



City Council Regular Meeting Agenda

June 17, 2025 at 6:30 PM

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

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

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

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

HONORS & RECOGNITIONS

- Retirement Recognition: Detective Keith Schwartz, Kennewick Police Department - 23 Years of Service
- City Manager Awards of Excellence

2. VISITORS

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; and quasi-judicial matters (5.a.). Comments can be submitted in person, remotely via Zoom, or in writing. Written comments will be distributed to each Councilmember but not read into the record. If you want to provide feedback through Zoom or written format, please reach out to the City Clerk or our website for guidance. www.go2kennewick.com

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: June 3, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.
- Meeting Minutes: June 10, 2025, City Council Workshop Meeting**
Motion to approve the minutes as presented.
- Meeting Cancellation: August 5, 2025, City Council Regular Meeting**
Motion to cancel the August 5, 2025, City Council regular meeting to allow Council and staff to attend National Night Out festivities.
- Boards & Commissions: Re-Appointing Mike Brown to the Tourism Promotion Area (TPA) Commission and Lodging Tax Advisory Committee (LTAC) for Terms Expiring August 31, 2027.**
Motion to re-appoint Mike Brown to Position 1 of the Tourism Promotion Area Commission and Position 4 of the Lodging Tax Advisory Committee with terms expiring August 31, 2027.

- e. **Board & Commissions: Appoint Amy Johnson to Position 1 to Fill a Vacancy on the Block Grant Advisory Committee**
Motion to approve the Interview Committee's recommendation to appoint Amy Johnson to Position 1 of the Block Grant Advisory Committee with a term expiring March 31, 2029.
- f. **Claims Roster: May 2025**
Motion to approve the Claims Roster for May 2025 in the amount of \$7,594,821.42 comprised of electronic payments and check numbers 319462-319853.
- g. **Payroll Roster: For the Pay Period Ending 05/31/2025**
Motion to approve the payroll roster for the pay period ending 05/31/2025.
- h. **Contract: Northwest HIDTA Contract Amendment**
Motion to approve the contract as presented.
- i. **Contract: Northwest HIDTA Contract Amendment for Julie Christine**
Motion to approve the contract amendment as presented.
- j. **Contract: River of Fire Fireworks Agreement**
Motion to authorize the City Manager to execute the contract with Wolverine West, LLC in the amount of \$133,430.00 for River of Fire fireworks display.
- k. **Contract: Kennewick Transportation System Plan Consultant Agreement**
Motion to approve the professional services agreement with Transpo Group as presented.
- l. **Contract: Amendment to USGS Joint Funding Agreement for Harmful Algal Bloom Study**
Motion to authorize the City Manager to sign the amendment to the joint funding agreement with USGS for the Harmful Algal Bloom study.
- m. **Grants: Authorizing a Grant Application to the US Department of Transportation SS4A Safety Grant for Projects**
Motion to authorize staff to submit a grant application to the US Department of Transportation for an SS4A Safety Grant to fund the City's System Safety Street Light Project.
- n. **Final Plat: Apple Valley Phase 7B SUB-2025-0002**
Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Apple Valley Phase 7B, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

5. ORDINANCES

- a. Ordinance: Change of Zone from Commercial, Neighborhood (CN) to Commercial, Community (CC) at 1701, 1735 and 1767 S. Union St. (COZ-2025-0003)

6. PUBLIC HEARINGS

- a. Resolution: Vacation of a Portion of a 15-Foot and 10-Foot Sidewalk & Utility Easement and a 5-Foot Irrigation Easement Located at 5651 W 36th Pl.

7. COUNCIL COMMENTS & DISCUSSION

8. EXECUTIVE SESSION

- a. Executive Session to Review the Performance of a Public Employee Pursuant to RCW 42.30.110(1)(g).

9. CONCLUSION

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.

Council Agenda Coversheet	Item Number: 4.a. Date: 6/17/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: June 3, 2025, City Council Regular Meeting Department: Executive Services	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the minutes as presented. <u>Summary</u> The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration. <u>Alternatives</u> The City Council may make corrections to errors and approve the meeting minutes as amended. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Minutes - Draft		

**CITY OF KENNEWICK
CITY COUNCIL REGULAR MEETING
June 3, 2025**

City Council Present:

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

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

City Staff Present:

Erin Erdman, City Manager
Laurencio Sanguino, City Attorney
Jessica Platt, Finance Director
Anthony Muai, Planning Director
John Cowling, Public Works Director
Chris Guerrero, Police Chief
Chad Michael, Fire Chief
Cary Roe, Deputy City Manager

Lisa Beaton, Deputy City Manager
Krystal Johnston, City Clerk
Nick Farline, Parks, Facilities, & Recreation Director
Chad Crouch, Executive Services Director
Alisha Piper, Planner
Heath Mellotte, Design Services Manager
Kylie Peel, CDBG Coordinator

1. CALL TO ORDER

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

Ms. Johnston stated all councilmembers were in attendance and that a quorum was established.

Councilmember McShane led the Pledge of Allegiance.

Christine Heric provided the invocation.

2. VISITORS:

One visitor spoke to a recent special event downtown and urged greater resources to advertise and support similar events in the future.

Five visitors urged Council to construct an indoor aquatic center.

3. APPROVAL OF AGENDA

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

SECOND: Councilmember Millbauer.

DISCUSSION: None.

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

4. CONSENT AGENDA

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

SECOND: Councilmember Anderson.

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

a. Meeting Minutes: May 20, 2025, City Council Regular Meeting

Motion to approve the minutes as presented.

b. Meeting Minutes: May 27, 2025, City Council Workshop Meeting

Motion to approve the minutes as presented.

c. 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 April 2025 in the amount of \$553,258.99 comprised of check numbers 28246-28342 in the amount of \$400,277.54 and electronic transfers in the amount of \$152,981.45.

d. Claims Roster: Columbia Park Golf Course Account

Motion to approve the Claims Roster for the Columbia Park Golf Course Account for April 2025 in the amount of \$50,243.12 consisting of check numbers 2879-2887 and 2944-2952 in the amount of \$14,335.32 and electronic transfers in the amount of \$35,907.80.

e. Payroll Roster: For the Pay Period Ending 05/15/2025

Motion to approve the payroll roster for the pay period ending 05/15/2025.

f. Contract: Tourism Promotion Agreement with Visit Tri-Cities

Motion to approve the agreement as presented.

g. Northwest High Intensity Drug Trafficking Area (HIDTA) Contract Amendments for Matt Duran and Jonathan Weiner

Motion to authorize the City Manager to sign the contract amendments for Matt Duran and Jonathan Weiner.

h. Acceptance of Work: Park Hills Dr. Storm Rehabilitation

Motion to accept the work of Ellison Earthworks LLC. for contract P2307-24, Park Hills Dr. Storm Rehabilitation, in the amount of \$957,469.45.

i. Acceptance of Work: Civic Center Splash Pad Project

Motion to accept the work of Cliff Thorn Construction for contract K2204-23, Civic Center Splash Pad Project, in the amount of \$192,298.59.

j. Acceptance of Work: Columbia Park Playground of Dreams Restroom Repair

Motion to accept the work of Booth and Sons Construction, Inc. for contract K2113-23, Columbia Park Playground of Dreams Restroom Repair, in the amount of \$408, 744.50.

k. Contract Award: Conway Place (4th Ave. to 130 Conway Place)

Motion to award Contract P2319-25 S. Conway Place (W. 4th Ave. to 130 Conway Place) to Ellison Earthworks, LLC in the amount of \$658,290.87 plus a 10% contingency of \$65,829.09, for a total amount of \$724,119.96, and authorize the City Manager to execute the contract.

5. ORDINANCES

a. Ordinance 25-6107: Spring Budget Adjustment

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE PROVIDING FOR MODIFICATIONS OF THE 2025/2026 BIENNIAL BUDGET

Ms. Platt provided a staff report and answered Council's questions.

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

SECOND: Councilmember McShane

DISCUSSION: None

VOTE: The motion passed unanimously (7-0)

The City Clerk assigned Ordinance No. 25-6107.

b. Ordinance 25-6108: Change of Zone- SLAC, LLC. at 1200 N. Irving Place, from Commercial, Office (CO) to Residential, Low Density (RL). (COZ-2025-0002)

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED AT 1200 N. IRVING PLACE FROM COMMERCIAL, OFFICE (CO) TO RESIDENTIAL, LOW DENSITY (RL) (COZ 2025-0002, SLAC, LLC)

Mayor Crawford announced this is a quasi-judicial matter and asked Council the following questions:

1. Do you have any interest in the property or the application, or do you own property within 300' of the subject property?
2. Will you stand to gain or lose any financial benefit as a result of the outcome of this proceeding?
3. Are you unable to consider the application in a fair and objective manner?
4. Have you engaged in any ex-parte communications with either proponents or opponents?

No Councilmembers answered yes to the questions; Mayor Crawford stated the Kennewick City Council established it could consider this matter fairly.

Ms. Piper provided a staff report and answered Council's questions.

MOTION:	Mayor Pro Tem Torelli moved to adopt the ordinance as presented.
SECOND:	Councilmember McShane
DISCUSSION:	A Councilmember spoke to the unique circumstances of the abutting property zoning designations but indicated approval for the proposed change.
VOTE:	The motion passed unanimously (7-0)
<i>The City Clerk assigned Ordinance No. 25-6108.</i>	

c. Ordinance 25-6109: Clarifying Residency for Kennewick Public Facilities District Board Members, Amending Section 2.16.840 of the Kennewick Municipal Code

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS AND AMENDING SECTION 2.16.840 OF THE KENNEWICK MUNICIPAL CODE

Ms. Johnston provided a staff report; no questions were raised.

MOTION:	Mayor Pro Tem Torelli moved to adopt the ordinance as presented.
SECOND:	Councilmember Millbauer
DISCUSSION:	None
VOTE:	The motion passed unanimously (7-0)
<i>The City Clerk assigned Ordinance No. 25-6109.</i>	

d. Ordinance 25-6110: Affordable Housing in the Public Facility Zone, Amending KMC 18.12.010 A.1

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO ZONE DISTRICTS AND STANDARDS AND AMENDING
SECTION 18.12.010 A.1 OF THE KENNEWICK MUNICIPAL CODE

Mr. Muai provided a staff report and answered Council's questions.

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

SECOND: Councilmember Anderson

DISCUSSION: None

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

The City Clerk assigned Ordinance No. 25-6110.

6. PUBLIC HEARINGS

a. Resolution 25-06: Adoption of the 2026-2031 Six-Year Transportation Improvement Plan

Mr. Mellotte provided a staff report and answered Council's questions.

Mayor Crawford opened the public hearing at 7:27 p.m.

Testimony: None

Mayor Crawford closed the public hearing at 7:27 p.m.

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

SECOND: Councilmember Millbauer

DISCUSSION: None

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

The City Clerk assigned Resolution No. 25-06.

b. Resolution 25-07: 2025-2029 Tri-Cities Assessment of Fair Housing Plan

Ms. Peel provided a staff report; no questions were raised.

Mayor Crawford opened the public hearing at 7:30 p.m.

Testimony: None.

Mayor Crawford closed the public hearing at 7:30 p.m.

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

SECOND: Councilmember Anderson

DISCUSSION: None.

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

The City Clerk assigned Resolution No. 25-07

7. NEW BUSINESS

a. Annexation: AZ-2025-0001, Strizhak Haven Ranch LLC (5215 S Washington Street)

During his presentation, Mr. Muai explained the applicant is present and has signed a notice of Annexation that acknowledges three important factors:

1. The City Council may accept, reject, or geographically modify the proposed annexation.
2. The City Council may require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the Comprehensive Plan.
3. The Council may require the assumption of all or any portion of indebtedness by the area to be annexed.

He further explained that pursuant to RCW 35A.14.120, there shall be no appeal from the City Council's decision on these factors.

Mayor Crawford invited the applicant to add additional information; the applicant stated he had nothing to add.

Council requested confirmation of the process; Mr. Muai explained approval at tonight's meeting allows the annexation process to proceed to the next step; it does not approve the annexation.

MOTION:	Mayor Pro Tem Torelli moved to accept the intent to petition for annexation request, to accept the proposed boundary, to require the simultaneous adoption of zoning regulations, and to require the assumption of existing city indebtedness.
SECOND:	Councilmember Anderson
DISCUSSION:	None.
VOTE:	The motion passed unanimously (7-0)

8. COUNCIL COMMENTS/DISCUSSION:

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

9. CONCLUSION: Mayor Crawford concluded the meeting at 7:40 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/344660>

Council Agenda Coversheet	Item Number: 4.b. Date: 6/17/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: June 10, 2025, City Council Workshop Meeting Department: Executive Services	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the minutes as presented. <u>Summary</u> The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration. <u>Alternatives</u> The City Council may make corrections to errors and approve the meeting minutes as amended. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. 06-10-2025 MINUTES - DRAFT		

CITY OF KENNEWICK
CITY COUNCIL WORKSHOP
June 10, 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*
Chad Michael, *Fire Chief*
John Cowling, *Public Works Director*
Jessica Platt, *Finance Director*
Krystal Johnston, *City Clerk*

Jonathan Dickey, *IT Ops & Infrastructure Supervisor*
Jose Santoy, *Police Commander*
Trevor Davis, *Police Commander*
Isaac Merkl, *Police Commander*
Chad Crouch, *Exec Services Director*
Anthony Muai, *Planning Director*
Nick Farline, *Parks 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. KPD 2024 ANNUAL REPORT. Chief Guerrero, together with Commanders Santoy, Davis, and Merkl presented the annual report and addressed questions from Council. **No final action taken.**

2. CITY HALL REPLACEMENT. Ms. Erdman led a discussion concerning replacement of City Hall to include contributions from Ms. Platt, Mr. Dickey, and Mr. Cowling and responded to Council questions. Council engaged in an extensive discussion of pros/cons, potential needs for a consulting/planning study, relocating City Hall elsewhere, spurring economic growth, similar projects in neighboring cities, and more. Four Councilmembers expressed support for keeping City Hall in the present vicinity (with some advocating for conducting a simultaneous civic campus master study); there was a majority consensus to expend resources to gather more information and bring back to Council for action and further consideration. **No final action taken.**

UPDATE

Ms. Erdman described the future dates for the City Manager performance evaluation executive sessions and recommended starting the June 24 workshop meeting at 5:30 to accommodate Mayor Crawford's attendance at the AWC Conference. Ms. Erdman asked that Council notify her of any conflicts with this suggestion on June 11.

CONCLUSION. Mayor Crawford concluded the meeting at 9:02 p.m.

DRAFT

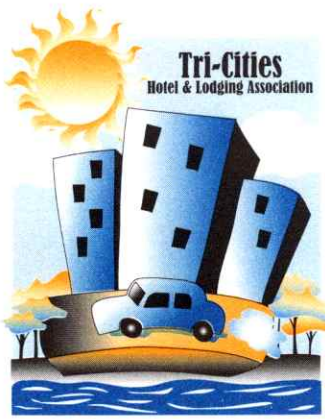
Krystal Johnston, CMC, CPRO
City Clerk

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

<https://kennewickwa.new.swagit.com/videos/345373>

Council Agenda Coversheet	Item Number: 4.c. Date: 6/17/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Cancellation: August 5, 2025, City Council Regular Meeting Department: Executive Services	
<u>Recommendation</u> Staff recommends Council cancel the August 5, 2025, City Council meeting. <u>Motion for Consideration</u> Motion to cancel the August 5, 2025, City Council regular meeting to allow Council and staff to attend National Night Out festivities. <u>Summary</u> National Night Out (NNO) is an annual community-building campaign that aims to enhance police-community partnerships, strengthen neighborhood safety, and promote a sense of camaraderie among residents. This event falls on the first Tuesday of August and conflicts with the City Council regular meeting. Traditionally, this meeting is canceled to accommodate the attendance of staff and elected officials at NNO events in our community. <u>Alternatives</u> The alternative is to forgo participation in National Night Out and hold the regular Council meeting as scheduled. <u>Fiscal Impact</u>		
Attachments: None		

Council Agenda Coversheet 	Item Number: 4.d. Date: 6/17/2025 Item Type: Boards and Commissions Subject: Boards & Commissions: Re-Appointing Mike Brown to the Tourism Promotion Area (TPA) Commission and Lodging Tax Advisory Committee (LTAC) for Terms Expiring August 31, 2027. Department: Executive Services	Category: Consent Agenda
<u>Recommendation</u> The City Clerk recommends re-appointing Mike Brown to the Tourism Promotion Area Commission and the Lodging Tax Advisory Committee. <u>Motion for Consideration</u> Motion to re-appoint Mike Brown to Position 1 of the Tourism Promotion Area Commission and Position 4 of the Lodging Tax Advisory Committee with terms expiring August 31, 2027. <u>Summary</u> Two of the City's volunteer bodies have a shared mission to improve tourism in the Tri-Cities: the Tourism Promotion Area (TPA) Commission and the Lodging Tax Advisory Committee (LTAC). Due to this shared mission and the eligibility requirements of board members, persons appointed to the TPA Commission have traditionally also served on the Lodging Tax Advisory Committee. Until now, appointments to these two bodies have been administered separately. To improve efficiency and prevent lapses in service, the City Clerk has combined the appointments into a single Council action. Bringing the appointment forward now provides stability for the TPA Commission and LTAC, allowing the bodies to move forward with their planning efforts for the upcoming LTAC application campaign and recommendations. TPA Commission - Position 1 Mike Brown has served in this position since his April 2024 appointment to fill an unexpired term. The interlocal agreement establishing the TPA requires Council to elect TPA commissioners from nominations prepared by the Hotel & Lodging Association. Attached is the Hotel & Lodging Association's nomination of Mr. Brown to continue serving as their representative on the Tourism Promotion Area Commission. LTAC - Position 4 (from Category C, below) In October 2024, Mr. Brown was appointed to fill the unexpired term of Position 4. No other qualified candidates employed by local hotels have been identified as an alternative to Mr. Brown. In accordance with RCW 67.28.1817, the five voting members of the LTAC are selected based on these mandatory categories: • Category A: One councilmember (who serves as the committee Chair): No Term End Date • Category B - Positions 1 & 2: Two members from recipients of LTAC funds (VenuWorks and Visit-Tri Cities): Terms do not expire. • Category C - Positions 3 & 4: Two members from businesses that generate the tax (Hotels): Two-Year Terms <u>Alternatives</u> No alternatives have been identified. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Nomination		



**P.O. Box 1739
Richland, WA 99352**

June 5, 2025

Ms. Erin Erdman
City of Kennewick
210 W 6th Avenue
Kennewick, WA 99336

Ms. Erin Erdman:

This letter is in reference to the Kennewick TPA Commissioner position held by Mike Brown, from the Hampton Inn in Kennewick. Mr. Brown's term is set to expire on August 31, 2025 and he is eligible for re-election.

The Tri-Cities Hotel and Lodging Association has selected Mike Brown with the Hampton Inn in Kennewick, as the preferred candidate to fulfill a new term as the TPA Commissioner to represent the City of Kennewick which will expire on August 31, 2027.

If you have any questions regarding this issue, please do not hesitate to contact me at 509-792-1660.

Sincerely,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the left.

Monica Hammerberg
Treasurer
Tri-Cities Hotel & Lodging Association

Cc: Kevin Lewis – President CEO Visit Tri-Cities

Council Agenda Coversheet 	Item Number: 4.e. Date: 6/17/2025 Item Type: Boards and Commissions Subject: Board & Commissions: Appoint Amy Johnson to Position 1 to Fill a Vacancy on the Block Grant Advisory Committee Department: Executive Services	Category: Consent Agenda
<u>Recommendation</u> Staff recommends Council appoint the best qualified candidate. <u>Motion for Consideration</u> Motion to approve the Interview Committee's recommendation to appoint Amy Johnson to Position 1 of the Block Grant Advisory Committee with a term expiring March 31, 2029. <u>Summary</u> CANDIDATE SELECTION: Positions 1, 2, and 3 expire March 31, 2025. The City Clerk has advertised for applicants since January 31. On June 10, 2025, the Interview Committee, comprising Mayor Crawford, Mayor Pro Tem Torelli, and Councilmember Trumbo, conducted an interview with Amy Johnson, a candidate seeking appointment to this commission. The Committee determined Ms. Johnson is a qualified candidate and recommends that Council appoint her to the Block Grant Advisory Committee with a term expiring March 31, 2029. Applications are still being accepted to fill the remaining vacancies. <u>Alternatives</u> The alternative is to deny the Interview Committee's recommendation. <u>Fiscal Impact</u> No financial impact exists.		
<u>Attachments:</u> 1. Application		

Krystal Johnston

From: noreply@civicplus.com
Sent: Tuesday, May 27, 2025 10:49 AM
To: ClerkInfo
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Amy
Last Name	Johnson
Date	5/27/2025
Address	
City	Kennewick
State	Washington
Zip Code	99338
Phone Number	
Email Address	
I am interested in serving on the following Commission	Block Grant Advisory
Describe your occupational status and background	Currently I am a Community Relations Director for Royal Columbian. I have lived in the Tri-Cities since 1985 living in all 3 cities mostly Kennewick. I have worked with the children and elderly. have attended elementary schools, middle schools, high school and college in the Tri-Cities. I was a substitute teacher for Kennewick and Finley school district.
What unique qualities or attitudes will you bring to this position?	Passion for the community: I have a genuine interest in the community and a desire to improve it. Open-mindedness: I am open to new ideas and perspectives. I am open to listen to and consider different viewpoints. Commitment to public service: I am dedicated to serving the public and making a positive impact on the community. Resilience: I have the ability to bounce back from setbacks and continue to work towards the community's goals. Adaptability: I am able to adapt to changing circumstances and respond effectively to new challenges.

Describe any community related activities and/or organizational affiliations	I was a brownie and girl scout here in Tri-Cities.
Describe your volunteer experience.	I have volunteered at Salvation Army, South Hills church, schools, currently Meals on Wheels.
What interests you about this particular board, commission, or committee?	I love Kennewick! I want to make a lasting impact for my children and all ages of the residents of Kennewick. Richland has Kadlec, WSU, Hanford and Howard Amon Park. Pasco has the sports complexes. Kennewick can be the heart of Tri-Cities. We can build that here in Kennewick.
What makes you a good choice for this board/commission?	I have experience as a child, teenager, single person, married person and single parent living in Kennewick. I was a substitute teacher for Kennewick and Finley school district. I currently work with the senior citizens. I have knowledge of what every walk of life and age of our residents.
Relevant personal or professional experience:	Community Engagement: I have a passion for the community. Public Speaking & Communication: I have the ability to effectively communicate with the public and present ideas. Knowledge of Local Issues: I am familiar with the city's challenges, demographics, and diverse communities to help make informed decisions. Leadership and management: I have experience in leading teams, making decisions, and motivating others can be valuable. Strategic Planning & Problem-Solving: I have experience in developing long-term plans, analyzing data, and finding Interpersonal Skills: I have strong communication, negotiation, and collaboration skills are essential for working effectively with colleagues.
Why are you seeking appointment?	I want to make Kennewick "The Heart of Tri-Cities". For the last couple of years, I have noticed the need for more senior citizen friendly places and how to make it senior friendly. I have noticed the Columbia Park could really use some ideas on how to upgrade and improve. I have ideas that would benefit every age and every walk of life. I will commit to be at every meeting and to make every decision with residents of Kennewick in mind.
To the best of your knowledge, would any conflict of interest be	No

created as a result of your appointment?

Personal references
(names and contact
information required):

Nellie Winters
Toni Connors



Disclaimer and Electronic
Signature Agreement

I Agree

Electronic Signature

Amy E. Johnson

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

Council Agenda Coversheet	Item Number: 4.f. Item Type: General Business Item Subject: Claims Roster: May 2025 Department: Finance	Date: 6/17/2025 Category: Consent Agenda						
								
<u>Recommendation</u> Staff recommends Council approve the Claims Roster for May 2025.								
<u>Motion for Consideration</u> Motion to approve the Claims Roster for May 2025 in the amount of \$7,594,821.42 comprised of electronic payments and check numbers 319462-319853.								
<u>Summary</u> 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 5/1/2025 - 5/31/2025: <table><tr><td>Check Numbers 319462 : 319853</td><td>\$5,215,122.50</td></tr><tr><td>Electronic Payments (EFT):</td><td>\$2,379,698.92</td></tr><tr><td>Total</td><td>\$7,594,821.42</td></tr></table>			Check Numbers 319462 : 319853	\$5,215,122.50	Electronic Payments (EFT):	\$2,379,698.92	Total	\$7,594,821.42
Check Numbers 319462 : 319853	\$5,215,122.50							
Electronic Payments (EFT):	\$2,379,698.92							
Total	\$7,594,821.42							
<u>Alternatives</u> None.								
<u>Fiscal Impact</u> \$7,594,821.42								
Attachments: 1. Claims Roster								

City of Kennewick
Claims Roster by Fund/Division
 5/1/2025 to 5/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 001				
000 - Fund Activity				
EFT	05/29/2025	167	WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX \$592.51
319664	05/09/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 86293397 \$100.00
319665	05/09/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 86285067 \$700.00
319666	05/09/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 859648741 \$700.00
319668	05/09/2025	99991	PERMIT REFUNDS	PERMIT DEPOSIT REFUND- DPW-2022-5633 \$31,875.00
319670	05/15/2025	70001	BENTON COUNTY TREASURER	CRIME VICTIM'S COMPENSATION \$969.33
319672	05/15/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 86579332 \$700.00
319675	05/15/2025	70000	WASHINGTON STATE TREASURER	COURT FINES- APRIL 2025 \$71,242.45
319678	05/22/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 86404858A \$1,300.00
319842	05/29/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 87023762 \$400.00
319849	05/29/2025	99990	MISC REFUNDS	BOND RELEASE-SPA-2024-0007 \$5,953.73
000 - Fund Activity Subtotal:				\$114,533.02
011 - City Council				
319462	05/01/2025	730	ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL \$405.00
319486	05/01/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES \$240.06
319535	05/09/2025	440	ENERGY COMMUNITIES ALLIANCE	ECA MEMBERSHIP DUES FOR CITY MANAGER \$2,500.00
011 - City Council Subtotal:				\$3,145.06
012 - City Manager				
319486	05/01/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES \$127.85
012 - City Manager Subtotal:				\$127.85
023 - Recreation Services				
EFT	05/02/2025	77146	GLOBAL PAYMENTS	MERCHANT FEES \$5,124.39
319475	05/01/2025	1093	LATINO CHAMPIONSHIPS	ADULT SOFTBALL ORDER \$5,243.69
319486	05/01/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES \$207.10
319606	05/09/2025	149	ORIGIN BRAND MERCH	YOUTH SOFTBALL LEAGUE T-SHIRTS \$2,189.00
319732	05/23/2025	7711	CULLIGAN WATER CONDITIONING	WATER DELIVERY \$80.24
319763	05/23/2025	7335	KIDS OUTDOOR EDUCATION	KID'S FISHING DAY PAYMENT \$7,189.50
319779	05/23/2025	8250	MOSES LAKE MENS SOFTBALL	ADULT SOFTBALL UMPIRE FEES \$1,750.00
023 - Recreation Services Subtotal:				\$21,783.92
024 - Facilities Maintenance				
319463	05/01/2025	10587	ALOHA GARAGE DOOR COMPANY INC	NEW SENSORS \$1,992.42
319471	05/01/2025	5426	EWING IRRIGATION PRODUCTS, INC	TURFACE FOR BALLFIELDS \$1,284.28
319473	05/01/2025	303	INTERMOUNTAIN CLEANING SERVICE INC.	CONTRACT \$18,871.00
319476	05/01/2025	4520	OTIS ELEVATOR	SERVICE CONTRACT \$7,206.03
319477	05/01/2025	10512	PACIFIC BACKFLOW SERVICES, PACIFIC BACKFLOW SERVI	BACKFLOW TESTING \$140.00

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319481	05/01/2025	957 RANCH & HOME INC	ZIP TIES FOR DUGOUT COVERS	\$88.27
319485	05/01/2025	1046 FRANK URIBE	TREE REMOVAL FROM ZINTEL AND HILDEBRAND ISLAND	\$4,296.37
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,139.24
319494	05/09/2025	8623 ACE SALES & SERVICE INC	PORTABLE TOILETS FOR NSA TOURNAMENT	\$1,219.70
319500	05/09/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT MARCH	\$6,762.21
319511	05/09/2025	749 BUILDERS HARDWARE & SUPPLY CO	KEY BLANKS FOR STOCK	\$4,761.33
319538	05/09/2025	5426 EWING IRRIGATION PRODUCTS, INC	SPRAY CHALK FOR MARKING TURF FIELDS	\$378.15
319541	05/09/2025	8774 FASTENAL COMPANY	BOLTS FOR PICNIC TABLES	\$58.93
319551	05/09/2025	1775 GRAINGER	CART FOR JANITORIAL SUPPLIES	\$2,704.94
319552	05/09/2025	4759 GRIGG ENTERPRISES INC, ACE HARDWARE	OE CLOTHING CARHARTT - KACIE COMBE	\$137.20
319564	05/09/2025	303 INTERMOUNTAIN CLEANING SERVICE INC.	CONTRACT	\$18,871.00
319572	05/09/2025	78 KENNEWICK INDUSTRIAL & ELEC	KEYS FOR HOSE BIBS	\$185.47
319587	05/09/2025	484 MILNE NAIL,POWER TOOL & REPAIR	TOOLS	\$116.48
319590	05/09/2025	5112 MOON SECURITY SERVICES, INC	FIRE SYSTEM	\$88.86
319602	05/09/2025	5460 NRC ENVIRONMENTAL SERVICES INC	DES STATE CONTRACT 06419 ENCAMPMENT CLEANUP	\$7,684.82
319613	05/09/2025	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	REFUND	(\$338.98)
319617	05/09/2025	957 RANCH & HOME INC	MISC. SUPPLIES FOR SCOTT PARK SHOP	\$160.19
319632	05/09/2025	7555 SHERWIN-WILLIAMS COMPANY	PAINT POOL	\$36.32
319650	05/09/2025	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$492.57
319653	05/09/2025	1035 WASHINGTON HARDWARE AND, FURNITURE CO	PREP TRAINING TANK WALLS	\$159.22
319657	05/09/2025	398 RENTOKIL NORTH AMERICA INC	PEST CONTROL	\$244.80
319660	05/09/2025	4505 WMS AQUATICS, WM SMITH ASSOCIATES INC.	POOL CHEMICALS - LIQUID CHLORINE	\$7,414.36
319687	05/23/2025	8623 ACE SALES & SERVICE INC	FRISBEE GOLF COURSE PORTABLE TOILET	\$723.65
319694	05/23/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	CONTRACT	\$11,601.37
319696	05/23/2025	165 ARCTIC GLACIER USA INC	ICE DELIVERY	\$48.72
319703	05/23/2025	84 BENTON PUD NO. 1	ELECTRICITY	\$31,872.38
319708	05/23/2025	749 BUILDERS HARDWARE & SUPPLY CO	POWER SUPPLY FOR FRONT DOORS	\$159.99
319713	05/23/2025	83 CASCADE NATURAL GAS	GAS SERVICE	\$10,000.25
319723	05/23/2025	4226 CONCRETE SPECIAL TIES	EXPANSION JOINT	\$34.93
319738	05/23/2025	5426 EWING IRRIGATION PRODUCTS, INC	COUPLER - MAIN LINE REPAIR	\$228.20
319739	05/23/2025	8774 FASTENAL COMPANY	BOLTS	\$16.32
319740	05/23/2025	9237 FIKES NORTHWEST CORP	SCENT	\$201.76
319746	05/23/2025	1775 GRAINGER	IRR. STAINER FOR STOCK	\$313.07
319750	05/23/2025	865 HD FOWLER COMPANY INC	DOG PARK PUMP PROJECT	\$1,786.34
319751	05/23/2025	8977 HERITAGE PROF LANDSCAPING INC	LANDSCAPING AND IRRIGATION MAI	\$5,478.48
319755	05/23/2025	303 INTERMOUNTAIN CLEANING SERVICE INC.	STRIP AND WAX 1ST AND 2ND FLOOR	\$4,924.00
319761	05/23/2025	78 KENNEWICK INDUSTRIAL & ELEC	PUMP PROJECT - DOG PARK	\$1,923.43
319774	05/23/2025	1162 MID-COLUMBIA COMMUNITY, FORESTRY COUNCIL	DUES	\$750.00
319775	05/23/2025	484 MILNE NAIL,POWER TOOL & REPAIR	RETURN	\$439.67
319778	05/23/2025	5112 MOON SECURITY SERVICES, INC	CITY HALL - 112317	\$831.87

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319782	05/23/2025	6624 MOUNT'S LOCK, KEY & ENGRAVING, INC.	NEW LOCK & KEYS FOR HANSEN COMMUNITY GARDEN	\$130.83
319783	05/23/2025	7969 MUSTANG SIGN GROUP, WANG ENTERPRISES	SPLASH PAD SIGN	\$264.14
319795	05/23/2025	467 PERFECTION GLASS, INC.	INSTALLATION OF AUTO OPERATORS POLICE DEPARTMENT	\$5,984.00
319796	05/23/2025	241 PERFORMANCE SYSTEMS INTEGRATION	FIRE EXTINGUISHERS	\$238.78
319797	05/23/2025	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	STOCK FOR VAN	\$273.90
319802	05/23/2025	957 RANCH & HOME INC	RATCHET STRAPS FOR TOWING EQUIPMENT	\$342.69
319831	05/23/2025	17 TWIN CITY METALS INC	PLATE FOR SIGN	\$28.86
024 - Facilities Maintenance Subtotal:				\$164,752.81
026 - Economic Development				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$82.84
026 - Economic Development Subtotal:				\$82.84
032 - Accounting				
EFT	05/07/2025	511 WA STATE DEPT OF RETIREMENT, SYSTEMS	B. GOLDBERG CONTRIBUTIONS	\$5,829.96
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.42
319490	05/07/2025	34 BENTON COUNTY AUDITOR	RECIPROCAL PARKING LICENSE RECORDING FEE	\$623.00
319619	05/09/2025	1314 REHN & ASSOCIATES, INC.	CONTRACTUAL/CONSULTING SERVICES	\$84.00
319835	05/23/2025	976 WA STATE AUDITOR'S OFFICE	ACCOUNTABILITY/FINANCIAL AUDIT-4/25	\$834.00
032 - Accounting Subtotal:				\$7,412.38
033 - Human Resources				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.42
319596	05/09/2025	1030 NAVIA BENEFIT SOLUTIONS, CLIENT PAY	FLEX PLAN SERVICES	\$645.00
319661	05/09/2025	49 WOODWARD, ROSS	CDL TUITION REIMBURSEMENT FOR ROSS WOODWARD	\$750.00
319798	05/23/2025	936 PROCOM	PRE-EMPLOY DRUG SCREEN	\$156.00
319808	05/23/2025	710 SANDY'S TROPHIES INC	TROPHY FOR WELLNESS EVENT	\$130.75
319818	05/23/2025	8315 STERLING	PRE-EMPLOY TESTING MATERIALS	\$1,257.67
319822	05/23/2025	5827 TALOGY INC	PROFESSIONAL SERVICES	\$368.00
033 - Human Resources Subtotal:				\$3,348.84
034 - Civil Service				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$134.26
319595	05/09/2025	4932 NATIONAL TESTING NETWORK	ANNUAL NTN FIRE MEMBERSHIP	\$3,000.00
034 - Civil Service Subtotal:				\$3,134.26
035 - Customer Service				
EFT	05/01/2025	70016 U.S. BANK	MERCHANT FEES	\$32,004.18
319480	05/01/2025	266 QUADIENT LEASING USA INC	QUARTERLY LEASE - POSTAGE MACHINE	\$654.80
319588	05/09/2025	868 MIRIAM TECHNOLOGIES INC	LIEN SEARCH SERVICES- APRIL 2025	\$1,354.57
035 - Customer Service Subtotal:				\$34,013.55
036 - Code Enforcement				

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319462	05/01/2025	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$943.09
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$281.55
319700	05/23/2025	9813 B-F JUVENILE JUSTICE CTR	GRAFFITI ABATEMENT PROGRAM	\$3,286.92
319826	05/23/2025	10971 THE BUNKER	J. GINDER: 6 WORK SHIRTS W/6 NAME/BADGE PRINT	\$354.08
319850	05/29/2025	9813 B-F JUVENILE JUSTICE CTR	GRAFFITI ABATEMENT PROGRAM	\$3,286.92
036 - Code Enforcement Subtotal:				\$8,152.56
042 - City Attorney				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$167.48
319625	05/09/2025	10226 SANGUINO, LAURENCIO	TRVL REIMB-WSAMA SPRING CONFERENCE APRIL 2025	\$58.00
319733	05/23/2025	1050 DANIEL BASSLER	BASSLER MILEAGE REIMBURSEMENT - 1ST QUARTER	\$313.60
319800	05/23/2025	3467 PRONTO PROCESS SERVICE, INC	MONTHLY COURIER SERVICE - APRIL 2025	\$117.50
319809	05/23/2025	10226 SANGUINO, LAURENCIO	POSTAGE REIMBURSEMENT - LS	\$10.10
319837	05/23/2025	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - APRIL 2025	\$2,908.85
042 - City Attorney Subtotal:				\$3,575.53
051 - City Clerk				
319643	05/09/2025	172 THE TRI-CITY HERALD	04-15-2025 ORDINANCE SUMMARY PUBLISHED	\$128.98
319827	05/23/2025	172 THE TRI-CITY HERALD	12-03-24 ORDINANCE SUMMARY LEGAL NOTICE	\$99.44
051 - City Clerk Subtotal:				\$228.42
053 - Purchasing				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.42
053 - Purchasing Subtotal:				\$41.42
054 - Information Technology				
319462	05/01/2025	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$906.20
319478	05/01/2025	8878 PAGEFREEZER SOFTWARE, INC	SOCIAL MEDIA ARCHIVING RENEWAL	\$6,401.72
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,084.01
319488	05/05/2025	8 TELCO WIRING & REPAIR INC	CITY INTERNET/WAN CHARGES	\$5,993.00
319521	05/09/2025	8131 CIVICPLUS, ICON ENTERPRISES INC	CIVICREC AND CP PAY ANNUAL FEE	\$20,724.77
319522	05/09/2025	1116 CODY LEWIS	AFTER TRVL RECON-APRIL 2025	\$357.00
319612	05/09/2025	1103 PLACER LABS INC	LOCATION ANALYTICS SOFTWARE (YEAR 1)	\$33,728.00
319635	05/09/2025	8210 SMARSH INC	MOBILE GUARD/SUPPORT -MARCH25	\$3,352.65
319714	05/23/2025	8295 CENTURYLINK	PS/ALI - ALI/SR PER 100 REC	\$27.43
319722	05/23/2025	6375 COMPUNET INC	CISCO FLEX COLLAB ANNUAL RENEWAL	\$24,551.52
319745	05/23/2025	4659 GOVERNMENT JOBS.COM INC	PERFORMED SUBSCRIPTION-SINGLE SIGN ON SUBSCRIPTION	\$15,033.03
319824	05/23/2025	8 TELCO WIRING & REPAIR INC	CITY INTERNET/WAN CHARGES	\$5,993.00
054 - Information Technology Subtotal:				\$118,152.33
062 - Planning				
319601	05/09/2025	818 NORTHWEST VERNACULAR INC	GRANT PROJECT 2024-025: HPC KENNEWICK STORY MAP	\$3,700.00
319643	05/09/2025	172 THE TRI-CITY HERALD	LEGAL PUBLICATION: DCA-2025-0004 NOPH	\$376.13

