good condition that improve resiliency against climate change risks and hazards will also be considered. Proposals are encouraged to incorporate and/or demonstrate the utilization of practical solutions throughout the life of the structure. This includes identifying the asset management strategies utilized to maximize the life expectancy of the structure. Specific criteria for eligibility and funding are as follows:

Projects receive a maximum award amount of \$25 million per structure. Structures eligible to apply for funding must meet one of the following criteria:

- Have a culvert, deck, superstructure, and/or substructure overall condition code of 4 or less
- Have an inventory rating factor of less than 0.30 and be load posted for all legal vehicles
- Have a waterway adequacy code of 2 or less, or overtopping likelihood of 5 or higher
- Improve climate resiliency, with adequate supporting documentation, such as a long-term study showing effects of climate change.

There are no local match requirements for federally eligible expenditures. Requests to bundle replacement and rehabilitation projects will be considered. Each structure must be submitted on its own application.

Alternatives

Not apply.

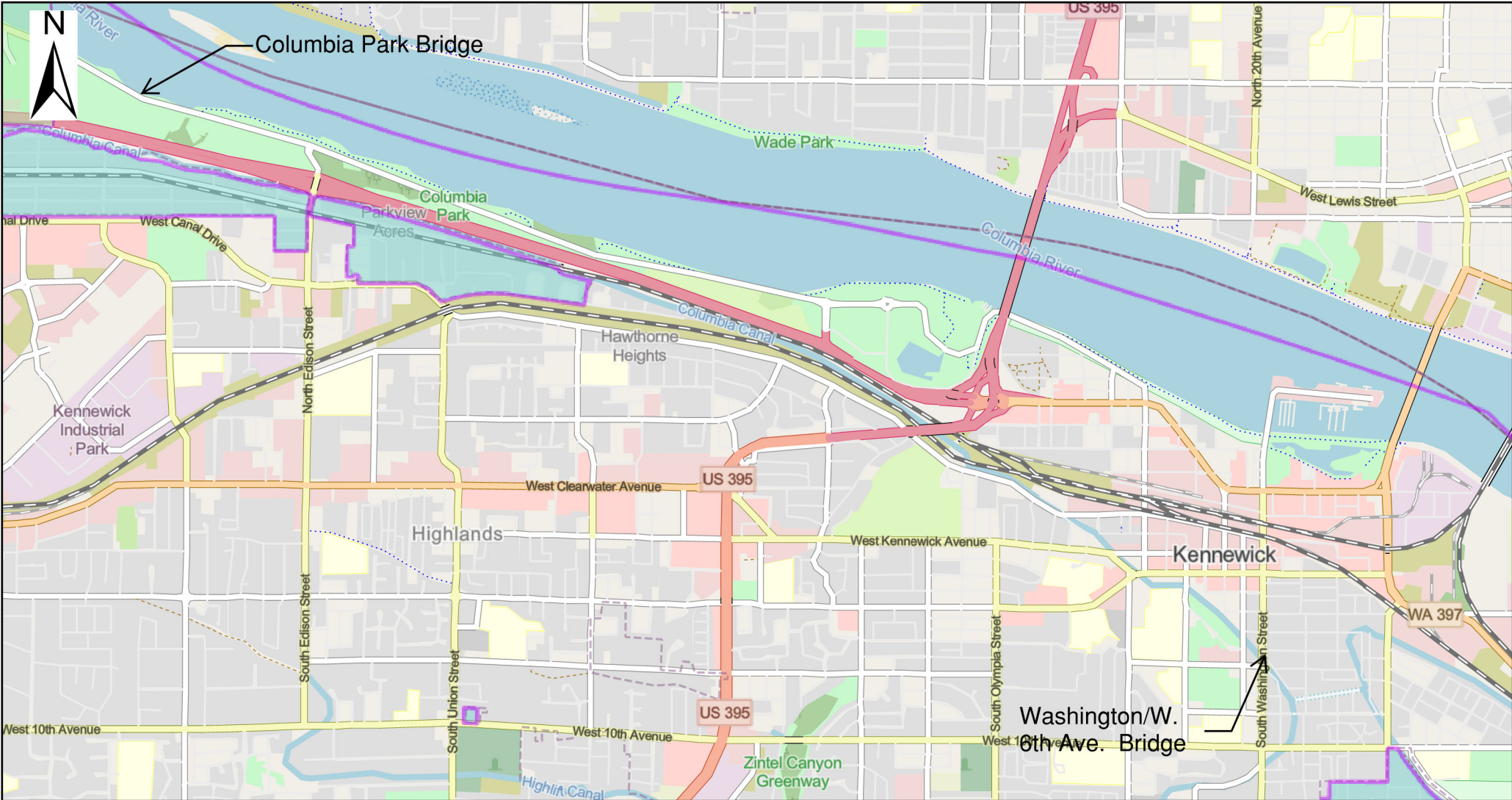
Fiscal Impact

None to the City. This is 100% Federally Funded.

Attachments:

- 1. Map
- 2. Reports

COK Bridge Vicinity 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.

CityLimits

CityName

-  Kennewick
-  Richland
-  UrbanGrowthBoundary

1 inch equals 4,026 feet

0 0.2 0.4 0.8 mi

0 0.23 0.45 0.9 mi

3/26/2025


Page 46 of 106

BRIDGE INSPECTION REPORT

Page 1 of 4

Status: Released
CD Guid: de3b02e4-1114-47ae-a7b5-2d3f2df6f8a3

Printed On: 1/27/2025
Release Date: 1/23/2025

Agency: KENNEWICK
Program Mgr: Sonia L. Lowry

Br. No. 1700
Carrying COLUMBIA DR
Intersecting DRAIN DITCH

SID 08597000

Br. Name COLUMBIA PARK

Route On 00610

Mile Post 0.17

Route Under

Mile Post

SI-42

0 Orientation
Photo Type: D - Deck
Orientation: E
Date: 11/12/2024
Repairs:
Deck View



SI-43

0 Orientation
Photo Type: E - Elevation
Orientation: N
Date: 11/12/2024
Repairs:
Elevation View



BRIDGE INSPECTION REPORT

Page 2 of 4

Status: Released
CD Guid: de3b02e4-1114-47ae-a7b5-2d3f2df6f8a3

Printed On: 1/27/2025
Release Date: 1/23/2025

Agency: KENNEWICK
Program Mgr: Sonia L. Lowry

Br. No. 1700
Carrying COLUMBIA DR
Intersecting DRAIN DITCH

SID 08597000

Br. Name COLUMBIA PARK

Route On 00610

Mile Post 0.17

Route Under

Mile Post

SI-48

330 Metal Bridge Railing

Photo Type: R - Repair

Orientation: DN

Date: 11/12/2024

Repairs:

Timber railpost at north side midspan sounds punky and has end rot at top.



SI-44

215 Concrete Abutment

Photo Type: I - In Depth

Orientation: DN

Date: 11/12/2024

Repairs:

Top of east footing has up to 2" of section loss.



BRIDGE INSPECTION REPORT

Page 3 of 4

Status: Released
CD Guid: de3b02e4-1114-47ae-a7b5-2d3f2df6f8a3

Printed On: 1/27/2025
Release Date: 1/23/2025

Agency: KENNEWICK
Program Mgr: Sonia L. Lowry

Br. No. 1700
Carrying COLUMBIA DR
Intersecting DRAIN DITCH

SID 08597000

Br. Name COLUMBIA PARK

Route On 00610

Mile Post 0.17

Route Under

Mile Post

SI-45

7672 Curb Condition

Photo Type: I - In Depth

Orientation: NE

Date: 11/12/2024

Repairs:

Cracking, delamination and spalling with exposed rebar on exterior side of south curb.



SI-46

7681 Approach Roadway Condition

Photo Type: G - General

Orientation: S

Date: 11/12/2024

Repairs:

Wide cracks with spalling across roadway in both east and west approaches.



BRIDGE INSPECTION REPORT

Page 4 of 4

Status: Released
CD Guid: de3b02e4-1114-47ae-a7b5-2d3f2df6f8a3

Printed On: 1/27/2025
Release Date: 1/23/2025

Agency: KENNEWICK
Program Mgr: Sonia L. Lowry

Br. No. 1700	SID 08597000	Br. Name COLUMBIA PARK	
Carrying COLUMBIA DR		Route On 00610	Mile Post 0.17
Intersecting DRAIN DITCH		Route Under	Mile Post

SI-47

7681 Approach Roadway Condition

Photo Type: G - General

Orientation: SE

Date: 11/12/2024

Repairs:

Asphalt patch in driving lane at northwest approach is breaking up leaving behind 1" deep potholes and ruts.



BRIDGE INSPECTION REPORT

Page 1 of 3

Status: Released
CD Guid: 8954e882-c5c8-409d-8fb3-577275df7c96

Printed On: 1/27/2025
Release Date: 1/23/2025

Agency: KENNEWICK
Program Mgr: Sonia L. Lowry

Br. No.	800	SID	08499500	Br. Name	WASHINGTON W 6TH CID CAN
Carrying	WASHINGTON STREET	Route On	00610	Mile Post	10.08
Intersecting	CID CANAL	Route Under		Mile Post	

SI-28

0 Orientation
Photo Type: D - Deck
Orientation: N
Date: 11/7/2022
Repairs:
Deck view looking north.



SI-33

0 Orientation
Photo Type: E - Elevation
Orientation: W
Date: 11/11/2024
Repairs:
Elevation View



BRIDGE INSPECTION REPORT

Page 2 of 3

Status: Released
CD Guid: 8954e882-c5c8-409d-8fb3-577275df7c96

Printed On: 1/27/2025
Release Date: 1/23/2025

Agency: KENNEWICK
Program Mgr: Sonia L. Lowry

Br. No.	800	SID	08499500	Br. Name	WASHINGTON W 6TH CID CAN
Carrying	WASHINGTON STREET	Route On	00610	Mile Post	10.08
Intersecting	CID CANAL	Route Under		Mile Post	

SI-35

115 Prestressed Concrete Girder

Photo Type: R - Repair

Orientation: NE

Date: 11/11/2024

Repairs: 10009

9'-3" spall with exposed strand and stirrups at north end of Girder J stem.



