



## City Council Regular Meeting Agenda

April 15, 2025 at 6:30 PM

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

**REVISED April 10, 2025 (Items 5.a. and 5.a.1.)**

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

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

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### 1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

### HONORS & RECOGNITIONS

- Proclamation: Arbor Day
- Proclamation: International Firefighters Day
- Retirement Recognition: Tony Ostoja, Building Official - 9 Years 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 (Item 5.c.). 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: April 1, 2025, City Council Special Meeting**  
*Motion to approve the minutes as presented.*
- Meeting Minutes: April 1, 2025, City Council Regular Meeting**  
*Motion to approve the minutes as presented.*
- Meeting Minutes: April 8, 2025, City Council Workshop Meeting**  
*Motion to approve the minutes as presented.*
- Claims Roster: March 2025**  
*Motion to approve the Claims Roster for March 2025 in the amount of \$6,966,750.52 comprised of electronic payments and check numbers 318710-319061.*

**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. **Payroll Roster: For the Pay Period Ending 03/31/2025**

*Motion to approve the payroll roster for the pay period ending 03/31/2025.*

f. **Board & Commission Vacancy: Arts Commission Appointment**

*Motion to approve the Interview Committee's recommendation to reappoint Jason Watson to Position 1 and appoint Marguerite Finch to Position 2 of the Arts Commission with terms expiring March 31, 2029.*

g. **Grant: Quinault & Columbia Center Blvd. Intersection - WSDOT Supplemental Agreement**

*Motion to approve the supplemental agreement as presented.*

h. **Final Plat: Canal Landing Generally Located at 4711 W Canal Drive; SUB-2025-0003**

*Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Canal Landing, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.*

i. **Contract: Zone 2 East Olympia Transmission Main Supplemental Agreement No. 1 with J-U-B Engineers, Inc.**

*Motion to approve the supplemental agreement as presented.*

**5. ORDINANCES & RESOLUTIONS**

a. Ordinance: Establishing Development-Related Fire Impact Fees Adding KMC Chapter 3.95

a.1. Resolution: Fire Impact Fee Schedule

b. Ordinance: Establishing a Fire Department Nuisance Alarm Deterrent Program Amending KMC Sections 9.48.010 and 9.48.020.

c. Ordinance: Change of Zone - Ehlis & Schmidt at 2109, 2117, 2123 and 2207 W 21st Ave from Residential, Suburban Density (RS) to Residential, Low Density (RL) (COZ-2025-0001)

**6. COUNCIL COMMENTS/DISCUSSION**

**7. CONCLUSION**



# Proclamation

**WHEREAS**, in 1892, the Nebraska Board of Agriculture established Arbor Day for tree planting which resulted in the planting of over a million trees planted, leading to the holiday being observed globally; and

**WHEREAS**, the first official Kennewick Arbor Day in April 1912 involved planting 8,000 trees along ten miles of riverfront, as reported in the Kennewick Courier; and

**WHEREAS**, trees play a vital role in protecting our valuable topsoil from erosion caused by wind and water., they help in reducing heating and cooling expenses, regulating temperatures, purifying the air, generating oxygen, and creating habitats for wildlife, and

**WHEREAS**, in urban areas, trees boost property values, enrich the economic activity in business districts, and enhance the overall beauty of our community; and

**WHEREAS**, urban and community forestry programs benefit communities by preserving green spaces, managing trees, and promoting tree planting in various metropolitan areas; and

**WHEREAS**, April is an excellent time of year to plant trees in Kennewick;

**NOW, THEREFORE**, I, GRETLE CRAWFORD, Mayor of the City of Kennewick, do hereby proclaim April 25, 2025, as

## ARBOR DAY IN THE CITY OF KENNEWICK

I urge all individuals to take responsibility for their surroundings and honor Arbor Day by planting, caring for, and safeguarding trees. This ensures that trees can keep enhancing our quality of life for the well-being of present and future generations.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 15<sup>th</sup> day of April 2025.

SIGNED

  
GRETLE J. CRAWFORD,  
Mayor

ATTEST

  
KRYSTAL JOHNSTON,  
City Clerk



# Proclamation

**WHEREAS**, the role of a firefighter is to respond to emergencies involving life, property, or environment and to fight together against one common enemy that can destroy lives; and

**WHEREAS**, most people would risk their lives to save a family member, friend or even a pet, but a firefighter makes the conscious decision daily to risk their lives for those in their community that they have never met; and

**WHEREAS**, the men and women of the fire service industry are a special group of individuals that exude extraordinary commitment and exceptional courage to tirelessly work in a profession whose focus is to serve and protect others; and

**WHEREAS**, International Firefighters Day was established in 1999 following the tragic deaths of five firefighters in Australia during a sudden change in wind direction that led to them being surrounded by flames. The day falls on May 4, which coincides with Saint Florian's Day. Saint Florian, the first commanding firefighter of a Roman battalion, is celebrated as the patron saint of firefighters for his heroic acts of saving numerous lives; and

**WHEREAS**, International Firefighter Day is an occasion for the global community to acknowledge and pay tribute to the dedication of firefighters, their tireless work to safeguard their communities, and to remember those who made the ultimate sacrifice to ensure the safety of others.

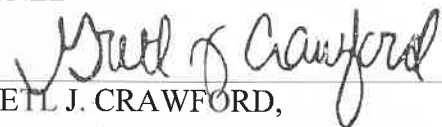
**NOW, THEREFORE**, I, GRETLE CRAWFORD, Mayor of the City of Kennewick, do hereby proclaim May 4, 2025, as

## INTERNATIONAL FIREFIGHTER'S DAY IN KENNEWICK

Accordingly, I encourage our citizens to thank and show their appreciation to firefighters who dedicate their lives to protect life and property for all.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 15<sup>th</sup> day of April 2025.

SIGNED

  
GRETLE J. CRAWFORD,  
Mayor

ATTEST

  
KRYSTAL JOHNSTON,  
City Clerk



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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Item Number:</b> 4.a. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> General Business Item                                       | <b>Category:</b><br>Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Subject:</b> <b>Meeting Minutes: April 1, 2025, City Council<br/>Special Meeting</b><br><b>Department:</b> Executive Services |                                    |
| <p><b><u>Recommendation</u></b><br/>         Staff recommends Council approve the meeting minutes as presented.</p> <p><b><u>Motion for Consideration</u></b><br/>         Motion to approve the minutes as presented.</p> <p><b><u>Summary</u></b><br/>         The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration.</p> <p><b><u>Alternatives</u></b><br/>         The City Council may make corrections to errors and approve the meeting minutes as amended.</p> <p><b><u>Fiscal Impact</u></b><br/>         None.</p> |                                                                                                                                  |                                    |
| <b><u>Attachments:</u></b><br>1. Minutes - Draft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                  |                                    |

**CITY OF KENNEWICK  
CITY COUNCIL SPECIAL MEETING  
April 1, 2025**

**City Council Present:**

**Gretl Crawford, Mayor**

**Chuck Torelli, Mayor Pro Tem**

**Jason McShane, Councilmember** *arrived late*

**Jim Millbauer, Councilmember**

**John Trumbo, Councilmember**

**City Staff Present:**

**Erin Erdman, City Manager**

**Krystal Johnston, City Clerk**

**John Cowling, Public Works Director**

**1. CALL TO ORDER**

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

Ms. Johnston confirmed a quorum was established; present in Chambers were Mayor Crawford, Mayor Pro Tem Torelli, Councilmember Millbauer and Councilmember Trumbo. Councilmember McShane arrived and joined the Executive Session already in session.

**2. EXECUTIVE SESSION:**

Mayor Crawford announced the City Council would convene in Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee until 6:00 p.m.

At 6:00 p.m., Mayor Crawford announced the City Council would extend the Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee until 6:15 p.m.

**3. ADJOURNMENT:** Mayor Crawford concluded the meeting at 6:15 p.m.

**DRAFT**

Krystal Johnston, CMC, CPRO

City Clerk

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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Item Number:</b> 4.b. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> General Business Item                                           | <b>Category:</b><br>Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Subject:</b> <b>Meeting Minutes: April 1, 2025, City Council<br/>Regular Meeting</b><br><br><b>Department:</b> Executive Services |                                    |
| <b><u>Recommendation</u></b><br>Staff recommends Council approve the meeting minutes as presented.<br><br><b><u>Motion for Consideration</u></b><br>Motion to approve the minutes as presented.<br><br><b><u>Summary</u></b><br>The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration.<br><br><b><u>Alternatives</u></b><br>The City Council may make corrections to errors and approve the meeting minutes as amended.<br><br><b><u>Fiscal Impact</u></b><br>None. |                                                                                                                                      |                                    |
| <b><u>Attachments:</u></b><br>1. Minutes - Draft                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                      |                                    |

**CITY OF KENNEWICK  
CITY COUNCIL REGULAR MEETING  
April 1, 2025**

**City Council Present:**

**Gretl Crawford, Mayor**  
**Chuck Torelli, Mayor Pro Tem**  
**Jason McShane, Councilmember**

**Jim Millbauer, Councilmember**  
**John Trumbo, Councilmember**

**City Staff Present:**

**Erin Erdman, City Manager**  
**Laurencio Sanguino, City Attorney**  
**John Cowling, Public Works Director**  
**Anthony Muai, Planning Director**  
**Chris Guerrero, Police Chief**

**Chad Michael, Fire Chief**  
**Robert Ball, Deputy Fire Chief**  
**Krystal Johnston, City Clerk**  
**Trever Davis, Police Commander**

**1. CALL TO ORDER**

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

Ms. Johnston stated all councilmembers were in attendance with the exception of Councilmembers Anderson and Beauchamp.

|                    |                                                                                                            |
|--------------------|------------------------------------------------------------------------------------------------------------|
| <b>MOTION:</b>     | Councilmember Millbauer moved to excuse the absence of Councilmember Anderson and Councilmember Beauchamp. |
| <b>SECOND:</b>     | Mayor Pro Tem Torelli.                                                                                     |
| <b>DISCUSSION:</b> | None.                                                                                                      |
| <b>VOTE:</b>       | <b>The motion passed unanimously (5-0).</b>                                                                |

Mayor Pro Tem Torelli led the Pledge of Allegiance.

Christine Heric provided the invocation.

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

Mayor Crawford presented Commander Moos with a plaque and read it into the record. Commander Moos offered a brief word of appreciation.

At 6:35 p.m. Mayor Crawford announced a 10-minute recess to celebrate Commander Moos.

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

**2. VISITORS:**

A citizen described a dispute with a neighbor and asked for assistance.

A citizen requested printed agendas, an easier way to arrange for invocation dates, and urged enforcement of Title IV.

A citizen spoke to the grant applications and BFCOG agenda items and encouraged incorporating shade trees for these projects to mitigate the results of climate change.

**3. APPROVAL OF AGENDA**

Councilmember Millbauer pulled item 4.c., Proclamations: Approval of 2025 List of Ceremonial Proclamations from the Consent Agenda. This item was considered under new business.

|                    |                                                               |
|--------------------|---------------------------------------------------------------|
| <b>MOTION:</b>     | Mayor Pro Tem Torelli moved to approve the agenda as amended. |
| <b>SECOND:</b>     | Councilmember McShane.                                        |
| <b>DISCUSSION:</b> | None.                                                         |
| <b>VOTE:</b>       | <b>The motion passed unanimously (5-0).</b>                   |

**4. CONSENT AGENDA**

|                |                                                                       |
|----------------|-----------------------------------------------------------------------|
| <b>MOTION:</b> | Mayor Pro Tem Torelli moved to approve the consent agenda as amended. |
| <b>SECOND:</b> | Councilmember McShane.                                                |
| <b>VOTE:</b>   | <b>The motion passed unanimously (5-0).</b>                           |

- a. **Meeting Minutes: March 18, 2025, City Council Regular Meeting**  
*Motion to approve the minutes as presented.*
- b. **Meeting Minutes: March 25, 2025, City Council Workshop Meeting**  
*Motion to approve the minutes as presented.*
- d. **Claim Roster: Toyota Center Operations and Box Office Accounts**  
*Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for 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.*
- 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):**

Chief Michael provided a comprehensive staff report. Together with Ms. Erdman, he answered Council's questions.

Mayor Crawford opened the public hearing at 7:08 p.m.

No persons provided testimony for or against the matter.

The public hearing was closed at 7:08 p.m.

No action taken.

**b. Resolution 25-04: Vacation of a 10.00-Foot Utility and Irrigation Easement at 3627 S Palouse Ct**

Mr. Cowling provided a staff report on the matter, explaining the easement is not needed and should be considered surplus. He responded to Council questions.

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

No persons provided testimony for or against the matter.

The public hearing was closed at 7:11 p.m.

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

**SECOND:** Councilmember McShane.

**DISCUSSION:** None.

**VOTE:** **The motion passed unanimously (5-0).**

*The City Clerk assigned Resolution No. 25-04*

**6. NEW BUSINESS:**

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

Mr. Cowling provided a staff report on the matter and responded to Council questions.

At 7:17 p.m., Mayor Crawford announced Council would meet in Executive Session until 7:30 p.m. pursuant to RCW 42.30.110(1)(i) to discuss potential litigation.

At 7:30 p.m., Mayor Crawford resumed the open session.

**MOTION:** Councilmember Millbauer moved 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.

**SECOND:** Councilmember Trumbo.

**DISCUSSION:** None.

**VOTE:** **The motion passed unanimously (5-0).**

**4.c. Proclamations: Approval of 2025 List of Ceremonial Proclamations**

Councilmember Millbauer pulled the item to further discuss the Be SMART proclamation. Based on concerns about the accuracy and completeness of the draft proclamation, Ms. Johnston advised it may be appropriate to remove this proclamation from the list and bring the item forward separately at a future meeting with a final version for Council consideration/approval.

|                    |                                                                                                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MOTION:</b>     | Councilmember Millbauer moved to strike the Be SMART proclamation and direct staff to bring a final proclamation forward for consideration at a future meeting. |
| <b>SECOND:</b>     | Mayor Pro Tem Torelli.                                                                                                                                          |
| <b>DISCUSSION:</b> | Councilmembers spoke to the importance of crafting a meaningful, accurate proclamation, prior to approval.                                                      |
| <b>VOTE:</b>       | <b>The motion passed unanimously (5-0).</b>                                                                                                                     |
| <b>MOTION:</b>     | Councilmember Millbauer moved to approve the 2025 Ceremonial Proclamations List as amended.                                                                     |
| <b>SECOND:</b>     | Mayor Pro Tem Torelli.                                                                                                                                          |
| <b>DISCUSSION:</b> | None.                                                                                                                                                           |
| <b>VOTE:</b>       | <b>The motion passed unanimously (5-0).</b>                                                                                                                     |

**7. COUNCIL COMMENTS/DISCUSSION:**

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

**8. ADJOURNMENT:** Mayor Crawford concluded the meeting at 7:47 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/338987>

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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Item Number:</b> 4.c. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> General Business Item                                    | <b>Category:</b><br>Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Subject:</b> <b>Meeting Minutes: April 8, 2025, City Council Workshop Meeting</b><br><b>Department:</b> Executive Services |                                    |
| <p><b><u>Recommendation</u></b><br/>         Staff recommends Council approve the meeting minutes as presented.</p> <p><b><u>Motion for Consideration</u></b><br/>         Motion to approve the minutes as presented.</p> <p><b><u>Summary</u></b><br/>         The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration.</p> <p><b><u>Alternatives</u></b><br/>         The City Council may make corrections to errors and approve the meeting minutes as amended.</p> <p><b><u>Fiscal Impact</u></b><br/>         None.</p> |                                                                                                                               |                                    |
| <b><u>Attachments:</u></b><br>1. Minutes - Draft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                               |                                    |

**CITY OF KENNEWICK  
CITY COUNCIL WORKSHOP  
April 8, 2025**

**City Council Present:**

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

**Jason McShane**, *Councilmember*  
**Jim Millbauer**, *Councilmember*  
**John Trumbo**, *Councilmember*

**City Staff Present:**

**Erin Erdman**, *City Manager*  
**Lisa Beaton**, *Deputy City Manager*  
**Cary Roe**, *Deputy City Manager*  
**Laurencio Sanguino**, *City Attorney*  
**Chris Guerrero**, *Police Chief*  
**Jessica Platt**, *Finance Director*  
**Chad Crouch**, *HR Director*

**Anthony Muai**, *Planning Director*  
**Michael Heffner**, *Deputy Fire Chief*  
**Brandi Ralston**, *Deputy City Clerk*  
**Jason Kiel**, *Police Commander*  
**Nick Farline**, *Parks, Facilities, & Recreation Director*  
**John Cowling**, *Public Works Director*

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

Mayor Crawford announced there were no citizen comments submitted.

**1. CLASS AND COMPENSATION STUDY – BAKER TILLY.** Mr. Crouch introduced Sarah Towne, Consulting Manager, Baker Tilly. Ms. Towne provided a review of the draft Class and Compensation Study that was compiled by Baker Tilly and provided several options of implementation scenarios for a new pay structure. Ms. Towne responded to Council questions and provided additional clarifying information. Staff sought input from the Council on if the Council would like to proceed with the recommendation by Baker Tilly of option 2. Council discussed the pros and cons of a new pay structure. No formal votes were taken; however, consensus was reached to move forward with option 2, starting with bringing staff below minimum up to market, to be reviewed with a potential July budget adjustment.

**2. ANIMAL CONTROL UPDATE – CITY OF PASCO.** Ms. Erdman introduced Angela Pashon, Assistant City Manager, Jesse Rice, Parks & Recreation Director and Ben Zigan, Animal Services Manager, City of Pasco. Ms. Pashon, Mr. Rice and Mr. Zigan provided an update from the City of Pasco on the current status of Animal Control, provided an update on their new facility and responded to Council questions and provided additional clarifying information.

**CONCLUSION.** Mayor Crawford concluded the meeting at 8:24 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/339574>

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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Item Number:</b> 4.d.<br><b>Item Type:</b> General Business Item<br><b>Subject:</b> <b>Claims Roster: March 2025</b><br><b>Department:</b> Finance | <b>Date:</b> 4/15/2025<br><b>Category:</b> Consent Agenda |                             |                |                            |                |              |                       |
|                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                       |                                                           |                             |                |                            |                |              |                       |
| <b><u>Recommendation</u></b><br>Staff recommends Council approve the Claims Roster for March 2025.                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                       |                                                           |                             |                |                            |                |              |                       |
| <b><u>Motion for Consideration</u></b><br>Motion to approve the Claims Roster for March 2025 in the amount of \$6,966,750.52 comprised of electronic payments and check numbers 318710-319061.                                                                                                                                                                                                                                                         |                                                                                                                                                       |                                                           |                             |                |                            |                |              |                       |
| <b><u>Summary</u></b><br>The purchasing card detail is provided in a separate report following the claims roster. The payments on this Claims Roster are comprised of the following issuances during the period 3/1/2025-3/31/2025: <table><tr><td>Check numbers 318710:319061</td><td>\$4,472,832.32</td></tr><tr><td>Electronic payments (EFT):</td><td>\$2,493,918.20</td></tr><tr><td><b>Total</b></td><td><b>\$6,966,750.52</b></td></tr></table> |                                                                                                                                                       |                                                           | Check numbers 318710:319061 | \$4,472,832.32 | Electronic payments (EFT): | \$2,493,918.20 | <b>Total</b> | <b>\$6,966,750.52</b> |
| Check numbers 318710:319061                                                                                                                                                                                                                                                                                                                                                                                                                            | \$4,472,832.32                                                                                                                                        |                                                           |                             |                |                            |                |              |                       |
| Electronic payments (EFT):                                                                                                                                                                                                                                                                                                                                                                                                                             | \$2,493,918.20                                                                                                                                        |                                                           |                             |                |                            |                |              |                       |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>\$6,966,750.52</b>                                                                                                                                 |                                                           |                             |                |                            |                |              |                       |
| <b><u>Alternatives</u></b><br>NONE                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                       |                                                           |                             |                |                            |                |              |                       |
| <b><u>Fiscal Impact</u></b><br>\$6,966,750.52                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                       |                                                           |                             |                |                            |                |              |                       |
| <b>Attachments:</b><br>1. Claims Roster                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                       |                                                           |                             |                |                            |                |              |                       |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



| CHECK #                             | CHECK DATE | VENDOR | NAME                          | DESCRIPTION                                        | AMOUNT      |
|-------------------------------------|------------|--------|-------------------------------|----------------------------------------------------|-------------|
| Fund 001                            |            |        |                               |                                                    |             |
| 000 - Fund Activity                 |            |        |                               |                                                    |             |
| EFT                                 | 03/27/2025 | 70008  | WA. STATE DEPT OF LICENSING   | EXCISE TAX-FEBRUARY 2025                           | \$102.93    |
| 318715                              | 03/12/2025 | 70001  | BENTON COUNTY TREASURER       | CRIME VICTIM'S COMPENSATION                        | \$973.75    |
| 318717                              | 03/12/2025 | 99992  | CIVIC REC REFUNDS             | REFUND REQUEST-83485694                            | \$1,000.00  |
| 318719                              | 03/12/2025 | 70000  | WASHINGTON STATE TREASURER    | COURT FINES - FEBRUARY 2025                        | \$74,420.89 |
| 000 - Fund Activity Subtotal:       |            |        |                               |                                                    | \$76,497.57 |
| 011 - City Council                  |            |        |                               |                                                    |             |
| 319053                              | 03/28/2025 | 30     | VERIZON NORTHWEST             | CITY WIDE CELL PHONES                              | \$240.06    |
| 011 - City Council Subtotal:        |            |        |                               |                                                    | \$240.06    |
| 012 - City Manager                  |            |        |                               |                                                    |             |
| 319053                              | 03/28/2025 | 30     | VERIZON NORTHWEST             | CITY WIDE CELL PHONES                              | \$127.83    |
| 012 - City Manager Subtotal:        |            |        |                               |                                                    | \$127.83    |
| 023 - Recreation Services           |            |        |                               |                                                    |             |
| EFT                                 | 03/03/2025 | 77146  | GLOBAL PAYMENTS               | MERCHANT FEES                                      | \$4,224.38  |
| 318902                              | 03/14/2025 | 3564   | US LINEN AND UNIFORM          | EXTRA MATS                                         | \$191.28    |
| 318953                              | 03/28/2025 | 7711   | CULLIGAN WATER CONDITIONING   | WATER DELIVERY                                     | \$89.63     |
| 318956                              | 03/28/2025 | 3632   | DANCE CONNECTION              | WINTER 2025 DANCE CLASSES                          | \$589.40    |
| 318991                              | 03/28/2025 | 1088   | KYLAR HUNT                    | MILEAGE REIMBURSEMENT-YOUTH BASKETBALL SEASON 2025 | \$204.12    |
| 319033                              | 03/28/2025 | 161    | SIRI BRAZILIAN JIU JITSU      | DECEMBER 2024 PROGRAM FEE                          | \$84.00     |
| 319034                              | 03/28/2025 | 400    | SKYHAWKS SPORTS ACADEMY LLC   | WINTER 2025 - SKYHAWKS SPORTS CAMPS AND SUPER TOTS | \$674.32    |
| 319053                              | 03/28/2025 | 30     | VERIZON NORTHWEST             | CITY WIDE CELL PHONES                              | \$207.05    |
| 023 - Recreation Services Subtotal: |            |        |                               |                                                    | \$6,264.18  |
| 024 - Facilities Maintenance        |            |        |                               |                                                    |             |
| 318710                              | 03/04/2025 | 84     | BENTON PUD NO. 1              | ELECTRICITY                                        | \$24,112.08 |
| 318711                              | 03/05/2025 | 84     | BENTON PUD NO. 1              | ELECTRICITY                                        | \$6,421.54  |
| 318713                              | 03/05/2025 | 4764   | UNITED PARCEL SERVICE, UPS    | SHIPPING                                           | \$16.94     |
| 318727                              | 03/14/2025 | 10587  | ALOHA GARAGE DOOR COMPANY INC | CIRCUIT BOARD AND BREAKER                          | \$1,929.43  |
| 318729                              | 03/14/2025 | 423    | AMERICAN POOL N SPAS LLC      | SKIMMER BASKETS                                    | \$23.91     |
| 318744                              | 03/14/2025 | 749    | BUILDERS HARDWARE & SUPPLY CO | POWER SUPPLY FOR BACK DOOR                         | \$1,399.52  |
| 318777                              | 03/14/2025 | 8774   | FASTENAL COMPANY              | FLANGE BOLTS                                       | \$68.49     |
| 318779                              | 03/14/2025 | 86     | FERGUSON ENTERPRISES INC      | PUMP SERVICE                                       | \$403.55    |
| 318780                              | 03/14/2025 | 9237   | FIKES NORTHWEST CORP          | SCENT                                              | \$40.35     |
| 318788                              | 03/14/2025 | 1775   | GRAINGER                      | FILTER FOR IRR.                                    | \$595.68    |
| 318796                              | 03/14/2025 | 6626   | HELSLEY, DANIEL               | TEST & MILEAGE                                     | \$143.30    |
| 318811                              | 03/14/2025 | 979    | KACIE COMBE                   | 2ND HALF COMPLIMENT JEANS                          | \$42.33     |
| 318814                              | 03/14/2025 | 78     | KENNEWICK INDUSTRIAL & ELEC   | IRR. REPAIR - MEMORIAL                             | \$1,969.14  |

**City of Kennewick**  
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| CHECK #                                       | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                                        | AMOUNT              |
|-----------------------------------------------|------------|--------------------------------------------------------|----------------------------------------------------|---------------------|
| 318833                                        | 03/14/2025 | 5112 MOON SECURITY SERVICES, INC                       | CITY HALL - 112317                                 | \$584.90            |
| 318836                                        | 03/14/2025 | 7969 MUSTANG SIGN GROUP, WANG ENTERPRISES              | SPLASH PAD SIGN                                    | \$334.80            |
| 318848                                        | 03/14/2025 | 4520 OTIS ELEVATOR                                     | ELEVATOR                                           | \$4,084.38          |
| 318854                                        | 03/14/2025 | 329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC       | HOOK UP NEW STOVE                                  | \$432.83            |
| 318861                                        | 03/14/2025 | 957 RANCH & HOME INC                                   | PROPANE TALK REFILLS                               | \$29.25             |
| 318877                                        | 03/14/2025 | 7555 SHERWIN-WILLIAMS COMPANY                          | PAINT FOR COLUMBIA PARK BUILDINGS                  | \$2,398.84          |
| 318878                                        | 03/14/2025 | 107 SHORTHILL, JOHN                                    | BOOT REIMBURSEMENT                                 | \$97.82             |
| 318879                                        | 03/14/2025 | 680 SIERRA ELECTRIC, INC.                              | TROUBLE SHOOT EXTERIOR LIGHTS                      | \$211.11            |
| 318901                                        | 03/14/2025 | 1046 FRANK URIBE                                       | TREE REMOVAL IN COLUMBIA PARK AND WWTP             | \$5,244.78          |
| 318905                                        | 03/14/2025 | 104 WA STATE LABOR & INDUSTRIES                        | ELEVATOR                                           | \$348.60            |
| 318907                                        | 03/14/2025 | 1035 WASHINGTON HARDWARE AND, FURNITURE CO             | SAW OIL                                            | \$21.73             |
| 318913                                        | 03/14/2025 | 398 RENTOKIL NORTH AMERICA INC                         | PEST CONTROL                                       | \$978.31            |
| 318925                                        | 03/28/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | BAD WIRE TO THERMOSTAT                             | \$2,845.85          |
| 318927                                        | 03/28/2025 | 5050 ARG INDUSTRIAL                                    | HOSE FITTINGS                                      | \$328.44            |
| 318937                                        | 03/28/2025 | 84 BENTON PUD NO. 1                                    | ELECTRICITY                                        | \$28,902.77         |
| 318940                                        | 03/28/2025 | 310 BUILDERS FIRSTSOURCE                               | SHIMS AND POST - TO REPLACE ROTTEN                 | \$72.34             |
| 318941                                        | 03/28/2025 | 10584 CAMTEK INC                                       | RELOCATE SMOKE ALARM                               | \$570.68            |
| 318943                                        | 03/28/2025 | 83 CASCADE NATURAL GAS                                 | GAS SERVICE                                        | \$23,792.13         |
| 318948                                        | 03/28/2025 | 175 COLUMBIA BASIN PAPER & SUPPLY                      | SOAP DISPENSERS FOR STOCK                          | \$562.19            |
| 318953                                        | 03/28/2025 | 7711 CULLIGAN WATER CONDITIONING                       | WATER DELIVERY                                     | \$135.89            |
| 318963                                        | 03/28/2025 | 5426 EWING IRRIGATION PRODUCTS, INC                    | WIRELESS VALVE LINK                                | \$2,864.10          |
| 318964                                        | 03/28/2025 | 8774 FASTENAL COMPANY                                  | REPLACE GARBAGE CANS IN RESTROOM                   | \$117.18            |
| 318965                                        | 03/28/2025 | 86 FERGUSON ENTERPRISES INC                            | IRR. PARTS                                         | \$148.12            |
| 318966                                        | 03/28/2025 | 9237 FIKES NORTHWEST CORP                              | SCENT                                              | \$201.74            |
| 318972                                        | 03/28/2025 | 1775 GRAINGER                                          | TOOL BAGS - ORGANIZE TRUCK 3806                    | \$688.72            |
| 318974                                        | 03/28/2025 | 4759 GRIGG ENTERPRISES INC, ACE HARDWARE               | OE UNIFORM-LEVI CONNER - CARHARTT                  | \$274.41            |
| 318984                                        | 03/28/2025 | 303 INTERMOUNTAIN CLEANING SERVICE INC.                | JANITORIAL                                         | \$18,871.00         |
| 318985                                        | 03/28/2025 | 1112 IRRIGATION SPECIALISTS INC                        | PUMP REPAIR                                        | \$1,439.56          |
| 318989                                        | 03/28/2025 | 979 KACIE COMBE                                        | REIMBURSEMENT FOR PESTICIDE TESTING                | \$25.00             |
| 318990                                        | 03/28/2025 | 78 KENNEWICK INDUSTRIAL & ELEC                         | UNI STRUT CLAMPS FOR PLMBING                       | \$5,356.48          |
| 319002                                        | 03/28/2025 | 5112 MOON SECURITY SERVICES, INC                       | FROST - 119529                                     | \$398.05            |
| 319004                                        | 03/28/2025 | 7969 MUSTANG SIGN GROUP, WANG ENTERPRISES              | SERVICE RECORD STICKERS FOR PARK RESTROOMS         | \$970.15            |
| 319010                                        | 03/28/2025 | 5460 NRC ENVIRONMENTAL SERVICES INC                    | COL PARK ENCAMPMENT CLEANUP                        | \$32,050.29         |
| 319015                                        | 03/28/2025 | 329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC       | BREAKER FOR BALLFIELD LIGHTS                       | \$394.12            |
| 319022                                        | 03/28/2025 | 957 RANCH & HOME INC                                   | HOMELESS CLEAN UP                                  | \$333.26            |
| 319032                                        | 03/28/2025 | 680 SIERRA ELECTRIC, INC.                              | DISCONNECT POWER HVAC - IT                         | \$117.40            |
| 319051                                        | 03/28/2025 | 3564 US LINEN AND UNIFORM                              | LINEN SERVICE                                      | \$328.50            |
| 319053                                        | 03/28/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                              | \$1,163.75          |
| 319057                                        | 03/28/2025 | 1035 WASHINGTON HARDWARE AND, FURNITURE CO             | SPRAY FOAM TO SEAL SEWER DRAINS. LAYTON+ MULE SHED | \$104.22            |
| <b>024 - Facilities Maintenance Subtotal:</b> |            |                                                        |                                                    | <b>\$174,989.95</b> |



**City of Kennewick**  
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| CHECK #                                     | CHECK DATE | VENDOR NAME                                      | DESCRIPTION                                   | AMOUNT             |
|---------------------------------------------|------------|--------------------------------------------------|-----------------------------------------------|--------------------|
| <b>026 - Economic Development</b>           |            |                                                  |                                               |                    |
| 319053                                      | 03/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                         | \$82.82            |
| <b>026 - Economic Development Subtotal:</b> |            |                                                  |                                               | <b>\$82.82</b>     |
| <b>032 - Accounting</b>                     |            |                                                  |                                               |                    |
| 318862                                      | 03/14/2025 | 1314 REHN & ASSOCIATES, INC.                     | DENTAL COBRA ADMINISTRATION                   | \$84.00            |
| 319053                                      | 03/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                         | \$41.41            |
| <b>032 - Accounting Subtotal:</b>           |            |                                                  |                                               | <b>\$125.41</b>    |
| <b>033 - Human Resources</b>                |            |                                                  |                                               |                    |
| 318839                                      | 03/14/2025 | 1030 NAVIA BENEFIT SOLUTIONS, CLIENT PAY         | NAVIA FSA PARTICIPATION FEE                   | \$636.40           |
| 318885                                      | 03/14/2025 | 8315 STERLING                                    | PROFESSIONAL SERVICES                         | \$742.42           |
| 318887                                      | 03/14/2025 | 370 SUMMIT LAW GROUP, PLLC                       | PROFESSIONAL SERVICES                         | \$15,179.45        |
| 318910                                      | 03/14/2025 | 1855 WCIA WASHINGTON CITIES, INSURANCE AUTHORITY | TRAINING NON-CANCELATION FEE                  | \$50.00            |
| 318969                                      | 03/28/2025 | 919 FRONTLINE MEDICAL PLLC                       | PROFESSIONAL SERVICES                         | \$220.00           |
| 319027                                      | 03/28/2025 | 710 SANDY'S TROPHIES INC                         | TROPHY FOR WELLNESS EVENT                     | \$130.75           |
| 319038                                      | 03/28/2025 | 5827 TALOGY INC                                  | PROFESSIONAL SERVICES                         | \$1,104.00         |
| 319053                                      | 03/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                         | \$41.41            |
| <b>033 - Human Resources Subtotal:</b>      |            |                                                  |                                               | <b>\$18,104.43</b> |
| <b>034 - Civil Service</b>                  |            |                                                  |                                               |                    |
| 318969                                      | 03/28/2025 | 919 FRONTLINE MEDICAL PLLC                       | PROFESSIONAL SERVICES                         | \$1,626.00         |
| 319019                                      | 03/28/2025 | 326 PUBLIC SAFETY PSYCHOLOGICAL SERVICES         | PROFESSIONAL SERVICES                         | \$450.00           |
| 319053                                      | 03/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                         | \$87.82            |
| <b>034 - Civil Service Subtotal:</b>        |            |                                                  |                                               | <b>\$2,163.82</b>  |
| <b>035 - Customer Service</b>               |            |                                                  |                                               |                    |
| EFT                                         | 03/03/2025 | 70016 U.S. BANK                                  | MERCHANT FEES                                 | \$29,045.99        |
| 318831                                      | 03/14/2025 | 868 MIRIAM TECHNOLOGIES INC                      | LIEN SEARCH SERVICES: JANUARY 2025            | \$1,989.21         |
| <b>035 - Customer Service Subtotal:</b>     |            |                                                  |                                               | <b>\$31,035.20</b> |
| <b>036 - Code Enforcement</b>               |            |                                                  |                                               |                    |
| 318734                                      | 03/14/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY           | J. GINDER: EMBROIDERY 1ST TACT. 1/4 ZIP SHIRT | \$21.74            |
| 318805                                      | 03/14/2025 | 972 JEANI GINDER                                 | J GINDER: GALLS SHIRT ORDER 1/4 ZIP           | \$71.73            |
| 319053                                      | 03/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                         | \$281.53           |
| <b>036 - Code Enforcement Subtotal:</b>     |            |                                                  |                                               | <b>\$375.00</b>    |
| <b>042 - City Attorney</b>                  |            |                                                  |                                               |                    |
| 318857                                      | 03/14/2025 | 3467 PRONTO PROCESS SERVICE, INC                 | MONTHLY COURIER SERVICE - FEBRUARY 2025       | \$52.50            |
| 318912                                      | 03/14/2025 | 853 WEST GROUP PAYMENT CENTER                    | LIBRARY PLAN - MARCH 2025                     | \$2,906.17         |
| 318945                                      | 03/28/2025 | 2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC   | RECURRING SHREDDING SERVICE                   | \$39.64            |
| 319053                                      | 03/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES                         | \$167.44           |
| <b>042 - City Attorney Subtotal:</b>        |            |                                                  |                                               | <b>\$3,165.75</b>  |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
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| CHECK #                                           | CHECK DATE | VENDOR NAME                                         | DESCRIPTION                                        | AMOUNT              |
|---------------------------------------------------|------------|-----------------------------------------------------|----------------------------------------------------|---------------------|
| <b>053 - Purchasing</b>                           |            |                                                     |                                                    |                     |
| 319053                                            | 03/28/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$41.41             |
| <b>053 - Purchasing Subtotal:</b>                 |            |                                                     |                                                    | <b>\$41.41</b>      |
| <b>054 - Information Technology</b>               |            |                                                     |                                                    |                     |
| 318752                                            | 03/14/2025 | 8131 CIVICPLUS, ICON ENTERPRISES INC                | CIVICPLUS ANNUAL RENEWAL                           | \$34,474.57         |
| 318756                                            | 03/14/2025 | 6375 COMPUNET INC                                   | GENETEC RENEWAL 2025                               | \$75,512.81         |
| 318762                                            | 03/14/2025 | 7619 DATABANK IMX LLC                               | ONBASE FULL TEXT SEARCH SUBSCRIPTION               | \$84,450.94         |
| 318773                                            | 03/14/2025 | 7621 ENVIRONMENTAL SYSTEMS, RESEARCH INSTITUTE INC. | CORP/BIPIN ESRI ANNUAL MAINTENANCE -QUOTE #2625145 | \$65,002.60         |
| 318794                                            | 03/14/2025 | 1139 HDL SOFTWARE LLC                               | BUSINESS LICENSE SOFTWARE ANNUAL FEE- 2025         | \$7,812.71          |
| 318881                                            | 03/14/2025 | 8210 SMARSH INC                                     | FEB2025- MOBILE GUARD AND SUPPORT                  | \$1,667.77          |
| 318891                                            | 03/14/2025 | 8 TELCO WIRING & REPAIR INC                         | INFORMATION TECHNOLOGY - INTERNET/WAN CHARGES      | \$15,009.24         |
| 319000                                            | 03/28/2025 | 9453 MICRO FOCUS SOFTWARE INC                       | NETIQ ADVANCED AUTHENTICATION RENEWAL              | \$2,671.80          |
| 319053                                            | 03/28/2025 | 30 VERIZON NORTHWEST                                | CITY WIDE CELL PHONES                              | \$1,044.85          |
| <b>054 - Information Technology Subtotal:</b>     |            |                                                     |                                                    | <b>\$287,647.29</b> |
| <b>062 - Planning</b>                             |            |                                                     |                                                    |                     |
| 318894                                            | 03/14/2025 | 172 THE TRI-CITY HERALD                             | LEGAL PUBLICATION: SUB-2024-0003 NOPH              | \$447.46            |
| <b>062 - Planning Subtotal:</b>                   |            |                                                     |                                                    | <b>\$447.46</b>     |
| <b>070 - Police Revenues</b>                      |            |                                                     |                                                    |                     |
| EFT                                               | 03/27/2025 | 70008 WA. STATE DEPT OF LICENSING                   | EXCISE TAX-FEBRUARY 2025                           | \$1.14              |
| <b>070 - Police Revenues Subtotal:</b>            |            |                                                     |                                                    | <b>\$1.14</b>       |
| <b>071 - KPD-Administration</b>                   |            |                                                     |                                                    |                     |
| 318713                                            | 03/05/2025 | 4764 UNITED PARCEL SERVICE, UPS                     | SHIPPING                                           | \$121.80            |
| 318714                                            | 03/05/2025 | 4764 UNITED PARCEL SERVICE, UPS                     |                                                    | \$335.55            |
| 318868                                            | 03/14/2025 | 619 RYAN YATES                                      | PRE-EMPLOYMENT POLYGRAM EXAMS                      | \$750.00            |
| 319050                                            | 03/28/2025 | 4764 UNITED PARCEL SERVICE, UPS                     | SHIPPING EXPENSES                                  | \$60.36             |
| <b>071 - KPD-Administration Subtotal:</b>         |            |                                                     |                                                    | <b>\$1,267.71</b>   |
| <b>072 - KPD-Criminal Investigation</b>           |            |                                                     |                                                    |                     |
| 318802                                            | 03/14/2025 | 1019 INTERACTIVE DATA, LLC                          | PEOPLE SEARCH - FEBRUARY 2025                      | \$163.05            |
| 318827                                            | 03/14/2025 | 3284 MEL'S INTER-CITY TOWING                        | TOW SERVICE                                        | \$81.53             |
| 318841                                            | 03/14/2025 | 4055 NET TRANSCRIPTS INC                            | TRANSCRIPTS                                        | \$1,559.90          |
| 318865                                            | 03/14/2025 | 5213 REYNA, BLANCA                                  | KPD ADMIN PETTY CASH                               | \$286.00            |
| 318870                                            | 03/14/2025 | 5687 SANTOY, JOSE                                   | TRAVEL REIMBURSEMENT - IACP OFFICER WELLNESS       | \$1,151.95          |
| 319008                                            | 03/28/2025 | 4055 NET TRANSCRIPTS INC                            | TRANSCRIPTS                                        | \$468.54            |
| 319055                                            | 03/28/2025 | 1433 W A S P C - WA ASSOC SHERIFF, & POLICE CHIEFS  | ASSOCIATE DUES - MERKL/SANTOY                      | \$75.00             |
| <b>072 - KPD-Criminal Investigation Subtotal:</b> |            |                                                     |                                                    | <b>\$3,785.97</b>   |
| <b>073 - KPD-Patrol</b>                           |            |                                                     |                                                    |                     |
| 318731                                            | 03/14/2025 | 5557 APPLIED CONCEPTS INC                           | RADAR REPAIRS                                      | \$643.46            |

**City of Kennewick**  
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| CHECK #                                      | CHECK DATE | VENDOR NAME                                       | DESCRIPTION                                     | AMOUNT              |
|----------------------------------------------|------------|---------------------------------------------------|-------------------------------------------------|---------------------|
| 318761                                       | 03/14/2025 | 1074 DAKOTA J IDE                                 | PRO-RATED UNIFORM ALLOWANCE                     | \$625.00            |
| 318827                                       | 03/14/2025 | 3284 MEL'S INTER-CITY TOWING                      | TOW SERVICE                                     | \$489.18            |
| 318865                                       | 03/14/2025 | 5213 REYNA, BLANCA                                | KPD ADMIN PETTY CASH                            | \$41.00             |
| 318967                                       | 03/28/2025 | 10096 FIRSTTWO INC                                | FULL AGENCY LICENSE RENEWAL - 3/01/25 - 2/28/26 | \$3,909.60          |
| 318999                                       | 03/28/2025 | 3284 MEL'S INTER-CITY TOWING                      | TOW SERVICE                                     | \$489.18            |
| 319053                                       | 03/28/2025 | 30 VERIZON NORTHWEST                              | CITY WIDE CELL PHONES                           | \$92.82             |
| <b>073 - KPD-Patrol Subtotal:</b>            |            |                                                   |                                                 | <b>\$6,290.24</b>   |
| <b>074 - KPD-Staff Services</b>              |            |                                                   |                                                 |                     |
| 318726                                       | 03/14/2025 | 898 ALI DODD                                      | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318749                                       | 03/14/2025 | 709 CHRISTOPHER DEFFINBAUGH                       | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318763                                       | 03/14/2025 | 804 DAWN RENEE                                    | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318764                                       | 03/14/2025 | 2981 DENKE, DEBRA                                 | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318803                                       | 03/14/2025 | 825 IRIS GULLEDGE                                 | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318809                                       | 03/14/2025 | 1075 JORDAN CHRISTOPHER MYERS DAVIS               | PRO-RATED UNIFORM ALLOWANCE                     | \$583.33            |
| 318820                                       | 03/14/2025 | 1071 LISA BODEY                                   | PRO-RATE UNIFORM ALLOWANCE (2)                  | \$131.25            |
| 318840                                       | 03/14/2025 | 8355 NELSON, NICOLE                               | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318842                                       | 03/14/2025 | 10203 NINA WILLIAMS                               | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318856                                       | 03/14/2025 | 10006 POWELL, CINDY                               | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318869                                       | 03/14/2025 | 897 SABRINA LARMEY                                | 2025 UNIFORM ALLOWANCE-UPDATED                  | \$150.00            |
| 318884                                       | 03/14/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM | OFFICE SUPPLIES                                 | \$852.51            |
| 318908                                       | 03/14/2025 | 1033 WASHINGTON STATE PATROL                      | CPL BACKGROUND CHECKS                           | \$444.00            |
| 318918                                       | 03/17/2025 | 9346 CONTRERAS, JESUS                             | 2025 UNIFORM ALLOWANCE                          | \$1,600.00          |
| 318978                                       | 03/28/2025 | 675 HID GLOBAL CORPORATION                        | GUARDIAN 200                                    | \$3,901.79          |
| 319037                                       | 03/28/2025 | 2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM | OFFICE SUPPLIES                                 | \$337.40            |
| 319058                                       | 03/28/2025 | 1033 WASHINGTON STATE PATROL                      | ACCESS FEE                                      | \$600.00            |
| <b>074 - KPD-Staff Services Subtotal:</b>    |            |                                                   |                                                 | <b>\$9,800.28</b>   |
| <b>075 - KPD-Intergovernmental</b>           |            |                                                   |                                                 |                     |
| 318739                                       | 03/14/2025 | 14 BENTON COUNTY                                  | WORK CREW - JANUARY 2025                        | \$214,146.41        |
| 318934                                       | 03/28/2025 | 14 BENTON COUNTY                                  | JAIL SERVICE - FEBRUARY 2025                    | \$225,718.09        |
| 319047                                       | 03/28/2025 | 9790 TRIOS HEALTH, RCCH TRIOS HEALTH LLC          | PRISONER MEDICAL                                | \$2,061.36          |
| 319053                                       | 03/28/2025 | 30 VERIZON NORTHWEST                              | CITY WIDE CELL PHONES                           | \$10,240.76         |
| <b>075 - KPD-Intergovernmental Subtotal:</b> |            |                                                   |                                                 | <b>\$452,166.62</b> |
| <b>076 - KPD-Special Services</b>            |            |                                                   |                                                 |                     |
| 318710                                       | 03/04/2025 | 84 BENTON PUD NO. 1                               | ELECTRICITY                                     | \$120.23            |
| 318723                                       | 03/14/2025 | 8623 ACE SALES & SERVICE INC                      | PORTABLE TOILET - SHOOTING RANGE                | \$87.45             |
| 318893                                       | 03/14/2025 | 10971 THE BUNKER                                  | QUARTERMASTER SUPPLIES                          | \$539.21            |
| 318937                                       | 03/28/2025 | 84 BENTON PUD NO. 1                               | ELECTRICITY                                     | \$94.31             |
| 319027                                       | 03/28/2025 | 710 SANDY'S TROPHIES INC                          | RETIREMENT FLAG BOX                             | \$99.61             |
| 319048                                       | 03/28/2025 | 2861 TROPHY SHOPPE, THE, JEFFREY BRITTON          | CHIPS NAMES BADGES                              | \$48.87             |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



| CHECK #                                     | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                                     | AMOUNT             |
|---------------------------------------------|------------|--------------------------------------------------------|-------------------------------------------------|--------------------|
| 319055                                      | 03/28/2025 | 1433 W A S P C - WA ASSOC SHERIFF, & POLICE CHIEFS     | ASSOCIATE DUES - MERKL/SANTOY                   | \$75.00            |
| <b>076 - KPD-Special Services Subtotal:</b> |            |                                                        |                                                 | <b>\$1,064.68</b>  |
| <b>081 - Fire Administration</b>            |            |                                                        |                                                 |                    |
| 318714                                      | 03/05/2025 | 4764 UNITED PARCEL SERVICE, UPS                        |                                                 | \$70.92            |
| 318741                                      | 03/14/2025 | 2995 BENZ AIR ENGINEERING                              | EXHAUST SYS. INSP. & TRNG                       | \$896.78           |
| 318801                                      | 03/14/2025 | 8984 IMAGETREND INC                                    | 2025 IMAGETREND DATA MART                       | \$2,223.00         |
| 318821                                      | 03/14/2025 | 10613 LOCUTION SYSTEMS, INC.                           | LOCUTION PRIME ALERT MAINTENANCE                | \$9,682.57         |
| 318897                                      | 03/14/2025 | 168 TRILOGY MEDWASTE WEST LLC                          | MONTHLY RX DISPOSAL FEE                         | \$15.37            |
| 319039                                      | 03/28/2025 | 7617 TARGETSOLUTIONS LEARNING, LLC                     | 2025 VECTOR SCHEDULING RENEWAL                  | \$1,961.20         |
| <b>081 - Fire Administration Subtotal:</b>  |            |                                                        |                                                 | <b>\$14,849.84</b> |
| <b>082 - Fire Suppression</b>               |            |                                                        |                                                 |                    |
| 318720                                      | 03/14/2025 | 10964 911 SUPPLY INC                                   | WINTER COATS                                    | \$419.65           |
| 318766                                      | 03/14/2025 | 8940 DFND TECHNOLOGIES LLC                             | DRI-FIT SHIRTS                                  | \$1,122.00         |
| 318785                                      | 03/14/2025 | 5823 GALLS, LLC                                        | PANTS - MARSH                                   | \$140.03           |
| 318816                                      | 03/14/2025 | 4244 L N CURTIS & SONS                                 | PRO-BAR W/OUT RING                              | \$15,745.71        |
| 318826                                      | 03/14/2025 | 1206 MED-TECH RESOURCE INC                             | HOSE NOZZLES (4)                                | \$1,382.21         |
| 318873                                      | 03/14/2025 | 7872 SEA WESTERN INC                                   | BOOTS, GLOVES & STREAMLIGHTS                    | \$4,988.48         |
| 318929                                      | 03/28/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY                 | UNIFORM BASEBALL CAPS                           | \$85.52            |
| 318969                                      | 03/28/2025 | 919 FRONTLINE MEDICAL PLLC                             | PROFESSIONAL SERVICES                           | \$615.00           |
| 318971                                      | 03/28/2025 | 5823 GALLS, LLC                                        | NEW HIRE UNIFORMS                               | \$39.37            |
| 318992                                      | 03/28/2025 | 4244 L N CURTIS & SONS                                 | GLOBE TURNOUTS                                  | \$13,735.03        |
| 319053                                      | 03/28/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                           | \$1,391.98         |
| <b>082 - Fire Suppression Subtotal:</b>     |            |                                                        |                                                 | <b>\$39,664.98</b> |
| <b>090 - Engineering</b>                    |            |                                                        |                                                 |                    |
| 318847                                      | 03/14/2025 | 3700 OFFICE DEPOT INC                                  | OFFICE SUPPLIES                                 | \$8.02             |
| 318890                                      | 03/14/2025 | 8870 SZENDRE, SCOTT                                    | POST TRVL REIMB-FIRE LSAW CONFERENCE FEB25      | \$75.00            |
| 318958                                      | 03/28/2025 | 870 DEW ONLINE STORES                                  | PLANS BIN & TAPE W USE TAX CORRECTION           | \$1,236.60         |
| 319050                                      | 03/28/2025 | 4764 UNITED PARCEL SERVICE, UPS                        | SHIPPING EXPENSES                               | \$32.26            |
| 319053                                      | 03/28/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                           | \$634.15           |
| <b>090 - Engineering Subtotal:</b>          |            |                                                        |                                                 | <b>\$1,986.03</b>  |
| <b>100 - GF-Nondepartmental</b>             |            |                                                        |                                                 |                    |
| 318710                                      | 03/04/2025 | 84 BENTON PUD NO. 1                                    | ELECTRICITY                                     | \$2,986.93         |
| 318738                                      | 03/14/2025 | 14 BENTON COUNTY                                       | 2% DUE- 2024-Q4 TAX/PROFITS                     | \$6,046.20         |
| 318740                                      | 03/14/2025 | 14 BENTON COUNTY                                       | 2% DUE - 2024-Q3 TAX/PROFITS                    | \$6,366.07         |
| 318751                                      | 03/14/2025 | 435 CITY OF PASCO                                      | ANIMAL SHELTER SERVICE/RENT/MAIN/ADMIN - JAN 25 | \$201,203.49       |
| 318833                                      | 03/14/2025 | 5112 MOON SECURITY SERVICES, INC                       | MCL - 113129                                    | \$88.86            |
| 318925                                      | 03/28/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | BOILER PUMPS - USED PARTS                       | \$330.15           |
| 318933                                      | 03/28/2025 | 8297 BENTON CO COMMISSIONERS                           | BCDC/PROBATION FEES (20.35%) - FEB 2025         | \$200,018.07       |