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319764	05/23/2025	399 KOTTKAMP, YEDINAK, ESWORTHY, PLLC	APRIL 14, 2025 HEARING: SUB-2024-0013 DESERT SANDS	\$1,175.00
319769	05/23/2025	1073 MAKERS ARCHITECTURE AND URBAN DESIGN LLP	MAKERS: INVOICE #2502-3 COMP PLAN UPDATE GRANT	\$33,014.29
062 - Planning Subtotal:				\$38,265.42
070 - Police Revenues				
319679	05/22/2025	99994 CPL REFUNDS	CPL REFUND REQUEST- 006739-0002A	\$49.25
070 - Police Revenues Subtotal:				\$49.25
071 - KPD-Administration				
319577	05/09/2025	2280 LANGUAGE LINE SERVICES, INC	INTERPRETATION SERVICES	\$309.37
319616	05/09/2025	18 POWERDMS, INC.	POWERSTANDARDS FOR WASPC LE	\$1,744.88
319622	05/09/2025	619 RYAN YATES	PRE-EMPLOYMENT POLYGRAPH EXAM	\$250.00
319716	05/23/2025	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHRED SERVICE	\$159.52
319721	05/23/2025	1682 COLUMBIA FITNESS SYSTEMS	PREVENTATIVE MAINTENANCE SERVICE	\$212.16
319807	05/23/2025	619 RYAN YATES	PRE-EMPLOYMENT POLYGRAPH EXAM	\$250.00
071 - KPD-Administration Subtotal:				\$2,925.93
072 - KPD-Criminal Investigation				
319462	05/01/2025	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$606.00
319519	05/09/2025	2134 CITY OF SPOKANE, UTILITIES BILLING	DRUG DISPOSAL	\$1.21
319563	05/09/2025	1019 INTERACTIVE DATA, LLC	PEOPLE SEARCH - APRIL 25	\$164.29
319598	05/09/2025	4055 NET TRANSCRIPTS INC	SIU TRANSCRIPTS	\$63.51
319785	05/23/2025	4055 NET TRANSCRIPTS INC	TRANSCRIPTS	\$519.18
319817	05/23/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$97.37
319851	05/29/2025	5662 CELLEBRITE USA, CORP	CELLEBRITE INSEYETS	\$6,522.00
072 - KPD-Criminal Investigation Subtotal:				\$7,973.56
073 - KPD-Patrol				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$92.84
319502	05/09/2025	5557 APPLIED CONCEPTS INC	STALKER RADARS	\$7,454.98
319507	05/09/2025	4965 BETTENDORF'S PRINTING & DESIGN, JUDY BETTENDORF	BUSINESS CARDS	\$478.72
319584	05/09/2025	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$828.51
319772	05/23/2025	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$816.00
319819	05/23/2025	8592 STOP STICK LTD	TRAINING KIT	\$838.08
073 - KPD-Patrol Subtotal:				\$10,509.13
074 - KPD-Staff Services				
319639	05/09/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$178.32
319654	05/09/2025	1033 WASHINGTON STATE PATROL	CPL BACKGROUND CHECKS - APRIL 25	\$540.00
319817	05/23/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$185.11
074 - KPD-Staff Services Subtotal:				\$903.43
075 - KPD-Intergovernmental				

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$10,367.98
319506	05/09/2025	14 BENTON COUNTY	WORK CREW - FEB 2025	\$17,449.58
319518	05/09/2025	100 CITY OF RICHLAND	800 MHZ RADIOS	\$31,725.24
319762	05/23/2025	5291 KENNEWICK RADIOLOGY GROUP PC	PRISONER MEDICAL	\$182.80
319829	05/23/2025	9790 TRIOS HEALTH, RCCH TRIOS HEALTH LLC	PRISONER MEDICAL	\$2,890.58
075 - KPD-Intergovernmental Subtotal:				\$62,616.18
076 - KPD-Special Services				
319462	05/01/2025	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$4,617.37
319494	05/09/2025	8623 ACE SALES & SERVICE INC	PORTABLE TOILET - SHOOTING RANGE	\$79.50
319640	05/09/2025	6187 SUN BADGE COMPANY	BADGES	\$2,902.25
319663	05/09/2025	6869 ZOLL MEDICAL CORPORATION	AED PADS	\$2,444.74
319687	05/23/2025	8623 ACE SALES & SERVICE INC	PORTABLE TOILET - SHOOTING RANGE	\$79.50
319703	05/23/2025	84 BENTON PUD NO. 1	ELECTRICITY	\$40.93
319717	05/23/2025	422 CLARITY POINT PLLC	WELLNESS PROGRAM	\$4,025.96
319742	05/23/2025	9312 FIRST RESPONDER OUTFITTERS INC.	QUARTERMASTER SUPPLIES - NEW HIRE	\$4,541.15
319799	05/23/2025	4186 PROFORCE LAW ENFORCEMENT	RIFFLE TRADE CREDIT MEMO	(\$14,922.34)
319808	05/23/2025	710 SANDY'S TROPHIES INC	RETIREMENT FLAG BOX	\$99.61
319826	05/23/2025	10971 THE BUNKER	QUARTERMASTER SUPPLIES	\$3,462.79
076 - KPD-Special Services Subtotal:				\$7,371.46
081 - Fire Administration				
319525	05/09/2025	1308 COLUMBIA VALLEY DAYBREAK ROTARY CLUB	QUARTERLY DUES	\$87.50
319639	05/09/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS2 STATION SUPPLIES	\$304.32
319716	05/23/2025	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SECURED SHRED SERVICE	\$76.35
319719	05/23/2025	7849 COLUMBIA BASIN ICE AND, TRANSPORT	ICE	\$121.88
319817	05/23/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS2 STATION SUPPLIES	\$435.63
319823	05/23/2025	7079 TCA ARCHITECTURE PLANNING INC	FS1 - GENERATOR TESTING	\$926.31
319828	05/23/2025	168 TRILOGY MEDWASTE WEST LLC	MONTHLY RX DISPOSAL	\$16.82
319830	05/23/2025	2861 TROPHY SHOPPE, THE, JEFFREY BRITTON	ANNUAL AWARDS	\$561.41
081 - Fire Administration Subtotal:				\$2,530.22
082 - Fire Suppression				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,269.79
319504	05/09/2025	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	SCREENPRINTING	\$347.84
319545	05/09/2025	5823 GALLS, LLC	DANNER REPLACEMENT ZIPPER	\$288.42
319575	05/09/2025	4244 L N CURTIS & SONS	RIT PACK TESTING	\$2,235.35
319582	05/09/2025	1206 MED-TECH RESOURCE INC	XL STRUCTURAL FF GLOVES	\$385.63
319592	05/09/2025	8288 MSA SAFETY SALES LLC, MSA SAFETY INCORPORATED	SCBA RE-CERT TRAINING	\$780.00
319628	05/09/2025	7872 SEA WESTERN INC	STRUCTURAL FF BOOTS SZ.11.5	\$61.95
319669	05/14/2025	5823 GALLS, LLC	NEW HIRE UNIFORMS	\$93.44
319744	05/23/2025	5823 GALLS, LLC	PANTS - FENNO	\$34.66

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319756	05/23/2025	10166 ISPYFIRE INC	ANNUAL SUBSCRIPTION RENEWAL	\$2,013.67
319765	05/23/2025	4244 L N CURTIS & SONS	SCBA REPAIR SUPPLIES	\$39.88
319771	05/23/2025	1206 MED-TECH RESOURCE INC	GEAR BAGS	\$139.97
319787	05/23/2025	5059 NORTHWEST SAFETY CLEAN	TURNOUT INSP. & CLEANING	\$800.22
319811	05/23/2025	7872 SEA WESTERN INC	HAIX BOOTS	\$502.09
082 - Fire Suppression Subtotal:				\$8,992.91
083 - Fire Prevention/Investigation				
319462	05/01/2025	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	(\$90.00)
083 - Fire Prevention/Investigation Subtotal:				(\$90.00)
090 - Engineering				
319462	05/01/2025	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$1,078.79
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$634.25
319565	05/09/2025	529 INTERMOUNTAIN MATERIAL TESTING	MATERIAL TESTING P2011	\$232.50
319695	05/23/2025	488 APWA	APWA ANNUAL MEMBERSHIP RENEWAL	\$1,148.20
319789	05/23/2025	3700 OFFICE DEPOT INC	OFFICE SUPPLIES	\$61.65
090 - Engineering Subtotal:				\$3,155.39
100 - GF-Nondepartmental				
EFT	05/07/2025	511 WA STATE DEPT OF RETIREMENT, SYSTEMS	OASI 2024 TAX YEAR	\$142.51
319467	05/01/2025	34 BENTON COUNTY AUDITOR	2024 VOTER REGISTRATION MAINTENANCE	\$116,456.89
319472	05/01/2025	926 GORDON THOMAS HONEYWEL GOVERNMENTAL AFFAIRS		\$15,463.52
319483	05/01/2025	3699 TRI-CITY AREA CHAMBER, OF COMMERCE	REGIONAL CHAMBER ANNUAL MEMBERSHIP DUE: 2025-2026	\$6,000.00
319484	05/01/2025	3736 TRIDEC	HANFORD COMMUNITIES ANNUAL CONTRIBUTION	\$22,418.00
319500	05/09/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT MARCH	\$526.13
319517	05/09/2025	435 CITY OF PASCO	2025 Q1 ANIMAL SHELTER BUILDING EXPENSES	\$16,056.93
319550	05/09/2025	926 GORDON THOMAS HONEYWEL GOVERNMENTAL AFFAIRS	FOR GOVERNMENTAL AFFAIRS SERVICES PROVIDED DURING	\$5,000.00
319701	05/23/2025	8297 BENTON CO COMMISSIONERS	BCDC/PROB EXPENSES - APRIL 2025 (20.35%)	\$194,538.87
319703	05/23/2025	84 BENTON PUD NO. 1	ELECTRICITY	\$3,226.62
319713	05/23/2025	83 CASCADE NATURAL GAS	GAS SERVICE	\$371.68
319732	05/23/2025	7711 CULLIGAN WATER CONDITIONING	WATER DELIVERY	\$587.78
319778	05/23/2025	5112 MOON SECURITY SERVICES, INC	MCL - 113129	\$88.86
100 - GF-Nondepartmental Subtotal:				\$380,877.79
Total For Fund 001				\$1,008,565.46
Fund 102				
000 - Fund Activity				
EFT	05/29/2025	167 WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$364.48
000 - Fund Activity Subtotal:				\$364.48
010 - Fund Activity				

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319464	05/01/2025	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	EMBROIDERY OE CLOTHING HAYDEN DOCKEN	\$16.31
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$345.72
319497	05/09/2025	9968 AG SPRAY EQUIPMENT, FIMCO INC	DE ICER FITTING	\$28.92
319562	05/09/2025	113 INLAND ASPHALT COMPANY, CPM DEVELOPMENT CORP	HOT MIX	\$457.00
319607	05/09/2025	1062 OSBURN ASSOCIATES INC	TECH FOR PLOTTER REPAIR	\$3,500.00
319617	05/09/2025	957 RANCH & HOME INC	PROPANE FOR THERMO PLASTIC	\$345.80
319691	05/23/2025	5681 AMERIGAS PROPANE LP	PROPANE TANK RENTAL	\$127.87
319709	05/23/2025	1817 RADIO SERVICE COMPANY INC	MICS FOR HANDHELD RADIOS	\$509.31
319759	05/23/2025	526 JOSH JACOBSEN	UNIFORM ALLOWANCE	\$195.65
319760	05/23/2025	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - APRIL	\$170.79
319775	05/23/2025	484 MILNE NAIL,POWER TOOL & REPAIR	CHALK FOR CROSS WALK MARKINGS	\$11.97
319802	05/23/2025	957 RANCH & HOME INC	PAINT FOR BRIDGE GRAFFITI	\$26.08
010 - Fund Activity Subtotal:				\$5,735.42
110 - Traffic				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$303.60
319508	05/09/2025	1096 BKK ENTERPRISES, LLC	ELTEC GPS TIME CLOCK	\$12,498.94
319551	05/09/2025	1775 GRAINGER	RAGS FOR CLEANING SIGNALS	\$350.95
319572	05/09/2025	78 KENNEWICK INDUSTRIAL & ELEC	GALVANIZE AND DRILL BITS	\$111.14
319585	05/09/2025	10164 MIDWESTERN SOFTWARE SOLUTIONS, LLC	ANNUAL LICENSE AND SUPPORT	\$2,923.46
319695	05/23/2025	488 APWA	APWA ANNUAL MEMBERSHIP RENEWAL	\$229.60
319696	05/23/2025	165 ARCTIC GLACIER USA INC	ICE DELIVERY	\$42.22
319703	05/23/2025	84 BENTON PUD NO. 1	ELECTRICITY	\$28,173.04
319746	05/23/2025	1775 GRAINGER	RAGS AND CLEANER	\$131.24
319760	05/23/2025	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - APRIL	\$170.79
110 - Traffic Subtotal:				\$44,934.98
Total For Fund 102				\$51,034.88
Fund 106				
010 - Fund Activity				
319486	05/01/2025	30 VERIZON NORTHWEST	BIPIN CELL PHONES	\$129.26
319488	05/05/2025	8 TELCO WIRING & REPAIR INC	BIPIN NETWORK CONNECTIONS	\$7,957.81
319824	05/23/2025	8 TELCO WIRING & REPAIR INC	BIPIN NETWORK CONNECTIONS	\$7,957.81
010 - Fund Activity Subtotal:				\$16,044.88
Total For Fund 106				\$16,044.88
Fund 107				
140 - HOME				
319704	05/23/2025	4125 BENTON-FRANKLIN TITLE CO.	RECONVEYANCE RECORDING FEE	\$380.00
140 - HOME Subtotal:				\$380.00

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Total For Fund 107				\$380.00
Fund 111				
010 - Fund Activity				
319641	05/09/2025	4174 TAYLOR, JEREMY	CAT REIMBURSEMENT	\$80.00
010 - Fund Activity Subtotal:				\$80.00
Total For Fund 111				\$80.00
Fund 116				
010 - Fund Activity				
319492	05/07/2025	73761 TRI-CITIES VISITOR & CONV. BUR	TOURISM PROMOTION AREA DISTRIBUTION- APRIL 25	\$62,224.43
319645	05/09/2025	176 TRI-CITIES VISITOR &, CONVENTION BUREAU	CONTRACT DUES 2025-APRIL	\$25,286.72
010 - Fund Activity Subtotal:				\$87,511.15
Total For Fund 116				\$87,511.15
Fund 117				
042 - City Attorney				
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$83.72
319800	05/23/2025	3467 PRONTO PROCESS SERVICE, INC	MONTHLY COURIER SERVICE - APRIL 2025	\$17.50
319837	05/23/2025	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - APRIL 2025	\$944.13
042 - City Attorney Subtotal:				\$1,045.35
072 - KPD-Criminal Investigation				
319637	05/09/2025	7685 SPECIAL CONSULTING SERVICES, LLC	UNSOLVED HOMICIDE/MISSING PERSON CASES/ORG CON	\$2,500.00
072 - KPD-Criminal Investigation Subtotal:				\$2,500.00
073 - KPD-Patrol				
319479	05/01/2025	4186 PROFORCE LAW ENFORCEMENT	RIFLES	\$9,123.59
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,413.81
319586	05/09/2025	1094 MILE HIGH SHOOTING ACCESSORIES LLC	RIFLES	\$15,222.32
319799	05/23/2025	4186 PROFORCE LAW ENFORCEMENT	RIFLES	\$18,082.69
073 - KPD-Patrol Subtotal:				\$43,842.41
Total For Fund 117				\$47,387.76
Fund 118				
010 - Fund Activity				
319487	05/01/2025	1512 WSNIA	2025 WSNIA TRAINING COURSE	\$7,000.00
319498	05/09/2025	9426 AIRLINES REPORTING CORPORATION	250 PREPAID SEARCHES-TIP	\$13,750.00
319516	05/09/2025	10777 CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	\$6,481.06
319526	05/09/2025	1114 CONNIE M PATTERSON	NW HIDTA ASSISTANT FINANCIAL MANAGER	\$1,466.18
319527	05/09/2025	1114 CONNIE M PATTERSON	NW HIDTA ASSISTANT FINANCIAL MANAGER	\$366.56

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319531	05/09/2025	10225 DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	\$8,555.47
319533	05/09/2025	11026 ELIZABETH POWELL	NW HIDTA PUBLIC HEALTH	\$5,450.25
319537	05/09/2025	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$4,405.82
319544	05/09/2025	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$4,405.82
319555	05/09/2025	403 HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	\$3,599.81
319561	05/09/2025	830 IAN WAYNE MCKENZIE	NW HIDTA OPERATIONS MANAGER	\$5,285.00
319589	05/09/2025	301 MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	\$4,405.82
319621	05/09/2025	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$5,626.08
319631	05/09/2025	396 SHAWN ALEXANDER MITCHELL	NW HIDTA INTELLIGENCE ANALYST	\$4,405.82
319656	05/09/2025	10001 WEINER, JONATHAN M	NW HIDTA DIRECTOR	\$9,997.38
319688	05/23/2025	465 AFFIRMA CONSULTING LLC	APRIL- SUPPORT	\$2,200.00
319699	05/23/2025	90 AUTHENTIC8 INC	ANNUAL RENEWAL OF SUBSCRIPTION	\$11,382.93
319715	05/23/2025	10777 CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	\$6,481.06
319725	05/23/2025	1114 CONNIE M PATTERSON	NW HIDTA ASSISTANT FINANCIAL MANAGER	\$1,466.18
319734	05/23/2025	10225 DURAN, MATTHEW LAWRENCE	ATTEND 2025 RX & ILLICIT DRUG SUMMIT-TN	\$13,188.02
319736	05/23/2025	11026 ELIZABETH POWELL	NW HIDTA PUBLIC HEALTH	\$5,450.25
319737	05/23/2025	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$4,405.82
319743	05/23/2025	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$6,203.01
319749	05/23/2025	403 HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	\$3,962.86
319753	05/23/2025	830 IAN WAYNE MCKENZIE	NW HIDTA OPERATIONS MANAGER	\$6,974.51
319777	05/23/2025	301 MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	\$5,635.89
319806	05/23/2025	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$5,626.08
319813	05/23/2025	396 SHAWN ALEXANDER MITCHELL	NW HIDTA INTELLIGENCE ANALYST	\$4,917.94
319836	05/23/2025	10001 WEINER, JONATHAN M	ATTEND 2025 RX & ILLICIT DRUG SUMMIT-TN	\$12,233.91
010 - Fund Activity Subtotal:				\$175,329.53
Total For Fund 118				\$175,329.53
Fund 300				
000 - Fund Activity				
EFT	05/29/2025	167 WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$124.82
000 - Fund Activity Subtotal:				\$124.82
010 - Fund Activity				
319468	05/01/2025	84 BENTON PUD NO. 1	P2214 WO 698146 LATE FEE	\$168.63
319489	05/05/2025	1111 WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD	P2411 GRANT REIMBURSEMENT	\$1,311.57
319676	05/19/2025	7466 DEPARTMENT OF COMMERCE	PWTFNT-430275 PC18-96103-021	\$286,130.28
319720	05/23/2025	6389 COLUMBIA ELECTRIC SUPPLY	LED PHOTOCELLS	\$889.44
319757	05/23/2025	10938 ITERIS INC	CCB & 7TH AVENUE TIMING AND COORDINATION	\$3,165.20
010 - Fund Activity Subtotal:				\$291,665.12

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
160 - Land & Facilities				
319474	05/01/2025	9773 KITTELSON & ASSOCIATES INC	PROFESSIONAL SERVICES	\$24,231.17
319512	05/09/2025	810 C WATTS TRUCKING LLC	90% PAYMENT COLUMBIA PARK BLEACHER DEMO	\$16,796.00
319523	05/09/2025	1332 COFFEY REFRIGERATION	CAFE FRIDGE REPAIR	\$3,415.44
319547	05/09/2025	7148 GLOBAL EQUIPMENT COMPANY INC	LAWRENCE SCOTT PLAYGROUND AMENITIES	\$10,206.82
319551	05/09/2025	1775 GRAINGER	PAINT SPRAYER	\$5,288.49
319573	05/09/2025	9773 KITTELSON & ASSOCIATES INC	CONSULTATION-TRAILS MASTERPLAN	\$643.70
319576	05/09/2025	638 LANDSCAPE STRUCTURES	LAWRENCE SCOTT PLAYGROUND DESIGN/SUPPLY/INSTALL	\$213,623.93
319593	05/09/2025	7969 MUSTANG SIGN GROUP, WANG ENTERPRISES	DUGOUT COVERS	\$5,576.00
319644	05/09/2025	930 TOTAL ENERGY MANAGEMENT	90% PAYMENT CIVIC POOL MINI-SPLIT INSTALL	\$7,187.71
319690	05/23/2025	3767 AMERICAN RAMP COMPANY	95% PAYMENT VANCOUVER BIKE TRACK	\$37,119.82
319710	05/23/2025	810 C WATTS TRUCKING LLC	LAWRENCE SCOTT PLAYGROUND SITE DEMOLITION AND PREP	\$80,582.00
319726	05/23/2025	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	MAST ARM FOR 10TH CITY YARD PROJECT	\$1,615.20
319731	05/23/2025	322 CUBBY'S ELECTRIC MOTOR & PUMP	COLUMBIA PARK IRRIGATION PUMP	\$12,605.18
319776	05/23/2025	1053 MIRACLE PLAYSYSTEMS II LLC	SOUTHRIDGE SHADE MATERIAL	\$12,687.17
319853	05/29/2025	930 TOTAL ENERGY MANAGEMENT	CITY HALL IT SERVER ROOM HVAC REPLACEMENT	\$84,701.22
160 - Land & Facilities Subtotal:				\$516,279.85
170 - Capital Purchases				
319852	05/29/2025	850 NOVACOAST	ADVANCED AUTHENTICATION PROFESSIONAL SERVICES	\$87.50
170 - Capital Purchases Subtotal:				\$87.50
Total For Fund 300				\$808,157.29
Fund 303				
010 - Fund Activity				
319501	05/09/2025	501 APOLLO, INC.	P2011 PAY EST 2	\$291,631.80
319566	05/09/2025	4713 J-U-B ENGINEERS INC	P2403 CONSULTANT INVOICE	\$25,438.60
319720	05/23/2025	6389 COLUMBIA ELECTRIC SUPPLY	P2112 SIGNAL POLE, ANCHOR BOLTS AND BREAKAWAY BASE	\$4,546.04
319726	05/23/2025	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	P2112 LUMINAIRES & SHORTING CAPS / AH & ST	\$11,877.81
319730	05/23/2025	417 KAR-GOR INC	P2112 ILLUMINATED STREET NAME SIGNS	\$12,128.81
010 - Fund Activity Subtotal:				\$345,623.06
Total For Fund 303				\$345,623.06
Fund 402				
000 - Fund Activity				
EFT	05/29/2025	167 WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$96.70
319840	05/29/2025	99993 AMBULANCE REFUNDS	AMBULANCE REFUND-280-KFD2403848	\$111.95
000 - Fund Activity Subtotal:				\$208.65
010 - Fund Activity				
EFT	05/29/2025	167 WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$20,832.56

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$938.54
319504	05/09/2025	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	SCREENPRINTING	\$521.76
319509	05/09/2025	3495 BOUND TREE MEDICAL LLC	GENERAL MEDICAL SUPPLIES	\$248.21
319513	05/09/2025	7715 CARDINAL HEALTH 411, INC	MEDICATION	\$1,220.64
319525	05/09/2025	1308 COLUMBIA VALLEY DAYBREAK ROTARY CLUB	QUARTERLY DUES	\$87.50
319545	05/09/2025	5823 GALLS, LLC	DANNER REPLACEMENT ZIPPER	\$1,634.48
319579	05/09/2025	8868 LIFE-ASSIST	IV SOLUTION	\$11,847.03
319582	05/09/2025	1206 MED-TECH RESOURCE INC	XL STRUCTURAL FF GLOVES	\$1,392.16
319609	05/09/2025	917 OXARC, INC.	OXYGEN	\$208.16
319628	05/09/2025	7872 SEA WESTERN INC	STRUCTURAL FF BOOTS SZ.11.5	\$351.05
319639	05/09/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS2 STATION SUPPLIES	\$304.30
319663	05/09/2025	6869 ZOLL MEDICAL CORPORATION	SINGLE-BAY CHARGERS (2)	\$4,153.48
319669	05/14/2025	5823 GALLS, LLC	NEW HIRE UNIFORMS	\$529.37
319706	05/23/2025	3495 BOUND TREE MEDICAL LLC	IV SUPPLIES	\$502.54
319711	05/23/2025	7715 CARDINAL HEALTH 411, INC	MEDICATION	\$1,652.59
319716	05/23/2025	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SECURED SHRED SERVICE	\$76.34
319719	05/23/2025	7849 COLUMBIA BASIN ICE AND, TRANSPORT	ICE	\$121.87
319744	05/23/2025	5823 GALLS, LLC	PANTS - FENNO	\$196.46
319756	05/23/2025	10166 ISPYFIRE INC	ANNUAL SUBSCRIPTION RENEWAL	\$1,519.08
319767	05/23/2025	8868 LIFE-ASSIST	IV & GENERAL MEDICAL SUPPLIES	\$4,909.29
319771	05/23/2025	1206 MED-TECH RESOURCE INC	GEAR BAGS	\$209.96
319792	05/23/2025	917 OXARC, INC.	OXYGEN	\$758.08
319810	05/23/2025	1083 SCOTT MILLER	REIMB. MEDIC SCHOOL TUITION	\$1,423.93
319811	05/23/2025	7872 SEA WESTERN INC	HAIX BOOTS	\$669.49
319817	05/23/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS2 STATION SUPPLIES	\$435.59
319820	05/23/2025	5689 STRYKER SALES CORPORATION, STRYKER MEDICAL	POWERLOAD REPAIRS	\$1,428.54
319821	05/23/2025	10778 SYSTEMS DESIGN WEST LLC	AMBULANCE BILLING SERVICES	\$11,331.62
319823	05/23/2025	7079 TCA ARCHITECTURE PLANNING INC	FS1 - GENERATOR TESTING	\$926.31
319828	05/23/2025	168 TRILOGY MEDWASTE WEST LLC	MONTHLY RX DISPOSAL	\$16.82
319839	05/23/2025	6869 ZOLL MEDICAL CORPORATION	GENERAL MEDICAL SUPPLIES	\$762.96
010 - Fund Activity Subtotal:				\$71,210.71
Total For Fund 402				\$71,419.36
Fund 403				
000 - Fund Activity				
319491	05/07/2025	99991 PERMIT REFUNDS	PERMIT REFUND BLDR-2025-1044	\$287.14
319673	05/15/2025	99991 PERMIT REFUNDS	PERMIT REFUND BLDR-2025-1021	\$432.09
319674	05/15/2025	99991 PERMIT REFUNDS	PERMIT REFUND BLDR-2025-1291	\$2,348.94
000 - Fund Activity Subtotal:				\$3,068.17
010 - Fund Activity				

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
EFT	05/01/2025	70016 U.S. BANK	MERCHANT FEES	\$9,191.49
319462	05/01/2025	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$281.00
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$347.13
319534	05/09/2025	1113 EMILY LYONS	TRVL REIMB-WABO CONFERENCE MARCH 2025	\$180.77
319642	05/09/2025	6977 THE BUILDING DEPARTMENT INC	APRIL 2025 CONTRACT BLDG INSPECTIONS	\$2,992.00
319825	05/23/2025	6977 THE BUILDING DEPARTMENT INC	D. WOOLSEY: APRIL 2025 CONTRACT BUILDING INSPECT	\$3,564.00
010 - Fund Activity Subtotal:				\$16,556.39
Total For Fund 403				\$19,624.56
Fund 404				
010 - Fund Activity				
319500	05/09/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	TOYOTA CENTER HVAC REPLACEMENT PH2 PROJECT	\$1,764.60
010 - Fund Activity Subtotal:				\$1,764.60
Total For Fund 404				\$1,764.60
Fund 405				
010 - Fund Activity				
EFT	05/29/2025	167 WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$3,906.58
319464	05/01/2025	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	EMBROIDERY OE CLOTHING KEITH WALKER	\$16.31
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$867.38
319543	05/09/2025	86 FERGUSON ENTERPRISES INC	19TH AND ELY WATER LINE REPAIR	\$361.39
319572	05/09/2025	78 KENNEWICK INDUSTRIAL & ELEC	PIPE FOR 19TH AND ELY IRRIGATION	\$1,108.30
319617	05/09/2025	957 RANCH & HOME INC	LIGHT FOR DRYWELL INSPECTIONS	\$137.07
319695	05/23/2025	488 APWA	APWA ANNUAL MEMBERSHIP RENEWAL	\$229.60
319761	05/23/2025	78 KENNEWICK INDUSTRIAL & ELEC	IRRIGATION PARTS	\$544.30
319802	05/23/2025	957 RANCH & HOME INC	NET FOR BABY DUCKS IN CATCH BASINS	\$17.39
010 - Fund Activity Subtotal:				\$7,188.32
Total For Fund 405				\$7,188.32
Fund 410				
000 - Fund Activity				
EFT	05/29/2025	167 WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$60.84
319556	05/09/2025	865 HD FOWLER COMPANY INC	INV 300 HD FOWLER	\$4,885.99
319677	05/22/2025	70027 CITY OF KENNEWICK	WTR USED ACT#49010089-00	\$133.38
319680	05/22/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2025-1140	\$304.93
319681	05/22/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2025-1247	\$381.69
319682	05/22/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2024-1600	\$400.00
319683	05/22/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2024-3134	\$400.00
319684	05/22/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2024-2052	\$250.00
319685	05/22/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2025-0632	\$400.00

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319841	05/29/2025	70027 CITY OF KENNEWICK	WTR USED ACT #49010284-00	\$742.91
319843	05/29/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2024-1601	\$400.00
319844	05/29/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2025-1377	\$341.87
319845	05/29/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2024-1621	\$363.91
319846	05/29/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2025-0994	\$259.66
319847	05/29/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2024-1529	\$236.17
319848	05/29/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2020-02551	\$55.48
000 - Fund Activity Subtotal:				\$9,616.83
010 - Fund Activity				
EFT	05/14/2025	6441 MERRELL BROTHERS INC	P2209 PAY EST 7	\$2,151,092.07
EFT	05/29/2025	167 WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$78,155.25
319462	05/01/2025	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$465.00
319464	05/01/2025	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	EMBROIDERY OE CLOTHING BRYAN BENTRUP	\$195.66
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$3,734.29
319499	05/09/2025	2738 ANATEK LABS INC	TOC SAMPLING	\$180.00
319500	05/09/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT MARCH	\$1,410.47
319505	05/09/2025	4052 BATTERIES PLUS	WWTP - FLOW LOGGER BATTERIES	\$1,176.84
319528	05/09/2025	13 CORE & MAIN LP	O RING FOR CLOW FIRE HYDRANTS	\$80.12
319530	05/09/2025	2966 CULBERT CONSTRUCTION INC	P2211 PAY EST 4	\$432,419.19
319539	05/09/2025	9431 FAIRBANK EQUIPMENT	SPRAY NOZZLES FOR THE SPRAY TANK	\$24.30
319543	05/09/2025	86 FERGUSON ENTERPRISES INC	ROD ASSEMBLY TO REPAIR MUELLER FIRE HYDRANT	\$613.47
319551	05/09/2025	1775 GRAINGER	V BELTS FOR MAKE UP AIR UNIT ON SCREEN ROOM	\$59.51
319552	05/09/2025	4759 GRIGG ENTERPRISES INC, ACE HARDWARE	DRILL BIT FOR ANCHORS	\$233.82
319554	05/09/2025	7234 GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS	P2418 CONSULTANT INVOICE	\$680.00
319556	05/09/2025	865 HD FOWLER COMPANY INC	O RING TO REPAIR KENNEDY K-81	\$902.78
319557	05/09/2025	6569 HDR INC	P2117 CONSULTANT INVOICE	\$8,371.46
319565	05/09/2025	529 INTERMOUNTAIN MATERIAL TESTING	MATERIAL TESTING P2209	\$7,881.25
319566	05/09/2025	4713 J-U-B ENGINEERS INC	P2209 CONSULTANT INVOICE	\$54,361.87
319567	05/09/2025	4624 JCI JONES CHEMICALS INC	RC5 CHEMICALS - SODIUM HYPOCHLORITE	\$8,963.02
319571	05/09/2025	669 KELLER ASSOCIATES INC	P2408 CONSULTANT INVOICE	\$16,043.75
319572	05/09/2025	78 KENNEWICK INDUSTRIAL & ELEC	1/2" KNOCKOUT SEAL	\$114.43
319597	05/09/2025	1290 NCL OF WISCONSIN, INC.	LAB SUPPLIES	\$1,865.29
319599	05/09/2025	4748 NORTH COAST ELECTRIC COMPANY	CONTROL WIRE LABELS	\$171.39
319600	05/09/2025	4466 NORTHSTAR CHEMICAL INC	CHLORINE FOR NON POTABLE SYSTEM	\$1,496.21
319605	05/09/2025	3700 OFFICE DEPOT INC	OFFICE SUPPLIES	\$56.91
319613	05/09/2025	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	WTP SECURITY PROJECT	\$7,277.85
319614	05/09/2025	3086 POLLARD WATER	CHLORINE FIELD TEST TABLETS	\$80.91
319617	05/09/2025	957 RANCH & HOME INC	SALT FOR THE WATER SOFTNER	\$345.99
319623	05/09/2025	5006 SAFETY-KLEEN SYSTEMS INC	PARTS WASHER FLUID CHANGE AND SERVICE	\$987.65
319629	05/09/2025	111 SHARPE & PRESZLER CONSTRUCTION	COLORADO MANHOLE ADJUSTMENTS	\$1,693.04

City of Kennewick
Claims Roster by Fund/Division
5/1/2025 to 5/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319633	05/09/2025	1081 SKYLER ROBERTS	UNIFORM ALLOWANCE	\$315.44
319646	05/09/2025	6270 TRI-CITY SIGN & BARRICADE	LOCATE PAINT	\$178.87
319649	05/09/2025	17 TWIN CITY METALS INC	REBAR TO MODIFY ROUND LIDS TO ACCOMMODATE RADIO	\$10.88
319650	05/09/2025	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$155.16
319651	05/09/2025	63 WA STATE DEPT TRANSPORTATION, HIGHWAYS & LOCAL PR	P2211 UTILITY PERMIT	\$15,911.32
319676	05/19/2025	7466 DEPARTMENT OF COMMERCE	PWTFNT-432848 PC18-96103-003	\$1,541,131.48
319689	05/23/2025	1065 ALLMAX SOFTWARE LLC	ADDED SEAT FOR SOFTWARE	\$1,500.00
319692	05/23/2025	7400 ANALYTICAL SERVICES INC	AEROBIC ENDOSPORE SAMPLES	\$310.00
319693	05/23/2025	2738 ANATEK LABS INC	TOC SAMPLING	\$182.70
319695	05/23/2025	488 APWA	APWA ANNUAL MEMBERSHIP RENEWAL	\$689.00
319696	05/23/2025	165 ARCTIC GLACIER USA INC	ICE DELIVERY	\$71.46
319698	05/23/2025	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	OE UNIFORM - WTP SEASONALS	\$816.86
319703	05/23/2025	84 BENTON PUD NO. 1	ELECTRICITY	\$118,700.90
319705	05/23/2025	9733 BNSF RAILWAY COMPANY	16" PRIVATE RD XING LEASE (6/25-6/26) CONTR#524054	\$100.00
319707	05/23/2025	177 BRIAN BRITTAIN	UNIFORM ALLOWANCE	\$487.37
319713	05/23/2025	83 CASCADE NATURAL GAS	GAS SERVICE	\$1,034.12
319720	05/23/2025	6389 COLUMBIA ELECTRIC SUPPLY	3/4 J BOX FOR WET WELL FLOATS & LEVEL SENSOR	\$1,543.07
319727	05/23/2025	13 CORE & MAIN LP	CLOW FIRE HYDRANT REPAIR PARTS	\$392.27
319746	05/23/2025	1775 GRAINGER	GREASE FOR UV WIPERS SEALS	\$171.10
319747	05/23/2025	4759 GRIGG ENTERPRISES INC, ACE HARDWARE	OE UNIFORM - DARRELL BUCK	\$676.17
319748	05/23/2025	1339 HANSON, MIKE	UNIFORM ALLOWANCE	\$193.66
319750	05/23/2025	865 HD FOWLER COMPANY INC	KENNEDY K81 FIRE HYDRANT REPAIR PARTS	\$18,918.65
319754	05/23/2025	9099 IDEXX DISTRIBUTION INC	FECAL TEST ITEMS	\$52.05
319758	05/23/2025	4624 JCI JONES CHEMICALS INC	WTP CHEMICALS - SODIUM HYPOCHLORITE	\$9,631.15
319760	05/23/2025	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - APRIL	\$175.97
319761	05/23/2025	78 KENNEWICK INDUSTRIAL & ELEC	LUBRICATION FOR PULLING CABLE 3RD & OAK FLOWMETER	\$122.34
319768	05/23/2025	3154 M & M BOLT COMPANY, LLC	BOLTS AND ZIP TIES FOR THE TV VAN	\$60.58
319778	05/23/2025	5112 MOON SECURITY SERVICES, INC	WFP - 10128	\$134.87
319781	05/23/2025	1355 MOTION INDUSTRIES INC	PARTS FOR SCREEN ROOM GEAR BOXES	\$141.15
319793	05/23/2025	300 PASCO MACHINE CO INC	SPRING AND SEAT FOR 19TH AND OLY PUMP	\$697.82
319802	05/23/2025	957 RANCH & HOME INC	SALT FOR SOFTENER AND HYPO GENERATION	\$691.99
319832	05/23/2025	2900 U.S. ARMY CORPS OF ENGINEERS, WALLA WALLA DISTRIC	EASEMENT RENEWAL - DACW68-2-00-32 & DACW68-2-00-33	\$10,000.00
319833	05/23/2025	787 UNIVAR USA INC.	WTP CHEMICALS	\$13,832.78
319834	05/23/2025	7925 HD SUPPLY INC	TUBING FOR PRETREATMENT SLUDGE JUDGE	\$6,325.73
319838	05/23/2025	893 ZACHARY RENSINK	UNIFORM ALLOWANCE	\$180.17
010 - Fund Activity Subtotal:				\$4,526,670.87
Total For Fund 410				\$4,536,287.70