SI-36

115 Prestressed Concrete Girder

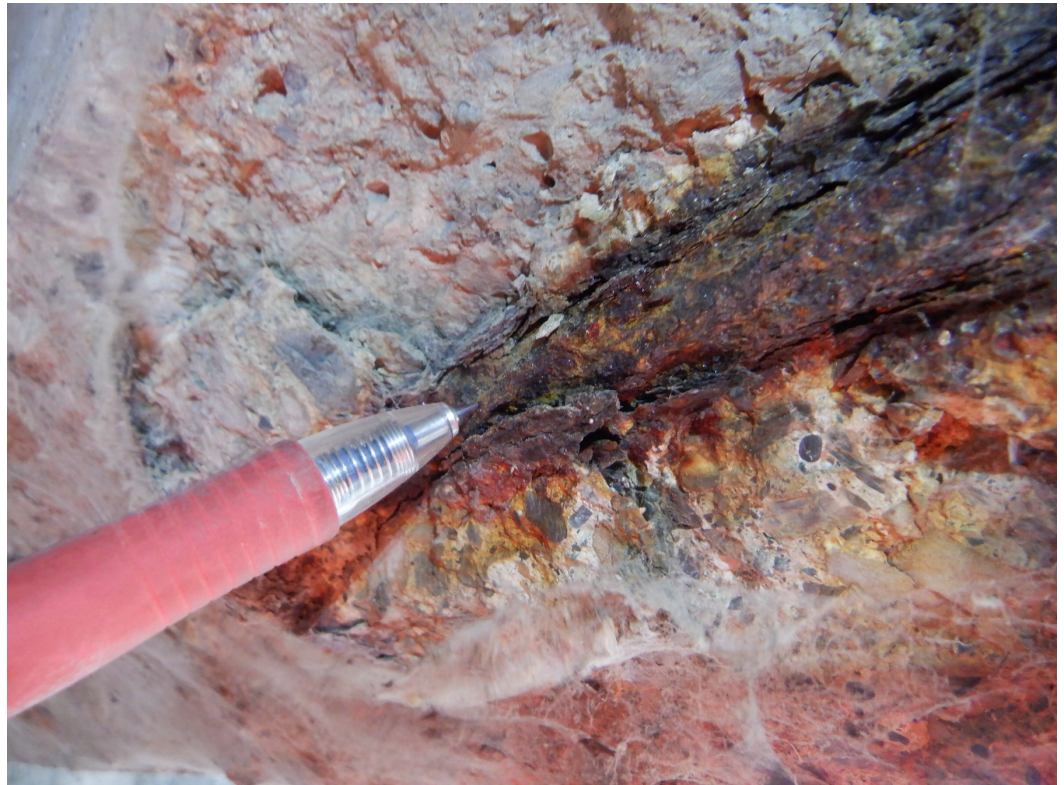
Photo Type: R - Repair

Orientation: NE

Date: 11/11/2024

Repairs:

Girder J exposed strand has corrosion and section loss.



BRIDGE INSPECTION REPORT

Page 3 of 3

Status: Released
CD Guid: 8954e882-c5c8-409d-8fb3-577275df7c96

Printed On: 1/27/2025
Release Date: 1/23/2025

Agency: KENNEWICK
Program Mgr: Sonia L. Lowry

Br. No.	800	SID	08499500	Br. Name	WASHINGTON W 6TH CID CAN
Carrying	WASHINGTON STREET	Route On	00610	Mile Post	10.08
Intersecting	CID CANAL	Route Under		Mile Post	

SI-34

BC02 Superstructure Overall Condition

Photo Type: I - In Depth

Orientation: S

Date: 11/11/2024

Repairs:

18" tall x 24" long delaminated area in
end diaphragm at southwest corner
adjacent to Girder A.



Council Agenda Coversheet 	Item Number: 4.i. Date: 4/1/2025 Item Type: Contract/Agreement/Lease Subject: Interlocal Agreement: Memorandum of Understanding between Benton-Franklin Council of Governments (BFCOG), Richland, Pasco, and Kennewick Concerning the Tri-City Regional Public Facilities District Administration Department: City Manager	Category: Consent Agenda
<u>Recommendation</u> Staff recommends Council approve the memorandum of understanding as presented. <u>Motion for Consideration</u> Motion to approve the memorandum of understanding as presented. <u>Summary</u> The attached Memorandum of Understanding (MOU) establishes an administrative services agreement between the Benton-Franklin Council of Governments (BFCOG) and the cities of Kennewick, Richland, and Pasco for Tri-City Regional Public Facilities District (TCRPFD) administration. BFCOG will provide administrative, financial, and information system services to TCRPFD, which currently lacks dedicated funding. The cities will reimburse BFCOG for direct staff time at cost plus federally negotiated indirect rates and other direct expenses, with costs split equally among the three cities not to exceed \$6,000 annually. This agreement streamlines the previously duplicative expenditure approval and reimbursement process, improving administrative efficiency while the TCRPFD remains in its startup and project planning phase. <u>Alternatives</u> The alternative is to deny approval. <u>Fiscal Impact</u>		
Attachments: 1. MOU		

MEMORANDUM OF UNDERSTANDING

between and among
the BENTON-FRANKLIN COUNCIL OF GOVERNMENTS
and the CITY OF KENNEWICK, WASHINGTON,
and the CITY OF RICHLAND, WASHINGTON,
and the CITY OF PASCO, WASHINGTON,
for
TRI-CITY REGIONAL PUBLIC FACILITIES DISTRICT ADMINISTRATION

I.

This Memorandum of Understanding is made by, between, and among the Benton-Franklin Council of Governments, a regional planning agency known as a “conference” established in 1966 pursuant to Chapter 36.64.080 of the Revised Code of Washington and hereinafter referred to as “**BFCOG**,” and the City of Kennewick, the City of Richland, and the City of Pasco; the three jurisdictions hereinafter referred to together as “**CITIES**,” and the four entities being collectively referred to as the “**PARTIES**.”

II.

The *Interlocal Cooperation Agreement of the Benton-Franklin Council of Governments*, amended May 19, 2023, includes all **PARTIES**, enabling cooperation to perform joint functions.

III.

Tri-City Regional Public Facilities District, hereinafter referred to as “**TCRPFD**”, was created by an Interlocal Cooperation Agreement among the **CITIES** pursuant to RCW 39.34 and RCW 35.57 on August 10, 2010.

Article IV: Funding, Section 4.01- Startup Funding, states, “*Startup and project planning costs will be divided equally between the Cities.*” Because **TCRPFD** does not yet have a voter-approved capital project or funding source, it remains in a “*Startup and project planning*” phase as referenced in its Interlocal Agreement.

IV.

The Interlocal Cooperation Agreement of the Benton-Franklin Council of Governments, amended May 19, 2023, includes all **PARTIES**, enabling cooperation to perform joint functions.

V.

BFCOG has been providing administrative support to the **TCRPFD** since its inception in 2010 under a directly executed administrative services agreement. This has caused administrative, accounting, and audit complications due to the lack of funding at the **TCRPFD**'s direct disposal. This requires a duplicative expenditure approval and reimbursement process, which perpetually increases the amount of reimbursable staff time required for administration.

VI.

Once signed by the **PARTIES**, this document will serve as an agreement outlining the administrative services **BFCOG** will provide to the **TCRPF** on behalf of the **CITIES**.

VII.

The primary responsibilities of **BFCOG** include:

- Serve as the administrator, within the meaning of RCW 39.34.030(4), subject to the terms, conditions, and limitations of this MOU.
- Administrative Support, including meeting scheduling, advertising, preparation of agendas and minutes, location, records maintenance, and preparation and distribution of correspondence.
- Financial Services, including accounts receivable activity, cash deposits and management, accounts payable processing, budget preparation and reporting, filing of State and Federal financial documents, coordination of State audits, and procurement of insurance policies (if needed).
 - All invoices for reimbursement will include necessary documentation of expenditure.
- Information Systems, including corporate e-mail distribution, electronic storage, and web hosting services.

VIII.

The **CITIES**, on behalf of the **TCRPF**, agree to:

- Reimburse **BFCOG** for direct staff time spent providing administrative services, which will be invoiced at cost plus application of the current federally negotiated indirect cost.
- Reimburse **BFCOG** for other direct expenses, such as insurance premiums, advertisements, special printing, tax filing, audits, postage, etc.
- All invoiced expenses will be equally split between the **CITIES** in an amount not to exceed \$6,000 annually in the aggregate.
- Reimbursements will be made within forty-five (45) days after billing.
- Any unreimbursed expenses for services provided prior to the execution of this MOU will be considered authorized, and reimbursement remitted within forty-five (45) days after receipt of the updated billing statement.

IX.

The designated contact for the purposes of notification and administration of this Memorandum of Agreement shall be:

Council of Governments:

Michelle Holt
Executive Director
587 Stevens Drive
Richland, WA 99352

City of Kennewick:

Erin Erdman
City Manager
210 W 6th Ave
Kennewick, WA 99336

City of Richland:
Jon Amundson
City Manager
625 Swift Blvd
Richland, WA 99352

City of Pasco:
Dave Zabel
Interim City Manager
525 N 3rd Ave
Pasco, WA 99301

X.

This Memorandum of Understanding may be modified only by written amendment by all **PARTIES**.

XI.

It is not the intention of this Memorandum of Understanding to create a separate legal entity for the purposes of proceeding with the Project, and no real or personal property will be acquired by **BFCOG** under this agreement.

XII.

The **CITIES** and **TCRPF**D agree to indemnify and defend **BFCOG** in the event that any action of the **CITIES** or **TCRPF**D (through no fault of **BFCOG**) causes **BFCOG** to be the subject of an investigation, lawsuit, or enforcement action.

XIII.

This Memorandum of Understanding shall become effective when signed by all **PARTIES**. Any of the **PARTIES** may withdraw from this Agreement by notifying the other **PARTIES** in writing to be effective sixty (60) days from such notice unless otherwise agreed upon. All funds allocated or committed under the Memorandum of Understanding through the date of Notice shall be irrevocable.

XIV.

This Memorandum of Understanding may be executed by the **PARTIES** in counterparts. Receipt of the executed signature pages having the same effect as if all **PARTIES** had signed the same document.

ADOPTION

This Memorandum of Understanding is adopted by the Benton-Franklin Council of Governments Board of Directors at their Meeting on DATE.


Skip Novakovich, BFCOG Board Chair

The City of Kennewick, Washington, authorizes the execution of this Memorandum of Understanding for Tri-City Regional Public Facilities District Administration.

Signed this _____ day of April 2025.

Gretl J. Crawford, Mayor

APPROVED AS TO FORM:

Laurencio Sanguino, City Attorney

ATTEST:

Krystal Johnston, City Clerk

The City of Pasco, Washington authorizes the execution of this Memorandum of Understanding for Tri-City Regional Public Facilities District Administration.

Name: _____ Title: _____

Signature: _____

Date: _____

The City of Richland, Washington authorizes the execution of this Memorandum of Understanding for Tri-City Regional Public Facilities District Administration.

Name: _____ Title: _____

Signature: _____

Date: _____



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

Regional Planning Agency for Benton & Franklin Counties

Benton-Franklin Metropolitan Planning Organization • Regional Transportation Planning Organization
Benton-Franklin Economic Development District

RESOLUTION 05-25

A RESOLUTION OF THE BOARD OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS (BFCOG) AUTHORIZING A MEMORANDUM OF UNDERSTANDING FOR TRI-CITY REGIONAL PUBLIC FACILITIES DISTRICT ADMINISTRATION

WHEREAS, the Benton-Franklin Council of Governments (BFCOG) operates under the Bylaws of the Benton-Franklin Council of Governments as amended May 19, 2023, in which Article VI – Board of Directors, Section 1. Purpose, Powers, and Duties indicate the Board has a general power and fiduciary responsibility to formulate and set the policy for the operation of the BFCOG and enter into contracts necessary to accomplish BFCOG goals; AND

WHEREAS, BFCOG has been providing administrative services to the Tri-City Regional Public Facilities District since its inception in 2010 via an agreement directly with the board of the TCRPFD; AND

WHEREAS, the TCRPFD does not have a dedicated funding source at its direct disposal, which continues to cause administrative, accounting, and audit complications; AND

WHEREAS, the Interlocal Agreement that created the TCRPFD indicates that "Startup and project planning costs will be divided equally between the Cities."; AND

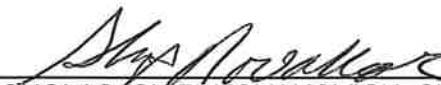
WHEREAS, the Interlocal Cooperation Agreement between BFCOG and its member jurisdictions enables cooperation to perform joint functions; AND

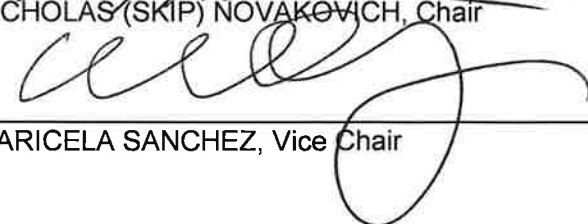
WHEREAS, it has been determined that changing from an agreement between BFCOG and the TCRPFD to an agreement between BFCOG and the cities participating in the TCRPFD provides administrative expedience given the TCRPFD's lack of a funding source; NOW THEREFORE

BE IT RESOLVED that the Board of the Benton-Franklin Council of Governments hereby authorizes execution of the Memorandum of Agreement for TCRPFD Administrative Services between BFCOG and the cities of Kennewick, Richland, and Pasco (Exhibit 1); AND

BE IT FURTHER RESOLVED that the Board directs the Executive Director to take all necessary actions in furtherance hereof.