**City of Kennewick**  
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| CHECK #                            | CHECK DATE | VENDOR NAME                                      | DESCRIPTION                        | AMOUNT         |
|------------------------------------|------------|--------------------------------------------------|------------------------------------|----------------|
| 318937                             | 03/28/2025 | 84 BENTON PUD NO. 1                              | ELECTRICITY                        | \$2,623.58     |
| 318943                             | 03/28/2025 | 83 CASCADE NATURAL GAS                           | GAS SERVICE                        | \$2,302.18     |
| 318953                             | 03/28/2025 | 7711 CULLIGAN WATER CONDITIONING                 | WATER DELIVERY                     | \$683.24       |
| 319002                             | 03/28/2025 | 5112 MOON SECURITY SERVICES, INC                 | MCL - 113129                       | \$40.00        |
| 100 - GF-Nondepartmental Subtotal: |            |                                                  |                                    | \$422,688.77   |
| Total For Fund 001                 |            |                                                  |                                    | \$1,554,874.44 |
| <b>Fund 102</b>                    |            |                                                  |                                    |                |
| <b>000 - Fund Activity</b>         |            |                                                  |                                    |                |
| EFT                                | 03/27/2025 | 70008 WA. STATE DEPT OF LICENSING                | EXCISE TAX-FEBRUARY 2025           | \$87.72        |
| 000 - Fund Activity Subtotal:      |            |                                                  |                                    | \$87.72        |
| <b>010 - Fund Activity</b>         |            |                                                  |                                    |                |
| 318745                             | 03/14/2025 | 1817 RADIO SERVICE COMPANY INC                   | RADIO MAINTENANCE FOR SNOW TRUCKS  | \$167.40       |
| 318775                             | 03/14/2025 | 9431 FAIRBANK EQUIPMENT                          | DE ICER TRUCK PARTS                | \$37.97        |
| 318813                             | 03/14/2025 | 5148 KELLEY'S TELE-COMMUNICATIONS                | ANSWERING SERVICE - FEBRUARY       | \$76.49        |
| 318822                             | 03/14/2025 | 3955 M-B COMPANIES INC                           | PAINT TRUCK GASKETS                | \$185.13       |
| 318886                             | 03/14/2025 | 923 METROPOLITAN TRANS. COMMISSION               | STREET SAVER ANNUAL SUBSCRIPTION   | \$4,500.00     |
| 318895                             | 03/14/2025 | 367 TRAFFIC SAFETY SUPPLY CO INC                 | MELTDOWN ARROWS                    | \$714.82       |
| 318929                             | 03/28/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY           | OE UNIFORM - HAYDEN DOCKEN         | \$589.05       |
| 318932                             | 03/28/2025 | 92 BENTON CLEAN AIR AGENCY                       | TUMBLEWEED APPLICATION RENEWAL     | \$500.00       |
| 318940                             | 03/28/2025 | 310 BUILDERS FIRSTSOURCE                         | BUNK BOARDS TRUCK 156              | \$58.30        |
| 318996                             | 03/28/2025 | 9792 LOPEZ, JUAN                                 | UNIFORM ALLOWANCE                  | \$165.14       |
| 319053                             | 03/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES              | \$345.68       |
| 010 - Fund Activity Subtotal:      |            |                                                  |                                    | \$7,339.98     |
| <b>110 - Traffic</b>               |            |                                                  |                                    |                |
| 318710                             | 03/04/2025 | 84 BENTON PUD NO. 1                              | ELECTRICITY                        | \$28,811.79    |
| 318714                             | 03/05/2025 | 4764 UNITED PARCEL SERVICE, UPS                  | SHIPPING-POSTAGE                   | \$555.05       |
| 318813                             | 03/14/2025 | 5148 KELLEY'S TELE-COMMUNICATIONS                | ANSWERING SERVICE - FEBRUARY       | \$76.49        |
| 318879                             | 03/14/2025 | 680 SIERRA ELECTRIC, INC.                        | REPAIR DIRECT BURIAL LIGHTING WIRE | \$3,515.32     |
| 318937                             | 03/28/2025 | 84 BENTON PUD NO. 1                              | ELECTRICITY                        | \$27,429.14    |
| 319050                             | 03/28/2025 | 4764 UNITED PARCEL SERVICE, UPS                  | SHIPPING EXPENSES                  | \$595.42       |
| 319053                             | 03/28/2025 | 30 VERIZON NORTHWEST                             | CITY WIDE CELL PHONES              | \$303.56       |
| 110 - Traffic Subtotal:            |            |                                                  |                                    | \$61,286.77    |
| Total For Fund 102                 |            |                                                  |                                    | \$68,714.47    |
| <b>Fund 103</b>                    |            |                                                  |                                    |                |
| <b>010 - Fund Activity</b>         |            |                                                  |                                    |                |
| 318983                             | 03/28/2025 | 113 INLAND ASPHALT COMPANY, CPM DEVELOPMENT CORP | P2401 PAY EST 5                    | \$188,170.90   |
| 010 - Fund Activity Subtotal:      |            |                                                  |                                    | \$188,170.90   |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
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| CHECK #                                 | CHECK DATE | VENDOR NAME                                    | DESCRIPTION                                    | AMOUNT                                            |
|-----------------------------------------|------------|------------------------------------------------|------------------------------------------------|---------------------------------------------------|
|                                         |            |                                                |                                                | <b>Total For Fund 103</b>                         |
|                                         |            |                                                |                                                | <b>\$188,170.90</b>                               |
| <b>Fund 106</b>                         |            |                                                |                                                |                                                   |
| <b>010 - Fund Activity</b>              |            |                                                |                                                |                                                   |
| 318756                                  | 03/14/2025 | 6375 COMPUNET INC                              | BIPIN SOLARWINDS RENEWAL 2025                  | \$61,667.09                                       |
| 318891                                  | 03/14/2025 | 8 TELCO WIRING & REPAIR INC                    | BIPIN NETWORK CONNECTIONS                      | \$15,915.62                                       |
| 319053                                  | 03/28/2025 | 30 VERIZON NORTHWEST                           | BIPIN CELL PHONES                              | \$129.23                                          |
|                                         |            |                                                |                                                | <b>010 - Fund Activity Subtotal:</b>              |
|                                         |            |                                                |                                                | <b>\$77,711.94</b>                                |
|                                         |            |                                                |                                                | <b>Total For Fund 106</b>                         |
|                                         |            |                                                |                                                | <b>\$77,711.94</b>                                |
| <b>Fund 107</b>                         |            |                                                |                                                |                                                   |
| <b>130 - CDBG</b>                       |            |                                                |                                                |                                                   |
| 318894                                  | 03/14/2025 | 172 THE TRI-CITY HERALD                        | LEGAL DISPLAY AD(CAPER REPORT)                 | \$150.96                                          |
|                                         |            |                                                |                                                | <b>130 - CDBG Subtotal:</b>                       |
|                                         |            |                                                |                                                | <b>\$150.96</b>                                   |
|                                         |            |                                                |                                                | <b>Total For Fund 107</b>                         |
|                                         |            |                                                |                                                | <b>\$150.96</b>                                   |
| <b>Fund 116</b>                         |            |                                                |                                                |                                                   |
| <b>010 - Fund Activity</b>              |            |                                                |                                                |                                                   |
| 318718                                  | 03/12/2025 | 73761 TRI-CITIES VISITOR & CONV. BUR           | TOURISM PROMOTION AREA DISTRIBUTION            | \$57,503.94                                       |
| 318896                                  | 03/14/2025 | 176 TRI-CITIES VISITOR &, CONVENTION BUREAU    | 159602 - CONTRACT DUES 2025-FEBRUARY           | \$25,286.72                                       |
| 318955                                  | 03/28/2025 | 983 DAKTRONICS INC                             | SCOREBOARDS FOR SOUTHRIDGE                     | \$18,271.39                                       |
|                                         |            |                                                |                                                | <b>010 - Fund Activity Subtotal:</b>              |
|                                         |            |                                                |                                                | <b>\$101,062.05</b>                               |
|                                         |            |                                                |                                                | <b>Total For Fund 116</b>                         |
|                                         |            |                                                |                                                | <b>\$101,062.05</b>                               |
| <b>Fund 117</b>                         |            |                                                |                                                |                                                   |
| <b>042 - City Attorney</b>              |            |                                                |                                                |                                                   |
| 318857                                  | 03/14/2025 | 3467 PRONTO PROCESS SERVICE, INC               | MONTHLY COURIER SERVICE - FEBRUARY 2025        | \$17.50                                           |
| 318912                                  | 03/14/2025 | 853 WEST GROUP PAYMENT CENTER                  | ONLINE SOFTWARE SUBSCRIPTION FEBRUARY 2025     | \$943.26                                          |
| 318945                                  | 03/28/2025 | 2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC | RECURRING SHREDDING SERVICE                    | \$13.21                                           |
| 319053                                  | 03/28/2025 | 30 VERIZON NORTHWEST                           | CITY WIDE CELL PHONES                          | \$83.71                                           |
|                                         |            |                                                |                                                | <b>042 - City Attorney Subtotal:</b>              |
|                                         |            |                                                |                                                | <b>\$1,057.68</b>                                 |
| <b>072 - KPD-Criminal Investigation</b> |            |                                                |                                                |                                                   |
| 319036                                  | 03/28/2025 | 7685 SPECIAL CONSULTING SERVICES, LLC          | UNSOLVED HOMICIDE/MISSING PERSON CASES/ORG CON | \$2,500.00                                        |
|                                         |            |                                                |                                                | <b>072 - KPD-Criminal Investigation Subtotal:</b> |
|                                         |            |                                                |                                                | <b>\$2,500.00</b>                                 |
| <b>073 - KPD-Patrol</b>                 |            |                                                |                                                |                                                   |
| 318858                                  | 03/14/2025 | 1997 PUBLIC SAFETY TESTING, INC.               | Q3 SUBSCRIPTION FEES - JULY/SEPT 2024          | \$1,273.00                                        |
| 319053                                  | 03/28/2025 | 30 VERIZON NORTHWEST                           | CITY WIDE CELL PHONES                          | \$1,396.47                                        |
|                                         |            |                                                |                                                | <b>073 - KPD-Patrol Subtotal:</b>                 |
|                                         |            |                                                |                                                | <b>\$2,669.47</b>                                 |
| <b>074 - KPD-Staff Services</b>         |            |                                                |                                                |                                                   |

**City of Kennewick**  
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| CHECK #                            | CHECK DATE | VENDOR NAME       | DESCRIPTION                    | AMOUNT     |
|------------------------------------|------------|-------------------|--------------------------------|------------|
| 318728                             | 03/14/2025 | 653 AMBER PURSLEY | 2025 UNIFORM ALLOWANCE-UPDATED | \$150.00   |
| 074 - KPD-Staff Services Subtotal: |            |                   |                                | \$150.00   |
| Total For Fund 117                 |            |                   |                                | \$6,377.15 |

**Fund 118****010 - Fund Activity**

|                               |            |                                 |                                              |              |
|-------------------------------|------------|---------------------------------|----------------------------------------------|--------------|
| 318725                        | 03/14/2025 | 465 AFFIRMA CONSULTING LLC      | JANUARY WEBSITE MANAGED SUPPORT & OVERAGE    | \$4,795.00   |
| 318737                        | 03/14/2025 | 6915 BOYD MANAGEMENT LLC        | HIDTA CONFERENCE LODGING-LEAVENWORTH, WA     | \$25,097.78  |
| 318748                        | 03/14/2025 | 10777 CHRISTINE, JULIE KATHLEEN | 2025 NW HIDTA SYMPOSIUM(2/11-2/13/2025)      | \$6,790.78   |
| 318767                        | 03/14/2025 | 10225 DURAN, MATTHEW LAWRENCE   | ATTEND COMMANDER/SUPERVISOR SYMPOSIUM        | \$8,793.47   |
| 318769                        | 03/14/2025 | 1076 ECHELON FRONT LLC          | FEE FOR HALF-DAY WORKSHOP-(2/12/25)          | \$18,325.00  |
| 318771                        | 03/14/2025 | 11026 ELIZABETH POWELL          | FLIGHT REIMB.-BOARD MEETING DATE POSTPONED   | \$6,128.77   |
| 318774                        | 03/14/2025 | 10912 EVANS, KEITH A            | NW HIDTA INTELLIGENCE ANALYST                | \$4,405.82   |
| 318784                        | 03/14/2025 | 397 GABRIEL JOHNSTON VELASCO    | NW HIDTA SUPERVISORS & COMMANDERS SYMPOSIUM  | \$4,794.92   |
| 318791                        | 03/14/2025 | 403 HAYLEY J. N. WEBSTER        | NW HIDTA EXECUTIVE ASSISTANT                 | \$3,599.81   |
| 318800                        | 03/14/2025 | 830 IAN WAYNE MCKENZIE          | 2025 COMMANDERS/SUPERVISORS SYMPOSIUM        | \$5,735.80   |
| 318832                        | 03/14/2025 | 301 MICHAEL J MIZER             | ATTEND NW HIDTA COMMANDER SYMPOSIUM          | \$5,166.17   |
| 318867                        | 03/14/2025 | 10915 ROSS, BRANDON R           | ATTEND 2025 COMMANDERS/SUPERVISORS SYMPOSIUM | \$6,001.88   |
| 318874                        | 03/14/2025 | 262 SELIG FAMILY HOLDINGS LLC   | MONTHLY RENT- MARCH 2025                     | \$20,779.70  |
| 318876                        | 03/14/2025 | 396 SHAWN ALEXANDER MITCHELL    | 2025 NW HIDTA SYMPOSIUM(FEB)                 | \$5,097.74   |
| 318911                        | 03/14/2025 | 10001 WEINER, JONATHAN M        | ATTEND 2025 NNOAC CONFERENCE(WA, D.C.)       | \$13,096.02  |
| 318944                        | 03/28/2025 | 10777 CHRISTINE, JULIE KATHLEEN | NW HIDTA FINANCIAL MANAGER                   | \$6,481.06   |
| 318959                        | 03/28/2025 | 10225 DURAN, MATTHEW LAWRENCE   | NW HIDTA DEPUTY DIRECTOR                     | \$8,555.47   |
| 318961                        | 03/28/2025 | 11026 ELIZABETH POWELL          | NW HIDTA PUBLIC HEALTH                       | \$5,450.25   |
| 318962                        | 03/28/2025 | 10912 EVANS, KEITH A            | NW HIDTA INTELLIGENCE ANALYST                | \$4,405.82   |
| 318970                        | 03/28/2025 | 397 GABRIEL JOHNSTON VELASCO    | NW HIDTA INTELLIGENCE ANALYST                | \$4,405.82   |
| 318976                        | 03/28/2025 | 403 HAYLEY J. N. WEBSTER        | NW HIDTA EXECUTIVE ASSISTANT                 | \$3,599.81   |
| 318981                        | 03/28/2025 | 830 IAN WAYNE MCKENZIE          | NW HIDTA OPERATIONS MANAGER                  | \$5,285.00   |
| 319001                        | 03/28/2025 | 301 MICHAEL J MIZER             | NW HIDTA DRUG INTELLIGENCE OFFICER           | \$4,405.82   |
| 319025                        | 03/28/2025 | 10915 ROSS, BRANDON R           | NW HIDTA ADMIN/SURV TECH                     | \$5,626.08   |
| 319030                        | 03/28/2025 | 396 SHAWN ALEXANDER MITCHELL    | NW HIDTA INTELLIGENCE ANALYST                | \$4,405.82   |
| 319060                        | 03/28/2025 | 10001 WEINER, JONATHAN M        | NW HIDTA DIRECTOR                            | \$9,997.38   |
| 010 - Fund Activity Subtotal: |            |                                 |                                              | \$201,226.99 |
| Total For Fund 118            |            |                                 |                                              | \$201,226.99 |

**Fund 300****010 - Fund Activity**

|        |            |                               |                                               |              |
|--------|------------|-------------------------------|-----------------------------------------------|--------------|
| 318716 | 03/12/2025 | 435 CITY OF PASCO             | REGIONAL CENTERS SALES & USE TAX-1ST QTR 2025 | \$209,983.08 |
| 318772 | 03/14/2025 | 182 ELLISON EARTHWORKS LLC    | P2411 PAY EST 4                               | \$14,564.02  |
| 318949 | 03/28/2025 | 6389 COLUMBIA ELECTRIC SUPPLY | PHOTOCELLS                                    | \$1,576.15   |



**City of Kennewick**  
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| CHECK #                            | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                                      | AMOUNT       |
|------------------------------------|------------|--------------------------------------------------------|--------------------------------------------------|--------------|
| 319041                             | 03/28/2025 | 153 TESLYTE LLC                                        | 54 WATT LED POST TOP RETROFIT KIT                | \$13,614.67  |
| 010 - Fund Activity Subtotal:      |            |                                                        |                                                  | \$239,737.92 |
| <b>160 - Land &amp; Facilities</b> |            |                                                        |                                                  |              |
| 318849                             | 03/14/2025 | 5262 OVERHEAD DOOR COMPANY, OF TRI-CITIES              | MOTOR REPLACEMENT                                | \$3,536.38   |
| 318866                             | 03/14/2025 | 1038 ROMTEC INC                                        | CIVIC CENTER PARK RESTROOM DESIGN/SUPPLY/INSTALL | \$20,740.00  |
| 318894                             | 03/14/2025 | 172 THE TRI-CITY HERALD                                | RFB FOR SCOTT PARK PLAYGROUND                    | \$163.88     |
| 318921                             | 03/28/2025 | 10587 ALOHA GARAGE DOOR COMPANY INC                    | 90% PAYMENT WATER TREATMENT PLANT GATE OPENER    | \$17,578.47  |
| 318925                             | 03/28/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | 90% PAYMENT KPD-IT SERVER ROOM HVAC              | \$32,072.19  |
| 318951                             | 03/28/2025 | 9679 CONNECTIX ENGINEERING INC                         | K2305 CONSULTANT INVOICE                         | \$10,959.00  |
| 318968                             | 03/28/2025 | 409 FRONTIER FENCE INC                                 | VANCOUVER PARK FENCE REPAIR                      | \$646.77     |
| 318993                             | 03/28/2025 | 638 LANDSCAPE STRUCTURES                               | 95% PAYMENT LS PLAYGROUND DESIGN/SUPPLY/INSTALL  | \$521,499.88 |
| 319018                             | 03/28/2025 | 9368 PRINGLES POWER VAC                                | FIRE STATION DRYER DUCT CLEANING                 | \$1,918.56   |
| 319024                             | 03/28/2025 | 4618 RODDA PAINT COMPANY                               | PAINT FOR PARKING STALLS                         | \$543.50     |
| 160 - Land & Facilities Subtotal:  |            |                                                        |                                                  | \$609,658.63 |
| <b>170 - Capital Purchases</b>     |            |                                                        |                                                  |              |
| 318900                             | 03/14/2025 | 1566 TYLER TECHNOLOGIES INC                            | CREDIT FOR PO#2220436                            | (\$2,812.00) |
| 170 - Capital Purchases Subtotal:  |            |                                                        |                                                  | (\$2,812.00) |
| Total For Fund 300                 |            |                                                        |                                                  | \$846,584.55 |
| <b>Fund 303</b>                    |            |                                                        |                                                  |              |
| <b>010 - Fund Activity</b>         |            |                                                        |                                                  |              |
| 318986                             | 03/28/2025 | 4713 J-U-B ENGINEERS INC                               | P2403 CONSULTANT INVOICE                         | \$16,103.32  |
| 010 - Fund Activity Subtotal:      |            |                                                        |                                                  | \$16,103.32  |
| Total For Fund 303                 |            |                                                        |                                                  | \$16,103.32  |
| <b>Fund 340</b>                    |            |                                                        |                                                  |              |
| <b>010 - Fund Activity</b>         |            |                                                        |                                                  |              |
| 318817                             | 03/14/2025 | 638 LANDSCAPE STRUCTURES                               | 95% PAYMENT NINJA COURSE PLAYGROUND              | \$73,193.91  |
| 010 - Fund Activity Subtotal:      |            |                                                        |                                                  | \$73,193.91  |
| Total For Fund 340                 |            |                                                        |                                                  | \$73,193.91  |
| <b>Fund 350</b>                    |            |                                                        |                                                  |              |
| <b>010 - Fund Activity</b>         |            |                                                        |                                                  |              |
| 318817                             | 03/14/2025 | 638 LANDSCAPE STRUCTURES                               | 95% PAYMENT NINJA COURSE PLAYGROUND              | \$5,049.53   |
| 010 - Fund Activity Subtotal:      |            |                                                        |                                                  | \$5,049.53   |
| Total For Fund 350                 |            |                                                        |                                                  | \$5,049.53   |
| <b>Fund 402</b>                    |            |                                                        |                                                  |              |
| <b>000 - Fund Activity</b>         |            |                                                        |                                                  |              |



**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



| CHECK #                       | CHECK DATE | VENDOR NAME                            | DESCRIPTION                            | AMOUNT      |
|-------------------------------|------------|----------------------------------------|----------------------------------------|-------------|
| EFT                           | 03/27/2025 | 70008 WA. STATE DEPT OF LICENSING      | EXCISE TAX-FEBRUARY 2025               | \$2.52      |
| 000 - Fund Activity Subtotal: |            |                                        |                                        | \$2.52      |
| <b>010 - Fund Activity</b>    |            |                                        |                                        |             |
| EFT                           | 03/27/2025 | 70008 WA. STATE DEPT OF LICENSING      | EXCISE TAX-FEBRUARY 2025               | \$20,038.38 |
| 318720                        | 03/14/2025 | 10964 911 SUPPLY INC                   | WINTER COATS                           | \$2,377.92  |
| 318741                        | 03/14/2025 | 2995 BENZ AIR ENGINEERING              | EXHAUST SYS. INSP. & TRNG              | \$896.77    |
| 318742                        | 03/14/2025 | 3495 BOUND TREE MEDICAL LLC            | IV & GENERAL MEDICAL SUPPLIES          | \$277.24    |
| 318747                        | 03/14/2025 | 7715 CARDINAL HEALTH 411, INC          | MEDICATIONS                            | \$177.73    |
| 318766                        | 03/14/2025 | 8940 DFND TECHNOLOGIES LLC             | DRI-FIT SHIRTS                         | \$6,358.00  |
| 318785                        | 03/14/2025 | 5823 GALLS, LLC                        | PANTS - MARSH                          | \$793.48    |
| 318801                        | 03/14/2025 | 8984 IMAGETREND INC                    | 2025 IMAGETREND DATA MART              | \$9,177.00  |
| 318816                        | 03/14/2025 | 4244 L N CURTIS & SONS                 | REPLACEMENT BOOT ZIPPERS (2)           | \$59.13     |
| 318819                        | 03/14/2025 | 8868 LIFE-ASSIST                       | SOFT STRETCHER (3)                     | \$4,499.19  |
| 318821                        | 03/14/2025 | 10613 LOCUTION SYSTEMS, INC.           | LOCUTION PRIME ALERT MAINTENANCE       | \$9,682.57  |
| 318850                        | 03/14/2025 | 917 OXARC, INC.                        | OXYGEN                                 | \$225.50    |
| 318872                        | 03/14/2025 | 1083 SCOTT MILLER                      | REIMB. TUITION MEDIC SCHOOL            | \$1,423.93  |
| 318873                        | 03/14/2025 | 7872 SEA WESTERN INC                   | BOOTS, GLOVES & STREAMLIGHTS           | \$7,482.61  |
| 318897                        | 03/14/2025 | 168 TRILOGY MEDWASTE WEST LLC          | MONTHLY RX DISPOSAL FEE                | \$15.37     |
| 318916                        | 03/14/2025 | 6869 ZOLL MEDICAL CORPORATION          | GENERAL MEDICAL SUPPLIES               | \$10,957.10 |
| 318929                        | 03/28/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY | UNIFORM BASEBALL CAPS                  | \$484.61    |
| 318939                        | 03/28/2025 | 3495 BOUND TREE MEDICAL LLC            | GENERAL MEDICAL SUPPLIES               | \$275.30    |
| 318942                        | 03/28/2025 | 7715 CARDINAL HEALTH 411, INC          | MEDICATION                             | \$512.09    |
| 318971                        | 03/28/2025 | 5823 GALLS, LLC                        | NEW HIRE UNIFORMS                      | \$223.12    |
| 318992                        | 03/28/2025 | 4244 L N CURTIS & SONS                 | GLOBE TURNOUTS                         | \$10,855.87 |
| 319012                        | 03/28/2025 | 917 OXARC, INC.                        | OXYGEN                                 | \$269.34    |
| 319039                        | 03/28/2025 | 7617 TARGETSOLUTIONS LEARNING, LLC     | 2025 VECTOR SCHEDULING RENEWAL         | \$8,096.25  |
| 319040                        | 03/28/2025 | 4028 TED BROWN MUSIC COMPANY           | RETAINAGE RELEASE FS#4 SPEAKER SYSTEM  | \$1,503.87  |
| 319053                        | 03/28/2025 | 30 VERIZON NORTHWEST                   | CITY WIDE CELL PHONES                  | \$1,028.86  |
| 010 - Fund Activity Subtotal: |            |                                        |                                        | \$97,691.23 |
| Total For Fund 402            |            |                                        |                                        | \$97,693.75 |
| <b>Fund 403</b>               |            |                                        |                                        |             |
| <b>010 - Fund Activity</b>    |            |                                        |                                        |             |
| EFT                           | 03/03/2025 | 70016 U.S. BANK                        | MERCHANT FEES                          | \$6,403.32  |
| 318892                        | 03/14/2025 | 6977 THE BUILDING DEPARTMENT INC       | FEBRUARY 2025 CONTRACT BLDG INSPECTION | \$3,344.00  |
| 319053                        | 03/28/2025 | 30 VERIZON NORTHWEST                   | CITY WIDE CELL PHONES                  | \$347.08    |
| 010 - Fund Activity Subtotal: |            |                                        |                                        | \$10,094.40 |
| Total For Fund 403            |            |                                        |                                        | \$10,094.40 |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



| CHECK #                              | CHECK DATE | VENDOR NAME                                       | DESCRIPTION                                        | AMOUNT             |
|--------------------------------------|------------|---------------------------------------------------|----------------------------------------------------|--------------------|
| <b>Fund 405</b>                      |            |                                                   |                                                    |                    |
| <b>000 - Fund Activity</b>           |            |                                                   |                                                    |                    |
| EFT                                  | 03/27/2025 | 70008 WA. STATE DEPT OF LICENSING                 | EXCISE TAX-FEBRUARY 2025                           | \$1.78             |
| <b>000 - Fund Activity Subtotal:</b> |            |                                                   |                                                    | <b>\$1.78</b>      |
| <b>010 - Fund Activity</b>           |            |                                                   |                                                    |                    |
| EFT                                  | 03/27/2025 | 70008 WA. STATE DEPT OF LICENSING                 | EXCISE TAX-FEBRUARY 2025                           | \$3,320.75         |
| 318746                               | 03/14/2025 | 810 C WATTS TRUCKING LLC                          | P2317 PAY EST 4 FINAL                              | \$7,669.70         |
| 318792                               | 03/14/2025 | 2080 HAZEN, TIMOTHY                               | UNIFORM ALLOWANCE                                  | \$124.96           |
| 318835                               | 03/14/2025 | 6624 MOUNT'S LOCK, KEY & ENGRAVING, INC.          | 270045 - HORSESHOE LOCK FOR FROG POND              | \$43.48            |
| 318929                               | 03/28/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY            | OE UNIFORM - CHRIS IRELAND                         | \$245.93           |
| 318936                               | 03/28/2025 | 93 BENTON FRANKLIN DISTRICT, HEALTH               | 2025 OPERATING PERMIT FEES - DECANT/TRANSFER (ELY) | \$6,000.00         |
| 318974                               | 03/28/2025 | 4759 GRIGG ENTERPRISES INC, ACE HARDWARE          | OE UNIFORM - KEITH WALKER                          | \$102.90           |
| 319053                               | 03/28/2025 | 30 VERIZON NORTHWEST                              | CITY WIDE CELL PHONES                              | \$324.87           |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                   |                                                    | <b>\$17,832.59</b> |
| <b>Total For Fund 405</b>            |            |                                                   |                                                    | <b>\$17,834.37</b> |
| <b>Fund 410</b>                      |            |                                                   |                                                    |                    |
| <b>000 - Fund Activity</b>           |            |                                                   |                                                    |                    |
| EFT                                  | 03/27/2025 | 70008 WA. STATE DEPT OF LICENSING                 | EXCISE TAX-FEBRUARY 2025                           | \$6.15             |
| 318793                               | 03/14/2025 | 865 HD FOWLER COMPANY INC                         | INV 400 HD FOWLER                                  | \$1,346.20         |
| <b>000 - Fund Activity Subtotal:</b> |            |                                                   |                                                    | <b>\$1,352.35</b>  |
| <b>010 - Fund Activity</b>           |            |                                                   |                                                    |                    |
| EFT                                  | 03/14/2025 | 6441 MERRELL BROTHERS INC                         | P2209 PAY EST 4                                    | \$2,309,126.06     |
| EFT                                  | 03/27/2025 | 70008 WA. STATE DEPT OF LICENSING                 | EXCISE TAX-FEBRUARY 2025                           | \$61,961.41        |
| 318710                               | 03/04/2025 | 84 BENTON PUD NO. 1                               | ELECTRICITY                                        | \$83,952.17        |
| 318712                               | 03/05/2025 | 4147 FEDEX                                        | SHIPPING- POSTAGE                                  | \$414.68           |
| 318714                               | 03/05/2025 | 4764 UNITED PARCEL SERVICE, UPS                   |                                                    | \$96.14            |
| 318730                               | 03/14/2025 | 7400 ANALYTICAL SERVICES INC                      | AEROBIC ENDOSPORE SAMPLING                         | \$310.00           |
| 318732                               | 03/14/2025 | 1169 ARBITRAGE COMPLIANCE, SPECIALISTS INC        | ARBITRAGE REBATE CALCULATION 05TH YEAR             | \$2,550.00         |
| 318733                               | 03/14/2025 | 5050 ARG INDUSTRIAL                               | HOSE FOR CHLORINE PUMP                             | \$53.74            |
| 318750                               | 03/14/2025 | 952 CHROMALOX INC                                 | THREE WTP INSERTION HEATERS FOR FILTERS            | \$73,476.90        |
| 318754                               | 03/14/2025 | 6389 COLUMBIA ELECTRIC SUPPLY                     | 1" BENDER TO BEND COPPER PIPE                      | \$139.71           |
| 318755                               | 03/14/2025 | 2614 COLUMBIA SNAKE RIVER, IRRIGATORS ASSOCIATION | CSRIA 2025 MEMBERSHIP DUES                         | \$2,000.00         |
| 318757                               | 03/14/2025 | 13 CORE & MAIN LP                                 | COMPRESSION COUPLER TO REPAIR WATER SERVICES       | \$390.02           |
| 318759                               | 03/14/2025 | 2966 CULBERT CONSTRUCTION INC                     | P2211 PAY EST 2                                    | \$465,172.57       |
| 318770                               | 03/14/2025 | 1080 EDGAR DIAZ                                   | UNIFORM ALLOWANCE                                  | \$130.28           |
| 318772                               | 03/14/2025 | 182 ELLISON EARTHWORKS LLC                        | P2415 PAY 2                                        | \$44,393.31        |
| 318777                               | 03/14/2025 | 8774 FASTENAL COMPANY                             | BOLTS FOR NEW CONSTRUCTION METER SETS              | \$70.29            |

**City of Kennewick**  
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| CHECK # | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                                        | AMOUNT       |
|---------|------------|--------------------------------------------------------|----------------------------------------------------|--------------|
| 318779  | 03/14/2025 | 86 FERGUSON ENTERPRISES INC                            | PRV REBUILD KITS                                   | \$3,187.41   |
| 318781  | 03/14/2025 | 6964 FILMTEC CORPORATION                               | WTP MEMBRANE FILTER PARTS                          | \$28,528.31  |
| 318793  | 03/14/2025 | 865 HD FOWLER COMPANY INC                              | CREDIT: FITTINGS FOR 2" BYPASSES I6903603          | \$7,915.65   |
| 318804  | 03/14/2025 | 4713 J-U-B ENGINEERS INC                               | P2114 CONSULTANT INVOICE                           | \$2,085.90   |
| 318812  | 03/14/2025 | 669 KELLER ASSOCIATES INC                              | P2408 CONSULTANT INVOICE                           | \$9,862.50   |
| 318813  | 03/14/2025 | 5148 KELLEY'S TELE-COMMUNICATIONS                      | ANSWERING SERVICE - FEBRUARY                       | \$78.82      |
| 318814  | 03/14/2025 | 78 KENNEWICK INDUSTRIAL & ELEC                         | J BOXES FOR BIOSOLIDS PUMP STATION                 | \$77.22      |
| 318830  | 03/14/2025 | 1955 MID-AMERICAN RESEARCH CHEMICAL                    | CONTACT CLEANER FOR TV CAMERA                      | \$184.06     |
| 318833  | 03/14/2025 | 5112 MOON SECURITY SERVICES, INC                       | WFP - 10128                                        | \$94.87      |
| 318838  | 03/14/2025 | 788 NATIONAL SAFETY INC                                | OIL ABSORBENT PADS                                 | \$36.91      |
| 318844  | 03/14/2025 | 4466 NORTHSTAR CHEMICAL INC                            | WTP CHEMICALS                                      | \$10,570.60  |
| 318847  | 03/14/2025 | 3700 OFFICE DEPOT INC                                  | OFFICE SUPPLIES                                    | \$119.31     |
| 318849  | 03/14/2025 | 5262 OVERHEAD DOOR COMPANY, OF TRI-CITIES              | MOTOR REPLACEMENT                                  | \$3,536.38   |
| 318859  | 03/14/2025 | 10453 RAINIER ENVIRONMENTAL LAB, ERIC TOLLEFSON        | WET TESTING FOR OUR PERMIT                         | \$3,850.00   |
| 318904  | 03/14/2025 | 5815 VINCENT BROTHERS LLP                              | P2117 PAY EST 4                                    | \$164,871.03 |
| 318922  | 03/28/2025 | 8808 AMERICAN SAFETY INC                               | CERTIFIED ASBESTOS SUPERVISOR REFRESHER FOR A.BOLT | \$400.00     |
| 318923  | 03/28/2025 | 7400 ANALYTICAL SERVICES INC                           | AEROBIC ENDOSPORE SAMPLING                         | \$620.00     |
| 318924  | 03/28/2025 | 2738 ANATEK LABS INC                                   | TOC SAMPLING                                       | \$3,380.00   |
| 318925  | 03/28/2025 | 3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL | REPLACE EXPANSION VALVE AND BOTH DRYERS            | \$2,297.62   |
| 318926  | 03/28/2025 | 490 APPLIED INDUSTRIAL TECH, INC.                      | PRESSURE VALVE FOR HYPO TANKS AT WTP               | \$772.83     |
| 318927  | 03/28/2025 | 5050 ARG INDUSTRIAL                                    | SUCTION LINE FOR FILTRATE SAMPLE PUMP              | \$4.21       |
| 318929  | 03/28/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY                 | OE UNIFORM - EDGAR DIAZ                            | \$3,134.89   |
| 318930  | 03/28/2025 | 4052 BATTERIES PLUS                                    | RECHARGEABLE BATTERIES FOR METER PROGRAMMERS       | \$91.24      |
| 318936  | 03/28/2025 | 93 BENTON FRANKLIN DISTRICT, HEALTH                    | TKN TEST FOR DISCHARGE PERMIT                      | \$3,845.00   |
| 318937  | 03/28/2025 | 84 BENTON PUD NO. 1                                    | ELECTRICITY                                        | \$81,325.28  |
| 318938  | 03/28/2025 | 9733 BNSF RAILWAY COMPANY                              | W/S GENERAL ADMIN - W/S ROW PERMANENT #100665      | \$100.00     |
| 318943  | 03/28/2025 | 83 CASCADE NATURAL GAS                                 | GAS SERVICE                                        | \$4,473.42   |
| 318947  | 03/28/2025 | 1310 COLEMAN OIL COMPANY                               | OIL FOR NEW FILTRATE PUMPS                         | \$276.65     |
| 318949  | 03/28/2025 | 6389 COLUMBIA ELECTRIC SUPPLY                          | ROCKWELL SOFTWARE SUPPORT PLC PROGRAMMING          | \$3,674.06   |
| 318954  | 03/28/2025 | 8116 D&D TELECOMMUNICATIONS, PROPERTIES, LLC           | INSPIRATION POINT - MARCH 2025                     | \$1,565.74   |
| 318958  | 03/28/2025 | 870 DEW ONLINE STORES                                  | PLANS BIN & TAPE W USE TAX CORRECTION              | \$1,237.49   |
| 318964  | 03/28/2025 | 8774 FASTENAL COMPANY                                  | BOLTS FOR PRV REBUILD                              | \$77.07      |
| 318965  | 03/28/2025 | 86 FERGUSON ENTERPRISES INC                            | RING GASKETS FOR 3" METER INSTALLS                 | \$1,858.50   |
| 318972  | 03/28/2025 | 1775 GRAINGER                                          | ADJUSTABLE HUB WRENCH FOR LOCATING TRUCK           | \$423.95     |
| 318974  | 03/28/2025 | 4759 GRIGG ENTERPRISES INC, ACE HARDWARE               | OE UNIFORM ORDER - ROSS WOODWARD                   | \$225.40     |
| 318975  | 03/28/2025 | 7234 GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS    | P2318 CONSULTANT INVOICE                           | \$15,982.50  |
| 318977  | 03/28/2025 | 865 HD FOWLER COMPANY INC                              | REPAIR BANDS FOR INVENTORY STOCK                   | \$953.50     |
| 318982  | 03/28/2025 | 9099 IDEXX DISTRIBUTION INC                            | LAB SUPPLIES FOR TESTING                           | \$263.40     |
| 318987  | 03/28/2025 | 1082 JESSE TURNER                                      | UNIFORM ALLOWANCE                                  | \$193.32     |
| 318990  | 03/28/2025 | 78 KENNEWICK INDUSTRIAL & ELEC                         | PARTS FOR NON POTABLE SYSTEM AND EYE WASH          | \$378.65     |

**City of Kennewick**  
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| CHECK #                              | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                                  | AMOUNT                |
|--------------------------------------|------------|--------------------------------------------------------|----------------------------------------------|-----------------------|
| 318997                               | 03/28/2025 | 3154 M & M BOLT COMPANY, LLC                           | BOLTS FOR PRV REBUILD ON 4TH AVE             | \$55.52               |
| 318998                               | 03/28/2025 | 5256 MCCUNE'S INSTRUMENTS                              | BACKFLOW TEST KIT ANNUAL CERTIFICATION       | \$180.94              |
| 319003                               | 03/28/2025 | 6624 MOUNT'S LOCK, KEY & ENGRAVING, INC.               | LOCKS FOR OCCUPANT NON PAYS                  | \$688.29              |
| 319007                               | 03/28/2025 | 1290 NCL OF WISCONSIN, INC.                            | LAB SUPPLIES                                 | \$578.87              |
| 319012                               | 03/28/2025 | 917 OXARC, INC.                                        | NITROGEN FOR VALVE AT ASR                    | \$16.83               |
| 319013                               | 03/28/2025 | 1040 PARAMOUNT SUPPLY COMPANY                          | VENT FOR HYPO LINE AT ASR                    | \$337.07              |
| 319014                               | 03/28/2025 | 300 PASCO MACHINE CO INC                               | MECHANICAL SEAL FOR PUMP AT 19TH AND OLYMPIA | \$433.65              |
| 319015                               | 03/28/2025 | 329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC       | FUSES FOR CIP HEATERS                        | \$339.25              |
| 319022                               | 03/28/2025 | 957 RANCH & HOME INC                                   | SALT FOR WATER SOFTENER                      | \$789.16              |
| 319028                               | 03/28/2025 | 8114 SERV-A-PURE COMPANY                               | DI TANK FOR LAB WATER                        | \$342.77              |
| 319031                               | 03/28/2025 | 680 SIERRA ELECTRIC, INC.                              | MEG BOTH LIFT STATION MOTORS, ONE IS BAD     | \$1,539.19            |
| 319043                               | 03/28/2025 | 11021 TIJERINA, JUAN                                   | WDM TEST REIMBURSEMENT                       | \$212.00              |
| 319044                               | 03/28/2025 | 2693 TMG SERVICES, INC                                 | WWTP NON-POTABLE SODIUM HYDROXIDE PUMP       | \$2,604.14            |
| 319045                               | 03/28/2025 | 6270 TRI-CITY SIGN & BARRICADE                         | LOCATE PAINT                                 | \$442.97              |
| 319049                               | 03/28/2025 | 2900 U.S. ARMY CORPS OF ENGINEERS, WALLA WALLA DISTRIC | EASEMENT NO. DACW68-2-24-09                  | \$1,585.00            |
| 319051                               | 03/28/2025 | 3564 US LINEN AND UNIFORM                              | LINEN SERVICE                                | \$152.20              |
| 319052                               | 03/28/2025 | 3881 UTILITIES UNDERGROUND, LOCATION CENTER            | MONTHLY LOCATE FEES                          | \$183.60              |
| 319053                               | 03/28/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                        | \$3,247.69            |
| 319056                               | 03/28/2025 | 164 WA STATE DEPARTMENT OF ECOLOGY                     | BIOSOLIDS ANNUAL PERMIT FEE                  | \$8,626.85            |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                        |                                              | <b>\$3,429,146.96</b> |
| <b>Total For Fund 410</b>            |            |                                                        |                                              | <b>\$3,430,499.31</b> |

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

|                                      |            |       |                                               |                                  |                    |
|--------------------------------------|------------|-------|-----------------------------------------------|----------------------------------|--------------------|
| EFT                                  | 03/27/2025 | 70008 | WA. STATE DEPT OF LICENSING                   | EXCISE TAX-FEBRUARY 2025         | \$24.71            |
| 318758                               | 03/14/2025 | 7868  | CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC | INV 700 TRANSMISSION FILTER/SEAL | \$220.18           |
| 318799                               | 03/14/2025 | 8711  | HUGHES FIRE EQUIPMENT INC                     | INV 700 HUGHES FIRE              | \$538.85           |
| 318851                               | 03/14/2025 | 6241  | PASCO TIRE FACTORY INC                        | INV 800 BFG TIRES                | \$1,872.86         |
| 318853                               | 03/14/2025 | 241   | PERFORMANCE SYSTEMS INTEGRATION               | INV 700 FIRE EXTINGUISHERS       | \$1,376.00         |
| 318930                               | 03/28/2025 | 4052  | BATTERIES PLUS                                | INV 700 BATTERIES PLUS           | \$1,205.68         |
| 318950                               | 03/28/2025 | 4853  | CONNELL OIL INC, 76 DISTRIBUTING              | INV 700 OIL                      | \$5,054.44         |
| 318980                               | 03/28/2025 | 8711  | HUGHES FIRE EQUIPMENT INC                     | INV 700 HUGHES FIRE              | \$326.10           |
| 319005                               | 03/28/2025 | 8875  | NAPA PASCO AUTO PARTS, THM MANAGEMENT INC     | INV 700 NAPA                     | \$191.25           |
| 319011                               | 03/28/2025 | 4217  | O'REILLY AUTO PARTS                           | INV 700 O'REILLY FOR FLEET       | \$586.86           |
| <b>000 - Fund Activity Subtotal:</b> |            |       |                                               |                                  | <b>\$11,396.93</b> |