Fund 501

000 - Fund Activity

City of Kennewick
Claims Roster by Fund/Division
5/1/2025 to 5/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT	
EFT	05/29/2025	167	WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$3,650.07
319514	05/09/2025	5061	CEDAR RAPIDS TIRE CO	INV 800 DURO TIRES	\$356.02
319529	05/09/2025	5727	COSTCO ANYWHERE CITI VISA	INV 700 POWERSTOP BRAKES	\$423.24
319536	05/09/2025	10299	ENVIRONMENTAL PRODUCTS AND, ACCESSORIES LLC	INV 700 EPA	\$1,548.25
319549	05/09/2025	10783	GOODYEAR COMMERCIAL TIRE, GOODYEAR TIRE & RUBBER	INV 800 GOODYEAR TIRES	\$2,405.66
319583	05/09/2025	1095	MEG-MO INC	INV 700 MEG-MO VIA INVOICE #664	\$795.69
319594	05/09/2025	8875	NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 NAPA	\$78.07
319604	05/09/2025	4217	O'REILLY AUTO PARTS	INV 700 O'REILLY	\$1,855.01
319610	05/09/2025	6241	PASCO TIRE FACTORY INC	INV 800 PASCO TIRE FACTORY	\$4,352.32
319724	05/23/2025	4853	CONNELL OIL INC, 76 DISTRIBUTING	INV 700 OIL	\$2,438.53
319728	05/23/2025	5727	COSTCO ANYWHERE CITI VISA	INV 700 O'REILLY	\$156.56
319752	05/23/2025	8711	HUGHES FIRE EQUIPMENT INC	INV 700 HUGHES FIRE	\$315.76
				000 - Fund Activity Subtotal:	\$18,375.18
010 - Fund Activity					
319462	05/01/2025	730	ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$272.00
319482	05/01/2025	2366	C SPECK MOTORS	2025 HYUNDAI SANTA FE VEH 7508 - POLICE DETECTIVE	\$40,322.45
319486	05/01/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$174.27
319496	05/09/2025	10995	ADVANTAGE PRESSUREPRO LLC	TIRE PRESSURE SYSTEMS FOR FLEET	\$2,364.73
319503	05/09/2025	5050	ARG INDUSTRIAL	O-RINGS FOR V3907	\$44.87
319504	05/09/2025	1568	ATOMIC SCREEN PRINT &, EMBROIDERY	EMBROIDERY OE CLOTHING GREG MAHLER	\$16.31
319524	05/09/2025	1310	COLEMAN OIL COMPANY	COLUMBIA PARK MOWER FUEL	\$30,077.82
319559	05/09/2025	8572	HIGH DESERT MAINTENANCE INC	FLANGE/FLEX HOSE FOR V4612	\$478.72
319568	05/09/2025	3363	JIM'S PACIFIC GARAGES INC	ENGINE REPAIR FOR V2802	\$7,677.24
319583	05/09/2025	1095	MEG-MO INC	MOWER BLADES FOR FLEET	\$3,844.30
319591	05/09/2025	819	MOTION AND FLOW CONTROL PRODUCTS INC	CREDIT FITTING VEH 2003	\$489.65
319594	05/09/2025	8875	NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	CORE RETURN FOR V5100	(\$40.22)
319604	05/09/2025	4217	O'REILLY AUTO PARTS	AIR FILTER VEH 3735	\$928.74
319608	05/09/2025	10114	OVERTURF VW KIA, OVERTURF MOTOR CO INC	2025 KIA SORENTO VEH 7509 - POLICE DETECTIVE	\$42,066.72
319610	05/09/2025	6241	PASCO TIRE FACTORY INC	TIRE REPAIR FOR V4105	\$1,459.44
319618	05/09/2025	5903	RIDENOW TRI CITIES LLC	TIRES AND OIL CHANGE VEH 7102	\$2,875.86
319624	05/09/2025	272	SAMSARA INC	GPS TRACKING SERVICE FEE FOR FLEET	\$66,141.95
319626	05/09/2025	3660	SAS AUTO ELECTRIC, INC.	STARTER FOR V3735	\$256.12
319638	05/09/2025	247	SS EQUIPMENT, PASCO NEW HOLLAND	BELT FOR V3906	\$175.51
319650	05/09/2025	3564	US LINEN AND UNIFORM	LINEN SERVICE	\$169.81
319695	05/23/2025	488	APWA	APWA ANNUAL MEMBERSHIP RENEWAL	\$229.60
319697	05/23/2025	2181	ARROW CONSTRUCTION SUPPLY LLC	WAND ASSEMBLY FOR V4205	\$1,478.15
319718	05/23/2025	1310	COLEMAN OIL COMPANY	COLUMBIA PARK MOWER FUEL	\$29,587.68
319741	05/23/2025	1692	FINAL TOUCH UPHOLSTERY	TARP REPAIR FOR V0229	\$177.34
319746	05/23/2025	1775	GRAINGER	HEATER FOR V1500	\$1,196.49
319752	05/23/2025	8711	HUGHES FIRE EQUIPMENT INC	ANNUAL PUMP TEST V0230	\$1,524.08

City of Kennewick
Claims Roster by Fund/Division
5/1/2025 to 5/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319770	05/23/2025	2254 MCMaster-CARR SUPPLY COMPANY	BATTERIES FOR FLEET	\$37.92
319773	05/23/2025	1576 MID COLUMBIA FORKLIFT, INC.	SERVICE CALL FOR V0401	\$403.77
319780	05/23/2025	819 MOTION AND FLOW CONTROL PRODUCTS INC	HYDRAULIC HOSE FOR FLEET	\$462.52
319784	05/23/2025	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	SPARK PLUG FOR V3909	\$268.81
319786	05/23/2025	1677 NORTHSTAR CLEAN CONCEPTS HOTSY, CLEAN CONCEPTS GR	FLOOR CLEANER FOR V1500	\$5,786.87
319788	05/23/2025	4217 O'REILLY AUTO PARTS	RESISTOR VEH 3804	\$811.22
319791	05/23/2025	2081 OORD, NICHOLAS	OE CLOTHING REIMB - NIC OORD	\$379.65
319794	05/23/2025	6241 PASCO TIRE FACTORY INC	TIRES FOR V3404	\$786.89
319802	05/23/2025	957 RANCH & HOME INC	PROPANE FOR VEH 0401	\$26.02
319803	05/23/2025	5903 RIDENOW TRI CITIES LLC	RADAR & HORN SIREN FOR V7103	\$3,228.34
319804	05/23/2025	3803 RDO EQUIPMENT	PLUG FOR V3403	\$63.82
319815	05/23/2025	9499 SOUNDOFF SIGNAL GSA, EMERGENCY TECHNOLOGY INC	VEHICLE LIGHTING 2025 F150 RESPONDER 7506	\$8,019.35
319816	05/23/2025	247 SS EQUIPMENT, PASCO NEW HOLLAND	BELT FOR V3906	\$175.52
010 - Fund Activity Subtotal:				\$254,440.33
Total For Fund 501				\$272,815.51

Fund 502**000 - Fund Activity**

EFT	05/29/2025	167 WA STATE DEPT OF REVENUE	APRIL 2025 EXCISE TAX	\$14.18
319515	05/09/2025	8416 CHEMSEARCH, NCH CORPORATION	INV 200 CHEMSEARCH	\$731.50
319551	05/09/2025	1775 GRAINGER	INV 200/500 GRAINGER	\$208.82
319615	05/09/2025	1077 POOPBAGS.COM LLC	INV 200 DOG BAGS	\$2,036.74
319728	05/23/2025	5727 COSTCO ANYWHERE CITI VISA	INV 200 BOTTLED WATER	\$957.42
319729	05/23/2025	481 CROWN PAPER & JANITORIAL, SUPPLY	INV 200 CROWN JANITORIAL	\$3,034.16
319746	05/23/2025	1775 GRAINGER	INV 200 GRAINGER	\$3,332.91
319750	05/23/2025	865 HD FOWLER COMPANY INC	INV 500 SPRINKLERS	\$4,783.83
000 - Fund Activity Subtotal:				\$15,099.56

010 - Fund Activity

319493	05/09/2025	1526 ABADAN	COPIER MAINTENANCE - 2025	\$2,116.03
319578	05/09/2025	6743 LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2025	\$525.51
319686	05/23/2025	1526 ABADAN	COPIER MAINTENANCE -2025	\$325.19
319766	05/23/2025	6743 LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2024	\$2,686.21
010 - Fund Activity Subtotal:				\$5,652.94
Total For Fund 502				\$20,752.50

Fund 503**010 - Fund Activity**

EFT	05/01/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
EFT	05/02/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00

City of Kennewick
Claims Roster by Fund/Division
5/1/2025 to 5/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
EFT	05/08/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
EFT	05/08/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
EFT	05/08/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$120.00
EFT	05/13/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
EFT	05/15/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
EFT	05/16/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$30.00
EFT	05/19/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$45.00
EFT	05/22/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACT	\$15.00
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.42
319495	05/09/2025	8615 ADVANCED TRAFFIC PRODUCTS INC	REPLACE PEDESTRIAN PUSHBUTTON AT 1ST & 397	\$474.37
319658	05/09/2025	2368 WESTERN SYSTEMS INC	REPLACE RRFB AT FAIRWAY OFF 10TH	\$5,306.86
319712	05/23/2025	3527 CASADAY BEE-LINE SERVICE, & TOWING LLC	REPAIR VEHICLE #7502	\$2,468.52
319726	05/23/2025	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	REPLACE LIGHT POLE - PAUL PARISH NEAR E BOAT LAUNC	\$29,407.04
319790	05/23/2025	3496 OLD REPUBLIC SURETY GROUP	PUBLIC OFFICIALS RENEWAL BOND	\$100.00
010 - Fund Activity Subtotal:				\$38,098.21
Total For Fund 503				\$38,098.21

Fund 611**010 - Fund Activity**

319735	05/23/2025	5685 ECKERT, NANCY	LEOFF 1 PENSION	\$1,816.62
319801	05/23/2025	6700 PURDY, PAULA	LEOFF 1 PENSION	\$1,159.80
319805	05/23/2025	145 REMUS, LARRY J	LEOFF 1 PENSION	\$993.29
319812	05/23/2025	148 SHAW, LEONARD	LEOFF 1 PENSION	\$706.04
319814	05/23/2025	150 SLEATER, LARRY L	LEOFF 1 PENSION	\$1,675.45
010 - Fund Activity Subtotal:				\$6,351.20
Total For Fund 611				\$6,351.20

Fund 612**010 - Fund Activity**

319510	05/09/2025	185 BUCK, GARY E	RETIREE MEDICAL	\$185.00
319532	05/09/2025	1894 EASLING, CONNIE	RETIREE MEDICAL	\$185.00
319540	05/09/2025	41 FARNKOFF, ROBERT C	RETIREE MEDICAL	\$296.88
319542	05/09/2025	58 FEARING, DOUG	RETIREE MEDICAL	\$637.00
319546	05/09/2025	181 GIER, CHARLES W.	RETIREE MEDICAL	\$174.70
319548	05/09/2025	134 GONDERMAN, DAVID A	RETIREE MEDICAL	\$185.00
319553	05/09/2025	62 GROSS, ROBERT	RETIREE MEDICAL	\$185.00
319558	05/09/2025	455 HEIMBIGNER, MICHAEL	RETIREE MEDICAL	\$185.00
319560	05/09/2025	6744 HIRSCHHEL, ARTHUR D	RETIREE MEDICAL	\$104.90
319569	05/09/2025	3891 JOPLIN, ALAN	RETIREE MEDICAL	\$185.00
319570	05/09/2025	65 JUERGENS, CURT	RETIREE MEDICAL	\$245.30

City of Kennewick
Claims Roster by Fund/Division
5/1/2025 to 5/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
319574	05/09/2025	60 KRAFT, JAMES	RETIREE MEDICAL	\$185.00
319580	05/09/2025	50 MACE, BILL	RETIREE MEDICAL	\$185.00
319581	05/09/2025	52 MAPLETHORPE, JOHN G., JR	RETIREE MEDICAL	\$185.00
319603	05/09/2025	142 O'HAIR, RONALD L	RETIREE MEDICAL	\$185.00
319611	05/09/2025	5554 PENNEY, MICHAEL	RETIREE MEDICAL	\$134.00
319620	05/09/2025	145 REMUS, LARRY J	RETIREE MEDICAL	\$185.00
319627	05/09/2025	1821 SCHARNHORST, DEAN	RETIREE MEDICAL	\$185.00
319630	05/09/2025	148 SHAW, LEONARD	RETIREE MEDICAL	\$185.00
319634	05/09/2025	150 SLEATER, LARRY L	RETIREE MEDICAL	\$185.00
319636	05/09/2025	66 SOUTHWICK, JOHN J., JR.	RETIREE MEDICAL	\$185.00
319647	05/09/2025	1318 TRIPP, GREG	RETIREE MEDICAL	\$185.00
319652	05/09/2025	8584 WAGNER, BRIAN	RETIREE MEDICAL	\$181.00
319655	05/09/2025	9944 WATERS, DENNIS	RETIREE MEDICAL	\$185.00
319659	05/09/2025	2997 WILLIAMS, GARY	RETIREE MEDICAL	\$185.00
319662	05/09/2025	9776 YADEN, MARK	RETIREE MEDICAL	\$185.00
010 - Fund Activity Subtotal:				\$5,288.78
Total For Fund 612				\$5,288.78
Fund 642				
000 - Fund Activity				
319517	05/09/2025	435 CITY OF PASCO	MARCH 2025 METRO OT REIMBURSEMENT	\$559.70
319520	05/09/2025	1516 CITY OF WEST RICHLAND	MAR 2025 METRO OT REIMBURSEMENT	\$817.51
319702	05/23/2025	14 BENTON COUNTY	APR 2025 METRO OT REIMBURSEMENT	\$990.01
000 - Fund Activity Subtotal:				\$2,367.22
010 - Fund Activity				
319465	05/01/2025	3649 AXON ENTERPRISE INC	AXON BODY CAMERAS FOR METRO YEAR 4	\$3,349.77
319469	05/01/2025	7711 CULLIGAN WATER CONDITIONING	CULLIGAN WATER SERVICE	\$79.64
319486	05/01/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$81.43
319524	05/09/2025	1310 COLEMAN OIL COMPANY	UC VEHICLE FUEL EXPENSE	\$32.42
319648	05/09/2025	457 TRUCKS & AUTO AUCTIONS	VEHICLE STORAGE FEE (MAY)	\$905.00
319732	05/23/2025	7711 CULLIGAN WATER CONDITIONING	CULLIGAN WATER SERVICE	\$84.86
010 - Fund Activity Subtotal:				\$4,533.12
Total For Fund 642				\$6,900.34
Fund 888				
000 - Fund Activity				
EFT	05/16/2025	5000 COMMERCIAL CARD SOLUTIONS, JP MORGAN CHASE - VISA	PCARD PURCHASES-APRIL 2025	\$68,216.33
000 - Fund Activity Subtotal:				\$68,216.33

City of Kennewick
Claims Roster by Fund/Division
 5/1/2025 to 5/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Total For Fund 888				\$68,216.33
				<u>\$7,594,821.42</u>

City of Kennewick
Claims Roster by Fund/Division
5/1/2025 to 5/31/2025



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 319462 through 319853:	\$5,215,122.50
Electronic Payments (EFT):	\$2,379,698.92
Total	\$7,594,821.42

City of Kennewick
Claims Roster by Fund/Division
5/1/2025 to 5/31/2025



CLAIMS SUMMARY		
FUND	DESCRIPTION	AMOUNT
001	GENERAL FUND	1,008,565.46
102	STREET FUND	51,034.88
106	BI-PIN OPERATIONS FUND	16,044.88
107	COMMUNITY DEVELOPMENT FUND	380.00
111	ASSET FORFEITURE FUND	80.00
116	LODGING TAX FUND	87,511.15
117	CRIMINAL JUSTICE SALES TAX FND	47,387.76
118	HIDTA FIDUCIARY PROGRAM	175,329.53
300	CAPITAL IMPROVEMENTS FUND	808,157.29
303	URBAN ARTERIAL STREET FUND	345,623.06
402	MEDICAL SERVICES FUND	71,419.36
403	BUILDING SAFETY FUND	19,624.56
404	COLISEUM FUND	1,764.60
405	STORMWATER UTILITY FUND	7,188.32
410	WATER AND SEWER FUND	4,536,287.70
501	EQUIPMENT RENTAL FUND	272,815.51
502	CENTRAL STORES FUND	20,752.50
503	RISK MANAGEMENT FUND	38,098.21
611	FIREMENS PENSION FUND	6,351.20
612	OPEB TRUST FUND	5,288.78
642	METRO DRUG FORFEITURE FUND	6,900.34
888	RESIDUAL FUND	68,216.33
Total:		7,594,821.42

City of Kennewick

PCard Roster by Fund

4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
001 - GENERAL FUND				
CITY COUNCIL	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	YEARS OF SERVICE PLAQUE FOR COUNCIL RECOGNITION & NAME PLATE FOR CIVIL SERVICE COMMISSIONER	161.25
CITY COUNCIL	999998	SQ *TRI-CITIAN OF THE YEA	TRI-CITIAN OF THE YEAR BANQUET	150.00
CITY COUNCIL	999998	HOMES TO SUITES BY HILTON	COUNCIL MEMBER MILLBAUER HOTEL FOR ECA IDAHO FALLS	823.77
City Council Subtotal:				\$1,135.02
CITY MANAGER	999998	PP*RISE & SHINE BAKE	COOKIES FOR YEARS OF SERVICE - COUNCIL RECOGNITION	190.31
CITY MANAGER	999998	TRI-CITY HERALD CIRC	YEARLY SUBSCRIPTION FOR TRI-CITY HERALD	191.99
CITY MANAGER	10459	PROCARD, PAYFLOW/PAYPAL	TRI-CITIES HISPANIC CHAMBER OF COMMERCE - LUNCHEON	40.00
CITY MANAGER	10158	PROCARD, CANVA	CANVA SUBSCRIPTION	70.99
CITY MANAGER	999998	ICMA ONLINE	ICMA MEMBERSHIP RENEWAL - ERIN ERDMAN	1,200.00
CITY MANAGER	999998	OPENAI *CHATGPT SUBSCR	CHATGPT MONTHLY SUBSCRIPTION	21.76
CITY MANAGER	999998	TRI-CITY REGIONAL CHAMBER	TRI-CITIES REGIONAL CHAMBER OF COMMERCE - LUNCHEON	180.00
CITY MANAGER	999998	ADOBE *ADOBE	ADOBE MONTHLY SUBSCRIPTION	38.07
City Manager Subtotal:				\$1,933.12
RECREATION SERVICES	9883	PROCARD, DOMINO'S 7165	RECREATION TEAM TRNG / MEETING	208.26
RECREATION SERVICES	3717	AMAZON.COM	KCC SUPPLIES	100.13
RECREATION SERVICES	3717	AMAZON.COM	SR OFFICE SUPPLIES	133.67
RECREATION SERVICES	6179	ARC*SERVICES/TRAINING	LIFEGUARD TRAINING SUPPLIES	2,338.97
RECREATION SERVICES	999998	WHENTOWORK INC	SCHEDULING SOFTWARE SUBSCRIPTION	1,018.37
RECREATION SERVICES	3717	AMAZON.COM	SR SUPPLIES	58.65
RECREATION SERVICES	3717	AMAZON.COM	POOL / LIFEGUARD SUPPLIES	835.30
RECREATION SERVICES	3717	AMAZON.COM	FAMILY FUN DAY SUPPLIES	1,864.05
RECREATION SERVICES	999998	NRPA OPERATING	CPRP EXAM FEE FOR HALEY PINK	275.00
RECREATION SERVICES	7217	FACEBOOK	FACEBOOK MARKETING	101.36
RECREATION SERVICES	999998	SP COACHDECK	COACH CARDS FOR YOUTH SOFTBALL	318.50
RECREATION SERVICES	3717	AMAZON.COM	SR PRINTER RIBBON - RETURNED	155.36
RECREATION SERVICES	1211	FRED MEYER	PLANTS FOR THE PAVILION	62.97
RECREATION SERVICES	7680	PANDORA*INTERNET RADIO	PANDORA FOR THE PAVILION	32.56
RECREATION SERVICES	3223	WALMART SUPERCENTER	BALL PUMPS & NEEDLES	17.26
RECREATION SERVICES	999998	IN *HOME BREWED T-SHIRTS	STAFF POLOS & JACKETS	574.77
RECREATION SERVICES	3717	AMAZON.COM	SR PRINTER RIBBON REFUND	(155.36)
RECREATION SERVICES	3223	WALMART SUPERCENTER	PENS FOR VOLLEYBALL	6.66
RECREATION SERVICES	999998	SLING.COM	SLING TV FOR THE PAVILION	70.98
RECREATION SERVICES	999998	B&H PHOTO 800-606-6969	PRINTER RIBBON FOR SR	182.78
RECREATION SERVICES	7969	MUSTANG SIGN GROUP, WANG ENTERPRISES	PARKING LOT SIGNS	1,145.70

City of Kennewick

PCard Roster by Fund

4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
RECREATION SERVICES	8367	GREEN CLEANERS	UNIFORMS DRY CLEANING	38.05
RECREATION SERVICES	8367	GREEN CLEANERS	UNIFORM CLEANING	38.05
RECREATION SERVICES	3554	DELTA AIRLINES	FLIGHT FOR NRPA	408.18
RECREATION SERVICES	5727	COSTCO ANYWHERE CITI VISA	COMM CENTER SUPPLIES	86.09
Recreation Services Subtotal:				\$9,916.31
FACILITIES MAINTENANCE	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	PARKS- TOOLS FOR CLEANING MOWERS	73.49
FACILITIES MAINTENANCE	999998	TURF TANK	TRIPOD	151.51
FACILITIES MAINTENANCE	3717	AMAZON.COM	THERMOMETER FOR POOL	31.53
FACILITIES MAINTENANCE	3546	WRPA	WRPA SUBSCRIPTION	615.00
FACILITIES MAINTENANCE	999998	PY *GREG WALDEN	SEASONAL UNIFORM	417.49
FACILITIES MAINTENANCE	999998	PY *GREG WALDEN	UNIFORM	1,148.25
FACILITIES MAINTENANCE	999998	PY *GREG WALDEN	UNIFORM	48.92
FACILITIES MAINTENANCE	999998	PY *GREG WALDEN	UNIFORM 1ST HALF E.G	182.46
FACILITIES MAINTENANCE	999998	SQ *TAPTEAL NATIVE PLANTS	COMMUNITY GARDEN SUPPLIES	253.42
FACILITIES MAINTENANCE	999998	PY *GREG WALDEN	CREDIT FOR UNIFORM	(48.92)
FACILITIES MAINTENANCE	3554	DELTA AIRLINES	FLIGHT FOR NRPA	408.18
Facilities Maintenance Subtotal:				\$3,281.33
ECONOMIC DEVELOPMENT	3442	ICSC INTERNATIONAL COUNCIL OF, SHOPPING CENTERS	JOCELYN'S ICSC YEARLY MEMBERSHIP	175.00
ECONOMIC DEVELOPMENT	3554	DELTA AIRLINES	ROHANA FLIGHT TO ICSC VEGAS 2025	289.18
ECONOMIC DEVELOPMENT	3242	ALASKA AIRLINES	SEAT SELECTION CHARGE FOR AIRLINE FLIGHT TO ICSC	8.00
ECONOMIC DEVELOPMENT	3242	ALASKA AIRLINES	ROHANA'S FLIGHT FROM ICSC IN VEGAS	237.00
ECONOMIC DEVELOPMENT	8305	CONSTANT CONTACT INC	MARKETING COMMUNICATIONS FOR BUSINESSES	403.65
ECONOMIC DEVELOPMENT	3717	AMAZON.COM	NAME TAGS FOR DEVELOPERS LUNCHEON	28.94
ECONOMIC DEVELOPMENT	3717	AMAZON.COM	CENTERPIECE MARKETING MATERIALS FOR ICSC VEGAS	41.43
ECONOMIC DEVELOPMENT	3717	AMAZON.COM	ADVERTISING MATERIALS FOR ICSC VEGAS	66.33
ECONOMIC DEVELOPMENT	3717	AMAZON.COM	ADVERTISING MATERIALS FOR ICSC	26.74
Economic Development Subtotal:				\$1,276.27
ACCOUNTING	3700	OFFICE DEPOT INC	OFFICE SUPPLIES	135.03
ACCOUNTING	3717	AMAZON.COM	OFFICE SUPPLIES	105.37
Accounting Subtotal:				\$240.40
HUMAN RESOURCES	3717	AMAZON.COM	SCREEN PROTECTOR FOR CHAD CROUCH NEW IPAD	16.30
HUMAN RESOURCES	7237	GOTPRINT.COM	BUSINESS CARDS FOR BERNABE	38.17
HUMAN RESOURCES	999998	SHRM LRNSYS	HR LEARNING PREP COURSE FOR SHRM CERTIFICATION FOR HR TEAM	2,840.00
HUMAN RESOURCES	999998	WWW.WORKINGGENIUS.COM	PROFESSIONAL SERVICES - WORKING GENIUS ASSESSMENT	125.00
HUMAN RESOURCES	3700	OFFICE DEPOT INC	OFFICE SUPPLIES	190.59

City of Kennewick
PCard Roster by Fund
4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
HUMAN RESOURCES	3546	WRPA	JOB POSTING FOR RECREATION PROGRAM ASSISTANT	50.00
HUMAN RESOURCES	999998	PAYPAL	TAX PAYMENT FOR HR SHRM LEARNING SYSTEM PURCHASE	230.04
HUMAN RESOURCES	999998	APWA - WORK ZONE	JOB POSTING FOR UTILITY SERVICES CAPITAL PROJECTS ENGINEER	375.00
HUMAN RESOURCES	9513	PROCARD, YOURMEMBER-CAREERS	JOB POSTING FOR UTILITY SERVICES CAPITAL PROJECTS ENGINEER	399.00
HUMAN RESOURCES	999998	PAYPAL	AWC JOBNET POSTING FOR UTILITY SERVICES CAPITAL PROJECTS ENGINEER	50.00
Human Resources Subtotal:				\$4,314.10
CUSTOMER SERVICE	3717	AMAZON.COM	OFFICE SUPPLIES	47.01
Customer Service Subtotal:				\$47.01
CITY ATTORNEY	999998	MRSC.ORG	MRSC WEBINAR - PRA CASE LAW HIGHLIGHTS 2025 - L SANGUINO	35.00
CITY ATTORNEY	999998	CT SUNCADIA - H LODGIN	HOTEL FOR WSAMA SPRING CONFERENCE - L SANGUINO	765.14
City Attorney Subtotal:				\$800.14
CITY CLERK	14	BENTON COUNTY	RECORDING FEES FOR 7122 W. OKANOGAN PL. SUITE E-120 - SCOTT SZENDRE	311.09
CITY CLERK	5257	WAPRO	WAPRO SPRING CONFERENCE REGISTRATION - B RALSTON	65.00
CITY CLERK	9860	PROCARD, PAYPAL	WMCA ANNUAL MEMBERSHIP DUES - K JOHNSTON	100.00
CITY CLERK	9860	PROCARD, PAYPAL	WMCA ANNUAL MEMBERSHIP DUES - B RALSTON	100.00
City Clerk Subtotal:				\$576.09
PURCHASING	2438	MRSC ROSTERS	MRSC ROSTER SYSTEM RENEWAL FOR 2025	745.00
PURCHASING	999998	WWW.APWA.NET	APWA FACILITIES MANAGER CERTIFICATION	150.00
Purchasing Subtotal:				\$895.00
INFORMATION TECHNOLOGY	3717	AMAZON.COM	REPLACEMENT LAPTOP BATTERY	134.83
INFORMATION TECHNOLOGY	999998	LINQPAD	LINQPAD PREMIUM SOFTWARE SUBSCRIPTION	97.50
INFORMATION TECHNOLOGY	999998	INTERNATIONAL TRANSACTION	INTERNATIONAL TRANSACTION FEE - LINQPAD	1.46
INFORMATION TECHNOLOGY	10459	PROCARD, PAYFLOW/PAYPAL	MONTHLY CREDIT CARD PROCESSING FEES	674.65
INFORMATION TECHNOLOGY	999998	BCM ONE INC	FEB/MARCH PHONE LINE CHARGES	378.59
INFORMATION TECHNOLOGY	10195	ENOM.COM	BIPINTC.ORG DOMAIN NAME RENEWAL	25.47
INFORMATION TECHNOLOGY	10195	ENOM.COM	BIPINTC.ORG IDPROTECT DOMAIN NAME RENEWAL	8.00
INFORMATION TECHNOLOGY	3717	AMAZON.COM	(8) PC EXTENSION POWER CORDS	73.60
INFORMATION TECHNOLOGY	999998	BCM ONE INC	MAR/APRIL PHONE LINE CHARGES	385.13
INFORMATION TECHNOLOGY	39	BRIDGEPAY NETWORK SOLUTIONS	MONTHLY CREDIT CARD PROCESSING FEES	139.90
INFORMATION TECHNOLOGY	3717	AMAZON.COM	LOGITECH PRESENTER/POINTER FOR COUNCIL CHAMBERS	41.65
INFORMATION TECHNOLOGY	999998	2COCOM*EASEUS	MOBIMOVER CELL PHONE FILE COPY UTILITY	43.43
INFORMATION TECHNOLOGY	4827	SOLARWINDS.NET	DAMEWARE SUBSCRIPTION RENEWAL	359.04
INFORMATION TECHNOLOGY	999998	IN *SAVE THE CLUB, LLC	IT RETREAT	90.00
INFORMATION TECHNOLOGY	999998	MRSC.ORG	MRSC TRAINING - CODY LEWIS	35.00
INFORMATION TECHNOLOGY	9665	PROCARD, THE DAVENPORT GRAND HO	ACCIS - HOTEL - CODY LEWIS	758.23

City of Kennewick
PCard Roster by Fund
4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
INFORMATION TECHNOLOGY	3554	DELTA AIRLINES	AIRFARE REFUND - CODY LEWIS	(509.37)
Information Technology Subtotal:				\$2,737.11
PLANNING	3761	ENTERPRISE RENT-A-CAR	COMP PLAN TOUR VAN RENTAL FOR PLANNING DEPARTMENT	90.58
PLANNING	3700	OFFICE DEPOT INC	M. DIDIER: PRINTER TONER CARTRIDGE, BLACK	97.94
PLANNING	999998	APA	M. HALITSKY: APA/AICP 2025 DUES	708.00
PLANNING	999998	APA	A. MUAI: 2025 APA/AICP DUES	768.00
PLANNING	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	M. DIDIER: 3-LRG, 3-SML PC COUNCIL CHAMBER NAMEPLATES	81.08
PLANNING	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	M. DIDIER: 3-SML PC NAMEPLATES FOR COUNCIL CHAMBERS	30.40
Planning Subtotal:				\$1,776.00
KPD-ADMINISTRATION	999998	MICROSOFT-G087334244	MONTHLY SUBSCRIPTION	5.45
KPD-ADMINISTRATION	999998	SPECTRUM	BASIC CABLE SERVICES	290.16
KPD-Administration Subtotal:				\$295.61
KPD-CRIMINAL INVESTIGATION	999998	WP*M3 LEADERSHIP GROUP	WELLNESS TRAINING POSTING	4.00
KPD-CRIMINAL INVESTIGATION	999998	SQ *WASHINGTON HOMICIDE I	WHIA TRAINING - SAFRANIK	425.00
KPD-CRIMINAL INVESTIGATION	999998	SIRCHIE ACQUISITION COMPA	SUPPLIES FOR EVIDENCE ROOM	1,000.31
KPD-CRIMINAL INVESTIGATION	999998	STREETPARKING	STREET PARKING FITNESS APP FOR AGENCY	195.84
KPD-CRIMINAL INVESTIGATION	7458	PROCARD, WASHINGTON	WEAPONS FORFEITURE FILING FEE~ CASE #25-21512	87.15
KPD-CRIMINAL INVESTIGATION	7458	PROCARD, WASHINGTON	WEAPONS FORFEITURE FILING FEE~ CASE #25-22738	87.15
KPD-CRIMINAL INVESTIGATION	7458	PROCARD, WASHINGTON	WEAPONS FORFEITURE FILING FEE~ CASE #25-024129	87.15
KPD-CRIMINAL INVESTIGATION	999998	SPECTRUM	ICAC LAB INTERNET SERVICE	130.00
KPD-Criminal Investigation Subtotal:				\$2,016.60
KPD-PATROL	3717	AMAZON.COM	CELL PHONE CASES/SCREEN PROTECTORS (2)	34.50
KPD-PATROL	3717	AMAZON.COM	CASE FOR NEW CELL PHONE - CONTRERAS	15.17
KPD-PATROL	3717	AMAZON.COM	CASE/SCREEN PROTECTOR FOR NEW CELL PHONE - GARCIA	10.05
KPD-PATROL	3717	AMAZON.COM	CASE/SCREEN PROTECTOR FOR NEW CELL PHONE - GARDAYA	9.05
KPD-PATROL	999998	PEAVEY CORP.	EVIDENCE TAPE	290.01
KPD-PATROL	288	SAFE RESTRAINTS INC	REPLACEMENT WRAP ANKLE STRAPS	128.12
KPD-PATROL	999998	CHEWY.COM	K9 DOG FOOD	177.68
KPD-Patrol Subtotal:				\$664.58
KPD-STAFF SERVICES	999998	NATIONAL ASSOCIATION OF S	SRO BASIC - JOYCE	550.00
KPD-STAFF SERVICES	999998	NATIONAL ASSOCIATION OF S	NASRO MEMBERSHIP - PURSLEY	50.00
KPD-STAFF SERVICES	999998	NATIONAL ASSOCIATION OF S	SRO BASIC - PURSLEY	500.00
KPD-STAFF SERVICES	999998	NATIONAL ASSOCIATION OF S	SRO BASIC - LEANDER	550.00
KPD-STAFF SERVICES	999998	EDUCATIONAL SERVICE DIS	SCHOOL SAFETY SUMMIT - VOUGHT PETERSON HARRIS CANADA	700.00
KPD-STAFF SERVICES	999998	GALLS	BACKORDERED BOOTS FROM GALLS, CHARGED SEPARATELY	189.27
KPD-STAFF SERVICES	5257	WAPRO	WAPRO SPRING CONFERENCE, CHRIS DEFFINBAUGH	65.00

City of Kennewick
PCard Roster by Fund
4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-STAFF SERVICES	5257	WAPRO	WAPRO SPRING CONFERENCE, CINDY POWELL	65.00
KPD-STAFF SERVICES	999998	STICKER MULE	STICKER BADGES	1,090.18
KPD-Staff Services Subtotal:				\$3,759.45
KPD-SPECIAL SERVICES	999998	EB *2025 NWGIA GANG TR	TRAINING - HADLEY	425.00
KPD-SPECIAL SERVICES	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	RANGE SUPPLIES	223.95
KPD-SPECIAL SERVICES	945	TRI CITY CLEANERS	CLASS A CLEANING - KOCHER, KLEPPIN	36.42
KPD-SPECIAL SERVICES	2672	NORTH AMERICAN RESCUE PRODUCTS	TOURNIQUET HOLDERS	383.34
KPD-SPECIAL SERVICES	3870	WALGREEN	RANGE SUPPLIES	3.24
KPD-SPECIAL SERVICES	945	TRI CITY CLEANERS	BIOHAZARD CLEANING - MORENO	18.48
KPD-SPECIAL SERVICES	999998	SQ *NATIONAL TACTICAL OFF	TRAINING - SULLIVAN, HARRIS	50.00
KPD-SPECIAL SERVICES	1775	GRAINGER	TARGETS	358.93
KPD-SPECIAL SERVICES	999998	PAY*THE COUNSELING TEA	TRAINING - BRAKEBILL	1,000.00
KPD-SPECIAL SERVICES	3717	AMAZON.COM	SOFT UNIFORM PANTS	348.63
KPD-SPECIAL SERVICES	5727	COSTCO ANYWHERE CITI VISA	PRINTER FOR CHIPS OFFICE	357.94
KPD-SPECIAL SERVICES	5727	COSTCO ANYWHERE CITI VISA	OPERATING TRAINING SUPPLIES	100.37
KPD-SPECIAL SERVICES	8694	PROCARD, JOHN WILLS STUDIO INC	PARTNER OF THE YEAR AWARD	132.05
KPD-Special Services Subtotal:				\$3,438.35
FIRE ADMINISTRATION	2010	TRI-CITIES WATER STORE, INC.	SALT FOR WATER SOFTNERS	184.79
FIRE ADMINISTRATION	945	TRI CITY CLEANERS	SEWING FOR HEFFNER COAT	1.63
FIRE ADMINISTRATION	999998	ORINGSTORE	CHAINSAW PARTS	16.42
FIRE ADMINISTRATION	3717	AMAZON.COM	STATION SUPPLIES, CLEANING BAY FLOORS	62.53
FIRE ADMINISTRATION	3717	AMAZON.COM	STATION SUPPLIES	140.83
FIRE ADMINISTRATION	3717	AMAZON.COM	BULLETIN BOARDS FOR STATIONS	215.28
FIRE ADMINISTRATION	3700	OFFICE DEPOT INC	3X8" POST-IT PADS	17.38
FIRE ADMINISTRATION	999998	IPRINT TECHNOLOGIES	PRINTER TONER - ADMIN	1,703.83
FIRE ADMINISTRATION	999998	WASHINGTONFIRECHIEFS	WA FIRE CHIEFS CONFERENCE	312.50
FIRE ADMINISTRATION	7070	PROCARD, SQUARE INC	TRANSPORTATION - IMAGETREND CONFERENCE	11.75
Fire Administration Subtotal:				\$2,666.94
FIRE SUPPRESSION	3717	AMAZON.COM	TELEVISION/DISPLAY FOR THE LOGISTIC OFFICE	356.41
FIRE SUPPRESSION	655	WALLA WALLA SAW	CHAIN SAW PARTS	216.02
FIRE SUPPRESSION	3717	AMAZON.COM	APPARATUS MAINTENANCE EQUIP	858.10
FIRE SUPPRESSION	3717	AMAZON.COM	BUFFER VEHICLE MAINTENANCE	50.04
FIRE SUPPRESSION	999998	IN *FOWLER FIRE LLC	OFF.3 CLASS	750.00
FIRE SUPPRESSION	3318	FIRE PROTECTION PUBLICATIONS, OSU, IFSTA	TEXT BOOK OFFICER 3	92.49
FIRE SUPPRESSION	999998	IN *FOWLER FIRE LLC	INSTRUCTOR 1 RE-TEST	475.00