ADOPTED by the Benton-Franklin Council of Governments Board by affirmative vote at the regularly scheduled Board meeting held on the 21st day of March 2025.

By: ; and
NICHOLAS (SKIP) NOVAKOVICH, Chair

By: 
MARICELA SANCHEZ, Vice Chair

Council Agenda Coversheet 	Item Number: 4.j. Date: 4/1/2025 Item Type: Boards and Commissions Subject: Board & Commission Vacancy: Historic Preservation Commission Appointment Department: Executive Services	Category: Consent Agenda
<u>Recommendation</u> Staff recommends Council appoint the best qualified candidate. <u>Motion for Consideration</u> Motion to approve the Interview Committee's recommendation to appoint Jennifer Harper to Position 1 of the Historic Preservation Commission with a term expiring March 31, 2029. <u>Summary</u> Position 1 expires March 31, 2025. The City Clerk advertised for applicants January 31 - March 17, 2025. As a result of the recruitment campaign, two candidates (listed below) submitted applications. On March 27, the Interview Committee, comprising Mayor Crawford, Mayor Pro Tem Torelli, and Councilmember Trumbo, interviewed Ms. Harper and recalled upon the details of their December interview with Mr. Luzzo: Jennifer Harper, <i>Incumbent</i> Michael Luzzo The Committee has determined Jennifer Harper is the most qualified candidate and recommends that Council appoint this person to the Historic Preservation Commission with a term expiring March 31, 2029. <u>Alternatives</u> Alternatives include denying the recommendation and appointing a different candidate from the list of applicants. <u>Fiscal Impact</u> No financial impact exists.		
<u>Attachments:</u> 1. HARPER Application 2. LUZZO Application		

Krystal Johnston

From: noreply@civicplus.com
Sent: Saturday, February 8, 2025 6:09 PM
To: ClerkInfo
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Jennifer
Last Name	Harper
Date	2/8/2025
Address	
City	Kennewick
State	WA
Zip Code	99336
Phone Number	
Email Address	
I am interested in serving on the following Commission	Historic Preservation (Relevant Experience Required)
Describe your occupational status and background	I am the enterprise risk management and strategic planning supervisor for Energy Northwest. I have been employed with Energy Northwest since 2008. I earned a double major bachelor of arts in Journalism and Communications Studies. I have been a historic preservation commissioner with the City of Kennewick since 2021, and have been the chair since fall 2024. I have resided in Kennewick for over 30 years. Prior to Energy Northwest, I worked for Benton County in both the Sheriff's Office and District Courts, and have been a small business owner in Kennewick.
What unique qualities or attitudes will you bring to this position?	I am keenly interested in historic preservation while also understanding the need for development within a community. I believe in factual portrayal of history while also emphasizing the importance of the contextual background of the time periods represented throughout a community's growth periods. I am interested not only in the "beginning" of Kennewick but the

reasons for growth and development beyond the downtown area. I see myself as an "investigative journalist" in terms of understanding the unique qualities of a particular property and the people associated with it. I am extremely interested in the development of a historic preservation plan for the City and understand the importance of merging it with the City's strategy and mission and vision.

Describe any community related activities and/or organizational affiliations

Currently, the only affiliations I actively participate in are the City of Kennewick's Historic Preservation Commission (Chair) and Women in Nuclear. Previously, I held elected positions with the Leadership Tri-Cities executive board (Communications and Alumni Director), Chair of the Mid-Columbia Energy Initiative's Transportation Sub-Committee, Executive Board member of the Clean Tech Alliance, Board President of Drive Electric Washington, Board of Directors member for Tri-Cities Research District, Board of Directors for Therapeutic Riding of Tri-Cities (TROT), and served on the Benton County Accessible Community Advisory Committee.

Describe your volunteer experience.

I have volunteered with Leadership Tri-Cities, Therapeutic Riding of Tri-Cities, the ARC, Modern Living Services, Lutheran Social Services, and volunteer participation at various fundraisers throughout the Tri-Cities sponsored by small businesses. Volunteer work includes providing live music services (as a musician) at no charge to the event, leading discussion topics, social media coordination, donation of auction items, as well as labor (landscaping, set-up, tear down, kitchen staff, etc.). I have also volunteered as a diversion counselor for the Benton County Justice Center and have volunteered at a polling site for the Benton County Auditor's office (back when we still voted at polling sites). I have volunteered grant writing services (TROT) and editing services for the East Benton County Historical Society's newsletter.

What interests you about this particular board, commission, or committee?

I have a strong sense of community and a strong interest in history, as well as an interest in improvement and positive development of our community. For a short period, my family lived in a county pocket (2012-2019) and I wasn't able to apply for this position. Once we moved back into the city limits, I watched the city's website until there was a vacancy on the commission and applied. In 2022, I changed positions at Energy Northwest and decided I needed to scale back some of my board positions, and decided that the Historic Preservation Commission was important to me and it was the one affiliation I could not step back from. At that time, I committed to my family that I would not take on anything new for 1 year. Since then I am now participating in Women in Nuclear but will likely pursue involvement with the Historic Downtown Kennewick Partnership

and more actively volunteer with the East Benton County Historical Preservation Society in the near future.

What makes you a good choice for this board/commission?

I have been on the commission since 2021 and feel that I have good insights and offer some counterpoint within the commission. Through Energy Northwest, I have experience with grant writing and compliance and have worked with the Department of Archaeology & Historic Preservation in my role there. I have directly transferable skills, and my aptitude leans toward being fair and balanced, understanding both the need to preserve history, and to adapt to modern times (such as energy efficient building materials, updated fire codes, etc.). I am keenly interested in preserving the architectural style of the mid-century (1950's through mid 1970's), which is a fairly recent addition with the 1970's finally being "old enough" to be recognized as historically significant. This will be a challenge, both in ensuring others recognize this as historically significant while also recommending the appropriate building materials once properties are recognized on the city's historic register.

Relevant personal or professional experience:

I own a home built in 1956, which encompasses architecture and design not standard for the time. My husband and I are actively restoring this home as it was used as a rental for several years. We are returning it from "builder-grade" upgrades to the intent of the architect and developer, while also ensuring we maintain a positive influence on our neighborhood. Prior to this home, we owned a home in Tri-City Heights (county pocket) where we were the second owners and minimal upgrades had been done. Before that, I owned a home built in 1953 in the area of 4th & Morain. I have consistently been fascinated with the reasons for growth in Kennewick as well as the intent of the original developers of the homes as well as the neighborhoods. Through my work at Energy Northwest (previously I was a project developer, working on new projects throughout the state of Washington), I understand the requirements of the Department of Archaeology & Historic Preservation, and am acutely aware of the impact of change and improvement and their effects on historical preservation.

Why are you seeking appointment?

I feel I offer the right blend of professional and personal experience, and I feel connected to the City both from a pragmatic viewpoint as well as an emotional viewpoint. I want to see the city embrace its history while also recognizing the need for change and growth. I have served dutifully for the past four years and would gladly continue to serve as long as the city will need my services. I offer a balanced, thoughtful viewpoint and communicate well with the rest of the current commissioners while adapting as we bring on new volunteers.

Civil service (servant leadership) is very important to me, and I am hopeful to continue to serve the city in this capacity.

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

No.

Personal references (names and contact information required):

Teresa Hancock, [REDACTED]
Sherri Schwartz, [REDACTED]
Sheila Lints, [REDACTED]

Disclaimer and Electronic Signature Agreement

I Agree

Electronic Signature

Jennifer L Harper

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

Krystal Johnston

From: noreply@civicplus.com
Sent: Wednesday, February 5, 2025 10:55 AM
To: ClerkInfo
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Michael
Last Name	Luzzo
Date	2/5/2025
Address	[REDACTED]
City	Kennewick
State	WA
Zip Code	99337
Phone Number	[REDACTED]
Email Address	[REDACTED]
I am interested in serving on the following Commission	Block Grant Advisory, Civil Service, Historic Preservation (Relevant Experience Required), Parks & Recreation, Planning
Describe your occupational status and background	Im a retired US government Safety Professional. 0018 GS 09 Step 2. I spent 20 years years in the USAF in various Safety Positions. I volunteer a great deal of time with the city of Kennewick and the Port of Benton as Im a environmental engineer. Im degreed through the US AIR Force for this and am a Texas A @ M grad with a degree in Industrial Technology/Industrial Engineering (2005).
What unique qualities or attitudes will you bring to this position?	Im a retired US government Safety Professional. 0018 GS 09 Step 2. I spent 20 years years in the USAF in various Safety Positions. I volunteer a great deal of time with the city of Kennewick and the Port of Benton as Im a environmental engineer. Im degreed through the US AIR Force for this and am a Texas A @ M grad with a degree in Industrial Technology/Industrial Engineering (2005). I work fairly independently and rely on past experience.

Describe any community related activities and/or organizational affiliations	Past volunteered with Master Gardeners, and Veterans Hospital (Ft wainwright) as a driver. 1.5 years. I try to monitor Columbia Park for the Tri Cities. I have worked through my church in the past, but as this is a advocation, its not neccesarily a player with me.
Describe your volunteer experience.	Past volunteered with Master Gardeners, and Veterans Hospital (Ft wainwright) as a driver. 1.5 years. I try to monitor Columbia Park for the Tri Cities. I drive around scouting for opportunities to do this. Im the one that talks to Mrs Tana Baden Inglima at the Port of Benton - Kennewick looking for areas of Improvement. recently Ive been trying to get the tank farm road and Highway 12 (by Snake river Bridge) improved. I try to work with Hanford Reach and East Benton County Museums in Maintainig their displays and E Benton County Research.
What interests you about this particular board, commission, or committee?	Im a registered grad student at WSU Tri cities in History and Environmental Science. Ive followed Richland and Kennewick in their City Planning with bridges and hydraulic piping. Lately Ive been bring in books ive collected for Mr thomas Moak to look at.
What makes you a good choice for this board/commission?	Past volunteered with Master Gardeners, and Veterans Hospital (Ft wainwright) as a driver. 1.5 years. I try to monitor Columbia Park for the Tri Cities. I drive around scouting for opportunities to do this. Im the one that talks to Mrs Tana Baden Inglima at the Port of Benton - Kennewick looking for areas of Improvement. recently Ive been trying to get the tank farm road and Highway 12 (by Snake river Bridge) improved. I try to work with Hanford Reach and East Benton County Museums in Maintainig their displays and E Benton County Research. again, I work independently.
Relevant personal or professional experience:	Past volunteered with Master Gardeners, and Veterans Hospital (Ft wainwright) as a driver. 1.5 years. I try to monitor Columbia Park for the Tri Cities. I drive around scouting for opportunities to do this. Im the one that talks to Mrs Tana Baden Inglima at the Port of Benton - Kennewick looking for areas of Improvement. recently Ive been trying to get the tank farm road and Highway 12 (by Snake river Bridge) improved. I try to work with Hanford Reach and East Benton County Museums in Maintaining their displays and E Benton County Research. As a USAF Bioenvironmental Engineering Technician I spent 10 years directly performing Industrial Hygiene, Environmental Harzardous Waste and Safe Drinking Water Act sampling.