**010 - Fund Activity**

|        |            |      |                            |                                               |            |
|--------|------------|------|----------------------------|-----------------------------------------------|------------|
| 318713 | 03/05/2025 | 4764 | UNITED PARCEL SERVICE, UPS | SHIPPING                                      | \$18.82    |
| 318721 | 03/14/2025 | 8802 | A1 TRUCK WASH              | TRUCK WASH FOR V4100                          | \$125.24   |
| 318735 | 03/14/2025 | 4247 | AUTOZONE                   | ALLDATA DIAGNOSTIC SOFTWARE RENEWAL FOR FLEET | \$2,012.04 |
| 318736 | 03/14/2025 | 4052 | BATTERIES PLUS             | BATTERY VEH 7102                              | \$190.77   |

**City of Kennewick**  
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| CHECK #                              | CHECK DATE | VENDOR NAME                                        | DESCRIPTION                            | AMOUNT              |
|--------------------------------------|------------|----------------------------------------------------|----------------------------------------|---------------------|
| 318753                               | 03/14/2025 | 1310 COLEMAN OIL COMPANY                           | CITYWIDE FLEET FUEL                    | \$45,159.28         |
| 318758                               | 03/14/2025 | 7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC | STABILIZER LINK FOR V7307              | \$4,714.56          |
| 318783                               | 03/14/2025 | 7860 FTRS, LLC                                     | FUEL TAX REFUND CLAIM JUL-DEC 2024     | \$1,236.80          |
| 318797                               | 03/14/2025 | 8572 HIGH DESERT MAINTENANCE INC                   | LAPTOP MOUNT FOR V7100                 | \$2,077.89          |
| 318799                               | 03/14/2025 | 8711 HUGHES FIRE EQUIPMENT INC                     | SCREENS VEH 2717                       | \$1,970.29          |
| 318806                               | 03/14/2025 | 2285 JIFFY CAR WASH, INC.                          | FLEET CAR WASHES                       | \$652.20            |
| 318807                               | 03/14/2025 | 3363 JIM'S PACIFIC GARAGES INC                     | CATALYTIC CONVERTER FOR V2307          | \$16,527.85         |
| 318825                               | 03/14/2025 | 2357 MCCURLEY CHEVROLET INC                        | SEAL FOR V5519                         | \$23.89             |
| 318829                               | 03/14/2025 | 1576 MID COLUMBIA FORKLIFT, INC.                   | REPLACE MAP SENSOR VEH 0457            | \$2,027.86          |
| 318834                               | 03/14/2025 | 819 MOTION AND FLOW CONTROL PRODUCTS INC           | SWIVEL ADAPTER FOR V2003               | \$12.70             |
| 318837                               | 03/14/2025 | 8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC     | GASKET MAKER FOR V4104                 | \$301.93            |
| 318843                               | 03/14/2025 | 7121 NOREGON SYSTEMS LLC                           | JPRO SOFTWARE RENEWAL                  | \$2,390.31          |
| 318846                               | 03/14/2025 | 4217 O'REILLY AUTO PARTS                           | ADHESIVE FOR V4104                     | \$3,616.80          |
| 318851                               | 03/14/2025 | 6241 PASCO TIRE FACTORY INC                        | TIRE SERVICE VEH 0094                  | \$3,830.37          |
| 318855                               | 03/14/2025 | 285 PNW EMERGENCY EQUIPMENT                        | PUMP BODY AND SEAL VEH 2717            | \$480.85            |
| 318860                               | 03/14/2025 | 957 RANCH & HOME INC                               | PROPANE VEH 0401                       | \$22.10             |
| 318889                               | 03/14/2025 | 5320 SWS EQUIPMENT, LLC                            | HOSE/CUFFS FOR V4105                   | \$1,044.50          |
| 318919                               | 03/28/2025 | 8802 A1 TRUCK WASH                                 | TRUCK WASH V4612                       | \$157.91            |
| 318927                               | 03/28/2025 | 5050 ARG INDUSTRIAL                                | HYDRAULIC FITTINGS VEH 4105            | \$132.77            |
| 318928                               | 03/28/2025 | 2181 ARROW CONSTRUCTION SUPPLY LLC                 | CRACKSEALER TIPS VEH 4205              | \$274.54            |
| 318929                               | 03/28/2025 | 1568 ATOMIC SCREEN PRINT &, EMBROIDERY             | OE UNIFORM J KUTROWSKI                 | \$263.51            |
| 318930                               | 03/28/2025 | 4052 BATTERIES PLUS                                | BATTERY VEH 7103                       | \$572.31            |
| 318947                               | 03/28/2025 | 1310 COLEMAN OIL COMPANY                           | CITY WIDE FLEET FUEL                   | \$23,540.30         |
| 318957                               | 03/28/2025 | 9827 DAY WIRELESS SYSTEMS                          | 2025 POLICE VEHICLE UPFIT VEH 7504     | \$16,589.35         |
| 318973                               | 03/28/2025 | 437 GREG MAHLER                                    | OE REIMBURSEMENT FOR BOOTS G MAHLER    | \$169.56            |
| 318974                               | 03/28/2025 | 4759 GRIGG ENTERPRISES INC, ACE HARDWARE           | OE CLOTHING CARHARTT - GREG MAHLER     | \$102.90            |
| 318979                               | 03/28/2025 | 8572 HIGH DESERT MAINTENANCE INC                   | BED REPAIR VEH 4907                    | \$8,160.66          |
| 318980                               | 03/28/2025 | 8711 HUGHES FIRE EQUIPMENT INC                     | SWITCH AND HORN HARDWARE VEH 2801      | \$859.06            |
| 318988                               | 03/28/2025 | 3363 JIM'S PACIFIC GARAGES INC                     | SENSOR VEH 2802                        | \$382.50            |
| 318995                               | 03/28/2025 | 8933 LES SCHWAB TIRE CENTERS, OF WASHINGTON INC    | FLAT REPAIR VEH 4104                   | \$60.22             |
| 319005                               | 03/28/2025 | 8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC     | FILTER FOR FLEET                       | \$61.18             |
| 319011                               | 03/28/2025 | 4217 O'REILLY AUTO PARTS                           | TRANSMISSION FILTER VEH 5705           | \$228.47            |
| 319016                               | 03/28/2025 | 285 PNW EMERGENCY EQUIPMENT                        | VALVE KIT VEH 0228                     | \$311.36            |
| 319021                               | 03/28/2025 | 957 RANCH & HOME INC                               | PROPANE VEH 0401                       | \$24.06             |
| 319026                               | 03/28/2025 | 9107 RWC INTERNATIONAL LTD                         | CONNECTOR VEH 4100                     | \$202.76            |
| 319046                               | 03/28/2025 | 9195 TRI-CITY TOOL SOLUTIONS LLC, ANDREW ZOLLER    | BRAKE PAD GUAGE FOR FLEET              | \$61.69             |
| 319051                               | 03/28/2025 | 3564 US LINEN AND UNIFORM                          | LINEN SERVICE                          | \$139.68            |
| 319053                               | 03/28/2025 | 30 VERIZON NORTHWEST                               | CITY WIDE CELL PHONES                  | \$174.24            |
| 319059                               | 03/28/2025 | 5985 WAT INC                                       | MOUNTING BRACKETS VEH 2400, 2401, 2402 | \$194.57            |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                    |                                        | <b>\$141,100.65</b> |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



| CHECK #                              | CHECK DATE | VENDOR NAME                                     | DESCRIPTION                                      | AMOUNT              |
|--------------------------------------|------------|-------------------------------------------------|--------------------------------------------------|---------------------|
| <b>Total For Fund 501</b>            |            |                                                 |                                                  | <b>\$152,497.58</b> |
| <b>Fund 502</b>                      |            |                                                 |                                                  |                     |
| <b>000 - Fund Activity</b>           |            |                                                 |                                                  |                     |
| 318788                               | 03/14/2025 | 1775 GRAINGER                                   | INV 200 GRAINGER                                 | \$396.36            |
| 318888                               | 03/14/2025 | 3697 SUNWEST SPORTSWEAR, A DIVISION OF US LINEN | INV 200 SUN WEST                                 | \$3,246.33          |
| 318952                               | 03/28/2025 | 5727 COSTCO ANYWHERE CITI VISA                  | INV 200 SUNSCREEN                                | \$379.80            |
| 318963                               | 03/28/2025 | 5426 EWING IRRIGATION PRODUCTS, INC             | INV 500 EWING                                    | \$282.05            |
| 318972                               | 03/28/2025 | 1775 GRAINGER                                   | INV 200 GRAINGER                                 | \$856.84            |
| 319006                               | 03/28/2025 | 788 NATIONAL SAFETY INC                         | INV 200 SAFETY GLASSES                           | \$154.47            |
| 319009                               | 03/28/2025 | 2904 NORTHERN SAFETY CO., INC.                  | INV 200 NORTHERN SAFETY                          | \$318.51            |
| 319017                               | 03/28/2025 | 1077 POOPBAGS.COM LLC                           | INV 200 DOG WASTE BAGS                           | \$719.88            |
| 319042                               | 03/28/2025 | 3426 THE HOME DEPOT PRO, DBA SUPPLY WORKS       | INV 200 PAPER TOWELS                             | \$3,296.22          |
| <b>000 - Fund Activity Subtotal:</b> |            |                                                 |                                                  | <b>\$9,650.46</b>   |
| <b>010 - Fund Activity</b>           |            |                                                 |                                                  |                     |
| 318722                               | 03/14/2025 | 1526 ABADAN                                     | COPIER MAINTENANCE - 2025                        | \$1,437.43          |
| 318818                               | 03/14/2025 | 6743 LEAF CAPITAL FUNDING LLC                   | COPIER LEASE - 2025                              | \$707.39            |
| 318920                               | 03/28/2025 | 1526 ABADAN                                     | COPIER MAINTENANCE -2025                         | \$232.10            |
| 318994                               | 03/28/2025 | 6743 LEAF CAPITAL FUNDING LLC                   | COPIER LEASE - 2025                              | \$1,976.38          |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                 |                                                  | <b>\$4,353.30</b>   |
| <b>Total For Fund 502</b>            |            |                                                 |                                                  | <b>\$14,003.76</b>  |
| <b>Fund 503</b>                      |            |                                                 |                                                  |                     |
| <b>010 - Fund Activity</b>           |            |                                                 |                                                  |                     |
| EFT                                  | 03/06/2025 | 70008 WA. STATE DEPT OF LICENSING               | DRIVING ABSTRACTS                                | \$195.00            |
| EFT                                  | 03/06/2025 | 70008 WA. STATE DEPT OF LICENSING               | DRIVING ABSTRACTS                                | \$105.00            |
| EFT                                  | 03/06/2025 | 70008 WA. STATE DEPT OF LICENSING               | DRIVING ABSTRACTS                                | \$45.00             |
| EFT                                  | 03/13/2025 | 70008 WA. STATE DEPT OF LICENSING               | DRIVING ABSTRACTS                                | \$105.00            |
| EFT                                  | 03/24/2025 | 70008 WA. STATE DEPT OF LICENSING               | DRIVING ABSTRACTS                                | \$60.00             |
| EFT                                  | 03/24/2025 | 70008 WA. STATE DEPT OF LICENSING               | DRIVING ABSTRACTS                                | \$60.00             |
| EFT                                  | 03/28/2025 | 70008 WA. STATE DEPT OF LICENSING               | DRIVING ABSTRACTS                                | \$30.00             |
| 318724                               | 03/14/2025 | 8615 ADVANCED TRAFFIC PRODUCTS INC              | REPLACE PED PUSHBUTTON AT HILDEBRAND & PLAZA WAY | \$473.93            |
| 318782                               | 03/14/2025 | 81 FNS COLLISION GROUP LLC                      | REPAIR KPD #7311                                 | \$6,807.15          |
| 318790                               | 03/14/2025 | 519 H&L AUTO GLASS LLC                          | REPLACE WINDSHIELD FOR KPD #7104.                | \$1,086.14          |
| 318879                               | 03/14/2025 | 680 SIERRA ELECTRIC, INC.                       | REPLACE LIGHT POLE AT 526 W. COLUMBIA DR.        | \$2,129.52          |
| 319053                               | 03/28/2025 | 30 VERIZON NORTHWEST                            | CITY WIDE CELL PHONES                            | \$41.41             |
| 319061                               | 03/28/2025 | 2368 WESTERN SYSTEMS INC                        | REPLACE RRFB AT FAIRWAY OFF 10TH                 | \$65.47             |
| <b>010 - Fund Activity Subtotal:</b> |            |                                                 |                                                  | <b>\$11,203.62</b>  |
| <b>220 - RM-Dental</b>               |            |                                                 |                                                  |                     |



**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



| CHECK #                       | CHECK DATE | VENDOR | NAME                                  | DESCRIPTION                         | AMOUNT      |
|-------------------------------|------------|--------|---------------------------------------|-------------------------------------|-------------|
| 318765                        | 03/14/2025 | 2029   | DEPARTMENT OF ENTERPRISE SERVICES DES | SEMI-ANNUAL REGULATORY FEE          | \$350.00    |
| 220 - RM-Dental Subtotal:     |            |        |                                       |                                     | \$350.00    |
| Total For Fund 503            |            |        |                                       |                                     | \$11,553.62 |
| <b>Fund 611</b>               |            |        |                                       |                                     |             |
| <b>010 - Fund Activity</b>    |            |        |                                       |                                     |             |
| 318960                        | 03/28/2025 | 5685   | ECKERT, NANCY                         | LEOFF 1 PENSION                     | \$1,816.62  |
| 319020                        | 03/28/2025 | 6700   | PURDY, PAULA                          | LEOFF 1 PENSION                     | \$1,159.80  |
| 319023                        | 03/28/2025 | 145    | REMUS, LARRY J                        | LEOFF 1 PENSION                     | \$1,144.39  |
| 319029                        | 03/28/2025 | 148    | SHAW, LEONARD                         | LEOFF 1 PENSION                     | \$846.58    |
| 319035                        | 03/28/2025 | 150    | SLEATER, LARRY L                      | LEOFF 1 PENSION                     | \$1,830.83  |
| 319054                        | 03/28/2025 | 152    | VICKERMAN, THOMAS                     | LEOFF 1 PENSION                     | \$652.95    |
| 010 - Fund Activity Subtotal: |            |        |                                       |                                     | \$7,451.17  |
| Total For Fund 611            |            |        |                                       |                                     | \$7,451.17  |
| <b>Fund 612</b>               |            |        |                                       |                                     |             |
| <b>010 - Fund Activity</b>    |            |        |                                       |                                     |             |
| 318743                        | 03/14/2025 | 185    | BUCK, GARY E                          | RETIREE MEDICAL                     | \$499.50    |
| 318768                        | 03/14/2025 | 1894   | EASLING, CONNIE                       | RETIREE MEDICAL                     | \$185.00    |
| 318776                        | 03/14/2025 | 41     | FARNKOFF, ROBERT C                    | RETIREE MEDICAL                     | \$185.00    |
| 318778                        | 03/14/2025 | 58     | FEARING, DOUG                         | RETIREE MEDICAL                     | \$185.00    |
| 318786                        | 03/14/2025 | 181    | GIER, CHARLES W.                      | RETIREE MEDICAL                     | \$174.70    |
| 318787                        | 03/14/2025 | 134    | GONDERMAN, DAVID A                    | RETIREE MEDICAL                     | \$185.00    |
| 318789                        | 03/14/2025 | 62     | GROSS, ROBERT                         | RETIREE MEDICAL                     | \$185.00    |
| 318795                        | 03/14/2025 | 455    | HEIMBIGNER, MICHAEL                   | RETIREE MEDICAL                     | \$185.00    |
| 318798                        | 03/14/2025 | 6744   | HIRSCHEL, ARTHUR D                    | RETIREE MEDICAL                     | \$104.90    |
| 318808                        | 03/14/2025 | 3891   | JOPLIN, ALAN                          | RETIREE MEDICAL                     | \$185.00    |
| 318810                        | 03/14/2025 | 65     | JUERGENS, CURT                        | RETIREE MEDICAL                     | \$164.90    |
| 318815                        | 03/14/2025 | 60     | KRAFT, JAMES                          | RETIREE MEDICAL                     | \$185.00    |
| 318823                        | 03/14/2025 | 50     | MACE, BILL                            | RETIREE MEDICAL                     | \$185.00    |
| 318824                        | 03/14/2025 | 52     | MAPLETHORPE, JOHN G., JR              | RETIREE MEDICAL                     | \$197.66    |
| 318845                        | 03/14/2025 | 142    | O'HAIR, RONALD L                      | RETIREE MEDICAL                     | \$185.00    |
| 318852                        | 03/14/2025 | 5554   | PENNEY, MICHAEL                       | RETIREE MEDICAL                     | \$134.00    |
| 318863                        | 03/14/2025 | 145    | REMUS, LARRY J                        | RETIREE MEDICAL                     | \$185.00    |
| 318864                        | 03/14/2025 | 145    | REMUS, LARRY J                        | REIMB MED CLAIM-PERScription 3/4/25 | \$198.99    |
| 318871                        | 03/14/2025 | 1821   | SCHARNHORST, DEAN                     | RETIREE MEDICAL                     | \$164.90    |
| 318875                        | 03/14/2025 | 148    | SHAW, LEONARD                         | RETIREE MEDICAL                     | \$185.00    |
| 318880                        | 03/14/2025 | 150    | SLEATER, LARRY L                      | RETIREE MEDICAL                     | \$195.30    |
| 318882                        | 03/14/2025 | 66     | SOUTHWICK, JOHN J., JR.               | RETIREE MEDICAL                     | \$185.00    |
| 318898                        | 03/14/2025 | 1318   | TRIPP, GREG                           | RETIREE MEDICAL                     | \$185.00    |



**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



| CHECK #                       | CHECK DATE | VENDOR NAME                                            | DESCRIPTION                              | AMOUNT         |
|-------------------------------|------------|--------------------------------------------------------|------------------------------------------|----------------|
| 318903                        | 03/14/2025 | 152 VICKERMAN, THOMAS                                  | RETIREE MEDICAL                          | \$164.90       |
| 318906                        | 03/14/2025 | 8584 WAGNER, BRIAN                                     | RETIREE MEDICAL                          | \$181.00       |
| 318909                        | 03/14/2025 | 9944 WATERS, DENNIS                                    | RETIREE MEDICAL                          | \$185.00       |
| 318914                        | 03/14/2025 | 2997 WILLIAMS, GARY                                    | RETIREE MEDICAL                          | \$185.00       |
| 318915                        | 03/14/2025 | 9776 YADEN, MARK                                       | RETIREE MEDICAL                          | \$185.00       |
| 010 - Fund Activity Subtotal: |            |                                                        |                                          | \$5,325.75     |
| Total For Fund 612            |            |                                                        |                                          | \$5,325.75     |
| <b>Fund 634</b>               |            |                                                        |                                          |                |
| <b>010 - Fund Activity</b>    |            |                                                        |                                          |                |
| 318900                        | 03/14/2025 | 1566 TYLER TECHNOLOGIES INC                            | SOCRATA TRAINING - BIPIN                 | \$5,043.68     |
| 010 - Fund Activity Subtotal: |            |                                                        |                                          | \$5,043.68     |
| Total For Fund 634            |            |                                                        |                                          | \$5,043.68     |
| <b>Fund 642</b>               |            |                                                        |                                          |                |
| <b>000 - Fund Activity</b>    |            |                                                        |                                          |                |
| 318935                        | 03/28/2025 | 14 BENTON COUNTY                                       | METRO OT REIMBURSEMENT- FEB 2025         | \$693.00       |
| 318946                        | 03/28/2025 | 435 CITY OF PASCO                                      | METRO OT REIMBURSEMENT FEB, 2025         | \$414.87       |
| 000 - Fund Activity Subtotal: |            |                                                        |                                          | \$1,107.87     |
| <b>010 - Fund Activity</b>    |            |                                                        |                                          |                |
| 318753                        | 03/14/2025 | 1310 COLEMAN OIL COMPANY                               | UC VEHICLE FUEL EXPENSE                  | \$105.57       |
| 318760                        | 03/14/2025 | 7711 CULLIGAN WATER CONDITIONING                       | CULLIGAN WATER SERVICE                   | \$61.15        |
| 318828                        | 03/14/2025 | 1078 MICHELLE STAIRET                                  | METRO HEARINGS EXAMINER INVOICE FEB/25   | \$875.00       |
| 318883                        | 03/14/2025 | 22 SPECIAL SERVICES GROUP                              | COVERT TRACK SUBSCRIPTION 25/26          | \$3,391.44     |
| 318899                        | 03/14/2025 | 457 TRUCKS & AUTO AUCTIONS                             | VEHICLE STORAGE FEE (MAR)                | \$905.00       |
| 318931                        | 03/28/2025 | 2595 BENNETT, CHRIS                                    | BF-03262025 - INVESTIGATIVE FUNDS ISSUED | \$10,000.00    |
| 318953                        | 03/28/2025 | 7711 CULLIGAN WATER CONDITIONING                       | CULLIGAN WATER SERVICE                   | \$34.51        |
| 319053                        | 03/28/2025 | 30 VERIZON NORTHWEST                                   | CITY WIDE CELL PHONES                    | \$81.42        |
| 010 - Fund Activity Subtotal: |            |                                                        |                                          | \$15,454.09    |
| Total For Fund 642            |            |                                                        |                                          | \$16,561.96    |
| <b>Fund 888</b>               |            |                                                        |                                          |                |
| <b>000 - Fund Activity</b>    |            |                                                        |                                          |                |
| EFT                           | 03/28/2025 | 5000 COMMERCIAL CARD SOLUTIONS, JP MORGAN CHASE - VISA | PCARD PURCHASES-FEBRUARY 2025            | \$58,970.96    |
| 000 - Fund Activity Subtotal: |            |                                                        |                                          | \$58,970.96    |
| Total For Fund 888            |            |                                                        |                                          | \$58,970.96    |
|                               |            |                                                        |                                          | \$6,966,750.52 |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



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

Jessica Platt, Finance Director

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

|                                      |                       |
|--------------------------------------|-----------------------|
| Check Numbers 318710 through 319061: | \$4,472,832.32        |
| Electronic Payments (EFT):           | \$2,493,918.20        |
| <b>Total</b>                         | <b>\$6,966,750.52</b> |

**City of Kennewick**  
**Claims Roster by Fund/Division**  
**3/1/2025 to 3/31/2025**



| CLAIMS SUMMARY |                                |              |
|----------------|--------------------------------|--------------|
| FUND           | DESCRIPTION                    | AMOUNT       |
| 001            | GENERAL FUND                   | 1,554,874.44 |
| 102            | STREET FUND                    | 68,714.47    |
| 103            | ARTERIAL STREET FUND           | 188,170.90   |
| 106            | BI-PIN OPERATIONS FUND         | 77,711.94    |
| 107            | COMMUNITY DEVELOPMENT FUND     | 150.96       |
| 116            | LODGING TAX FUND               | 101,062.05   |
| 117            | CRIMINAL JUSTICE SALES TAX FND | 6,377.15     |
| 118            | HIDTA FIDUCIARY PROGRAM        | 201,226.99   |
| 300            | CAPITAL IMPROVEMENTS FUND      | 846,584.55   |
| 303            | URBAN ARTERIAL STREET FUND     | 16,103.32    |
| 340            | PARK RESERVE FUND              | 73,193.91    |
| 350            | PARK IMPACT FEE FUND           | 5,049.53     |
| 402            | MEDICAL SERVICES FUND          | 97,693.75    |
| 403            | BUILDING SAFETY FUND           | 10,094.40    |
| 405            | STORMWATER UTILITY FUND        | 17,834.37    |
| 410            | WATER AND SEWER FUND           | 3,430,499.31 |
| 501            | EQUIPMENT RENTAL FUND          | 152,497.58   |
| 502            | CENTRAL STORES FUND            | 14,003.76    |
| 503            | RISK MANAGEMENT FUND           | 11,553.62    |
| 611            | FIREMENS PENSION FUND          | 7,451.17     |
| 612            | OPEB TRUST FUND                | 5,325.75     |
| 634            | BI-COUNTY POLICE INFO NETWORK  | 5,043.68     |
| 642            | METRO DRUG FORFEITURE FUND     | 16,561.96    |
| 888            | RESIDUAL FUND                  | 58,970.96    |
| Total:         |                                | 6,966,750.52 |

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



| FUND/DIVISION                 | VENDOR # | VENDOR NAME                         | DESCRIPTION                                    | AMOUNT            |
|-------------------------------|----------|-------------------------------------|------------------------------------------------|-------------------|
| <b>001 - GENERAL FUND</b>     |          |                                     |                                                |                   |
| CITY COUNCIL                  | 10182    | PROCARD, ASSOCIATION OF WASHINGTON  | CITY ACTION DAYS CANCELATION                   | (250.00)          |
| CITY COUNCIL                  | 2861     | TROPHY SHOPPE, THE, JEFFREY BRITTON | RETIREMENT PLAQUE                              | 75.94             |
| CITY COUNCIL                  | 999998   | HAMPTON INN & SUITES OLY            | CITY ACTION DAYS - JIM MILLBAUER               | 461.26            |
| CITY COUNCIL                  | 999998   | SQ *KENNEWICK PAST MEN OF           | KENNEWICK MEN & WOMAN OF THE YEAR BANQUET      | 300.00            |
| <b>City Council Subtotal:</b> |          |                                     |                                                | <b>\$587.20</b>   |
| CITY MANAGER                  | 10182    | PROCARD, ASSOCIATION OF WASHINGTON  | CITY ACTION DAYS CANCELATION                   | (175.00)          |
| CITY MANAGER                  | 999998   | SQ *TRI-CITY DEVELOPMENT            | TRI-CITY DEVELOPMENT COUNCIL                   | 340.00            |
| CITY MANAGER                  | 999998   | IN *SAVE THE CLUB, LLC              | DEPARTMENT HEAD RETREAT - ZINTEL CANYON        | 368.00            |
| CITY MANAGER                  | 999998   | SQ *KENNEWICK PAST MEN OF           | KENNEWICK MEN & WOMAN OF THE YEAR BANQUET      | 300.00            |
| CITY MANAGER                  | 3717     | AMAZON.COM                          | OFFICE SUPPLIES                                | 61.45             |
| CITY MANAGER                  | 5746     | 4IMPRINT                            | CITY OF KENNEWICK - PENS, MUGS, AND BOAT TOTES | 2,281.16          |
| CITY MANAGER                  | 172      | THE TRI-CITY HERALD                 | TRI-CITY HERALD - SUBSCRIPTION                 | 23.99             |
| CITY MANAGER                  | 10158    | PROCARD, CANVA                      | CANVA - SUBSCRIPTION                           | 70.99             |
| CITY MANAGER                  | 999998   | OPENAI *CHATGPT SUBSCR              | CHATGPT SUBSCRIPTION                           | 21.74             |
| CITY MANAGER                  | 6006     | ADOBE SYSTEMS, INC                  | ADOBE SUBSCRIPTION                             | 32.60             |
| CITY MANAGER                  | 6701     | RED APPLE MARKET                    | SHORELINE CONVEYANCE MEETING DRINKS            | 33.63             |
| CITY MANAGER                  | 999998   | PP*RISE & AMP SHINE BAKE            | SHORELINE CONVEYANCE MEETING LUNCH             | 123.05            |
| <b>City Manager Subtotal:</b> |          |                                     |                                                | <b>\$3,481.61</b> |
| RECREATION SERVICES           | 6620     | STK*SHUTTERSTOCK.COM                | IMAGES FOR MARKETING PRINT                     | 31.53             |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | KCC SUPPLIES                                   | 278.10            |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | TRASH CAN FOR KCC DINING ROOM                  | 72.86             |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | BELL FOR POOL                                  | 15.28             |
| RECREATION SERVICES           | 999998   | CROWD MGR TRAINING                  | CROWD CONTROL TRAINING FOR GUEST SERVICES      | 79.80             |
| RECREATION SERVICES           | 10280    | PROCARD, GROCERY OUTLET KENN        | KCC SUPPLIES                                   | 9.99              |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | SR CLEANING SUPPLIES                           | 88.76             |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | KEYBOARD FOR SR FRONT DESK                     | 46.19             |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | GRANGE HALL CLOSET HOOK ORGANIZER              | 10.86             |
| RECREATION SERVICES           | 7680     | PANDORA*INTERNET RADIO              | PANDORA FOR THE PAVILION                       | 32.56             |
| RECREATION SERVICES           | 999998   | GREEN CLEANERS                      | SR LINEN CLEANING                              | 38.05             |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | SR OFFICE SUPPLIES                             | 109.23            |
| RECREATION SERVICES           | 3546     | WRPA                                | BRANDON LANGE WRPA REGISTRATION                | 250.00            |
| RECREATION SERVICES           | 3546     | WRPA                                | CHASE WHARTON WRPA REGISTRATION                | 250.00            |
| RECREATION SERVICES           | 3717     | AMAZON.COM                          | COMPUTER MOUSE                                 | 32.60             |
| RECREATION SERVICES           | 999998   | SLING.COM                           | SLING TV FOR THE PAVILION                      | 33.78             |
| RECREATION SERVICES           | 3223     | WALMART SUPERCENTER                 | SR CLEANING SUPPLIES                           | 10.30             |
| RECREATION SERVICES           | 999998   | WWW.PEACHJAR.COM                    | SWITCH IT UP KSD MARKETING                     | 125.00            |

## City of Kennewick

## PCard Roster by Fund

2/1/2025 to 2/28/2025



| FUND/DIVISION                    | VENDOR # | VENDOR NAME                                     | DESCRIPTION                                   | AMOUNT            |
|----------------------------------|----------|-------------------------------------------------|-----------------------------------------------|-------------------|
| RECREATION SERVICES              | 7237     | GOTPRINT.COM                                    | PICKLE BALL WATER BILL MAILER                 | 1,144.78          |
| RECREATION SERVICES              | 999998   | CPR*NATIONALCPR                                 | BRANDON LANGE CPR                             | 19.94             |
| RECREATION SERVICES              | 3223     | WALMART SUPERCENTER                             | GRANGE VACUUM                                 | 62.52             |
| RECREATION SERVICES              | 3717     | AMAZON.COM                                      | IPAD FOR RECREATION                           | 310.87            |
| RECREATION SERVICES              | 3546     | WRPA                                            | WRPA CONFERENCE                               | 125.00            |
| RECREATION SERVICES              | 3546     | WRPA                                            | DISCOUNT FOR WRPA CONFERENCE                  | (50.00)           |
| RECREATION SERVICES              | 3546     | WRPA                                            | WRPA CONFERENCE REGISTRATION                  | 575.00            |
| Recreation Services Subtotal:    |          |                                                 |                                               | <b>\$3,703.00</b> |
| FACILITIES MAINTENANCE           | 10904    | PROCARD, WSU PROF ED                            | PESTICIDE TRAINING                            | 300.00            |
| FACILITIES MAINTENANCE           | 7969     | MUSTANG SIGN GROUP, WANG ENTERPRISES            | KASONS KORNER SIGNS                           | 1,395.71          |
| FACILITIES MAINTENANCE           | 1099     | LOWE'S HARDWARE                                 | CONCRETE MIXER                                | 433.71            |
| FACILITIES MAINTENANCE           | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS            | BRACKETS                                      | 105.31            |
| FACILITIES MAINTENANCE           | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS            | OFFICE SUPPLIES                               | 65.19             |
| FACILITIES MAINTENANCE           | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS            | IRRIGATION SUPPLIES                           | 33.62             |
| FACILITIES MAINTENANCE           | 3546     | WRPA                                            | WRPA CONFERENCE                               | 125.00            |
| FACILITIES MAINTENANCE           | 3546     | WRPA                                            | DISCOUNT FOR WRPA CONFERENCE                  | (50.00)           |
| FACILITIES MAINTENANCE           | 3700     | OFFICE DEPOT INC                                | DESK FOR INFRASTRUCTURE SUPERVISOR            | 239.13            |
| FACILITIES MAINTENANCE           | 3546     | WRPA                                            | WRPA CONFERENCE REGISTRATION                  | 790.00            |
| Facilities Maintenance Subtotal: |          |                                                 |                                               | <b>\$3,437.67</b> |
| ECONOMIC DEVELOPMENT             | 10158    | PROCARD, CANVA                                  |                                               | 73.20             |
| ECONOMIC DEVELOPMENT             | 3442     | ICSC INTERNATIONAL COUNCIL OF, SHOPPING CENTERS | SHOPPERS OF AMERICA MEMBERSHIP DUES           | 175.00            |
| ECONOMIC DEVELOPMENT             | 172      | THE TRI-CITY HERALD                             | LOCAL NEWSPAPER SUBSCRIPTION                  | 215.99            |
| ECONOMIC DEVELOPMENT             | 8305     | CONSTANT CONTACT INC                            | EMAIL PLATFORM FOR COMMUNICATIONS             | 403.28            |
| Economic Development Subtotal:   |          |                                                 |                                               | <b>\$867.47</b>   |
| ACCOUNTING                       | 7237     | GOTPRINT.COM                                    | BUSINESS CARDS FOR G AGUILAR                  | 38.13             |
| ACCOUNTING                       | 999998   | WASHINGTON FINANCE OFF                          | WFOA MEMBERSHIP FEE - A. MICHAEL              | 75.00             |
| ACCOUNTING                       | 999998   | WASHINGTON FINANCE OFF                          | WFOA GAAP WEBINAR - A. MICHAEL & R. STODDARD  | 250.00            |
| ACCOUNTING                       | 999998   | WASHINGTON FINANCE OFF                          | WFOA GAAP WEBINAR - C. OMOLO                  | 125.00            |
| ACCOUNTING                       | 3717     | AMAZON.COM                                      | OFFICE SUPPLIES                               | 23.28             |
| ACCOUNTING                       | 999998   | BNP MEDIA SUB-ENR AR NEWS                       | ENGINEERING NEWS SUBSCRIPTION - R. STODDARD   | 8.99              |
| Accounting Subtotal:             |          |                                                 |                                               | <b>\$520.40</b>   |
| HUMAN RESOURCES                  | 999998   | PELRA* INV-15014                                | ANNUAL SUBSCRIPTION TO NPFLRA                 | 225.00            |
| HUMAN RESOURCES                  | 9513     | PROCARD, YOURMEMBER-CAREERS                     | AWWA JOB POSTING FOR UTILITY SERVICES MANAGER | 399.00            |

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



| FUND/DIVISION                     | VENDOR # | VENDOR NAME                             | DESCRIPTION                                                                    | AMOUNT            |
|-----------------------------------|----------|-----------------------------------------|--------------------------------------------------------------------------------|-------------------|
| HUMAN RESOURCES                   | 3700     | OFFICE DEPOT INC                        | OFFICE SUPPLIES                                                                | 91.11             |
| HUMAN RESOURCES                   | 9860     | PROCARD, PAYPAL                         | AWC JOB POSTINGS                                                               | 200.00            |
| HUMAN RESOURCES                   | 4544     | SPARE TIME LANES                        | FACILITY RENTAL FOR WELLNESS BOWLING EVENT                                     | 951.13            |
| <b>Human Resources Subtotal:</b>  |          |                                         |                                                                                | <b>\$1,866.24</b> |
| CIVIL SERVICE                     | 999998   | OLIVE GARDEN 0021555                    | BC TESTING - ASSESSOR LUNCH                                                    | 249.96            |
| <b>Civil Service Subtotal:</b>    |          |                                         |                                                                                | <b>\$249.96</b>   |
| CUSTOMER SERVICE                  | 999998   | CVENT* THE 2025 UTILIT                  | WESTCOAST USE CONFERENCE REGISTRATION - R. WITTMAN                             | 449.00            |
| CUSTOMER SERVICE                  | 3717     | AMAZON.COM                              | OFFICE SUPPLIES                                                                | 98.47             |
| <b>Customer Service Subtotal:</b> |          |                                         |                                                                                | <b>\$547.47</b>   |
| CODE ENFORCEMENT                  | 8889     | PROCARD, ORLEANS HOTEL & CASINO         | J. GINDER: ORLEANS HOTEL CONFERENCE HOTEL                                      | 691.50            |
| CODE ENFORCEMENT                  | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC. | T. GOTT: EDUCODE REGISTRATION FEE                                              | 225.00            |
| <b>Code Enforcement Subtotal:</b> |          |                                         |                                                                                | <b>\$916.50</b>   |
| CITY ATTORNEY                     | 7458     | PROCARD, WASHINGTON                     | SUPERIOR COURT AUDIO HEARING TRANSCRIPT - COK V. SANCHEZ-<br>VENEGAS 4A0785354 | 26.75             |
| CITY ATTORNEY                     | 999998   | ODP BUS SOL LLC # 101080                | OFFICE SUPPLIES - NOTEPADS                                                     | 3.34              |
| CITY ATTORNEY                     | 7458     | PROCARD, WASHINGTON                     | PROPERTY DAMAGE COMPLAINT FILING FEE - COK V. LARIOS, ANA                      | 87.15             |
| CITY ATTORNEY                     | 999998   | ODP BUS SOL LLC # 101078                | OFFICE SUPPLIES - PENS, MANILLA ENVELOPES & AA BATTERIES                       | 35.58             |
| CITY ATTORNEY                     | 999998   | ODP BUS SOL LLC # 101078                | OFFICE SUPPLIES - XSTAMPER INK                                                 | 7.49              |
| CITY ATTORNEY                     | 3717     | AMAZON.COM                              | OFFICE SUPPLIES - MOUSE PAD                                                    | 5.91              |
| CITY ATTORNEY                     | 3717     | AMAZON.COM                              | OFFICE SUPPLIES - KEYBOARD                                                     | 28.15             |
| <b>City Attorney Subtotal:</b>    |          |                                         |                                                                                | <b>\$194.37</b>   |
| CITY CLERK                        | 999998   | IIMC                                    | IIMC: K JOHNSTON ANNUAL DUES                                                   | 235.00            |
| CITY CLERK                        | 999998   | MRSC.ORG                                | 911 DISPATCH PUBLIC RECORDS TRAINING WITH MRSC                                 | 40.00             |
| CITY CLERK                        | 5257     | WAPRO                                   | K JOHNSTON RE-CERTIFICATION FEE - PUBLIC RECORDS OFFICER                       | 50.00             |
| <b>City Clerk Subtotal:</b>       |          |                                         |                                                                                | <b>\$325.00</b>   |
| INFORMATION TECHNOLOGY            | 3717     | AMAZON.COM                              | POWER SUPPLY - AV SYSTEM - COUNCIL CHAMBERS                                    | 21.73             |
| INFORMATION TECHNOLOGY            | 10459    | PROCARD, PAYFLOW/PAYPAL                 | MONTHLY CREDIT CARD PROCESSING                                                 | 615.65            |
| INFORMATION TECHNOLOGY            | 4169     | INTEGO                                  | CAMTASIA MAINTENANCE RENEWAL (2 SEATS)                                         | 123.29            |
| INFORMATION TECHNOLOGY            | 3717     | AMAZON.COM                              | CASE OF KLEENEX TISSUE                                                         | 67.39             |
| INFORMATION TECHNOLOGY            | 473      | MICROSOFT CORPORATION                   | MICROSOFT SUPPORT CALL                                                         | 499.00            |
| INFORMATION TECHNOLOGY            | 3717     | AMAZON.COM                              | MICROPHONE WINDSCREEN COVERS (4) - COUNCIL CHAMBERS                            | 21.74             |
| INFORMATION TECHNOLOGY            | 39       | BRIDGEPAY NETWORK SOLUTIONS             | MONTHLY CREDIT CARD PROCESSING                                                 | 79.70             |
| INFORMATION TECHNOLOGY            | 6183     | DIGICERT                                | WILDCARD SSL CERTIFICATE RENEWAL - 2 YEARS                                     | 2,023.99          |
| INFORMATION TECHNOLOGY            | 3292     | BEST BUY                                | WIRELESS KEYBOARD - IT                                                         | 21.73             |
| INFORMATION TECHNOLOGY            | 999998   | BCM ONE INC                             | TELEPHONE SIP TRUNK CHARGES                                                    | 386.44            |
| INFORMATION TECHNOLOGY            | 1889     | UNITED AIR LINES, INC.                  | AIRFARE - MARIETTA K - TYLER CONNECT 2025                                      | 602.34            |
| INFORMATION TECHNOLOGY            | 1889     | UNITED AIR LINES, INC.                  | AIRFARE - PAT SPARKS - TYLER CONNECT 2025                                      | 554.70            |

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| FUND/DIVISION                               | VENDOR # | VENDOR NAME                                    | DESCRIPTION                                                 | AMOUNT            |
|---------------------------------------------|----------|------------------------------------------------|-------------------------------------------------------------|-------------------|
| INFORMATION TECHNOLOGY                      | 3717     | AMAZON.COM                                     | 1TB USB FLASHDRIVE - IT SERVICE DESK                        | 84.81             |
| INFORMATION TECHNOLOGY                      | 3292     | BEST BUY                                       | CANCELLED ORDER - WIRELESS KEYBOARD - IT                    | (21.73)           |
| INFORMATION TECHNOLOGY                      | 7621     | ENVIRONMENTAL SYSTEMS, RESEARCH INSTITUTE INC. | ESRI TRAINING - MARIETTA KOSTENKO                           | 1,919.00          |
| INFORMATION TECHNOLOGY                      | 999998   | COSMOPOL-RESERVATIONS                          | HOTEL RESERVATION - TRACY T - 2025 INFOTECH CONFERENCE      | 181.41            |
| INFORMATION TECHNOLOGY                      | 999998   | IN *HOME BREWED T-SHIRTS                       | IT DEPT SHIRT ORDER                                         | 786.50            |
| INFORMATION TECHNOLOGY                      | 3554     | DELTA AIRLINES                                 | AIRFARE - CODY LEWIS - INFOTECH 2025                        | 509.37            |
| INFORMATION TECHNOLOGY                      | 999998   | BELLAGIO - ADV DEP                             | HOTEL DEPOSIT - CODY LEWIS - INFOTECH 2025                  | 293.65            |
| INFORMATION TECHNOLOGY                      | 999998   | PREMIER AIRPORT SHUTTLE                        | SHUTTLE SERVICE - CODY LEWIS - SEATTLE                      | 76.00             |
| INFORMATION TECHNOLOGY                      | 3242     | ALASKA AIRLINES                                | AIRFARE - CODY LEWIS - CYBERSECURITY SUMMIT - SEATTLE       | 206.60            |
| <b>Information Technology Subtotal:</b>     |          |                                                |                                                             | <b>\$9,053.31</b> |
| PLANNING                                    | 999998   | ODP BUS SOL LLC # 101078                       | M. DIDIER: OFFICE DEPOT PRINTER TONER                       | 215.52            |
| PLANNING                                    | 1566     | TYLER TECHNOLOGIES INC                         | A. VON MOOS: TYLER CONNECT 2025 CONFERENCE REG.             | 1,199.00          |
| PLANNING                                    | 1889     | UNITED AIR LINES, INC.                         | A. VON MOOS: UNITED AIRLINES CONFERENCE AIRFARE             | 571.16            |
| PLANNING                                    | 7070     | PROCARD, SQUARE INC                            | M. HALITSKY: HPC-EBCHSM 2025 MEMBERSHIP DUES                | 320.00            |
| PLANNING                                    | 5257     | WAPRO                                          | M. DIDIER: 2025 WAPRO MEMBERSHIP                            | 25.00             |
| <b>Planning Subtotal:</b>                   |          |                                                |                                                             | <b>\$2,330.68</b> |
| KPD-ADMINISTRATION                          | 999998   | SPECTRUM                                       | BASIC CABLE SERVICE                                         | 281.51            |
| KPD-ADMINISTRATION                          | 473      | MICROSOFT CORPORATION                          | SUBSCRIPTION                                                | 5.44              |
| KPD-ADMINISTRATION                          | 9665     | PROCARD, THE DAVENPORT GRAND HO                | WASPC SPRING CONFERENCE LODGING (ONE NIGHT PER RESERVATION) | 178.75            |
| <b>KPD-Administration Subtotal:</b>         |          |                                                |                                                             | <b>\$465.70</b>   |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | SQ *WASHINGTON HOMICIDE I                      | SLOCOMBE TRAINING                                           | 450.00            |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | SQ *WASHINGTON HOMICIDE I                      | SAGEN TRAINING                                              | 450.00            |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | SQ *WASHINGTON HOMICIDE I                      | TRAINING - WOLF                                             | 450.00            |
| KPD-CRIMINAL INVESTIGATION                  | 3717     | AMAZON.COM                                     | TWO SURGE PROTECTORS FOR FORENSICS LAB                      | 128.18            |
| KPD-CRIMINAL INVESTIGATION                  | 999998   | SPECTRUM                                       | ICAC LAB INTERNET SERVICE                                   | 129.99            |
| KPD-CRIMINAL INVESTIGATION                  | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS           | EVIDENCE REFRIGERATOR                                       | 3,319.70          |
| KPD-CRIMINAL INVESTIGATION                  | 7458     | PROCARD, WASHINGTON                            | WEAPONS FORFEITURE FILING FEE~ CASE #24-62121               | 87.15             |
| KPD-CRIMINAL INVESTIGATION                  | 7458     | PROCARD, WASHINGTON                            | WEAPONS FORFEITURE FILING FEE                               | 174.30            |
| <b>KPD-Criminal Investigation Subtotal:</b> |          |                                                |                                                             | <b>\$5,189.32</b> |
| KPD-PATROL                                  | 11073    | PROCARD, SP * SGT KNOTS SUPPLY                 | BUNGEE CORDS FOR PATROL CARS                                | 198.56            |
| KPD-PATROL                                  | 999998   | B2G, LLC* O #110501                            | TRAINING, CLARY, GOULET                                     | 990.00            |
| KPD-PATROL                                  | 10533    | CRASH DATA GROUP INC                           | TRAFFIC SOFTWARE                                            | 1,630.50          |
| KPD-PATROL                                  | 999998   | TBL* UAV COACH                                 | GOULET DRONE SCHOOL                                         | 325.01            |
| KPD-PATROL                                  | 999998   | B2G, LLC* O #114152                            | TRAINING - MORENO                                           | 495.00            |
| KPD-PATROL                                  | 1748     | FBI-LEEDA                                      | FBI LEEDA MEMBERSHIP                                        | 50.00             |