City of Kennewick
PCard Roster by Fund
4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
Fire Suppression Subtotal:				\$2,798.06
FIRE PREVENTION/INVESTIGATION	4955	ULINE	DOOR KNOB BAGS	50.55
FIRE PREVENTION/INVESTIGATION	2591	ICC - INTERNATIONAL CODE, COUNCIL. INC.	ICC FIRE INSPECTOR 1 - TEST	305.00
FIRE PREVENTION/INVESTIGATION	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	MILWAUKEE CORDLESS COMBO TOOLSET / ADDITIONAL CORDLESS DRILL	462.67
FIRE PREVENTION/INVESTIGATION	2591	ICC - INTERNATIONAL CODE, COUNCIL. INC.	ICC FIRE INSPECTOR 2 - ONLINE STUDY GUIDE	79.00
FIRE PREVENTION/INVESTIGATION	11071	COSTCO	RINSEKIT PRO PORTABLE SHOWER FOR FIRE INVESTIGATION DECON	348.14
FIRE PREVENTION/INVESTIGATION	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	MILWAUKEE CORDLESS TOWER LIGHTS FOR FIRE INVESTIGATIONS	593.47
FIRE PREVENTION/INVESTIGATION	3717	AMAZON.COM	HEARING PROTECTION	139.56
FIRE PREVENTION/INVESTIGATION	3717	AMAZON.COM	OFFICE SUPPLIES	185.05
FIRE PREVENTION/INVESTIGATION	999998	IPRINT TECHNOLOGIES	OFFICE SUPPLIES (PRINTER INK CARTRIDGES)	455.91
Fire Prevention/Investigation Subtotal:				\$2,619.35
ENGINEERING	5953	KUKER-RANKEN, INC.	KUKER-RANKEN - \$133.34 LEVEL REPAIR	133.34
ENGINEERING	999998	USPS PO 5440320336	USPS CERTIFIED MAIL - P2019	9.68
ENGINEERING	999998	H TO O SUPPLY	H TO O SUPPLY - DIGITAL LEVEL	157.49
ENGINEERING	3717	AMAZON.COM	AMAZON - \$64.21 OFFICE SUPPLIES	64.21
ENGINEERING	999998	HTL*HILTONGARDENIN	HILTON HOTEL RESERVATIONS CANCELLATION - \$240.44 C. SHANNON	(240.44)
ENGINEERING	999998	HTL*HILTONGARDENIN	HILTON HOTEL GUEST RESERVATIONS - \$240.44 C. SHANNON	240.44
ENGINEERING	3717	AMAZON.COM	AMAZON - \$54.13 OFFICE SUPPLIES	54.13
Engineering Subtotal:				\$418.85
001 - GENERAL FUND Total:				\$47,605.69
102 - STREET FUND				
TRAFFIC	10645	PROCARD, WWW.OEMPCWORLD.COM	OEMPC - USB DRIVES FOR CAMERA SYSTEMS	315.10
TRAFFIC	999998	ARIAT INTERNATIONAL, INC.	ARIAT INTN'L - \$282.77 J. WILSON CLOTHING	282.77
Traffic Subtotal:				\$597.87
102 - STREET FUND Total:				\$597.87
106 - BI-PIN OPERATIONS FUND				
FUND ACTIVITY	999998	FRONTIER AI LD9YTP	TYLER CONNECT 2025 - AIRFARE - KANDY GONSALVES	102.98
FUND ACTIVITY	999998	TRAVEL GUARD GROUP INC	TYLER CONNECT 2025 - TRAVEL INSURANCE - KANDY GONSALVES	8.26
FUND ACTIVITY	3242	ALASKA AIRLINES	TYLER CONNECT 2025 - AIRFARE - KANDY GONSALVES	319.00
FUND ACTIVITY	7748	PROCARD, TRAVEL INSURANCE POLICY	TYLER CONNECT 2025 - TRAVEL INSURANCE - KANDY GONSALVES	23.98
Fund Activity Subtotal:				\$454.22
106 - BI-PIN OPERATIONS FUND Total:				\$454.22

117 - CRIMINAL JUSTICE SALES TAX FND

City of Kennewick
PCard Roster by Fund
4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-PATROL	999998	SPECTRUM	REDUNDANT INTERNET CONNECTION	580.00
KPD-PATROL	999998	TBL* UAV COACH	DRONE SCHOOL - ARMITAGE	325.31
KPD-Patrol Subtotal:				\$905.31
KPD-STAFF SERVICES	999998	WP*LEOFIRSTLINE.COM	LEADERSHIP CLASS FOR ASHLEY WILLIAMS	475.00
KPD-Staff Services Subtotal:				\$475.00
117 - CRIMINAL JUSTICE SALES TAX FND Total:				\$1,380.31
300 - CAPITAL IMPROVEMENTS FUND				
LAND & FACILITIES	999998	TNEMEC COMPANY INC	CP POOL SUPPLIES	1,569.99
Land & Facilities Subtotal:				\$1,569.99
CAPITAL PURCHASES	3554	DELTA AIRLINES	DELTA AIRFARE TYLER CONF - E. CASTRO	747.36
CAPITAL PURCHASES	3554	DELTA AIRLINES	DELTA AIRFARE TYLER CONF - J. PLATT	688.36
Capital Purchases Subtotal:				\$1,435.72
300 - CAPITAL IMPROVEMENTS FUND Total:				\$3,005.71
402 - MEDICAL SERVICES FUND				
FUND ACTIVITY	695	COLUMBIA BASIN COLLEGE	VERRET ACLS	285.00
FUND ACTIVITY	695	COLUMBIA BASIN COLLEGE	MILLER PALS PEAC	609.00
FUND ACTIVITY	695	COLUMBIA BASIN COLLEGE	HANBY PALS	285.00
FUND ACTIVITY	3717	AMAZON.COM	BULLETIN BOARDS FOR STATIONS	215.28
FUND ACTIVITY	2010	TRI-CITIES WATER STORE, INC.	SALT FOR WATER SOFTNERS	184.79
FUND ACTIVITY	999998	WASHINGTONFIRECHIEFS	WA FIRE CHIEFS CONFERENCE	312.50
FUND ACTIVITY	945	TRI CITY CLEANERS	SEWING FOR HEFFNER COAT	9.24
FUND ACTIVITY	7070	PROCARD, SQUARE INC	TRANSPORTATION - IMAGETREND CONFERENCE	11.75
FUND ACTIVITY	3717	AMAZON.COM	STATION SUPPLIES, CLEANING BAY FLOORS	62.52
FUND ACTIVITY	3717	AMAZON.COM	STATION SUPPLIES	140.82
Fund Activity Subtotal:				\$2,115.90
402 - MEDICAL SERVICES FUND Total:				\$2,115.90
403 - BUILDING SAFETY FUND				
FUND ACTIVITY	7237	GOTPRINT.COM	BUSINESS CARDS FOR DAN WOOLSEY	38.17
FUND ACTIVITY	3717	AMAZON.COM	CASE/SCREEN PROTECTOR FOR NEW CELL PHONE - CHRIS BABKA	32.03
FUND ACTIVITY	2591	ICC - INTERNATIONAL CODE, COUNCIL. INC.	T. GOTT: RES BLD INSP EXAM	240.00
Fund Activity Subtotal:				\$310.20
403 - BUILDING SAFETY FUND Total:				\$310.20
405 - STORMWATER UTILITY FUND				
FUND ACTIVITY	3717	AMAZON.COM	CASE/SCREEN PROTECTOR FOR NEW STORM IPAD	39.13

City of Kennewick
PCard Roster by Fund
4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	999998	NATIONAL STORMWATER CENT	CSI-MS4 OREGON/WASHINGTON (PT) WEBINAR TRAINING FOR STEVE ELLIOTT	824.00
Fund Activity Subtotal:				\$863.13
405 - STORMWATER UTILITY FUND Total:				\$863.13
410 - WATER AND SEWER FUND				
FUND ACTIVITY	7237	GOTPRINT.COM	BUSINESS CARDS FOR CALEB SHANNON	38.17
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING RYAN BURNS 2ND HALF COMP	119.67
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING DALTON LAGERWEY - 2ND HALF COMP	119.67
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	OE CLOTHING FOR JEREMY GREEN - 1ST HALF COMP	451.48
FUND ACTIVITY	3717	AMAZON.COM	CASE/SCREEN PROTECTOR FOR NEW UTILITY LOCATES IPAD	36.52
FUND ACTIVITY	3717	AMAZON.COM	CASE/SCREEN PROTECTOR FOR NEW CELL PHONE - TY DOTY	7.61
FUND ACTIVITY	999998	GARDEN GATE NURSERY	GARDEN GATE NURSERY \$197.11 - REPLACEMENT TREE	197.11
FUND ACTIVITY	999998	THE FLOWER FARM	THE FLOWER FARM - \$42.05 REPLACEMENT TREES	42.05
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	PROPANE FOR THE WTP	49.44
FUND ACTIVITY	999998	SP CONTRACTOR TOOL SUP	POWERED SOIL PIPE CUTTER - WATER DISTRIBUTION	762.95
FUND ACTIVITY	999998	NORTHWEST BIOSOLIDS	INTRO TO MICROPLASTICS WEBINAR - GINA MORGAN	15.00
FUND ACTIVITY	3223	WALMART SUPERCENTER	2-QTY. BOX FANS - WTP	50.85
FUND ACTIVITY	7237	GOTPRINT.COM	BUSINESS CARDS FOR BROWN & POSTEN	66.52
Fund Activity Subtotal:				\$1,957.04
410 - WATER AND SEWER FUND Total:				\$1,957.04
501 - EQUIPMENT RENTAL FUND				
FUND ACTIVITY	3717	AMAZON.COM	REFRIGERATOR VEH 2001 WO 10254	1,272.59
FUND ACTIVITY	3545	ASE TEST FEES	ASE TEST FEES FOR FLEET - GREG MAHLER	281.80
FUND ACTIVITY	999998	EDMAC COMPRESSOR PARTS EC	SWITCH FOR FLEET	59.95
FUND ACTIVITY	999998	EDMAC COMPRESSOR PARTS EC	SHIPPING FOR SWITCH FOR FLEET	9.30
FUND ACTIVITY	3545	ASE TEST FEES	ASE TEST FEES FOR FLEET - NIC OORD	229.59
FUND ACTIVITY	3545	ASE TEST FEES	ASE TEST FEES FOR FLEET - STEVE LAUDENSLAGER	229.59
FUND ACTIVITY	3717	AMAZON.COM	(3) CASE/SCREEN PROTECTOR FOR FLEET NEW CELL PHONES	29.34
FUND ACTIVITY	6546	LOVE S TRAVEL	WEIGHT SLIP FOR V2717	14.00
FUND ACTIVITY	6546	LOVE S TRAVEL	WEIGHT SLIP FOR V0228	14.00
Fund Activity Subtotal:				\$2,140.16
501 - EQUIPMENT RENTAL FUND Total:				\$2,140.16
642 - METRO DRUG FORFEITURE FUND				
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA HOTEL EXTRA CHARGE	667.66
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - BENNETT	678.36

City of Kennewick
PCard Roster by Fund
4/1/2025 to 4/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - FAURHOLT	538.52
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - CAVAZOS	470.52
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - LONG	538.52
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - SUAREZ	538.52
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - TRIPP	614.06
FUND ACTIVITY	999998	USPS PO 5471400352	POSTAGE EXPENSE(TF24-072-1,TF24-129-1)	21.38
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - BENNETT REFUND	(156.84)
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - BETANCOURTH REFUND	(156.84)
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - AYALA	538.52
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - GRIFFIN	712.36
FUND ACTIVITY	7278	COEUR D'ALENE RESORT	WSNIA RESORT - BETANCOURTH	627.36
FUND ACTIVITY	999998	USPS PO 5471400352	POSTAGE EXPENSE(TF24-129-1)	25.03
FUND ACTIVITY	999998	USPS PO 5471400352	POSTAGE EXPENSE(RTN TRIPP PHONE TO DOC)	10.65
FUND ACTIVITY	999998	USPS PO 5471400352	POSTAGE EXPENSE(TF24-072-1,TF25-008-1)	31.96
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	UC VEHICLE TITLE/REG FEES (BMW/TAHOE)	2,086.36
Fund Activity Subtotal:				\$7,786.10
642 - METRO DRUG FORFEITURE FUND Total:				\$7,786.10
Grand Total:				\$68,216.33

City of Kennewick
PCard Roster by Fund
4/1/2025 to 4/30/2025



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

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

Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number: 4.g. Date: 6/17/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Payroll Roster: For the Pay Period Ending 05/31/2025 Department: Finance	
<u>Recommendation</u> Staff recommends that Council approve the payroll roster as presented. <u>Motion for Consideration</u> Motion to approve the payroll roster for the pay period ending 05/31/2025. <u>Summary</u> None. <u>Alternatives</u> None. <u>Fiscal Impact</u> 05/31/2025 Total: \$2,923,332.81		
<u>Attachments:</u> 1. Roster		

Payroll Roster for Pay Period Ending 05/31/2025

All Departments:

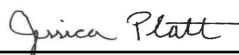
City Attorney	33,034.90
City Council	5,137.50
City Manager	10,120.84
Civil Service	2,395.63
Community Planning	21,835.51
Economic Development	7,836.50
Engineering	64,871.70
Finance	68,817.92
Fire	127,267.69
Human Resources	20,962.90
Management Services	91,350.77
Non-Departmental	3,903.27
Parks, Recreation & Facilities	172,995.38
Police	518,844.90
Subtotal - General Fund	1,149,375.41
BI-PIN	15,519.25
Building Safety	52,361.71
Community Development	3,641.00
Criminal Justice	111,801.85
Equipment Rental	14,914.89
Medical Services	497,315.54
Stormwater	27,470.10
Street	43,542.16
Water & Sewer	169,464.93
Subtotal - Other Funds	936,031.43
Total Salaries and Wages	2,085,406.84

Benefits

Dental Insurance	23,920.88
DRS Retirement	144,610.03
Employee Assistance Program	27.93
Medical Expense Reimbursement Plan	3,375.00
Medical Insurance	375,838.44
Medicare	29,539.33
MissionSquare Deferred Compensation	91,478.59
Social Security (OASDI)	92,230.99
Vision Insurance	3,603.70
WA Paid Family & Medical Leave	5,259.78
Worker's Compensation Insurance	68,041.30
Total Benefits	837,925.97
Grand Total	\$2,923,332.81

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 \$2,923,332.81 comprised of check numbers 77978 through 77991 and direct deposit numbers 236014 through 236482.

Approved for payment:



Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number: 4.h. Item Type: Contract/Agreement/Lease Subject: Contract: Northwest HIDTA Contract Amendment Department: Finance	Date: 6/17/2025 Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends that City Council authorize the City Manager to sign the amended contract with the Northwest High Intensity Drug Trafficking Area (HIDTA).		
<u>Motion for Consideration</u> Motion to approve the contract as presented.		
<u>Summary</u> The City of Kennewick acts as fiduciary for the Northwest High Intensity Drug Trafficking Area (NW HIDTA) in accordance with the Contract for Fiscal Agent Services approved in December of 2020. As a fiduciary for the Northwest HIDTA program, the City's responsibilities primarily consist of administrative duties, including required reporting to the federal government and acting as a pass-through for federal funds to the program's contracted staff. As part of the administrative duties, the City is required to enter into separate agreements with the program's contractors, along with Northwest HIDTA. The City is compensated for the services provided to the NW HIDTA program. In the spring of 2025, NW HIDTA reached out to the City asking for additional support to provide fiduciary assistance to administer their contracts. Their fiduciary providing contract support will no longer be able to provide these services. Since the City is already providing fiduciary services to NW HIDTA, staff recommends providing additional contract support.		
<u>Alternatives</u> No alternatives are recommended.		
<u>Fiscal Impact</u> The proposed contract amendment does not have a fiscal impact on the City of Kennewick. In accordance with the agreement, the City will be compensated for the services provided to NW HIDTA. The agreement established an initial compensation of \$55,000 annually, which was subsequently increased to \$60,000 annually in 2022. With the additional contract support, staff recommends increasing the administrative fee to \$75,000 annually (\$6,250 monthly) beginning June 2025. The compensation amount for 2026 will be subject to review and adjustment by written agreement of both parties.		
<u>Attachments:</u> 1. Agreement		

**CONTRACT FOR FISCAL AGENT SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
NORTHWEST HIGH INTENSITY DRUG TRAFFICKING AREA**

THIS AGREEMENT is made and entered into this ____ of June 2025 by and between THE CITY OF KENNEWICK, hereinafter referred to as “CITY”, and NORTHWEST HIGH INTENSITY DRUG TRAFFICKING AREA hereinafter referred to as “NW HIDTA”. The CITY and NW HIDTA are individually referred to as the “Party” and collectively referred to as the “Parties.”

IT IS HEREBY AGREED that CITY will provide Fiscal Agent services for NW HIDTA and shall be compensated in accordance with the terms and conditions set forth herein:

1. Term of Agreement.

The CITY will provide Fiscal Agent services through December 31, 2026. This contract will automatically extend until terminated or amended, or until no grant agreement is in place to provide the funding.

2. Services Provided.

The CITY will agree to act as a fiduciary on behalf of NW HIDTA pursuant to a grant agreement. A fiduciary is defined as a non-Federal entity designated to handle the financial transactions (accounts receivable and accounts payable) for entities participating in HIDTA. The CITY shall perform such services for and on behalf of NW HIDTA in conformity with Federal administrative and financial reporting standards.

- (i) The CITY will provide the following specific services:
 - a. Serve as the grantee for grants under this agreement.
 - b. Enter grant claims into the online grant claim system and forward copies of these claims to NW HIDTA.
 - c. Prepare and certify quarterly expenditure reports as required by the grantor.
 - d. Prepare contracts and process payments to contractors as directed by NW HIDTA and in accordance with CITY policies and procedures.
 - e. Process purchase requisitions for purchase of supplies, equipment, etc. for NW HIDTA in accordance with CITY policies and procedures.
 - f. Process NW HIDTA approved travel reimbursements for NW HIDTA contractors in accordance with CITY policies and procedures.
 - g. Retain records as required by Washington State Law and the grantor. Make records available for audit, inspection, or copying by NW HIDTA, the Washington State Auditor’s Office, Federal Auditors or other auditors hired by the grantor.

The CITY shall have the authority to perform such services and to deal as necessary or appropriate with

the Office of National Drug Control Policy (ONDCP) that has provided funds to NW HIDTA for program performance, subject to approval as deemed necessary or appropriate, by NW HIDTA.

3. Compensation.

For the Fiscal Agent Services to be performed under this contract, NW HIDTA will compensate the CITY as follows: June 1, 2025 through December 31, 2025, NW HIDTA will pay the CITY forty-three thousand seven hundred fifty dollars (\$43,750.00), to be paid in seven (7) equal installments. The compensation amount for 2026 will be subject to review and adjustment by written agreement of both Parties but will be at least seventy-five thousand dollars (\$75,000.00). The agreed-upon compensation amount will be paid to the CITY in twelve (12) equal installments in 2026.

4. NW HIDTA Responsibilities.

NW HIDTA is responsible for all HIDTA participant responsibilities as outlined in the September 2021 version of the HIDTA Program Policy and Budget Guidance, attached as Exhibit A. NW HIDTA will be responsible for all HIDTA participant responsibilities outlined in updated or future versions of the Policy and Budget Guidance document.

5. Prohibition Against Assignment.

Neither this contract nor any interest therein may be assigned by either Party without first obtaining the consent of the other Party.

6. Indemnification.

NW HIDTA shall defend, indemnify, and hold harmless the CITY, its officers, agents, employees, and volunteers from and against any and all claims, losses, liability, demands, causes of actions, suits, judgments, or any portion thereof, including, but not limited to, attorney's fees, costs, and expenses incurred in connection therewith, arising out of or in connection with the performance of this Agreement by the Provider or its employees, agents, or volunteers, except for injuries and damages caused by the sole negligence of the CITY. It is further specifically and expressly understood that the indemnification provided herein constitutes NW HIDTA's waiver of immunity under Industrial Insurance, Title 51 Revised Code of Washington (RCW), solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this Section shall survive the expiration or termination of this Agreement.

7. Termination.

If either Party fails to comply with the terms and conditions of this Agreement, the other Party, upon sixty (60) days prior written notice to the breaching party may terminate this Agreement.

Notwithstanding the above, either Party may terminate this Agreement for any reason by providing written notice to the other Party three hundred sixty-four (364) days prior to the intended termination date.

8. Forum Selection and Controlling Law.

For any lawsuit filed to enforce the terms and conditions of this Agreement, venue shall be in Benton County, State of Washington. Unless otherwise controlled by federal law, the laws of the State of Washington shall govern this Agreement.

9. Complete Agreement.

This Agreement represents and contains the entire understanding between the Parties in connection with the Fiscal Agent Services to be provided by the CITY. The Agreement shall not be altered or varied except in writing signed by the City of Kennewick and NW HIDTA. The Parties acknowledge that no other oral or written collateral agreements, understandings, or representations exist outside of this document, with the exception of any documents expressly incorporated by reference in this Agreement. Any prior agreements, whether verbal or written, not specifically referred to in this Agreement are hereby terminated.

10. Severability.

It is understood and agreed that if any of the provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall nevertheless continue to be valid and enforceable.

11. Mailing of Notice.

Any notice or communication from one Party to the other shall be mailed, postage pre-paid, addressed to City of Kennewick, P.O. Box 6108, Kennewick, Washington, 99336, and to NW HIDTA, 300 5th Ave, Suite 1300, Seattle, Washington, 98104, or such other address as the Parties may establish by written notice to each other.

12. Public Disclosure.

The Parties to this Agreement understand and acknowledge that the CITY is subject to the Public Records Act, RCW 42.56 et seq. If the CITY receives a public records request for this Agreement and/or for the documents and/or materials provided to the CITY under this Agreement, generally such information will be a public record and must be disclosed to the public records requester. However, the CITY agrees to notify NW HIDTA if it receives such a public records request and the date the CITY plans to release the records. If NW HIDTA fails to obtain a protective order from the applicable court prior to the time the CITY releases the records to the public records requester, NW HIDTA shall be deemed to have given the CITY full authority to release the records on the date specified, and NW HIDTA understands it has thereby given up all rights to challenge the disclosure in any form.

13. Signature Authority.

The Parties executing this Agreement certify that they have the proper authority to bind their respective entities to all terms and conditions set forth herein.

By _____
Jonathan Weiner, Executive Director

By _____
Erin Erdman, CITY Manager

Date _____

Date _____

Approved as to form:

By _____
Laurencio Sanguino, CITY Attorney

EXHIBIT A



High Intensity Drug Trafficking Areas (HIDTA) Program Policy and Budget Guidance

Office of National Drug Control Policy

September 9, 2021

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1.0 PURPOSE AND AUTHORITY

This document provides policy and budget guidance for the High Intensity Drug Trafficking Areas (HIDTA) Program, administered by the Office of National Drug Control Policy (ONDCP). This document supersedes all previous versions of the HIDTA Program Policy and Budget Guidance.¹ This document is only intended to provide additional context and background, but does not supersede the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 issued August 13, 2020, or any future revision(s) released hereafter.

1.1 Scope

The provisions in this document apply to all designated HIDTAs and HIDTA participants.

1.2 Authority

This HIDTA Program Policy and Budget Guidance (PPBG) is issued pursuant to authority granted the Director of ONDCP by the SUPPORT for Patients and Communities Act (Pub. L. No. 115-271), 21 U.S.C. §§ 1701 et seq., which gives the Director of ONDCP the authority to coordinate funds and management activities in the HIDTA Program.

1.3 Revisions

The Director of ONDCP, or the Director's designated representative, is the sole authority for amending this document. Revisions to this document and its contents may be made at the discretion of the Director of ONDCP, in accordance with the revision process established by ONDCP and the HIDTA Directors Committee (HDC). For a detailed description of this process, see Section 3.3.

1.4 Additional Requirements

A HIDTA Executive Board may establish additional requirements or place greater restrictions on activities within its area of responsibility as long as the requirements contained in this guidance are not reduced or otherwise altered.

1.5 Non-Compliance

Failure to comply with Federal statutes, regulations, the terms and conditions of the Federal award, or the requirements established in this document may result in a reduction or delay in funding, or other action as deemed appropriate by the Director of ONDCP.

1.6 Effective Date

The effective date of this document is September 9, 2021.

¹ Unless specifically noted otherwise, all references to "HIDTAs" include the designated HIDTAs.

2.0 PROGRAM OVERVIEW

The HIDTA Program is established in ONDCP under the authority of SUPPORT for Patients and Communities Act (Pub. L. No. 115-271), 21 U.S.C. §§ 1701 et seq. The HIDTA Program provides funding resources to joint initiatives of Federal, state, local, and tribal agencies in each HIDTA designated area to carry out activities that address the specific drug threats of those areas.

The purpose of the HIDTA Program is to reduce drug trafficking and drug production in the United States by:

- Facilitating cooperation among Federal, state, local, and tribal law enforcement agencies, sharing of information, and implementing coordinated enforcement activities;
- Enhancing law enforcement intelligence sharing among Federal, state, local, and tribal law enforcement agencies;
- Providing reliable law enforcement intelligence to law enforcement agencies needed to design effective enforcement strategies and operations; and
- Supporting coordinated law enforcement strategies that maximize the use of available resources to reduce the supply of illegal drugs in designated areas and in the United States as a whole.

2.1 Mission and Goals

The mission of the HIDTA Program is to disrupt the market for illegal drugs in the United States in support of the *National Drug Control Strategy* by assisting Federal, state, local, and tribal law enforcement entities participating in the HIDTA Program to dismantle and disrupt drug trafficking organizations, with particular emphasis on drug trafficking regions that have harmful effects on other parts of the United States. The HIDTA Program goals are as follows:

- Disrupt the market for illegal drugs by dismantling or disrupting drug trafficking and money laundering organizations; and
- Improve the efficiency and effectiveness of HIDTA initiatives.

As the grant oversight authority, ONDCP is responsible for ensuring that HIDTA funds are being allocated to achieve the goals of the HIDTA Program. Individual HDTAs may establish additional goals and objectives to address drug threats within the designated areas. However, all HDTAs are accountable for working to achieve the shared goals of the HIDTA Program.

2.2 HIDTA Designation Process

The Director of ONDCP may designate any specified area of the United States as a HIDTA, as described in Appendix C. In considering whether to designate an area as a HIDTA, the Director of ONDCP shall consider, in addition to such other criteria deemed appropriate, the extent to which the following four criteria, as defined by the SUPPORT for Patients and Communities Act (Pub. L. No. 115-271), 21 U.S.C. §§ 1701 et seq., have been met:

1. The area is a significant center of illegal drug production, manufacturing, importation, or distribution;

2. State, local, and tribal law enforcement agencies have committed resources to respond to the drug trafficking problem in the area, thereby indicating a determination to respond aggressively to the problem;
3. Drug-related activities in the area are having a significant harmful impact in the area, and in other areas of the country; and
4. 4. A significant increase in allocation of Federal resources is necessary to respond adequately to drug-related activities in the area.

Petitions for designation must conform to the provisions outlined in the Federal Register on August 16, 2007, establishing the requirements and procedures for submitting a petition to designate an area as a HIDTA.

Should an Executive Board determine that a designated area (county) no longer meets the statutory requirements for HIDTA designation, per its annual review of HIDTA designated areas (see section 5.12), it shall ensure that a petition is submitted to ONDCP requesting that said designation be removed from the respective area. The petition should contain adequate information to support the removal of designation.

2.3 Program Management

At the national level, ONDCP provides neutral and unbiased policy direction, technical assistance, and grant administration to the HIDTA Program as the grant oversight authority. ONDCP ensures the overall program policy and budget guidance is consistent with the *National Drug Control Strategy*; the program operates in an effective and efficient manner; and all HIDTA participants are compliant with legal requirements and program policy.

At the local level, governance is conducted by Executive Boards composed primarily of Federal, state, local, and tribal law enforcement leaders. A central feature of the HIDTA Program is the discretion granted to these Executive Boards to design and implement initiatives that confront the specific drug trafficking threats found in their respective regions. Specifically, each HIDTA Executive Board assesses the drug trafficking threat in its defined area, develops a strategy to address that threat, designs initiatives to implement the strategy, and proposes funding needed to carry out the initiatives. This level of local control and discretion has ensured that each HIDTA Executive Board can tailor its strategy and initiatives closely to local threats and can respond quickly to changes in those threats as they are identified.

2.4 Program Features

A HIDTA is a coalition of Federal, state, local, and tribal law enforcement agencies from a specific geographic area that have joined together to apply for and to receive Federal grants to address specific drug threats. A HIDTA does not possess its own law enforcement authority. The Federal, state, local, and tribal law enforcement agencies that form the HIDTA each have their own respective law enforcement authority under Federal, state, local, and tribal law. When Federal officers and local police jointly conduct a criminal investigation funded by the HIDTA, they are acting under the law enforcement authority vested in each of them by their specific agencies.

A HIDTA is not an agency. Likewise, a HIDTA is not an agent of ONDCP, the Executive Office of the President (EOP), or any other Federal, state, local, or tribal agency. Each HIDTA participant has a responsibility to avoid actions that imply or otherwise suggest that he/she is an agent of, or is otherwise acting on behalf of ONDCP or the EOP.

The HIDTA Program is regionally-based, locally managed, and tied to a national mission. HIDTA program funds enhance and promote regional strategies. The HIDTA Program serves as a coordination umbrella for Federal, state, local, and tribal law enforcement agencies in designated areas, enabling them to combine and leverage resources and capabilities to address drug trafficking and drug-related crime. Individual HDTAs provide resources, facilitate and enhance coordination of participating agencies' drug control efforts, and improve communication between these agencies.

Under the control and direction of the HIDTA Executive Boards, participating agencies work together to implement the Boards' strategies. Although they may have different missions, participating agencies share the same objective of reducing drug trafficking and its harmful consequences. As each agency adds its expertise, new ideas and innovative approaches create opportunities for new inroads in counterdrug activities.

The interaction of Federal, state, local, and tribal representatives on the Executive Boards is continued at the operational level. HIDTA-funded enforcement initiatives are collocated and jointly staffed law enforcement task forces led by a local, state, tribal, or Federal agency. These multiagency initiatives carry out the investigative, interdiction, and prosecution activities to implement the Board's strategy in their region.

The HIDTA Program emphasizes the sharing of intelligence and information. It is viewed with such importance that a standing HIDTA Intelligence Committee of selected Executive Directors works to develop and support intelligence and information sharing policies and practices for the entire Program. Each Executive Board must ensure the development of at least one primary intelligence initiative or investigative support center (ISC). The ISC is designed to develop intelligence, share information, and provide analytical and technical support to the enforcement initiatives. Ancillary intelligence initiatives, where applicable, may be used to augment the ISC's work. The ISC is staffed by representatives of participating agencies who have direct onsite access to their agencies' information databases. The HIDTA Program's emphasis on information sharing goes beyond an individual HIDTA's initiatives. HIDTAs are required to share their threat assessments, criminal intelligence products, and deconfliction processes with other HIDTAs and appropriate partner agencies.

HIDTA Program funds are also invested in training and related activities. Training makes a significant contribution to drug law enforcement, treatment, and prevention initiatives, and it is made available not only to agencies participating in the HIDTA Program, but also to all law enforcement agencies in the respective regions.

In addition, HIDTAs support drug treatment and prevention activities to the extent authorized by statute. These activities, while using a relatively small portion of HIDTA funds, constitute a significant part of those individual HIDTAs' strategies. ONDCP is currently expanding the prevention aspect of the HIDTA Program. Each Executive Board is encouraged to develop a prevention initiative that will increase collaboration between HIDTA law enforcement initiatives and the demand reduction and/or public health community. All HIDTAs are encouraged to engage community-based coalitions (e.g., Drug Free Communities), prevention programs, and/or public health stakeholders to ensure evidence-based or evidence-informed prevention activities, strategies, and/or programming are implemented in the community.

The HIDTA Program emphasizes performance and accountability. Each Executive Board's strategy is submitted to ONDCP in the form of an Annual Budget Request (ABR), and includes both standardized and individualized performance measures in the initiative proposals.² ONDCP will annually assess performance against targets established at the beginning of each program year using these measures as reported through the HIDTA Performance Management Process (PMP) system. Accountability is ensured through internal reviews, reviews by ONDCP, and external performance and financial audits.³ Results of these assessments are considered when determining future funding levels.

² Refer to section 3.2.1 for a detailed description of the ABR.

³ Refer to section 3.2 for additional information on the HIDTA Program's accountability framework.

3.0 ONDCP OVERSIGHT

The ONDCP is a component of the Executive Office of the President, created by the Anti-Drug Abuse Act of 1988. The ONDCP Director is the principal advisor to the President on drug control issues.

ONDCP coordinates the drug control activities and related funding of 16 Federal Departments and Agencies, and produces the *National Drug Control Strategy*, which outlines Administration efforts for the Nation to reduce illicit drug use, manufacturing and trafficking; drug-related crime and violence; and drug-related health consequences. ONDCP also leads the development of the consolidated Federal drug control budget.

3.1 National HIDTA Program Office

As the grant oversight authority for the HIDTA Program ONDCP is responsible for ensuring the proper administration of the HIDTA Program, and the accountable use of Federal grant funds. Within ONDCP, the National HIDTA Program Office (NHPO) oversees and administers the HIDTA Program. The NHPO is led by the National HIDTA Director.⁴ NHPO's responsibilities include, but are not limited to:

- Setting program priorities;
- Issuing program and policy guidance;
- Allocating funds to the HIDTA grantees and administering the disbursement of grant funds;
- Publishing regulations;
- Developing and applying performance standards;
- Reviewing annual budget requests submitted by Executive Boards;
- Reviewing petitions from interested law enforcement agencies for designation as a HIDTA area, and developing recommendations for the Director of ONDCP for designating areas as HDTAs and removing HIDTA designation from areas that no longer meet statutory requirements;
- Conducting program reviews and contracting with external agencies for required audits;
- Coordinating with the HDC regarding oversight of the National HIDTA Assistance Center (NHAC); and
- Determining compliance with HIDTA Program requirements.

Various components within ONDCP coordinate directly with the NHPO to ensure that the functions above are performed in accordance with Federal laws and regulations, to include the Office of General Counsel (OGC), the Office of Legislative Affairs (OLA), and the Office of Performance and Budget, Internal Budget Division (IBD).⁵

3.2 Program Accountability

ONDCP monitors and evaluates the success of individual HDTAs to ensure the accountability of the HIDTA Program. The accountability framework has evolved to include three primary elements: the annual reporting processes, risk-based audits conducted by independent auditors, and periodic program reviews.

ONDCP staff ensure that oversight procedures and accountability functions are aligned with applicable grant laws, and that audit functions are consistent with regulations and established guidelines governing Federal grant programs, including the Generally Accepted Government Auditing Standards (GAGAS). By consistently applying standardized guidance within the framework, ONDCP is able to assess progress towards achieving the HIDTA Program's goals.

3.2.1 Annual Budget Request

The HIDTA Program's authorizing statute requires HIDTA Executive Boards to provide an annual budget request for funding to address drug trafficking threats in their respective designated areas. Each HIDTA submits an ABR that includes an annual threat assessment and initiative description and budget proposals (IDBPs).⁵ ABRs must be submitted to ONDCP no later than June 15 of

⁴ All mentions of ONDCP throughout this document refer to NHPO, unless otherwise stated. ⁵ The IBD was formerly known as the Financial Managers Office (FMO).

⁵ The specific requirements pertaining to the preparation and submission of the ABR, as well as applicable deadlines, can be referenced in the AARs issued by ONDCP at the beginning of each FY, and accessible on HRMS (see URL below).

each year.⁶

The annual threat assessment is intended to guide a HIDTA's Executive Board as it develops a strategy for the coming calendar year. Threat assessments must be developed in accordance with the annual reporting requirements (ARRs),⁷ and submitted to ONDCP for review prior to publication.

The AARs are updated at the beginning of each fiscal year (FY), and can be accessed through the HIDTA Resource Management System (HRMS).⁸

Based on the threat assessment, Executive Boards determine the initiatives that will be funded to address the threat. Descriptions and budget requests for each initiative are submitted to ONDCP through the PMP system in the form of IDBPs.⁹ The IDBPs—one for each initiative—contain detailed information about each initiative, including performance targets and prior-year outputs, the budget request, a compliance checklist, waivers, and verification of methamphetamine laboratory reporting as required by statute. Each IDBP also associates the initiative with the specific drug trafficking threat(s) it is designed to address.

ONDCP reviews each IDBP, and may request additional documentation, clarification on policy waivers, or adjustments to expected performance targets. Prior to granting final approval, HIDTAs are given the opportunity to respond to questions or comments from ONDCP, or to provide additional information that clarifies performance outputs and reported data.

Following final approval of the ABR by the National HIDTA Director, ONDCP issues formal notification through the PMP system authorizing each HIDTA to obligate the grant funds through the Financial Management System (FMS). IDBPs may be updated throughout the FY to reflect changes in the initiative structure, or for out-of-cycle waiver requests.

3.2.2 Desk, Financial, and Performance Audits

Each year, ONDCP oversees a series of desk, financial, and performance audits of individual HIDTAs. These audits are conducted by independent auditors who follow protocols and standards outlined in the GAGAS.

The desk audits are conducted before any payment is made to a grantee to ensure that all payments to grantees are for actual costs incurred. The audits must be completed before any payment is made to a grantee. These steps are in place to minimize the likelihood of improper payments and are supported by receipts corroborating the claim. In addition, this helps to ensure that all payments are covered within the spending plan as established in the grant agreements. The accuracy and propriety of the requests are reviewed by ONDCP's desk audit contractor.

The financial audit determinations are risk-based and are conducted at the fiduciary level. Following initial document reviews, financial auditors spend approximately two weeks onsite examining financial statements and assessing internal controls. The audit findings and recommendations for each HIDTA are delivered to ONDCP and communicated to the HIDTA and its fiduciaries.¹⁰

Performance audits focus on three aspects of the HIDTA's performance reporting: the reliability of PMP data, the quality of internal controls, and compliance with the PPBG and PMP User Guide. Onsite reviews are conducted for 3 to 5 days, and culminate in a final report submitted to ONDCP and the HIDTA, followed by a management letter containing recommendations to enhance the quality and consistency of the HIDTA's performance management.¹¹

Following the financial and performance audits, ONDCP personnel work directly with each HIDTA to ensure that any deficiencies are addressed, and that recommended corrective actions are implemented in a timely manner. Program-level observations are shared with the HIDTA Directors' Committee (and subcommittees, as appropriate) which advises the HIDTA community and ONDCP on necessary improvements to performance reporting systems and requirements.