Why are you seeking appointment?	To continue to volunteer time.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No. Im voluneering time with District 8 state representatives. Ask Rep April Connors if this is a issue. I understand by state Law this means I cant fill 2 state positions, Re Mr Robert Ferguson on a position he took concerning being a Commissioner and Water Master. Im neither.
Personal references (names and contact information required):	Tom Luzzo [REDACTED]
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Michael J Luzzo

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Council Agenda Coversheet 	Item Number: 4.k. Date: 4/1/2025 Item Type: Boards and Commissions Subject: Board & Commission Vacancy: Planning Commission Appointments Department: Executive Services	Category: Consent Agenda
<u>Recommendation</u> Staff recommends Council appoint the best qualified candidates. <u>Motion for Consideration</u> Motion to approve the Interview Committee's recommendation for the appointment of Mark Barger to Position 1, Michelle Morales to Position 2, and Christopher Arneson to Position 3 of the Planning Commission with terms expiring March 31, 2029. <u>Summary</u> Positions 1, 2, and 3 expire March 31, 2025. The City Clerk advertised for applicants January 28 - March 17, 2025. On March 27, the Interview Committee, comprising Mayor Crawford, Mayor Pro Tem Torelli, and Councilmember Trumbo, interviewed Mr. Barger, Ms. Morales, and Mr. Arneson and recalled upon the details of their December interview with Mr. Luzzo: Mark Barger Michelle Morales Christopher Arneson Michael Luzzo The Committee has determined Mark Barger, Michelle Morales, and Christopher Arneson are the most qualified candidates and recommend that Council appoint these persons to the Planning Commission with terms expiring March 31, 2029. <u>Alternatives</u> Alternatives include denying the recommendation or appointing a different candidate from the list of applicants. <u>Fiscal Impact</u> There is no fiscal impact.		
<u>Attachments:</u> 1. BARGER Application 2. MORALES Application 3. ARNESON Application 4. LUZZO Application		

Krystal Johnston

From: noreply@civicplus.com
Sent: Tuesday, February 11, 2025 10:32 AM
To: ClerkInfo
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Mark
Last Name	Barger
Date	2/11/2025
Address	
City	Kennewick
State	WA
Zip Code	99336
Phone Number	
Email Address	
I am interested in serving on the following Commission	Civil Service, Historic Preservation (Relevant Experience Required), Housing Authority, Planning, Public Facilities District (KPFDD)
Describe your occupational status and background	I am currently the Controller (Sr. Accountant) for Brent Hartley Farms LLC and Hartley Produce LLC. I obtained my BA in Accounting from WSU and my MBA in Project Management/Accounting from GCU.
What unique qualities or attitudes will you bring to this position?	As a previous business owner, combined with my work experience and degrees in Business, Accounting, and Project Management, I feel like I could offer some value to these Boards/Commissions.
Describe any community related activities and/or organizational affiliations	NA
Describe your volunteer experience.	I don't have any volunteer experience as of yet, but as life has slowed down it has allowed me with some free time. As a previous business owner, I am used to working multiple jobs.

While I was working on my MBA, I was the accountant for a 3rd party collateral recovery firm in Tacoma as well as the Sr. Accountant for a property management firm in Richland. I can multitask very well.

What interests you about this particular board, commission, or committee?

I am actually interested in several of these Boards/Commissions. I believe that I could be beneficial and an asset to these Boards if being on multiple ones, if that is an option. I would also like to learn more about how my local government works.

What makes you a good choice for this board/commission?

I am hard working and could offer my professional experiences, as well as my educational background to help the City of Kennewick achieve it's goals.

Relevant personal or professional experience:

Business Owner
Accounting
Project Management
Fleet Management
Procurement

Why are you seeking appointment?

I am seeking appointment because I want to give back to my community and I also want to be more involved with my community.

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

None whatsoever

Personal references (names and contact information required):

[REDACTED]

Disclaimer and Electronic Signature Agreement

I Agree

Electronic Signature

Mark K. Barger

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From: noreply@civicplus.com
To: [ClerkInfo](#)
Subject: Online Form Submittal: Boards and Commissions Application
Date: Tuesday, March 4, 2025 9:32:17 PM

Boards and Commissions Application

First Name	Michelle
Last Name	Morales
Date	3/4/2025
Address	
City	Kennewick
State	Wa
Zip Code	99336
Phone Number	
Email Address	
I am interested in serving on the following Commission	Planning
Describe your occupational status and background	Occupational status is a financial service representative III. I focus on consumer lending, leadership and career development and community involvement.
What unique qualities or attitudes will you bring to this position?	The desire to be involved with the community at a higher level. I am a very motivated and willing to learn as much as possible. I am an individual who seeks growth in community networking .
Describe any community related activities and/or organizational affiliations	High school mock interviews volunteer, charitable fund committee for Numerica credit union.
Describe your volunteer experience.	I work for a credit union that is highly involved with giving back to the community. While we do sponsor a lot of events throughout the year, I am able to take part in being a volunteer for the face of Numerica. This consists of volunteering for grace kitchen, national credit union day, second harvest, wishing star foundation and much more.

What interests you about this particular board, commission, or committee?	What interest me about this particular board is the ability to contribute my knowledge and expertise back to the community while being able to network and build strong relationships amongst different talent.
What makes you a good choice for this board/commission?	What makes me a good choice for this board is the ability to use judgment and ideas to contribute to decisions and opinions . The ability to listen to understand and collaborate as a team with lots of professionalism and respect . The ability to lead and engage in discussions of new development for the community .
Relevant personal or professional experience:	5 years of financial experience , certification in leadership and management , community involvement , currently attending school for my bachelors in business administration.
Why are you seeking appointment?	I am seeking appointment to be a positive advocate for my community and take part of the voice of the community based on my experience in the business industry. I am hoping to help make a difference in my community and continue to grow and develop my persona with the help of others in this board/ committee. I would love to build strong relationships that could lead to potential partnerships .
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	To the best of my knowledge there would be no conflict of interest created as a result
Personal references (names and contact information required):	Jay Almaguer [REDACTED] Amanda Torres [REDACTED] Adele Simunds [REDACTED]
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Michelle S Morales Camacho

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Krystal Johnston

From: noreply@civicplus.com
Sent: Tuesday, February 18, 2025 8:53 AM
To: ClerkInfo
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Christopher
Last Name	Arneson
Date	2/18/2025
Address	
City	Kennewick
State	Washington
Zip Code	99338
Phone Number	
Email Address	
I am interested in serving on the following Commission	Planning
Describe your occupational status and background	I am currently employed by Coleman Oil as a wholesale fuel account manager. Previously, I was an energy consultant team lead at Solgen Power, a project controls professional at PNNL, and roasted coffee for Roasters Coffee. I completed high school at Hanford High school, my AA at CBC, and my BA at WSU Tri-Cities.
What unique qualities or attitudes will you bring to this position?	- Deep sense of purpose and care - Optimistic attitude - Team player – seeking the best solutions for everyone - Self-starter - Attention to detail
Describe any community related activities and/or organizational affiliations	My wife is the youth pastor at New Vintage Church and I serve as a youth leader. I've attended church there, and volunteered in a variety of capacities, for over 10 years. New Vintage Church has organized several food drives, school supply

drives, and “Serve Days” in Kennewick over the years. The church also has an ongoing outreach relationship with Lincoln Elementary School.

Describe your volunteer experience.

Most of my volunteer experience has been through New Vintage Church. I’ve organized and lead several youth summer camps, participated in several “Serve Days”, and played Santa while delivering giving tree gifts to underprivileged families in Kennewick. I volunteer as a leader and drummer for the youth group every Thursday evening. In 2013, I went on a mission trip to Cambodia where we brought food and necessities to orphans and helped in the construction and improvement of orphanages.

What interests you about this particular board, commission, or committee?

What interests me about the Planning Commission is that it’s proactive and future oriented. I like to be on the front-end of new innovation and development to improve the community. With the upcoming updates to the Comprehensive Plan now is a better time than ever to be involved and help represent the interests of the residents of the City of Kennewick.

What makes you a good choice for this board/commission?

There are a few reasons why I’d be a good choice for the Planning Commission. First, I care deeply about Kennewick. My wife and I have lived here for many years and plan to stay for many more. We believe in contributing positively to the local community and being a part of solutions that benefit everyone. Additionally, I bring a suite of professional proficiencies that I’ll use to further the mission and initiatives of the Planning Commission. More detail is provided below.

Relevant personal or professional experience:

- Project Controls at PNNL: In this position, I gained experience in project management, budgetary controls, government contracting, and the nuclear industry.
- Energy Consultant Team Lead at Solgen Power: In this position, I gained experience in soft skills such as management and communication through leading teams of salespeople. I also became familiar with the local energy grid.
- Wholesale Fuel Account Manager at Coleman Oil: In this position, I am deeply intertwined with many of the industries and organizations that are the backbone of our community. We provide fuel for Kennewick School District, City of Kennewick, Benton County, Kennewick Police Department, Ben Franklin Transit, and the Hanford Site. Additionally, we service many of the largest farms, trucking companies, and food producers in the area.
- Youth Group Leader at New Vintage Church: This volunteering position, I’ve gained experience in public speaking, leading teams, and event planning/coordination.

Why are you seeking appointment?

I am seeking appointment to the Planning Commission because I want to be a part of helping Kennewick grow and improve. The community here is important to my family and I since we have deep roots in the area and plan to raise our family here. My son, Banks, will be growing up and going to school in Kennewick. I'll do whatever I can to make this city the best it can be. We need leaders on the Planning Commission who want to do what's best for the City of Kennewick and its residents, who will listen to both sides of an issue, and make a decision that is beneficial to everyone; not just developers, and not just people who are opposed to development. I think on any issue there is always a middle ground, or a win-win solution and it is important to work together to figure out what that is. In my role with Coleman Oil I have the opportunity to manage demands, expectations, and timelines for a variety of businesses and organizations. This is great experience for a role on the Planning Commission in which I will need to balance the demands and expectations of residents, developers, builders, etc.