**City of Kennewick**  
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| FUND/DIVISION                         | VENDOR # | VENDOR NAME                          | DESCRIPTION                                                                      | AMOUNT            |
|---------------------------------------|----------|--------------------------------------|----------------------------------------------------------------------------------|-------------------|
| KPD-PATROL                            | 9665     | PROCARD, THE DAVENPORT GRAND HO      | WASPC SPRING CONFERENCE LODGING (ONE NIGHT PER RESERVATION)                      | 178.75            |
| <b>KPD-Patrol Subtotal:</b>           |          |                                      |                                                                                  | <b>\$3,867.82</b> |
| KPD-STAFF SERVICES                    | 999998   | RS WAREHOUSE STAMPS                  | 2 KPD DATE STAMPS AND 1 RECORDS CERTIFICATION STAMP                              | 153.26            |
| KPD-STAFF SERVICES                    | 999998   | MRSC.ORG                             | 911 DISPATCH RECORDS TRAINING- SUPERVISOR AND PUBLIC RECORDS STAFF REGISTRATIONS | 160.00            |
| KPD-STAFF SERVICES                    | 3717     | AMAZON.COM                           | BUSY LIGHT FOR TELEPHONE- DEB DENKE                                              | 46.69             |
| KPD-STAFF SERVICES                    | 8106     | PROCARD, POSITIVE CONCEPTS INC       | SECTOR PAPER                                                                     | 520.00            |
| <b>KPD-Staff Services Subtotal:</b>   |          |                                      |                                                                                  | <b>\$879.95</b>   |
| KPD-SPECIAL SERVICES                  | 999998   | UNDERSEA ADVENTURES                  | PEPPERBALL TANK FILLS                                                            | 108.60            |
| KPD-SPECIAL SERVICES                  | 999998   | SQ *NATIONAL TACTICAL OFF            | TAYLOR LESS LETHAL INSTRUCTOR                                                    | 99.00             |
| KPD-SPECIAL SERVICES                  | 999998   | SP PCTSHOES                          | SHOES/BOOTS                                                                      | 156.00            |
| KPD-SPECIAL SERVICES                  | 5727     | COSTCO ANYWHERE CITI VISA            | TRAINING OPERATING SUPPLIES                                                      | 107.38            |
| KPD-SPECIAL SERVICES                  | 11079    | PROCARD, OUR COOKIE HOUSE            | RETIREMENT SUPPLIES                                                              | 75.00             |
| KPD-SPECIAL SERVICES                  | 999998   | IN *R AND C SWANBY LLC               | CHIPS APPRECIATION                                                               | 836.99            |
| KPD-SPECIAL SERVICES                  | 3883     | U R M CASH & CARRY                   | CHIPA APPRECIATION DINNER SUPPLIES                                               | 55.76             |
| KPD-SPECIAL SERVICES                  | 9665     | PROCARD, THE DAVENPORT GRAND HO      | WASPC SPRING CONFERENCE LODGING (ONE NIGHT PER RESERVATION)                      | 178.75            |
| <b>KPD-Special Services Subtotal:</b> |          |                                      |                                                                                  | <b>\$1,617.48</b> |
| FIRE REVENUES                         | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS | HEATER FOR HAZMAT 1                                                              | 119.50            |
| FIRE REVENUES                         | 4504     | SHELL OIL                            | HAZMAT 1 FUEL                                                                    | 123.71            |
| FIRE REVENUES                         | 999998   | OFFICEMAX/OFFICEDEPT#2921            | SWSOG SOG PRINTS                                                                 | 649.42            |
| <b>Fire Revenues Subtotal:</b>        |          |                                      |                                                                                  | <b>\$892.63</b>   |
| FIRE ADMINISTRATION                   | 3717     | AMAZON.COM                           | FROG LUBE FOR LADDER LUBRICATION                                                 | 22.56             |
| FIRE ADMINISTRATION                   | 3717     | AMAZON.COM                           | STATION SUPPLIES                                                                 | 345.39            |
| FIRE ADMINISTRATION                   | 8984     | IMAGETREND INC                       | IMAGETREND CONFERENCE REGISTRATION                                               | 349.50            |
| FIRE ADMINISTRATION                   | 3242     | ALASKA AIRLINES                      | AIRFARE - IMAGETREND CONFERENCE                                                  | 283.50            |
| FIRE ADMINISTRATION                   | 999998   | BADGEANDWALLET.COM                   | AWARDS - 2024                                                                    | 448.28            |
| FIRE ADMINISTRATION                   | 3223     | WALMART SUPERCENTER                  | ADMIN OFFICE SUPPLIES                                                            | 112.83            |
| FIRE ADMINISTRATION                   | 3241     | SAFEBWAY STORES                      | SUPPLIES - REG. BC OPS MTG                                                       | 53.42             |
| FIRE ADMINISTRATION                   | 999998   | TST* THE HUMAN BEAN - KEN            | COFFEE - REG. BC OPS MTG.                                                        | 27.99             |
| FIRE ADMINISTRATION                   | 999998   | USPS PO 5440320336                   | POSTAGE - RETURN BOOKS                                                           | 15.88             |
| <b>Fire Administration Subtotal:</b>  |          |                                      |                                                                                  | <b>\$1,659.35</b> |
| FIRE SUPPRESSION                      | 999998   | CLEARWATER CLEANERS                  | NEW HIRES JAN2025 SEWING NEEDS NEW UNIFORMS                                      | 20.08             |
| FIRE SUPPRESSION                      | 3717     | AMAZON.COM                           | AUTO-INFLATE PFD SERVICE KITS                                                    | 292.92            |
| FIRE SUPPRESSION                      | 945      | TRI CITY CLEANERS                    | SEWING DUSTIN NEEDS NEW UNIFORMS                                                 | 10.60             |
| FIRE SUPPRESSION                      | 999998   | HON*ANALYTICS INC.                   | CALIBRATION FOR POSI-CHK                                                         | 1,190.00          |

**City of Kennewick**  
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| FUND/DIVISION                                  | VENDOR # | VENDOR NAME                              | DESCRIPTION                                                  | AMOUNT             |
|------------------------------------------------|----------|------------------------------------------|--------------------------------------------------------------|--------------------|
| FIRE SUPPRESSION                               | 3717     | AMAZON.COM                               | TRUCK BRUSHES FOR BACKSTOCK                                  | 111.88             |
| FIRE SUPPRESSION                               | 3717     | AMAZON.COM                               | TIRE CHAINS TIGHTENING TOOLS                                 | 71.70              |
| FIRE SUPPRESSION                               | 3717     | AMAZON.COM                               | OPERATIONS SUPPLIES                                          | 490.21             |
| FIRE SUPPRESSION                               | 999998   | SP TAYLORSTINS                           | HELMET SHIELDS FOR ALL ACADEMIES                             | 420.00             |
| FIRE SUPPRESSION                               | 999998   | SP ONYX OUTDOOR                          | AUTO-INFLATE PFD SERVICE KITS                                | 630.29             |
| FIRE SUPPRESSION                               | 3717     | AMAZON.COM                               | AUTO-INFLATE SERVICE KITS                                    | 161.40             |
| FIRE SUPPRESSION                               | 7429     | PROCARD, KINDLE-THENEWYORKT              | RETURN OF AUTO-INFLATE SERVICE KITS                          | (244.10)           |
| FIRE SUPPRESSION                               | 999998   | SQ *FIRST IN PRODUCTS, IN                | LOCATING DEVICE FOR L1815                                    | 97.70              |
| FIRE SUPPRESSION                               | 3717     | AMAZON.COM                               | FTA BOOKS                                                    | 377.85             |
| FIRE SUPPRESSION                               | 3717     | AMAZON.COM                               | RETURN/CREDIT - FTA BOOKS                                    | (189.05)           |
| <b>Fire Suppression Subtotal:</b>              |          |                                          |                                                              | <b>\$3,441.48</b>  |
| FIRE PREVENTION/INVESTIGATION                  | 3318     | FIRE PROTECTION PUBLICATIONS, OSU, IFSTA | IFSTA FIRE INSPECTION AND CODE ENFORCEMENT TEXTBOOK          | 113.05             |
| FIRE PREVENTION/INVESTIGATION                  | 78       | KENNEWICK INDUSTRIAL & ELEC              | PRESSURE GAUGES FOR FIRE HYDRANT FLOW EQUIPMENT              | 83.05              |
| <b>Fire Prevention/Investigation Subtotal:</b> |          |                                          |                                                              | <b>\$196.10</b>    |
| ENGINEERING                                    | 3717     | AMAZON.COM                               | IPAD CASE - ADA RAMP - ENGINEERING                           | 26.08              |
| ENGINEERING                                    | 229      | DELL MARKETING L.P., C/L DELL USA L.P.   | REPLACEMENT MONITOR - RYAN DURHAM                            | 186.95             |
| ENGINEERING                                    | 3717     | AMAZON.COM                               | AMAZON \$110.69 OFFICE SUPPLIES                              | 110.69             |
| ENGINEERING                                    | 999998   | SP CWT TRAINING ACADEM                   | CWT TRAINING ACADEMY - CESCL TRAINING \$217.40               | 217.40             |
| ENGINEERING                                    | 10943    | PROCARD, LSAW                            | LSAW - \$245.00 DUES RENEWAL S. SZENDRE                      | 245.00             |
| ENGINEERING                                    | 15       | HARBOR FREIGHT TOOLS                     | TOOLS & SOCKET SET FOR SURVEY TRUCK - ENGINEERING            | 76.05              |
| ENGINEERING                                    | 3717     | AMAZON.COM                               | SHOP TOWELS FOR CLEANING SCANNER - ENGINEERING               | 15.15              |
| ENGINEERING                                    | 3717     | AMAZON.COM                               | 2-PACK MAG LIGHT - ENGINEERING                               | 21.73              |
| <b>Engineering Subtotal:</b>                   |          |                                          |                                                              | <b>\$899.05</b>    |
| GF-NONDEPARTMENTAL                             | 3699     | TRI-CITY AREA CHAMBER, OF COMMERCE       | REGIONAL CHAMBER LUNCHEON REGISTRATION - HANFORD SITE UPDATE | 72.00              |
| <b>GF-Nondepartmental Subtotal:</b>            |          |                                          |                                                              | <b>\$72.00</b>     |
| <b>001 - GENERAL FUND Total:</b>               |          |                                          |                                                              | <b>\$47,261.76</b> |
| <b>102 - STREET FUND</b>                       |          |                                          |                                                              |                    |
| FUND ACTIVITY                                  | 15       | HARBOR FREIGHT TOOLS                     | HARBOR FREIGHT - \$119.56 TOOLS                              | 119.56             |
| FUND ACTIVITY                                  | 15       | HARBOR FREIGHT TOOLS                     | TOOLS & BOX FOR PAINT TRUCK - STREETS                        | 276.05             |
| <b>Fund Activity Subtotal:</b>                 |          |                                          |                                                              | <b>\$395.61</b>    |
| <b>102 - STREET FUND Total:</b>                |          |                                          |                                                              | <b>\$395.61</b>    |
| <b>111 - ASSET FORFEITURE FUND</b>             |          |                                          |                                                              |                    |
| FUND ACTIVITY                                  | 999998   | SUNSET ADV ROOM DEP                      | ROOM HOLD CHARGE FOR FBI LEEDA TRAINING                      | 62.24              |
| <b>Fund Activity Subtotal:</b>                 |          |                                          |                                                              | <b>\$62.24</b>     |

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



| FUND/DIVISION                                      | VENDOR # | VENDOR NAME                             | DESCRIPTION                                              | AMOUNT            |
|----------------------------------------------------|----------|-----------------------------------------|----------------------------------------------------------|-------------------|
| <b>111 - ASSET FORFEITURE FUND Total:</b>          |          |                                         |                                                          | <b>\$62.24</b>    |
| <b>117 - CRIMINAL JUSTICE SALES TAX FND</b>        |          |                                         |                                                          |                   |
| CITY ATTORNEY                                      | 999998   | ODP BUS SOL LLC # 101080                | OFFICE SUPPLIES - NOTEPADS                               | 1.11              |
| CITY ATTORNEY                                      | 999998   | ODP BUS SOL LLC # 101078                | OFFICE SUPPLIES - PENS, MANILLA ENVELOPES & AA BATTERIES | 11.86             |
| CITY ATTORNEY                                      | 999998   | ODP BUS SOL LLC # 101078                | OFFICE SUPPLIES - XSTAMPER INK                           | 2.50              |
| CITY ATTORNEY                                      | 3717     | AMAZON.COM                              | OFFICE SUPPLIES - MOUSE PAD                              | 1.97              |
| CITY ATTORNEY                                      | 3717     | AMAZON.COM                              | OFFICE SUPPLIES - KEYBOARD                               | 9.38              |
| <b>City Attorney Subtotal:</b>                     |          |                                         |                                                          | <b>\$26.82</b>    |
| KPD-PATROL                                         | 999998   | SPECTRUM                                | REDUNDANT INTERNET CONNECTION                            | 580.00            |
| <b>KPD-Patrol Subtotal:</b>                        |          |                                         |                                                          | <b>\$580.00</b>   |
| <b>117 - CRIMINAL JUSTICE SALES TAX FND Total:</b> |          |                                         |                                                          | <b>\$606.82</b>   |
| <b>300 - CAPITAL IMPROVEMENTS FUND</b>             |          |                                         |                                                          |                   |
| LAND & FACILITIES                                  | 10352    | PROCARD, DISCOUNT PLAYGROUND            | HARD SURFACE SUPPLIES                                    | 1,418.36          |
| <b>Land &amp; Facilities Subtotal:</b>             |          |                                         |                                                          | <b>\$1,418.36</b> |
| <b>300 - CAPITAL IMPROVEMENTS FUND Total:</b>      |          |                                         |                                                          | <b>\$1,418.36</b> |
| <b>402 - MEDICAL SERVICES FUND</b>                 |          |                                         |                                                          |                   |
| FUND ACTIVITY                                      | 8673     | PROCARD, OTC BRANDS, INC.               | SMALL STUFFED ANIMALS FOR THE MEDIC UNITS, SICK KIDS     | 163.00            |
| FUND ACTIVITY                                      | 3223     | WALMART SUPERCENTER                     | AMB. BILLING OFFICE SUPPLIES                             | 18.18             |
| FUND ACTIVITY                                      | 3717     | AMAZON.COM                              | AMB. BILLING OFFICE SUPPLIES                             | 43.34             |
| FUND ACTIVITY                                      | 9553     | COLUMBIA SAFETY LLC                     | MISCH PALS                                               | 220.00            |
| FUND ACTIVITY                                      | 695      | COLUMBIA BASIN COLLEGE                  | MISCH PEAC AND ACLS                                      | 609.00            |
| FUND ACTIVITY                                      | 695      | COLUMBIA BASIN COLLEGE                  | LACEY ACLS                                               | 285.00            |
| FUND ACTIVITY                                      | 695      | COLUMBIA BASIN COLLEGE                  | TRAPPET PEAC                                             | 324.00            |
| FUND ACTIVITY                                      | 9553     | COLUMBIA SAFETY LLC                     | VERRET PALS CLASS                                        | 220.00            |
| FUND ACTIVITY                                      | 999998   | CLEARWATER CLEANERS                     | NEW HIRES JAN2025 SEWING NEEDS NEW UNIFORMS              | 113.78            |
| FUND ACTIVITY                                      | 945      | TRI CITY CLEANERS                       | SEWING DUSTIN NEEDS NEW UNIFORMS                         | 60.06             |
| FUND ACTIVITY                                      | 3717     | AMAZON.COM                              | FROG LUBE FOR LADDER LUBRICATION                         | 22.56             |
| FUND ACTIVITY                                      | 3717     | AMAZON.COM                              | STATION SUPPLIES                                         | 345.38            |
| FUND ACTIVITY                                      | 8984     | IMAGETREND INC                          | IMAGETREND CONFERENCE REGISTRATION                       | 349.50            |
| FUND ACTIVITY                                      | 3242     | ALASKA AIRLINES                         | AIRFARE - IMAGETREND CONFERENCE                          | 283.50            |
| <b>Fund Activity Subtotal:</b>                     |          |                                         |                                                          | <b>\$3,057.30</b> |
| <b>402 - MEDICAL SERVICES FUND Total:</b>          |          |                                         |                                                          | <b>\$3,057.30</b> |
| <b>403 - BUILDING SAFETY FUND</b>                  |          |                                         |                                                          |                   |
| FUND ACTIVITY                                      | 3717     | AMAZON.COM                              | IPAD CASE - NICK POTVIN                                  | 30.42             |
| FUND ACTIVITY                                      | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC. | D WOOLSEY: EDUCODE CLASS REGISTRATION                    | 150.00            |

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



| FUND/DIVISION                        | VENDOR # | VENDOR NAME                             | DESCRIPTION                                                                          | AMOUNT          |
|--------------------------------------|----------|-----------------------------------------|--------------------------------------------------------------------------------------|-----------------|
| FUND ACTIVITY                        | 2591     | ICC - INTERNATIONAL CODE, COUNCIL. INC. | ICC PERMIT TECH CLASS - J. RAMOS                                                     | 69.00           |
| FUND ACTIVITY                        | 3554     | DELTA AIRLINES                          | AIRLINE TICKET - E. LYONS                                                            | 68.48           |
| Fund Activity Subtotal:              |          |                                         |                                                                                      | <b>\$317.90</b> |
| 403 - BUILDING SAFETY FUND Total:    |          |                                         |                                                                                      | <b>\$317.90</b> |
| <b>405 - STORMWATER UTILITY FUND</b> |          |                                         |                                                                                      |                 |
| FUND ACTIVITY                        | 4759     | GRIGG ENTERPRISES INC, ACE HARDWARE     | SCREW REMOVAL KIT - STORMWATER                                                       | 7.16            |
| FUND ACTIVITY                        | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS    | TV CAMERA SHIPPING SUPPLIES - STORMWATER                                             | 74.89           |
| FUND ACTIVITY                        | 999998   | NATIONAL STORMWATER CENT                | CERTIFIED STORMWATER INSPECTOR WEBINAR TRAINING FOR JUSTIN CROSBY                    | 624.00          |
| FUND ACTIVITY                        | 999998   | NATIONAL STORMWATER CENT                | CREDIT - REFUND OF CERTIFIED STORMWATER INSPECTOR WEBINAR TRAINING FOR JUSTIN CROSBY | (624.00)        |
| FUND ACTIVITY                        | 999998   | NATIONAL STORMWATER CENT                | CSI-NS4 WASHINGTON WEBINAR TRAINING FOR JUSTIN CROSBY                                | 824.00          |
| Fund Activity Subtotal:              |          |                                         |                                                                                      | <b>\$906.05</b> |
| 405 - STORMWATER UTILITY FUND Total: |          |                                         |                                                                                      | <b>\$906.05</b> |
| <b>410 - WATER AND SEWER FUND</b>    |          |                                         |                                                                                      |                 |
| FUND ACTIVITY                        | 7237     | GOTPRINT.COM                            | BUSINESS CARDS JESSE TURNER                                                          | 38.13           |
| FUND ACTIVITY                        | 3292     | BEST BUY                                | 43" MONITOR - JESSE TURNER - WTP                                                     | 269.99          |
| FUND ACTIVITY                        | 88       | AWWA AMERICAN WATER WORKS, ASSOCIATION  | AWWA - \$75.00 RRA TRAINING - B BEPPLE                                               | 75.00           |
| FUND ACTIVITY                        | 999998   | SP CONNECTOR KINGS                      | CONNECTOR KINGS - \$216.60 WATER DIST #100 CONNECTORS                                | 216.68          |
| FUND ACTIVITY                        | 999998   | ONTIMETEL DIALMYCALLS                   | DIAL MY CALLS - CALLING SERVICE WATER BILLING                                        | 593.89          |
| FUND ACTIVITY                        | 999998   | ONTIMETEL DIALMYCALLS                   | DIAL MY CALLS - CALLING SERVICE CREDIT (593.89)                                      | (593.89)        |
| FUND ACTIVITY                        | 999998   | ONTIMETEL DIALMYCALLS                   | DIAL MY CALLS - CALLING SERVICE SUBSCRIPTION \$539.89                                | 539.89          |
| FUND ACTIVITY                        | 3717     | AMAZON.COM                              | AMAZON \$59.79 WEBCAM                                                                | 59.79           |
| FUND ACTIVITY                        | 999998   | GLOBAL-E* LOGITECH                      | LOGITECH - KEYBOARD AND MOUSE                                                        | 115.63          |
| FUND ACTIVITY                        | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS    | HOME DEPOT \$43.39 WTP SUPPLIES                                                      | 43.39           |
| FUND ACTIVITY                        | 3426     | THE HOME DEPOT PRO, DBA SUPPLY WORKS    | HOME DEPOT - \$1141.24 CONCRETE WATER DIST.                                          | 1,141.24        |
| FUND ACTIVITY                        | 999998   | PNCWA                                   | SPRING SUMMIT CONFERENCE REGISTRATION - ROSIE RUNYON                                 | 370.00          |
| FUND ACTIVITY                        | 3717     | AMAZON.COM                              | WHITE BOARD TAPE - WATER DISTRIBUTION                                                | 15.20           |
| FUND ACTIVITY                        | 15       | HARBOR FREIGHT TOOLS                    | TV VAN PARTS - WASTEWATER                                                            | 30.39           |
| FUND ACTIVITY                        | 999998   | PARTSHNC                                | MARLEY ENGINEERED PRODUCT - SCADA                                                    | 432.87          |
| FUND ACTIVITY                        | 6588     | GREEN RIVER COMMUNITY COLLEGE, /WW      | WOW CONFERENCE REGISTRATION - DEAN BUGHER                                            | 375.00          |
| FUND ACTIVITY                        | 6588     | GREEN RIVER COMMUNITY COLLEGE, /WW      | WOW CONFERENCE REGISTRATION - KEVIN WEBB                                             | 375.00          |
| FUND ACTIVITY                        | 999998   | CVENT* THE 2025 UTILIT                  | UTILITY SOLUTIONS EXPO 2025 REGISTRATION FOR ALLEN BOLT & KEVIN POSTEN               | 898.00          |

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



| FUND/DIVISION                           | VENDOR # | VENDOR NAME             | DESCRIPTION                                               | AMOUNT              |
|-----------------------------------------|----------|-------------------------|-----------------------------------------------------------|---------------------|
| FUND ACTIVITY                           | 999998   | NASSCO, INC.            | PACP, LACP, MACP VIRTUAL TRAINING COURSE FOR KEVIN ROSSIO | 1,240.00            |
| FUND ACTIVITY                           | 3717     | AMAZON.COM              | 2-QTY. MARLEY INTERNAL 1-POLE THERMOSTAT - WTP            | 289.98              |
| FUND ACTIVITY                           | 3717     | AMAZON.COM              | 25-QTY WATER FILTER CARTRIDGES - WWTP                     | 68.48               |
| Fund Activity Subtotal:                 |          |                         |                                                           | <b>\$6,594.66</b>   |
| 410 - WATER AND SEWER FUND Total:       |          |                         |                                                           | <b>\$6,594.66</b>   |
| <b>501 - EQUIPMENT RENTAL FUND</b>      |          |                         |                                                           |                     |
| FUND ACTIVITY                           | 754      | DEPARTMENT OF LICENSING | LICENSING VEHICLE 6400                                    | 64.00               |
| Fund Activity Subtotal:                 |          |                         |                                                           | <b>\$64.00</b>      |
| 501 - EQUIPMENT RENTAL FUND Total:      |          |                         |                                                           | <b>\$64.00</b>      |
| <b>642 - METRO DRUG FORFEITURE FUND</b> |          |                         |                                                           |                     |
| FUND ACTIVITY                           | 999998   | TEAMVIEWERGBHUS         | TEAMVIEWER LICENSE RENEWAL                                | 1,461.34            |
| FUND ACTIVITY                           | 999998   | USPS PO 5471400352      | POSTAGE EXPENSE(TF23-116, TF24-091)                       | 41.64               |
| FUND ACTIVITY                           | 1512     | WSNIA                   | WSNIA 2025 REFUND (X1 PARTIAL REFUND 1/2)                 | (495.00)            |
| FUND ACTIVITY                           | 999998   | USPS PO 5471400352      | POSTAGE EXPENSE(TF24-091)                                 | 10.41               |
| FUND ACTIVITY                           | 1512     | WSNIA                   | WSNIA 2025 REFUND (X1 PARTIAL REFUND 2/2)                 | (55.00)             |
| FUND ACTIVITY                           | 1512     | WSNIA                   | WSNIA 2025 REFUND (X5)                                    | (2,750.00)          |
| FUND ACTIVITY                           | 999998   | USPS PO 5471400352      | POSTAGE EXPENSE(TF23-116, TF24-121, TF25-010)             | 62.46               |
| FUND ACTIVITY                           | 999998   | USPS PO 5471400352      | POSTAGE EXPENSE(TF25-010)                                 | 10.41               |
| Fund Activity Subtotal:                 |          |                         |                                                           | <b>(\$1,713.74)</b> |
| 642 - METRO DRUG FORFEITURE FUND Total: |          |                         |                                                           | <b>(\$1,713.74)</b> |
| Grand Total:                            |          |                         |                                                           | <b>\$58,970.96</b>  |

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



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

A handwritten signature in black ink that reads "Jessica Platt". The signature is written in a cursive style with a horizontal line extending to the right.

Jessica Platt, Finance Director

|                                                                                                                      |                                                                                                                                                                           |                                                           |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Council Agenda<br/>Coversheet</b>                                                                                 | <b>Item Number:</b> 4.e.<br><b>Item Type:</b> General Business Item<br><b>Subject:</b> Payroll Roster: For the Pay Period Ending 03/31/2025<br><b>Department:</b> Finance | <b>Date:</b> 4/15/2025<br><b>Category:</b> Consent Agenda |
|                                     |                                                                                                                                                                           |                                                           |
| <b><u>Recommendation</u></b><br>Staff recommends that Council approve the payroll roster as presented.               |                                                                                                                                                                           |                                                           |
| <b><u>Motion for Consideration</u></b><br>Motion to approve the payroll roster for the pay period ending 03/31/2025. |                                                                                                                                                                           |                                                           |
| <b><u>Summary</u></b><br>None.                                                                                       |                                                                                                                                                                           |                                                           |
| <b><u>Alternatives</u></b><br>None.                                                                                  |                                                                                                                                                                           |                                                           |
| <b><u>Fiscal Impact</u></b><br>03/31/2025 Total: \$2,963,594.90                                                      |                                                                                                                                                                           |                                                           |
| <b>Attachments:</b><br>1. Payroll Roster                                                                             |                                                                                                                                                                           |                                                           |



## Payroll Roster for Pay Period Ending 03/31/2025

All Departments:

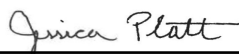
|                                 |                     |
|---------------------------------|---------------------|
| City Attorney                   | 32,988.42           |
| City Council                    | 5,137.50            |
| City Manager                    | 10,120.84           |
| Civil Service                   | 3,712.18            |
| Community Planning              | 22,171.16           |
| Economic Development            | 7,836.50            |
| Engineering                     | 63,078.42           |
| Finance                         | 66,157.85           |
| Fire                            | 125,780.56          |
| Human Resources                 | 20,962.90           |
| Management Services             | 91,476.21           |
| Non-Departmental                | 3,901.11            |
| Parks, Recreation & Facilities  | 126,645.56          |
| Police                          | 625,045.69          |
| <b>Subtotal - General Fund</b>  | <b>1,205,014.90</b> |
| BI-PIN                          | 15,519.25           |
| Building Safety                 | 54,507.19           |
| Community Development           | 3,641.00            |
| Criminal Justice                | 130,632.33          |
| Equipment Rental                | 14,811.40           |
| Medical Services                | 467,765.11          |
| Risk Management                 | 723.41              |
| Stormwater                      | 28,305.57           |
| Street                          | 42,591.44           |
| Water & Sewer                   | 165,519.84          |
| <b>Subtotal - Other Funds</b>   | <b>924,016.54</b>   |
| <b>Total Salaries and Wages</b> | <b>2,129,031.44</b> |

Benefits

|                                     |                       |
|-------------------------------------|-----------------------|
| Dental Insurance                    | 23,597.11             |
| DRS Retirement                      | 145,074.57            |
| Employee Assistance Program         | 27.73                 |
| Medical Expense Reimbursement Plan  | 3,337.50              |
| Medical Insurance                   | 372,014.96            |
| Medicare                            | 29,890.88             |
| MissionSquare Deferred Compensation | 91,323.56             |
| Social Security (OASDI)             | 94,344.45             |
| Vision Insurance                    | 3,572.81              |
| WA Paid Family & Medical Leave      | 5,428.82              |
| Worker's Compensation Insurance     | 65,951.07             |
| <b>Total Benefits</b>               | <b>834,563.46</b>     |
| <b>Grand Total</b>                  | <b>\$2,963,594.90</b> |

I, Jessica Platt, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$2,963,594.90 comprised of check numbers 77937 through 77941 and direct deposit numbers 234179 through 234617.

Approved for payment:



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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                            |                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Council Agenda Coversheet</b><br><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Item Number:</b> 4.f. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> Boards and Commissions<br><b>Subject:</b> <b>Board &amp; Commission Vacancy: Arts Commission Appointment</b><br><b>Department:</b> Executive Services | <b>Category:</b> Consent Agenda |
| <p><b><u>Recommendation</u></b><br/> Staff recommends Council appoint the most qualified applicants to the Arts Commission.</p> <p><b><u>Motion for Consideration</u></b><br/> Motion to approve the Interview Committee's recommendation to reappoint Jason Watson to Position 1 and appoint Marguerite Finch to Position 2 of the Arts Commission with terms expiring March 31, 2029.</p> <p><b><u>Summary</u></b><br/> Positions 1, 2, and 3 expire March 31, 2025. The City Clerk advertised for applicants from January 28 to March 17, 2025. On March 28, the Interview Committee, comprising Mayor Crawford, Mayor Pro Tem Torelli, and Councilmember Trumbo, conducted interviews with two of the candidates seeking appointment to this commission:</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">Jason Watson, <i><b>Incumbent</b></i></div> <div style="text-align: center;">Marguerite Finch</div> </div> <p>A third candidate, Devan Marchbanks, did not respond to invitations for an interview.</p> <p>The Committee has determined that Jason Watson and Marguerite Finch are qualified candidates and recommend that the Council appoint these persons to the Arts Commission with terms expiring March 31, 2029.</p> <p><b><u>Alternatives</u></b><br/> Alternatives include denying the recommendation of one or both candidates.</p> <p><b><u>Fiscal Impact</u></b><br/> No fiscal impact.</p> |                                                                                                                                                                                                                            |                                 |
| <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. Watson Application</li> <li>2. Finch Application</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                            |                                 |

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [ClerkInfo](#)  
**Subject:** Online Form Submittal: Boards and Commissions Application  
**Date:** Tuesday, March 4, 2025 5:42:24 PM

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## Boards and Commissions Application

|                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Name                                                                   | Jason                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Last Name                                                                    | Watson                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Date                                                                         | 3/4/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Address                                                                      | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| City                                                                         | Kennewick                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| State                                                                        | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Zip Code                                                                     | 99336                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Phone Number                                                                 | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Email Address                                                                | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| I am interested in serving on the following Commission                       | Arts (Arts Professional Experience Required)                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Describe your occupational status and background                             | I serve on the Kennewick Arts Commission and work as the Website & Multimedia Manager at Visit Tri-Cities. I manage website content, optimize digital platforms, and oversee all aspects of photo, video, and multimedia production to promote tourism and economic growth in the region. I hold a degree in Digital Technology and Culture from Washington State University Tri-Cities, where I developed expertise in art, design, and digital storytelling. |
| What unique qualities or attitudes will you bring to this position?          | I have a strong background in art history and design principles, a deep connection to the local art community, and a lifelong appreciation for Kennewick's creative culture. Growing up here, I've seen how art shapes our city, and I'm committed to helping it continue to thrive.                                                                                                                                                                           |
| Describe any community related activities and/or organizational affiliations | <ul style="list-style-type: none"><li>- Kennewick Arts Commission (2013–Present), Former Vice Chair &amp; Chairman</li><li>- Visit Tri-Cities Website &amp; Multimedia Manager</li><li>- Former Curator and owner of Spectra Art Gallery</li><li>- Active participant in First Thursday Art Walks</li><li>- Assisted in the Historic Downtown Kennewick Digital Tour project</li></ul>                                                                         |

|                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Describe your volunteer experience.                                                                       | I have volunteered extensively to support the local arts and creative community. This includes judging the Boys & Girls Club Photography Contest, participating in First Thursday Art Walks, and contributing to public art initiatives in Kennewick. I have also performed in fundraising concerts to benefit local charities and helped organize community events that promote the arts. |
| What interests you about this particular board, commission, or committee?                                 | I am passionate about beautifying Kennewick through public art. I want to help expand opportunities for artists, develop more public installations, and ensure art remains central to the city's identity.                                                                                                                                                                                 |
| What makes you a good choice for this board/commission?                                                   | With years of arts advocacy, curation, and public engagement experience, I can help implement impactful public art projects while collaborating with artists, city officials, and organizations.                                                                                                                                                                                           |
| Relevant personal or professional experience:                                                             | As a Kennewick Arts Commissioner, I have worked on public art initiatives and helped create mockups for local art projects and design templates. I also contributed to the development of a brochure to promote the arts in Kennewick.                                                                                                                                                     |
| Why are you seeking appointment?                                                                          | I want to continue advocating for public art, supporting local artists, and creating a more vibrant and inspiring Kennewick.                                                                                                                                                                                                                                                               |
| 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):                                             | <p>Tristan Lechelt, Co-Owner of Spectra Art gallery and Curator. [REDACTED]</p> <p>Izzy Montegumery, Owner of The Mystery Theater: ([REDACTED]) [REDACTED]</p> <p>Candice Buechel, Former Fellow Arts Commissioner ([REDACTED]) [REDACTED]</p>                                                                                                                                             |
| Disclaimer and Electronic Signature Agreement                                                             | I Agree                                                                                                                                                                                                                                                                                                                                                                                    |
| Electronic Signature                                                                                      | Jason M Watson                                                                                                                                                                                                                                                                                                                                                                             |

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

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [ClerkInfo](#)  
**Subject:** Online Form Submittal: Boards and Commissions Application  
**Date:** Thursday, February 27, 2025 6:24:54 PM

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## Boards and Commissions Application

|                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Name                                                                   | Marguerite                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Last Name                                                                    | Finch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Date                                                                         | 2/27/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Address                                                                      | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| City                                                                         | Kennewick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| State                                                                        | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Zip Code                                                                     | 99336                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Phone Number                                                                 | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Email Address                                                                | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| I am interested in serving on the following Commission                       | Arts (Arts Professional Experience Required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Describe your occupational status and background                             | I am an Art Instructor and interdisciplinary sculpture/performance artist. I received my BFA in Sculpture from the University of Wisconsin - Eau Claire (2016) and my MFA from Washington State University (2018). I have been teaching art in higher education for eight years. Most recently, I have been teaching Sculpture, Pottery, Art Appreciation, and Art theory courses in the great Columbia Basin area for the last three years. This includes teaching for Big Bend Community College, Columbia Basin College, Heritage University, and WSU Tri-Cities. |
| What unique qualities or attitudes will you bring to this position?          | As a sculpture artist, I have experience working with various materials and methods for the installation of large and small-scale works of art. I am enthusiastic about promoting arts education and public artwork in my community. I also enjoy collaborating and working with others.                                                                                                                                                                                                                                                                             |
| Describe any community related activities and/or organizational affiliations | When I was younger I was a Girl Scout for twelve years and received my Gold Award. I was also a Girl Scout troop leader for three years.                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Describe your volunteer experience.                                                                       | Most recently I have volunteered for TROT Therapeutic Riding for the Tri-Cities.                                                                                                                                                                                                                                                                                                                                                                               |
| What interests you about this particular board, commission, or committee?                                 | I would like to be more involved in my community to support the development of art programs and the creation of public artworks.                                                                                                                                                                                                                                                                                                                               |
| What makes you a good choice for this board/commission?                                                   | I believe my experience as an artist and educator would be beneficial for assisting in the promotion and selection of public artworks. As an instructor, I am a good communicator and passionate about supporting the arts in my community. If selected, I would like to bring my experience and enthusiasm to the Arts Commission.                                                                                                                            |
| Relevant personal or professional experience:                                                             | As an artist, I have experience with the curation and installation of various artworks both two-dimensional and three-dimensional. Before I was an art instructor, I was an art handler and worked for the Philbrook Museum with the installation of historical and contemporary works of art. While at WSU, I was on the Campus Art Committee where I helped with the selection process and reviewed proposals for public artworks to be installed on campus. |
| Why are you seeking appointment?                                                                          | I would like to be more involved in the art community here in Kennewick and be an active member in helping foster art programs and public artworks in my community.                                                                                                                                                                                                                                                                                            |
| 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):                                             | Kayleigh Lang ([REDACTED])<br>Dustin Regul ([REDACTED])                                                                                                                                                                                                                                                                                                                                                                                                        |
| Disclaimer and Electronic Signature Agreement                                                             | I Agree                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Electronic Signature                                                                                      | Marguerite Finch                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                               |                                    |
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| <b>Council Agenda Coversheet</b><br><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Item Number:</b> 4.g. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> Contract/Agreement/Lease<br><b>Subject:</b> <b>Grant: Quinault &amp; Columbia Center Blvd. Intersection - WSDOT Supplemental Agreement</b><br><b>Department:</b> Public Works<br><b>Project #:</b> P2011 | <b>Category:</b><br>Consent Agenda |
| <p><b><u>Recommendation</u></b></p> <p>Staff recommends Council authorize the Mayor to sign the Local Agency Agreement Supplement #4 with WSDOT to transfer funds between the Preliminary Engineering (PE), Right of Way (RW) and Construction (CN) phases to better align with costs for the Quinault/Columbia Center Blvd. Intersection Project.</p> <p><b><u>Motion for Consideration</u></b></p> <p>Motion to approve the supplemental agreement as presented.</p> <p><b><u>Summary</u></b></p> <p>The original Local Agency Agreement that obligated a Federal grant through the Surface Transportation Block Group (STBG) program for the design phase for the Quinault &amp; Columbia Center Blvd Intersection project was approved at the Feb. 18, 2020 Council meeting. Supplement No. 1 obligated funding for the Right of Way (RW) phase for this project. Supplement No. 2 obligated funding for the purchase of signal equipment prior to the Construction phase. Supplement No. 3 provided authorization to WSDOT to obligate construction funding which allowed the City to solicit bids for a contractor to complete the project. This Supplement No. 4 will transfer funds between PE, RW, and CN phases in order to move excess funds from RW to PE and CN and add funds to State Services to cover WSDOT inspection costs for the Quinault/Columbia Center Blvd. Intersection Project.</p> <p>The scope of work for this project includes construction of a second left-turn lane for added turning capacity for east-bound traffic turning north onto Columbia Center Blvd. An additional lane will also be constructed on Columbia Center Blvd southbound that will turn into the Red Lion property. This proposed work will be in preparation for extending a third lane south of the intersection for north and southbound traffic on Columbia Center Blvd.</p> <p>The attached agreement is for transferring funds between PE, RW and CN to better reflect actual costs for each of the three phases of this project:</p> <ul style="list-style-type: none"> <li>• PE, increase: \$99,000 + <b>\$8,817</b> = \$107,817 Total</li> <li>• RW, decrease: \$200,000 - <b>(\$104,074)</b> = *\$95,926 Total (*RW decreased due to reduced acquisition costs and a donation by Red Lion.)</li> <li>• CN increase: \$1,980,000 + <b>\$143,133</b> = \$2,125,133</li> </ul> <p><b><u>Alternatives</u></b></p> <p>No alternatives are recommended.</p> <p><b><u>Fiscal Impact</u></b></p> <p>Note: There is no change in the City's participating match for this supplemental agreement. This supplemental agreement will help ensure that all of the Federal funds are spent on this project.</p> <p>Urban Arterial Street Fund: \$307,662<br/> Federal Match: \$1,971,336<br/> Utility Pass Through: \$49,978 - This will be reimbursed by outside utilities</p> |                                                                                                                                                                                                                                                                               |                                    |
| <p><b><u>Attachments:</u></b></p> <p>1. Agreement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                               |                                    |



|                                   |                             |                                                           |
|-----------------------------------|-----------------------------|-----------------------------------------------------------|
| Agency<br>City of Kennewick       |                             | Supplement Number<br>4                                    |
| Project Number<br>STPUL-9903(018) | Agreement Number<br>LA 9790 | ALN. <b>20.205</b> - Highway Planning<br>and Construction |

All provisions in the basic agreement remain in effect except as modified by this supplement.

The Local Agency certifies that it is not excluded from receiving Federal funds by a Federal suspension or debarment (2 CFR Part 180). Additional changes to the agreement are as follows:

**Project Description**

Name Quinault & Columbia Center Blvd. Intersection

Length 0.10

Termini I/S Quinault Ave & I/S Columbia Center Blvd.

**Description of Work** ✓ No Change

**Reason for Supplement**

Update PE, RW and CN: moved excess funds from RW to PE and CN. Add funds in State Services to cover WSDOT inspection costs.

Indirect Cost Rate ✓ Yes ☐ No

Project Agreement End Date 12/31/2027

Advertisement Date 10/27/2024

| Type of Work                                    |                                | Estimate of Funding                 |                   |                                         |                                  |                                   |
|-------------------------------------------------|--------------------------------|-------------------------------------|-------------------|-----------------------------------------|----------------------------------|-----------------------------------|
|                                                 |                                | (1)<br>Previous<br>Agreement/Suppl. | (2)<br>Supplement | (3)<br>Estimated Total<br>Project Funds | (4)<br>Estimated Agency<br>Funds | (5)<br>Estimated Federal<br>Funds |
| PE<br>86.5 %                                    | a. Agency                      | 99,000.00                           | 8,817.00          | 107,817.00                              | 14,555.00                        | 93,262.00                         |
|                                                 | b. Other                       |                                     |                   | 0.00                                    |                                  |                                   |
| Federal Aid<br>Participation<br>Ratio(s) for PE | c. Other                       |                                     |                   | 0.00                                    |                                  |                                   |
|                                                 | d. State Services              | 1,000.00                            | -900.00           | 100.00                                  | 13.00                            | 87.00                             |
|                                                 | e. Total PE Cost Estimate      | 100,000.00                          | 7,917.00          | 107,917.00                              | 14,568.00                        | 93,349.00                         |
| Right of Way<br>86.5 %                          | f. Agency                      | 98,987.00                           | -29,377.00        | 69,610.00                               | 9,397.00                         | 60,213.00                         |
|                                                 | g. Other                       | 22,664.00                           | -15,114.00        | 7,550.00                                | 1,019.00                         | 6,531.00                          |
| Federal Aid<br>Participation<br>Ratio(s) for RW | h. Other                       | 77,349.00                           | -58,583.00        | 18,766.00                               | 2,533.00                         | 16,233.00                         |
|                                                 | i. State Services              | 1,000.00                            | -1,000.00         | 0.00                                    |                                  |                                   |
|                                                 | j. Total R/W Cost Estimate     | 200,000.00                          | -104,074.00       | 95,926.00                               | 12,949.00                        | 82,977.00                         |
| Construction<br>86.5 %                          | k. Contract                    | 1,584,400.00                        | 44,566.00         | 1,628,966.00                            | 219,910.00                       | 1,409,056.00                      |
|                                                 | l. Other                       | 335,000.00                          | 45,989.00         | 380,989.00                              | 51,433.00                        | 329,556.00                        |
| Federal Aid<br>Participation<br>Ratio(s) for CN | m. Other Non Participating     |                                     | 49,978.00         | 49,978.00                               | 49,978.00                        | 0.00                              |
|                                                 | n. Other                       |                                     |                   | 0.00                                    |                                  |                                   |
|                                                 | o. Agency                      | 60,000.00                           |                   | 60,000.00                               | 8,100.00                         | 51,900.00                         |
|                                                 | p. State Services              | 600.00                              | 4,600.00          | 5,200.00                                | 702.00                           | 4,498.00                          |
|                                                 | q. Total CN Cost Estimate      | 1,980,000.00                        | 145,133.00        | 2,125,133.00                            | 330,123.00                       | 1,795,010.00                      |
|                                                 | r. Total Project Cost Estimate | 2,280,000.00                        | 48,976.00         | 2,328,976.00                            | 357,640.00                       | 1,971,336.00                      |

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

**Agency Official**

By  
Title  
Agency Date

**Washington State Department of Transportation**

By  
Director, Local Programs  
Date Executed



|                                   |                             |                                                          |
|-----------------------------------|-----------------------------|----------------------------------------------------------|
| Agency<br>City of Kennewick       |                             | Supplement Number<br>4                                   |
| Project Number<br>STPUL-9903(018) | Agreement Number<br>LA 9790 | ALN <b>20.205</b> - Highway Planning<br>and Construction |

## VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

## VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

## IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

## VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$1,000,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

## XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

## Instructions

1. **Agency** – Enter the agency name as entered on the original agreement.
2. **Supplemental Number** – Enter the number of the supplement. Supplement numbers will be assigned in sequence beginning with Number 1 for the first supplement.
3. **Project Number** – Enter the federal aid project number assigned by WSDOT on the original agreement.
4. **Agreement Number** – Enter the agreement number assigned by WSDOT on the original agreement.
5. **Project Description** – Enter the project name, length, and termini.
6. **Description of Work** – Clearly describe if there is a change in work such as the addition or deletion of work elements and/or changes to the termini. If the work has not changed, put a check mark in the “No Change” box.
7. **Reason for Supplement** – Enter the reason for this supplement, i.e., increase PE funding to cover design changes presented in the revised prospectus; request funding of construction phase; decrease construction funding to the contract bid amount. If the supplement is authorizing a construction phase, the project’s proposed advertisement date must be included in the space provided.
8. **Indirect Cost Rate** – Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized must be provided with the supplement. Indirect cost rate approval by your cognizant agency or through your agency’s self-certification and supporting documentation is required to be available for review by FHWA, WSDOT and /or State Auditor. Check the No box if the agency will not be claiming indirect costs on the project. See Section 23.5 for additional guidance.
9. **Project Agreement End Date** – Enter your previously established Project Agreement End Date. If authorizing a new phase of the project, update the Project Agreement End Date based on the following guidance:
  - a. **For PE and RW** – WSDOT recommends agencies estimate when the phase will be completed and add three years to determine the “Project Agreement End Date”.
  - b. **For Construction** – WSDOT recommends agencies estimate when construction will be completed and add three years to determine the “Project Agreement End Date”.
  - c. If an extension to a Project Agreement End Date is required between phase authorizations, the need for the extension must be described in the Reason for Supplement. Adequate justification to approve the extension must be submitted with the supplement. See Section 22.3 for additional guidance.
10. **Advertisement Date** - At construction authorization only, enter the proposed project advertisement date (mm/dd/yy).
11. **Type of Work and Funding (Round all amounts to the nearest whole dollar).**
  - a. **Column 1** – Enter the amounts from column 1 of the original local agency agreement. If the agreement has already been supplemented, enter the amounts by type of work from column 3 of the last supplemental agreement.
  - b. **Column 2** – Enter increase/decrease to total amounts requested by type of work.
  - c. **Column 3** – Add the amounts in columns 1 and 2.
  - d. **Columns 4 and 5** – Enter the appropriate amounts based on the participation ratio recorded on the original agreement.
  - e. **State Services** – All authorized phases must have funding for state services. Enter the estimated amounts in columns 1 through 5 as described above.
12. **Signatures** – An authorized official of the local agency signs the Supplemental Agreement and enters their title and date of signature (mm/dd/yy). **Note:** Do NOT enter a date on the Date Executed line.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                            |                                    |
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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Item Number:</b> 4.h. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> Final Plat                                                                                                            | <b>Category:</b><br>Consent Agenda |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Subject:</b> <b>Final Plat: Canal Landing Generally<br/>Located at 4711 W Canal Drive; SUB-2025-0003</b><br><br><b>Department:</b> Community Planning<br><b>Permit #:</b> SUB-2025-0003 |                                    |
| <p><b><u>Recommendation</u></b><br/>         Staff recommends that City Council authorize the Mayor (or in her absence Mayor Pro Tem) to sign the Final Plan of Canal Landing, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.</p> <p><b><u>Motion for Consideration</u></b><br/>         Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Canal Landing, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.</p> <p><b><u>Summary</u></b><br/>         A Final Plat Application for Canal Landing was submitted by MGS Pasco, Inc., c/o Kevin Bethje. The proposal is the first phase of the preliminary plat, which consists of 36 lots and one tract on 7.73 acres. The plat is generally located at 4711 W Canal Drive and is zoned Residential, Medium (RM). The smallest lot is 2,000 square feet, the largest lot is 10,193 square feet and the average lot size is 2,645 square feet. The Preliminary Plat of Canal Landing was approved by the Hearing Examiner on October 17, 2022.</p> <p>Staff reviewed the final plat application and found it to be in conformance with all applicable city development regulations. Prior to signing the final plat, the outstanding conditions will be met, in addition to payment of fees and bonding for incomplete sidewalk and landscape work. Following Council approval and plat signatures, the plat can be recorded and lots sold to individual owners.</p> <p><b><u>Alternatives</u></b><br/>         No alternatives were reviewed or are recommended, as the applicant has met the applicable standards.</p> <p><b><u>Fiscal Impact</u></b><br/>         None.</p> <p><b><u>Attachments:</u></b><br/>         1. Final Plat</p> |                                                                                                                                                                                            |                                    |

THIS SURVEY WAS PERFORMED BY TRIMBLE GNSS R12 OR R10 RTK AND TRIMBLE S6 TOTAL STATION. ACCURACY OF MEASUREMENTS MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130. ALL CORNERS NOTED AS FOUND WERE VISITED IN SEPTEMBER 2024

A SUBDIVISION OF A PORTION OF  
LOTS 17 AND 18 OF "THE  
HIGHLANDS PLAT #1" (2-2) LOCATED  
IN A PORTION OF THE SE 1/4 OF  
THE NE 1/4 OF  
SECTION 33 T 9 N, R 29 E  
WILLAMETTE MERIDIAN  
CITY OF KENNEWICK  
BENTON COUNTY, WASHINGTON