⁶ In years when June 15 falls on a weekend, the ABR will be due on the following Monday.

⁷ ARRs are issued annually by ONDCP, and posted on HRMS.

⁸ HRMS can be accessed at: <http://portal.hidta.net>

⁹ Additional requirements pertaining to the preparation and submission of IDBPs can be found in the PMP User Guide and in the AARs posted on HRMS.

¹⁰ For additional information on financial audits, refer to section 7.30.

¹¹ For additional information on performance audits, refer to section 10.9.

3.2.3 HIDTA Program Reviews

ONDCP conducts periodic program reviews of individual HDTAs to ensure compliance with HIDTA grant requirements and other relevant guidance at the initiative level to identify strengths and weaknesses across the HIDTA Program. ONDCP develops recommendations that are delivered to HIDTA Executive Boards in the form of final reports or corrective action plans.

ONDCP conducts two types of program reviews: standard reviews, and comprehensive reviews. Typically, standard program reviews follow the completion of both financial and performance audits, and are the most basic form of program review. These reviews are designed to ensure that the HIDTA has fully implemented audit recommendations or other corrective actions recommended by auditors or ONDCP, identify best practices, and recommend improvements to the HIDTA's Executive Board. Standard reviews may address other aspects of the HIDTA as deemed necessary by ONDCP, or determined in consultation with the Executive Director and/or the Executive Board.

ONDCP may conduct comprehensive reviews of a HIDTA when ordered by the Director of ONDCP or the National HIDTA Director.¹² These reviews may be disciplinary in nature, and are intended to address specific matters of non-compliance at the initiative level and/or potential misuses of grant funds. Comprehensive reviews may span several months and trigger additional financial and performance audits. These reviews typically culminate in required corrective actions delivered to the HIDTA's Executive Board, and may result in the reimbursement of grant funds from the HIDTA to ONDCP, a partial award, the complete withholding of future grant funds, and/or significant changes to the HIDTA's initiatives.

3.3 Revisions to the PPBG

The Director of ONDCP shall approve revisions to the PPBG as deemed necessary. The review and approval of proposed revisions shall be managed by the National HIDTA Director, in partnership with the HDC. The review process shall include the following steps:

1. Initial submission of proposed revisions by ONDCP to the HDC, or by the HDC to ONDCP
2. ONDCP drafts the revision(s), and disseminates to the Executive Directors through the HDC for a 30-day comment period
3. ONDCP will conduct a thorough legal review, and submit the final proposed revision(s) to the Director of ONDCP for approval and signature
4. An updated version of the PPBG, along with a memo describing the revisions, will be disseminated to the HIDTA community
5. Related grant guidance or other documentation will be updated and disseminated as deemed necessary

The current version of this document will be posted to HRMS, along with any supporting materials pertaining to the proper implementation of the grant requirements. Memoranda and other notifications of changes to the PPBG will be circulated to the HIDTA community by ONDCP, and posted to HRMS.

3.4 ONDCP Approval for Conferences

All HDTAs and the National HIDTA Initiatives are required to seek pre-approval from ONDCP for conferences.¹⁴

3.5 Waivers

A HIDTA Executive Board may request that ONDCP waive requirements contained in this guidance. ONDCP will only consider waiver requests submitted by a HIDTA in the IDBP for the initiative requesting the waiver. The waiver request must:

- Identify the policy requirement for which the waiver is requested;
- Explain why the policy requirement cannot be met;
- Describe the impact if the waiver is not granted; and
- Demonstrate that the Executive Board has approved the waiver request.

Waiver requests will be considered on a case-by-case basis. ONDCP will grant waivers only in extenuating circumstances and for

¹² Comprehensive reviews also may be requested by an Executive Director or an Executive Board Chair. ¹⁴ Refer to section 7.19 for conference proposal submission requirements.

a limited duration, typically no greater than one calendar year. The granting of a waiver in one instance does not guarantee similar waivers will be granted in the future. Legal requirements will not be waived.

4.0 HIDTA DIRECTORS COMMITTEE

The HDC consists of elected representatives from each of the six HDC regions. One of these elected representatives is selected to serve as the HDC Chair. The HDC is governed according to bylaws that are updated periodically and reviewed by ONDCP. Both the HDC and its sub-committees (see section 4.2) are subject to the provisions of the bylaws.

4.1 HDC Functions

The HDC is responsible for each of the following:

- Serving as a forum for the Executive Directors to discuss programmatic aims, policies, operations, and other issues affecting and/or pertaining to the HIDTA Program.
- Providing a mechanism for Executive Directors to exchange information concerning HIDTA Program policies and budget guidance, reporting requirements, and day-to-day management concerns, and facilitating timely identification of issues affecting multiple HDTAs and/or regions.
- Establishing standing and ad hoc sub-committees to examine topical areas of interest and specific issues requiring HDC resolution or implementation.
- Providing oversight of the NHAC.¹³
- Facilitating the sharing of information and open communication with ONDCP on all matters of mutual interest related to management of the HIDTA Program.
- Representing the HIDTA Program through service on interagency committees, boards, and other bodies at the request of ONDCP.

Other responsibilities and functions may be determined by the HDC on an ad-hoc basis to meet the needs of the HIDTA Program.

4.2 HDC Sub-committees

The HDC may, at its discretion, establish sub-committees to address topical and substantive matters in the interest of the HIDTA Program. These committees may be standing or ad-hoc, and advise the HDC and ONDCP on matters related to management and oversight of the HIDTA Program. Similarly, the HDC may directly oversee or establish committees and advisory bodies to oversee the National HIDTA Initiatives and programs.

HDC sub-committees may also, in coordination with special working groups or other advisory bodies, develop additional guidance documents such as handbooks, guidelines, standards, and checklists to assist HIDTA personnel in implementing the PPBG and adopting best practices. The HDC is required to submit such documentation to ONDCP for review and approval prior to the release or dissemination of such guidance to ensure alignment with the PPBG and other Federal regulations pertaining to grantees and the use of grant funds.

The HDC is required to notify ONDCP of any additions, removals, or changes to the sub-committees. ONDCP shall have representation on each of the sub-committees, and the National HIDTA Director shall be invited to participate in HDC meetings.

4.3 Oversight of the National HIDTA Assistance Center

The HDC, in coordination with ONDCP, provides oversight of the NHAC. The NHAC supports the National HIDTA Program by providing direct assistance to all HDTAs. The NHAC also coordinates regional and national meetings and conferences and supports national coordination projects.

Additionally, the NHAC offers training (see Section 4.3.2 below) and multimedia support, maintains the HRMS platform for sharing information within the HIDTA Program, and the public-facing HIDTA Program website.¹⁴ All HDTAs are able to request multimedia services, which include graphics, video, mapping, and support. The NHAC also maintains FMS and the Clearance

¹³ The HDC provides oversight of the NHAC in coordination with ONDCP, which oversees the contractual obligations of the NHAC's Finance Unit.

¹⁴ The HIDTA Program website can be accessed at <http://www.hidtaprogram.org/>

Management System (CMS).

4.3.1 National HIDTA Initiatives

The NHAC provides administrative support and oversight for the following national initiatives:

- The Domestic Highway Enforcement (DHE) program assists the HIDTAs with market disruption through a coordinated Nationwide Highway Enforcement Strategy;
- The National Emerging Threat Initiative (NETI) is a poly-drug national trends, intelligence, and best practices-sharing initiative that addresses all aspects of the illegal drug supply, including the diversion of legal drugs;
- The National Marijuana Initiative (NMI) is a law enforcement support initiative whose mission is to improve the capabilities of the regional HIDTA programs in carrying out the National Drug Control Strategy objectives of disrupting domestic trafficking and production of and reducing demand for marijuana and derivative products.

4.3.2 NHAC Training Responsibilities

Under the direction of ONDCP, the NHAC will serve as the central training information clearinghouse and coordination element for the HIDTA Program by:

- Developing and maintaining a catalog of training sources, and evaluating and recommending sources of training;
- Assisting training coordinators in coordinating and facilitating training, including assisting in contracting for training courses;
- Developing training courses in areas where they are not available or developing the course in-house if it would be more cost-effective than using other available training resources;
- Collecting two-month follow-up survey data for all persons attending HIDTA-funded training and entering that information into the PMP database; and
- Conducting training for the HIDTA Program, such as HIDTA management, financial management, and performance management.

The NHAC will also be responsible for supporting ad-hoc training events at the direction of ONDCP or the HDC. These events may include orientation for new Executive Directors, or training to support the implementation of a new policy or grant requirement.¹⁵

4.3.3 The NHAC Executive Director

The HDC shall, in coordination with ONDCP, select and oversee the Executive Director of the NHAC.¹⁶ The HDC will also work with the appropriate grantee to coordinate the hiring, compensation, and oversight of the Executive Director of the NHAC, as well as the NHAC's other management and staff.¹⁹

¹⁵ Additional requirements pertaining to training initiatives can be found in section 6.6.

¹⁶ The hiring and notification procedures for the Director of the NHAC are subject to the same notification requirements for all HIDTA Executive Directors as noted in section 5.6. ¹⁹ Excludes contractual obligations subject to ONDCP oversight.

5.0 HIDTA EXECUTIVE BOARDS

The ONDCP Reauthorization Act requires each area designated as a HIDTA to be governed by an Executive Board.¹⁷ The Executive Board shall ensure the designation of a chair, vice chair, and any other committees or officers that the Executive Board determines are necessary. In addition to the requirements contained in this document, all HIDTA Executive Boards are responsible for providing direction and oversight to the HIDTA, managing funds, reviewing and approving all funding proposals in the ABR, and conducting periodic internal reviews. Executive Boards may further delineate responsibilities and functions in addition to those listed above, but that do not supersede or undermine the requirements contained herein.

5.1 Executive Board Representation and Voting Requirements

None of the funds obligated to a HIDTA grantee or Federal agency may be expended if the HIDTA Executive Board does not apportion an equal number of votes between representatives of participating Federal agencies and representatives of participating state, local, and tribal agencies. Where it is impractical for an equal number of representatives of Federal agencies and state, local, and tribal agencies to attend a meeting of an Executive Board in person, the Executive Board may use a system of proxy votes or weighted votes to achieve the voting balance required by this paragraph. The system used by the Executive Board to meet this requirement (e.g., weighted votes or proxy votes) must be included in the written standard operating procedures (SOPs).

5.2 Executive Board Membership

With the exception of Federal, state, and local prosecutors, only those agencies with a staff member assigned full time in a HIDTA initiative may be a voting member of the Executive Board. Each agency's representative to the Executive Board shall be the local head of the participating agency or a permanently-designated, high-ranking official of the agency who has the authority to commit the agency's resources to HIDTA initiatives and to make decisions on behalf of his/her agency.

The Executive Director shall be a permanent non-voting member of the HIDTA's Executive Board. In addition, Executive Boards may include representatives of non-participating agencies or associations as non-voting members of the Executive Board.

Each HIDTA Executive Board must ensure that its composition complies with the requirements of the ONDCP Reauthorization Act. The certification must be transmitted to ONDCP and provide details regarding the composition of the Executive Board through the ABR.

5.3 Executive Board Chair and Vice Chair

Each HIDTA Executive Board must designate a chair and a vice chair and any other officers to the Executive Board that it determines are necessary. A representative of a participating state, local, or tribal agency shall fill one position and a representative of a participating Federal agency shall hold the other.

5.3.1 Terms and Limitations

The chair and a vice chair shall each serve one-year terms and both positions shall alternate annually between a state, local, or tribal representative and a Federal representative. No agency shall be represented in these positions (i.e., chair and vice chair combined) for more than two years consecutively.

5.3.2 Responsibilities

The chair of the Executive Board chairs the Executive Board meetings and is the principal spokesperson for the Executive Board. The vice chair shall assume the duties of the chair in his/her absence.

5.4 Selection of HIDTA Grantees

HIDTAs and their Executive Boards are not considered legal entities under Federal law and generally lack the authority to enter into contracts, hire employees, or obligate Federal funds. HIDTA Executive Boards are responsible for selecting one or more grantees that, among other things, provide financial management services. Those grantees will hire employees, issue contracts,

¹⁷ In the case of the NHAC, oversight is provided by the HDC in lieu of an Executive Board (see section 4.3.3).

manage property, and expend HIDTA Program funds as necessary to carry out the grant activities approved by the Executive Board. The grantees are accountable for the use of HIDTA Program funds and must comply with all applicable Federal statutes and regulations governing Federal grants.

The use of those funds is subject to the respective grantee's policies and procedures pertaining to property management, employment, procurement, and financial management. The Executive Board is responsible for selecting grantees whose established policies and procedures are consistent with Federal grantee regulatory requirements (See Title 2 C.F.R. Part 200). Grantees must have the requisite financial and management capabilities to carry out these functions.

5.5 Bylaws and Standard Operating Procedures

The Executive Board must ensure the establishment of written bylaws and SOPs (or other administrative, financial, or operational guidelines) where needed to ensure compliance with Federal grant regulations and HIDTA Program requirements, and to provide guidance regarding the HIDTA's activities. These bylaws and SOPs shall be consistent with the established policies of participating agencies. Each Executive Board is required to post its bylaws and SOPs to HRMS, and ensure that the posted versions are the current versions of these documents.

5.6 Selection of the Executive Director

Each Executive Board shall ensure the selection of an individual to serve as the Executive Director. The Executive Board, in consultation with the hiring grantee, shall ensure the drafting of a position description, statement of work, or other document(s) that provide sufficient guidance, authority, and resources to the Executive Director to fulfill the duties and responsibilities outlined in this document. The Executive Board shall also ensure the determination and establishment of the compensation and benefits for the Executive Director within limits established for executive compensation.¹⁸

That individual will be an employee or contractor of a grantee and will be subject to all employment, contracting, and other conditions established by that grantee. The Executive Board shall ensure the Director of ONDCP is notified in writing before the individual is retained. The Executive Board, in consultation with the grantee, may remove an Executive Director or significantly limit his/her authority. The Executive Board shall ensure the notification of ONDCP in writing prior to removing an Executive Director or significantly limiting his/her authority.

5.7 Oversight of the Executive Director

It is the sole responsibility of the Executive Board, in coordination with the hiring grantee, to provide oversight of the Executive Director. In addition to the roles and responsibilities outlined in this document, Executive Boards may assign other duties and responsibilities that do not conflict with or otherwise limit the fulfillment of the requirements pertaining to the Executive Director and the HIDTA Program mission.¹⁹ However, the position of Executive Director is considered a full-time position, and any other duties must not detract or otherwise diminish the Executive Director's ability to oversee and administer the HIDTA.

5.8 Compensation and Benefits for HIDTA-funded Positions

Each Executive Board, in coordination with the appropriate grantee(s), shall ensure the establishment of compensation and benefits for all positions funded by the HIDTA, subject to the requirements associated with compensation limits and fringe benefits established by ONDCP.²³

5.9 Board Meetings

Each HIDTA Executive Board shall ensure they meet at least four times a year. Minutes of each meeting must be prepared and provided to ONDCP. The minutes shall be retained by the Executive Director for a minimum of 3 years.

¹⁸ Refer to section 5.8 for requirements associated with compensation and benefits.

¹⁹ The qualification requirements and duties of the Executive Director are described in section 6.3.1 below. ²³ Refer to section 7.10.2 for requirements associated with compensation and benefits that apply to HIDTA management and support staff.

5.10 Advisory Bodies

HIDTA Executive Boards may establish subordinate advisory bodies to assist the Board in carrying out its duties. Executive Boards of multi-state HIDTAs may establish subordinate advisory bodies in each state within their respective HIDTAs.

5.11 Approval of ONDCP-Required Documents

The Executive Board shall review and approve the ABR prior to submission to ONDCP.

5.12 Annual Review of HIDTA Designation

As part of their annual assessment of the regional drug threat, HIDTA Executive Boards shall ensure the review of those areas in their region that are currently designated as part of the HIDTA to ensure that each area continues to meet the statutory requirements for such designation. This review is essential to prioritize resources to meet the constantly changing drug trafficking threat. Each HIDTA's ABR must indicate in the appropriate IDBP that this review has occurred and that designated counties continue to meet the statutory criteria for inclusion in the Program.

5.13 Initiative Formation and Performance

Each Executive Board shall ensure the proposal of enforcement and intelligence initiatives in the ABR that are based on the most recent threat assessment, articulate how each initiative's funding request directly addresses the threat(s), and establish specific and realistic performance targets. Other proposed initiatives must clearly support the HIDTA Program mission and goals.

5.14 Annual Initiative Evaluation

The Executive Board shall ensure the establishment of an ongoing initiative review program, for both financial and programmatic issues, in order to determine each initiative's effectiveness. This review must be done at least annually to determine whether the initiative is:

1. Complying with HIDTA Program requirements;
2. Effectively implementing the Executive Board's strategy;
3. Achieving negotiated performance targets; and
4. Sufficiently productive to warrant continued HIDTA Program funding.

Initiative reviews shall be documented, and records shall be maintained for a period of 3 years and made available to ONDCP upon request. The initiative review program shall ensure the advancement of the collective HIDTA initiative effort, making certain that joint initiatives do not merely support otherwise existing agency operations or supplant agency budgets. The Executive Board is responsible for terminating or revising initiatives that are no longer productive, no longer address an identified threat, or do not comply with HIDTA Program requirements.

5.15 Intelligence and Information Sharing

Executive Boards are required to establish an ISC, which serves as the HIDTA's primary intelligence initiative. Executive Boards may, at their discretion, establish ancillary intelligence initiatives that advance the HIDTA mission.

The Executive Board is responsible for designating the primary sponsoring agency for the ISC, and ensuring that each

participating agency shall provide the HIDTA's intelligence initiatives(s) access to its investigative databases. Executive Boards are responsible for establishing and maintaining the capaCITY (e.g., hardware, software, policies, and procedures) to continuously and securely share information with other agencies participating in the HIDTA Program and law enforcement and intelligence components. HIDTA Executive Boards shall also ensure the establishment of guidelines for disseminating information directly to other HIDTAs and law enforcement agencies that may benefit from the information.

Executive Boards shall seek to ensure the exchange of information and the coordination of activities with all law enforcement agencies in the HIDTA region is accessible and routine.

5.16 Deconfliction

The Executive Board shall ensure participating agencies use the Nationwide Deconfliction Pointer System (NDPS), even for those investigations not funded by HIDTA, and shall ensure the invitation of non-participating agencies in the designated areas to use the NDPS.²⁰

5.17 Financial Administration

Each HIDTA Executive Board shall ensure the establishment of oversight protocols and procedures to ensure that all reprogramming requests pertaining to HIDTA funds comply with administrative and financial requirements of participating agencies, and with all HIDTA Program requirements established by ONDCP. Executive Boards shall also ensure that fiduciaries maintain internal controls to reduce the risk of fraud, waste, and abuse.

5.18 Training

Each Executive Board shall ensure the establishment of a training initiative. If training is requested as part of a non-training initiative, the amount of funds and the expected training outputs from the initiative must be specifically identified in the IDBP for that initiative. The Executive Board shall ensure the designation of a Training Coordinator who will report to the Executive Director, or the Executive Director's designee.

5.19 Information Technology

Executive Boards are responsible for ensuring that the HIDTA's information technology (IT) infrastructure, including capabilities, equipment, and services, are sufficient to support the activities of the HIDTA in fulfillment of the HIDTA's mission. It is also the responsibility of the Executive Board to ensure the HIDTA's IT systems and policies are compliant with the applicable policies and standards set forth by the HIDTA's participating agencies. In instances where applicable policies and standards may conflict, it is the Executive Board's responsibility to resolve the conflict with the respective agencies.

5.20 Setting Performance Targets

Executive Boards must establish performance targets for each performance measure in the IDBPs submitted to ONDCP as part of the ABR. The targets should reflect the sum of what all HIDTA initiatives expect to accomplish in the upcoming program year, as stated in the IDBPs. In the IDBP, each initiative must project what it expects to accomplish in the upcoming year.

In determining an appropriate performance target, the target projections should consider the annual average for the previous three years and adjust that figure according to changes in the initiative's budget, staffing, non-HIDTA resource levels, and any changes to the initiative's priorities or drug trafficking conditions in the HIDTA.

²⁰ Refer to section 6.2.8 for a description of the NDPS; consult the glossary for the definition of a participating agency.

The HIDTA Executive Board shall ensure that each HIDTA initiative establishes annual performance targets. ONDCP will review the proposed performance targets during the review of the HIDTA's budget submission. If necessary, ONDCP will negotiate revised performance targets for the program year with each HIDTA. To ensure that the performance expectations are clearly understood, ONDCP will notify each Executive Director of the approved annual performance targets as part of the annual budget review and approval process.

Extenuating circumstances may require Executive Boards to review and revise performance targets initially approved by ONDCP. Such changes must be approved by ONDCP.

Finally, Executive Boards receiving supplemental or discretionary funding from ONDCP may be required to revise their performance targets accordingly.

6.0 HIDTA INITIATIVES

Encouraging and facilitating collaboration between and among Federal, state, local, and tribal law enforcement is a central role of the HIDTA Program. To promote this collaboration, HIDTA enforcement initiatives must be multi-agency efforts composed of Federal, state, local, and tribal law enforcement personnel who are collocated and commingled. This section describes those requirements.

All initiatives must be designed to address the drug trafficking and money laundering threats most significantly impacting the HIDTA designated area(s). Currently, the HIDTA Program recognizes seven distinct types of HIDTA initiatives:

- Enforcement
- Intelligence
- Management
- Prevention
- Support
- Training
- Treatment

All HIDTAs are required to have enforcement, intelligence, management, and training initiatives. Prevention and support initiatives are at the discretion of the Executive Board; only the Northwest and Washington-Baltimore HIDTAs are permitted to have treatment initiatives. Each initiative type is defined in the relevant sections (see below). HIDTAs must observe the guidelines for correctly labeling and uploading IDBPs for each initiative type found in the PMP User Guide.

6.1 Enforcement Initiatives

Every HIDTA is required to maintain at least one enforcement initiative designed to disrupt and dismantle drug trafficking and/or money laundering organizations in the designated areas. Enforcement initiatives include multi-agency investigative, interdiction, fugitive, and prosecution activities targeting drug trafficking and money laundering organizations, drug production organizations, drug gangs, drug fugitives, and other serious crimes with a drug nexus.

6.1.1 Threat Basis

All HIDTA enforcement initiatives must be designed to address a specific threat, or multiple threats, facing the HIDTA designated areas. The threat focus of each enforcement initiative must be based on the most recent HIDTA threat assessment. The IDBP must denote which threat(s) the initiative is designed to address.

6.1.2 Multi-Agency Participation

Multi-agency participation means full-time Federal and full-time state, local or tribal (optimally both state and local or tribal) agency personnel participating in an initiative and within any single or multiple subcomponent of an initiative (e.g., task force, squad, group, or unit) under a single initiative supervisor. Any participating Federal, state, local or tribal agency may lead an initiative.

Full-time participation means agency personnel are assigned to the initiative as their exclusive work assignment. A liaison position does not meet the requirement for full-time participation.

Except where indicated otherwise in this document, initiatives that combine single-agency squads, groups, or units do not meet the requirement for full-time, multi-agency participation unless the IDBP provides a clear explanation of how these separate entities cooperate and coordinate their activities under a unified command structure. This justification must detail the expected benefits from combining these entities and explain how the combination will improve enforcement. ONDCP may require the separation of these entities into different initiatives or place reprogramming or other restrictions on such initiatives.

6.1.3 Collocation and Commingling of Participants

All full-time Federal, state, local, and tribal law enforcement personnel assigned to law enforcement initiatives must be colocated and commingled. Collocation means working in or from the same facility, preferably with a shared or contiguous workspace. Commingling means that all participants in an initiative have free and open access and interaction with other participants in the same initiative. Whenever possible, multiple initiatives should be housed together in a central location and a space without barriers that could hinder the interaction and commingling among participants of the various initiatives.

6.1.4 Supervision of Enforcement Initiatives

Enforcement initiatives must be supervised by a representative of a Federal, state, local, or tribal participating agency.

6.2 Intelligence Initiatives

Each HIDTA is required to operate at least one ISC, which serves as the HIDTA's primary intelligence initiative. Participation in the ISC and intelligence initiatives is a core condition of HIDTA participation and grant funding. Executive Boards may establish ancillary intelligence initiatives that fulfill the HIDTA mission at their discretion.

6.2.1 Intelligence and Information Sharing Functions

At a minimum, the ISC provides analytical case support to all of the HIDTA's initiatives, develops and disseminates intelligence products, and supports information sharing activities, including deconfliction services within the HIDTA-designated areas.

- Analytical Case Support: At a minimum, HIDTA ISCs or ancillary intelligence initiatives shall provide analytical case support to all HIDTA-funded cases that request this assistance, and to non-HIDTA-funded cases as appropriate;
- Intelligence Production: HIDTA ISCs shall seek to produce tactical, operational, and strategic intelligence products in cooperation with the participating agencies and in fulfillment of the HIDTA mission and goals. All of a HIDTA's intelligence initiatives are required to support the production of an annual threat assessment, as appropriate;²¹ and
- Information Sharing: HIDTA ISCs and any ancillary intelligence initiatives are required to perform basic information sharing activities in coordination with the participating agencies, including:
 - Performing event and investigative data deconfliction through the Nationwide Deconfliction Pointer Solution (NDPS);²⁶
 - Obtaining and maintaining access to, and properly utilizing law enforcement, proprietary, and public databases containing information owned by the participating agencies;
 - Sharing drug-related information and intelligence products with other ISCs and national intelligence centers including (but not limited to) the El Paso Intelligence Center (EPIC), the Organized Crime Drug Enforcement Task Forces (OCDETF) Fusion Center, the Financial Crimes Enforcement Network (FinCEN), the Crime and Narcotics Center (CNC), State and Local Fusion Centers, Joint Terrorism Task Forces (JTTFs), Regional Information Sharing System (RISS) Centers, and other Federal, state, local, and tribal law enforcement agencies.²²

ISCs may support other activities or provide additional services at the discretion of the Executive Board and under the supervision of the Executive Director, so long as they remain consistent with the HIDTA mission. Ancillary intelligence initiatives

²¹ See section 6.2.6 for requirements pertaining to the preparation of the annual threat assessment. ²⁶ See section 6.2.8 for requirements pertaining to event and target/investigative data deconfliction and a description of the NDPS.

²² Information to support sharing with Federal partners can be found in the ARRs issued by ONDCP at the beginning of each FY, and posted on HRMS.

may provide some or all of these services, and perform additional support functions that are consistent with the HIDTA mission and deemed appropriate by the Executive Board.

6.2.2 Product Markings and Classification

Adherence to the appropriate safeguarding of unclassified but official or law enforcement sensitive (LES) information is imperative to maintaining the level of trust and systems integrity necessary to retain access to participating agencies' information systems and agency-owned information, thereby preserving a robust information sharing environment. ISCs and ancillary intelligence initiatives are required to apply the standards published by the Drug Enforcement Administration (DEA) or the Federal Bureau of Investigation (FBI) for classifying and marking all intelligence products. Systems maintained by the HIDTA to share unclassified or LES information and intelligence products must be compliant with applicable standards for the safeguarding of such information.

6.2.3 Multi-Agency Participation

Multi-agency participation means full-time Federal and full-time state, local or tribal (optimally both state and local or tribal) agency personnel participating in an initiative and within any single or multiple subcomponent of an initiative (e.g., task force, squad, group, or unit) under a single initiative supervisor. Full-time participation means agency personnel are assigned to the initiative as their exclusive work assignment. A liaison position does not meet the requirement for full-time participation.

Only the ISC must fulfill the requirements for multi-agency participation and full-time commitment. However, each intelligence initiative must have at least one sponsoring agency from among the HIDTA's participating agencies.²³

Except where indicated otherwise in this document, initiatives that combine single-agency squads, groups, or units do not meet the requirement for full-time, multi-agency participation unless the IDBP provides a clear explanation of how these separate entities cooperate and coordinate their activities under a unified command structure. This justification must detail the expected benefits of combining these entities and explain how the combination will improve intelligence and information sharing. ONDCP may require separation of these entities into different initiatives or place reprogramming or other restrictions on such initiatives.

6.2.4 Collocation and Commingling of Participants

All full-time Federal, state, local, and tribal law enforcement personnel assigned to ISC or ancillary intelligence initiatives must be collocated and commingled. Collocation means working in or from the same facility, preferably with shared or contiguous workspace. Commingling means that all participants in an initiative have free and open access and interaction with other participants in the same initiative. Whenever possible, multiple initiatives should be housed together in a central location and in a space without barriers that could hinder the interaction and commingling among participants of the various initiatives.

6.2.5 Oversight and Management of the ISC

Executive Boards establish and provide direction to the ISC and any ancillary intelligence initiatives, while the Executive Director provides routine oversight of these initiatives. The ISC must be sponsored by at least one participating law enforcement agency to ensure compliance with all applicable Federal regulations and standards pertaining to intelligence and information sharing.²⁹

Executive Boards shall ensure appropriate supervision of the ISC(s) by an ISC Manager who reports to the Executive Director. The ISC Manager is responsible for ensuring compliance of the ISC with applicable grant requirements and may, at the discretion of the Executive Board, provide supervision of the ancillary intelligence initiatives. The ISC Manager may be an employee of a participating Federal, state, local, or tribal agency, or a contractor employed by a participating agency. ISC Managers must obtain and maintain, at minimum, a Top-Secret security clearance.

²³ See Appendix B: Glossary of Terms for a definition of sponsoring agency. ²⁹ For the definition of a sponsoring agency, refer to Appendix B.

6.2.6 Preparation of the Annual Threat Assessment

As part of the annual budget request, each HIDTA must submit an annual threat assessment to the Executive Board and ONDCP for review.²⁴ The threat assessment provides a 12-month forecast of drug trafficking and money laundering activities in the region, serves as the basis for the annual budget request, and guides the Executive Board's allocation of resources through the initiatives. ISCs and ancillary intelligence initiatives are required to support the production of the annual threat assessment, as appropriate.

6.2.7 Participating Agencies

A representative of the DEA is required to participate in the ISC, per the SUPPORT for Patients and Communities Act (Pub. L. No. 115-271), 21 U.S.C. §§ 1701 et seq. Other participating agencies that do not assign full-time staff to the primary ISC must make defined commitments to the HIDTA's intelligence initiative(s). This could include using HIDTA funds to support agency personnel, assigning personnel on a part-time basis, or assigning a designated point of contact for ISC coordination. If HIDTA funds are used to support an agency position, the incumbent of that position must have direct access to the agency's criminal information systems.

HIDTA criminal intelligence components shall maintain working relationships with the criminal intelligence and information sharing components of the participating agencies and other law enforcement agencies in the HIDTA region (to include state and regionally operated fusion centers operating in the HDTAs' designated areas).

6.2.8 Deconfliction

The HIDTA ISC and any ancillary intelligence initiatives must adopt and maintain access to an established deconfliction system that is part of the NDPS. The NDPS is an event and target/investigative data deconfliction pointer system that interfaces with existing event, target, and investigative data systems to determine whether any participating agency has an interest in the same event, or investigative target and investigative data. When a match occurs, NDPS provides select information to the agents and officers who own the information that caused the match.

Event deconfliction services must be provided by each HIDTA around-the-clock (24/7) with an immediate response capability to all law enforcement in the HIDTA region. Executive Boards shall ensure the adoption of an established system that provides target/investigative data deconfliction with other HDTAs and law enforcement agencies.

All HIDTA initiatives shall use the HIDTA's ISC and/or ancillary intelligence initiative(s) for event and target/investigative data deconfliction of all enforcement and operational activities. All HDTAs are required to conduct deconfliction through the NDPS, in accordance with the following definitions:

- Event deconfliction is the process of determining when law enforcement personnel are conducting an event in close proximity to one another at the same time. Events include law enforcement actions such as raids, undercover operations, surveillance, or executing search warrants. When certain elements (e.g., time, date, and location) are matched between two or more events, a conflict results. Immediate notification is then made to the affected agencies or personnel regarding the identified conflict.
- Target/Investigative Data deconfliction is the process of determining when law enforcement personnel are conducting an investigation that involves the same investigative data.²⁵ When investigative elements match, immediate notification is then made to the affected agencies or personnel regarding the identified conflict.

²⁴ Requirements pertaining to the preparation and dissemination of the annual threat assessment can be found in the ARRs posted on HRMS.

²⁵ NDC bylaws as of August 7, 2019.

The Executive Director and ISC Manager must ensure that all deconfliction activities are tracked consistent with PMP guidelines and definitions outlined in the most recent version of the PMP User Guide.

Participating agencies shall use the NDPS, even for those investigations not funded by HIDTA, and shall invite non-participating agencies to use the NDPS. A mechanism shall be established for informing law enforcement agencies within the HIDTA region of the capabilities of the HIDTA's ISC and ancillary intelligence initiatives.

6.2.9 Information Sharing Requirements

The HIDTA Program serves as an ambassador and trusted custodian of information owned by its participating agencies and facilitates appropriate sharing of said information. As such, HIDTAs engaged in facilitating agency-owned, law enforcement sensitive information sharing must adhere to applicable Federal, state, and local statutes and agency-specific policies and procedures governing the use of law enforcement sensitive information, in coordination with the ISC's sponsoring agency. This includes, but is not limited to, all sharing of case-related information or data as governed by the agency that owns the information and its rules for disclosure and sharing. Such information sharing on non-government or non-approved law enforcement websites, social media websites, or un-approved email domains is prohibited.

Applicable Federal, state, or local laws, regulations, or policies regarding the collection, storage, and dissemination of investigative information will govern the operation of HIDTA ISCs and ancillary intelligence initiatives. Components of ISCs and ancillary intelligence initiatives will disseminate intelligence to participating agencies, subject to legal restrictions, using the following guidelines:

- Requests from a law enforcement agency about a criminal organization/enterprise shall be handled in accordance with agency policies, established information sharing agreements, information system policies, and 28 C.F.R. Part 23.
- Criminal intelligence materials produced by a HIDTA ISC or ancillary intelligence initiative with a nexus to ongoing cases conducted by a HIDTA initiative shall be disseminated to the agency or agencies having the investigative/operational interest. Additional dissemination of the product will be at the approval of those agencies.
- Criminal intelligence materials produced by HIDTA ISC or ancillary intelligence initiatives with no specific agency operational or investigative equities shall be disseminated to HIDTA initiatives and participating agencies and, when appropriate, to non-participating law enforcement agencies. ISCs shall use the HRMS as a repository for informational products such as threat assessments, strategies, or administrative documents and manuals. Criminal intelligence products shall be provided to EPIC, the Homeland Security Information Network (HSIN) Intel portal, and law enforcement agencies with a need to know, as appropriate.

6.2.10 Security Requirements

HIDTA security requirements for intelligence initiatives encompass three distinct aspects of the HIDTA: facilities, personnel, and information. The following outlines the specific requirements pertaining to each of these aspects.

- Facilities: All intelligence and information sharing facilities shall meet the security requirements of the sponsoring agency, in accord with the level of information collected or stored at the facility. The costs of upgrading the facility to meet these requirements shall be an allowable use of HIDTA funds.
- Personnel: Personnel with a requirement to access national security information or secure areas of the ISC must have sufficient security clearance to allow such access. ISC Managers and Supervisors must have security clearances at a level to permit them access to all areas of the ISC facility. Federal agencies with joint

management responsibility for ISCs shall assist in obtaining the appropriate clearance level for personnel assigned to an intelligence initiative. The costs for obtaining this clearance shall be an allowable use of HIDTA funds.

- Information: All personnel are required to store all files, documents, and data storage disks in compliance with information classification and handling restrictions of the agency that originated the document or material or the sponsoring agency for the intelligence initiative, whichever has the more secure standard. Safeguarding and handling of classified information shall comply with Executive Order 12968. Information systems security policies must be established that meet or exceed the minimum security requirements of the participating agencies.

When appropriate, the HIDTA must also ensure, in coordination with the participating agencies, that the sharing of information is compliant with the Criminal Justice Information Sharing (CJIS) information security requirements, guidelines, and agreements for protecting the sources, transmission, storage, and generation of criminal justice information (CJI).²⁶

6.2.11 Training

Each Executive Board shall ensure they make available appropriate training for personnel assigned to the HIDTA ISC and any ancillary intelligence initiatives and for the participating agencies. If possible, this training shall be extended to non-participating law enforcement agencies.

6.2.12 Product Dissemination

Each HIDTA shall provide a copy of any drug threat assessment that is produced for its region to ONDCP for review and approval prior to any further dissemination. ONDCP will review and approve HIDTA threat assessments on a rolling basis; however, the deadline to submit the threat assessment shall be June 15 of each year.³³

The Executive Board has the discretion to share any threat assessment more broadly, following ONDCP approval, subject to the limitations imposed by the product's national security classification or law enforcement sensitivity. At a minimum, HDTAs must submit their annual threat assessment and any other intelligence product to EPIC and the HSIN Intel portal.²⁷

6.3 Management Initiatives

Every HIDTA is required to maintain at least one management initiative to administer the affairs of the HIDTA, and to ensure the accountability of HIDTA funding and activities. Management initiatives provide the overall coordination and integration of initiatives, and fund basic overhead (e.g., salaries and fringe benefits for the Director, Deputy Director, and other administrative staff positions approved by the Executive Board; rent; and facilities charges for administrative staff).

6.3.1 Qualifications and Responsibilities of the Executive Director

Each HIDTA Executive Board shall ensure the selection of an Executive Director. Executive Directors must have extensive experience in the criminal justice profession at the Federal, state, local, or tribal level. At a minimum, the Executive Director is responsible for the successful implementation of the Executive Board's strategy, and compliance with all grant requirements.

²⁶ For additional information on CJIS standards, refer to the latest version of the CJIS Security Policy. ³³ The June 15 deadline is aligned with deadline to submit the ABR. See section 3.2.1 for more detailed information on ABR submission. In years when June 15 falls on a weekend, the ABR will be due on the following Monday.

²⁷ Detailed instructions on submitting the annual threat assessment and other intelligence products can be found in the most recently published ARR's available on HRMS.

The principal responsibilities of the Executive Director shall be to:

- Provide day-to-day administrative, financial, and program management for the operations of the HIDTA;
- Facilitate and encourage the development of innovative approaches to drug law enforcement;
- Ensure that HIDTA initiatives comply with HIDTA Program requirements; and
- Advise the Executive Board concerning the performance of HIDTA initiatives.