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

No

Personal references (names and contact information required):

Peter Harpster: ([REDACTED])
Matt Molt: ([REDACTED])
Jack Quigg: ([REDACTED])

Disclaimer and Electronic Signature Agreement

I Agree

Electronic Signature

Christopher W. Arneson

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Krystal Johnston

From: noreply@civicplus.com
Sent: Wednesday, February 5, 2025 10:55 AM
To: ClerkInfo
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Michael
Last Name	Luzzo
Date	2/5/2025
Address	[REDACTED]
City	Kennewick
State	WA
Zip Code	99337
Phone Number	[REDACTED]
Email Address	[REDACTED]
I am interested in serving on the following Commission	Block Grant Advisory, Civil Service, Historic Preservation (Relevant Experience Required), Parks & Recreation, Planning
Describe your occupational status and background	Im a retired US government Safety Professional. 0018 GS 09 Step 2. I spent 20 years years in the USAF in various Safety Positions. I volunteer a great deal of time with the city of Kennewick and the Port of Benton as Im a environmental engineer. Im degreed through the US AIR Force for this and am a Texas A @ M grad with a degree in Industrial Technology/Industrial Engineering (2005).
What unique qualities or attitudes will you bring to this position?	Im a retired US government Safety Professional. 0018 GS 09 Step 2. I spent 20 years years in the USAF in various Safety Positions. I volunteer a great deal of time with the city of Kennewick and the Port of Benton as Im a environmental engineer. Im degreed through the US AIR Force for this and am a Texas A @ M grad with a degree in Industrial Technology/Industrial Engineering (2005). I work fairly independently and rely on past experience.

Describe any community related activities and/or organizational affiliations	Past volunteered with Master Gardeners, and Veterans Hospital (Ft wainwright) as a driver. 1.5 years. I try to monitor Columbia Park for the Tri Cities. I have worked through my church in the past, but as this is a advocation, its not neccesarily a player with me.
Describe your volunteer experience.	Past volunteered with Master Gardeners, and Veterans Hospital (Ft wainwright) as a driver. 1.5 years. I try to monitor Columbia Park for the Tri Cities. I drive around scouting for opportunities to do this. Im the one that talks to Mrs Tana Baden Inglima at the Port of Benton - Kennewick looking for areas of Improvement. recently Ive been trying to get the tank farm road and Highway 12 (by Snake river Bridge) improved. I try to work with Hanford Reach and East Benton County Museums in Maintainig their displays and E Benton County Research.
What interests you about this particular board, commission, or committee?	Im a registered grad student at WSU Tri cities in History and Environmental Science. Ive followed Richland and Kennewick in their City Planning with bridges and hydraulic piping. Lately Ive been bring in books ive collected for Mr thomas Moak to look at.
What makes you a good choice for this board/commission?	Past volunteered with Master Gardeners, and Veterans Hospital (Ft wainwright) as a driver. 1.5 years. I try to monitor Columbia Park for the Tri Cities. I drive around scouting for opportunities to do this. Im the one that talks to Mrs Tana Baden Inglima at the Port of Benton - Kennewick looking for areas of Improvement. recently Ive been trying to get the tank farm road and Highway 12 (by Snake river Bridge) improved. I try to work with Hanford Reach and East Benton County Museums in Maintainig their displays and E Benton County Research. again, I work independently.
Relevant personal or professional experience:	Past volunteered with Master Gardeners, and Veterans Hospital (Ft wainwright) as a driver. 1.5 years. I try to monitor Columbia Park for the Tri Cities. I drive around scouting for opportunities to do this. Im the one that talks to Mrs Tana Baden Inglima at the Port of Benton - Kennewick looking for areas of Improvement. recently Ive been trying to get the tank farm road and Highway 12 (by Snake river Bridge) improved. I try to work with Hanford Reach and East Benton County Museums in Maintaining their displays and E Benton County Research. As a USAF Bioenvironmental Engineering Technician I spent 10 years directly performing Industrial Hygiene, Environmental Harzardous Waste and Safe Drinking Water Act sampling.

Why are you seeking appointment?	To continue to volunteer time.
To the best of your knowledge, would any conflict of interest be created as a result of your appointment?	No. Im voluneering time with District 8 state representatives. Ask Rep April Connors if this is a issue. I understand by state Law this means I cant fill 2 state positions, Re Mr Robert Ferguson on a position he took concerning being a Commissioner and Water Master. Im neither.
Personal references (names and contact information required):	Tom Luzzo [REDACTED]
Disclaimer and Electronic Signature Agreement	I Agree
Electronic Signature	Michael J Luzzo

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

Council Agenda Coversheet 	Item Number: 5.a. Date: 4/1/2025 Item Type: Public Hearing Subject: Public Input: Establishing a Fire Impact Fee <i>(no final action)</i> Department: Fire Department	Category: Public Mtg / Hrg
<u>Recommendation</u> Not applicable. <u>Motion for Consideration</u> Not applicable. <u>Summary</u> <u>Background</u> Development impact fees are an integral part of the City’s ability to build the necessary infrastructure associated with new development. These fees are paid by new development (not existing residents and businesses) and are intended to offset the cost of capital improvements related to growth. The accurate assessment of these fees is critical to the City’s financial sustainability by ensuring costs are fairly paid by both existing and new residents and businesses. The objective of impact fees is to prevent existing taxpayers from bearing the full burden of the cost of growth, while ensuring developers pay no more than their fair share (i.e. “growth pays for growth”). State law is very prescriptive regarding the type and process to levy development impact fees. RCW 82.02.050-110 and WAC 365-196-850 authorize counties, cities, and towns planning under the Growth Management Act to impose impact fees for: • Public streets and roads, as well as bicycle and pedestrian facilities that were designed with multimodal commuting as an intended use; • Publicly owned parks, open space, and recreation facilities; • School facilities; and • Fire protection facilities. The City of Kennewick currently levies transportation and park impact fees. <u>Land Use Assumption</u> Current land use assumptions over the next 20-year planning period show that the Southridge area is expected to continue its strong growth across all types of land use. Approximately 3,500 single-family homes, 1,800 multi-unit residences, and over 1.2M SQ FT in commercial / office space. <u>Fire Infrastructure and Equipment Needs in Southridge</u> With the continued growth in the Southridge area, the need for a new fire station (Station 6) and related equipment has been identified. The new fire station will support existing and future growth. The total fire capital needed for Southridge is \$15M. This includes a new fire station, one fire engine, one medic unit, and equipment for both the fire engine and medic unit. It is anticipated the fire station and equipment would be financed with a limited tax general obligation bond. The estimated term of the bond would be 20 years with an estimated interest rate of 4.5% and estimated annual debt service of \$1.1M.		

Impact Fee Calculation

There are a variety of methodologies that can be undertaken to calculate impact fees. Fundamentally, all of these methodologies are based on determining the cost of needed improvements and assigning those costs equitably to various types of development by land use category. City staff recommends assessing the fee within the Southridge Service Area. The proposed impact fees are calculated based on projected growth in occupancy type over a period of 20 years and costs are apportioned by calls for service generated by each type of land use.

Alternatives

Not applicable.

Fiscal Impact

Impact fees are calculated to cover the growth share of a new fire station and equipment related to new development which is estimated at \$23.3M including financing costs. Based on the impact fee calculation, \$11.7M is allocated to existing (non-growth) and \$11.6M is allocated to growth. It is anticipated \$1.1M of growth's share will be paid for by other funding sources (General Fund / CIP). The total that could be funded by impact fees is \$10.5M.

Staff has provided two scenarios for Council consideration. Scenario 1 reflects existing (non-growth) paying \$14.7M of the \$23.3M total project cost including financing costs. The remaining would come from growth \$1.1M anticipated funding from other sources and \$7.5M from impact fee collections.

Scenario 2 reflects growth paying growth's portion of the total project costs including financing through the impact fee. In this scenario, existing (non-growth) would contribute \$11.7M and growth would pay \$10.5M from impact fees and \$1.1M from other sources.

A table comparing the impact fee per occupancy type is located below for each scenario.

		Scenario 1 – Existing (Non-Growth) Pays Financing Costs	Scenario 2 – Growth Pays Growth's Portion of Financing Costs
Occupancy Type	Basis Unit	Impact Fee	Impact Fee
Single-Family Residential	Each	\$796.04	\$1,112.55
Multi-Family Residential	Unit	\$888.35	\$1,241.57
Residential Care Facility	Bed	\$4,928.16	\$6,887.64
Hotel/Motel	Room	\$1,093.83	\$1,528.75
Office Space	Square Foot	\$0.93	\$1.29
Assembly/Gathering	Square Foot	\$1.20	\$1.67
Retail/Commercial	Square Foot	\$0.88	\$1.23
Industrial/Storage	Square Foot	\$0.09	\$0.13

Attachments:

1. Presentation

KENNEWICK FIRE DEPARTMENT

Guided by principle, strong ethics & driven to serve others with compassion. We are trained, disciplined & effective.



City of Kennewick Fire Impact Fees



What are Impact Fees?

Impact Fees are **one-time** capital **charges** assessed to offset the cost of **new development** by providing funding for the capital improvements necessitated by that development.

Typical impact fees are:

- Levied on an **“up-front”** or “front-end” basis
- Dedicated to a **specific** public use
- Calculated using a cost basis **formula**
- Prescribed by **ordinance**

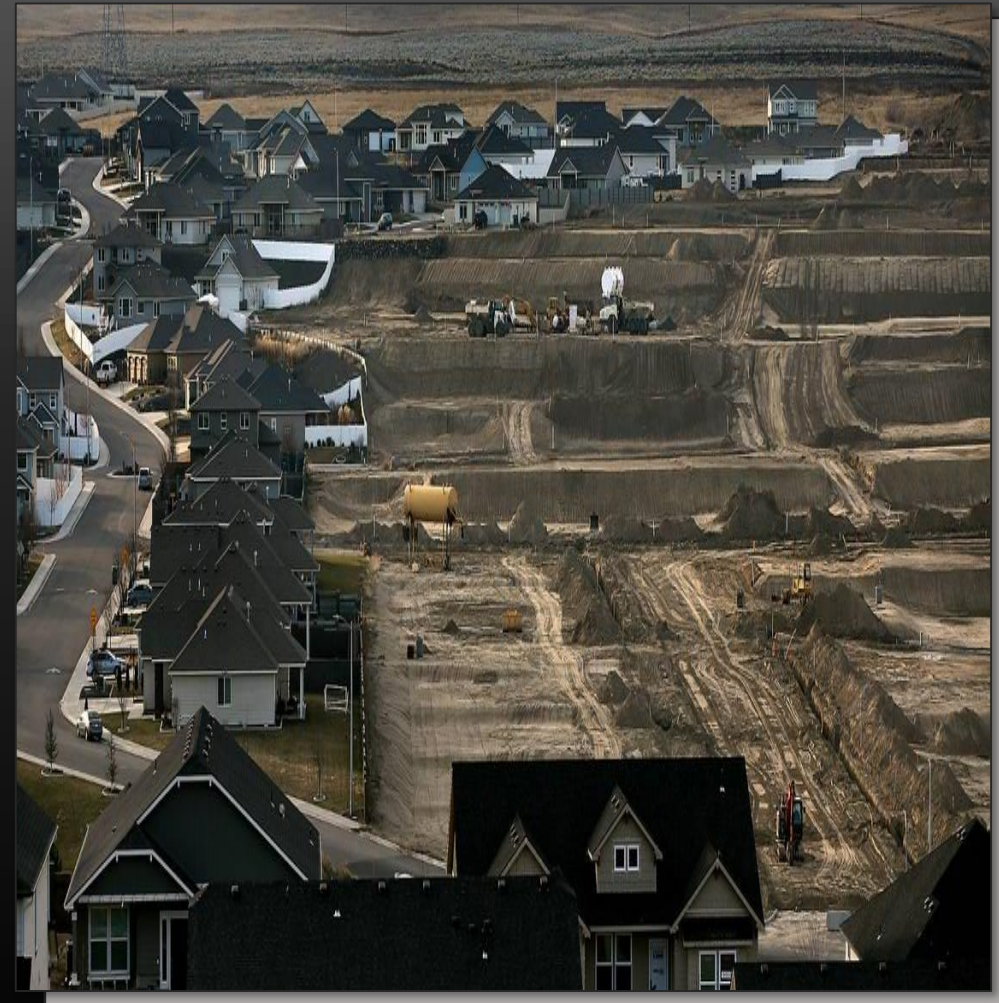




Rational Nexus Test

Cost justification basis:

- Must demonstrate a link between the service needs of new development, and the additional facilities and equipment needed to meet those needs.
- Must demonstrate a link between the fee amount and the benefits received by new development.
- Must not exceed the proportional share of costs for the additional facilities and equipment.