JOB NO. 24-318 MARCH 4, 2025

SHEET 2 OF 2

**LEGEND**

- INDICATES MONUMENT FOUND AS NOTED
- ⊙ INDICATES SET 5/8" x 30" IRON REBAR WITH YPC STAMPED: "BETHJE 38490"
- INDICATES SET BRASS CAP STAMPED: "BETHJE 38490" IN MONUMENT CASE
- [XXXX] INDICATES INDICATES STREET ADDRESS
- INDICATES CALCULATED POSITION, NOTHING SET



NOTES:

- 1) TRACT A WILL BE A NEIGHBORHOOD PARK AND WILL BE DEDICATED TO THE HOA WHEN FORMED.
- 2) ALL FENCING ALONG W CANAL DR SHALL BE A MINIMUM OF TEN FEET FROM THE BACK OF THE SIDEWALK.
- 3) A LANDSCAPING STRIP, NO LESS THAN 10- FEET AND CONSISTING OF GROUND COVER AND STREET TREES EVERY 40 FEET IS REQUIRED ALONG W CANAL DR.

| CURVE TABLE |         |           |          |               |            |
|-------------|---------|-----------|----------|---------------|------------|
| CURVE       | RADIUS  | DELTA     | ARC DIST | CURVE BEARING | CHORD DIST |
| C22         | 460.00' | 47°10'    | 3.38'    | N 64°45.3' E  | 3.68'      |
| C23         | 460.00' | 47°10'    | 167.72'  | N 73°30.2' W  | 168.77'    |
| C24         | 23.00'  | 54°33.00' | 13.87'   | S 17°48.3' N  | 13.66'     |
| C25         | 23.00'  | 57°54.33' | 11.20'   | N 19°23.1' W  | 11.09'     |
| C26         | 178.00' | 17°46.33' | 55.20'   | N 08°02.0' E  | 54.98'     |
| C27         | 70.00'  | 74°30.33' | 0.83'    | S 67°20.2' N  | 0.85'      |
| C28         | 50.00'  | 74°30.33' | 0.59'    | S 67°20.2' N  | 0.59'      |
| C29         | 30.00'  | 74°30.33' | 0.35'    | S 67°20.2' N  | 0.35'      |
| C30         | 30.00'  | 74°30.33' | 16.35'   | S 67°20.2' N  | 16.15'     |
| C31         | 23.00'  | 93°39.22' | 39.98'   | S 67°13.9' E  | 39.19'     |
| C32         | 130.00' | 17°15.33' | 30.00'   | S 06°59.5' E  | 30.03'     |
| C33         | 130.00' | 17°15.33' | 0.94'    | S 06°59.5' E  | 0.94'      |
| C34         | 478.17' | 87°39.17' | 23.14'   | N 3°01.0' W   | 23.18'     |
| C35         | 478.17' | 91°00.72' | 77.78'   | N 04°16.3' N  | 77.69'     |
| C36         | 478.17' | 91°00.72' | 334.69'  | N 70°47.50'   | 332.93'    |

DEED REFERENCE  
GRANTOR: HN DEVELOPMENT PARTNERS, LLC, A WASHINGTON  
LIMITED LIABILITY COMPANY, BRAD NIEBUHR AND EMILY NIEBUHR  
GRANTEE: CANAL LANDING OPPORTUNITY, LLC, A WASHINGTO  
LIMITED LIABILITY COMPANY  
AF NO. 2022-004194  
DATED: 02-04-2022

SURVEY REFERENCE

- 1) "THE HIGHLANDS PLAT A", VOLUME 2, PAGE 2  
2) CHRISTENSON SURVEY, VOLUME 1, PAGE 785  
3) BAALMAN SHORT PLAT, VOLUME 1, PAGE 2863  
4) "BUGBEE'S ADDITION" VOLUME 4, PAGE 51

### AUDITOR'S CERTIFICATE

BENTON COUNTY AUDITOR

AF NO:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                          |                                    |                             |  |  |                                 |  |           |                              |  |            |              |  |                   |
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| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Item Number:</b> 4.i. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> Contract/Agreement/Lease                                                                                                            | <b>Category:</b><br>Consent Agenda |                             |  |  |                                 |  |           |                              |  |            |              |  |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Subject:</b> <b>Contract: Zone 2 East Olympia<br/>Transmission Main Supplemental<br/>Agreement No. 1 with J-U-B Engineers, Inc.</b><br><br><b>Department:</b> Public Works<br><b>Project #:</b> P2312 |                                    |                             |  |  |                                 |  |           |                              |  |            |              |  |                   |
| <p><b><u>Recommendation</u></b><br/>         Staff recommends that City Council authorize the City Manager to sign Supplemental Agreement No. 1 with J-U-B Engineers, Inc. for the design of the Zone 2 East Olympia Transmission Main project.</p> <p><b><u>Motion for Consideration</u></b><br/>         Motion to approve the supplemental agreement as presented.</p> <p><b><u>Summary</u></b><br/>         During the summer months it is difficult to convey water efficiently from the 19th &amp; Olympia Pump Station to the intended receiving reservoir at 47th &amp; Olympia. Currently, a hydraulic bottleneck prevents sufficient transmission capacity as a result of smaller diameter water mains leaving the pump station in W.19th Ave and in S. Olympia Street. The design and construction of a new 24" ductile iron transmission pipeline to replace the smaller water main in Olympia St will significantly reduce friction head losses and allow for additional capacity to be conveyed to the intended receiving reservoir.</p> <p>The City signed a professional service agreement with J-U-B Engineers, Inc. to complete the 30% design on July 5, 2024.</p> <p>This Supplemental Agreement No. 1 provides additional time and scope to continue the design to 100% and provide bidding and construction related services.</p> <p><b><u>Alternatives</u></b><br/>         None recommended.</p> <p><b><u>Fiscal Impact</u></b></p> <table border="0"> <tr> <td colspan="3"><u>Water and Sewer Fund</u></td></tr> <tr> <td>Professional Services Agreement</td><td></td><td>\$ 92,600</td></tr> <tr> <td>Supplemental Agreement No. 1</td><td></td><td>\$ 264,200</td></tr> <tr> <td><b>Total</b></td><td></td><td><b>\$ 356,800</b></td></tr> </table> |                                                                                                                                                                                                          |                                    | <u>Water and Sewer Fund</u> |  |  | Professional Services Agreement |  | \$ 92,600 | Supplemental Agreement No. 1 |  | \$ 264,200 | <b>Total</b> |  | <b>\$ 356,800</b> |
| <u>Water and Sewer Fund</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                          |                                    |                             |  |  |                                 |  |           |                              |  |            |              |  |                   |
| Professional Services Agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                          | \$ 92,600                          |                             |  |  |                                 |  |           |                              |  |            |              |  |                   |
| Supplemental Agreement No. 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                          | \$ 264,200                         |                             |  |  |                                 |  |           |                              |  |            |              |  |                   |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                          | <b>\$ 356,800</b>                  |                             |  |  |                                 |  |           |                              |  |            |              |  |                   |
| <b><u>Attachments:</u></b><br>1. Agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                          |                                    |                             |  |  |                                 |  |           |                              |  |            |              |  |                   |

**SUPPLEMENTAL AGREEMENT #1**  
**Between Owner and Consultant**

**P2312 ZONE 2 EAST OLYMPIA TRANSMISSION MAIN**

THIS SUPPLEMENTAL AGREEMENT, entered into this 15<sup>th</sup> day of April, 2025 by and between the City of Kennewick, 210 West 6th Avenue, Kennewick, Washington (hereinafter called the "OWNER"), and J-U-B Engineers, Inc, 3611 S. Zintel Way, Kennewick, WA 99337 (hereinafter called the "CONSULTANT").

WITNESSETH:

WHEREAS, the Parties hereto previously entered into an agreement for professional engineering services for the Zone 2 East Olympia Transmission Main project, said agreement being dated July 5, 2024; and

WHEREAS, both parties desire to supplement said Agreement by extending the agreement termination date and adding additional project scope described in Exhibit A1, Contract Amendment; and

NOW, THEREFORE, in consideration of the promises, covenants, terms, conditions, and performance contained herein, or attached and incorporated and made a part hereof, the parties mutually agree that each and every provision of the original Agreement as supplemented shall remain in full force and effect, except as expressly modified in the following sections:

Section 3, TIME FOR BEGINNING AND COMPLETION, second sentence, revised to read:

CONSULTANT agrees to use best efforts to complete all work described in the original Agreement and Supplemental Agreement No. 1 by **July 31<sup>st</sup>, 2026**.

Section 4, PAYMENT, first paragraph and Maximum Total Amount Payable are revised to read:

The CONSULTANT shall be paid **Time & Materials with a total amount of \$356,800** by the Owner to complete design and construction services described in the agreement Scope of Work and Contract Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Supplemental Agreement as of the day and year first above written.

CITY OF KENNEWICK, WASHINGTON

J-U-B ENGINEERS, INC.

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Erin Erdman, City Manager

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Alex Fazzari, P.E., Area Manager

**EXHIBIT A1**  
**Contract Amendment**



**J-U-B ENGINEERS, Inc.**  
**AGREEMENT FOR PROFESSIONAL SERVICES**

**Authorization for Contract Amendment**

**CLIENT:** City of Kennewick

**Project Name:** Zone 2 East Olympia Transmission Main

**J-U-B Project Number:** 30-24-030

1. *Amendments.* The following amendments to Attachment 1 – Scope of Services, Basis of Fee and Schedule to the project referenced above have been or will be performed by J-U-B ENGINEERS, Inc. (J-U-B). These Amendments are a supplement to the scope of services contained in J-U-B's existing Agreement for Professional Services for this Project, dated 7/5/2024. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

Add new task - Task 020: 60%, 90%, and Final Design

- Add 60%, 90%, and Final Design to contract.
- J-U-B will:
  - Create design plans for the water pipe alignment developed during the 30% design and updated based on review comments and additional data collection efforts (potholing, ground penetrating radar, additional locate services, etc.).
  - Prepare bidding documents (contract documents, plans, and specifications).
  - Prepare an opinion of probable construction cost matching the bid tab of the bidding documents.
  - Communicate and coordinate J-U-B team activities, attend in-person client meetings, coordinate quality assurance / quality control (QA/QC) processes, monitor project status, budget, and schedule, and provide monthly invoices with progress summaries.
- Assumptions:
  - The City is responsible for additional data collection efforts (pothole plan and potholing, ground penetrating radar, additional locate services, field survey, etc.) and will provide the information in electronic (.DWG) format for J-U-B to incorporate into the master survey basemap.
  - The City will coordinate with utility companies for milestone design reviews (60%, 90%, and Final) and cover page signatures.
  - Elevations of existing utilities crossing the proposed pipe alignment will be drawn in Civil3D pipe networks based on pothole data, record drawings, or assumed typical depths.
  - The 60% design construction cost estimate will have a 20% contingency. The 90% design construction cost estimate will have a 10% contingency. The final construction cost estimate will not have a contingency.
  - The 60% design bidding documents will include Contract Documents (City-provided "front-end" documents), Special Provisions, and a Table of Contents for Technical Specifications. The 90% and Final design bidding documents will include Contract Documents (City-provided "front-end" documents), Special Provisions, and Technical Specifications.
  - City will be responsible for developing and stamping the Division 1 Special Provisions.
  - In-person meetings with the City will include 60% and 90% design review meetings.
  - No meetings with third-party utilities are included in this task.
  - The City will submit and process all required permits.
- Deliverables:
  - Electronic (CAD) drawing.
  - 60%, 90%, and Final Design Plans in electronic (PDF) format.
  - 60%, 90%, and Final Bidding Documents in electronic (PDF) format.
  - 60%, 90%, and Final Construction Cost Estimate in electronic (PDF) format.

Add new task - Task 110: Bid and Award Services

- Add Bid and Award Services to contract.
- J-U-B will:
  - Provide construction and design experts who worked on the project to be available in responding to City-directed contractor questions during the bidding process.
- Assumptions:
  - The City will advertise the project and perform all Construction Administration services during the Bid and Award Phase.
  - J-U-B will assist with one contractor question during the bidding process unless remaining project budget allows for more.
  - J-U-B will NOT attend the pre-bid meeting, prepare addendums, or assist during review of bids.
  - In the event all bids are rejected and the City decides to rebid the project in whole or in part, the work associated with redesigning, repacking, and/or rebidding shall be considered an Additional Service.



Add new task – Task 210: Construction Services

- Add Construction Services to contract.
- J-U-B will:
  - Provide Construction Services as noted in the attached Exhibit A. Design experts who worked on the project will be available for responding to City-directed questions as project budget allows.
  - Provide assistance during construction – as requested by the City – which may include:
    - Review of submittals (5 submittals)
    - Responses to RFIs (3 RFIs)
  - Develop record drawings based on Contractor provided As-builts and City provided observations.
- Assumptions:
  - The City will provide a resident project representative.
  - The City will perform all Construction Administration services during the Construction Phase, with assistance, as needed, from J-U-B.
  - J-U-B will NOT attend the Pre-Construction or kickoff meetings, review change orders, attend progress meetings, participate in the final walkthrough, or provide a punchlist of items for substantial completion.
- See Standard Exhibit A – Construction Phase Services (attached) for additional information

2. *Verbal Authorization by CLIENT, if Applicable.* J-U-B was verbally authorized by the CLIENT to provide these Amendments by:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

3. *Payment for Amendments.* Unless otherwise noted below, J-U-B will provide these Amendments on a time and materials basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

Task 020: 60%, 90%, and Final Design

- \$248,500 (Time & Materials)

Task 110: Bid and Award

- \$2,100 (Time & Materials)

Task 210: Construction Phase Services

- \$13,600 (Time & Materials)

Total Change to Project Contract

- Add \$264,200 (Time & Materials) – increasing the currently authorized amount from \$92,600 to \$356,800

4. *Schedule of Services.* Due to the Amendments, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

The 60% design will be submitted to the City within 3 months of receiving data from the additional collection efforts (potholing, ground penetrating radar, additional locate services, etc.). The 90% and Final design deliverable dates will be based upon a schedule agreed to by the City and J-U-B since it will depend upon City review, utility conflict/solutions, and if any additional data is needed. Bid and Award and Construction Phase Services will be concurrent with work progress.



**J-U-B ENGINEERS, Inc.**  
**AGREEMENT FOR PROFESSIONAL SERVICES**

**Standard Exhibit A – Construction Phase Services**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties with respect to Services during the construction phase of the Project.

For the purposes of this exhibit, 'Agreement for Professional Services' and 'the Agreement' shall refer to the document entitled 'Agreement for Professional Services,' executed between J-U-B and CLIENT to which this exhibit and any other exhibits have been attached.

For the purposes of this exhibit, the term 'Contract Documents,' shall be defined as documents that establish the rights and obligations of the parties engaged in construction and include the Construction Agreement between CLIENT and contractor, Addenda (which pertain to the Contract Documents), contractor's bid (including documentation accompanying the bid and any post-bid documentation submitted prior to the notice of award) when attached as an exhibit to the Construction Agreement, the notice to proceed, the bonds, appropriate certifications, the General Conditions, the Supplementary Conditions, the Specifications and the Drawings, together with all Written Amendments, Change Orders, Work Change Directives, Field Orders, and J-U-B's written interpretations and clarifications issued on or after the Effective Date of the Construction Agreement. Shop Drawings and the reports and drawings of subsurface and physical conditions are not Contract Documents.

For the purposes of this exhibit, the term 'Work,' shall be defined as the entire construction or the various separately identifiable parts thereof required to be provided by the construction contractor under the Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction, and furnishing, installing, and incorporating all materials and equipment into such construction; all as required by the Contract Documents.

For the purposes of this exhibit, the term 'Site,' shall be defined as lands or areas indicated in the Contract Documents as being furnished by CLIENT upon which the Work is to be performed, including rights-of-way and easements for access thereto, and such other lands furnished by CLIENT which are designated for the use of contractor.

**CONSTRUCTION PHASE SERVICES**

J-U-B shall provide Construction Phase Services as agreed below. There is a "Yes" and "No" box to the left of each Service. If a box is marked "Yes", J-U-B agrees to perform the Service listed. If a box is marked "No", J-U-B undertakes no duty to perform the Service listed. If a duty or a condition of performance is listed below that is a responsibility of CLIENT, CLIENT's agreement to perform the same is assumed.

It is understood and agreed that J-U-B shall not, during the performance of Services, or as a result of observations of the Work in progress, supervise, direct, or have control over contractor(s) Work; nor shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the Work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s) furnishing and performing their Work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s) nor assume responsibility of contractor(s) failure to furnish and perform their Work in accordance with the Contract Documents.

The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the CLIENT's contract with the general contractor. The CLIENT also agrees that the CLIENT, J-U-B and J-U-B's subconsultants shall be indemnified by the general contractor in the event of general contractor's failure to assure jobsite safety and shall be named as additional insureds under the general contractor's policies of general liability insurance.

*Construction Phase*

After receiving written authorization from CLIENT to proceed with the construction phase, J-U-B may provide the following Services with respect to this part of the Project:

- |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 1. <i>General Administration of the Contract Documents.</i> Consult with, advise, and assist CLIENT in J-U-B's role as CLIENT's representative. Relevant J-U-B communications with contractor shall be imputed to the CLIENT. Nothing contained in this Standard Exhibit B creates a duty in contract, tort, or otherwise to any third party; but, instead, the duties defined herein are performed solely for the benefit of the CLIENT. CLIENT shall agree to include this language in any such agreements it executes with contractor, subcontractors or suppliers. |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 2. <i>Pre-Construction Conference.</i> Participate in a pre-construction conference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

3. *Visits to Site and Observation of Construction / Resident Project Representative (RPR) Services.* In connection with observations of the Work while it is in progress:

☐ Yes

☒ No

a. *Periodic Site Visits by J-U-B.* Make visits to the Site at intervals appropriate to the various stages of construction, as J-U-B deems necessary, to observe as an experienced and qualified design professional the progress and quality of the Work. Such visits and observations, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to J-U-B in this Agreement, but rather are to be limited to spot checking, coordination of selective sampling done by others, and similar methods of general observation of the Work based on J-U-B's exercise of professional judgment as assisted by the RPR, if any. Based on information obtained during such visits and observations, J-U-B will determine in general, for the benefit of CLIENT, if the Work is proceeding in accordance with the Contract Documents, and J-U-B shall keep CLIENT informed of the progress of the Work.

☐ Yes

☒ No

b. *Resident Project Representative ("RPR").* When requested by CLIENT, provide the Services of a RPR at the Site to provide more extensive observation of the Work. Duties, responsibilities, and authority of the RPR, are as set forth in the section entitled Resident Project Representative, herein. Through more extensive observations of the Work and field checks of materials and equipment by RPR, J-U-B shall endeavor to provide further protection to the CLIENT against defects and deficiencies in the Work. The furnishing of such RPR's Services will not extend J-U-B's responsibilities or authority beyond the specific limits set forth elsewhere in this Agreement.

☒ Yes

☐ No

4. *Defective Work.* Recommend to CLIENT that the Work be disapproved and rejected while it is in progress if J-U-B believes that such Work does not conform generally to the Contract Documents or that the Work will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

☐ Yes

☒ No

5. *Clarifications and Interpretations; Field Orders.* Recommend to CLIENT necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Based on J-U-B's recommendations, CLIENT may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.

☐ Yes

☒ No

6. *Change Orders, and Work Change Directives.* Recommend to CLIENT Change Orders or Work Change Directives, as appropriate, and prepare required documents for CLIENT consideration. CLIENT may issue Change Orders or Work Change Directives authorizing variations from the requirements of the Contract Documents.

☒ Yes

☐ No

7. *Shop Drawings and Samples.* Review or take other appropriate action in respect to Shop Drawings, Samples, and other data that contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such reviews or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

☒ Yes

☐ No

8. *Substitutes.* Consult with and advise CLIENT concerning, and determine the acceptability of, substitute materials and equipment proposed by contractor.

☐ Yes

☒ No

9. *Inspections and Tests.* Make recommendations to CLIENT concerning special inspections or tests of the Work, and the receipt and review of certificates of inspections, testing, and approvals required by laws and regulations and the Contract Documents (but only to determine generally that the results certified indicate compliance with the Contract Documents).

- ☐ Yes  
☒ No
10. *Disagreements between CLIENT and Contractor.* Assist CLIENT in rendering formal written decisions on claims of CLIENT and contractor relating to the acceptability of the Work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Work. In assisting in such decisions, J-U-B shall not be liable in connection with any decision rendered in good faith.
- ☐ Yes  
☒ No
11. *Applications for Payment.* Based on J-U-B's on-site observations as an experienced and qualified design professional, and upon written request of CLIENT, review Applications for Payment and the accompanying supporting documentation. Assist CLIENT in determining the amounts owed to contractor and, if requested by CLIENT, recommend in writing to CLIENT that payments be made to contractor in such amounts. Such recommendations of payment will constitute a representation to CLIENT that, to the best of J-U-B's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, and subject to any subsequent tests called for in the Contract Documents or to any other qualification stated in the recommendation), and the conditions precedent to contractor's being entitled to such payments appear to have been fulfilled insofar as it is J-U-B's responsibility to observe the Work. In the case of unit price Work, J-U-B's recommendation of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Contract Documents). By recommending any payment and after reasonable inquiry, J-U-B shall not thereby be deemed to have represented that exhaustive, continuous, or detailed reviews or examinations have been made by J-U-B to check the quality or quantity of the Work as it is furnished and provided beyond the responsibilities specifically assigned to J-U-B in this Agreement and the Contract Documents. J-U-B's review of the Work for the purposes of recommending payments will not impose on J-U-B the responsibility to supervise, direct, or control such Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or contractor's compliance with laws and regulations applicable to its furnishing and performing the Work. J-U-B's review will also not impose responsibility on J-U-B to make any examination to ascertain how or for what purposes contractor has used monies paid to contractor by CLIENT; to determine that title to any of the Work, including materials or equipment, has passed to CLIENT free and clear of any lien, claims, security interests, or encumbrances; or that there may not be other matters at issue between CLIENT and contractor that might affect the amount that should be paid.
- ☐ Yes  
☒ No
12. *Contractor's Completion Documents.* Receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals, Shop Drawings, Samples, other data approved, and the annotated record documents which are to be assembled by contractor in accordance with the Contract Documents (such review will only be to determine generally that their content complies with the requirements of, and in the case of certificates of inspection, tests, or approvals indicates compliance with, such Contract Documents); transmit them to CLIENT with written comments.
- ☐ Yes  
☒ No
13. *Substantial Completion.* Promptly after notice from CLIENT that contractor considers the Work for this part of the Project is ready for its intended use, in company with CLIENT and contractor, conduct a site visit to determine if the Work is substantially complete. Provide recommendation to CLIENT relative to issuance of Certificate of Substantial Completion.
- ☐ Yes  
☒ No
14. *Final Notice of Acceptability of the Work.* Assist CLIENT in conducting a final inspection to determine if the completed Work is acceptable so that J-U-B may recommend, in writing, that final payment be made to contractor.
- ☐ Yes  
☒ No
15. *Additional Tasks.* Perform or provide the following additional construction phase tasks or deliverables as delineated in Attachment 1 – Scope of Services and/or Schedule and/or Basis of Fee, which is included with the Agreement.

*General Limitation of Responsibilities.* J-U-B shall not be responsible for the acts or omissions of any contractor or of any of their subcontractors, suppliers, or any other individual or entity performing or furnishing any of the Work. J-U-B shall not be responsible for failure of any contractor to perform or furnish the Work in accordance with the Contract Documents. CLIENT shall agree to include this language in any such agreements it executes with contractor, subcontractors or suppliers.

J-U-B's Construction Phase Services will be considered complete on the date of Final Notice of Acceptability of the Work.

## Post-Construction Phase

After receiving authorization from CLIENT to proceed with the post-construction phase, J-U-B may:

- |                                                                        |                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 1. <i>Testing/Adjusting Systems.</i> Provide assistance in connection with the testing and adjusting of equipment or systems.                                                                                                                                                                                    |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 2. <i>Operate/Maintain Systems.</i> Assist CLIENT in coordinating training for CLIENT's staff to operate and maintain equipment and systems.                                                                                                                                                                     |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 3. <i>Control Procedures.</i> Assist CLIENT in developing procedures for control of the operation and maintenance of, and recordkeeping for, equipment and systems.                                                                                                                                              |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 4. <i>O&amp;M Manual.</i> Assist CLIENT in preparing operating, maintenance, and staffing manuals.                                                                                                                                                                                                               |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 5. <i>Defective Work.</i> Together with CLIENT, visit the Project to observe any apparent defects in the Work, assist CLIENT in consultations and discussions with contractor concerning correction of any such defects, and make recommendations as to replacement or correction of Defective Work, if present. |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 6. <i>Record Surveying.</i> Provide field surveying of readily accessible elements of the final completed construction to supplement the preparation of Record Drawings.                                                                                                                                         |
| <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | 7. <i>Record Drawings.</i> Furnish a set of reproducible prints of Record Drawings showing significant changes made during the construction process, based on the annotated record documents for the Project furnished by the contractor.                                                                        |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 8. <i>Warranty Inspection.</i> In company with CLIENT or CLIENT's representative, provide an inspection of the Project within one month before the end of the contractor correction period to ascertain whether any portion of the Work is subject to correction.                                                |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | 9. <i>Additional Tasks.</i> Perform or provide the following additional post-construction phase tasks or deliverables as listed in Attachment 1 - Scope of Services and/or Schedule and/or Basis of Fee, which is included with the Agreement.                                                                   |

The Post-Construction Phase Services may commence during the construction phase and, if not otherwise modified by the mutual agreement of CLIENT and J-U-B, will terminate at the end of the correction period.

## CONSTRUCTION PHASE ADDITIONAL SERVICES

If authorized by CLIENT and expressly agreed by J-U-B; or, if performed by J-U-B with the knowledge of the CLIENT after the signing of the Agreement for Professional Services, J-U-B shall furnish or obtain from others Additional Services of the types listed in this paragraph:

1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by CLIENT if the resulting change in compensation for Construction Phase Services is not commensurate with the Services rendered; Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitutions proposed by contractor and Services after the award of the contract; Services in evaluating and determining the acceptability of an unreasonable or excessive number of substitutions proposed by contractor; and Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of material equipment, or energy shortages.
2. Services involving out-of-town travel required of J-U-B other than visits to the Site or CLIENT's office.
3. Assistance in connection with bid protests, rebidding, or renegotiating the Construction Agreement.
4. Services in connection with any partial utilization of the Work by CLIENT prior to Substantial Completion.
5. Additional or extended Services during construction of the Work made necessary by (a) emergencies or acts of God endangering or delaying the Work, (b) the discovery of constituents of concern, (c) Work damaged by fire or other cause during construction, (d) a significant amount of defective Work, (e) acceleration of the progress schedule involving Services beyond normal working hours, and (f) default by contractor, including extensions of the construction period.
6. Evaluating an unreasonable number of claims submitted by contractor or others in connection with the Work.
7. Protracted or extensive assistance in refining and adjusting any equipment or system (such as initial startup, testing, adjusting, and balancing).
8. Services or consultations after completion of the construction phase, such as excessive inspections during any correction period and reporting observed discrepancies under guarantees called for in the Construction Agreement for the Work (except as agreed to under Construction Phase Services).
9. Preparing to serve or serving as a consultant or witness for CLIENT in any litigation, arbitration, or other legal or administrative proceeding involving the Project to which J-U-B has not been made a party.
10. Additional Services in connection with the Work, including Services which are to be furnished by CLIENT and Services not otherwise provided for in this Agreement.

## RESIDENT PROJECT REPRESENTATIVE

If provided as part of Construction Phase Services, J-U-B shall furnish a Resident Project Representative ("RPR"), assistants, and other field staff to assist J-U-B in observing progress and quality of the Work. The RPR, assistants, and other field staff will provide full-time representation or, if specifically directed by the CLIENT, may provide representation to a lesser degree. RPR is J-U-B's Project Engineer (J-U-B PE) or J-U-B Project Manager (J-U-B PM) representative at the Site, will act as directed by and under the supervision of J-U-B PE or J-U-B PM, and will confer with J-U-B PE or J-U-B PM regarding RPR's actions. The J-U-B PE or J-U-B PM will serve as the official liaison with the CLIENT and the contractor. .

Through such additional observations of the Work and field checks of materials and equipment by the RPR and assistants, J-U-B shall endeavor to identify defects and deficiencies in the Work. It is understood and agreed that J-U-B shall not, during the performance of Services, or as a result of observations of the Work in progress, supervise, direct, or have control over contractor(s)' Work; nor shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the Work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s) furnishing and performing their Work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s) nor assume responsibility of contractor(s)' failure to furnish and perform their Work in accordance with the Contract Documents.

The RPR's duties under this Agreement shall be strictly limited to the following:

1. *General.* RPR is J-U-B's agent at the Site, will act as directed by and under the supervision of J-U-B, and will confer with J-U-B regarding RPR's actions.
2. *Schedules.* Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by contractor and consult with the J-U-B PE or PM, who will communicate with the CLIENT concerning acceptability of such schedules.

3. *Conferences and Meetings.* Attend meetings with the J-U-B PE or J-U-B PM and contractor, such as preconstruction conferences, progress meetings, job conferences, and other project-related meetings (but not including Contractor's safety meetings).
4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison*
  - a) Serve as J-U-B PE or J-U-B PM's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
  - b) Assist J-U-B PE or J-U-B PM in serving as CLIENT's liaison with Contractor when Contractor's operations affect CLIENT's on-Site operations.
  - c) Assist in obtaining from CLIENT additional details or information, when required for proper execution of the Work.
6. *Interpretation of Contract Documents.* Report to J-U-B PE or J-U-B PM when clarifications and interpretations of the *Contract Documents* are needed.
7. *Shop Drawings and Samples.* Receive and record date of receipt of reviewed Samples and Shop Drawings.
8. *Modifications.* Assist the J-U-B PE or J-U-B PM in the evaluation of contractor's suggestions for modifications to Drawings or Specifications and report to CLIENT. Transmittal to contractor of written decisions as issued by J-U-B will be in writing.
9. *Review of Work and Rejection of Defective Work.*
  - a) Conduct on-site observations of the Work to assist J-U-B in determining if the Work is, in general, proceeding in accordance with the Contract Documents.
  - b) Report to J-U-B PE or J-U-B PM whenever RPR believes that any part of the Work in progress will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents; has been damaged; or does not meet the requirements of any inspection, test, or approval required to be made. The J-U-B PE or J-U-B PM will then advise CLIENT of that part of the Work that J-U-B believes should be corrected, rejected, or uncovered for observation, or that requires special testing, inspection, or approval.
10. *Inspections, Tests, and System Startups.*
  - a) Advise J-U-B PE or J-U-B PM in advance of scheduled major inspections, tests, and system start-ups for important phases of the Work.
  - b) Verify that tests, equipment, and system start-ups and operating and maintenance training is conducted in the presence of appropriate personnel (as determined by the CLIENT) and that contractor maintain adequate records thereof.
  - c) Observe, record, and report to J-U-B PE or J-U-B PM appropriate details relative to the test procedures and system start-ups.
  - d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to J-U-B PE or J-U-B PM.

Nothing in this Agreement will be construed to require RPR to conduct inspections
11. *Records.*
  - a) Maintain orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, J-U-B's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals, and other Project-related documents.
  - b) When on site, prepare a daily report or keep a diary or log book, generally documenting contractor's and subcontractors' hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; furnish copies of such records to J-U-B PE or J-U-B PM.

- c) Obtain from the contractor an accurate, up-to-date lists of the names, addresses, e-mail addresses, and telephone numbers of all contractors, subcontractors, and major suppliers of materials and equipment.
- d) Maintain records for use in preparing documentation of the Work.
- e) Upon completion of the Work with respect to the Project, furnish a complete set of all RPR Project documentation to designated recipients.

12. *Reports.*

- a) Furnish to J-U-B PE or J-U-B PM periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b) Present to J-U-B PE or J-U-B PM proposed Change Orders, Work Change Directives, and Field Orders.
- c) Furnish to J-U-B PE or J-U-B PM copies of all inspection, test, and system startup reports.
- d) Report immediately to J-U-B PE, J-U-B PM, and CLIENT the occurrence of any Site accidents, emergencies, natural catastrophes endangering the Work, possible force majeure or delay events, property damaged by fire or other causes, and the discovery or presence of any constituents of concern.

13. *Payment Request:* Review Applications for Payment with contractor for compliance with the established procedure for their submission and forward with recommendations to J-U-B PE OR J-U-B PM, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site, but not incorporated in the Work.

14. *Certificates, Operation and Maintenance Manuals.* During the course of the Work, obtain and collate materials and equipment certificates, operation and maintenance manuals, and other data required by the Contract Documents to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to J-U-B PE or J-U-B PM for review.

15. *Completion.*

- a) Participate in J-U-B PE or PM's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
- b) Participate in J-U-B PE or PM's visit to the Site in the company of CLIENT and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.

Observe whether all items on the final punch list have been completed or corrected, and make recommendations to J-U-B PE or PM concerning acceptance and issuance of the Notice of Acceptability of the Work

The RPR shall not:

- 1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).
- 2. Exceed limitations of J-U-B's authority as set forth in the Agreement for Professional Services.
- 3. Undertake any of the responsibilities of contractor, subcontractors, suppliers, or contractor's superintendent.
- 4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction or of the Work, unless such advice or directions are specifically required by the Contract Documents.
- 5. Advise on, issue directions regarding, or assume control over safety practices, precautions, and programs in connection with the activities or operations of CLIENT or contractor.
- 6. Participate in specialized field or laboratory tests or inspections conducted by others, except as specifically authorized by J-U-B PE or J-U-B PM.
- 7. Accept Shop Drawing or Sample submittals from anyone other than J-U-B.
- 8.. Authorize CLIENT to occupy the Work in whole or in part.



## CLIENT'S RESPONSIBILITIES

Except as otherwise provided herein or in the Agreement for Professional Services, CLIENT shall do the following in a timely manner so as not to delay the Services of J-U-B and shall bear all costs incident thereto:

1. Provide, as may be required for the Project, such legal services as CLIENT may require or J-U-B may reasonably request with regard to legal issues pertaining to the Project, including any that may be raised by contractor.
2. Attend the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job-related meetings and Substantial Completion, final payment, and other inspections.
3. Give prompt written notice to J-U-B whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or time of performance or furnishing of J-U-B's Services, or any defect or nonconformance in J-U-B's Services or in the Work of any contractor.
4. Render all final decisions related to: 1) changes or modifications to the terms of the construction contract, 2) acceptability of the Work, and 3) claims or Work stoppages.
5. Unless included in J-U-B Scope of Services, provide construction staking and materials testing services for the project.

The Client agrees to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance and appropriate limits of Commercial General Liability Insurance (CGL). The Client further agrees to require all contractors to have their CGL policies endorsed to name the Client, the Consultant and its sub-consultants as Additional insureds, on a primary and noncontributory basis, and to provide Contractual Liability coverage sufficient to insure the hold harmless and indemnity obligations assumed by the contractors. The Client shall require all contractors to furnish to the Client and the Consultant certificates of insurance as evidence of the required insurance prior to commencing work and upon renewal of each policy during the entire period of construction. In addition, the Client shall require that all contractors will, to the fullest extent permitted by law, indemnify and hold harmless the Client, the Consultant and its sub consultants from and against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the Project, including all claims by employees of the contractors.

## INDEMNIFICATION

In addition to any other limits of indemnification agreed to between the Parties, CLIENT agrees to indemnify and hold harmless J-U-B, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Work. This is to include, but not to be limited to any such claim, cost, loss, or damage that is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom to the extent caused by any negligent act or omission of contractor, any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts any of them may be liable, as well as any general, special or other economic damages resultant from Work stoppages or delays that are caused in whole or part by J-U-B's exercise of the rights and duties as agreed herein (Construction Phase Services).

CLIENT agrees that CLIENT will cause to be executed any such agreements or contracts with contractors, subcontractors or suppliers to effectuate the intent of this part before any Work is commenced on the Project; if CLIENT negligently fails to do so, CLIENT agrees to fully indemnify J-U-B from any liability resulting therefrom, to include, but not to be limited to, all costs relating to tendering a defense to any such claims made.

|                                                                                   |                                                                                                                                                                   |                            |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Council Agenda Coversheet</b>                                                  | <b>Item Number:</b> 5.a. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> Ordinance                                                                                    | <b>Category:</b> Ordinance |
|  | <b>Subject:</b> Ordinance: Establishing Development-Related Fire Impact Fees Adding KMC Chapter 3.95<br><b>Department:</b> Fire Department<br><b>Ordinance #:</b> |                            |

### **Recommendation**

Staff recommends adoption of the ordinance as presented.

### **Motion for Consideration**

Motion to adopt the ordinance as presented.

### **Summary**

#### **Background**

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.

### **Land Use Assumption**

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.

### **Fire Infrastructure and Equipment Needs in Southridge**

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.

### **Adoption of Ordinance**

By adopting the Ordinance, the Council will be setting the Southridge Service Area Boundary, and adopting the impact fee implementation process.

### **Alternatives**

#### **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.

|                           |                   | <b>Scenario 1 – Existing (Non-Growth) Pays Financing Costs</b> | <b>Scenario 2 – Growth Pays Growth's Portion of Financing Costs</b> |
|---------------------------|-------------------|----------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Occupancy Type</b>     | <b>Basis Unit</b> | <b>Impact Fee</b>                                              | <b>Impact Fee</b>                                                   |
| 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. Ordinance - Final

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

AN ORDINANCE RELATING TO REVENUE AND TAXATION AND  
ADDING CHAPTER 3.95 TO THE KENNEWICK MUNICIPAL CODE

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

**Section 1.** Chapter 3.95 of the Kennewick Municipal Code, be, and the same hereby is, added to  
read as follows:

**CHAPTER 3.95 – IMPACT FEES FOR FIRE PROTECTION FACILITIES**

**3.95.010: Authority and Incorporation by Reference.**

- (1) Pursuant to RCW 82.02.050 through 82.02.110 and WAC 365-196-850, the City adopts impact fees for fire protection facilities, vehicles, and equipment necessary for fire safety and suppression.
- (3) The council adopts this chapter to assess impact fees for fire protection facilities and the associated vehicles, and equipment. The provisions of this chapter shall be liberally construed in order to carry out the purposes of the council in providing for the assessment of impact fees.

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

**3.95.020: Definitions.**

For purposes of this chapter, if not defined below, the definitions of words and phrases set forth RCW 82.02.090 shall apply to this chapter or they shall be given their usual and customary meaning.

- (1) *Applicant* is any person, collection of persons, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity or municipal corporation obtaining a building permit. "Applicant" includes an applicant for an impact fee credit.
- (2) *Assembly use* means any school, place of worship, dining facility, tavern or bar, banquet facility, theater, gymnasium, arena, exhibit or lecture hall, or any other building or facility intended for or able to accommodate the gathering of 50 or more people.
- (3) *Building permit* means written permission issued by the City empowering the holder thereof to construct, erect, alter, enlarge, convert, reconstruct, remodel, rehabilitate, repair, or change the use of all or portions of a structure having a roof

supported by columns or walls and intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

- (4) *Capital facilities plan* means the capital facilities element of the City's comprehensive plan adopted pursuant to Chapter RCW 36.70A and such plan as amended.
- (5) *Development activity* means any construction or expansion of a building, structure, or use, any change in use of a building or structure, or any changes in the use of land, that creates additional demand and need for public facilities. "Development activity" does not include:
  - a. Buildings or structures constructed by a regional transit authority; or
  - b. Buildings or structures constructed as shelters that provide emergency housing for people experiencing homelessness, or emergency shelters for victims of domestic violence, as defined in RCW [70.123.020](#).
- (6) *Director* means the Fire Chief or the Fire Chief's designee.
- (7) *Encumbered* means to reserve, set aside, or otherwise earmark impact fees in order to pay for commitments, contractual obligations, or other liabilities incurred for system improvements.
- (8) *Fire protection facilities* means stations and their furnishings, fixtures, and equipment; engines; aerial apparatus; ambulances; and the equipment needed for first response vehicles.
- (9) *Hotel* and *Motel* for the purpose of this chapter, hotel and motel have the same meaning as set forth in KMC 18.09.970 and 18.09.1340.
- (10) *Impact fee* means a payment of money imposed upon development as a condition of development approval to pay for fire protection facilities needed to serve new growth and development, and that:
  - a. Is reasonably related to the new development
  - b. Creates additional demand and need for fire protection facilities,
  - c. Is a proportionate share of the cost of such facilities, and
  - d. Is used for such facilities that reasonably benefit the new development. An impact fee does not include a reasonable permit fee or application fee.

An impact fee does not include the administrative fee for collecting and handling impact fees, the fee for reviewing independent fee calculations, or the fee for a deferral application.
- (11) *Impact fee account* means the separate accounting structure within the City's established accounts which shall identify separately earmarked funds and which

shall be established for the impact fees that are collected. The account shall be established pursuant to KMC 3.95.100, and shall comply with the requirements of RCW 82.02.070.

- (12) *Independent fee calculation* means the impact fee calculation, studies, and data submitted by an applicant to support the assessment of a fire impact fee other than by the use of the fire impact fee schedule adopted by Resolution , or the calculations prepared by the Director where none of the fee categories or fee amounts in the adopted fire impact fee schedule accurately describe or capture the impacts on fire facilities of the development authorized by the building permit.
- (13) *Industrial use* for the purpose of this chapter has the same meaning as set forth in KMC 18.09.1010.
- (14) *Multi-Family Residential* for the purpose of this chapter has the same meaning as set forth in KMC 18.09.1350 for Multi-Family Residential Development.
- (15) *New construction* for the purpose of this chapter means any construction pursuant to a building permit issued on or after May 1, 2025.
- (16) *Occupancy use* means the legal activity approved by the issuance of a certificate of occupancy that takes place within a building or premises. Occupancy uses are generally those that are included and/or defined in the International Building Code.
- (17) *Office use* for the purpose of this chapter, office use has the same meaning as set forth in KMC 18.09.1410 for Office.
- (18) *Owner* means the owner of record of real property, although when real property is being purchased under a real estate contract, the purchaser shall be considered the owner of the real property if the contract is recorded.
- (19) *Project improvements* means site improvements and facilities that are planned and designed to provide service for a particular development project and that are necessary for the use and convenience of the occupants or users of the project, and are not system improvements. No improvement or facility included in a capital facilities plan adopted by the council shall be considered a project improvement.
- (20) *Proportionate share* means that portion of the cost of public facility improvements that are reasonably related to the service demands and needs of new development.
- (21) *Residential care facility* means any nursing home, congregate care facility, assisted living facility, residential care center, special needs housing, or similar uses where care or assistance is provided to residents. Residential care facility does not include Residential Care Homes as defined in KMC 18.09.1748.

- (22) *Retail/Commercial use* for the purpose of this chapter has the same meaning as set forth in KMC 18.09.1810 for Retail Store, or similar uses.
- (23) *Single-family residential* for the purpose of this chapter has the same meaning as set forth in KMC 18.09.605 for Dwelling, Single-Family Conventional and KMC 18.09.610 for Dwelling, Single-Family Detached.
- (24) *System improvements* means fire protection facilities that are included in the City's Capital Facilities Plan and are designed to provide service to service areas within the community at large, in contrast to project improvements.

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

### **3.95.030: Establishment of Service Area.**

- (1) The City hereby establishes the Southridge Service Area as the service area for fire impact fees. KMC 3.95.160 provides the legal description of the boundary for the Southridge Service Area.
- (2) The boundary of the service area is hereby found to be reasonable and established on the basis of sound land use and emergency response planning, and is consistent with RCW 82.02.060.

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

### **3.95.040: Impact Fees Methodology and Applicability.**

Fire impact fees are calculated by analyzing sample data sets of the occupancy uses including single detached residences, multi-unit residences, residential care facilities, hotels/motels, office space, assembly/gathering, retail/commercial, and industrial/storage. The sample data sets use historical data of the number of calls for service per basis unit to each occupancy use. The calls for service analysis is applied to projected growth data provided by the Planning Department. This analysis is used to project future calls for service to a defined service area. The percentage of future calls for service to the occupancy uses determines the impact of new development by occupancy use. A proportionate share of the Capital Facilities Plan for fire protection facilities, emergency response vehicles, and equipment is then calculated for each occupancy use. That proportionate share is then divided by the projected number of new basis units, which gives the impact fee per basis unit.

To determine the proportionate share of the Capital Facilities Plan for fire protection facilities, emergency response vehicles, and equipment, a development analysis of the Service Area is completed. This analysis provides a ratio of developed land versus undeveloped land in the Service Area. The percentage of undeveloped land within the Service Area is used as the percentage of the Capital Facilities Plan for fire protection facilities, emergency response vehicles, and equipment that can be attributed to new development.

The formula for determining the occupancy use based impact fee is:

Number of basis units multiplied by the per unit impact fee equals the amount of the fire impact fee for the project.

The impact fee formula is based on the following assumptions:

- (a) Total fire service capital facilities needs in the Southridge Area over the next 6 years equals \$15,000,000 plus anticipated financing costs as approved by Council.
- (b) Allocation of these costs are equitably assigned to various types of development by land use category including single detached residences, multi-unit residences, residential care facilities, hotels/motels, office space, assembly/gathering, retail/commercial, and industrial/storage.
- (c) The fee is calculated based on percent of developable land and projected growth in occupancy type over a period of time and costs are apportioned by calls for service generated by each type of land use.
- (d) This is done by assigning a per unit value based on anticipated calls for service for each land use occupancy type and multiplying this value by the number of projected units for residential and multi-unit residences, number of beds for residential care facilities, number of rooms for hotels/motels, and number of square feet for, office space, assembly/gathering, retail/commercial, and industrial/storage. Costs are then apportioned based on the total attributable to future development, less the amount from other funding sources.
- (e) The methodology is reflected in the example table below.

| Land Use Type              | Unit Value          | Projected Units / Square Feet | Projected Calls for Service Per Unit Value | Projected Future Calls for Service | Projected Percent Future Calls for Service        | Estimated Costs Financed by Fees                                                                                                                        |
|----------------------------|---------------------|-------------------------------|--------------------------------------------|------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                     | [a]                           | [b]                                        | $c = [a \times b]$                 | $d = [c / \text{total future calls for service}]$ | $e = [\text{calls for service attributable to development } (\$11.6\text{M}) \text{ less other anticipated funding sources } (\$1.2\text{M})] \times d$ |
| Single Detached Residences | Residences          | 3,505                         | 0.2060                                     | 722                                | 0.373                                             | \$3.9M                                                                                                                                                  |
| Multi-Unit Residences      | Apartments or Units | 1,818                         | 0.2299                                     | 418                                | 0.216                                             | \$2.2M                                                                                                                                                  |
| Residential Care Facility  | Beds                | 524                           | 1.2751                                     | 668                                | 0.346                                             | \$3.6M                                                                                                                                                  |



|                    |             |           |         |    |       |        |
|--------------------|-------------|-----------|---------|----|-------|--------|
| Hotels/Motels      | Rooms       | 200       | 0.2830  | 57 | 0.029 | \$305K |
| Office Space       | Square Feet | 75,148    | 0.0002  | 18 | 0.009 | \$97K  |
| Assembly/Gathering | Square Feet | 59,758    | 0.0003  | 19 | 0.010 | \$99K  |
| Retail/Commercial  | Square Feet | 28,773    | 0.0002  | 7  | 0.003 | \$35K  |
| Industrial/Storage | Square Feet | 1,072,992 | 0.00002 | 26 | 0.014 | \$141K |

### **3.95.050: Collection of Impact Fees.**

- (1) The City shall collect impact fees for fire facilities based on the fire impact fee schedule adopted by Resolution, from any applicant seeking a building permit for new construction within the Southridge Service Area from the City unless specifically exempted in KMC 3.95.070.
- (2) When an impact fee applies to a building permit for a change of use of an existing building, the impact fee shall be the applicable impact fee for the occupancy use category of the new use, less any impact fee paid for the immediately preceding use. The preceding use shall be determined by the most recent legally established use based on a locally owned business license and development permit documents.
  - (a) For purposes of this provision, a change of use should be reviewed based on the occupancy use category provided in KMC 3.95.040 that best captures the broader use or development activity of the project under development or being changed. Changes of use and minor changes in tenancies that are consistent with the general character of the building or building aggregations, or the previous use, shall not be considered a change of use that is subject to an impact fee.
  - (b) If no impact fee was paid for the immediately preceding use, the impact fee for the new use shall be reduced by an amount equal to the current impact fee rate for the immediately preceding use.
  - (c) If the calculated impact fee is a negative amount, the applicant will not be required to pay impact fees nor will the applicant be compensated by the City for a negative impact fee.
- (3) For mixed use developments, impact fees shall be imposed for the proportionate share of each occupancy use, based on the applicable measurement in the fire impact fee schedule adopted by Resolution.