In addition to the above principal responsibilities, the Executive Board establishes the basic requirements for the Executive Director position in coordination with the grantee(s), as well as compensation and benefits.²⁸ The position of Executive Director is a full-time position, and any collateral duties must not detract from or otherwise inhibit the fulfillment of the grant requirements or the HIDTA Program mission. Additional roles and responsibilities may be defined by the HIDTA Executive Board, subject to the conditions herein.³⁶

6.3.2 Executive Director Security Clearance

Upon assuming the position, the Executive Director must obtain and retain, at minimum, a TopSecret national security clearance. The costs for obtaining this clearance shall be an allowable use of HIDTA Program funds.

6.3.3 Liaison with ONDCP

The Executive Director serves as the point of contact between the Executive Board and ONDCP on all HIDTA matters, keeps the Executive Board apprised of ONDCP policies and requirements, and represents the HIDTA at national forums.

As part of this liaison responsibility, ONDCP may request the Executive Director to engage in activities that benefit the HIDTA Program.

6.3.4 ONDCP-Required Documents

The Executive Director is responsible for coordinating the preparation of the ABR, submitting these documents to the Executive Board for its approval, and submitting the approved ABR to ONDCP.

6.3.5 Oversight of HIDTA Financial Management

The Executive Director, in conjunction with the applicable grantee, shall be responsible for ensuring compliance with HIDTA PPBG and other applicable financial rules and regulations. The Executive Director, with the approval of the Executive Board, exercises reprogramming authority as described in Section 7. The Executive Director is the grantee's point of contact for assistance and resolution of HIDTA-related financial issues.

6.3.6 Property Control

The Executive Director, in conjunction with the applicable grantee, shall ensure that the property management requirements established in Section 8 of this guidance are met.

6.3.7 Intelligence and Information Sharing

Executive Directors must ensure that all initiatives and participating agencies receive relevant information and intelligence products in a timely fashion.

²⁸ For information on requirements related to compensation, refer to section 7.10.2. ³⁶ Refer to section 5.0, which defines the role of the Executive Board.

6.3.8 Information Technology and Cybersecurity

Executive Directors must ensure the HIDTA has taken appropriate measures to safeguard information, secure systems and networks, and protect HIDTA-purchased equipment. Since HIDTAs do not own data, the Executive Director must ensure that HIDTA data management and information sharing systems are compatible with the requirements of the participating agencies, and that the IT infrastructure of the HIDTA is sufficient to sustain HIDTA activities and support the overall HIDTA mission. Decisions regarding IT management and cybersecurity, including procurements, must be made in consultation with the IT Manager, other staff (as appropriate), participating agency representatives (as appropriate), and the Executive Boards.

6.3.9 Performance Measures

The Executive Director shall ensure initiatives establish adequate performance measures (as described in Section 10.2) and shall establish a process to verify that the reported performance data is accurate and entered in the PMP on a quarterly basis. In addition, the Executive Director is responsible for ensuring that PMP training and updated PMP refresher training is provided annually.

6.3.10 Review of HIDTA Initiatives

Each Executive Director shall establish and participate in an annual internal review process, or selfinspection, to determine whether each initiative is being implemented as described in the budget submission to ONDCP, complies with all HIDTA Program requirements, and is achieving its performance targets.

The Executive Director shall ensure the findings of this internal review are provided in writing to the initiative supervisors and the Executive Board. Upon request, the internal review shall be provided to ONDCP. The results of these annual reviews must be retained for three years.

6.3.11 Control and Coordination of HIDTA Initiatives

At the discretion of the Executive Board, an Executive Director may supervise all initiatives other than the enforcement initiatives.²⁹ The Executive Director must ensure that all initiatives report the information necessary to oversee and administer the initiatives, including financial, inventory, and performance data.

The Executive Director shall develop a process for facilitating the coordination and flow of information between and among initiatives and participating agencies. This process, which may include meetings or conference calls involving initiative supervisors, must be conducted at least semi-annually.

6.3.12 Reprogramming HIDTA Funds

Per the requirements and procedures established by the HIDTA Executive Board, all reprogramming requests must be submitted to ONDCP by the Executive Director using the HIDTA FMS. Each request for a reprogramming shall include sufficient detail to enable ONDCP to assess the request; e.g., a request to reprogram funds into equipment must include a list of equipment to be purchased.

6.3.13 Orientation Process

The Executive Director shall establish an orientation process for new Executive Board members, new participating agencies, and new initiative supervisors that addresses the specific responsibilities of each and the general requirements of the HIDTA Program.

²⁹ Refer to Section 6.1.4 for information pertaining to the supervision of enforcement initiatives.

6.3.14 Other Duties

The Executive Director shall perform other duties as designated in the agreement with the grantee or as assigned by the Executive Board. Additional duties must be consistent with HIDTA Program requirements and must contribute to the operation of the HIDTA Program.

6.3.15 Acting Director

In the absence of the Executive Director, the Deputy Director may assume the Director's responsibilities. If the Deputy Director position is vacant, the HIDTA does not have a Deputy Director position, or the Executive Board opts to designate an individual in lieu of the Deputy Director, the Executive Board shall ensure the appointment of an individual to serve as the Director until the position can be filled using appropriate procedures. A Deputy Director or other person expected to serve as an Acting Director for an extended period must have the same security clearances required for a Director.

6.3.16 HIDTA Administrative Offices

Each HIDTA shall have a management initiative staffed by the Executive Director, a financial manager, and, at the discretion of the Executive Board, a Deputy Director and other administrative positions approved by the Board. The Executive Board may identify individuals to fill these positions or may delegate this function to the Executive Director. Those individuals must currently be or must become employees or contractors of a HIDTA grantee and will be subject to all employment, contracting, and other conditions established by that grantee.

The total salaries and fringe benefits for these positions shall not exceed 20 percent of the HIDTA Program funds awarded to a HIDTA without prior approval from ONDCP.³⁰ Funding requests for management initiatives will be reviewed by ONDCP annually and should include adequate information to support each funded position.

6.3.17 Other HIDTA Staff

HIDTA Executive Boards may authorize additional staff positions as necessary. Persons filling these positions must currently be or become employees or contractors of a HIDTA grantee and will be subject to all employment, contracting, and other conditions established by that grantee.

6.3.18 Sexual Harassment Training

HIDTA leadership staff are required to complete sexual harassment training every 2-years. Required participants include HIDTA Executive Directors, Deputy Directors and other leadership staff including, but not limited to, Investigative Support Center (ISC) managers, financial managers, Performance Management Process (PMP) managers, training coordinators, National Initiative Coordinators and relevant initiative staff, and Overdose Response Strategy members. The HIDTA Executive Director must maintain current certification of sexual harassment training and affirm completion of certification through the HIDTA annual budget review process. Certificates of completion for required participants must be maintained by individual HDTAs in the event individual proof of participation is needed for auditing purposes.

6.4 Prevention Initiatives

Executive Boards may, at their discretion, establish prevention initiatives that collaborate with community-based organizations and community coalitions. HDTAs are only permitted to fund evidence-based and evidence-informed prevention programs in their area of responsibility.

³⁰ Refer to additional requirements in section 7.10.2 for HIDTA-funded positions.

All HIDTA prevention initiatives are designed to facilitate coordination and collaboration between law enforcement and the prevention community to reduce drug use and its consequences and prevent drug-related crime. Collaboration may include reaching out to or partnering with school systems, student leaders, parent groups, medical and health professionals, faith-based organizations, religious leaders, drug prevention agencies, public health agencies, and coalitions dedicated to reducing substance abuse. Prevention initiatives can also enable law enforcement personnel to participate in community-based drug prevention programs.

6.4.1 Financial Limitations on Treatment and Prevention Initiatives

Due to limitations enacted in the SUPPORT for Patients and Communities Act, the ONDCP Director must ensure that not more than five percent of the Federal funds appropriated for the Program are expended for the establishment of substance use disorder treatment and drug prevention programs. See 21 U.S.C. § 1706(f). The five percent cap for prevention and treatment is programwide and does not apply to an individual HIDTA. The cap also includes funds expended by the Washington-Baltimore HIDTA and Northwest HIDTA for treatment initiatives.

The ONDCP annual HIDTA funding notification to Congress provides a definitive plan for how each of the HDTAs intends to spend the fiscal year grant funds allocated to their region. Therefore, once a HIDTA allocates funds for a drug prevention or treatment initiative, funds cannot be increased or decreased by reprogramming those funds to a non-prevention or nontreatment initiative during the fiscal year the funds were allocated. The grant funds may be reallocated to a non-prevention or non-treatment initiative in subsequent fiscal year funding.

6.4.2 Evidence-Based and Evidence-Informed Prevention Initiatives

HIDTA prevention initiatives build community coalitions and partnerships that bring together law enforcement, educational, social service, and community organizations to provide science-based prevention programs. These initiatives must support evidence-based and evidence-informed prevention programs that focus on stopping drug abuse before it begins and promote positive change in communities by increasing public awareness of the dangers of drug use.

Examples of evidence-based and evidence-informed initiatives include programs conducted in schools, communities, and in partnership with community coalitions, civic organizations, and faithbased organizations. Other activities include information sharing sessions, symposiums, public forums, and prevention conferences held for law enforcement professionals and their coalition partners to improve prevention practices within their respective communities. Executive Boards may also fund targeted, local media campaigns that advertise on television, Internet, radio, newspapers, cinemas, buses, bus shelters, and strategically placed billboards on travel corridors to promote anti-drug messaging.

6.5 Support Initiatives

HDTAs may establish additional support initiatives to oversee activities beyond the core management, enforcement, intelligence, and training initiatives to include crime and forensic labs, resource support (shared expenses such as leases, copiers, and landlines), and information technology, among other possibilities. Support initiatives exist to provide Executive Boards flexibility in meeting the needs of the HIDTA participating agencies and fulfilling the HIDTA Program mission. Support initiatives may be subject to other grant requirements, such as reporting information to PMP (e.g., training initiatives), but are not required to meet the requirements for collocation and commingling of participants.

6.6 Training Initiatives

Every HIDTA is required to maintain at least one training initiative. The HIDTA Program training mission derives from the HIDTA Program goal to “improve the efficiency and effectiveness of HIDTA initiatives.” Selective training opportunities, provided in support of HIDTA initiatives and law enforcement agencies within the HIDTA Program, will contribute directly toward accomplishing this goal.

One of the HIDTA Program's goals is to improve the efficiency and effectiveness of HIDTA initiatives. Some Executive Boards invest significant funding in training and related activities that contribute to accomplishing this goal, which, in turn, enhances the ability of participating agencies to disrupt and dismantle drug trafficking organizations (DTOs). This section describes program requirements for the use of HIDTA funds for training.

HIDTA-sponsored and HIDTA-facilitated training shall be reported in PMP, per the applicable requirements stated in the most recent edition of the PMP User Guide.

6.6.1 Oversight and Funding of Training Coordinators

Training coordinators report directly to the Executive Director, or the Executive Director's designee. If funding is required for the Training Coordinator position, it shall be requested in the Training Initiative.

6.6.2 HIDTA Training Resources

First priority for HIDTA Program training funds will be for participants of HIDTA initiatives. Any remaining spaces in HIDTA-funded training courses may be used for (in priority order): (1) HIDTA participating agencies; and (2) other law enforcement agencies.

HIDTA-funded training is designed to enhance the skills of the law enforcement agencies across the HIDTA region and must be directly related to drug enforcement or other HIDTA initiative-related duties of the individuals receiving training. HIDTA funds may also be used for other costs related to training (such as travel costs to readily established training course locations) when the law enforcement agency is not able to provide the required funding.

6.7 Treatment Initiatives

With the exception of the Washington-Baltimore HIDTA and the Northwest HIDTA, HIDTAs are prohibited from expending Federal funds appropriated for the HIDTA Program for the establishment or expansion of drug treatment programs.

7.0 FINANCIAL MANAGEMENT

This section describes major financial management requirements, including limitations on the use of funds, for the HIDTA Program. It is primarily intended for use by HIDTA Executive Boards, Executive Directors, financial managers, and senior representatives of grantees who need to be familiar with Federal grant management requirements. This section is not intended to be a substitute for more detailed financial management requirements and guidelines established by the Office of Management and Budget: Title 2, Part 200 Code for Federal Regulations (C.F.R.)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards revised August 13, 2020.

7.1 HIDTA Grant Awards

ONDCP uses a threat-driven process that requires each HIDTA Executive Board to assess the drug trafficking activities in its region, design a strategy to attack those activities, plan initiatives to carry out the strategy, and develop a budget that is sufficient to carry out the planned initiatives. ONDCP awards funds to designated grantees based on a review and assessment of the ABRs that each HIDTA Executive Board submits to ONDCP.

HIDTAs are not legal entities under Federal law, but rather a coalition joined together to receive HIDTA funds to coordinate drug-related law enforcement activities of Federal, state, local, and tribal law enforcement agencies in designated areas. Such designation enables participating agencies to combine and leverage resources and capabilities to address drug trafficking and drug-related crime.

Consequently, ONDCP must provide HIDTA Program funds to one or more legal entities, such as a state, local, or tribal agency, an institution of higher education, or a non-profit organization to act as the grantee(s) for agencies participating in the HIDTA Program. In this role, the grantee is accountable for the use of HIDTA funds and must comply with all applicable Federal statutes and regulations and with its own regulations and policies. As a result, proper vetting and risk analysis is required prior to selection.³¹

7.2 Sub-awards

Sub-awards must be monitored by the award recipient as outlined in 2 C.F.R. § 200.332 and/or 200.333. In addition, the award recipient must ensure accurate reporting in the Federal Sub-award Reporting System (FSRS) as required by 2 C.F.R. Part 170.³²

7.3 Non-Federal Entities

HIDTAs are defined geographic regions within the United States that meet certain statutory criteria allowing for the obligation of Federal grant funds to coordinate counter-drug activities in those designated regions. Consequently, ONDCP must provide HIDTA Program funds to at least one nonFederal entity (NFE), such as a state, local, or tribal government agency, an institution of higher education, or a nonprofit organization to carry out the Federal award as a recipient. The NFE receiving HIDTA Program funds is accountable for the use of the funds and must comply with all applicable Federal statutes and regulations governing Federal grants. As a result, proper vetting and risk analysis is required prior to selection.³³

7.4 Federal Entities

Federal agencies receiving HIDTA funds from ONDCP shall sign a Memorandum of Agreement (MOA) with ONDCP prior to the transfer of HIDTA funds. The MOA establishes requirements pertaining to the scope of the initiatives, reprogramming of funds,

³¹ Refer to the risk assessment tool available on HRMS.

³² Assistance in determining the nature of a sub-award or contractual relationship can be found at 2 CFR 200.331. In addition, the Contractor vs. Sub-recipient Checklist is available on HRMS.

³³ Refer to the risk assessment tool available on HRMS.

reporting requirements, and financial management standards. The signed MOAs will be posted in FMS by ONDCP.

7.5 Supplanting of Funds

HIDTA funds must be used to supplement existing activities and must not replace (supplant) funds that have been appropriated for the same purpose. ONDCP will review all HIDTA budget submissions for potential supplanting. If there appears to be supplanting, ONDCP shall require the grantee to supply a written certification through the Executive Director, stating that Federal funds will not be used to supplant state or local funds. ONDCP will also review for supplanting of state, local, and tribal funds during on-site monitoring and financial audits.

7.6 Internal Controls

The non-Federal entity must establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. Further guidance and best practice suggestions are available in Section 200.303 of the

Uniform Administrative Requirements, the “Standards for Internal Control in the Federal Government” (Green Book) issued by the US Comptroller General or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

7.7 Grant Award Budget Period and Extensions

ONDCP awards HIDTA Program funds to a state, local, or tribal government agency, an institution of higher education, or a nonprofit organization (non-Federal entities) in the form of two-year grants, and to Federal agencies in the form of inter-governmental/non-expenditure fund transfers for two years. The two-year period for Federal transfers commences on October 1st of the Federal FY for which the funds are appropriated; for non-Federal entities, the two-year period commences on January 1st within the Federal FY for which funds are appropriated. However, an Executive Director may request an extension of the period of performance on behalf of the grantee. The extension request with supporting justification must be submitted in the HIDTA FMS at least 10 calendar days before the end of the budget period specified in the award. A request must demonstrate meaningful rationale for the underlying extension. Any additional extension requests will be closely scrutinized and carefully considered and approved on a case-by-case basis.

A grantee may charge to the award only allowable costs incurred during the budget period. The Uniform Guidance defines “budget period” as “the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to expend the funds awarded.”³⁴ With respect to a grantee’s use of Federal grant funds, the term “obligations” means “a recipient’s or subrecipient’s use of funds under a Federal award, means orders placed for property and services, contracts and subawards made, and similar transactions that require payment.”⁴³ ONDCP will permit the total cost of a contract to be charged against a grant award even if some of the contract services will be performed after the period of performance ends.³⁵ ONDCP has the discretion to approve or deny obligations that extend beyond the two-year period of performance provided the costs are reasonable, allocable and otherwise meet the requirements of 2 C.F.R. § 200.403. ONDCP will evaluate obligations that extend beyond the period of performance on a case-by-case to determine whether such obligations are reasonable.

7.8 Documentation for Grants

³⁴ Refer to section 2 C.F.R. § 200.1. ⁴³ Refer to section 2 C.F.R. § 200.1.

³⁵ For example, the cost of a contract, such as a long-term lease or extended warranty is allowable even if the terms of the lease or warranty extend beyond the grant period as long as it is consistent with Uniform Guidance cost principles and the full amount is obligated within the grant period.

Grantees must submit a Standard Form (SF)-424, “Application for Federal Assistance,” and the associated certifications and representations, through the Executive Director to the NHAC along with the IDBPs submitted by an Executive Board for ONDCP approval. ONDCP will not authorize the release of funds for disbursement until the completed SF-424 and award letter are received by the NHAC.

ONDCP executes approved funding requests or grant modifications to grantees by issuing a Grant Agreement. The grant recipient must sign a copy and return as instructed in the grant agreement.

The grant agreement contains general provisions that describe requirements that apply to all Federal grants, and special conditions that apply specifically to that grant. ONDCP may impose additional reporting or monitoring requirements, or require prior approval of certain actions to grantees that fail to comply with these requirements.

7.9 Government-Wide Grant Requirements

The HIDTA PPBG incorporates The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (the “Uniform Guidance”), as adopted and implemented by ONDCP in 2 C.F.R. Part 3603. The Part 200 Uniform Guidance supersedes, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225 and 230, and corresponding circulars.

Grantees and HIDTA Financial Managers must keep apprised of changes in relevant governmentwide regulations and Office of Management and Budget (OMB) circulars. The general terms and conditions, as well as archives of previous versions of the general terms and conditions, are available online at: <https://www.whitehouse.gov/ondcp/>.

7.10 HIDTA-Funded Positions

Grantees may use HIDTA funds to hire employees or to enter into contracts with individuals to manage and staff the HIDTA. Whether as an employee or contractor, the hiring agency’s employment and contracting rules and regulations apply to those positions. Individuals in HIDTA-funded positions cannot be compensated with both HIDTA funds and other funds to perform identical duties. If an individual receives compensation from both HIDTA and another source, the individual’s duties and compensation should be clearly defined and properly allocated.

7.10.1 Hiring Agency Certification

Each agency that uses HIDTA funds to support positions within that agency must submit a certification to the Executive Director on agency letterhead. These certifications must be signed by a supervisory official from the employee’s agency having first-hand knowledge of the work performed by the employee. Each certification shall be maintained at the Executive Director’s office and shall be made available to ONDCP upon request. Hiring agencies must provide certifications for employees that are supported, wholly or in part, by HIDTA funds, and submit updated certifications whenever changes in positions occur.

The certification must attest, verbatim, to each of the following statements:

1. The [number and title of position(s)] does not supplant any part of the [name of agency] budget. HIDTA funds for this position(s) do not replace funds that have been appropriated for the same purpose.
2. Each of these positions is exclusively dedicated to one or more HIDTA initiatives, and a position description is on file and will be made available on request available.
3. There is no alternative funding available to support the salary(ies) and benefits for these positions.

7.10.2 Compensation for Non-Law Enforcement Positions

ONDCP will reimburse compensation for Executive Directors in accordance with the pay scale for members of the Senior

Executive Service (SES),³⁶ up to but not exceeding 110 percent of the maximum allowable salary in the pay scale, and no less than the minimum compensation established by the pay scale. The Executive Board shall establish the Executive Director's salary within these limits, ensuring the salary is both reasonable and commensurate with like positions in the locality.³⁷ ONDCP will reimburse fringe benefit packages, or compensation in lieu of fringe benefits, for the Executive Director in an amount not to exceed 30 percent of the salary for that position unless required by law, grantee-employee agreement, or an established policy of the grantee. Car allowances, cell phone allowances, and liability insurance premiums are not considered compensation or fringe benefits, and must be listed separately from compensation or fringe benefits in the ABR submitted to ONDCP.

In addition to the Executive Director position, HIDTA funds may be used to support other positions that an Executive Board determines are necessary for the efficient functioning of the HIDTA's operation. These positions must directly and exclusively support the HIDTA's operation. ONDCP will reimburse all other compensation for HIDTA-funded positions (e.g., Deputy Directors, ISC Managers, Financial Managers, IT Managers, PMP Coordinators, Training Coordinators, Program Analysts, Intelligence Analysts, etc.) according to the General Schedule (GS), including locality adjustment.³⁸ Salaries for these positions are established by the Executive Board, within the limits provided, and must be reasonable and commensurate with like positions in the locality. ONDCP will reimburse fringe benefit packages, or compensation in lieu of fringe benefits, for a position other than Executive Director in an amount not to exceed 30 percent of the salary for that position unless required by law, grantee-employee agreement, or an established policy of the grantee. Car allowances, cell phone allowances, and liability insurance premiums are not considered compensation or fringe benefits for these positions, and must be listed separately from compensation or fringe benefits in the ABR submitted to ONDCP.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control that provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into the official records of the grantee;
- Reasonably reflect the total activity for which the employee is compensated by the grantee;
- Encompass both Federally-assisted and all other activities compensated by the grantee on an integrated basis, but may include the use of subsidiary records as defined in the grantee's policy;
- Comply with the established accounting policies of the grantee; and
- Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect activities that are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

Hiring agencies must document the policies and procedures for all personnel administration issues, including compensation and advancement, for all HIDTA-funded positions.

7.10.3 Law Enforcement and Prosecutorial Positions

HIDTA initiatives that propose using Program funds to pay all or part of the salary of a state or local law enforcement officer, a prosecutor, or prosecutorial support staff must submit a detailed justification explaining why it is necessary to use HIDTA funds for this purpose. ONDCP reviews of such requests will consider the number and salaries of the positions to be supported, the total amount of HIDTA funds requested for this purpose, the number of officers in the agency that will be reimbursed, and other

³⁶ Executive Director salaries are subject to the SES standards for certified appraisal systems; the applicable standard can be determined by whether the fiduciary does or does not meet the standard for a certified appraisal system. Current SES pay scales may be accessed at www.opm.gov.

³⁷ Compensation totals are also subject to applicable initiative funding caps (see section 6.3.16).

³⁸ A grantee may apply a compensation scale other than the GS scale, however, the amount of compensation cannot exceed the total amount allowable in the GS scale (including locality adjustment). The current GS scale may be accessed at www.opm.gov.

factors. If ONDCP does not approve such a request, the grantee will be notified in writing of the reasons for the disapproval. If the request is approved, ONDCP approval remains in effect unless the approved conditions change, at which time an updated justification must be submitted for review.

7.11 Relocation Costs

ONDCP will not reimburse for relocation costs of employees.

7.12 HIDTA Overtime Reimbursement

Generally, only state, local, and tribal law enforcement officers and uniformed Federal agents (e.g., uniformed Customs and Border Protection and U.S. Forest Service) are eligible for HIDTA-funded overtime. In unusual circumstances, non-law enforcement personnel may receive HIDTA-funded overtime if the overtime is performed exclusively for a HIDTA-funded activity. For information on overtime funding for OCDETF cases, refer to section 7.20.2.

HIDTA funds shall be used to pay overtime only if the participant is eligible for such compensation by his/her parent agency and the overtime was performed in support of a HIDTA-designated enforcement or intelligence initiative.

7.12.1 Unauthorized Overtime

HIDTA funds shall not be used to pay overtime related to training attendance, financial management, drug treatment, drug demand reduction or prevention, or non-investigative-related administrative work.

7.12.2 Maximum Overtime Amounts

HIDTA-funded annual overtime for individual state, local, and tribal law enforcement officers and uniformed Federal agents shall not exceed the lower of: (1) applicable state, local, and tribal regulations of officer's parent agency; or (2) 25 percent of the Federal GS-12, Step 1 level pay scale for "Rest of U.S." in the law enforcement general schedule (GS) in effect at the beginning of the calendar year (CY), the parent agency's FY, or other 12-month period selected by the parent agency.

In addition, this reimbursable overtime rate is the maximum that an officer can receive during the CY, FY, or other 12-month period from all Federal funding sources combined. As the cap on overtime from all Federal sources is imposed by other Federal agencies, including the Department of Justice (DOJ) and Department of Homeland Security (DHS), ONDCP has no authority to waive or increase Federal overtime authorized for HIDTA task force officers who will exceed the limit.

For non-law enforcement officers, the maximum amount shall be the lower of: (1) the applicable state, local, and tribal regulations of the agency hiring or contracting with the individual; or (2) 25 percent of the Federal GS-12 step 1 level pay scale in the GS ("Rest of U.S.") in effect at the beginning of the calendar year, the parent agency's FY, or other 12-month period selected by the parent agency.

7.12.3 Responsibilities for Overtime Compliance

The participating agency or initiative supervisor of the personnel receiving HIDTA-funded overtime shall ensure overtime is tracked, the maximum allowable amounts are not exceeded, the overtime is for HIDTA initiative-related activities, and the individual does not receive overtime compensation from another funding source for the same hours worked.

7.12.4 Overtime Non-Compliance

ONDCP shall require repayment by the participating agency if overtime payments to an individual exceed the maximum limit or if the hours charged to overtime are found not to be for HIDTA initiative-related activities. If ONDCP finds that a parent agency's recordkeeping is deficient, ONDCP may impose additional reporting requirements on that agency.

7.13 Vehicles

Vehicles leased or purchased with HIDTA funds shall be used only for official HIDTA-related business in accordance with parent agency regulations. For each HIDTA-funded vehicle, the agency or initiative using the vehicle must document its assignment in support of HIDTA initiative-related activities and provide a copy of the documentation to the Executive Director on an annual basis.

7.13.1 Eligible Uses of HIDTA Funds for Vehicles³⁹

HIDTA funds may be used to (1) pay the purchase price of special purpose vehicles, such as a surveillance van, for a participating agency; (2) provide a vehicle allowance to a participating agency to lease or purchase a vehicle; and/or (3) provide a vehicle allowance for the use of privately-owned vehicles.

Participating agencies that choose to apply a vehicle allowance toward the purchase of a vehicle shall ensure the vehicle is assigned to investigators working full-time in a HIDTA initiative and is used exclusively for HIDTA initiative-related activities. That portion of vehicle costs furnished by the entity that relates to personal use by employees (including transportation to and from work) is unallowable as fringe benefits or indirect costs.

HIDTA funds may be used to purchase, lease, or provide a vehicle allowance only for the Executive Director, Deputy Director, and state, local, and tribal law enforcement officers assigned full-time to a HIDTA initiative and who are on 24-hour recall status. HIDTA funds may be used to provide vehicles or a vehicle allowance for other positions with prior approval from ONDCP.

7.13.2 Federal Agency Prohibition for Vehicles

HIDTA funds shall not be used to purchase or lease vehicles, aircraft, or watercraft for assignment to federal agency personnel, and shall not be used for fuel, repair, and maintenance for vehicles purchased, leased, or otherwise acquired by federal agencies.

7.14 Liability Insurance

HIDTA funds may be used to purchase liability insurance for the Director, Executive Board, and the HIDTA staff where necessary and appropriate. The coverage purchased with HIDTA funds shall be limited to the typical coverage provided for a public official in the HIDTA region.

HIDTA funds may be used to supplement existing liability insurance if that insurance is inadequate. In such cases, HIDTA funds may be used to acquire only the additional coverage needed to provide typical coverage for a public official in the HIDTA region.

If HIDTA funds are used to purchase liability insurance, the cost of that insurance shall be listed as a line item expense in the budget submission for the HIDTA's management initiative.

7.15 Costs Related to Prosecutions

HIDTA funds may not be used for the salaries of attorneys, paralegals, or other staff involved in prosecuting criminal offenders or providing other legal assistance unless the activity clearly contributes to HIDTA initiatives.

7.16 HIDTA Travel Costs

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees and/or

³⁹ The following information contains portions of direct excerpts from 2 C.F.R. § 200.431(f). Adherence to the complete citation of the regulation is required.

contractors who are in travel status on official HIDTA business. Travel funded with HIDTA appropriations must clearly benefit the HIDTA Program.⁴⁰

7.16.1 Non-Federal Travel

Travel costs for a non-Federal participant may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in reasonable charges consistent with those normally allowed in like circumstances in the grantee's nonFederally-funded activities and in accordance with the non-Federal entity's written travel reimbursement policies.⁴¹

In the absence of an acceptable, written grantee agency policy regarding travel costs, the rates and amounts established under 5 U.S.C. §§ 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards.⁵¹

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the grantee in its regular operations as the result of the grantee's written travel policy.

7.16.2 Federal Agency Travel

Travel expenses incurred by a Federal participant that are funded by a HIDTA award must be compliant with the travel requirements of the Federal agency receiving the HIDTA award.

7.16.3 Foreign Travel Costs

HIDTA funds may not be used for foreign travel costs by non-Federal participants without the prior approval of ONDCP. Each separate foreign trip must receive such written approval. Requests for foreign travel need not contain "law enforcement sensitive" information; the case number, a summary of the investigative purpose, and roster of personnel required to travel is sufficient. For purposes of this provision, "foreign travel" includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions. Federal agencies must ensure other Federal resources are not available prior to using HIDTA funds for the international travel of Federal employees.

7.17 Organized Crime Drug Enforcement Task Force (OCDETF) Requirements

HIDTA initiatives and task forces routinely coordinate with OCDETF strike forces, and support investigations of OCDETF cases. Special provisions apply to the use of HIDTA funds for travel and overtime in support of OCDETF cases.

7.17.1 OCDETF Travel Costs

Once an investigation receives OCDETF designation, the OCDETF Program should pay for travel costs. While there is no absolute prohibition on the use of HIDTA funds for travel related to OCDETF cases, HIDTA funds shall not be the first source of travel for OCDETF cases.

7.17.2 OCDETF Overtime

Once an investigation receives OCDETF designation, the OCDETF Program should pay for overtime. While there is no absolute prohibition on the use of HIDTA funds for overtime related to OCDETF cases, HIDTA funds should not be the first source of overtime for OCDETF cases.

⁴⁰ Refer to section 7.18.1 for requirements associated with OCDETF travel costs.

⁴¹ Reference 2 C.F.R. § 200.475 for applicable regulations pertaining to travel costs. ⁵¹ Reference 48 C.F.R. § 31.205-46(a) for additional information.

7.18 Conferences

All HIDTA conferences require pre-approval from ONDCP. A “conference” includes a meeting, seminar, symposium, or workshop which has as its primary purpose “the dissemination of technical information beyond the NFE and is necessary and reasonable for successful performance under the Federal award.”⁴²

Conference hosts must exercise discretion and judgment in ensuring that conference costs are appropriate and necessary and are managed in a manner that minimizes costs to the Federal award. Conference approval requests shall consist of an initial request, followed by a conference plan. The initial request submitted to ONDCP shall include:

1. A description of its purpose;
2. A proposed location (CITY and state), proposed dates, and the estimated number of attendees-

Following approval of the initial request, the hosts/sponsors shall prepare and submit to ONDCP a more detailed conference plan to include the following:

1. A tentative outline of the conference agenda;
2. A detailed statement of costs to the award, including the estimated cost of employee or contractor travel to and from the conference;
3. The methodology used to determine costs related to the conference.

The conference plan must be submitted to ONDCP for review and approval prior to the expenditure or commitment of any HIDTA grant funds.

7.19 Prohibited Uses of HIDTA Funds

The Uniform Guidance (2 CFR Part 200) contains regulations governing the expenditure of Federal funds. In addition to the disallowable items listed in the regulations, ONDCP will not reimburse funds expended for the following items or purposes:

- Clothing or clothing allowances, except for items purchased for the safety of HIDTA personnel; such expenses must comply with each of the following the Government Accountability Office (GAO) guidelines:
 1. the item must be "special" and not part of the ordinary and useful furnishings an employee may reasonably be expected to provide for himself;
 2. the item must be for the benefit of the government, that is, essential to the safe and successful accomplishment of the work, and not solely for the protection of the employee; and
 3. the employee must be engaged in hazardous duty
- Food and beverage items; except for investigative or operational purposes allowed under specific circumstances, such as undercover operations;
- Personal hygiene or medication items, except for: (1) items such as toilet paper, hand towels, soap, and other items that are standard supplies for an office; and (2) special hygiene products for the mitigation of risks from contact with communicable pathogens or hazardous substances that arise from tasks performed by HIDTA participants (e.g., disinfectant wipes and liquids used after handling persons, evidence, seized materials, or executing a search warrant), first aid kit, cleaning products for office, facial tissue, tactical gloves;
- Promotional or representational items (e.g., hats, pins, T-shirts, or other memorabilia);
- Gifts, except for plaques and other commemorative items not exceeding \$150 awarded to recognize service to a HIDTA initiative(s) or the HIDTA Program;
- Real property;

⁴² Reference 2 C.F.R. § 200.432 for the complete definition and additional cost considerations pertaining to conferences.

- Weapons and weapon accessories to include but not limited to weapon holsters for body and vehicles, riflescopes, red dot sights, night vision, gun storage, tactical vehicle weapon locking racks, and ammunition;
- Standard issue departmental-type equipment and uniforms including raid/tactical gear;
- Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence (DNI) or the Director of the FBI, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country;⁵³

⁵³ See John S. McCain National Defense Authorization Act of 2019, Pub. L. No. 115-232, § 889(b)(2), 132 Stat. 1613, 1917 (2018) . “Covered telecommunications equipment or services” include equipment manufactured

- Professional association or bar dues; and
- Funeral expenses.

7.19.1 Common Use Items

Common use items not listed in Section 7.19 are allowable⁵⁴. Common use items may include, but are not limited to kitchen appliances, such as refrigerators, microwaves, water coolers, and commercial coffee makers. Equipping the workplace with these items is reasonably related to the efficient performance of grant-funded activities and provides other benefits to the agency, including the assurance of a safe workplace. However, these equipment items cannot be designated for the sole use of an individual, and must be located in only common areas accessible to all personnel.

7.20 Reprogramming HIDTA Grant Funds

ONDCP awards funds based on a review and assessment of the ABR submitted to ONDCP. HIDTA Program funds must be used by recipients to carry out activities in support of the *National Drug Control Strategy*. All budget-related changes in the objective or scope of a project require prior approval using the FMS.

Any movement of funds between initiatives and grants is considered a reprogramming of those funds. There are two levels of reprogramming: Level A reprogramming, which requires approval from ONDCP before the proposed reprogramming can be executed; and Level B reprogramming, which can be approved by the Executive Director subject to procedures established by the HIDTA’s Executive Board. Only ONDCP and Executive Directors are authorized to approve a reprogramming. Participating agencies and initiative supervisors do not have approval authority for reprogramming of HIDTA funds.

7.20.1 Level A Reprogramming

Changes to the grant or transfers of totals moving between any Federal agency or non-Federal entity to another Federal agency or non-Federal entity is considered a Level A Reprogramming and requires pre-approval by ONDCP. Such reprogramming may require an amendment to the total amount of funds awarded to a grantee or the amount of funds transferred to a Federal agency. Because both of these actions require changes to account balances established by ONDCP, any such reprogramming, regardless of the amount involved, must be approved by ONDCP.

Substantial changes to initiative budgets are also subject to review and pre-approval by ONDCP when the following conditions apply:

by or services provided by corporations and subsidiaries owned, controlled by, or otherwise connected to the government of the People’s Republic of China. 132 Stat. at 1918. ⁵⁴ Also refer to the chart of accounts available on HRMS.

1. Initiatives with budgets of \$100,000 or more – Approval from ONDCP is required for any reprogramming of an amount equal to or greater than 20 percent of the initiative’s currently approved budget.
2. Initiatives with budgets of less than \$100,000 – Approval from ONDCP is required for any reprogramming of an amount equal to or greater than 35 percent of the initiative’s currently approved budget.

7.20.2 Level B Reprogramming

Executive Directors, subject to procedures established by the Executive Board, may approve any reprogramming not subject to the requirements for a Level A reprogramming.

7.20.3 Submission of Reprogramming Requests to ONDCP

All reprogramming requests must be submitted to ONDCP by the Executive Director using the HIDTA FMS. Each request for a reprogramming shall include sufficient detail to enable ONDCP to assess the request; e.g., a request to reprogram funds into equipment must include a list of equipment to be purchased.

7.20.4 Federal Reprogramming Deadline

Requests to reprogram funds from one Federal agency to another or between a Federal agency and a non-Federal entity will be collated and processed on September 30th, December 31st, and March 31st. The final deadline for such reprogramming is March 31st of the final year following the appropriation of the funds. In other words, if the award is a 2-year award, the reprogramming must be submitted by March 31st of the second year of the award. Requests for an unexpected or urgent reprogramming will be considered by ONDCP.

7.21 Terminated Initiatives

If an Executive Board terminates an initiative that has not expended all funds budgeted for that initiative, the Executive Director shall reprogram the remaining funds within 90 days of the termination. The IDBP for that initiative must reflect any outputs that were accomplished by the initiative before it was terminated for the remainder of the reporting period. Reprogramming of funds of terminated initiatives shall be considered Level A reprogramming.

7.22 Financial Limitations on Treatment and Prevention Initiatives

Due to limitations enacted by the SUPPORT Act, no more than 5 percent of Federal funds appropriated for the HIDTA Program will be expended for substance use disorder treatment programs and drug prevention programs.⁴³ The five percent cap for substance use disorder treatment programs and drug prevention programs is program-wide and does not apply to an individual HIDTA. Since this threshold cannot be exceeded, budget and/or reprogramming submissions are subject to rejections.

7.23 Asset Forfeiture Proceeds

Asset forfeiture proceeds generated by the HIDTA-funded initiatives shall not be considered as program income earned by HIDTA grantees or resource recipients. ONDCP encourages HIDTA Executive Boards to establish procedures for using asset forfeiture proceeds generated by HIDTA activities to supplement HIDTA-funded activities.