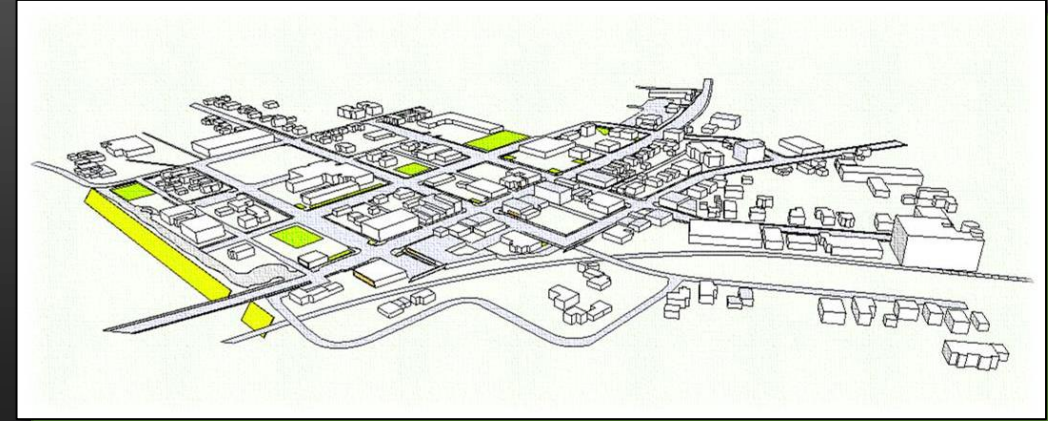


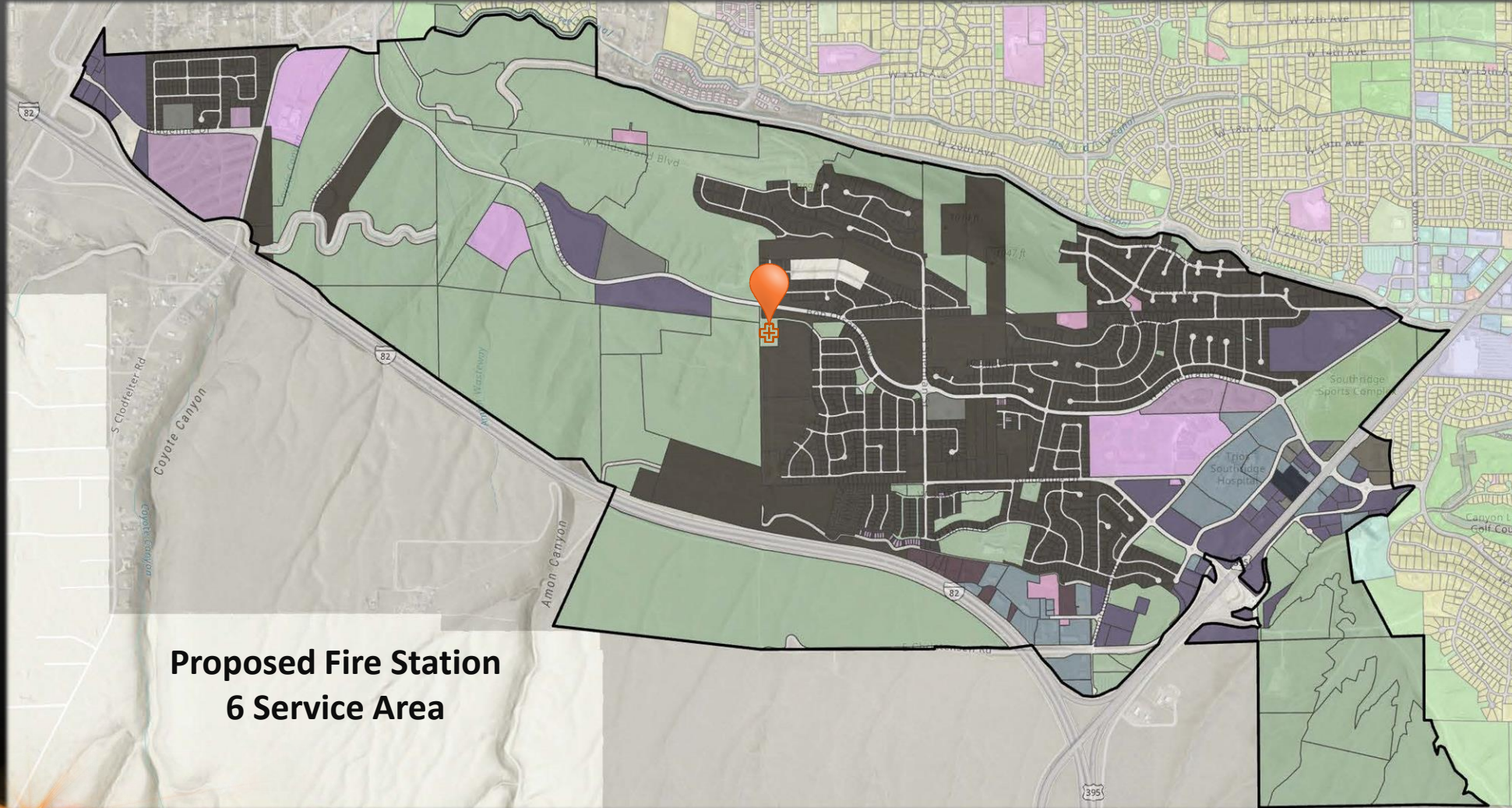


Methodology

The methodology used must:

- Define the service area boundary and standard of service
- Identify the capital needed to address service requirements
- Allocate the costs between current and future customers
- Allocate costs according to the impact of use
- Calculate costs and justify the fee







Fire Capital Needed for Southridge Area

- Build Fire Station 6
- 1 – Fire engine
- 1 – Medic unit
- Equipment for both the engine and the medic unit





Financing for Station #6 and Equipment

- Anticipated Amount: **\$15M**
- Bond Type: **Limited Tax General Obligation Bond**
- Estimated Term: **20 Years**
- Estimated Interest Rate: **4.5%**
- Estimated Annual Debt Service: **\$1.1M**





Ratio of Calls for Service (CFS) per Unit Value

Single-Family Residential



Multi-Unit Residential



Residential Care Facility



Hotel / Motel



Office Space



Assembly / Gathering



Retail / Commercial



Industrial / Storage





Scenario 1: Project Cost & Revenue Collection

Scenario 1: \$7.5M – Non-Growth Pays Financing Costs

Project Cost	
Fire Station #6 & Equipment	\$15M
Est. Financing & Interest Costs (20yrs; 4.5%)	\$8.3M
TOTAL PROJECT COST	\$23.3M
Funding Type for Debt Service	
Non-Growth: CIP Funds	\$14.7M
Growth: Anticipated Funding from Other Sources (General Fund/CIP)	\$1.1M
Growth: Est. Impact Fee Collections Over 20 Years	\$7.5M
TOTAL FUNDING SOURCES	\$23.3M

NOTE: Total \$1.1M estimated debt service payment with approx. \$700K collected from Non-Growth and \$400K from Growth.

Average annual estimated impact fee collections from growth is \$400K.



Scenario 2: Project Cost & Revenue Collection

Scenario 2: \$10.5M – Growth Pays a Portion of Financing Costs

Project Cost	
Fire Station #6 & Equipment	\$15M
Est. Financing & Interest Costs (20yrs; 4.5%)	\$8.3M
TOTAL PROJECT COST	\$23.3M
Funding Type for Debt Service	
Non-Growth: CIP Funds	\$11.7M
Growth: Anticipated Funding from Other Sources (General Fund/CIP)	\$1.1M
Growth: Est. Impact Fee Collections Over 20 Years	\$10.5M
TOTAL FUNDING SOURCES	\$23.3M

NOTE: Total \$1.1M estimated debt service payment with approx. \$600K collected from Non-Growth and \$500K from Growth.

Average annual estimated impact fee collections from growth is \$500K.



Impact Fees by Occupancy Type

Occupancy Type	Basis Unit	Scenario 1 \$7.5M; Non-Growth Pays Financing Costs	Scenario 2 \$10.5M; Growth Pays Portion of Financing Costs
Detached Residential	Each	\$ 796.04	\$ 1,112.55
Multi-Unit Residential	Unit	\$ 888.35	\$ 1,241.57
Residential Care Facility	Bed	\$ 4,928.16	\$ 6,887.64
Hotel/Motel	Room	\$ 1,093.83	\$ 1,528.75
Office Space	Square Foot	\$ 0.93	\$ 1.29
Assembly/Gathering	Square Foot	\$ 1.20	\$ 1.67
Retail/Commercial	Square Foot	\$ 0.88	\$ 1.23
Industrial Storage	Square Foot	\$ 0.09	\$ 0.13



Scenario 1: Single Family Home Rate Comparison

Home Size:
1,586 sq ft

Valuation:
\$306,978

**Kennewick, Pasco and Richland offer a reduced plan review fee and/or waive it entirely for single-family homes. The standard plan review fee in each of these cities is 65% of the building permit fee.*

***Kennewick and Richland have location-specific impact fees based on designated areas or zones. Area/Zone 1 was used for this sample comparison.*

Fee Breakdown by City	Kennewick	Pasco	Richland	West Richland
Permit Fees				
Building Permit Fee	\$ 2,152.95	\$ 2,152.95	\$ 2,152.95	\$ 2,366.10
State Fee	\$ 6.50	\$ 6.50	\$ 6.50	\$ 6.50
Plan Review Fee*	\$ -	\$ 50.00	\$ -	\$ 1,419.66
School Impact Fee	\$ -	\$ 4,700.00	\$ -	\$ -
Park Impact Fee**	\$ 1,064.00	\$ 1,908.06	\$ 1,680.00	\$ 3,100.00
Traffic Impact Fee**	\$ 1,621.00	\$ 709.00	\$ 2,647.13	\$ 1,915.65
Connection Fees - Water				
3/4" Meter Fee	\$ 745.00	\$ 258.16	\$ 1,020.00	\$ 660.00
Area Charge	\$ 117.92	\$ 305.01	\$ 1,122.90	\$ 786.10
Water System Fee	\$ 600.00	\$ 360.00	\$ 2,100.00	\$ 6,617.00
Connection Fees - Sewer				
Area Charge	\$ 314.44	\$ 367.90	\$ 2,245.80	\$ 786.10
Sewer System Fee	\$ 4,000.00	\$ 1,288.00	\$ 2,995.00	\$ 4,060.00
Sewer Connection/Inspection Fee	\$ 100.00	\$ 75.00	\$ 100.00	\$ 85.00
Current TOTAL Cost:	\$ 10,721.81	\$ 12,180.58	\$ 16,070.28	\$ 21,802.11
Proposed TOTAL Cost: (with Kennewick Fire Impact Fee)	\$ 11,517.85	\$ 12,180.58	\$ 16,070.28	\$ 21,802.11