- (4) Impact fees shall be determined at the time the complete application for a building permit is submitted using the impact fees then in effect. Except as provided in KMC 3.95.050(6) impact fees shall be due and payable before the certificate of occupancy is issued by the City.
- (5) Applicants allowed credits prior to the submittal of the complete building permit application shall submit, along with the complete application, a copy of the letter prepared by the Director setting forth the dollar amount of the credit allowed.
- (6) Single-Family Residential Deferral Program. An applicant for a building permit for a single-family detached or attached residence may apply for a deferral of the full impact fee payment until final inspection or 18 months from the date of original building permit issuance, whichever occurs first. Deferral of impact fees are considered under the following conditions:
  - (a) An application for deferral must be submitted no later than the time of application for a building permit. Any request not so made shall be deemed waived.
  - (b) For the purposes of this deferral program, the following definitions apply:
    - (i) "Applicant" includes an entity that controls the applicant, is controlled by the applicant, or is under common control with the applicant.
    - (ii) "Single-family residence" means a permit for a single-family dwelling unit, attached or detached, as defined in KMC 3.95.020.
  - (c) To receive a deferral, an applicant must:
    - (i) Submit a deferred impact fee application and acknowledgment form for each single-family attached or detached residence for which the applicant wishes to defer payment of the impact fees;
    - (ii) Pay the applicable administrative fee;
    - (iii) Grant and record at the applicant's expense a deferred impact fee lien in a form approved by the City against the property in favor of the City in the amount of the deferred impact fee that:
      - (A) Includes the legal description, tax account number, and address of the property;
      - (B) Requires payment of the impact fees to the City prior to final inspection or 18 months from the date of original building permit issuance, whichever occurs first;
      - (C) Is signed by all owners of the property, with all signatures acknowledged as required for a deed and

- recorded in Benton County;
  - (D) Binds all successors in title after the recordation;  
and
  - (E) Is junior and subordinate to one mortgage for the purpose of construction upon the same real property granted by the person who applied for the deferral of impact fees.
- (d) The amount of impact fees deferred shall be determined by the fees in effect at the time the applicant applies for a deferral.
- (e) Prior to final inspection or 18 months from the date of original building permit issuance, the applicant may pay the deferred amount in installments, with no penalty for early payment.
- (f) The City shall withhold final inspection until the impact fees have been paid in full. Upon receipt of final payment of impact fees deferred under this subsection, the City shall execute a release of deferred impact fee lien for each single-family attached or detached residence for which the impact fees have been received. The applicant, or property owner at the time of release, shall be responsible for recording the lien release at his or her expense.
- (g) The extinguishment of a deferred impact fee lien by the foreclosure of a lien having priority does not affect the obligation to pay the impact fees as a condition of final inspection.
- (h) If impact fees are not paid in accordance with the deferral and in accordance with the term provisions established herein, the City may institute foreclosure proceedings in accordance with RCW 61.12.
- (i) Each applicant for a single-family attached or detached residential building permit, in accordance with his or her contractor registration number or other unique identification number, is entitled to annually receive deferrals under this section for the first 21 single-family residential construction building permits.

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

### **3.95.060: Independent Fee Calculations.**

- (1) If, in the judgment of the Director, none of the fee categories set forth in the adopted fire impact fee schedule accurately describes or captures the impacts of a new development on fire protection facilities, the Director may conduct independent fee calculations and the Director may impose alternative fees on a

specific development based on those calculations. The alternative fees and the calculations shall be set forth in writing and shall be mailed to the applicant.

- (2) An applicant may opt not to have the impact fees determined according to the fee structure in the fire impact fee schedule adopted by Resolution, in which case the applicant shall prepare and submit to the Director an independent fee calculation for the development for which a building permit is being sought. The documentation submitted shall show the basis upon which the independent fee calculation was made. An independent fee calculation shall use the same methodology used to establish impact fees adopted pursuant to KMC 3.95.040.
- (3) There is a rebuttable presumption that the calculations set forth in KMC 3.95.040 are valid. The Director shall consider the documentation submitted by the applicant, but is not required to accept such documentation or analysis which the Director reasonably deems to be inapplicable, inaccurate, incomplete, or unreliable. The Director may require the applicant to submit additional or different documentation for consideration. The Director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations therefor shall be set forth in writing and shall be mailed to the applicant.
- (4) When an independent fee calculation is accepted by the Director, the independent fee calculation and its justification shall be included with the plans and other documentation necessary for obtaining a building permit.

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

### **3.95.070: Exemptions.**

Except as provided for below, the following shall be exempted from the payment of fire impact fees:

- (1) Alteration or replacement of an existing residential structure that does not create an additional dwelling unit or change the type of dwelling unit.
- (2) Miscellaneous improvements which, in the judgment of the Director, do not generate increased need for fire protection facilities, including, but not limited to, fences, walls, residential swimming pools, and signs.
- (3) Demolition or moving of a structure.
- (4) Properties that have undergone prior State Environmental Policy Act (SEPA), RCW 43.21C, review and received a final decision that includes mitigation requirements on the condition that the SEPA mitigation obligation has or will be fulfilled by the time the impact fees, if applicable, would be due.

- (5) Any development that creates insignificant and/or temporary additional impacts on any fire protection facility, including, but not limited to:
  - (a) Home occupations that do not generate any additional demand for fire facilities;
  - (b) Special events permits;
  - (c) Temporary structures not exceeding a total of 30 days.

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

**3.95.080: Credits for Dedications, Construction of Improvements, and Past Tax Payments.**

- (1) An applicant may request that a credit or credits for impact fees be awarded to him/her for the total value of system improvements, including dedications of land and improvements and/or construction provided by the applicant. The application for credits shall be presented by the applicant on forms to be provided by the Director and shall include the content designated in such forms. Credits will be given only if the land, improvements, and/or the facility constructed are:
  - (a) Included within the capital facilities plan;
  - (b) Determined by the City and/or the Director to be at suitable sites and constructed at acceptable quality; and
  - (c) Serve to offset impacts of the development authorized by the applicant's building permit.
- (2) For credits for dedications of real property, the procedures of KMC 17.100 shall be followed if applicable. If the procedures of KMC 17.100 are not applicable, the following procedures shall be followed:
  - (a) For each request for a credit or credits, the Director shall select an appraiser or, in the alternative, the applicant may select an independent appraiser acceptable to the Director.
  - (b) Unless approved otherwise by the Director, the appraiser must be a member of the American Institute of Appraisers and be licensed in good standing pursuant under RCW 18.140, et seq. in the category for the property to be appraised, and shall not have a fiduciary or personal interest in the property being appraised.
  - (c) The applicant shall pay the actual costs for the appraisal and an independent review, if required.
  - (d) After considering the appraisal, the Director shall provide the applicant with a written determination setting forth the dollar amount of any credit, the reason for the credit, a description of the real property dedicated, and

the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such determination accepting the terms of the letter or certificate, and return such signed document to the Director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 calendar days of the date of the determination shall nullify the credit. If credit is denied, the applicant shall be notified in a letter that includes the reasons for denial.

- (e) No credit shall be given for project improvements.
- (3) An applicant may request a credit for past tax for past payments made for the particular system improvements listed in KMC 3.95.040 as the basis for the impact fee. For each request for a credit for past payments the applicant shall submit receipts and a calculation of past payments made for or which can be prorated to the particular system improvement for which credit is requested. The Director shall determine the amount of credits, if any, for past payments for system improvements.
- (4) Any claim for credit must be received by the City prior to issuance of the building permit. The failure to timely file such a claim shall constitute an absolute bar to later request any such credit.

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

### **3.95.090: Adjustments for Future Tax Payments and Other Revenue Sources.**

Pursuant to, and consistent with, the requirements of RCW 82.02.060, the impact fee calculation has provided adjustments for future taxes to be paid by the development authorized by the building permit which are made for or which can be prorated to the same new fire protection facilities which will serve the new development. The impact fees in the fire impact fee schedule adopted by Resolution have been reasonably adjusted for taxes and other revenue sources which are anticipated to be available to fund fire protection facility new construction and/or improvements.

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

### **3.95.100: Establishment of Impact Fee Accounts.**

- (1) The City shall establish a separate impact fee account for the fire impact fees collected pursuant to this chapter. Funds appropriated or otherwise withdrawn from the impact fees received must be used in accordance with the provisions of this chapter and applicable state law. Interest earned on the fees shall be retained in the accounts and expended for the purposes for which the impact fees were collected.

- (2) On an annual basis, the Director or designee shall provide a report to the Council on the impact fee accounts showing the source and amount of all moneys collected, earned, or received, and the fire protection facilities and/or improvements that were purchased and/or financed in whole or in part by impact fees.
- (3) Impact fees shall be expended or encumbered within 10 years of receipt, unless the Council identifies in written findings extraordinary and compelling reasons for the City to hold the fees beyond the 10-year period pursuant to RCW 82.02.070(3).

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

### **3.95.110: Refunds and Offsets.**

- (1) If the City fails to expend or encumber the impact fees within 10 years of the date the fees were paid, unless extraordinary or compelling reasons are established pursuant to this section, the current owner of the property on which impact fees have been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees shall be considered expended or encumbered on a first in, first out basis.
- (2) The City shall notify potential claimants of the refund by first-class mail deposited with the United States Postal Service at the last known mailing address of such claimants. A potential claimant must be the current owner of record of the real property against which the impact fees were assessed.
- (3) Owners seeking a refund of impact fees must submit a written request to the Director for a refund of the fees within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.
- (4) Any impact fees for which no application for a refund has been made within the one-year period shall be retained by the City and expended on the system improvements for which they were collected.
- (5) Refunds of impact fees under this section shall include any interest earned on the impact fees by the City.
- (6) When the City seeks to terminate any or all components of the impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, shall be refunded pursuant to this chapter. Upon the finding that any or all fee requirements are to be terminated, the City shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first-class mail at the last known mailing address of the claimants. All funds available for refund shall be retained for a period of one year. At the

end of one year, any remaining funds shall be retained by the City, but must be expended for the fire protection facilities for which the impact fees were collected. This notice requirement shall not apply if there are no unexpended or unencumbered balances within the account or accounts being terminated.

- (7) The City shall also refund to the current owner of property for which impact fees have been paid all impact fees paid, including interest earned on the impact fees, if the development for which the impact fees were imposed did not occur; provided, however, that, if the City has expended or encumbered the impact fees in good faith prior to the application for a refund, the Director may decline to provide the refund. If within a period of three years, the same or subsequent owner of the property proceeds with the same or substantially similar building permit, the owner can petition the Director for an offset in the amount of the fee originally paid and not refunded. The petitioner must provide receipts of impact fees previously paid for a building permit of the same or substantially similar nature on the same real property or some portion thereof. The director's determinations shall be in writing and shall be subject to the appeals procedures set forth in KMC 3.95.140.

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

**3.95.120: Use of Impact Fees.**

- (1) Pursuant to this chapter, impact fees:
  - (a) Shall be used for system improvements that will reasonably benefit the new development authorized by the building permit;
  - (b) Shall not be imposed to make up for deficiencies in existing fire protection facilities; and
  - (c) Shall not be used for maintenance or operation.
- (2) Impact fees may be spent for system improvements including, but not limited to, planning, land acquisition, right-of-way acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, emergency response vehicles and equipment, administrative expenses, applicable impact fees or mitigation costs, and any other expenses which can be capitalized.
- (3) Impact fees may also be used to recoup system improvement costs previously incurred by the City to the extent that new growth and development will be served by the previously constructed improvements or incurred costs.
- (4) In the event that bonds or similar debt instruments are or have been issued for the advanced provision of system improvements for which impact fees may be expended, such impact fees may be used to pay debt service on such bonds or



similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this chapter.

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

**3.95.130: Review and Adjustment of Rates.**

- (1) The fees and rates set forth in the adopted fire impact fee schedule may be reviewed and adjusted by the Council as it deems necessary and appropriate in conjunction with the budget process so that adjustments, if any, will be effective at the first of the calendar year subsequent to budget period under review.
- (2) The fees and rates set forth in the adopted fire impact fee schedule may be amended to reflect changes to the capital facilities element of the City's Comprehensive Plan. Amendment to the schedule for this purpose shall be adopted by the council.
- (3) Annually, and prior to the first day of January, the Director shall adjust the fees by the same percentage changes as in the most recent annual change of the Consumer Price Index (U.S Cities- Urban Wage earners and Clerical Workers CPI-W) for the previous October, or other comparable index if not published.

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

**3.95.140: Review by Director and Appeals.**

- (1) The applicant may pay the impact fees imposed by this chapter under protest so that the Certificate of Occupancy, or a change in use when no building permit is required, can be issued. No appeal shall be permitted until the impact fees at issue have been paid.
- (2) Requests for review regarding the impact fees imposed on any development activity may be filed only by the applicant for the development activity at issue.
- (3) The applicant must first file a request for review regarding impact fees with the Director, as provided herein:
  - (a) The request shall be in writing on the form provided by the City;
  - (b) The request for review by the Director shall be filed within 14 calendar days after the applicant's payment of the impact fee at issue;
  - (c) The failure to timely file such a request shall constitute a final bar to later seek such review;
  - (d) No administrative fee will be imposed for the request for review by the Director;
  - (e) The Director shall issue his or her determination in writing.

- (4) Determinations of the Director with respect to the applicability of the impact fees to a given development activity, the availability or value of a credit, or the Director's decision concerning the independent fee calculation which is authorized in KMC 3.95.060, or any other determination which the Director is authorized to make pursuant to this chapter, may be appealed by the applicant or owner to the Hearing Examiner pursuant to Chapter 4.02 KMC. The appeal, in the form of a letter of appeal, must be delivered to the Community Planning Department within 14 calendar days after issuance of the decision of the Director. The failure to timely file an appeal shall constitute a final bar to later seek such review. In those cases where the proposed development activity may require a public hearing under the authority of other chapters of the KMC, the hearings may be combined. For example, if the underlying development permit application is a preliminary plat, the appeal shall be heard at the preliminary plat public hearing. The Hearing Examiner may conduct an open record appeal hearing. The Hearing Examiner only determines whether the fee is reasonable, but does not make adjustment thereto. The Hearing Examiner may remand the matter to the Director for further consideration consistent with the Hearing Examiner's findings and decision.

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

### **3.95.150: Existing Authority Unimpaired.**

Nothing in this chapter shall preclude the City from requiring the applicant, or the proponent of a development authorized by a building permit, to mitigate adverse environmental impacts of a specific development pursuant to the SEPA, RCW 43.21(c), based on the environmental documents accompanying the building permit process, and/or Chapter 58.17 RCW, governing plats and subdivisions. Such mitigation shall not duplicate the impact fees charged under this chapter.

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

### **3.95.160: Southridge Service Area Boundary Legal Description**

The East half of the Northeast Quarter of Section 11, Township 8 North, Range 28 East, Willamette Meridian, Benton County, Washington, lying southeasterly of West Clearwater Avenue and northerly of I-82;

The south half of the Northwest Quarter and the south half of the Northeast Quarter of Section 12, Township 8 North, Range 28 East, Willamette Meridian, Benton County, Washington and the Southeast Quarter and the Southwest Quarter of said Section 12 lying northerly of I-82, and that portion of adjusted Parcel B, Record of Survey 5563, recorded under Auditor File Number 2021-041218 lying in the northeast quarter of the northeast quarter of said Section 12, except that portion of the Southeast Quarter of the Southwest Quarter of said Section 12, lying southerly of the Kennewick Irrigation District Main Canal and westerly of South Clodfelter Road;

The Northeast Quarter of Section 13, Township 8 North, Range 28 East, Willamette Meridian, Benton County, Washington, lying northeasterly of I-82;

The Southeast Quarter and the Southwest Quarter of Section 7, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, and the Northeast Quarter of said Section 7 lying southerly of the Kennewick Irrigation Main Canal, and the portion of Lot 2, Record of Survey 3220, recorded under Auditor File Number 2003-036082, lying in the Northwest Quarter of said Section 7, and lying southerly of the Kennewick Irrigation Highland Feeder Canal;

The Northwest Quarter and the Southeast Quarter and the Southwest Quarter of Section 8, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, lying southerly of the Kennewick Irrigation Main Canal;

Section 18, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, lying northerly of I-82, together with that portion of the easterly half of the Southwest Quarter and the Southeast Quarter of said Section 18, lying southerly of I-82 to the south section line, described as Revised Parcel B in Quit Claim Deed recorded under Auditor File Number 2016-036565;

Section 17, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington;

The Northeast Quarter of the Northeast Quarter of Section 20, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, lying easterly of I-82;

The Northeast Quarter of Section 21, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, and the Northwest Quarter of the Northwest Quarter of said Section 21 lying northerly of I-82 and northwesterly of SR 395;

The Southwest Quarter of the Northwest Quarter of Section 22, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, except Lot 7 as shown on Record of Survey 5488, recorded under Auditor File Number 2021-019551;

All of Section 16, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, except the Plats of Greens at Canyon Lakes, Canyon Lakes South Hill Phase 2 and Canyon Lakes Number 11 Phase 2, and except Lot 1, Short Plat 1772, recorded under Auditor File Number 1992-000142, and except adjusted Lot 2 of said Short Plat 1772 as shown on Record of Survey 3945, recorded under Auditor File Number 2008-031052

The Northwest Quarter of the Northwest Quarter of Section 15, Township 8 North, Range 29 East, Willamette Meridian, Benton County, Washington, lying southerly of the Kennewick Irrigation Main Canal and westerly of SR 395.

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

**Section 2.** Actions taken before the effective date of this ordinance that are not inconsistent with the ordinance, or any provisions thereof, are hereby ratified and affirmed.

**Section 3.** This ordinance shall be in full force on May 1, 2025, following its publication April 18, 2025, in accordance with law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 15<sup>th</sup> day of April 2025.

Attest:

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

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

Approved as to Form:

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

DATE OF PUBLICATION:

\_\_\_\_\_  
April 18, 2025

ORDINANCE EFFECTIVE DATE:

\_\_\_\_\_  
May 1, 2025

|                                                                                   |                                                                                                                    |                             |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Council Agenda Coversheet</b>                                                  | <b>Item Number:</b> 5.a.1. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> Resolution                                  | <b>Category:</b> Resolution |
|  | <b>Subject:</b> Resolution: Fire Impact Fee Schedule<br><b>Department:</b> Fire Department<br><b>Resolution #:</b> |                             |

### **Recommendation**

Staff recommends Council adopt either scenario 1 or scenario 2 to establish the Fire Impact Fee Schedule.

### **Motion for Consideration**

Motion to adopt the resolution as presented under scenario \_\_\_\_\_.

### **Summary**

This resolution is a companion item to the ordinance presented under item 5.a. (if adopted, the ordinance will be designated as Ordinance 25-6090). If the Ordinance is not adopted; this item is irrelevant and will not be considered.

The resolution establishes the specific fee schedule for fire impact fees. This approach separates the permanent legal structure (ordinance) from the variable fee schedule (resolution), providing both stability in implementation and flexibility in maintaining appropriate fee levels as costs evolve over time.

Two scenarios have been prepared; they differ in terms of the fees established under Section 2. All other aspects of the resolution are identical. Council, when making a motion to adopt the fee schedule, should include the preferred scenario in their motion.

### **Alternatives**

### **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.

| <b>Occupancy Type</b>     |                   | <b>Scenario 1 – Existing<br/>(Non-Growth) Pays<br/>Financing Costs</b> | <b>Scenario 2 – Growth Pays<br/>Growth's Portion of<br/>Financing Costs</b> |
|---------------------------|-------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Basis Unit</b>         | <b>Impact Fee</b> | <b>Impact Fee</b>                                                      |                                                                             |
| 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. Resolution Scenario 1 Final
2. Resolution Scenario 2 Final

## SCENARIO 1

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

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON ADOPTING A FIRE IMPACT FEE SCHEDULE

**WHEREAS**, the City Council of the City of Kennewick adopted Ordinance No. 25-6090, which establishes the legal framework, formula, and implementation practices for fire impact fees in the City of Kennewick; and

**WHEREAS**, Ordinance No. 25-6090 authorizes the City Council to establish and periodically adjust the fire impact fee schedule by resolution.

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

**Section 1. Findings.** The City Council hereby finds and determines that:

- A. The fire impact fees established by this Resolution are reasonably related to the cost of providing fire protection facilities and equipment necessitated by new development.
- B. The fire impact fee established by this Resolution do not exceed the estimated reasonable cost of providing fire protection facilities and equipment by new development.
- C. The fire impact fees established by this Resolution are consistent with the City's Capital Facility Plan and Municipal Code.

**Section 2. Fire Impact Fee Schedule.** The City Council hereby adopts the following fire impact fee schedule:

| Occupancy Type            | Basis Unit  | Fee        |
|---------------------------|-------------|------------|
| Detached Residential      | Each        | \$796.04   |
| Multi-Unit Residential    | Unit        | \$888.35   |
| Residential Care Facility | Bed         | \$4,928.16 |
| Hotel/Motel               | Room        | \$1,093.83 |
| Office Space              | Square Foot | \$0.93     |
| Assembly/Gathering        | Square Foot | \$1.20     |
| Retail/Commercial         | Square Foot | \$0.88     |
| Industrial/Storage        | Square Foot | \$0.09     |

**Section 3. Annual Adjustment.** The fire impact fees established by this Resolution shall be automatically adjusted annually on January 1 based on the Consumer Price Index (U.S. Cities – Urban Wage earners and Clerical Workers CPI-W) for the previous October, or other comparable index if not published.

**Section 4. Collection of Fees.** Fire impact fees shall be collected at the time specified in Chapter 3.95 Kennewick Municipal Code (KMC).

## SCENARIO 1

**Section 5. Use of Fees.** Fire impact fees shall be used solely for the purposes authorized by Chapter 3.95 KMC and applicable state law.

**Section 6. Effective Date.** This resolution shall take effect on May 1, 2025.

**Section 7. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 15<sup>th</sup> day of April 2025.

Attest:

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

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

Approved as to Form:

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

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



## SCENARIO 2

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

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON ADOPTING A FIRE IMPACT FEE SCHEDULE

**WHEREAS**, the City Council of the City of Kennewick adopted Ordinance No. 25-6090, which establishes the legal framework, formula, and implementation practices for fire impact fees in the City of Kennewick; and

**WHEREAS**, Ordinance No. 25-6090 authorizes the City Council to establish and periodically adjust the fire impact fee schedule by resolution.

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

**Section 1. Findings.** The City Council hereby finds and determines that:

- A. The fire impact fees established by this Resolution are reasonably related to the cost of providing fire protection facilities and equipment necessitated by new development.
- B. The fire impact fee established by this Resolution do not exceed the estimated reasonable cost of providing fire protection facilities and equipment by new development.
- C. The fire impact fees established by this Resolution are consistent with the City's Capital Facility Plan and Municipal Code.

**Section 2. Fire Impact Fee Schedule.** The City Council hereby adopts the following fire impact fee schedule:

| Occupancy Type            | Basis Unit  | Fee        |
|---------------------------|-------------|------------|
| Detached Residential      | Each        | \$1,112.55 |
| Multi-Unit Residential    | Unit        | \$1,241.57 |
| Residential Care Facility | Bed         | \$6,887.64 |
| Hotel/Motel               | Room        | \$1,528.75 |
| Office Space              | Square Foot | \$1.29     |
| Assembly/Gathering        | Square Foot | \$1.67     |
| Retail/Commercial         | Square Foot | \$1.23     |
| Industrial/Storage        | Square Foot | \$0.13     |

**Section 3. Annual Adjustment.** The fire impact fees established by this Resolution shall be automatically adjusted annually on January 1 based on the Consumer Price Index (U.S. Cities – Urban Wage earners and Clerical Workers CPI-W) for the previous October, or other comparable index if not published.

**Section 4. Collection of Fees.** Fire impact fees shall be collected at the time specified in Chapter 3.95 Kennewick Municipal Code (KMC).

## SCENARIO 2

**Section 5. Use of Fees.** Fire impact fees shall be used solely for the purposes authorized by Chapter 3.95 KMC and applicable state law.

**Section 6. Effective Date.** This resolution shall take effect on May 1, 2025.

**Section 7. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 15<sup>th</sup> day of April 2025.

Attest:

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

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

Approved as to Form:

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

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                        |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Council Agenda<br/>Coversheet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Item Number:</b> 5.b. <b>Date:</b> 4/15/2025<br><b>Item Type:</b> Ordinance<br><b>Subject:</b> Ordinance: Establishing a Fire Department Nuisance Alarm Deterrent Program Amending KMC Sections 9.48.010 and 9.48.020.<br><b>Department:</b> Fire Department<br><b>Ordinance #:</b> | <b>Category:</b><br>Ordinance |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                        |                               |
| <p><b><u>Recommendation</u></b><br/> Adopt the Ordinance as presented</p> <p><b><u>Motion for Consideration</u></b><br/> Motion to adopt the Ordinance as presented</p> <p><b><u>Summary</u></b><br/> The Kennewick Fire Department is recommending that Council adopt the proposed changes to KMC Chapter 9.48 that would categorize frequently recurring commercial fire alarm system activations as a nuisance under the Kennewick Municipal Code.</p> <p>The purpose of requiring fire alarm systems to be installed in commercial buildings is to provide the fire department with early notification of fire events, which consequently, ensures the highest probability of saving lives and property.</p> <p>The Kennewick Fire Department's objective for recommending Council approve this change to the KMC is to reduce unnecessary responses to recurring commercial building fire alarm system activations, with the overarching goal of protecting our community by encouraging business owners to properly maintain their fire alarm systems. We believe this change will also help our city's resources continue to be used as efficiently and effectively as possible.</p> <p>If the Council approves this change to the KMC, the fire department has developed a process to deal with recurring, nuisance commercial fire alarms that includes the following:</p> <ul style="list-style-type: none"> <li>• The owner of the building will be notified in writing, and an attempt will be made to notify the owner either by phone or in person, as well.</li> <li>• Educational information regarding the corrective measures required to correct the problem will be provided to the owner.</li> <li>• The fire department will receive notification from the owner that the issues to be corrected have been properly addressed.</li> </ul> <p>The fire department recommends approving the changes to the KMC, and delaying the implementation of the change until July 1<sup>st</sup>. This will allow the Kennewick Fire Department to communicate the change out to the business community through a number of different communication channels including:</p> <ul style="list-style-type: none"> <li>• The Kennewick Fire Department social media platforms</li> <li>• The City of Kennewick social media platforms</li> <li>• An email directed to each of the business listed in Tegriss Fire, a third party service provider the KFD uses to track the status of fire protection systems located within the City of Kennewick.</li> <li>• In person communication from our Fire Inspectors</li> </ul> <p><b><u>Alternatives</u></b></p> <p><b><u>Fiscal Impact</u></b></p> |                                                                                                                                                                                                                                                                                        |                               |

The objective of this change is not to generate money for the City, but rather to ensure that fire alarm systems are properly used and maintained. No civil penalty will be assessed for the first three nuisance fire alarms at the same premises in which the Kennewick Fire Department responds to during a 180-day period. To ensure the owner/responsible has ample time to take corrective action, multiple alarms occurring within the initial 24-hour period shall be counted as one nuisance fire alarm. The fourth and subsequent nuisance fire alarms within a running 180-day period shall result in a civil penalty against the owner as stated under KMC 9.48.040. Penalties for nuisance alarms would be as follows:

- Initial penalty = \$500
- Second penalty = \$1,000
- Third and subsequent penalties = \$1,500

**Attachments:**

1. Ordinance
2. Redline
3. Presentation

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

AN ORDINANCE RELATING TO NUISANCES AND AMENDING  
SECTIONS 9.48.010 AND 9.48.020 OF THE KENNEWICK MUNICIPAL  
CODE

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

**Section 1.** Section 9.48.010 of the Kennewick Municipal Code, be, and the same hereby is,  
amended to read as follows:

**9.48.010: – Public Nuisance and Other Terms Defined.**

- (1) Every act unlawfully done and every omission to perform a duty, which act or omission does any of the following, shall constitute a public nuisance:
  - (a) Annoys, injures, or endangers the safety, health, comfort, or repose of the citizens of the City; or
  - (b) Offends public decency; or
  - (c) Unlawfully interferes with, obstructs, or tends to obstruct, or renders dangerous for passage, a public park, street, alley, highway, or other public area; or
  - (d) In any way renders any citizens of the City insecure in life or use of property.
- (2) The following acts, in addition to any others in violation of subsection (1) of this Section, shall constitute a public nuisance:
  - (a) Throwing, depositing, exposing, or causing to be disposed of, in any street or other public place within the City, any garbage, waste, refuse, litter, debris, or other offensive material, unless the disposal of such items in such place is specifically authorized by law;
  - (b) Causing or allowing garbage, waste, refuse, litter, debris, or other offensive materials, to be collected or deposited, or to remain in any place in the City, to the annoyance of any person, unless otherwise permitted by law;
  - (c) Erecting, continuing, or using any building, room, property, or other place in the City for the exercise of any trade, employment, or manufacture which results in offensive odors or other annoyances being released, and which annoys, injures, or is offensive or detrimental to the health of the individuals there employed or residing, or to the public;
  - (d) Burning of refuse or other material in such a manner as to cause or permit the smoke, ashes, soot, or gases arising from such burning to become

discomforting or annoying, or to injure or endanger the health of any person or neighborhood;

- (e) Any building, house, room, or other structure or vehicle, maintained or used for the purpose of lewdness, assignation, or prostitution;
- (f) All houses, rooms, booths, or other structures used as a place of resort where disorderly persons are allowed to congregate, or in which drunkenness is carried on or permitted;
- (g) Any pit, basin, hole, or other excavation which is unguarded and dangerous to life, or has been abandoned, or is no longer used for the purpose for which it was constructed, or is maintained contrary to law;
- (h) All obstructions to streets, rights of way, or other public ways in the City, and all excavations in or under the same, which are by ordinance prohibited, or which may be made without lawful permission, or which, having been made by lawful permission, are kept and maintained after the purpose thereof has been accomplished, or for an unreasonable length of time;
- (i) Erecting, maintaining, using, placing, depositing, leaving, or permitting to be or remain in or upon, any private lot, building, structure, or premises, or in or upon any street, alley, sidewalk, park, parkway, or other public or private place in the City, any one or more of, but not limited to, the following conditions or things:
  - (i) Any unsound, putrid, or unwholesome bone, meat, hides, skin, or the whole or parts of any dead animal or fish, or any unsound, putrid, or unwholesome substance; or the offal, garbage, or other offensive parts of any animals; or any noxious, offensive, dangerous or otherwise injurious chemicals or other materials such as oil, grease, poisons, explosives, radioactive materials, and other similar substances in such a manner as to be offensive or injurious to public health, or unpleasant or disagreeable to the adjacent residences or persons,
  - (ii) Any cellar, vault, drain, sewer, or septic tank to become, from any cause, noxious, foul, offensive, or injurious to public health, or unpleasant or disagreeable to the adjacent residences or persons,
  - (iii) Any noxious, foul, or putrid liquid or substance, or any liquid or substance likely to become noxious, foul, offensive, or putrid, to be discharged, placed, or thrown upon, or to flow from or out of, any premises into, or upon, any adjacent premises, or any public street or alley, or to stand, remain, or be upon any premises.
- (j) All premises, buildings and vehicles whereon or wherein intoxicating liquor is manufactured, sold, bartered, exchanged, given away, furnished,

disposed of, consumed, or permitted to be consumed, in violation of the laws of the State and the ordinances of the City;

- (k) All vacant, unused, or unoccupied buildings and structures within the City, which are allowed to become or remain open to entrance by unauthorized persons or the general public, because of broken, missing, or open doors, windows, or other openings, so that the same may be used by vagrants or other persons in a manner detrimental to the health and welfare of the inhabitants of the City;
- (l) An attractive nuisance, whether in or on a building, a building premises or unoccupied lot and whether realty, fixture or chattel, which might reasonably be expected to attract children of tender years and constitute a danger to them; including, but not limited to, any refrigerator, icebox or deep-freeze locker having a capacity of one and one-half cubic feet or more or any other container manufactured, custom-made or homemade designed for storage which is discarded, abandoned or left in any place accessible to children and which has not had the door or latching mechanism removed to prevent the latching or locking of the door; abandoned wells, shafts, basements or other excavations, abandoned or inoperative vehicles or equipment, structurally unsound fences or other fixtures, lumber, fencing, vegetation, or other debris;
- (m) Any sign, poster or other advertising matter of any nature placed upon a telegraph, telephone or other poles, trees, sidewalks, streets, signs, traffic signs or other traffic-control devices or other structures or places within streets, alleys or other public places or rights-of-way;
- (n) All buildings, or parts thereof, vehicles, or other structures, wherein any gambling, as defined by RCW 9.46.020, may be found, and any gambling device, as defined by RCW 9.46.020, may be found, except as licensed and within the scope of the license required under State law and by Chapter 3.60 of this Code;
- (o) The depositing or allowing of irrigation or other water to run by any street, alley, or other public place, in such manner as to cause settling or damage to the street, alley, or other public place, or to cause annoyance, damage, or hazard to any user of the street, alley, or other public place;
- (p) Graffito or graffiti;
- (q) Light trespass as defined in KMC 18.39.020(11);
- (r) Open storage of materials and furnishings. No person shall openly store or keep outside on their property any equipment, materials or furnishings; or any item that creates an unsightly condition or one that promotes urban blight. This may include, but is not limited to, indoor furniture, household appliances, auto parts, shopping carts or building materials.

Exception: Building materials neatly stacked and stored for no more than 60 days for a construction project permitted within the City. The material must be weather protected, shall not be placed within property setbacks or placed in such a manner that would create a danger to property, health and/or safety.

- (s) Fencing. The existence of any fence, other structure or thing on private property abutting or fronting upon any public street, sidewalk, or place, which is sagging, leaning, fallen, decayed, or is otherwise dilapidated and creating an unsafe condition or which vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity falls outside the middle third of its base.
- (t) Vehicle and equipment repair on residential premises. Servicing, repairing, assembling, modifying, restoring, or otherwise working on any vehicle on any residential premises shall be subject to the following:
  - (i) Work shall be limited to the repair and maintenance of vehicles, equipment, or other conveyance currently registered as specified in the Washington Vehicle Code to the occupant or a member of the occupant's family.
  - (ii) Work is limited to the approved parking surface or garage or approved accessory structure; at no time can repairs be made on the lawn, sidewalk, planting strip or street.
  - (iii) Only minor repairs such as an oil change, tire repair, small parts change, or minor routine maintenance may be performed outside of a garage or approved accessory structure and only then on an approved parking surface. The associated vehicle(s) in which such minor repairs exceed seven days shall be moved inside of a building that meets applicable code and zoning requirements or be properly "screened."
- (u) The accumulation of "junk" as defined in this Section.
- (v) Maintaining a "Weed Hazard" as defined in this Section is hereby declared a public nuisance.
- (w) Maintaining a "Marijuana Nuisance" as defined in this Section is hereby declared a public nuisance.
- (x) Violate any provision of Titles 9, 13, 15 and 18.
- (y) Maintaining a "Nuisance fire alarm" as defined in this Section is hereby declared a public nuisance.



- (3) *Junk* means scrapped, broken, or neglected items and materials. Junk includes items such as plastic, cloth, glass, rags, paper or metals that can be converted into usable articles or stock, or articles that have outlived their usefulness in their original form. Examples of "junk" include, but are not limited to, empty bottles and jars; empty metal, plastic or paper products; discarded engine or motor parts; automobile and truck parts of all descriptions; used tires, wheels and inner tubes; discarded batteries; discarded or broken shopping carts; cardboard; discarded and/or pre-used building materials; discarded and/or pre-used electrical and plumbing materials; broken pieces of concrete; discarded, broken, or neglected electrical, gas or hand-operated appliances; previously used packing materials; discarded, broken, or neglected household goods and furnishings; or any household items located outdoors that are designed for indoor use; as well as parts and pieces of any of the foregoing.
- (4) *Weed Hazard* means grasses, weeds, or other vegetation which have grown and died or which are not irrigated and which exceed 12 inches in length. Public parks, public facility and open space zones, areas of pristine vegetation and natural habitats for indigenous wildlife and agriculturally used property are not weed hazards.
- (5) *Marijuana Nuisance* means the production or processing of marijuana or marijuana-infused products, or the storage or growing of marijuana plants where any portion of such activity can be readily seen by normal unaided vision or readily smelled from a public place or the private property of another "housing unit" as defined in this Section.
- (6) *Housing Unit* means a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied as separate living quarters, in which the occupants live and eat separately from any other persons in the building, and which have direct access from the outside of the building through a common hall.
- (7) *Director* means the Director of Planning, his authorized deputies and representatives, including, but not limited to, Code Enforcement Officers, the City Building Official, the City Fire Official or their designee.
- (8) *Nuisance fire alarm* means the activation of any fire alarm system caused by mechanical failure, malfunction, improper installation, lack of proper maintenance, misuse or any other response for which the fire department personnel are unable to determine the apparent cause of the alarm activation.
- (a) *Nuisance fire alarm activation report* means a **Notice and Order** issued by the City Fire Official indicating an alarm was deemed to be the result of a fire alarm activation due to a nuisance fire alarm.
- (b) *Owner/responsible* means any person who owns or is responsible for the premises in which a fire alarm system is installed or the person or persons who lease, operate, occupy or manage the premises if stated in a lease agreement.

(Ord. 25-\_\_\_\_\_ Sec. 1, 2024; Ord. 5659 Sec. 1, 2016; Ord. 5513 Sec. 1, 2013; Ord. 4099 Sec. 1, 2003; Ord. 3507 Sec. 2, 1994; Ord. 3060 Sec. 2, 1987; Ord. 2385 Sec. 9, 1979; Ord. 2089 Sec. 2(part), 1977)

**Section 2.** Section 9.48.020 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**9.48.020: – Enforcement, Authority and Administration.**

- (1) In order to discourage public nuisances and otherwise promote compliance with applicable code provisions, the Director may, in response to field observations, determine that violations of KMC Titles 9, 13, 15, and 18, have occurred or are occurring, and may:
  - (a) Enter into voluntary compliance agreements with persons responsible for code violations as provided in KMC 9.44.075
  - (b) Issue notice and orders, assess civil penalties, and recover costs as authorized by this chapter;
  - (c) Require abatement by means of a judicial abatement order, and if such abatement is not timely completed by the person or persons responsible for a code violation, undertake the abatement and charge the reasonable costs of such work as authorized by this chapter;
  - (d) Order work stopped at a site by means of a stop work order, and if such order is not complied with, assesses civil penalties as authorized by this chapter;
  - (e) Suspend, revoke, or modify any permit previously issued by the City or deny a permit application as authorized by this chapter when other efforts to achieve compliance have failed;
  - (f) Forward a written statement providing all relevant information relating to the violation to the office of the City Attorney with a recommendation to prosecute willful and knowing violations as misdemeanor offenses; and
  - (g) File an infraction complaint in District Court and pursue a civil fine.
- (2) The procedures set forth in this chapter are not exclusive. These procedures shall not in any manner limit or restrict the City from remedying or abating violations of this title in any other manner authorized by law. In addition to, or as an alternative to, utilizing the procedures set forth in this chapter, the City may seek legal or equitable relief to abate any conditions or enjoin any acts or practices which constitute a code violation. In addition to, or as an alternative to, utilizing the procedures set forth in this chapter, the City may assess or recover civil penalties accruing under this chapter by legal action filed in Benton County District Court or superior court by the office of the City Attorney.
- (3) The Director or his or her designee is the chief administrative officer for the purposes of this chapter, and shall determine, based upon information derived

from sources such as field observations, the statements of witnesses, relevant documents, and data systems for tracking violations, and applicable City codes and regulations, whether or not a violation has occurred.

- (4) In the event the activation of a fire alarm system is deemed by the *City Fire Official* to be a *nuisance fire alarm* and the system requires repair, the owner will be provided a *fire alarm activation report* by an officer or member of the fire department, indicating that the activation was deemed to be the result of a *nuisance fire alarm*.

(Ord. 25-\_\_\_\_\_ Sec. 2, 2024; Ord. 5659 Sec. 2, 2016; Ord. 3671 Sec. 1, 1995; Ord. 3274 Sec. 10, 1990; Ord. 3060 Sec. 2(part), 1987; Ord. 2089 Sec. 2(part), 1977)

**Section 3.** This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 15<sup>TH</sup> day of April 2025.

Attest:

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

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

Approved as to Form:

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

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

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

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

AN ORDINANCE RELATING TO NUISANCES AND AMENDING  
SECTIONS 9.48.010 AND 9.48.020 OF THE KENNEWICK MUNICIPAL  
CODE

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

**Section 1.** Section 9.48.010 of the Kennewick Municipal Code, be, and the same hereby is,  
amended to read as follows:

**9.48.010: – Public Nuisance and Other Terms Defined.**

- (1) Every act unlawfully done and every omission to perform a duty, which act or omission does any of the following, shall constitute a public nuisance:
  - (a) Annoys, injures, or endangers the safety, health, comfort, or repose of the citizens of the City; or
  - (b) Offends public decency; or
  - (c) Unlawfully interferes with, obstructs, or tends to obstruct, or renders dangerous for passage, a public park, street, alley, highway, or other public area; or
  - (d) In any way renders any citizens of the City insecure in life or use of property.
- (2) The following acts, in addition to any others in violation of subsection (1) of this Section, shall constitute a public nuisance:
  - (a) Throwing, depositing, exposing, or causing to be disposed of, in any street or other public place within the City, any garbage, waste, refuse, litter, debris, or other offensive material, unless the disposal of such items in such place is specifically authorized by law;
  - (b) Causing or allowing garbage, waste, refuse, litter, debris, or other offensive materials, to be collected or deposited, or to remain in any place in the City, to the annoyance of any person, unless otherwise permitted by law;
  - (c) Erecting, continuing, or using any building, room, property, or other place in the City for the exercise of any trade, employment, or manufacture which results in offensive odors or other annoyances being released, and which annoys, injures, or is offensive or detrimental to the health of the individuals there employed or residing, or to the public;
  - (d) Burning of refuse or other material in such a manner as to cause or permit the smoke, ashes, soot, or gases arising from such burning to become

discomforting or annoying, or to injure or endanger the health of any person or neighborhood;

- (e) Any building, house, room, or other structure or vehicle, maintained or used for the purpose of lewdness, assignation, or prostitution;
- (f) All houses, rooms, booths, or other structures used as a place of resort where disorderly persons are allowed to congregate, or in which drunkenness is carried on or permitted;
- (g) Any pit, basin, hole, or other excavation which is unguarded and dangerous to life, or has been abandoned, or is no longer used for the purpose for which it was constructed, or is maintained contrary to law;
- (h) All obstructions to streets, rights of way, or other public ways in the City, and all excavations in or under the same, which are by ordinance prohibited, or which may be made without lawful permission, or which, having been made by lawful permission, are kept and maintained after the purpose thereof has been accomplished, or for an unreasonable length of time;
- (i) Erecting, maintaining, using, placing, depositing, leaving, or permitting to be or remain in or upon, any private lot, building, structure, or premises, or in or upon any street, alley, sidewalk, park, parkway, or other public or private place in the City, any one or more of, but not limited to, the following conditions or things:
  - (i) Any unsound, putrid, or unwholesome bone, meat, hides, skin, or the whole or parts of any dead animal or fish, or any unsound, putrid, or unwholesome substance; or the offal, garbage, or other offensive parts of any animals; or any noxious, offensive, dangerous or otherwise injurious chemicals or other materials such as oil, grease, poisons, explosives, radioactive materials, and other similar substances in such a manner as to be offensive or injurious to public health, or unpleasant or disagreeable to the adjacent residences or persons,
  - (ii) Any cellar, vault, drain, sewer, or septic tank to become, from any cause, noxious, foul, offensive, or injurious to public health, or unpleasant or disagreeable to the adjacent residences or persons,
  - (iii) Any noxious, foul, or putrid liquid or substance, or any liquid or substance likely to become noxious, foul, offensive, or putrid, to be discharged, placed, or thrown upon, or to flow from or out of, any premises into, or upon, any adjacent premises, or any public street or alley, or to stand, remain, or be upon any premises.
- (j) All premises, buildings and vehicles whereon or wherein intoxicating liquor is manufactured, sold, bartered, exchanged, given away, furnished,

disposed of, consumed, or permitted to be consumed, in violation of the laws of the State and the ordinances of the City;

- (k) All vacant, unused, or unoccupied buildings and structures within the City, which are allowed to become or remain open to entrance by unauthorized persons or the general public, because of broken, missing, or open doors, windows, or other openings, so that the same may be used by vagrants or other persons in a manner detrimental to the health and welfare of the inhabitants of the City;
- (l) An attractive nuisance, whether in or on a building, a building premises or unoccupied lot and whether realty, fixture or chattel, which might reasonably be expected to attract children of tender years and constitute a danger to them; including, but not limited to, any refrigerator, icebox or deep-freeze locker having a capacity of one and one-half cubic feet or more or any other container manufactured, custom-made or homemade designed for storage which is discarded, abandoned or left in any place accessible to children and which has not had the door or latching mechanism removed to prevent the latching or locking of the door; abandoned wells, shafts, basements or other excavations, abandoned or inoperative vehicles or equipment, structurally unsound fences or other fixtures, lumber, fencing, vegetation, or other debris;
- (m) Any sign, poster or other advertising matter of any nature placed upon a telegraph, telephone or other poles, trees, sidewalks, streets, signs, traffic signs or other traffic-control devices or other structures or places within streets, alleys or other public places or rights-of-way;
- (n) All buildings, or parts thereof, vehicles, or other structures, wherein any gambling, as defined by RCW 9.46.020, may be found, and any gambling device, as defined by RCW 9.46.020, may be found, except as licensed and within the scope of the license required under State law and by Chapter 3.60 of this Code;
- (o) The depositing or allowing of irrigation or other water to run by any street, alley, or other public place, in such manner as to cause settling or damage to the street, alley, or other public place, or to cause annoyance, damage, or hazard to any user of the street, alley, or other public place;
- (p) Graffito or graffiti;
- (q) Light trespass as defined in KMC ~~18.76.020(11)~~ 18.39.020(11);
- (r) Open storage of materials and furnishings. No person shall openly store or keep outside on their property any equipment, materials or furnishings; or any item that creates an unsightly condition or one that promotes urban blight. This may include, but is not limited to, indoor furniture, household appliances, auto parts, shopping carts or building materials.

Exception: Building materials neatly stacked and stored for no more than 60 days for a construction project permitted within the City. The material must be weather protected, shall not be placed within property setbacks or placed in such a manner that would create a danger to property, health and/or safety.