7.24 Confidential Payments

HIDTA Program funds may be used by participating agencies for the confidential purchase of services, evidence, and

⁴³ Refer to 21 U.S.C. § 1706(f)

information, subject to the requirements of this subsection. These provisions apply to all grantees or resource recipients involved in the use of HIDTA grants for confidential funds.

Confidential funds are those monies allocated under the following categories:

- Purchase of Services (P/S) – This category includes travel or transportation of an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft, or boats, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses (including buying money and flash rolls, etc.) for undercover purposes, within reasonable limits.
- Purchase of Evidence (P/E) – This category is for the purchase of evidence and/or contraband (e.g., narcotics and other dangerous drugs, firearms, stolen property, counterfeit tax stamps, documents) required to determine the existence of a crime or to establish the identity of a participant in a crime.
- Purchase of Specific Information (P/I) – This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.

7.24.1 Written Procedures

Special accounting and control procedures should govern the use and handling of HIDTA Program funds for confidential expenditures. Expenditures must be accurately reported as PE/PI/PS to properly account for spending and provide accurate forecasts of projected needs. Each agency authorized to disburse confidential funds must develop and follow written procedures that incorporate the elements listed below. This information must be made available to the Executive Director, his/her representatives, or to representatives of ONDCP upon request. If an agency does not have such procedures, the Executive Director is responsible for working with that agency to develop adequate procedures.

Transaction records must clearly reflect:

- Case identifier;
- The date of payment(s) of confidential funds;
- The purpose for which the funds were used;
- Informant number or other non-sensitive identifier;
- Adequate explanation to allow an auditor to determine that the funds were properly categorized; and
- The names and signatures of the payer, the witness to the payment, and the person approving the payment. These must be three separate individuals.

7.24.2 Documentation

Purchase of Services expenditures, when not endangering the safety of the officer or informant, must be supported by canceled tickets, receipts, lease agreements, etc. If not available, the office head or his immediate subordinate must certify that the expenditures were necessary and justify why supporting documents were not obtained.

HIDTA grantees and resource recipients must document informant identities, actual receipts, and other information that the agency deems appropriate. These records may be maintained as sensitive and for agency use only.

7.25 Financial Reporting

Officials requesting HIDTA funds must assist in coordinating the administration of HIDTA funds with their agency's administrative offices, the Executive Director, the NHAC, and ONDCP.

7.25.1 Federal Financial Report

HIDTA grantees are required to electronically submit, via the Department of Health and Human Services' (HHS) Payment Management Services (PMS) website, Federal Financial Reports (FFR) on a quarterly basis within 30 days after the reporting period. The FFR consists of two reports: the Federal Cash Transaction Report (previously PSC-272) and the Federal Financial Report (previously SF-269 or Federal Status Report). Failure to submit these reports on a timely basis will result in suspension of payment approvals.

Online access to the PMS website is required to complete both FFRs. Proper internal controls are necessary to ensure that authorized officials from the grantee organization (as described in 200.415) are tracked, and perform separate duties in preparing and certifying financial reports.

7.25.2 Request for Reimbursement or Advance

Grantees are required to submit a Detailed Expenditure Worksheet (DEW), at least quarterly, to request reimbursement. Similarly, details specifying the need for the advance must accompany an advance request. Documentation of how the advance was spent must be submitted within 21 days of use of funds and prior to another advance or reimbursement request. Requests for reimbursement or advances shall be submitted through the Executive Director to the NHAC. All other provisions for submission of Requests for Reimbursement are contained in the Attachment to the Grant Agreement.

7.25.3 Federal Agency Quarterly Expenditure Reporting

In accordance with the HIDTA MOA, Federal agencies are required to submit a quarterly report of initiative obligations and expenditures to the Executive Directors and the National HIDTA Director.

7.25.4 Financial Management

The following information contains portions of direct excerpts from 2 C.F.R. § 200.302(a). Adherence to the complete citation of the regulation is required.

Each State must expend and account for the HIDTA award in accordance with state laws and procedures for expending and accounting for the state's own funds. In addition, states and other non-Federal entity's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations and the terms and conditions of the Federal award.

7.25.5 Financial Management System (FMS)

The HIDTA FMS serves as a data collection and tracking system for ONDCP. It is not the system of record for grantees. Grantee's system of record should meet the requirements listed under 2 C.F.R. § 200.302 (b). The HIDTAs and ONDCP are required to use the automated HIDTA FMS to perform the following tasks:

- Budgeting
 - Prepare and submit budget requests
 - Review and approve budget requests
 - Adjust and track all spending associated with budget requests
- Managing disbursements and grant balances

- Record and approve reimbursements and advances: HIDTAs that have outstanding discrepancies between FMS and DPM balances shall provide to ONDCP a timeline for reconciling the differences.
- Recording reprogramming entries
 - Submit, review, and approve reprogramming entries.
- Processing grant extensions
 - Submit, review, and approve requests for grant extensions.
- Tracking grant balances
 - Create summary reports for internal use.
- Grant closure
 - Approve grant closure

7.25.6 Grant Closure and Record Retention

Upon the conclusion of administering the HIDTA grants, proper grant close out and record retention are required. Submit closeout documents and complete closeout requirements within 90 days after the end of the grant, including final financial reports like the Federal Cash Transaction Report (FCTR) and Federal Financial Report (FFR), compliance with all special conditions, financial reconciliation, and submission of all required deliverables. Upon completion of the closeout requirements, approval of grant closure within the FMS system is necessary to complete the grant file and generate the closeout letter.

All reporting and records should be retained for a period of three years from the day the grantee submits its final expenditure or audit, whichever is later.

7.25.7 Payment Management System

Agencies must use the PMS to request payment of grant funds. PMS is managed by the Division of Payment Management Services of the HHS. Immediately after requesting payments in the PMS, and again after the reimbursements are received, agencies or HIDTAs must record the disbursement details in the HIDTA FMS to ensure a current grant balance.

Proof of spending or refunds of payments should be sent back to the HHS-PMS within three days. Refer to Remittance instructions provided within the award document.

7.26 Conflicts of Interest

Grantees must disclose in writing any potential conflict of interest to ONDCP or the pass-through entity. This disclosure must take place immediately for applicants as well as those with an active ONDCP award. The ONDCP conflict of interest policies apply to sub-awards, as well as contracts, and are as follows:

- As a non-Federal entity, a grantee must maintain written standards of conduct covering conflicts of interest and governing the performance of grantee's employees engaged in the selection, award, and administration of sub-awards and contracts.
- None of a grantee's employees may participate in the selection, award, or administration of a sub-award or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients or contractors or parties to sub-awards or contracts.

- If a grantee has a parent, affiliate, or subsidiary organization that is not a state government, local government, or Indian tribe, the grantee must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the grantee is unable or appears to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

7.27 Mandatory Disclosures

Grantees or applicants must disclose, in a timely manner, in writing to ONDCP all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that includes the term and condition outlined in 2 C.F.R. Part 200, Appendix XII “Award Term and Condition for Recipient Integrity and Performance Matters,” are required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in remedies such as: temporary withholding of payments pending correction of the deficiency, disallowance of all or part of the costs associated with noncompliance, suspension, termination of award, debarment, or other legally available remedies outlined in 2 C.F.R. § 200.338 “Remedies for Noncompliance”.

7.28 Remedies for Non-Compliance

The following information contains portions of direct excerpts from the Uniform Guidance. Adherence to the complete citation of the regulation is required.

If a grantee fails to comply with Federal statutes, regulations, or the terms and conditions of the award, ONDCP may impose additional conditions pursuant to 2 C.F.R. § 200.208. If ONDCP determines that noncompliance cannot be remedied by imposing additional conditions one or more of the following actions may occur under 2 C.F.R. § 200.339 (a) – (f):

1. Temporarily withhold cash payments pending correction of the deficiency;
2. Disallow the use of funds for all or part of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or disbarment proceedings as authorized under 2 C.F.R. Part 180;
5. Withhold further awards for the project or program; or
6. Take other action that may be legally available.

7.29 Financial Audits

Financial audits express an opinion on a grantee’s statements of costs claimed in an effort to provide reasonable assurance that said statements are free from material misstatement. Financial audits provide independent review and reasonable assurance on whether a grantee’s financial information is presented fairly, its internal controls are adequate, and the grantee complies with laws and regulations. Specifically, an auditor’s opinion evaluates whether (1) financial information is presented in accordance with established criteria, (2) the grantee has adhered to specific financial compliance requirements, and (3) the grantee’s internal control structure over financial reporting and safeguarding assets is suitably designed and implemented to achieve the control objectives.

7.29.1 Single Audit

This type of audit is commonly referred to as a Single Agency Audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity’s FY in total Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 C.F.R. Part 200.

Within the limitations established in 2 C.F.R. § 200.425 a reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. §§ 7501-7507), are an allowable use of HIDTA funds.

7.29.2 Report Copies

Unless restricted by Federal law or regulation, the auditee must make report copies available for public inspection via the Federal Audit Clearinghouse (FAC). Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. Failure to submit report copies may result in an increased risk assessment. Courtesy copies may be provided to ONDCP, but are not mandatory.

7.30 ONDCP Financial Audits

In order to obtain information needed to administer the program, ONDCP may fund additional fiscal audits of HIDTA grants. ONDCP-funded audits will comply with applicable Federal statutes and regulations and will meet Federal auditing standards.

The ONDCP-contracted audits (ONDCP audits) often identify opportunities for improving operations and governance. The auditee is responsible for follow-up and corrective action on all audit findings. Audits can also identify strategies to reduce costs and strengthen controls intended to safeguard assets. These varying scopes and objectives will therefore present many different types of findings and recommendations. It is ONDCP's goal that every audit have a positive result, and audit findings and recommendations present both the grantee and the HIDTA with the opportunity to take positive action and document their efforts to improve operations.

7.30.1 Audit Response

The grantee's written response to an audit summarizes its position concerning the draft findings and recommendations. Near the end of the audit, the ONDCP auditor will provide the grantee with a copy of the draft audit report. The auditor will also, as a general rule, schedule a discussion with appropriate officials to go over the tentative findings and recommendations contained in that draft audit report. The grantee will have 30 days from the date the audit report is provided to respond.

The audit response is incorporated in the final report. If the grantee submits a response letter, the auditor will evaluate the response and determine if a finding or recommendation can be removed or modified. The grantee's response will be embedded into the final audit report and corrections to the report will be made where appropriate.

Draft reports without a response: If the grantee does not submit a response letter, ONDCP's auditor will release the final audit report with a statement in the opinion letter and a notation after each finding that the grantee did not submit a written response within the time required.

7.30.2 Financial Audit Corrective Action Plan (CAP)

All grantees that receive audit reports with recommendations should file a CAP with ONDCP. When preparing the plan, each corrective action should be described in sufficient detail to describe clearly what corrections have occurred or are planned. For planned actions, the plan should include contact information on who is responsible for implementation and the expected date of completion. The audit response may be used to satisfy this requirement if the response includes clearly labeled corrective actions to be taken.

A CAP shall be sent as an email attachment to ONDCP.

7.31 General Provisions for Public Statements

Pursuant to the Consolidated Appropriations Act, 2021, Pub. Law 116-260, Div. E, Tit. VI, § 633, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or

programs funded in whole or in part with federal money, all grantees receiving Federal funds included in this act, shall clearly state:

- (1) the percentage of the total costs of the program or project which will be financed with Federal money;
- (2) the dollar amount of Federal funds for the project or program; and
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

8.0 PROPERTY MANAGEMENT

HIDTA grantees or resource recipients, Executive Directors, participating agencies, and initiative participants share responsibility for ensuring that equipment purchased with HIDTA funds is used to the maximum benefit of HIDTA initiatives and that its use complies with all ONDCP requirements pertaining to equipment management. This section describes the minimum standards for meeting those requirements.

8.1 General Requirements

The requirements established in this section apply to all tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit at the time of purchase. Each HIDTA grantee or resource recipient that acquires or holds HIDTA-purchased equipment must have a property management system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

If a HIDTA grantee does not have an adequate system for meeting the requirements of this section, the Executive Director shall work with the grantee to develop a system that meets these requirements before any equipment can be purchased with HIDTA funds. HIDTA-purchased equipment shall be retained at the initiative for which it was purchased, unless there are compelling reasons to do otherwise. The Executive Director must be notified in writing by the initiative supervisor of the off-site storage of any equipment purchased with HIDTA funds.

8.2 Use of HIDTA-Purchased Equipment

Equipment purchased with HIDTA funds is intended for use in HIDTA-funded initiatives. Grantees may authorize the use of such equipment in non-HIDTA activities if those activities are consistent with the Executive Board's strategy, do not interfere with the work of HIDTA initiatives, and do not become the primary use (or permanent user) of the equipment.

Executive Directors are required to coordinate with grantees to establish a mechanism for sharing HIDTA-purchased equipment among HIDTA initiatives and for tracking the location of shared equipment.

If a grantee acquires equipment with HIDTA funds and later ceases to participate in the HIDTA, this equipment must be made available to the HIDTA's Executive Board for use by other HIDTA participants. Additional information regarding the handling of equipment purchased with HIDTA funds can be found in 2 C.F.R. § 200.313.

8.3 Equipment Tracking System

Each HIDTA grantee that acquires or holds HIDTA-purchased equipment must maintain a tracking system to account for all HIDTA-purchased equipment, vehicles, and other items valued at \$5,000 or more at the time of purchase. Grantees may include lower-cost items in this tracking system that may have a high-risk of theft or loss.

8.4 Required Information

Grantee property records shall include for each piece of HIDTA-purchased equipment:

- A description of the property;
- A serial number or other identification number;
- The source of the property (manufacturer) and the model or series;
- The source of the funding for the property [including the Federal Award Identification Number (FAIN)];
- Title holder (purchasing agency);
- The acquisition date and the cost of the property (from invoice);
- The percentage of the purchase price that came from HIDTA funds;
- The location, use, and condition of the property;
- Any reported loss, damage, or theft of the equipment; and

- Any ultimate disposition data including the date of disposal and sale price of the property.

8.5 Depreciation

Consistent with the above, HIDTAs are encouraged to use the same schedule of depreciation as their fiduciaries for property entered into inventory either because of cost or risk.

8.6 Identification of Equipment Purchased with HIDTA Funds

All equipment purchased with HIDTA funds must be clearly marked as such and have a unique identifier that links the equipment to the HIDTA's inventory tracking system(s). Grantees or resource recipients may use their own systems to mark and identify equipment to the extent it meets these requirements, and is consistent with the HIDTA's inventory tracking system(s).

8.7 Inventory Requirements

Grantees that use HIDTA funds to purchase equipment must maintain a current inventory of HIDTA-purchased equipment and must provide that inventory to the Executive Director or an ONDCP employee upon request.

Executive Directors must be able to provide a copy of each such inventory upon request. Each HIDTA grantee must conduct a 100-percent physical inventory of HIDTA-purchased equipment at least every two years and provide a copy of that inventory to the Executive Director.

As part of the HIDTA's annual internal review, the Executive Director shall perform a physical inventory of a sample of equipment purchased by each HIDTA grantee.

8.8 Disposition of Equipment

Grantees must notify the Executive Director prior to disposing of HIDTA-purchased equipment. Grantees or resource recipients shall document the disposition of any HIDTA equipment and provide that documentation to the Executive Director.⁴⁴

8.9 Protection of Sensitive Equipment

Initiative supervisors shall ensure that all sensitive information is removed from the hard drives of a computer before it leaves the premises for repair or disposal. Removal of the data on the hard drive should be consistent with Department of Defense (DOD) standard 5220.22M or National Institute of Standards and Technology (NIST) Publication 800-88.

8.10 Accountability for Equipment

Initiative supervisors shall immediately report any item that is lost, stolen, or otherwise unaccounted for to the respective grantee or resource recipient and the Executive Director. The grantee's procedures shall be followed to investigate the loss or theft of any equipment. Documentation of the investigation shall be provided to the Executive Director.

8.11 Equipment Maintenance

⁴⁴ Instructions for proper disposition of equipment can be found in 2 C.F.R. § 200.313.

Grantees must develop adequate maintenance procedures to keep equipment in good condition.

8.12 Supply Chain Security

Each HIDTA must implement protocols and procedures to ensure HIDTA funds are not used to purchase equipment or services from prohibited foreign vendors, per Section 7.20. HIDTA inventory management must include the capture of sufficient information to verify, upon request, compliance with applicable regulations pertaining to supply chain security and foreign vendors, to include (but not limited to) guidance or requirements issued by the NHPO.

9.0 INFORMATION TECHNOLOGY (IT) MANAGEMENT

Each HIDTA is required to maintain and secure the IT necessary to fulfill the HIDTA mission. HIDTA Executive Boards, Executive Directors, IT managers, and the participating agencies share the responsibility of maintaining and securing the HIDTA's IT infrastructure.

9.1 HIDTA IT Management Framework

HIDTAs are not agencies, and therefore do not own data or information. However, each HIDTA is responsible for ensuring its initiatives are able to operate efficiently and effectively, and must provide the necessary infrastructure—as deemed appropriate by the Executive Board—for HIDTA activities. This may include the transfer, storage, and limited control of data and information exchanged by participating agencies.

In general, HIDTA IT functions and support fall into the following categories:

- Operational Support
- Information Sharing
- Security
- Privacy

Other support functions may be determined by the Executive Board. However, additional requirements or tasking must not supersede or otherwise limit a HIDTA's ability to support activities required herein.

9.1.1 Operational Support

Each HIDTA must provide the necessary IT infrastructure to support the initiatives, as well as the administrative and accountability functions of the management initiatives. This may include building and sustaining IT infrastructure in coordination with participating agencies. Generally, IT operational support functions fall into two broad categories: administrative functions and information management.

Administrative functions consist of the HIDTA's ability to communicate, access required databases (e.g., FMS and PMP), and engage in file sharing, among other activities. These functions are necessary for the proper administration of the grant including, at minimum, oversight of the initiatives, performance reporting, and financial transactions.

Information management includes the HIDTAs participation in, and facilitation of information exchanges by HIDTA initiatives. This may include providing access to portals or other mechanisms for transferring information to/from HIDTA participating agencies, and temporarily storing or controlling access to information. Such activities may be subject to regulations and legal restrictions pertaining to such activities and information exchanges. It is each HIDTA's responsibility to ensure that its information management support activities are compliant with the applicable regulations and legal restrictions.

9.1.2 Information Sharing

All HIDTA participating agencies are required to share data and information with other HIDTA participating agencies, and in some instances, non-participating agencies. Handling of that information is subject to applicable rules/standards/regulations governing such information, as well as any restrictions applied by the participating agency/agencies. HIDTAs must be able to support and sustain the sharing of information between initiatives and participating agencies, as well as non-participating agencies operating within their regions.⁴⁵ Specifically, each HIDTA must ensure that the ISC and ancillary intelligence initiatives are capable of fulfilling applicable grant requirements.

⁴⁵ For more information on the types of required information sharing activities that require dedicated HIDTA IT support, refer to section 9.1.2.

9.1.3 Security

HIDTAs are a trusted entity within the law enforcement community and must ensure that their equipment, systems, networks, and information are protected against cyber-attack and other vulnerabilities. HIDTAs are expected to coordinate with partner agencies to periodically conduct risk-based assessments of the IT infrastructure, and develop the appropriate plans to respond quickly and effectively to security incidents.

9.1.4 Privacy

Every HIDTA must be committed to ensuring the privacy of law enforcement personnel and the public. HIDTAs are required to develop or otherwise adopt privacy policies and maintain current versions to protect sensitive personal identifying information (PII), which may include the HIDTA support staff and members of participating agencies.

9.2 Roles and Responsibilities

Each HIDTA must designate an IT manager to oversee the HIDTA IT functions and activities. This includes oversight of the HIDTA's IT infrastructure—which may include HIDTA-purchased equipment—and implementation of the appropriate policies, procedures, and protocols for the IT functions. At a minimum, the IT manager is responsible for ensuring that all applicable grant requirements are met, and facilitating the necessary cooperation and coordination among the participating agencies to meet those requirements.

IT managers may be contractors or employees of a grantee, and shall report to the Executive Director or their designee. Additional roles, responsibilities, and minimum qualifications are established by the Executive Board, in coordination with the participating agencies.

9.3 Compliance with Applicable Regulations, Protocols, and Standards

Each HIDTA is required to be aware of, and in compliance with, the applicable Federal, state, and local regulations regarding IT operations, security, procurements, privacy protections, and data management. HIDTAs may also be subject to regulations or other requirements issued by their fiduciaries and participating agencies, and must coordinate with partners to ensure compliance.⁴⁶

HIDTAs must ensure that information system(s) security policies are established or adopted that meet or exceed the minimum-security requirements of the participating agencies. When appropriate, HIDTAs will ensure, in coordination with participating agencies, that the sharing of information is compliant with all applicable standards and guidelines, such as (but not limited to) the Criminal Justice Information Services (CJIS) standards and/or the NIST special publications.

9.4 Handling of Classified and Sensitive Material

All personnel are required to store all files, documents, and data storage devices in compliance with information classification and handling restrictions of the agency that originated the document or material or the sponsoring agency for the intelligence initiative, whichever has the more secure standard. Safeguarding and handling of classified information shall comply with applicable Executive Orders, and information systems security policies must meet or exceed the minimum security requirements of the participating agencies.

LES data in digital transit between electronic systems shall be encrypted per the NIST encryption standards when practicable. At a minimum, LES information shall only be transmitted to trusted parties on trusted systems that ensure the security of the data.

⁴⁶ For reference to examples of applicable laws, regulations, and other guidance, please refer to the most recent edition of the HIDTA IT Manager's Handbook.

The removal of sensitive information from commercial systems must also be consistent with applicable standards.⁴⁷ Commercial systems must comply with NIST Special Publication 800-53 in order to store or process LES data. Examples of commercial systems include, but are not limited to, commercial cloud services, data backup services, and data storage services, among others.

9.5 Acceptable Use Policy

HIDTAs shall develop or adopt an Acceptable Use Policy (AUP) that addresses the rules and conditions pertaining to (at minimum) the following:

- Data protection;
- Virus protection;
- Electronic communication;
- Internet use;
- Portable and remote computing; ○ Passwords;
- Confidential/protected information;
- Privacy;
- Incidental use information resources; and
- Physical security.

Adoption of participating agency AUPs is permissible, with the approval of the Executive Board. Such approvals—and adopted policies—should be continuously maintained, with the most current version of the AUP implemented by the HIDTA at all times.

9.6 Procurement and Inventory

At a minimum, each HIDTA is required to follow the standards and definitions for information technology purchases and acquisitions found in 2 C.F.R. Part 200. HIDTAs must also adhere to other applicable Federal regulations, and the regulations and procedures applicable to or issued by the participating agencies.

All IT inventory is subject to the provisions outlined for property management found in Section 8.0 of this document.

⁴⁷ See DOD standard 5220.22M or NIST Special Publication 800-88r1.

10.0 PERFORMANCE MANAGEMENT

The purpose of this section is to describe the process ONDCP will use to assess the quantitative performance of Executive Boards and the overall performance of the HIDTA Program (see section 5.13 for information on Executive Board requirements pertaining to initiative formation and performance). Using data drawn from the PMP database, ONDCP will assess the performance of each regional HIDTA Program and of the National HIDTA Program. The information obtained from the PMP system will also assist ONDCP with performance-based funding decisions, and is a critical component of the ABR review and approval process.

10.1 PMP User Guide

The PMP User Guide is a companion to this document.⁴⁸ HIDTAs must observe all of the requirements for submitting performance data contained in the PMP User Guide, including definitions and deadlines for submission of PMP data.

10.2 HIDTA Performance Measures

Performance measures are the statistics, indicators, or other metrics used to gauge the performance of an individual HIDTA's operations. Program performance measures include outcome measures, output measures, and efficiency measures. Because there is no highly accurate, timely, and comprehensive information describing key elements of a HIDTA's activities (e.g., the quantity of drugs available in the area, the number of DTOs operating in a HIDTA), ONDCP uses output measures as proxies for outcome measures.

Separately, output measures and efficiency measures provide useful and complementary information about program performance. Together, these measures convey a broad picture of how effectively and efficiently a HIDTA operates. ONDCP is responsible for identifying performance measures that reflect the two HIDTA Program goals and ensuring the measures meet the following criteria:

- The performance measures must be meaningful and clearly related to the HIDTA Program goals.
- The performance measures must relate to something all HIDTAs do.
- The performance measures should be outcome-oriented, not just a measure of workload.
- There must be a sound methodology for collecting the information and data necessary for a performance measure.
- The performance information must be verifiable with reliable data.

ONDCP may add, delete, or revise performance measures as needed to better reflect outcomes for the HIDTA Program.

10.3 Core Performance Measures

ONDCP has established core performance measures that all HIDTAs must report on a quarterly basis.⁴⁹ ONDCP may negotiate specific performance targets for some of these measures with each Executive Board as part of the ABR review and approval process. These measures are as follows:

1. DTOs and money laundering organizations (MLOs) Disrupted and Dismantled as Percent of Expected
2. DTOs and MLOs Disrupted and Dismantled as Percent of all DTOs/MLOs Open
3. Priority Organizations Disrupted or Dismantled
4. Quantity and Wholesale Value of Drugs Removed from the Marketplace

⁴⁸ All references to the PMP User Guide refer to the most recent version issued by the Washington-Baltimore HIDTA.

⁴⁹ HIDTAs are expected to submit quarterly PMP data within 30 days following the end of the quarter. For the final quarter of a reporting cycle, data must be submitted no later than March 1.

5. Return on Investment (ROI) for HIDTA Activities
6. Clandestine Methamphetamine Labs Dismantled
7. Training Funded and Supported by HIDTA
8. Deconflictions Processed
9. Cases Provided Analytical Support
10. Case Agent Satisfaction with Case Support Provided
11. Law Enforcement Executives Assessment of Strategic Intelligence Products Produced

In addition to these core measures, HIDTA may report threat-specific performance data or the activities of support initiatives to the Executive Board and other stakeholders, including ONDCP in the form of “other outputs” entered into PMP.

10.4 Establishing Annual Performance Targets

Because the identified threats, geographic size, budgets, and other factors vary from HIDTA to HIDTA, the performance targets for individual HDTAs will reflect the specific conditions, resources, and mix of activities in each HIDTA. For example, an Executive Board may fund a larger than average number of interdiction initiatives. Consequently, it may expect to disrupt and dismantle fewer DTOs than another Executive Board that focuses on investigative work. However, that same Executive Board may expect relatively more seizures than the Executive Board that focuses on disrupting or dismantling DTOs.

Executive Boards must ensure they state their performance targets for each performance measure to ONDCP as part of the annual budget submission.⁵⁰ The targets should reflect the sum of what all HIDTA initiatives expect to accomplish in the upcoming program year, as stated in the IDBPs.

In the IDBP, each initiative must project what it expects to accomplish in the upcoming year. In determining an appropriate performance target, the target projections should consider the annual average for the previous 3 years and adjust that figure according to changes in the initiative’s budget, staffing, non-HIDTA resource levels, and any changes to the initiative’s priorities or drug trafficking conditions in the HIDTA. Executive Boards should ensure their performance targets are consistent with the guidance issued in the most recent edition of the PMP User Guide.

10.5 PMP Database and Utilization

The primary tool for collecting and generating the information needed to assess performance in the HIDTA Program is the PMP database. The PMP was designed to assist ONDCP in assessing the performance of the HIDTA Program.

The PMP is a web-based system capable of generating most of the required non-financial information and documents needed for the ABR to ONDCP. The PMP was designed to use, as much as possible, data already collected by HDTAs and to fit seamlessly into the established cycle of annual program reporting requirements.

The PMP database is used to enter common descriptive information about each HIDTA-funded initiative and information specific to what the initiative expects to accomplish in a program year. The information entered for each initiative reflects the type of initiative (i.e., Enforcement, Intelligence, etc.).

During the year, Executive Directors must ensure performance data are entered into the PMP database at least quarterly. Reporting in the PMP database must be consistent with the current applicable guidelines and definitions in the PMP User Guide which is available in the PMP database. Executive Directors are responsible for ensuring the accuracy of the data entered.

10.6 PMP Coordinator Roles and Responsibilities

⁵⁰ Refer to section 5.20 for information regarding the setting of targets, and the expectations of the Executive Board for establishing and revising performance targets in coordination with ONDCP.

Each HIDTA must designate a PMP Coordinator to serve as the primary point of contact and administrator and ensure the reliability and accuracy of data and information entered into the PMP system.⁵¹ It is the PMP Coordinator's responsibility, under the direction of the Executive Director, to ensure compliance with the performance reporting provisions in this document, as well as the PMP User Guide. The PMP Coordinator is also required to maintain PMP certification, ensure that appropriate HIDTA personnel are trained annually on the PMP system and apprised to any changes in procedures or definitions, and assist ONDCP and independent auditors during performance audits and program reviews.

10.7 PMP Training and Certification

Each HIDTA PMP coordinator shall ensure that PMP training and updated PMP refresher training are provided annually to all persons responsible for collecting and/or entering data and information into the PMP system. The PMP Coordinator must determine annual training needs and provide refresher training such that any updates to this document or the PMP User Guide are communicated to the appropriate persons, and ensure that such training is provided in a timely manner.

At a minimum, the PMP Coordinator must complete the HIDTA PMP certification course offered by the NHAC. The PMP Coordinator is also required to re-take the certification course whenever the course or certification requirements are updated. The NHAC shall maintain a record of HIDTA PMP Coordinators and their certifications to ensure that all PMP Coordinators maintain up-to-date certifications.

10.8 Assessment of Performance

ONDCP's assessment of a HIDTA's program year performance includes a review of the progress towards achieving the performance targets established for that year through the ABR review and approval process. If a core table shows that a HIDTA's actual performance for a core performance measure varied by 15 percent or more from the annual performance target, the HIDTA must explain the variance in the associated core table generated in PMP.

10.9 ONDCP Performance Audits

Performance audits designed to provide assurance of the accuracy and reliability of the data reported in the PMP will be conducted on a select number of HDTAs each year. Performance audits will be conducted by an independent auditor contracted to ONDCP. The auditor conducting the performance audits will use the PMP User Guide as a standard for the years of the audits, including as a basis for definitions and reporting of the PMP data. The HIDTA performance audit may be augmented with other ONDCP performance-based inquiries. ONDCP-funded audits will comply with applicable Federal statutes and regulations and will meet Federal auditing standards.

The auditors will assess the reliability of the PMP data entered and determine if there is any associated material weakness or misstatement. An opinion letter will be provided consistent with the GAGAS stating this at the beginning of the audit report. Additionally, the performance audit will note compliance with HIDTA PPBG and the PMP User Guide. In the Performance Audit Report, auditors will provide recommendations to improve the reliability of the PMP data entered, with additional recommendations that do not address deficiencies but may enhance overall accuracy and reliability of future reporting submitted in the form of a management letter. The Executive Director will be responsible for implementing recommendations as appropriate and will be afforded the opportunity to respond to any findings and recommendations via writing for inclusion into the final audit report.

10.9.1 Role of the PMP Coordinator in Facilitating Performance Audits

PMP Coordinators are required to support all aspects of the performance audits. This may include providing source documentation and other requested information necessary to validate entries and reported totals. The PMP Coordinator will

⁵¹ For additional information on roles, responsibilities, and expectations of the PMP Coordinator, refer to the PMP User Guide.

also serve as the primary point of contact for the audit team throughout the entire audit, and support the on-site requirements of the audit, and any postaudit data or information requests. Finally, the PMP Coordinator must, under the supervision of the Executive Director, implement audit recommendations and address any findings, including the drafting and implementation of a CAP if necessary.

10.9.2 Performance Audit Corrective Action Plan

The performance audit contractor will incorporate edits as provided by the HIDTA and ONDCP, as applicable. The auditor will evaluate the response from the HIDTA and determine if a recommendation can be removed or modified. The HIDTA's response will be embedded into the final audit report as applicable and where appropriate.

All HDTAs that receive audit reports with recommendations shall file a CAP with ONDCP. When preparing the plan, each corrective action shall be described in sufficient detail to describe clearly what corrections have occurred or are planned for the recommendations. The audit response from the HIDTA may be used to satisfy this requirement if the response includes clearly labeled corrective actions to be taken.

The CAP shall be sent as an email attachment to ONDCP.

APPENDICES

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Appendix A: List of Acronyms and Abbreviations

Acceptable Use Policy	AUP
Annual Budget Request	ABR
Annual Reporting Requirements	ARR
Calendar Year	CY
Clearance Management System	CMS
Code for Federal Regulation	C.F.R.
Committee of Sponsoring Organizations	COSO
Corrective Action Plan	CAP
Crime and Narcotics Center	CNC
Criminal justice information	CJI
Criminal Justice Information Services	CJIS
Department of Defense	DOD
Department of Justice	DOJ
Department of Health and Human Services	HHS
Department of Health and Human Services Payment Management Services	HHS-PMS
Department of Homeland Security	DHS
Detailed Expenditure Worksheet	DEW
Director of National Intelligence	DNI
Drug Enforcement Administration	DEA
Drug Trafficking Organization	DTO
El Paso Intelligence Center	EPIC
Executive Office of the President	EOP
Federal Audit Clearinghouse	FAC
Federal Award Identification Number	FAIN
Federal Bureau of Investigation	FBI
Federal Cash Transaction Report	FCTR
Federal Financial Report	FFR
Federal Sub-award Reporting System	FSRS
Financial Crimes Enforcement Network	FinCEN
Financial Management System	FMS
Fiscal Year	FY
Generally Accepted Government Auditing Standards	GAGAS
General Schedule	GS
Government Accountability Office	GAO
HIDTA Directors Committee	HDC
HIDTA Resource Management System	HRMS
High Intensity Drug Trafficking Areas	HIDTA
Homeland Security Information Network	HSIN
In-Sequence Reviews	ISR
Initiative Description and Budget Proposals	IDBP
Investigative Support Center	ISC
Information Technology	IT
Joint Terrorism Task Force	JTTF
Law Enforcement Sensitive	LES

Memorandum of Agreement	MOA
Money Laundering Organization	MLO
National Emerging Threat Initiative	NETI
National HIDTA Assistance Center	NHAC
National HIDTA Program Office	NHPO
National Institute of Standards and Technology	NIST
National Marijuana Initiative	NMI
Nationwide Deconfliction Pointer Solution	NDPS
Non-Federal entity	NFE
Office of Management and Budget	OMB
Office of National Drug Control Policy	ONDCP
Organized Crime Drug Enforcement Task Force	OCDETF
Out-of-Sequence Reviews	OSR
Payment Management Services	PMS
Performance Management Process	PMP
Personal Identifying Information	PII
Program Policy and Budget Guidance	PPBG
Purchase of Evidence	P/E
Purchase of Services	P/S
Purchase of Specific Information	P/I
Regional Information Sharing System	RISS
Return on Investment	ROI
System for Award Management	SAM
Senior Executive Service	SES
Standard Form	SF
Standard Operating Procedure	SOP
United States Constitution	U.S.C.

Appendix B: Glossary of Terms

Award	Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, and receives or administers in the form of grants.
Criminal Intelligence	The product of the analysis of raw information related to crimes or crime patterns with respect to an identifiable person or group of persons in an effort to anticipate, prevent, or monitor possible criminal activity.
Dissemination (of Intelligence)	The process of distributing analyzed intelligence in a timely fashion utilizing certain protocols in the most appropriate format to those in need of the information to facilitate their accomplishments of organizational goals.
Equipment	Tangible property (including software) that has a useful life more than 1 year and has a per-item cost above the lesser of: 1) \$5,000, or 2) the threshold amount determined by the purchasing entity for classifying all its equipment and property.
Evidence-Based Prevention	Based on rigorous studies of the effects or outcomes of specific substance use prevention interventions or model programs.
Evidence-Informed Prevention	Utilizes approaches shown to be effective for substance use prevention that are science based, research supported, and consistent with the National Institute on Drug Abuse Principles of Prevention.
Expenditure	An outlay of HIDTA program funds.
Extension	A change in the performance period to allow a longer period of time over which grant money can be spent.
Federal Law Enforcement Agency	For purposes of the HIDTA program, a Federal law enforcement agency includes the: Drug Enforcement Administration (DEA); Federal Bureau of Investigation (FBI); Immigration and Customs Enforcement (ICE); Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF); U.S. Attorneys (USA); Customs and Border Protection (CBP); U.S. Postal Inspection Service; U.S. Coast Guard; Criminal Investigation Service of the Internal Revenue Service (IRS/CI); and law enforcement components of the U.S. Forest Service and the National Park Service.

Federal Register	A daily publication of the U.S. Federal government that issues proposed and final administrative regulations of Federal agencies.
Fiduciary	A non-Federal entity designated to handle the financial transactions (accounts receivable and accounts payable) for entities participating in a HIDTA. A fiduciary serves as an independent “bookkeeping” office to receive and disburse HIDTA grant funds to state and local agencies, and sometimes Federal agencies. A fiduciary is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to Federal programs.
Grant Agreement	A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. §§ 6302, 6304: (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. § 6101(3)); and not to acquire property or services for the Federal awarding agency or passthrough entity's direct benefit or use; (b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the nonFederal entity in carrying out the activity contemplated by the Federal award. Federal agencies receive “transfers.”
Grantee	The government, institution of higher education, or other entity to which a HIDTA program grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity (e.g., CITY government) even if only a particular component of the entity (e.g., the police department) is designated in the grant award document. Grantees sometimes act as a fiduciary for other participants in a HIDTA.
Initiative	Activities that implement portions of a HIDTA Executive Board’s strategy as opposed to an organization of activities/investigative efforts.

Initiative commander or supervisor	A person appointed to lead a HIDTA initiative.
Intelligence	Information compiled and analyzed to determine its meaning and relevance for efforts to anticipate, prevent, impede, or monitor criminal activity.
Memorandum of Agreement (MOA)	The MOA between ONDCP and a Federal agency is the equivalent of the Grant Letter provided to the state or local grant recipient.
NHAC	National HIDTA Assistance Center. This center provides training, multimedia, and event planning services to HIDTA program participants, and maintains the Clearance Management System, Financial Management System, and HIDTA Resource Management System.
Non-Federal Entity	A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or sub-recipient.
Obligations	When used in connection with a non-Federal entity's utilization of funds under a Federal award, obligations means orders placed for property and services, contracts, and subawards made, as well as similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.
Office of National Drug Control Policy (ONDCP)	ONDCP is the office established within the Executive Office of the President of the United States to develop and coordinate the Nation's anti-drug policy. ONDCP also administers the HIDTA program.
Parent agency	The employer of personnel assigned to a HIDTA initiative.
Participating agency	A Federal, state, or local agency or other entity that takes part in a HIDTA initiative by providing staff or in-kind resources.
Pass-through entity	A non-Federal entity that provides a sub-award to a subrecipient to carry out part of a Federal program.
Payment Management System (PMS)	A web-based program that allows grant recipients to request payments online (although supporting documents must still be sent to ONDCP's desk audit contractor).
Period of Performance	The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award.