Scenario 2: Single Family Home Rate Comparison

Home Size:
1,586 sq ft

Valuation:
\$306,978

**Kennewick, Pasco and Richland offer a reduced plan review fee and/or waive it entirely for single-family homes. The standard plan review fee in each of these cities is 65% of the building permit fee.*

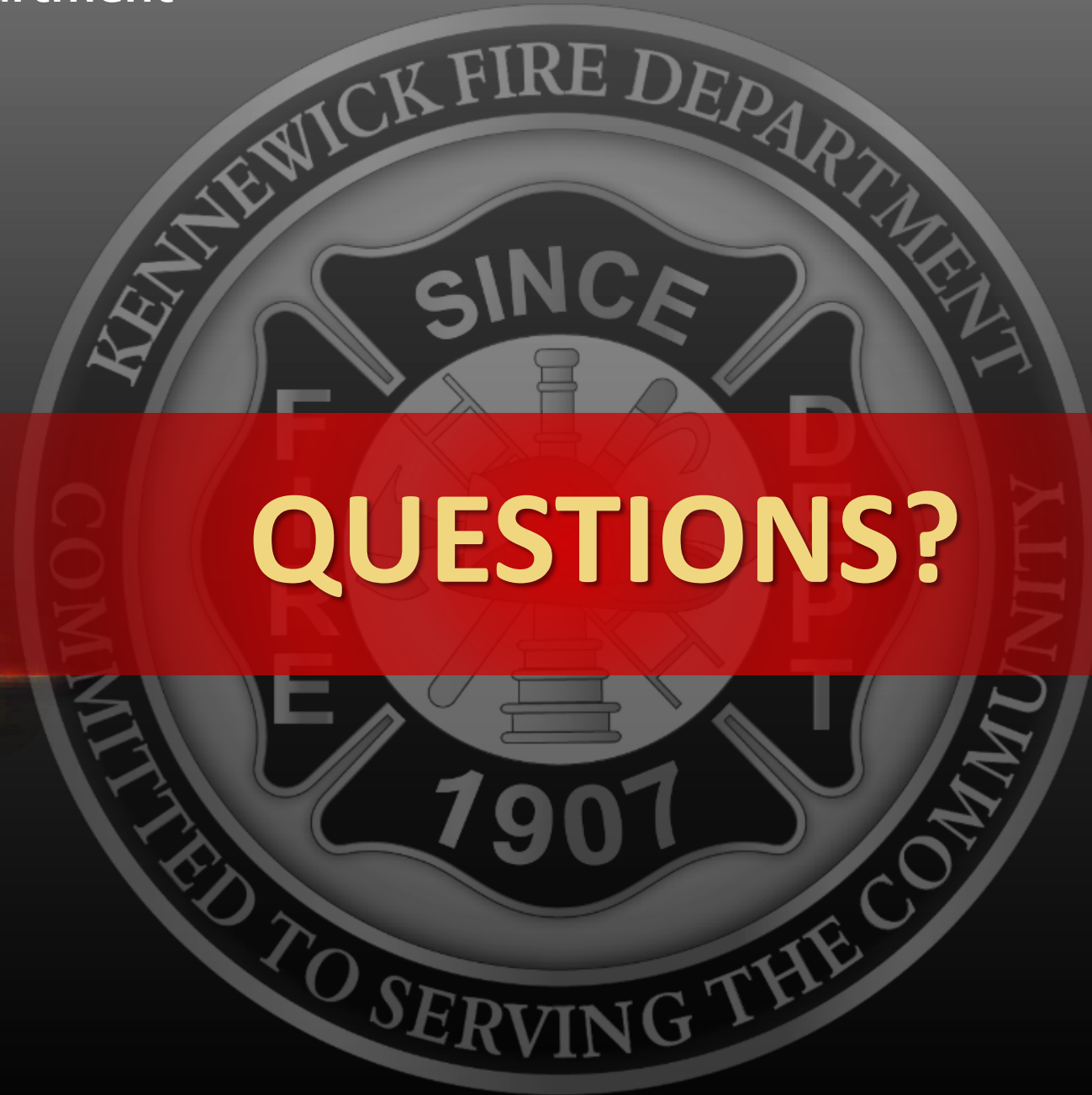
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Connection Fees - Water				
3/4" Meter Fee	\$ 745.00	\$ 258.16	\$ 1,020.00	\$ 660.00
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Area Charge	\$ 314.44	\$ 367.90	\$ 2,245.80	\$ 786.10
Sewer System Fee	\$ 4,000.00	\$ 1,288.00	\$ 2,995.00	\$ 4,060.00
Sewer Connection/Inspection Fee	\$ 100.00	\$ 75.00	\$ 100.00	\$ 85.00
Current TOTAL Cost:	\$ 10,721.81	\$ 12,180.58	\$ 16,070.28	\$ 21,802.11
Proposed TOTAL Cost: (with Kennewick Fire Impact Fee)	\$ 11,834.36	\$ 12,180.58	\$ 16,070.28	\$ 21,802.11



Planned COK Capital Projects vs Debt Capacity

Project	Amount
City Debt Capacity	
Non-Voted Debt Capacity (1.5%)	\$181.7M
Outstanding Non-Voted Debt (Includes Convention Center Expansion Bond)	-\$85.6M
Remaining Debt Capacity	\$96.1M
Planned Projects	
City Hall	\$35M
Swimming Pool	\$12M
Fire Station #6 & Equipment	\$15M
TOTAL Planned Projects	\$62M
Estimated Remaining Debt Capacity	\$34.1M



QUESTIONS?

Council Agenda Coversheet	Item Number: 5.b. Date: 4/1/2025	Category: Public Mtg / Hrg Resolution
	Item Type: Public Hearing Subject: Resolution: Vacation of a 10.00-Foot Utility and Irrigation Easement at 3627 South Palouse Court Department: Public Works Resolution #:	
<u>Recommendation</u> Staff recommends that Council adopt the resolution as presented. The resolution declares a surplus of a portion of a 10.00 foot wide utility and irrigation easement located at 3627 S. Palouse Ct. Staff further recommends that Council authorize the Mayor to execute all required documents such as the Quit Claim Deed. <u>Motion for Consideration</u> Motion to adopt the resolution as presented. <u>Summary</u> Steve Kumai requests the vacation of a 10.00 foot wide utility and irrigation easement at 3627 S. Palouse Ct. for the placement of a concrete slab and storage shed in a portion of the easement. The easement is not being used and is not needed by the utility companies. The request has been reviewed by City staff and utility companies; there are no objections to the proposed vacation. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> There are no fiscal impacts to the City of Kennewick.		
<u>Attachments:</u> 1. Resolution 2. Deed 3. Map		

CITY OF KENNEWICK
RESOLUTION NO. 25-_____

A RESOLUTION OF THE CITY OF KENNEWICK DECLARING SURPLUS
A PORTION OF A 10.00 FOOT WIDE UTILITY AND IRRIGATION
EASEMENT WITHIN 3627 SOUTH PALOUSE COURT

WHEREAS, **Steve T. Kumai and Debra Ann K. Kumai Revocable Living Trust** have requested the vacation of a certain utility and irrigation easement located on their property; and

WHEREAS, RCW 35.94.040 provides for the disposal of surplus property originally required for public utility purposes; and

WHEREAS, notice has been published on March 21, 2025, that a public hearing would be held on this date concerning disposal of this property; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON that property originally acquired for the purpose of a utility and irrigation easement and described as follows:

Parcel Numbers: 1-1489-401-3624-003

EASEMENT RELINQUISHMENT AREA:

THAT PORTION OF THAT CERTAIN 10.00 FOOT UTILITY AND IRRIGATION EASEMENT ALONG THE SOUTH PORTION OF LOT 3 OF SHORT PLAT 3624, AS RECORDED UNDER VOLUME 1 OF SHORT PLATS AT PAGE 3624, RECORDS OF BENTON COUNTY, WASHINGTON, LOCATED IN A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS;

THE SOUTH 10.00 FEET OF SAID LOT 3, EXCEPT THE EAST 15.00 FEET THEREOF.

is hereby found to be surplus to the City's needs and not required for the providing of continued services; and

BE IT FURTHER RESOLVED that the consideration to be paid for the release of this easement shall be \$50.00; and

BE IT FURTHER RESOLVED that the Mayor of the City of Kennewick is authorized to deed by quitclaim to **Steve T. Kumai and Debra Ann K. Kumai Revocable Living Trust** the above-described easement and deliver the same upon payment.

RESOLUTION 25-_____ - Page 1

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this
1st day of April, 2025, and signed in authentication of its passage this 1st day of April, 2025.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

RESOLUTION NO. 25-_____ filed
and recorded in the office of the City
Clerk of the City of Kennewick
Washington, this 2nd day of April, 2025

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

KRYSTAL JOHNSTON,
City Clerk

Return To:

City of Kennewick
PO Box 6108
Kennewick, WA 99336

QUIT CLAIM DEED

Location: 3627 S. Palouse Ct.
Tax Parcel ID #: 1-1489-401-3624-003

THE GRANTOR, CITY OF KENNEWICK, a Washington municipal corporation for and in consideration of mutual interest, conveys and quit claims to **Steve T. Kumai and Debra Ann K. Kumai Revocable Living Trust** the following described utility and irrigation easement situated in the County of Benton, State of Washington, together with all after acquired title of the Grantor therein:

EASEMENT RELINQUISHMENT AREA:

THAT PORTION OF THAT CERTAIN 10.00 FOOT UTILITY AND IRRIGATION EASEMENT ALONG THE SOUTH PORTION OF LOT 3 OF SHORT PLAT 3624, AS RECORDED UNDER VOLUME 1 OF SHORT PLATS AT PAGE 3624, RECORDS OF BENTON COUNTY, WASHINGTON, LOCATED IN A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOVES;

THE SOUTH 10.00 FEET OF SAID LOT 3, EXCEPT THE EAST 15.00 FEET THEREOF.

Dated: April 1, 2025 **CITY OF KENNEWICK, WASHINGTON**

GRETJ. CRAWFORD, Mayor

STATE OF WASHINGTON)
)ss.
COUNTY OF BENTON)

I certify that on this 1st day of April, 2025, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared GRETJ. CRAWFORD known to be the Mayor of the City of Kennewick, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated is authorized to execute said instrument.

Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State of
Washington residing at _____
My Commission Expires: _____



3627 S PALOUSE CT
Tax# 1-1489-401-3624-003

Notes

LEGEND

Parcel Boundary

Easement

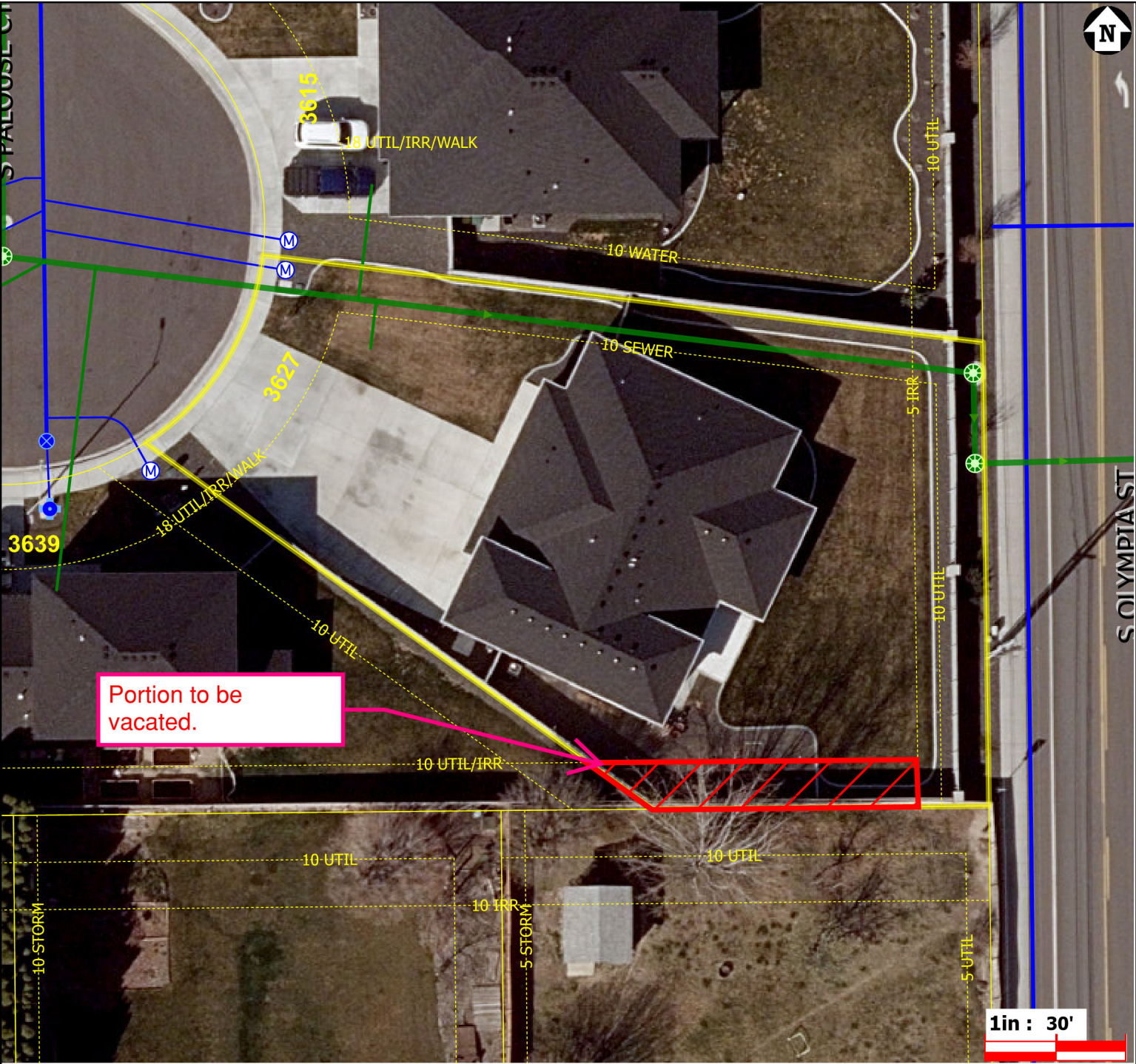
Sewer

Storm

Water

Disclaimer

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. However, the City assumes no responsibility in the event that any information is incorrect. The user of this information accepts it "as-is" and assumes all liability for any dependence on this information and assumes responsibility for the information.



Council Agenda Coversheet	Item Number: 6.a. Item Type: Contract/Agreement/Lease Subject: Project Acceptance: Garfield-Blackberry Canyon Drainage Outlet Project Department: Public Works Project #: P2019-21	Date: 4/1/2025 Category: Other								
										
<u>Recommendation</u> Staff recommends Council unilaterally accept the work of Allstar Construction Group, Inc. for contract P2019-21 P2010-23, Garfield-Blackberry Canyon Drainage Outlet, in the amount of \$727,842.76.										
<u>Motion for Consideration</u> Motion to unilaterally accept the work of Allstar Construction Group, Inc. for contract P2019-21 P2010-23, Garfield-Blackberry Canyon Drainage Outlet, in the amount of \$727,842.76.										
<u>Summary</u> This project converted an existing open-drain ditch to a piped drainage system along the west side of Garfield Street between Park Hills Drive and W. 19th Ave. Specific work activities involved repair and abandonment of storm drain pipe, connecting to existing storm lines, installing approximately 1,380 lineal feet of 24 and 36-inch diameter storm line, installing approximately 103 lineal feet of 10- inch diameter storm line, installing 4 new manholes, 3 new catch basins, 8 pedestrian ramps, and a small concrete wall around existing storm drain overflow within City of Kennewick right of way. The project also involved construction of a 3.5' X 19' concrete pad for Ben-Franklin Transit, which they will be reimburse the associated costs. The project had four change orders which included: 1 - elevation conflict with existing water main at S Garfield & W. 18th Ct. 2 - elevation conflict with existing water main at S. Garfield & W. Park Hills Dr. 3 - Design Change due to error in Ziplly Utility Locates at intersection of S. Garfield St. & W. 19th Ave. (Reimbursed by Ziplly). 4 - Removal & Replace 200 LF of 36" storm pipe and additional concrete sidewalk replacement. During project construction, it was determined that a section of pipe was installed with reverse slope and was required to be removed and reinstalled. After completion of the work, the City received a claim for equitable adjustment and recovery of costs associated with the removal and replacement. After a lengthy effort by the City to enforce the claims process under the contract, the contractor refused to sign the final pay estimate. It is the opinion of staff that the City has met its contractual obligations and recommends moving forward with unilateral acceptance of the project (see attached memo).										
<table><tr><td>Original Contract</td><td>\$565,596.90</td></tr><tr><td>Change Orders</td><td>\$207,935.57</td></tr><tr><td>Quantity Changes</td><td>\$162,245.86</td></tr><tr><td>Total</td><td>\$727,842.76 (28.7% over the original contract)*</td></tr></table>			Original Contract	\$565,596.90	Change Orders	\$207,935.57	Quantity Changes	\$162,245.86	Total	\$727,842.76 (28.7% over the original contract)*
Original Contract	\$565,596.90									
Change Orders	\$207,935.57									
Quantity Changes	\$162,245.86									
Total	\$727,842.76 (28.7% over the original contract)*									
* 17.8% after Ziplly reimbursement for their locate error										
<u>Alternatives</u> None recommended										
<u>Fiscal Impact</u> 405 Stormwater Utility Fund \$663,614.32 BFT Reimbursable Costs \$2,513 Ziplly Reimbursable Costs \$61,715.44										
<u>Attachments:</u> 1. Memo										



Leading the Way

MEMORANDUM

Public Works Department

March 24, 2025

To: Kennewick City Council

From: John Cowling, PE, Public Works Director

Subject: P2019 Garfield-Blackberry Canyon Storm Conveyance – Project Acceptance

Below is a summary of the unilateral close out of the above-mentioned project.

Allstar Construction Group, Inc. was awarded this project on May 18, 2021, and construction began September 20, 2021.

This project converted an existing open-drain ditch to a piped drainage system along the west side of Garfield Street between Park Hills Drive and W. 19th Ave. Specific work activities involved repair and abandonment of storm drain pipe, connecting to existing storm lines, installing approximately 1,380 lineal feet of 24 and 36-inch diameter storm line, installing approximately 103 lineal feet of 10-inch diameter storm line, installing 4 new manholes, 3 new catch basins, 8 pedestrian ramps, and a small concrete wall around existing storm drain overflow within City of Kennewick right of way.

This project also included the construction of a 3.5' X 19' concrete pad for Ben-Franklin Transit, of which they will reimburse costs associated with this pad back to the City of Kennewick. Additionally, minor irrigation pipe rerouting work was included in the contract and was reimbursed by KID.

During construction, design errors were discovered related to two existing water main crossing. These issues were resolved by force account and change order. Additionally, a change order was issued due to an error in Ziply's Utility locates, which was reimbursed by Ziply. This required the realignment of the planned storm pipe.

The contractor performed waterline adjustment work from 9/20/2021 to 10/13/2021. Storm drain installation began at Park Hills Drive on 10/14/2021 and headed toward the south.

By October 27, 2021, the contractor had installed approximately 200 lineal feet of pipe from the manhole in Park Hills Drive. During an inspection, the City of Kennewick survey crew noted that the pipe was 0.65 feet too low. The next day, additional survey shots were taken that indicated a reverse flow across Park Hills Drive, with a flat slope from there to the end of the pipe. The contractor was notified on 10/28/2021 that the pipe would need to be removed and reinstalled in

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order to achieve a positive slope to the manhole specified in the plans. The contractor began to remove the pipe and continued with that work until November 3, 2021. The same day, the contractor began re-installing the storm pipe beginning at the existing storm manholes in Park Hills Drive. Re-installation of storm pipe was completed approximately 11/15/2021.

On 11/17/2021, the City received a certified letter from the contractor with a stating their intent to file a financial and contract claim for an equitable adjustment to the contract time and for recovery of costs associated with the placement, removal and replacement of the 36" storm drain pipe from the storm drain manhole at the north side of Park Hills and Garfield to the pipe end at approximately 2+00."

After that, the City and contractor did not discuss the matter further until the City sent a letter to the contractor on September 16, 2022, notifying them that their claim was denied. The denial was due to the contractor's failure to provide the required information specified in SWSS 1-04.5 (Procedure, Protest and Dispute by Contractor). This establishes a timeline for protesting disputed work, established by the *Mike M. Johnson, Inc. v. County of Spokane* court ruling.

The contractor did not provide a formal response to the City's September 16, 2022 letter; however, during a meeting about a separate topic, the contractor stated that they were only required to submit a cost of the claim once all costs had been calculated, which would be at the end of the project. The City disagreed with his position at that time.

After all of the work was complete and after not receiving a response from the contractor regarding final pay quantities, the City sent a final pay estimate to the contractor on August 2, 2023, stating that the contract would be unilaterally accepted if no response was received within 30 calendar days. The contractor responded on August 31, 2023 with a list of quantities that they requested to be paid for, including items dating back to the very beginning of the project. However, the contractor's response did not provided any supporting documentation to support his request.

Over the last 2 years, the City has made several attempts to work with the contractor to resolve the disputed work and quantities. The City issued a change order to include in the final pay estimate, compensating the contractor for additional work in an effort to help resolve the dispute. Despite all efforts, the contractor has refused to sign the final pay estimate. Due to the contractor's failure to provide supporting documentation for the disputed quantities and non-compliance with the required contract provisions, staff elected to move forward with unilateral project acceptance. This action finalizes the project without final signature from the contractor.