- (s) Fencing. The existence of any fence, other structure or thing on private property abutting or fronting upon any public street, sidewalk, or place, which is sagging, leaning, fallen, decayed, or is otherwise dilapidated and creating an unsafe condition or which vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity falls outside the middle third of its base.
  - (t) Vehicle and equipment repair on residential premises. Servicing, repairing, assembling, modifying, restoring, or otherwise working on any vehicle on any residential premises shall be subject to the following:
    - (i) Work shall be limited to the repair and maintenance of vehicles, equipment, or other conveyance currently registered as specified in the Washington Vehicle Code to the occupant or a member of the occupant's family.
    - (ii) Work is limited to the approved parking surface or garage or approved accessory structure; at no time can repairs be made on the lawn, sidewalk, planting strip or street.
    - (iii) Only minor repairs such as an oil change, tire repair, small parts change, or minor routine maintenance may be performed outside of a garage or approved accessory structure and only then on an approved parking surface. The associated vehicle(s) in which such minor repairs exceed seven days shall be moved inside of a building that meets applicable code and zoning requirements or be properly "screened."
  - (u) The accumulation of "junk" as defined in this Section.
  - (v) Maintaining a "Weed Hazard" as defined in this Section is hereby declared a public nuisance.
  - (w) Maintaining a "Marijuana Nuisance" as defined in this Section is hereby declared a public nuisance.
  - (x) Violate any provision of Titles 9, 13, 15 and 18.
  - (y) Maintaining a "Nuisance fire alarm" as defined in this Section is hereby declared a public nuisance.
- (3) *Junk* means scrapped, broken, or neglected items and materials. Junk includes items such as plastic, cloth, glass, rags, paper or metals that can be converted into usable articles or stock, or articles that have outlived their usefulness in their original form. Examples of "junk" include, but are not limited to, empty bottles

and jars; empty metal, plastic or paper products; discarded engine or motor parts; automobile and truck parts of all descriptions; used tires, wheels and inner tubes; discarded batteries; discarded or broken shopping carts; cardboard; discarded and/or pre-used building materials; discarded and/or pre-used electrical and plumbing materials; broken pieces of concrete; discarded, broken, or neglected electrical, gas or hand-operated appliances; previously used packing materials; discarded, broken, or neglected household goods and furnishings; or any household items located outdoors that are designed for indoor use; as well as parts and pieces of any of the foregoing.

- (4) *Weed Hazard* means grasses, weeds, or other vegetation which have grown and died or which are not irrigated and which exceed 12 inches in length. Public parks, public facility and open space zones, areas of pristine vegetation and natural habitats for indigenous wildlife and agriculturally used property are not weed hazards.
- (5) *Marijuana Nuisance* means the production or processing of marijuana or marijuana-infused products, or the storage or growing of marijuana plants where any portion of such activity can be readily seen by normal unaided vision or readily smelled from a public place or the private property of another "housing unit" as defined in this Section.
- (6) *Housing Unit* means a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied as separate living quarters, in which the occupants live and eat separately from any other persons in the building, and which have direct access from the outside of the building through a common hall.
- (7) *Director* means the Director of Planning, his authorized deputies and representatives, including, but not limited to, Code Enforcement Officers, the City Building Official, the City Fire Official or their designee.
- (8) *Nuisance fire alarm* means the activation of any fire alarm system caused by mechanical failure, malfunction, improper installation, lack of proper maintenance, misuse or any other response for which the fire department personnel are unable to determine the apparent cause of the alarm activation.
  - (a) *Nuisance fire alarm activation report* means a **Notice and Order** issued by the City Fire Official indicating an alarm was deemed to be the result of a fire alarm activation due to a nuisance fire alarm.
  - (b) *Owner/responsible* means any person who owns or is responsible for the premises in which a fire alarm system is installed or the person or persons who lease, operate, occupy or manage the premises if stated in a lease agreement.

(Ord. 24-\_\_\_\_\_ Sec. 1, 2024; Ord. 5659 Sec. 1, 2016; Ord. 5513 Sec. 1, 2013; Ord. 4099 Sec. 1, 2003; Ord. 3507 Sec. 2, 1994; Ord. 3060 Sec. 2, 1987; Ord. 2385 Sec. 9, 1979; Ord. 2089 Sec. 2(part), 1977)



**Section 2.** Section 9.48.020 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**9.48.020: – Enforcement, Authority and Administration.**

- (1) In order to discourage public nuisances and otherwise promote compliance with applicable code provisions, the Director may, in response to field observations, determine that violations of KMC Titles 9, 13, 15, and 18, have occurred or are occurring, and may:
  - (a) Enter into voluntary compliance agreements with persons responsible for code violations as provided in KMC 9.44.075
  - (b) Issue notice and orders, assess civil penalties, and recover costs as authorized by this chapter;
  - (c) Require abatement by means of a judicial abatement order, and if such abatement is not timely completed by the person or persons responsible for a code violation, undertake the abatement and charge the reasonable costs of such work as authorized by this chapter;
  - (d) Order work stopped at a site by means of a stop work order, and if such order is not complied with, assesses civil penalties as authorized by this chapter;
  - (e) Suspend, revoke, or modify any permit previously issued by the City or deny a permit application as authorized by this chapter when other efforts to achieve compliance have failed;
  - (f) Forward a written statement providing all relevant information relating to the violation to the office of the City Attorney with a recommendation to prosecute willful and knowing violations as misdemeanor offenses; and
  - (g) File an infraction complaint in District Court and pursue a civil fine.
- (2) The procedures set forth in this chapter are not exclusive. These procedures shall not in any manner limit or restrict the City from remedying or abating violations of this title in any other manner authorized by law. In addition to, or as an alternative to, utilizing the procedures set forth in this chapter, the City may seek legal or equitable relief to abate any conditions or enjoin any acts or practices which constitute a code violation. In addition to, or as an alternative to, utilizing the procedures set forth in this chapter, the City may assess or recover civil penalties accruing under this chapter by legal action filed in Benton County District Court or superior court by the office of the City Attorney.
- (3) The Director or his or her designee is the chief administrative officer for the purposes of this chapter, and shall determine, based upon information derived from sources such as field observations, the statements of witnesses, relevant

documents, and data systems for tracking violations, and applicable City codes and regulations, whether or not a violation has occurred.

(4) In the event the activation of a fire alarm system is deemed by the City Fire Official to be a nuisance fire alarm and the system requires repair, the owner will be provided a fire alarm activation report by an officer or member of the fire department, indicating that the activation was deemed to be the result of a nuisance fire alarm.

(Ord. 24-\_\_\_\_\_ Sec. 2, 2024; Ord. 5659 Sec. 2, 2016; Ord. 3671 Sec. 1, 1995; Ord. 3274 Sec. 10, 1990; Ord. 3060 Sec. 2(part), 1987; Ord. 2089 Sec. 2(part), 1977)

**Section 3.** This ordinance shall be in full force and effect seventy-seven days from and after its passage, approval and publication as required by law.

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

Attest:

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

\_\_\_\_\_  
KRYSTAL TOWNSEND,  
City Clerk

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

Approved as to Form:

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

\_\_\_\_\_  
KRYSTAL TOWNSEND,  
City Clerk

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

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

March 25, 2015 Page 112 of 174



# Tonight's Focus... Education/Council Feedback

1. Discuss the importance of properly functioning commercial fire alarm systems.
2. Share information regarding recurring false alarm responses and the proposed strategy to address this problem.
3. Receive feedback from Council on the proposed changes to KMC 9.48.



# Commercial Fire Alarm System Purpose

The purpose of requiring fire alarm systems to be installed in commercial buildings is to:

- provide the fire department with **early notification** of fire events.
- which consequently, **ensures the highest probability of saving lives and property.**







# The Problem

Fire alarm systems that are not properly used or maintained create a number of problems including, but not limited to:

- **Unnecessary responses** by the fire department that prevent fire department resources from providing timely response to other critical emergencies.
- **Complacency of building occupants** who become used to recurring, false-alarm fire system activations.





# Already Completed

Our focus continues to be a three-pronged approach:

1. Reduce/eliminate incidents
- 2. Send the right number of units at the right time for each call nature**
3. Add additional resources







# The Next Step

1. Reduce/eliminate incidents
2. Send the right number of units at the right time for each call nature
3. Add additional resources







# Identified in the KFD Strategic Plan

Goal 1, Strategy D, Objective i:

**Develop and implement a program to address unintentional and unwanted fire alarms.**





# Action Steps

## Add Nuisance Fire Alarm to the Kennewick Municipal Code (KMC)

- Same process and penalties as existing nuisances
- Can be appealed
- Proven to be effective
- Motivates repairs
- Encourages routine maintenance





## Action Steps (cont.)

We will **notify our business community** of the change through multiple channels including:

- Social media
- Other City of Kennewick communication platforms
- In-person during commercial business inspections

**IMPORTANT  
INFORMATION**



## Action Steps (cont.)

**Training for KFD responders** will include:

- Proper coding
- Detailed narrative information
- Process for notification of violations







# Implementation

Implementing the new process includes:

- Council's approval and adoption of the recommended changes to KMC 9.48.
- Initiation of the action steps discussed in this presentation.





# Notification of Violations

The Compliance Warning Notice that will be provided when a violation occurs covers **four key areas** including:

1. Notification of a violation
2. The corrective actions that need to be taken
3. Potential consequences of subsequent violations
4. Identification of the code authority





# Civil Penalty Process

No civil penalty shall be assessed for the first three nuisance fire alarms at the same premise responded to by the KFD during a **running 180-day** period. The fourth and subsequent nuisance alarms within a 180-day period will result in:

- Fourth violation - \$500
- Fifth violation - \$1,000
- Each subsequent violation - \$1,500
- Breach of Voluntary Correction Agreement - \$1,000



# The Goal

Enforcement is not the primary objective. The KFD prevention team prides itself on:

- Educating our community
- Partnering with our community to address issues







# 2024 KFD Commercial False Alarm Data

## 2024 - Unintentional & System Malfunction Commercial Fire Alarm Responses

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| 185 Commercial System Malfunctions ( <i>Fire, Sprinkler &amp; CO<sub>2</sub></i> )                          |
| 52 Accidental Commercial System Activations ( <i>includes cooking, broken pipes, system testing, etc.</i> ) |
| <b>237 TOTAL Unintentional &amp; System Malfunction Commercial Fire Alarm Responses in 2024</b>             |
| <b>16 Total Addresses with 4 or More Commercial Fire Alarm Activations</b>                                  |
| <b>9 Total Addresses That Potentially Would've Qualified for Civil Penalties</b>                            |



# Accomplishes Two Overarching Goals

This change helps us to:

## 1. **Keep our community safe by:**

- ✓ stopping the complacency that results from recurring faulty activations

## 2. **More efficiently use our resources by:**

- ✓ Reducing unnecessary responses
- ✓ Keeping emergency resources in service for critical calls
- ✓ Reducing excessive wear-and-tear on apparatus





# Questions?



|                                                                                                                           |                                                                                                                                                                                                                                                                                                      |                        |                                              |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------|
| <b>Council Agenda Coversheet</b><br><br> | <b>Item Number:</b> 5.c.                                                                                                                                                                                                                                                                             | <b>Date:</b> 4/15/2025 | <b>Category:</b><br>Quasi-Judicial Ordinance |
|                                                                                                                           | <b>Item Type:</b> Ordinance<br><br><b>Subject:</b> Ordinance: Change of Zone - Ehliis & Schmidt at 2109, 2117, 2123 and 2207 W 21st Ave from Residential, Suburban Density (RS) to Residential, Low Density (RL) (COZ-2025-0001)<br><br><b>Department:</b> Community Planning<br><b>Ordinance #:</b> |                        |                                              |

### **Recommendation**

The Planning Commission recommends City Council concur with the findings and conclusions contained within staff report COA-2025-0001 by adopting the Ordinance as presented. Staff recommends approving the ordinance as presented.

### **Motion for Consideration**

Motion to approve the ordinance as presented.

### **Summary**

Knutzen Engineering, on behalf of the property owners Steven & Parmelia Schmidt and Jonathon Ehliis, has applied for a change of zone for four parcels at 2109 W. 21<sup>st</sup> Ave., 2117 W. 21<sup>st</sup> Ave., 2123 W. 21<sup>st</sup> Ave. and 2207 W. 21<sup>st</sup> Ave. from Residential, Suburban (RS) to Residential, Low Density (RL).

The parcels have a comprehensive plan land use designation of Low Density Residential. The proposed zone, Residential, Low Density (RL), is an implementing zone of the Low Density Residential designation. Adjacent properties are designated Low Density Residential and the properties to the north and south are zoned RL, while the properties to the east and west are zoned Residential, Suburban (RS). The proposed change to RL is consistent with the zoning of adjacent parcels. The only differences between the RS and RL zones are as follows:

|                  | Residential, Suburban (RS) | Residential, Low (RL) |
|------------------|----------------------------|-----------------------|
| Minimum Lot Size | 10,500                     | 7,500                 |
| Farm Animals     | Allowed with conditions    | Not allowed           |

The Planning Commission held a public hearing to review the proposal on April 7, 2025. At the hearing, staff presented an overview of the staff report and findings. The applicant, Paul Knutzen, spoke in favor of his client's change of zone. No other public testimony, either for or against the proposed change of zone, was received. The Planning Commission voted unanimously to recommend approval of COZ-2025-0001 to City Council.

### **Alternatives**

No alternatives are recommended.

### **Fiscal Impact**

### **Attachments:**

1. Ordinance
2. Vicinity map
3. Presentation
4. Staff Report
5. PC Action Summary
6. PC Minutes - DRAFT

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

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED AT 2109 W. 21<sup>ST</sup> AVENUE, 2117 W. 21<sup>ST</sup> AVENUE, 2123 W. 21<sup>ST</sup> AVENUE, 2207 W. 21<sup>ST</sup> AVENUE FROM RESIDENTIAL, SUBURBAN (RS) TO RESIDENTIAL, LOW DENSITY (RL) (COZ 2025-0001, Steven L. & Parmelia M. Schmidt (2109, 2117 and 2123 W. 21<sup>st</sup> Avenue; and Jonathon J. Ehliis (2207 W. 21<sup>st</sup> Avenue))

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

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

**Parcel # 1-1189-304-0000-008:**

2109 W. 21st Ave. - Nielson's Plat: Lot 8 subject to easements and restrictions of record. 9/23/50

**Parcel # 1-1189-304-0000-007:**

2117 W. 21st Ave. - Nielson's Plat: Lot 7 subject to easements and restrictions of record. 9/23/50

**Parcel # 1-1189-304-0000-006:**

2123 W. 21st Ave. - Nielson's Plat: Lot 6 subject to easements and restrictions of record. 9/23/50

**Parcel # 1-1189-304-0000-014:**

2207 W. 21st Ave. - Nielson's Plat: Lot 4 and 5 subject to easements and restrictions of record. 9/23/50

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

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

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 15<sup>th</sup> day of April, 2025.

Attest:

\_\_\_\_\_  
GRETL J. CRAWFORD, Mayor

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

Approved as to Form:

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

DATE OF PUBLICATION:

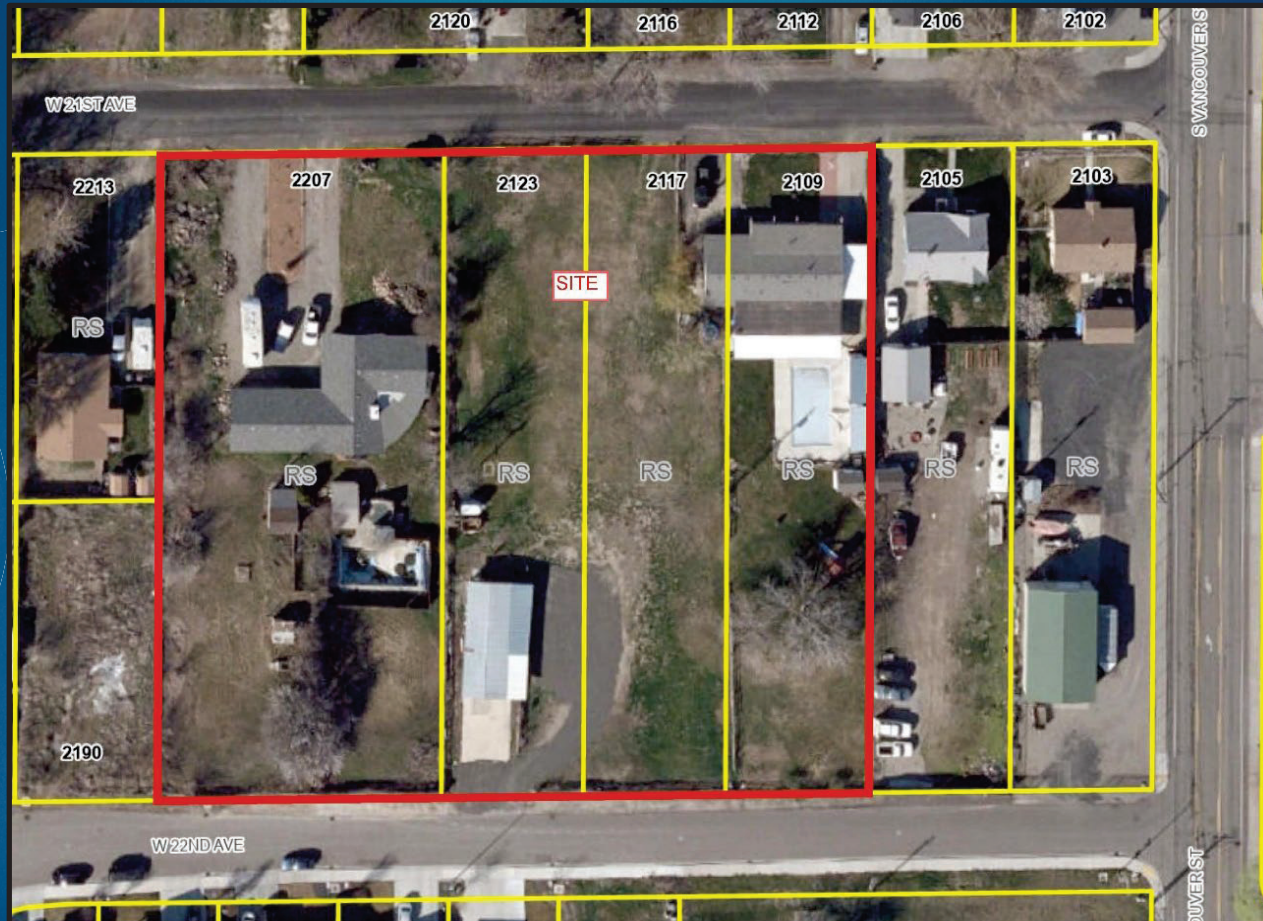
\_\_\_\_\_

ORDINANCE EFFECTIVE DATE:

\_\_\_\_\_



# Vicinity Map





# City Council Meeting

## Change of Zone COZ-2025-0001

APRIL 15, 2025





# Application Summary

**Applicant:** Knutzen Engineering

**Owner(s):** Steven & Parmelia Schmidt and Jonathon Ehlis

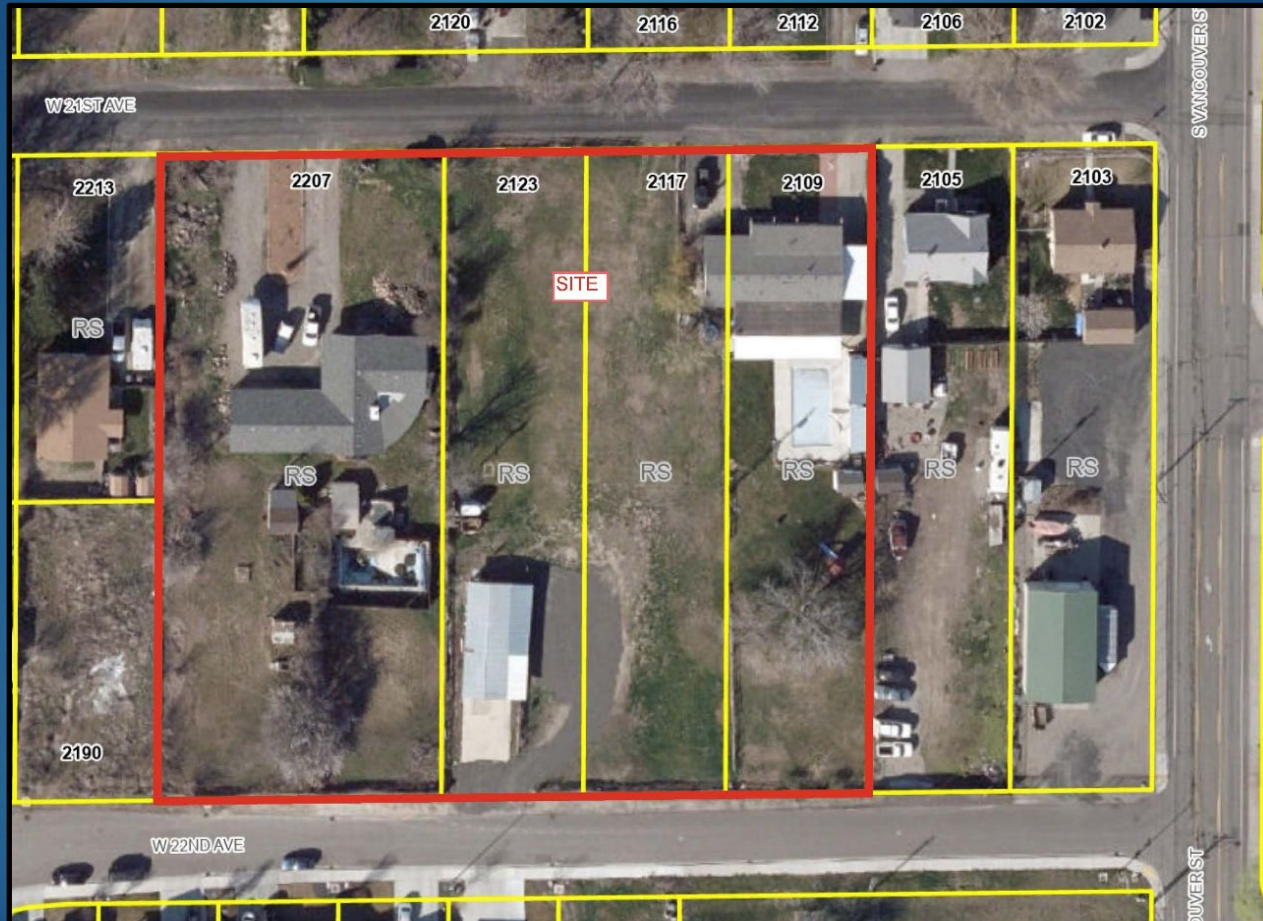
**Proposal:** Rezone four lots from Residential, Suburban (RS) to Residential, Low Density (RL)

**Comprehensive Plan Designation:** Low Density Residential

**Location:** 2109, 2117, 2123, and 2207 W. 21<sup>st</sup> Avenue



# Vicinity Map



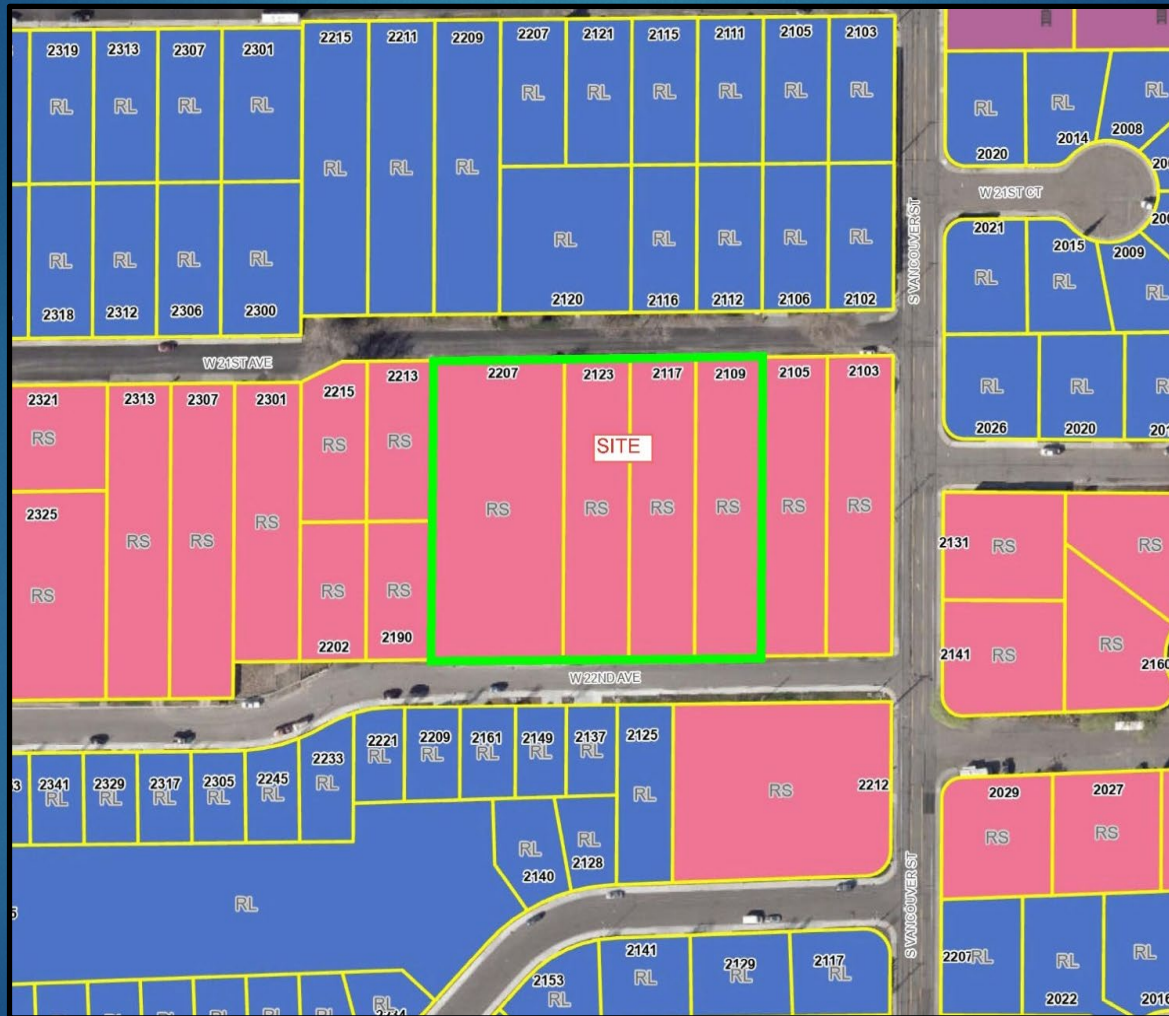


# Land Use Map





# Zoning Map



# Property History

The City annexed the site on November 4, 2004 by Ordinance 5060. The zoning was determined by the county prior to annexation.

The current zoning is Residential, Suburban (RS) which requires a minimum of 10,500 SF per lot.

The proposed zoning of residential, Low Density (RL) requires a minimum of 7,500 SF per lot.

The owners would like to rezone the lots to allow for future development.



# Permitted Uses

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

The differences between the RS and RL zones are as follows:

|                  | Residential, Suburban(RS) | Residential, Low (RL) |
|------------------|---------------------------|-----------------------|
| Minimum Lot Size | 10,500 sf                 | 7,500 sf              |
| Farm animals     | allowed with conditions   | Not allowed           |

# Change of Zone Findings

## KMC 18.51.070(2)

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



# Recommendation

The Planning Commission recommends City Council concur with the Findings and Conclusions contained within staff report COZ-2025-0001 and approve the Change of Zone.





## COMMUNITY PLANNING DEPARTMENT

### STAFF REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

FILE NO: COZ-2025-0001

**Staff Report Date:** March 27, 2025

**Hearing Date & Location:** April 7, 2025

**Report Prepared By:** Alisha Piper  
Planner

**Report Reviewed By:** Steve Donovan, AICP  
Planning Manager

**Summary Recommendation:** The City of Kennewick Planning Staff RECOMMENDS APPROVAL of Change of Zone 2025-0001.

**Summary of Proposal:** A Change of Zone of four parcels from Residential, Suburban (RS) to Residential, Low Density (RL).

**Proposal Location:** 2109 W. 21<sup>st</sup> Ave., 2117 W. 21<sup>st</sup> Ave., 2123 W. 21<sup>st</sup> Ave. and 2207 W. 21<sup>st</sup> Ave.

**Legal Descriptions:**

2109 W. 21<sup>st</sup> Ave.- Nielson's Plat: Lot 8 subject to easements and restrictions of record. 9/23/50.

2117 W. 21<sup>st</sup> Ave.- Nielson's Plat: Lot 7 subject to easements and restrictions of record. 9/23/50.

2123 W. 21<sup>st</sup> Ave.- Nielson's Plat: Lot 6 subject to easements and restrictions of record. 9/23/50.

2207 W. 21<sup>st</sup> Ave.- Nielson's Plat: Lot 4 and 5 subject to easements and restrictions of record. 9/23/50.

**Property Owners:**

Steven L & Parmelia M Schmidt  
2109 W. 21<sup>st</sup> Ave. (2117 & 2123)  
Kennewick, WA 99337

Jonathon J Ehlis  
2207 W. 21<sup>st</sup> Ave.  
Kennewick, WA 99337

**Applicant:** Knutzen Engineering  
5401 Ridgeline Dr., #160  
Kennewick, WA 99338

**Regulatory Controls:**

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

**COZ Key Application Processing Dates:**

|                                            |                   |
|--------------------------------------------|-------------------|
| Application Submittal                      | February 18, 2025 |
| Determination of Completeness Issued       | February 19, 2025 |
| Notice of Application Posted               | February 19, 2025 |
| SEPA Threshold Determination Issued        | March 10, 2025    |
| Date of Mailed Notice of Public Hearing    | March 20, 2025    |
| Property Posting Sign for Public Hearing   | March 20, 2025    |
| Date of Published Notice of Public Hearing | March 23, 2025    |

**Exhibits:**

1. Staff Report
2. Supplemental Questions
3. Vicinity/Site Map
4. Comprehensive Plan/Land Use Map
5. Zoning Map
6. Notice of Mailing
7. SEPA DNS
8. Kennewick Irrigation District Comments
9. Benton Public Utility District Comments
10. Department of Archeological and Historic Preservation Comments
11. Bonneville Power Administration Comments
12. Columbia Irrigation District Comments

**Zoning adjacent to the site:**

North: Residential, Low Density (RL)

East: Residential, Suburban (RS)

South: Residential, Low Density (RL) & Residential, Suburban (RS)

West: Residential, Suburban (RS)

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

Residential Goals and Policies:

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

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

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

Policy 1 Establish and implement maximum densities in the City's residential zoning categories.

Policy 2 Residential Low Density – Place lands constrained by sensitive areas, those intended to provide transition to the rural area, or those appropriate for larger lot housing within the Residential Low Density land use designation to allow for a range of lifestyles.

Housing Goals and Policies:

Goal 3: Promote affordable housing for all economic segment of the community.

Policy 3 Promote homeownership opportunities for households of all incomes.

**Kennewick Municipal Code Findings:**

The following findings shall be met in order to approve a change of zone:

KMC 18.51.070(2): Findings:

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

- a. The proposed amendment conforms with the comprehensive plan; and  
*Staff Response: The proposed Change of Zone conforms to the comprehensive plan because the RL Zoning District is an implementing zoning district of the site's current Low Density Residential Land Use Designation.*
- b. Promotes the public necessity, convenience and general welfare; and  
*Staff Response: The proposed Change of Zone promotes public necessity, convenience and welfare by establishing a zoning district that is compatible with the surrounding properties.*
- c. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City; and  
*Staff Response: The proposed Change of Zone will not impose additional burdens on public facilities. Future development will be required to meet applicable levels of service.*
- d. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan; and  
*Staff Response: The proposed amendment will establish a zoning district that complies with Comprehensive Plan. The RL Zone is an implementing zone of the site's Low Density Residential Land Use Designation.*
- e. Single Family Residential zoned properties only; Property is adjacent and contiguous (which shall include corner touches and property located across a public right-of-way) to property of the same proposed zoning classification or higher zoning classification.  
*Staff Response: The proposed amendment will create parcels that are RL. The RL zone is a higher zone classification than the current RS zone.*

**Public Comments:**

The public did not submit comments on the proposal.

**Agency Comments:**

Staff received comments from Department of Archeological and Historic Preservation requesting an Inadvertent Discovery Plan along with further consultation with the DAHP and affected Tribes upon any further development of the site.

**Staff Analysis of Proposal & Discussion:**

The proposed Change of Zone (COZ-2025-0001) is a request to change the zoning district of four lots. Pursuant to Table 1 of the Comprehensive Plan, the RL Zoning District is an implementing zoning district of the Low Density Residential Land Use Designation. RCW 36.70A, Growth Management Act, requires that a City's development regulations implement its comprehensive plan.

Per KMC 18.03.040 (2), the purpose of RL zoning district is as follows:

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

Future development of the entire site will be limited to only the permitted uses of the RL Zoning District. Development will be subject to meeting applicable concurrency requirements, which include utility and street improvements.

The proposed findings meet the requirements of KMC 18.51.070(2).

**Findings:**

1. The applicant is Knutzen Engineering.
2. The property owners are Steven L & Parmelia M Schmidt and Jonathon J Ehliis.
3. The proposed Change of Zone is located at 2109 W. 21<sup>st</sup> Ave., 2117 W. 21<sup>st</sup> Ave., 2123 W. 21<sup>st</sup> Ave. and 2207 W. 21<sup>st</sup> Avenue. Parcels: 1-1189-304-0000-008, 1-1189-304-0000-007, 1-1189-304-0000-006, and 1-1189-304-0000-014.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Low Density Residential.
5. The request is to change the zoning from Residential, Suburban to Residential, Low Density.
6. The Residential, Low Density Zoning District is an implementing zone of the Low Density Residential Comprehensive Plan Land Use Map Designation.
7. The application was submitted on February 18, 2025.
8. The application was declared complete, routed for review to City Departments and outside agencies on February 19, 2025.
9. Access to the site is via W 21<sup>st</sup> Avenue.
10. The Environmental Determination of Non-Significance, ED-2025-0004, was issued March 10, 2025.
11. The Property Posting sign for the public hearing was posted on site March 20, 2025.
12. Notice of the public hearing for this application was published in the Tri-City Herald on March 23, 2025. Notices were mailed to property owners within 300 feet of the site on March 20, 2025.
13. The proposed amendment conforms to the comprehensive plan.

14. The proposed amendment promotes the public necessity, convenience and general welfare.
15. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
16. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

**Conclusions:**

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

**Recommendation:**

Staff has reviewed the application and recommends that the Planning Commission concur with the findings and conclusions contained in staff report COZ-2025-0001 and recommend approval to City Council.

**Motion:**

I move that the Planning Commission concur with the findings and conclusions in staff report COZ-2025-0001 and recommend approval of the request to City Council.

## **Supplemental Questions**

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

Changing the zone from RS to RL more closely aligns with the City's and Governor's goals of promoting more affordable housing options at higher densities when located within City limits that has access to all utilities and roadway networks.

- 2.a. Are there sites presently available on the market which are correctly zoned for the proposed use? No
- 2.b. Are these sites within a 1/2 mile of the proposed site? Yes
- 2.c. Within 1 mile of the proposed site? Yes
- 2.d. If you answered yes to any of the above, please indicate the general location of the site(s) and the reasons why these sites are not proposed to be utilized.

There are several lots within the mile radius that are for sale and aren't developed due to BPA easements encumbering those parcels or critical areas (Zintel Canyon) which renders them impossible to develop to these densities.

3. Please explain how the proposed amendment is consistent with the existing land use pattern in the area.

The proposed amendment is consistent with the existing land use patterns. The properties are located in a suburban area surrounded by similar zoning (RL and RS), RL is the natural candidate for increasing the density here within the existing comprehensive land use (LDR).

- 4.a. Are the existing uses in the area in conformance with the area's zoning classification? Yes
- 4.b. If NO, please explain the differences. If YES, please type NA. NA
- 5.a. Will the proposed amendment create an isolated district, or introduce a more intense land use to the area? No
- 5.b. Please explain:

No, the proposed amendment would be consistent with adjacent zoning. It would not have any adverse effects on the surrounding residences.

6. Please explain how the existing zoning prohibits reasonable use of the property.

RL will allow for increased density and consistent with the City's and Governor's goals of providing more affordable housing within City limits.

7. Please explain how residential character, in the immediate area, will or will not be adversely affected by the proposed amendment.

The residential character surrounding the properties will not have any adverse effects with the proposed zone change as there are numerous properties within this area that are already zoned RL.



8. Please explain how the proposed amendment will affect property values in the vicinity.

Property values in the vicinity may increase slightly as a result of the proposed zone change because a residential development will trigger installation of public improvements, such as curbs, gutters, sidewalks, street lighting, and improve the surrounding neighborhood.

- 9.a. Please explain how approval of the proposed amendment will or will not set a precedent for other similar proposals or uses.

The approval of this proposed zone change is consistent with the City's land use goals, allowing for more dense City infill development.

- 9.b. Please explain how approval of the proposed amendment will or will not deter the use, improvement or development of adjacent property in accordance with the existing zoning.

The approval of this proposed zone change may provide incentive for existing RS zoned properties to seek RL zoning in the future, but this is an action that each landowner must take their own initiative for. Those that don't wish to change their zone do not have to.

10. Please explain how approval of the proposed amendment will or will not encourage more private investments which will be beneficial to the redevelopment of a deteriorated area.

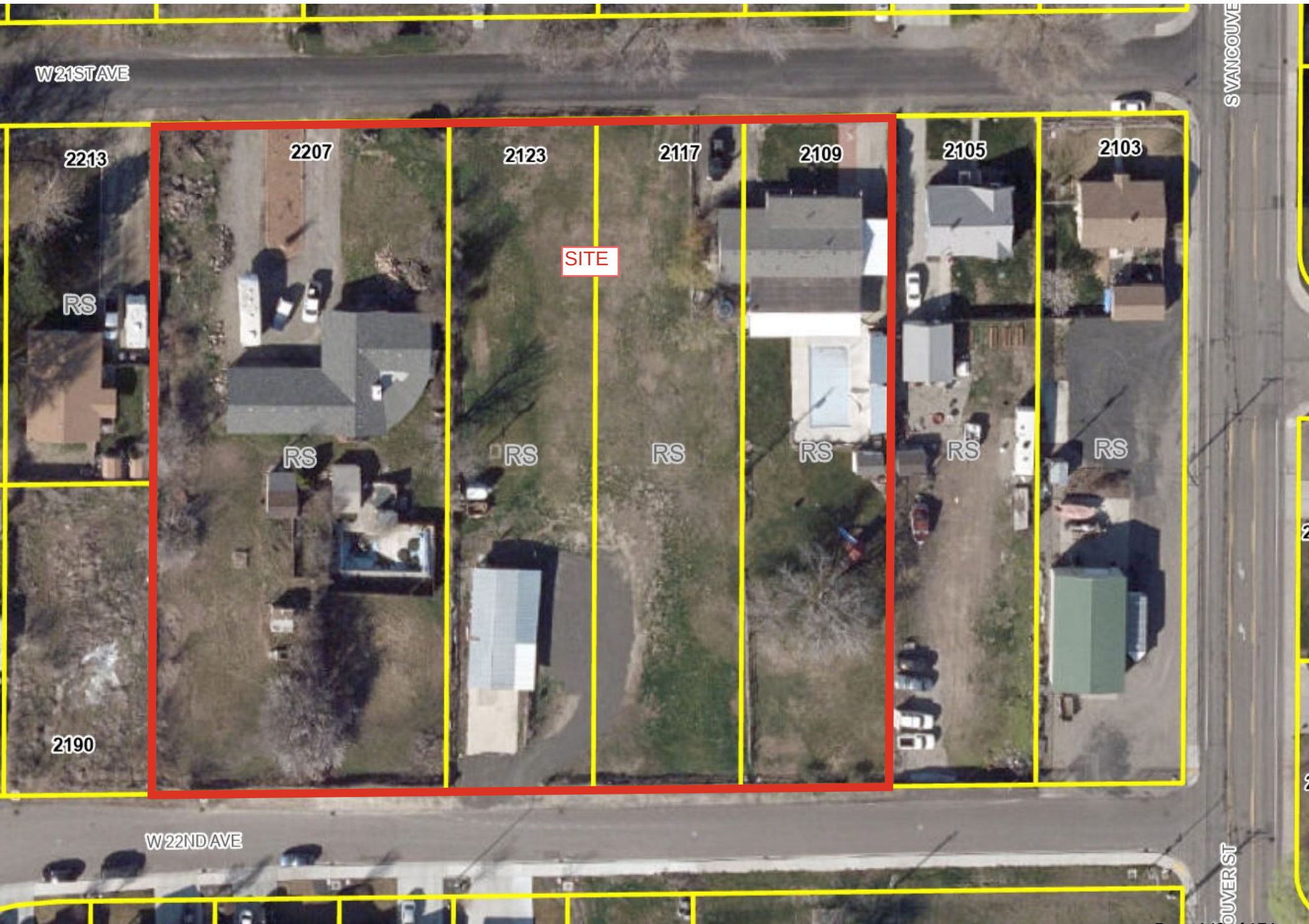
The proposed zone change will allow for more dense infill development. Offering more housing opportunities for residents which will be beneficial to the City of Kennewick, but the immediate area is an older development and not deteriorated, but upon development would require improvements to existing roadways which are presently underdeveloped.

11. Please explain how approval of the proposed amendment will or will not combat any economic segregation and allow greater choice in the market.

The proposed change will allow greater choice in the market since smaller lots are generally more affordable.

12. Please explain how approval of the proposed amendment will or will not create conflict between potential land uses and transportation patterns.

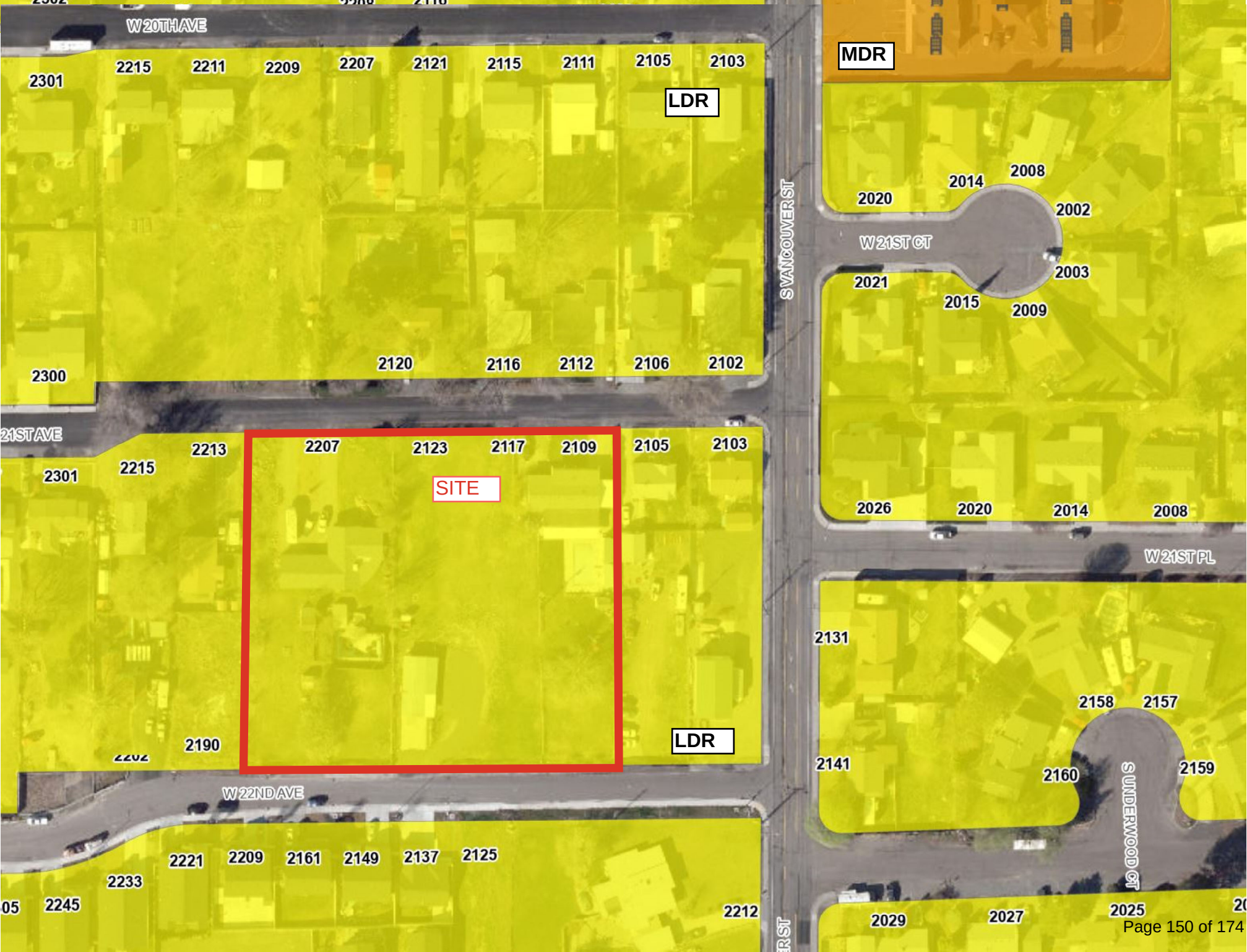
The zone change will have negligible effects on generating additional traffic along W 21st Ave & W 22nd Ave.





LAND USE MAP

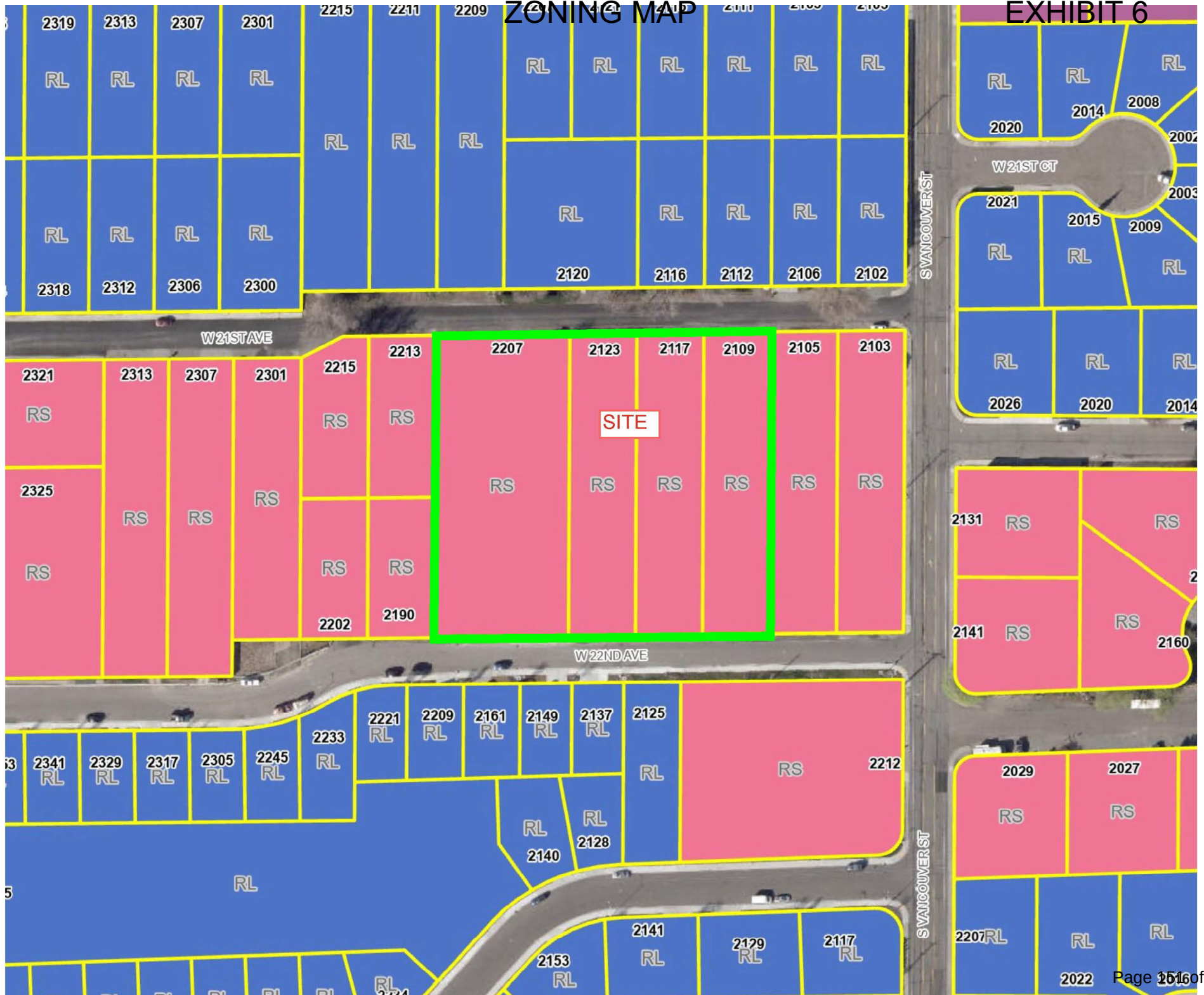
EXHIBIT 4





# ZONING MAP

## EXHIBIT 6





## **NOTIFICATION OF MAILING**

I, Alisha Piper, on March 20, 2025

Mailed 54 copies of Notice of Public Hearing

for COZ-2025-0001 at 2109 W. 21st Ave., 2117 W. 21st Ave., 2123 W. 21st Ave. and 2207 W. 21st Ave.

to Properties within a 300' radius

as shown on the attached list.

Alisha Piper  
Signature



## KENNEWICK PLANNING COMMISSION

### NOTICE OF PUBLIC HEARING

April 7, 2025 6:30 p.m.

The Kennewick Planning Commission will hold a Public Hearing on Monday, April 7, 2025, at City Hall Council Chambers, 210 West 6<sup>th</sup> Avenue, at 6:30 p.m. or as soon as possible thereafter, to receive public comment on a proposed Change of Zone. Staff will be presenting their analysis and the Planning Commission will make a recommendation to the City Council on the item. The public hearing will be conducted in a hybrid setting which will allow interested parties to participate in person or virtually. To participate virtually in the hearing, use the link found at <https://www.go2kennewick.com/598/Planning-Commission>.

Permit# COZ-2025-0001 – A Change of Zone for four parcels located at 2109 W. 21<sup>st</sup> Ave., 2117 W. 21<sup>st</sup> Ave., 2123 W. 21<sup>st</sup> Ave. and 2207 W. 21<sup>st</sup> Ave., from Residential, Suburban (RS) to Residential, Low Density (RL). The site has Low Density Residential comprehensive plan land use designation. **Review the site map on the back of this notice.**

Submit written comments to Alisha Piper at [alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us) or mail to PO Box 6108, Kennewick, WA 99336. For questions about this project, please call Alisha Piper (509) 585-4463.

The City of Kennewick welcomes full participation in public meetings by all citizens. No qualified individual with a disability shall be excluded or denied the benefit of participating in such meetings. If you wish to use auxiliary aids or require assistance to comment at this public meeting, please contact Alisha Piper at (509) 585-4463 or through the Washington Relay Service Center TTY by dialing 711, at least ten days prior to the date of the meeting to make arrangements for special needs.



W 21ST AVE

W 22ND AVE

**KNUTZEN  
ENGINEERING**  
5401 RIDGELINE DR.  
SUITE 160  
KENNEWICK, WA 98338  
1-509-222-0959  
[www.knutzenengineering.com](http://www.knutzenengineering.com)

**CADILLAC® B25-0021Y001**

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| DESIGN   | BTK      |
| APPD     | PTK      |
| DATE     | 01/29/25 |
| NO. ZC01 |          |

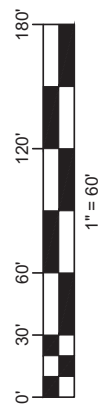
ZC01

## LEGEND

## PROPOSED ZONE CHANGE PROPERTIES

- RS ZONED PROPERTIES

RL ZONED PROPERTIES



|                                                                                                     |                                                                                                          |                                                                                    |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 37<br>STEVEN L & PARMELIA M SCHMIDT<br>2109 W 21ST AVE<br>Kennewick, WA 99337                       | 37<br><br><br>                                                                                           | 37<br><br><br>                                                                     |
| 37<br>EDGAR GARCIA<br>2105 W 21ST AVE<br>Kennewick, WA 99337                                        | 37<br>JONATHON J EHLIS<br>2207 W 21ST AVENUE<br>Kennewick, WA 99337                                      | 37<br>JAMES G & DONNA K O CONNOR<br>3922 S OLSON PL<br>Kennewick, WA 99337         |
| 37<br>KYLE M & MAYA JASMINE A HALL<br>2137 W 22ND AVE<br>Kennewick, WA 99337                        | 37<br>CHARLES A BARR<br>7045 W 31ST PL<br>Kennewick, WA 99336                                            | 37<br>FRANK L & KAREN I SPERLE<br>2213 W 21ST AVE<br>Kennewick, WA 99337           |
| 37<br>ESMERALDA ADRIANA & BROCKMAN<br>BAILEY RODRIGUEZ<br>2149 W 22ND AVENUE<br>Kennewick, WA 99337 | 37<br>JESUS MORALES<br>2009 N RD 34<br>Pasco, WA 99301                                                   | 37<br>MARY ANNE C WUENNECKE<br>2112 W 21ST AVE<br>Kennewick, WA 99337              |
| 37<br>BRADLEY A & DIANA K SPORCICH<br>2120 W 21ST AVE<br>Kennewick, WA 99337                        | 37<br>ANA & GUILLERMO ESCOBAR<br>1624 W 2ND AVE<br>Kennewick, WA 99336                                   | 37<br>OLEG & INNA GRINCHUK<br>2161 W 22ND AVE<br>Kennewick, WA 99337               |
| 37<br>II JOHN MICHAEL & COFFMAN ANGELA<br>C DUTTON<br>2106 W 21ST AVE<br>Kennewick, WA 99337        | 37<br>FIRST NATIONS KENNEWICK TRIBE LLC<br>C/O WAYNE DAILY<br>2212 S VANCOUVER ST<br>Kennewick, WA 99337 | 37<br>JR THOMAS H & KIMBERLY SUNDAY<br>2215 W 21ST AVE<br>Kennewick, OR 99337      |
| 37<br>TI SRISOWAN<br>2102 W 21ST AVE<br>Kennewick, WA 99337                                         | 37<br>MAURICIO C & EDITH D GOMEZ<br>2209 W 22ND AVE<br>Kennewick, WA 99337                               | 37<br>JOHN L DAVIS<br>2202 W 22ND AVE<br>Kennewick, WA 99337                       |
| 37<br>JONATHAN RYAN ERVIN<br>2128 W 23RD AVENUE<br>Kennewick, WA 99337                              | 37<br>JANICE MARIE LONTZ<br>2131 S VANCOUVER ST<br>Kennewick, WA 99337                                   | 37<br>STACY-LAFORD GERTRUDE<br>2026 W 21ST PL<br>Kennewick, WA 99336               |
| 37<br>CLAIRE MALONEY<br>2140 W 23RD AVENUE<br>Kennewick, WA 99337                                   | 37<br>DOUGLAS V & WENDY J REYNA<br>2141 S VANCOUVER ST<br>Kennewick, WA 99337                            | 37<br>KUKU ISAAC Y & ELLIMON ROBINA I<br>2221 W 22ND AVENUE<br>Kennewick, WA 99337 |
| 37<br>MARY E MAHONEY<br>2211 W 20TH AVE<br>Kennewick, WA 99337                                      | 37<br>ESMERALDA SANCHEZ RODRIGUEZ<br>2301 W 21ST AVE<br>Kennewick, WA 99337                              | 37<br>CHRIS A WADDLE<br>2021 W 21ST CT<br>Kennewick, WA 99337                      |

|                                                                                                    |                                                                                                    |                                                                                    |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 37<br>MICHAELA MAYBEE<br>2115 W 20TH AVE<br>Kennewick, WA 99337                                    | 37<br>JOHN E WEBB<br>2121 W 20TH AVE<br>Kennewick, WA 99336                                        | 37<br>CARMA L MAYBERRY<br>2111 W 20TH AVE<br>Kennewick, WA 99337                   |
| 37                                                                                                 | 37<br>JOCELYNN ECKART<br>2233 W 22ND AVE<br>Kennewick, WA 99337                                    | 37<br>MEJIA EDGAR & SALAS GALVAN MARIA M<br>2207 W 20TH AVE<br>Kennewick, WA 99337 |
| 37<br>JAZMIRI SANCHEZ VARGAS<br>2105 W 20TH AVE<br>Kennewick, WA 99337                             | 37<br>SAMUEL S BRAITHWAITE<br>1725 W. 52ND AVE<br>Kennewick, WA 99337                              | 37<br>SILVIA R FOX<br>2103 W 20TH AVE<br>Kennewick, WA 99337                       |
| 37<br>PAUL & AMANDA GUERRA<br>2141 W 23RD AVE<br>Kennewick, WA 99337                               | 37<br>ALEJANDRO D & KATHY M DELAPENA<br>2015 W 21ST CT<br>Kennewick, WA 99337                      | 37<br>MICHAEL D & SHERLYN S HAGLER<br>2029 W 22ND AVE<br>Kennewick, WA 99337       |
| 37<br>BEULAH M FLORY<br>2215 W 20TH AVE<br>Kennewick, WA 99337                                     | 37<br>GURVINDER SINGH & SINGH HARDEEP<br>BHATHAL<br>2117 W 23RD AVE<br>Kennewick, WA 99337         | 37<br>MICHAEL J & BOBBI W NEWELL<br>500 WESTOVER DR #13751<br>Sanford, NC 27330    |
| 37<br>SETH & JENNIFER HAWKINS<br>2160 S UNDERWOOD CT<br>Kennewick, WA 99337                        | 37<br>CARINA MARIA OCAMPO<br>c/o 2245 W 22ND AVE<br>Kennewick, WA 99337                            | 37                                                                                 |
| 37<br>JESSICA MIRACLE<br>2153 W 23RD AVENUE<br>Kennewick, WA 99337                                 | 37<br>CHRIS E & SANTOS LINDA M SANTOS<br>2020 W 21ST CT<br>Kennewick, WA 99337                     | 37<br>III VALENTIN & ERIKA ESPINOZA<br>2207 S VANCOUVER ST<br>Kennewick, WA 99337  |
| 37<br>LAURIA MEADOWS HOA<br>C/O THE HOA MGMT GROUP 6725 W<br>CLEARWATER AVE<br>Kennewick, WA 99336 | 37<br>STELLA E KAFIYEVA<br>2307 W 20TH AVE<br>Kennewick, WA 99337                                  | 37                                                                                 |
| 37<br>DOUGLAS P & CARRIE L MICK<br>2312 W 21ST AVE<br>Kennewick, WA 99337                          | 37<br>BAEZ REBECCA M & BARAJAS LOPEZ<br>CESAR I ENRIQUEZ<br>2317 W 22ND AVE<br>Kennewick, WA 99337 | 37<br>DOUGLAS & JULIE M DUNAWAY<br>2301 W 20TH AVE<br>Kennewick, WA 99337          |
| 37<br>MIREYA ONOFRE<br>2305 W 22ND AVENUE<br>KENNEWICK, WA 99337                                   | 37<br>KNUTZEN ENGINEERING<br>C/O PAUL KNUTZEN<br>5401 RIDGELINE DR #160<br>KENNEWICK, WA 99338     | 37                                                                                 |



## Community Planning Department

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4280

[cedinfo@ci.kennewick.wa.us](mailto:cedinfo@ci.kennewick.wa.us)

### DETERMINATION OF NON-SIGNIFICANCE

**FILE/PROJECT NUMBER:** ED-2025-0004

**DESCRIPTION OF PROPOSAL:** Re-zone four lots, located at 2109 W. 21<sup>st</sup> Ave., 2117 W. 21<sup>st</sup> Ave., 2123 W. 21<sup>st</sup> Ave., & 2207 W. 21<sup>st</sup> Ave., from Residential, Suburban (RS) to Residential, Low Density (RL).

**PROPONENT:** Knutzen Engineering.

**LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY:** 2109 W. 21<sup>st</sup> Ave., 2117 W. 21<sup>st</sup> Ave., 2123 W. 21<sup>st</sup> Ave., & 2207 W. 21<sup>st</sup> Ave.

**LEAD AGENCY:** City of Kennewick

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

- ☒ There is no comment period for this DNS.
- ☐ This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
- ☐ This DNS is issued under 197-11-340(2); the City will not act on this proposal for fifteen days from the date below. Comments must be submitted by X:00 pm on XXXX XX, 2025. After the review period has elapsed, all comments received will be evaluated and the DNS will be retained, modified, or withdrawn as required by SEPA regulations.

**RESPONSIBLE OFFICIAL:** Anthony Muai, AICP

**POSITION/TITLE:** Community Planning Director

**ADDRESS:** 210 W 6th Ave., P.O. Box 6108, Kennewick, WA 99336

**PHONE:** (509) 585-4386

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

This DNS is subject to the attached conditions:

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

Date: March 10, 2025

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

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

Copies of this DNS were emailed to Benton Clean Air Authority, Confederated Tribes of Umatilla Indian Reservation, Department of Ecology SEPA Register, Department of Fish & Wildlife, Department of Natural Resources, Washington State Department of Transportation.

**From:** [Daniel Tissell](#)  
**To:** [Alisha Piper](#)  
**Cc:** [Chris Sittman](#)  
**Subject:** RE: ED-2025-0004 & COZ-2025-0001  
**Date:** Wednesday, March 5, 2025 12:54:47 PM  
**Attachments:** [image005.jpg](#)  
[image007.png](#)  
[image008.png](#)  
[image009.gif](#)  
[image010.gif](#)  
[image011.png](#)

---

Alisha,

KID has no comment regarding this matter.

Thanks,

Daniel Tissell, P.E.  
 Engineering Manager  
 Kennewick Irrigation District  
 2015 S. Ely Street  
 Kennewick, WA 99337  
 (509) 586-6012 ext. 116




---

**From:** Alisha Piper <Alisha.Piper@ci.kennewick.wa.us>  
**Sent:** Wednesday, February 19, 2025 10:56 AM  
**To:** Ashley M. Morton <AshleyMorton@ctuir.org>; Ben Franklin Transit - Kevin Sliger <ksliger@bft.org>; Benton Clean Air - Deon Steichen <deon.steichen@bentoncleanair.org>; Benton Clean Air Authority - Tyler Thompson <tyler.thompson@bentoncleanair.org>; Benton Clean Air John Lyle <john.lyle@bentoncleanair.org>; Benton Franklin Health Dept. - Erin Hockaday <erint@bfhd.wa.gov>; Benton Franklin Health Dept. - Jack Howard <Jack.howard@bfhd.wa.gov>; Benton PUD - Angela Richman <richmana@bentonpud.org>; Benton PUD - engineering services <engservice@bentonpud.org>; Benton PUD - Jeff Vosahlo <vosahloj@bentonpud.org>; Benton PUD Chad Brooks <brooksc@bentonpud.org>; Benton PUD Shanna Everson <eversons@bentonpud.org>; Benton PUD Tina Glines <glinest@bentonpud.org>; BPA - Deborah Rodgers <dxrodgers@bpa.gov>; BPA - Nicole Cummings <NMCummings@bpa.gov>; BPA- Angela Castle <ACCastle@BPA.gov>; Cascade Gas James Thomas <james.thomas@cngc.com>; Cascade Natural Gas <roger.johnson@cngc.com>; Casey Barney <Casey\_Barney@Yakama.com>; Charter - Junior Campos <junior.campos@charter.com>; Columbia Irrigation District <cid@columbiairrigation.com>; Department of Fish and Wildlife <Troy.Maikis@dfw.wa.gov>; Dept of Archaeology and Historic Preservation (sepa@dahp.wa.gov) <sepa@dahp.wa.gov>; Dept of Natural Resources SEPA Center <sepacenter@dnr.wa.gov>; Dustin Fisk - Kennewick School District (dustin.fisk@ksd.org) <dustin.fisk@ksd.org>; Evan Edwards <edwardse@bentonpud.org>; Greg Wendt (Greg.Wendt@co.benton.wa.us) <Greg.Wendt@co.benton.wa.us>; Homero Gonzalez

<Homero.Gonzalez@ziply.com>; Jessica Lally <Jessica\_Lally@Yakama.com>; Kevin Fuerst - Waste Management <kfuerst1@wm.com>; Development <development@kid.org>; Michelle Cooke <Michelle.Cooke@co.benton.wa.us>; Mike Beck - Spectrum <Mike.Beck@charter.com>; Mike Slack - Waste Management <MSlack1@wm.com>; Mike Stevens - (mstevens@ci.richland.wa.us) <mstevens@ci.richland.wa.us>; Noah Oliver <Noah\_Oliver@Yakama.com>; Spectrum <Ryan.Sams@charter.com>; US Army Corps of Engineers - Seattle <paoteam@nws02.usace.army.mil>; US Army Corps of Engineers- Walla Walla <cenww-re@usace.army.mil>; WDFW (R3Planning@dfw.wa.gov) <R3Planning@dfw.wa.gov>; Williams Pipeline- Eric Smull <Eric.Smull@williams.com>; Williams Pipeline- Greg Ashley <Gregory.Ashley@williams.com>; WSDOT <scplanning@wsdot.wa.gov>; Yakama Nation - Thalia Sachtelban <enviroreview@yakama.com>; Ziply Fiber Christy Ross <christy.ross@ziply.com>

**Subject:** ED-2025-0004 & COZ-2025-0001

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The City of Kennewick wishes to inform you of an application for a Change of Zone and Environmental Determination:

Project Description: Change zone from Residential, Suburban (RS) to Residential, Low-Density (RL) at 2109 W. 21st Ave. in Kennewick.

Please review the attached files relative to your agency's applicable regulations and submit any comments on or before **March 6, 2025**. Comments may be submitted via e-mail to [alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us) or mailed to: Development Services Division, PO Box 6108, Kennewick, WA 99336.

Sincerely,

*Alisha Piper*

Community Planning/Planner

City of Kennewick

509.585.4463

[alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us)





**From:** [Angela Richman](#)  
**To:** [Alisha Piper](#)  
**Subject:** RE: [E] ED-2025-0004 & COZ-2025-0001  
**Date:** Wednesday, February 19, 2025 4:43:47 PM  
**Attachments:** [image005.png](#)  
[image007.png](#)  
[image009.gif](#)  
[image010.gif](#)  
[image011.png](#)  
[image001.png](#)

---

Alisha,

No comments for BPUD.

Thank you,

**Angela Richman**

Distribution Design Tech II

Benton PUD

Email: [richmana@bentonpud.org](mailto:richmana@bentonpud.org)

Main # (509)582-2175

Direct # (509)582-1219

My Hours Mon-Thur 6:30am-5pm

Benton PUD offices closed on Fridays




---

**From:** Alisha Piper <Alisha.Piper@ci.kennewick.wa.us>

**Sent:** Wednesday, February 19, 2025 10:56 AM

**To:** Ashley M. Morton <AshleyMorton@ctuir.org>; Ben Franklin Transit - Kevin Sliger <ksliger@bft.org>; Benton Clean Air - Deon Steichen <deon.steichen@bentoncleanair.org>; Benton Clean Air Authority - Tyler Thompson <tyler.thompson@bentoncleanair.org>; Benton Clean Air John Lyle <john.lyle@bentoncleanair.org>; Benton Franklin Health Dept. - Erin Hockaday <erint@bfhd.wa.gov>; Benton Franklin Health Dept.- Jack Howard <Jack.howard@bfhd.wa.gov>; Angela Richman <richmana@bentonpud.org>; engservice <engservice@bentonpud.org>; Jeff Vosahlo <vosahloj@bentonpud.org>; Chad Brooks <brooksc@bentonpud.org>; Shanna Everson <eversons@bentonpud.org>; Tina Glines <glinest@bentonpud.org>; BPA - Deborah Rodgers <dxrodders@bpa.gov>; BPA - Nicole Cummings <NMCummings@bpa.gov>; BPA- Angela Castle <ACCastle@BPA.gov>; Cascade Gas James Thomas <james.thomas@cngc.com>; Cascade Natural Gas <roger.johnson@cngc.com>; Casey Barney <Casey\_Barney@Yakama.com>; Charter - Junior Campos <junior.campos@charter.com>; Columbia Irrigation District <cid@columbiairrigation.com>; Department of Fish and Wildlife <Troy.Maikis@dfw.wa.gov>; Dept of Archaeology and Historic Preservation (sepa@dahp.wa.gov) <sepa@dahp.wa.gov>; Dept of Natural Resources SEPA Center <sepacenter@dnr.wa.gov>; Dustin Fisk - Kennewick School District (dustin.fisk@ksd.org)

<dustin.fisk@ksd.org>; Evan Edwards <EDWARDSE@bentonpud.org>; Greg Wendt  
 (Greg.Wendt@co.benton.wa.us) <Greg.Wendt@co.benton.wa.us>; Homero Gonzalez  
 <Homero.Gonzalez@ziply.com>; Jessica Lally <Jessica\_Lally@Yakama.com>; Kevin Fuerst - Waste  
 Management <kfuerst1@wm.com>; KID Development <development@kid.org>; Michelle Cooke  
 <Michelle.Cooke@co.benton.wa.us>; Mike Beck - Spectrum <Mike.Beck@charter.com>; Mike Slack -  
 Waste Management <MSlack1@wm.com>; Mike Stevens - (mstevens@ci.richland.wa.us)  
 <mstevens@ci.richland.wa.us>; Noah Oliver <Noah\_Oliver@Yakama.com>; Spectrum  
 <Ryan.Sams@charter.com>; US Army Corps of Engineers - Seattle  
 <paoteam@nws02.usace.army.mil>; US Army Corps of Engineers- Walla Walla <cenww-  
 re@usace.army.mil>; WDFW (R3Planning@dfw.wa.gov) <R3Planning@dfw.wa.gov>; Williams  
 Pipeline- Eric Smull <Eric.Smull@williams.com>; Williams Pipeline- Greg Ashley  
 <Gregory.Ashley@williams.com>; WSDOT <scplanning@wsdot.wa.gov>; Yakama Nation - Thalia  
 Sachtelban <enviroreview@yakama.com>; Ziply Fiber Christy Ross <christy.ross@ziply.com>  
**Subject:** [E] ED-2025-0004 & COZ-2025-0001

[EXTERNAL EMAIL]

The City of Kennewick wishes to inform you of an application for a Change of Zone and  
 Environmental Determination:

Project Description: Change zone from Residential, Suburban (RS) to Residential, Low-Density (RL) at  
 2109 W. 21st Ave. in Kennewick.

Please review the attached files relative to your agency's applicable regulations and submit any  
 comments on or before **March 6, 2025**. Comments may be submitted via e-mail to  
[alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us) or mailed to: Development Services Division, PO Box 6108,  
 Kennewick, WA 99336.

Sincerely,

*Alisha Piper*

Community Planning/Planner

City of Kennewick

509.585.4463

[alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us)



**From:** [MacNaughton, James \(DAHP\)](#)  
**To:** [Alisha Piper](#)  
**Cc:** [Corrine Camuso](#); ["Ashley M. Morton"](#); [Robert Brunoe](#)  
**Subject:** 2025-03-01417 - RE: ED-2025-0004 & COZ-2025-0001  
**Date:** Wednesday, March 5, 2025 1:58:51 PM  
**Attachments:** [image005.png](#)  
[image007.jpg](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image013.gif](#)  
[image014.gif](#)  
[image015.png](#)  
[image001.png](#)

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Good Afternoon, Alisha

Thank you for contacting the DAHP about this Zoning Change project. The project is in an area determined to be at Moderately Low risk of containing archaeology according to the DAHP predictive model. During development, the DAHP does not recommend direct archaeological supervision of the project, but rather recommends that an Inadvertent Discovery Plan be followed. Please note that future development on the platted parcels will require further consultation with the DAHP and Affected Tribes.

I have assigned these recommendations to DAHP Project 2025-03-01417. Please reference this number in any future communications about this project. Please understand that this is only the opinion of DAHP, and any comment by the Affected Tribes may change our comments.

Feel free to contact me if you have questions about these recommendations.

Best



|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>James MacNaughton, MSc, RPA (<a href="#">He/Him</a>)</b><br/>Local Government Archaeologist<br/>Email: <a href="mailto:James.MacNaughton@dahp.wa.gov">James.MacNaughton@dahp.wa.gov</a><br/>Mobile: (360) 280-7563   Main Office: (360) 586-3065<br/>Hours: 7AM – 3:30PM Monday to Friday<br/>Physical Address: 1110 Capitol Way South Suite 30, Olympia, WA 98501<br/>Mailing Address: PO Box 48343, Olympia, WA 98504-8343<br/><a href="http://www.dahp.wa.gov">www.dahp.wa.gov</a></p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**From:**

Alisha Piper <Alisha.Piper@ci.kennewick.wa.us>

**Sent:** Wednesday, February 19, 2025 10:56 AM

**To:** Ashley M. Morton <AshleyMorton@ctuir.org>; Ben Franklin Transit - Kevin Sliger <ksliger@bft.org>; Benton Clean Air - Deon Steichen <deon.steichen@bentoncleanair.org>; Benton Clean Air Authority - Tyler Thompson <tyler.thompson@bentoncleanair.org>; Benton Clean Air John Lyle <john.lyle@bentoncleanair.org>; Hockaday, Erin (DOHi) <erint@bfhd.wa.gov>; Benton Franklin Health Dept.- Jack Howard <Jack.howard@bfhd.wa.gov>; Benton PUD - Angela Richman <richmana@bentonpud.org>; Benton PUD - engineering services <engservice@bentonpud.org>; Benton PUD - Jeff Vosahlo <vosahloj@bentonpud.org>; Benton PUD Chad Brooks <brooksc@bentonpud.org>; Benton PUD Shanna Everson <eversons@bentonpud.org>; Benton PUD Tina Glines <glinest@bentonpud.org>; BPA - Deborah Rodgers <dxrogers@bpa.gov>; BPA - Nicole Cummings <NMCummings@bpa.gov>; BPA- Angela Castle <ACCastle@BPA.gov>; Cascade Gas James Thomas <james.thomas@cngc.com>; Cascade Natural Gas <roger.johnson@cngc.com>; Casey Barney <Casey\_Barney@Yakama.com>; Charter - Junior Campos <junior.campos@charter.com>; Columbia Irrigation District <cid@columbiairrigation.com>; Maikis, Troy (DFW) <Troy.Maikis@dfw.wa.gov>; DAHP SEPA <sepa@dahp.wa.gov>; DNR RE SEPACENTER <SEPACENTER@dnr.wa.gov>; Dustin Fisk - Kennewick School District (dustin.fisk@ksd.org) <dustin.fisk@ksd.org>; Evan Edwards <edwardse@bentonpud.org>; Greg Wendt (Greg.Wendt@co.benton.wa.us) <Greg.Wendt@co.benton.wa.us>; Homero Gonzalez <Homero.Gonzalez@ziply.com>; Jessica Lally <Jessica\_Lally@Yakama.com>; Kevin Fuerst - Waste Management <kfuerst1@wm.com>; KID Development <development@kid.org>; Michelle Cooke <Michelle.Cooke@co.benton.wa.us>; Mike Beck - Spectrum <Mike.Beck@charter.com>; Mike Slack - Waste Management <MSlack1@wm.com>; Mike Stevens - (mstevens@ci.richland.wa.us) <mstevens@ci.richland.wa.us>; Noah Oliver <Noah\_Oliver@Yakama.com>; Spectrum <Ryan.Sams@charter.com>; US Army Corps of Engineers - Seattle <paoteam@nws02.usace.army.mil>; US Army Corps of Engineers- Walla Walla <cenww-re@usace.army.mil>; DFW R3planning <R3planning@dfw.wa.gov>; Williams Pipeline- Eric Smull <Eric.Smull@williams.com>; Williams Pipeline- Greg Ashley <Gregory.Ashley@williams.com>; WSDOT <scplanning@wsdot.wa.gov>; Yakama Nation - Thalia Sachtleban <enviroreview@yakama.com>; Ziply Fiber Christy Ross <christy.ross@ziply.com>

**Subject:** ED-2025-0004 & COZ-2025-0001

**External Email**

The City of Kennewick wishes to inform you of an application for a Change of Zone and Environmental Determination:

Project Description: Change zone from Residential, Suburban (RS) to Residential, Low-Density (RL) at 2109 W. 21st Ave. in Kennewick.

Please review the attached files relative to your agency's applicable regulations and submit any comments on or before **March 6, 2025**. Comments may be submitted via e-mail to [alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us) or mailed to: Development Services Division, PO Box 6108,

Kennewick, WA 99336.

Sincerely,

*Alisha Piper*

Community Planning/Planner

City of Kennewick

509.585.4463

[alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us)



**From:** [Castle,Angela C \(CONTR\) - TERR-PASCO](#)  
**To:** [Alisha Piper](#)  
**Cc:** [Kinch,James L \(BPA\) - TERR-BELL-1](#)  
**Subject:** RE: ED-2025-0004 & COZ-2025-0001  
**Date:** Thursday, February 20, 2025 4:26:56 PM  
**Attachments:** [image001.png](#)  
[image007.gif](#)  
[image008.gif](#)  
[image009.png](#)  
[image002.png](#)

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Alisha,

Bonneville Power Administration's (BPA) has had the opportunity to review an application for the application for a Change of Zone and Environmental Determination located at 2109 W. 21st Ave. in Kennewick.

In researching our records, we have found that this proposal will not directly impact BPA facilities over 190 feet south of the subject properties. BPA does not have any objections to the approval of this request at this time.

If you have any questions or need additional information, please feel free to contact Luke Kinch at (509) 468-3095, by email at [JLKinch@bpa.gov](mailto:JLKinch@bpa.gov).

Thank you for the opportunity to review this application.

### Angela Castle

[BONNEVILLE POWER ADMINISTRATION](#)

[DEPARTMENT OF ENERGY](#)

(CONTR) Actalent

Realty Technician II | TERR | East  
[accastle@bpa.gov](mailto:accastle@bpa.gov) | 509-544-5124

---

**From:** Alisha Piper <[Alisha.Piper@ci.kennewick.wa.us](mailto:Alisha.Piper@ci.kennewick.wa.us)>

**Sent:** Wednesday, February 19, 2025 10:56 AM

**To:** Ashley M. Morton <[AshleyMorton@ctuir.org](mailto:AshleyMorton@ctuir.org)>; Ben Franklin Transit - Kevin Sliger <[ksliger@bft.org](mailto:ksliger@bft.org)>; Benton Clean Air - Deon Steichen <[deon.steichen@bentoncleanair.org](mailto:deon.steichen@bentoncleanair.org)>; Benton Clean Air Authority - Tyler Thompson <[tyler.thompson@bentoncleanair.org](mailto:tyler.thompson@bentoncleanair.org)>; Benton Clean Air John Lyle <[john.lyle@bentoncleanair.org](mailto:john.lyle@bentoncleanair.org)>; Benton Franklin Health Dept. - Erin Hockaday <[erint@bfhd.wa.gov](mailto:erint@bfhd.wa.gov)>; Benton Franklin Health Dept.- Jack Howard <[Jack.howard@bfhd.wa.gov](mailto:Jack.howard@bfhd.wa.gov)>; Benton PUD - Angela Richman <[richmana@bentonpud.org](mailto:richmana@bentonpud.org)>; Benton PUD - engineering services <[engservice@bentonpud.org](mailto:engservice@bentonpud.org)>; Benton PUD - Jeff Vosahlo <[vosahloj@bentonpud.org](mailto:vosahloj@bentonpud.org)>; Benton PUD Chad Brooks <[brooksc@bentonpud.org](mailto:brooksc@bentonpud.org)>; Benton PUD Shanna Everson <[eversons@bentonpud.org](mailto:eversons@bentonpud.org)>; Benton PUD Tina Glines <[glinest@bentonpud.org](mailto:glinest@bentonpud.org)>; Rodgers,Deborah (CONTR) - TERR-TRI CITIES RMHQ <[dxrodgers@bpa.gov](mailto:dxrodgers@bpa.gov)>; Cummings,Nicole M (BPA) - TERR-TRI CITIES RMHQ <[NMCummings@bpa.gov](mailto:NMCummings@bpa.gov)>; Castle,Angela C (CONTR) - TERR-PASCO <[ACCastle@bpa.gov](mailto:ACCastle@bpa.gov)>; Cascade



Gas James Thomas <james.thomas@cngc.com>; Cascade Natural Gas <roger.johnson@cngc.com>; Casey Barney <Casey\_Barney@Yakama.com>; Charter - Junior Campos <junior.campos@charter.com>; Columbia Irrigation District <cid@columbiairrigation.com>; Department of Fish and Wildlife <Troy.Maikis@dfw.wa.gov>; Dept of Archaeology and Historic Preservation (sepa@dahp.wa.gov) <sepa@dahp.wa.gov>; Dept of Natural Resources SEPA Center <sepacenter@dnr.wa.gov>; Dustin Fisk - Kennewick School District (dustin.fisk@ksd.org) <dustin.fisk@ksd.org>; Evan Edwards <edwardse@bentonpud.org>; Greg Wendt (Greg.Wendt@co.benton.wa.us) <Greg.Wendt@co.benton.wa.us>; Homero Gonzalez <Homero.Gonzalez@ziply.com>; Jessica Lally <Jessica\_Lally@Yakama.com>; Kevin Fuerst - Waste Management <kfuerst1@wm.com>; KID Development <development@kid.org>; Michelle Cooke <Michelle.Cooke@co.benton.wa.us>; Mike Beck - Spectrum <Mike.Beck@charter.com>; Mike Slack - Waste Management <MSlack1@wm.com>; Mike Stevens - (mstevens@ci.richland.wa.us) <mstevens@ci.richland.wa.us>; Noah Oliver <Noah\_Oliver@Yakama.com>; Spectrum <Ryan.Sams@charter.com>; US Army Corps of Engineers - Seattle <paoteam@nws02.usace.army.mil>; US Army Corps of Engineers- Walla Walla <cenww-re@usace.army.mil>; WDFW (R3Planning@dfw.wa.gov) <R3Planning@dfw.wa.gov>; Williams Pipeline- Eric Smull <Eric.Smull@williams.com>; Williams Pipeline- Greg Ashley <Gregory.Ashley@williams.com>; WSDOT <scplanning@wsdot.wa.gov>; Yakama Nation - Thalia Sachtleban <enviroreview@yakama.com>; Ziply Fiber Christy Ross <christy.ross@ziply.com>

**Subject:** ED-2025-0004 & COZ-2025-0001

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Sincerely,

*Alisha Piper*

Community Planning/Planner

City of Kennewick

509.585.4463

[alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us)



**From:** [CID](#)  
**To:** [Alisha Piper](#)  
**Subject:** RE: ED-2025-0004 & COZ-2025-0001  
**Date:** Thursday, February 20, 2025 2:54:54 PM  
**Attachments:** [image005.png](#)  
[image007.png](#)  
[image011.png](#)  
[image001.png](#)

---

Hi Alisha,

CID has no comment as this is outside of our District Boundaries.

Thank You



*Morgan Leetch*

509-586-6118  
[mleetch@columbiairrigation.com](mailto:mleetch@columbiairrigation.com)  
 10 E. Kennewick Ave, Kennewick WA  
[www.columbiairrigation.com](http://www.columbiairrigation.com)

---

**From:** Alisha Piper <[Alisha.Piper@ci.kennewick.wa.us](mailto:Alisha.Piper@ci.kennewick.wa.us)>  
**Sent:** Wednesday, February 19, 2025 10:56 AM  
**To:** Ashley M. Morton <[AshleyMorton@ctuir.org](mailto:AshleyMorton@ctuir.org)>; Ben Franklin Transit - Kevin Sliger <[ksliger@bft.org](mailto:ksliger@bft.org)>; Benton Clean Air - Deon Steichen <[deon.steichen@bentoncleanair.org](mailto:deon.steichen@bentoncleanair.org)>; Benton Clean Air Authority - Tyler Thompson <[tyler.thompson@bentoncleanair.org](mailto:tyler.thompson@bentoncleanair.org)>; Benton Clean Air John Lyle <[john.lyle@bentoncleanair.org](mailto:john.lyle@bentoncleanair.org)>; Benton Franklin Health Dept. - Erin Hockaday <[erint@bfhd.wa.gov](mailto:erint@bfhd.wa.gov)>; Benton Franklin Health Dept.- Jack Howard <[Jack.howard@bfhd.wa.gov](mailto:Jack.howard@bfhd.wa.gov)>; Benton PUD - Angela Richman <[richmana@bentonpud.org](mailto:richmana@bentonpud.org)>; Benton PUD - engineering services <[engservice@bentonpud.org](mailto:engservice@bentonpud.org)>; Benton PUD - Jeff Vosahlo <[vosahloj@bentonpud.org](mailto:vosahloj@bentonpud.org)>; Benton PUD Chad Brooks <[brooksc@bentonpud.org](mailto:brooksc@bentonpud.org)>; Benton PUD Shanna Everson <[eversons@bentonpud.org](mailto:eversons@bentonpud.org)>; Benton PUD Tina Glines <[glinest@bentonpud.org](mailto:glinest@bentonpud.org)>; BPA - Deborah Rodgers <[dxrodgers@bpa.gov](mailto:dxrodgers@bpa.gov)>; BPA - Nicole Cummings <[NMCummings@bpa.gov](mailto:NMCummings@bpa.gov)>; BPA- Angela Castle <[ACCastle@BPA.gov](mailto:ACCastle@BPA.gov)>; Cascade Gas James Thomas <[james.thomas@cngc.com](mailto:james.thomas@cngc.com)>; Cascade Natural Gas <[roger.johnson@cngc.com](mailto:roger.johnson@cngc.com)>; Casey Barney <[Casey\\_Barney@Yakama.com](mailto:Casey_Barney@Yakama.com)>; Charter - Junior Campos <[junior.campos@charter.com](mailto:junior.campos@charter.com)>; CID <[cid@columbiairrigation.com](mailto:cid@columbiairrigation.com)>; Department of Fish and Wildlife <[Troy.Maikis@dfw.wa.gov](mailto:Troy.Maikis@dfw.wa.gov)>; Dept of Archaeology and Historic Preservation (sepa@dahp.wa.gov) <[sepa@dahp.wa.gov](mailto:sepa@dahp.wa.gov)>; Dept of Natural Resources SEPA Center <[sepacenter@dnr.wa.gov](mailto:sepacenter@dnr.wa.gov)>; Dustin Fisk - Kennewick School District ([dustin.fisk@ksd.org](mailto:dustin.fisk@ksd.org)) <[dustin.fisk@ksd.org](mailto:dustin.fisk@ksd.org)>; Evan Edwards <[edwardse@bentonpud.org](mailto:edwardse@bentonpud.org)>; Greg Wendt ([Greg.Wendt@co.benton.wa.us](mailto:Greg.Wendt@co.benton.wa.us)) <[Greg.Wendt@co.benton.wa.us](mailto:Greg.Wendt@co.benton.wa.us)>; Homero Gonzalez <[Homero.Gonzalez@ziply.com](mailto:Homero.Gonzalez@ziply.com)>; Jessica Lally <[Jessica\\_Lally@Yakama.com](mailto:Jessica_Lally@Yakama.com)>; Kevin Fuerst - Waste Management <[kfuerst1@wm.com](mailto:kfuerst1@wm.com)>; KID Development <[development@kid.org](mailto:development@kid.org)>; Michelle Cooke <[Michelle.Cooke@co.benton.wa.us](mailto:Michelle.Cooke@co.benton.wa.us)>; Mike

Beck - Spectrum <Mike.Beck@charter.com>; Mike Slack - Waste Management <MSlack1@wm.com>; Mike Stevens - (mstevens@ci.richland.wa.us) <mstevens@ci.richland.wa.us>; Noah Oliver <Noah\_Oliver@Yakama.com>; Spectrum <Ryan.Sams@charter.com>; US Army Corps of Engineers - Seattle <paoteam@nws02.usace.army.mil>; US Army Corps of Engineers- Walla Walla <cenww-re@usace.army.mil>; WDFW (R3Planning@dfw.wa.gov) <R3Planning@dfw.wa.gov>; Williams Pipeline- Eric Smull <Eric.Smull@williams.com>; Williams Pipeline- Greg Ashley <Gregory.Ashley@williams.com>; WSDOT <scplanning@wsdot.wa.gov>; Yakama Nation - Thalia Sachtleban <enviroreview@yakama.com>; Ziply Fiber Christy Ross <christy.ross@ziply.com>  
**Subject:** ED-2025-0004 & COZ-2025-0001

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Sincerely,

*Alisha Piper*

Community Planning/Planner

City of Kennewick

509.585.4463

[alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us)



## **Planning Commission Action Summary**

### **COZ-2025-0001 (RS to RL)**

The Kennewick Planning Commission conducted a hybrid in-person/virtual public hearing on April 7, 2025. All interested parties were notified to come before the Commission and be heard. After reviewing the staff report and all oral and written facts and opinions, Commissioner Gregory moved that the Planning Commission concur with the findings and conclusions contained within staff report COZ-2025-0001 and recommend to City Council approval of the proposed Change of Zone.

#### **Findings:**

1. The applicant is Knutzen Engineering, 5401 Ridgeline Dr. #160., Kennewick, WA 99338.
2. The property owners are Steven L & Parmelia M Schmidt, 2109 W. 21st Ave. (2117 & 2123) Kennewick, WA 99337 and Jonathon J Ehlis, 2207 W. 21st Ave., Kennewick, WA 99337.
3. The proposed change of zone is located at 2109 W. 21st Ave., 2117 W. 21st Ave., 2123 W. 21st Ave. and 2207 W. 21st Ave. / Parcel # 1-1189-304-0000-008, 1-1189-304-0000-007, 1-1189-304-0000-006, 1-1189-304-0000-014.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Low Density Residential.
5. The request is to change the zoning from Residential, Suburban (RS) to Residential, Low Density (RL).
6. The Residential, Low Density zoning district is an implementing zone of the Low Density Residential Comprehensive Plan Land Use Map Designation.
7. On February 18, 2025, the application was submitted, and declared complete for processing on February 19, 2025.
8. The application was routed for review to City Departments and outside agencies for comment on February 19, 2025.
9. Access to the site is via W 21<sup>st</sup> Avenue.
10. The Environmental Determination of Non-Significance (ED-2025-0004) was issued on March 10, 2025.
11. The Property Posting sign for the public hearing was posted on site March 20, 2025.
12. Notice of the public hearing for this application was published in the Tri-City Herald on March 23, 2025. Notices were also mailed to property owners within 300 feet of the site on May 20, 2025.
13. The proposed amendment is consistent with the Comprehensive Plan.
14. The proposed amendment promotes the public necessity, convenience and general welfare.

15. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
16. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

**Conclusions:**

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

The motion was seconded by Commissioner Perez. The motion passed unanimously, with Commissioners Rahimlou, Barger, Morales, Arneson, Gregory, Perez, and Chair Hempstead all in favor.

**KENNEWICK PLANNING COMMISSION**  
**MEETING MINUTES**  
**April 7, 2025 - DRAFT**

**1. CALL TO ORDER:**

Deputy City Clerk Brandi Ralston called the regular meeting of the Kennewick Planning Commission to order at 6:30 p.m. All Commissioners with the exception of Christopher Arneson were present. Commissioner Arneson arrived at 6:31 p.m.

Ms. Ralston welcomed new Planning Commissioners Christopher Arneson, Mark Barger, and Michelle Morales.

Ms. Ralston then noted that the Planning Commission is without a Chair or Vice-Chair therefore elections would be conducted.

**MOTION:** Commissioner Gregory moved to nominate Commissioner Hempstead as Chair.

**SECOND:** Commissioner Perez.

**DISCUSSION:** None.

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

**MOTION:** Chair Hempstead moved to nominate Commissioner Gregory as Vice Chair.

**SECOND:** Commissioner Rahimlou.

**DISCUSSION:** None.

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

Ms. Ralston noted that the meeting would be turned over to Chair Hempstead.

**ATTENDANCE:**

**Commissioners Present:**

**James Hempstead**, *Chair*  
**Tina Gregory**, *Vice Chair*  
**Mark Barger**, *Commissioner*  
**Michelle Morales**, *Commissioner*  
**Christopher Arneson**, *Commissioner*  
**Douglas Perez**, *Commissioner*  
**Ana Rahimlou**, *Commissioner*

**City Staff Present:**

**Anthony Muai**, *AICP Planning Director*  
**Steve Donovan**, *AICP*  
*Development Services Manager*  
**Alisha Piper**, *Planner*  
**Matt Halitsky**, *AICP Senior Planner*  
**Brandi Ralston**, *Deputy City Clerk*

Ms. Ralston announced a quorum was established.

Chair Hempstead lead the Pledge of Allegiance.

**2. CONSENT AGENDA:**

**MOTION:** Vice Chair Gregory moved to approve the consent agenda as presented.

**SECOND:** Commissioner Perez.

**DISCUSSION:** None.

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



### 3. PUBLIC HEARINGS:

Chair Hempstead made the following statement:

“Good evening and welcome to the April 7, 2025 Kennewick Planning Commission meeting.

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

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

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

The order of the hearings shall be as follows:

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

**a. Change of Zone - Ehliis & Schmidt at 2109, 2117, 2123 and 2207 W 21st Avenue from Residential, Suburban Density (RS) to Residential, Low Density (RL) (COZ-2025-0001)**

Chair Hempstead opened the public hearing at 6:38 p.m. for Change of Zone COZ-2025-001, proposing to change the zoning district of four lots, located at 2109 W. 21st Ave., 2117 W. 21st Ave., 2123 W. 21st Ave. and 2207 W. 21st Ave. from Residential, Suburban Density (RS) to Residential, Low Density (RL).

Property Owners:

Steven L & Parmelia M Schmidt  
2109 W. 21st Ave. (2117 & 2123)  
Kennewick, WA 99337

Jonathon J Ehliis  
2207 W. 21st Ave.  
Kennewick, WA 99337

Applicant:

Knutzen Engineering  
5401 Ridgeline Dr., #160  
Kennewick, WA 99338

Ms. Piper described the application, presented the staff report, and recommended the Planning Commission forward a recommendation for approval of COZ-2025-0001 to City Council.

Planning Commission Questions of Staff: None.

Testimony of Applicant/Applicant's Representative: Applicant/Owner's Representative Paul Knutzen of Knutzen Engineering spoke to his client's desire to have the properties change of zone approved.

Testimony in Favor of the Request: None.

Testimony Neutral/Against the Request: None.

Testimony of Those Registered on Virtual Format: None.

Staff Final Comments: None.

Public Testimony Closed at 6:44 p.m.

**MOTION:** Vice Chair Gregory moved that the Planning Commission concur with the findings and conclusions in staff report COZ-2025-0001 and recommend approval of the request to City Council.

**SECOND:** Commissioner Perez.

**DISCUSSION:** None.

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

**b. Middle Housing Code Amendments**

Chair Hempstead opened the public hearing at 6:46 p.m. for Middle Housing Code Amendments. Mr. Muai presented the staff report on proposed amendments to development regulations to allow and encourage the development of middle housing and comply with HB 1110(2023).

Planning Commission Questions of Staff: Mr. Muai answered Commissioners' questions and provided clarifying information.

Testimony of Applicant/Applicant's Representative: None.

Testimony in Favor of the Request: None.

Testimony Neutral/Against the Request: None.

Testimony of Those Registered on Virtual Format: None.

Staff Final Comments: None.

Public Testimony Closed at 7:19 p.m.

**MOTION:** Commissioner Barger moved that the Planning Commission concur with the findings and conclusions in the staff report DCA-2025-0002 and recommend to City Council approval of the request.

**SECOND:** Commissioner Perez.

**DISCUSSION:** None.

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

4. **VISITORS NOT ON AGENDA:** None.

5. **OLD BUSINESS:**

a. **CITY COUNCIL ACTION UPDATES:** None.

6. **NEW BUSINESS:** None.

7. **REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFFBOARD COMMENTS/DISCUSSION:**

Commissioners thanked staff and welcomed new members. Chair Hempstead also requested training for the Commission, as there are many new Commissioners. Mr. Muai noted that he is working with the City Clerk to provide OPMA/parliamentary procedure training for the Commission. Chair Hempstead also requested information on the workflow Planning Department processes.

8. **ADJOURNMENT:** Chair Hempstead concluded the meeting at 7:24 p.m. **Mr. Maui noted there is a joint planning commission and City Council Workshop on April 22, 2025. The Regular Planning Commission meeting on April 21, 2025 will be cancelled and a special meeting will be held on April 22, 2025 at 6:30 p.m.**

Draft

Brandi Ralston, CPRO  
Deputy City Clerk