Program Income	Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance.
Reimbursable agreement	An official agreement between two HIDTA participating agencies in which one agency agrees to pay a second agency for goods acquired or services provided.
Reprogramming	The shifting of budget amounts between previously approved activities or cost categories.
Recipient	A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.
Sponsoring Agency	A sponsoring agency assumes responsibility for personnel and systems supporting the HIDTA mission, specifically for intelligence initiatives. Any participating Federal, state, local or tribal agency may sponsor an ISC or ancillary intelligence initiative. Sponsorship may include (but is not limited to) providing appropriate access to information sharing systems for initiative participants, obtaining security clearances for HIDTA contractors, or providing desk space in a secure facility.
Sub-award	An award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity.
Sub-recipient	A non-Federal entity that receives a sub-award from a passthrough entity to carry out part of a Federal program.
Supplant	The use of HIDTA or other federal funds by a state or local agency in lieu of state or local funds that have been, or would have been provided, for the same purpose.
Task force	A group of law enforcement and investigative people who work together to carry out an initiative. Task force members remain employees of their respective agencies.
Transfer	To move HIDTA program funds from ONDCP to another Federal entity (e.g., DEA) to carry out HIDTA-program activities.

Appendix C: Federal Register Notice for HIDTA Designation

Federal Register /Vol. 72, No. 158 /Thursday, August 16, 2007 /Notices (pages 46099 – 46101)

EXECUTIVE OFFICE OF THE PRESIDENT

Office of National Drug Control Policy

High Intensity Drug Trafficking Areas;

Petitions for Designation

AGENCY: Office of National Drug Control Policy.

ACTION: Notice.

SUMMARY: Pursuant to the Office of National Drug Control Policy Reauthorization Act of 2006, Public Law 109–469, section 707(c), the Director, National Drug Control Policy is establishing regulations under which interested coalitions of law enforcement agencies from an area may petition for designation as a high intensity drug trafficking area.

Public Comment: On June 4, 2007 (Volume 72, Number 106, Notices Page 30862–30864), the Executive Office of the President, Office of National Drug Control published Notice of its intent to issue this regulation. A 60-day public comment period was established. The June 4 Notice stated that any written comments must be received by ONDCP via electronic mail or facsimile on or before August 3, 2007. In addition, an ONDCP staff point of contact was listed to provide additional information as appropriate. ONDCP did not receive any comments. Therefore, ONDCP is issuing this Notice of the agency's intent to publish a regulation identical to the document published on June 4, 2007.

SUPPLEMENTARY INFORMATION: The Anti-Drug Abuse Act of 1988, the ONDCP Reauthorization Act of 1998, and the ONDCP Reauthorization Act of 2006 authorize the Director of the Office of National Drug Control Policy (ONDCP) to designate areas within the United States that exhibit serious drug trafficking problems and harmful impact of other areas of the country as High Intensity Drug Trafficking Areas (HIDTA). The HIDTA Program provides federal resources to those areas to help eliminate or reduce drug trafficking and its harmful consequences. Law enforcement organizations within HIDTAs assess drug trafficking problems and design specific initiatives to reduce or eliminate the production, manufacture, transportation, distribution, and use of illegal drugs and money laundering.

When designating a new HIDTA or adding counties to existing HIDTAs, the Director of ONDCP consults with the Attorney General, Secretary of Homeland Security, Secretary of Treasury, heads of national drug control agencies, and the appropriate governors, and considers the extent to which—

- (1) The area is a significant center of illegal drug production, manufacturing, importation, or distribution;
- (2) State, local, and tribal law enforcement agencies have committed resources to respond to the drug trafficking problem in the area, thereby indicating a determination to respond aggressively to the problem;
- (3) Drug-related activities in the area are having a significant harmful impact in the area, and in other areas of the country; and
- (4) A significant increase in allocation of Federal resources is necessary to respond adequately to drug-related activities in the area.

The HIDTA Program helps improve the effectiveness and efficiency of drug control efforts by facilitating cooperation among drug control organizations through resource and information sharing, collocation, and implementing joint initiatives. HIDTA funds help Federal, State, local, and tribal law enforcement organizations invest in infrastructure and joint initiatives to confront drug trafficking organizations.

Each HIDTA is governed by its own executive board comprised of Federal, State and local law enforcement officials from the designated HIDTA region. The executive boards facilitate interagency drug control efforts to eliminate or reduce drug threats.

HIDTA-designated counties comprise approximately 13 percent of U.S. counties, and are present in 43 states, Puerto Rico, the U.S. Virgin Islands, and the District of Columbia. The following 28 areas are designated HIDTAs:

1990: Houston, Los Angeles, New York/New Jersey, South Florida, and Southwest Border (California, Arizona, New Mexico, and South and West Texas).

1994: Washington/Baltimore (Maryland, Virginia, and District of Columbia) and Puerto Rico/U.S. Virgin Islands.

1995: Atlanta, Chicago, and Philadelphia/Camden.

1996: Rocky Mountain (Colorado, Montana, Utah, and Wyoming), Gulf Coast (Alabama, Louisiana, and Mississippi), Lake County (Indiana), Midwest (Iowa, Kansas, Missouri, Nebraska, North Dakota, and South Dakota) and Northwest (Washington).

1997: Michigan and Northern California.

1998: Appalachia (Kentucky, Tennessee, and West Virginia), Central Florida, Milwaukee, and North Texas (Texas and Oklahoma).

1999: Central valley California, Hawaii, New England (Connecticut, New Hampshire, Maine, Massachusetts, Rhode Island, and Vermont), Ohio, and Oregon.

2001: North Florida and Nevada.

To date, counties seeking HIDTA designation have communicated their interest to ONDCP in a variety of manners.

Currently, no formal process or regulation exists outlining the application and selection process.

Historically, law enforcement coalitions interested in obtaining designation as HIDTAs have submitted drug-related threat assessments for their

counties which typically include a narrative analysis of the drug threat and statistical information related to the four statutory criteria. The proposed rule is intended to create a better coordinated and more meaningful process for reviewing applications. The rule sets forth a general process that enables interested coalitions of law enforcement agencies to submit petition for designation as a HIDTA. The criteria by which ONDCP will evaluate the petitions are set forth in this regulation.

In addition, the proposed rule requires ONDCP to review submitted petitions on a regular basis.

Sec. 1 General Provisions

(a) This regulation contains the rules that the Office of National Drug Control Policy (Office) follows in processing petitions for designation as a High Intensity Drug Trafficking Area (HIDTA), in accordance with the ONDCP Reauthorization Act of 2006, Public Law No. 109-469. (b) Establishment—

(1) In General—There is established in the Office a program known as the High Intensity Drug Trafficking Areas Program (in this regulation referred to as the “Program”).

(2) Purpose— The purpose of the Program is to reduce drug trafficking and drug production in the United States by— (A) Facilitating cooperation among Federal, State, local, and tribal law enforcement agencies to share information and implement coordinated enforcement activities; (B) Enhancing law enforcement intelligence sharing among Federal, State, local, and tribal law enforcement agencies;

(C) Providing reliable law enforcement intelligence to law enforcement agencies needed to design effective enforcement strategies and operations; and

(D) Supporting coordinated law enforcement strategies which maximize use of available resources to reduce the supply of illegal drugs in designated areas and in the United States as a whole.

(c) Designation—

(1) In General—The Director, in consultation with the Attorney General, the Secretary of the Treasury, the Secretary of Homeland Security, heads of the National Drug Control Program agencies, and the Governor of each applicable State, may designate any specified area of the United States as a high intensity drug trafficking area.

(2) Activities— After making a designation under paragraph (1) and in order to provide Federal assistance to the area so designated, the Director may—

(A) Obligate such sums as are appropriated for the Program; (B) Direct the temporary reassignment of Federal personnel to such area, subject to the approval of the head of the department or agency that employs such personnel; (C) Take any other action authorized under the Office of National Drug Control Policy Reauthorization Act of 2006 to provide increased Federal assistance to those areas; and

(D) Coordinate activities under this section (specifically administrative, recordkeeping, and funds management activities) with State, local, and tribal officials.

(3) Factors for Consideration — In considering whether to designate an area as a high intensity drug trafficking area, the Director shall consider, in addition to such other criteria as the Director considers to be appropriate, the extent to which—

(A) The area is a significant center of illegal drug production, manufacturing, importation, or distribution; (B) State, local, and tribal law enforcement agencies have committed resources to respond to the drug trafficking problem in the area, thereby indicating a determination to respond aggressively to the problem;

(C) Drug-related activities in the area are having a significant harmful impact in the area, and in other areas of the country; and

(D) A significant increase in allocation of Federal resources is necessary to respond adequately to drug-related activities in the area.

Sec. 2 Instructions for Petitions

(a) A coalition of interested law enforcement agencies from an area may petition for designation as a HIDTA. (b) Petitions must specify the geographical area for which HIDTA designation is requested. Areas are designated by county, therefore, such areas must be identified in the petition.

(c) Petitions must state specifically which law enforcement agencies are making the petition, a responsible official for each agency making the petition, and a point of contact for the coalition of interested law enforcement agencies. (d) Petitions must include an assessment of the threat of illegal drugs in the area for which HIDTA designation is requested and must specifically respond to each of the following four requirements:

(1) The area is a significant center of illegal drug production, manufacturing, importation, or distribution;

(2) State, local, and tribal law enforcement agencies have committed resources to respond to the drug trafficking problem in the area, thereby indicating a determination to respond aggressively to the problem;

(3) Drug-related activities in the area are having a significant harmful impact in the area, and in other areas of the country; and

(4) A significant increase in allocation of Federal resources is necessary to respond adequately to drug-related activities in the area.

(e) Each of the requirements in Section 2(d) must be addressed and justified with sufficient information/ documentation for each county proposed in the petition.

(f) If the petition proposes to designate additional counties to an already established HIDTA region, the petition shall include a letter from the Chairman of that HIDTA's Executive Committee indicating that the Executive Committee has reviewed the petition and sets forth its position related to the petition for designation.

(g) Petitions may be submitted to the Executive Office of the President, Office of National Drug Control Policy, Office of State, Local and Tribal Affairs, Washington, DC 20503 via facsimile at (202) 395-6721 or electronic mail at ondcp_hidta@ondcp.eop.gov.

Sec. 3 Processing of Petitions

(a) Acknowledgements of Petitions. Upon receipt of a petition, the Office shall send an acknowledgement letter to the requester to confirm receipt of the petition and provide an assigned number for further reference.

(b) Petitions will be reviewed by the Office on a regular basis. The review will include a recommendation regarding the merit of the petition to the Director by a panel of qualified, independent experts who are designated by the Director. (c) Notification of merit of petition. After the review is completed the requestor will be notified in writing regarding the disposition of the petition.

(d) The Director, Office of National Drug Control Policy, is solely responsible for making designation and funding decisions relating to the HIDTA Program.

Michael K. Gottlieb,

Assistant General Counsel, Office of National Drug Control Policy.

[FR Doc. E7-16174 Filed 8-15-07; 8:45 am]

BILLING CODE 3180-02-P

Council Agenda Coversheet	Item Number: 4.i. Date: 6/17/2025 Item Type: Contract/Agreement/Lease	Category: Consent Agenda
	Subject: Contract: Northwest HIDTA Contract Amendment for Julie Christine Department: Finance	
<u>Recommendation</u> Staff recommends that City Council authorize the City Manager to sign the contract amendment for Julie Christine. <u>Motion for Consideration</u> Motion to approve the contract amendment as presented. <u>Summary</u> As a Fiduciary for the Northwest HIDTA program, the City's responsibilities primarily consist of administrative duties, including required reporting to the federal government and acting as a pass-through for federal funds to the program's contracted staff. As a part of its administrative duties, the City is required to enter into separate agreements with the program's contractors, along with Northwest HIDTA. This amendment decreases the compensation for Julie Christine by \$18,504.00. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> The proposed contractor agreement does not have a fiscal impact on the City of Kennewick. All compensation authorized under the agreement will be reimbursed to the City through the federal HIDTA grant.		
Attachments: 1. Contract		

AMENDMENT NO. 1
TO
AGREEMENT FOR NORTHWEST HIDTA FINANCIAL MANAGER SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
JULIE CHRISTINE

THIS AMENDMENT is made and entered into this ____ day of June 2025, by and between the City of Kennewick, Washington, a municipal corporation, hereinafter “City” and Julie Christine, an individual, hereinafter called the “Contractor.”

IN CONSIDERATION of the mutual covenants contained herein, the parties agree to amend the Agreement for Northwest HIDTA Financial Manager Services between the City and Contractor, signed December 16, 2024, as follows:

Section 1. Pursuant to Section 7 of the Agreement, the parties hereby mutually agree to amend the Agreement as follows:

The language in Section 5 is replaced with the following:

This Agreement, particularly the payment by the City to the Contractor of a salary and travel reimbursement, is contingent on funding by a Grant/Award and made available through ONDCP. Provided sufficient funding is available, the City will pay the Contractor a total salary of one hundred thirty-seven thousand forty-one dollars and thirty-seven cents (\$137,041.37) for the services provided under this Agreement. Payment will be made in twenty-four (24) semi-monthly installments. The installments will be substantially equal with the exception of the six installments issued between May 27, 2025, and August 18, 2025, which will each be reduced by \$3,084.00. In addition to this salary, and provided sufficient funding is available, the City will reimburse the Contractor for necessary travel expenses incurred during the performance of the Agreement.

Section 2. All other terms of the Agreement not otherwise modified by this Amendment shall remain in full force and effect for the remainder of the term of the Agreement.

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DATED this _____ day of June 2025.

CONTRACTOR

JULIE CHRISTINE

Date

CITY OF KENNEWICK

ERIN ERDMAN, City Manager

Date

Approved as to form:

LAURENCIO SANGUINO, City Attorney

Date

EXECUTION APPROVED BY NORTHWEST HIDTA EXECUTIVE BOARD

DAVID REAMES, Executive Board Chair

Date

Council Agenda Coversheet	Item Number: 4.j. Item Type: Contract/Agreement/Lease Subject: Contract: River of Fire Fireworks Agreement Department: Parks & Recreation	Date: 6/17/2025 Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends the City Council authorize the City Manager to execute a contract with Wolverine West, LLC for the amount of \$133,430.00 for River of Fire fireworks display.		
<u>Motion for Consideration</u> Motion to authorize the City Manager to execute the contract with Wolverine West, LLC in the amount of \$133,430.00 for River of Fire fireworks display.		
<u>Summary</u> The City of Kennewick partners with VenuWorks to host and manage the July 4 River of Fire event in Columbia Park. The City of Kennewick's Recreation Division is responsible for finding and contracting the fireworks show. The event has been a longstanding tradition, with the most recent attendance in 2024 at Columbia Park estimated at 15,000 people. This does not account for the thousands of City of Kennewick residents who watch the show from outside Columbia Park. The cost of fireworks display in 2024 was \$108,850, and in 2025 it is \$133,430.00, an increase of 22% due to increased costs for the barge, insurance, staffing, and fireworks. The 2025 firework show is not an increase in size/amount of fireworks purchased; the majority of the increased cost is attributed to the barge line item. Staff extensively explored alternative barge options and onshore launch locations both in Columbia Park and outside the City of Kennewick. Offshore barge launch was determined as the best option. Under the proposed contract, Wolverine West LLC. shall provide all pyrotechnic equipment, trained pyrotechnicians, shipping, pyrotechnic products, barge/tug, specific pyrotechnic permits relating to pyrotechnic production, and insurance for the firework show on July 4, 2025, at approximately 10:05pm. The barge will be placed roughly 800 feet from the shore, across from the Kennewick side of Columbia Park. Firework Show Breakdown: Fireworks Display \$54,750 Barge/Tug \$68,000 8.7% WSST \$10,680.00 Total \$133,430.00		
<u>Alternatives</u> There are no recommended alternatives.		
<u>Fiscal Impact</u> The City's contribution to River of Fire is charged to account #Z1573900.541011 Community Events. Contract budget \$133,430.00 - #Z1573900.541011		
<u>Attachments:</u> 1. Agreement		

PYROTECHNIC AGREEMENT

This agreement ("Agreement") is made this Tuesday, June 10, 2025, by and between **Wolverine West, LLC**, a Washington limited liability company, hereinafter referred to as ("WW"), and **City of Kennewick**, hereinafter referred to as ("Client"). WW and Client are sometimes referred to as "Party" or collectively as "Parties" herein.

- 1. Engagement** – CLIENT hereby engages WW to provide to CLIENT the Pyrotechnic Production ("PP") as described in Paragraph 2 of this Agreement, and WW accepts such engagement upon all of the terms and conditions hereinafter set forth. The PP shall be substantial as outlined in the proposal – Attachment "A," attached hereto and incorporated herein by this reference.

1.1. WW Responsibilities – WW shall provide all pyrotechnic equipment, trained pyrotechnicians, shipping, pyrotechnic products, pyrotechnic permits (including permit submittal and inspection fees; excluding; standby fees and/or traffic control costs that shall be paid by CLIENT) relating to the PP, insurance covering the PP and other incidental items necessary to provide the PP as more specifically set forth in this Agreement and in the Scope of Work ("Scope of Work"), attached hereto, incorporated herein by this reference, and made a part of this Agreement as though set forth fully herein.

1.2. CLIENT Responsibilities – CLIENT shall provide to WW a suitable site ("Site") for the PP, security for the Site as set forth in Paragraph 6, hereof, access to the Site, any permission necessary to utilize the Site for the PP, and other things on its part to be performed as more specifically set forth in this Agreement and the Scope of Work. All Site arrangements are subject to WW's reasonable approval pertaining to compliance, pyrotechnic safety, and security. All other conditions of the Site shall be the responsibility of CLIENT, including, but not limited to, access, use, control, parking, and general safety with respect to the public, CLIENT personnel, and other contractors.

- 2. Date, Time, Location, Program/Price** – The PP(s) shall take place as follows;

<u>Date</u>	<u>Approximate Time</u>	<u>Location</u>
7/4/2025	10:15 pm	On the Columbia River in front of Columbia Park

- 3. Fees, Interest, Expenses**

3.1. Fee – CLIENT agrees to pay WW a fee of **\$133,430.00 USD (ONE HUNDRED THIRTY-THREE THOUSAND FOUR HUNDRED THIRTY DOLLARS)** ("Fee") for the PP, which includes; the fireworks display, barge/tug, and Washington State Sales Tax. CLIENT shall pay to WW **\$103,768.00 USD (ONE HUNDRED THREE THOUSAND SEVEN HUNDRED SIXTY-EIGHT DOLLARS)** of the Fee as a deposit ("Deposit") upon the execution of this Agreement by both parties and return no later than **6/11/2025** for this Agreement to be valid. CLIENT shall pay WW any balance then due within 10 days following said PP dates outlined in paragraph 2. CLIENT authorizes WW to receive and verify credit and financial information concerning CLIENT from any agency, person, or entity including but not limited to credit reporting agencies.

3.2. Interest – In the event that the Fee is not paid in a timely manner, CLIENT will be responsible for the payment of a daily periodic interest rate equivalent to 1% per month on the unpaid balance. If litigation arises out of the Agreement, the prevailing party shall be entitled to reasonable costs incurred in connection with the litigation, including, but not limited to attorneys' fees.

3.3. Expenses – WW shall pay all normal expenses directly related to the PP, including freight, insurance as outlined, pyrotechnic products, pyrotechnic equipment, trained pyrotechnic personnel to setup and discharge the pyrotechnics and those additional items as outlined as WW's responsibilities described in this Agreement and the Scope of Work. CLIENT shall pay all costs related to the PP not supplied by WW including, but not limited to, those items outlined as CLIENT's responsibilities in this Agreement and the Scope of Work.

- 4. Intellectual Property** – WW shall retain ownership of all intellectual property aspects of the PP, including but not limited to publicly displaying, publicly performing, reproducing by any means, and distributing any reproduction of the PP. Any reproduction or distribution without WW's written authorization is strictly prohibited.

- 5. Safety** – WW and CLIENT shall each comply with applicable federal, state, and local laws and regulations and employ safety programs and measures consistent with recognized applicable industry standards and practices. At all times before and during the PP, it shall be within WW's sole discretion to determine whether or not the PP may be safely discharged or

continued. It shall not constitute a breach of this Agreement by WW for pyrotechnic products to fail or malfunction, or for WW to determine that the PP cannot be discharged or continued as a result of any conditions or circumstances affecting safety beyond the reasonable control of WW. WW is not liable for pyrotechnic devices discharged by others.

6. **Security** – CLIENT shall provide adequate security personnel, barricades, and Police Department services as may be necessary to prevent individuals other than those authorized by WW from entering an area to be designated by WW as the area for the setup and discharge of the PP, including a fallout area satisfactory to WW where the pyrotechnics may safely rise and any debris may safely fall. WW shall have no responsibility for monitoring or controlling CLIENT's other contractors, providers or volunteers; the public; areas to which the public or contractors have access, or any other public or contractor facilities associated with the PP.
7. **Cleanup** – WW shall be responsible for the removal of all equipment and any live pyrotechnic products provided by WW and any debris two-inch and larger that was produced by the PP. CLIENT shall be responsible for any other cleanup which may be required of the PP or setup, discharge, and fallout areas including any environmental cleanup.
8. **Permits** – WW shall apply and pay for permit and inspection fees for the PP described herein only. Permit submittal(s) will be directed to the local authority having jurisdiction, the FAA, and USCG if required. CLIENT shall be responsible for obtaining any other necessary permits, paying associated fees, and making other arrangements for police Departments, other Fire Departments, road closures, event/activity or land use permits, or any permission or permit required by any Local, State or Federal Government agency.
9. **Insurance** – WW shall at all times during the performance of services herein ensure that the following insurance is maintained in connection with WW's performance of this Agreement; (1) commercial general liability insurance, including products-completed operations, and contractual liability under this Agreement; (2) automobile liability insurance; (3) workers' compensation insurance and employer liability insurance. Such insurance is to protect CLIENT from claims for bodily injury, including death, personal injury, and from claims of property damage, which may arise from WW's performance of this Agreement only. The types and amounts of coverage shall be as set forth in the Scope of Work. Such insurance shall not include claims which arise from CLIENT's negligence or willful conduct or from the failure of CLIENT to perform its responsibilities under this Agreement, coverage for which shall be provided by CLIENT. The coverage of these policies shall be subject to reasonable inspection by CLIENT. Certificates of Insurance evidencing the required general liability coverage shall be furnished to CLIENT prior to the rendering of services hereunder and shall include all individuals/entities listed on the certificate of insurance will be deemed an additional insured per this contract, i.e., Sponsors, Landowners, Barge and or Tug Owners, if any; and Permitting Authorities, with respect to the operations of WW in the performance of the PP. Pyrotechnic subcontractors or providers, if any, not covered under policies of insurance required hereby, shall secure, maintain and provide their own insurance coverage with respect to their respective operations and services.
10. **Indemnification** – WW represents and warrants that it is capable of furnishing the necessary experience, personnel, equipment, materials, providers, and expertise to produce the PP in a safe and professional manner. Notwithstanding anything in this Agreement to the contrary, WW shall indemnify, hold harmless, and defend CLIENT and the additional insureds from and against any and all claims, actions, damages, liabilities, and expenses, including but not limited to, attorney and other professional fees and court costs, in connection with the loss of life, personal injury, and/or damage to property, arising from or out of the PP and the presentation thereof to the extent such are occasioned by any act or omission of WW, their managing members, agents, contractors, providers, or employees. CLIENT shall indemnify, hold harmless, and defend WW from and against any and all claims, actions, damages, liability, and expenses, including but not limited to, attorney and other professional fees and court costs in connection with the loss of life, personal injury, and/or damages to property, arising from or out of the PP and the presentation thereof to the extent such are occasioned by any set of omission of CLIENT, its officers, agents, contractors, providers, or employees. In no event shall either party be liable for the consequential damages of the other party.
11. **Limitation of Damages for Ordinary Breach** – Except in the case of bodily injury and property damage as provided in the insurance and indemnification provisions of Paragraphs 9 and 10, above, in the event CLIENT claims that WW has breached this Agreement or was otherwise negligent in performing the PP provided for herein, CLIENT shall not be entitled to claim or

recover monetary damages from WW beyond the amount CLIENT has paid to WW under this Agreement, and shall not be entitled to claim or recover any consequential damages from WW, including, without limitation, damages for loss of income, business or profits.

12. **Force Majeure** - CLIENT agrees to assume the risks of: strike, civil unrest, terrorism, weather, military action, governmental action, shortage of inventory due to delivery delay or unavailability from WW's customary suppliers, staff illness, and any other causes reasonably beyond the control of WW which may prevent the PP from being safely discharged on the scheduled date, which may cause the cancelation of any event for which CLIENT has purchased the PP, or which may affect or damage such portion of the pyrotechnic equipment or material as must be placed and exposed before the PP. If, for any such reason, WW is not reasonably able to safely discharge the PP on the scheduled date, or at the scheduled time, or should any event for which CLIENT has purchased the PP be canceled as a result of Force Majeure causes or otherwise, and unless otherwise agreed, the parties' unaccrued obligations under the contract shall terminate.
13. **Cancelation and Rescheduling** - If CLIENT fails to perform CLIENT Responsibilities as provided in Paragraph 1.2 or breaches or announces its intention to breach its obligations, the parties agree that in such event the damages suffered by WW are difficult or impossible to quantify precisely and, therefore, in order to clearly establish CLIENT'S risk and WW's damages the parties agree that the CLIENT shall pay WW an amount equal to the cancelation provisions of paragraph 14 below as liquidated damages which the parties agree are reasonable. CLIENT shall immediately pay such damages to WW. WW may withhold any CLIENT funds held by WW toward the satisfaction of CLIENT'S debt to WW. This provision shall not apply in the event CLIENT, and WW reach a written agreement revising the PP date. Such an agreement must be reached within five days of the originally scheduled PP date. Failure to reach such agreement for substitute performance shall be deemed cancellation by CLIENT resulting in CLIENT owing liquidated damages as provided in paragraph 14 below. Rescheduling may require an additional fee of 5% to 22% of the original fee, taking into consideration issues such as; re-permitting, increases in product and/or insurance costs, labor, transportation, etc. WW is under no obligation to honor CLIENT'S request for rescheduling where such rescheduling is for the convenience of CLIENT or the breach of its responsibilities. WW's refusal to reschedule shall result in the imposition of the cancellation damages set forth in paragraph 14 below which CLIENT agrees are reasonable.
 - 13.1. **Rescheduling Caused By Mandate** - In the event the PP cannot be performed due to gubernatorial mandate, Client shall reschedule within 365 days or as otherwise agreed by the parties at no additional cost to Client. Failure to reschedule for substitute performance shall result in Client owing liquidated damages as provided in paragraph 14 below.
14. **Cancelation** - If cancelation occurs due to the failure of Client to perform CLIENT Responsibilities, CLIENT agrees to pay to WW, as liquidated damages the following percentages of the Fee as set forth in Paragraph 3.1: 1) 33% if cancelation occurs greater than 30 days of the scheduled date, 2) 50% if cancelation occurs 2 to 30 days of the scheduled date, 3) 80% if cancelation occurs the day of the scheduled date. In the event CLIENT cancels the PP, it will be impractical or extremely difficult to fix the actual amount of WW's damages and to establish its risk with certainty; CLIENT acknowledges and approves this liquidated damages agreement.
15. **No Joint Venture** - It is agreed, nothing in the Agreement or in WW's performance of the PP shall be construed as forming a partnership or joint venture between CLIENT and WW. WW shall be and is an independent contractor with CLIENT and not an employee of CLIENT. The Parties hereto shall be severally responsible for their own separate debts and obligations and neither Party shall be held responsible for any agreements or obligations not expressly provided for herein.
16. **Applicable Law** - This Agreement and the rights and obligations of the Parties hereunder shall be construed in accordance with the laws of Washington. It is further agreed that the Judicial District of Lewis County, Washington, shall be the proper venue for any such action. In the event that the scope of the PP is reduced by authorities having jurisdiction or by either Party for safety concerns, the full dollar amounts outlined in this Agreement are enforceable.
17. **Notices** - Any Notice to the Parties permitted or required under this Agreement may be given by mailing such Notice in the United States Mail, postage prepaid, first class, addressed as follows:
WW - Wolverine West, LLC, PO Box 628, Chehalis, WA 98532
CLIENT - City of Kennewick, 210 W 6th Ave, Kennewick, WA 99336

Wolverine West, LLC
PO Box 628
Chehalis, WA 98532

City of Kennewick
Show Date: 7/4/2025
Page 4 of 5

- 18. Modification of Terms** – All terms of the Agreement are in writing and may only be modified by written agreement of both Parties hereto. Both Parties acknowledge they have received a copy of said written Agreement and agree to be bound by said terms of written Agreement only.
- 19. Severability** – If there is more than one CLIENT, they shall be jointly and severally responsible to perform CLIENT's Responsibilities under this Agreement. The Agreement shall become effective after it is executed and accepted by CLIENT and after it is executed and accepted by WW at WW's office in Chehalis, Washington. This Agreement may be executed in several counterparts, including faxed and emailed copies, each one of which shall be deemed an original against the Party executing same. This Agreement shall be binding upon the Parties hereto and upon their heirs, successors, executors, administrators, and assigns.
- 20. Revisions** – If any changes or alterations are made by CLIENT to this Agreement or if this Agreement is not executed by CLIENT and delivered to WW on or before the date outlined in Paragraph 3.1, then the price, date, and scope of PP are subject to review and acceptance by WW for a period of 7 days following delivery to WW. Any revisions to this Agreement will incur costs of \$100.00 per hour for WW and \$375.00 per hour for WW's attorney fees, plus expenses, which will be reduced from the fireworks product budget unless other arrangements are mutually agreed. In the event the revised Agreement is not accepted by WW, WW shall give CLIENT written notice, and this Agreement shall be void.

EXECUTED AGREEMENT MUST BE DELIVERED TO WW BY 6/11/2025

EXECUTED as of date stamped signature below:

WW: Wolverine West, LLC

By: **Rodney F.
Hash**

Its: Owner

Rodney F. Hash
Print Name

Digitally signed by Rodney F. Hash
DN: cn=Rodney F. Hash,
o=Wolverine West, LLC, ou,
email=rod@wolverinewest.com,
c=US
Date: 2025.06.11 11:10:49 -07'00'

CLIENT: City of Kennewick

By: _____

Its: _____

Print Name

Date: _____

SCOPE OF WORK
Wolverine West, LLC ("WW")
and
City of Kennewick ("CLIENT")

WW shall provide the following goods and services to CLIENT:

- One Wolverine West, LLC Pyrotechnic Production(s) as outlined in Paragraph 2 of this Agreement.
- All pyrotechnic equipment, barge/tug, trained pyrotechnicians, shipping, and pyrotechnic products.
- Application for specific pyrotechnic permits relating to the Pyrotechnic Production.
- Insurance covering the Pyrotechnic Production as set forth in the Agreement with the following limits;

<u>Insurance Requirements</u>	<u>Limits</u>	
<u>Commercial General Liability</u>	\$5,000,000.00	Combined Single Limit Each Occurrence (Bodily Injury & Property Damage)
<u>Business Auto Liability- Owned, Non-Owned and Hired Autos</u>	\$5,000,000.00	Combined Single Limit Each Occurrence (Bodily Injury & Property Damage)
<u>Workers' Compensation</u>	Statutory	
<u>Employer Liability</u>	\$1,000,000.00	Per Occurrence

CLIENT shall provide to WW the following goods and services:

- All onsite labor costs, if any, not provided or performed by WW personnel including, but not limited to, local union requirements, all Site security, Police and Fire Department standby personnel (if required), stagehands, electricians, audio and fire control monitors, carpenters, plumbers, cleanup crew. All these additional personnel and services shall be fully insured and the sole responsibility of CLIENT.
- Coordination and any applicable non-pyrotechnic permitting with local, state or federal government that may have authority within the overall event Production.
- Costs of all permits not included by WW, required for the overall event production as a whole.
- A snowcat with the ability of efficiently transporting equipment and fireworks to, and from, the launch location setup area for the PP outlined herein, if applicable.
- Provision of a Safety Zone in accordance with applicable standards and all requirements of the authorities having jurisdiction throughout the entire time that the pyrotechnics are at the Site or the load site (if different) on the date(s) of the Pyrotechnic Production and all setup, load-out dates, including land and water *security to keep unauthorized people, boats, etc. from entering the Safety Zone*. Said Safety Zone shall remain in place immediately following the PP for required cool-down period and inspection per NFPA 1123. If in the event, non-discharged pyrotechnic items are discovered, WW shall discharge these items prior to the Safety Zone being removed.
- General Services including, but not limited to, Site and audience security, fencing/barricading, adequate work light, dumpster accessibility, secure parking for WW vehicles, access to restrooms, equipment storage, hazmat storage, electrical power, water truck(s) or hoses and spigots for wetting down the launch area if necessary, and credentialing if required.
- City to waive any moorage or permit fees for the launch of the barge into the river.
- City to provide access to the Columbia Park Trail boat ramp for the load/unload of barge sections and equipment.
- City to provide a crane & operator capable of lifting 22,000 lbs to load/unload barge sections and equipment from 7/2/25 through 7/6/25.

Attachment A

Wolverine West, LLC
PO Box 628
Chehalis, WA 98532
Ph: 206.459.0917

City of Kennewick
Display Date: July 4, 2025
Proposal Date: 6/11/2025
SO# 11490

Pyrotechnic Proposal - Option 1

Product ID	Quantity	Description	Category
PFS-037-S	3	30-sec Silver Strobe Pot - Begin Show	Prox
	3	Total Strobe Pots	
GF-2	2	2" 50's Double-Break RWB - Freedom Reigns	Cake Fan
	2	Total of 200 2" Shells	
SS075MN61	5	3" Green Comet Tail	3" Comet
SS075MN62	5	3" T-Sky Gold Comet Tail	3" Comet
SS075MN64	5	3" T-Sky Crackling Comet Tail	3" Comet
SS075MN60	5	3" Red Comet Tail	3" Comet
SS075MN63	5	3" T-Sky Silver Comet Tail	3" Comet
VS3-LC-C5763	5	3" Blue Star Comet	3" Comet
LD3-8003	5	3" Lidu Titanium Salute w/Tail	3" Sal
SA075SL01	5	3" Wizard Salute	3" Sal
LD3-ASST	72	3" Lidu Assorted Shells w/Tails	3" Shell
	112	Total 3" Shells	
DP22EF005-4	4	4" Dominator Brocade with Blue Finale Chain 4/1	4" Shell
DP22EF170-4T	4	4" Dominator Super Brocade Finale Chain 4/1	4" Shell
DP22EF177-4	8	4" Dominator Nishiki Kamuro Niagara Falls Finale Chain 4/1	4" Shell
DP4-ASST-A	19	4" Dominator Assorted Shells - A	4" Shell
FK4-ASST	36	4" Flower King Assorted Shells	4" Shell
GD4-ASST04	36	4" Guandu Assorted Shells - B	4" Shell
LD4-ASST-A	36	4" Lidu Assorted Shells - A	4" Shell
LD4-ASST-B	36	4" Lidu Assorted Shells - B	4" Shell
TS-A40FY-OA	36	4" T-Sky Assorted Shells - A	4" Shell
TS-A40FY-OB	36	4" T-Sky Assorted Shells - B	4" Shell
	251	Total 4" Shells	
DP22E857-5	2	5" Dominator Red Horsetails Sky Mine	5" Shell
FK-9345-5	2	5" Flower King Ghost Bracelet with Brocade Crown Pistil	5" Shell
GD5-ASST04	24	5" Guandu Assorted Shells	5" Shell
JY5-0280	2	5" Dominator Nishiki with Aqua Pistil	5" Shell
LD5-ASST-A	24	5" Lidu Assorted Shells w/Tails - A	5" Shell
LD5-ASST-B	24	5" Lidu Assorted Shells w/Tails - B	5" Shell
LD5-ASST-C	24	5" Lidu Assorted Shells w/Tails - C	5" Shell
TS-A50FY-DA	6	5" T-Sky Durational Showcase Assortment	5" Shell
	108	Total 5" Shells	
GD6-ASST03	9	6" Guandu Assorted Shells - A	6" Shell
GD6-ASST04	9	6" Guandu Assorted Shells - B	6" Shell
LD6-ASST-B	9	6" Lidu Assorted Shells w/Tails - B	6" Shell

Attachment A

Wolverine West, LLC
PO Box 628
Chehalis, WA 98532
Ph: 206.459.0917

City of Kennewick
Display Date: July 4, 2025
Proposal Date: 6/11/2025
SO# 11490

Pyrotechnic Proposal - Option 1

Product ID	Quantity	Description	Category
LD6-ASST-C	9	6" Lidu Assorted Shells w/Tails - C	6" Shell
LD6-ASST-D	9	6" Lidu Assorted Shells w/Tails - D	6" Shell
W6-ASST-B	9	6" Wizard Assorted Shells - B	6" Shell
W6-ASST-D	9	6" Wizard Assorted Shells - D	6" Shell
	63	Total 6" Shells	
LD8-2267	1	8" Silver Wave To Blue W/Brocade Red Pistil w/Tail	8" Shell
LD8-5046	1	8" Blue Dahlia W/Silver Coconut Pistil w/Tail	8" Shell
LD8-6022	1	8" Silver Crown W/Strobe Pistil w/Tail	8" Shell
LD8-6052	1	8" Golden Willow W/Green Strobe Pistil w/Tail	8" Shell
	4	Total 8" Shells	
LDD117-CUS	2	2" 50's Double-Break Multi Color Peonies w/Color Tails	Cake Fan
GF-2	2	2" 50's Double-Break RWB - Freedom Reigns	Cake Fan
RA143017	2	42s Blue Tail to Gold Nishiki Willow fan	Cake Fan
PCA081	2	49s Gold Crackling Tail To Ti-Gold Palm With Green Strobe Blue Pistil	Cake Str
LDA279	2	48s Silver Tails to Silver on Water - Water Cake	Cake Water
LDA282	2	48s Blue Mines on Water - Water Cake	Cake Water
LDA687	2	48s Brocade Crown + Green Mines on Water - Water Cake	Cake Water
LDA693-2025	2	48s Red Crossettes on Water - Water Cake	Cake Water
	16	Total Multi-Shot Cakes consisting of 952 effects	
LD046	1	Quickmatch 40-Meter Roll	Ignition 1.3
W-30-001	13	3-Meter Ematch - Box of 40	Ignition 1.3

Total Fireworks Display \$54,750.00
Barge/Tug \$68,000.00
Subtotal \$122,750.00
8.8% WSST \$10,680.00
Grand Total \$133,430.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	CONTACT NAME: Janet Nau PHONE (A/C, No, Ext): 425-455-5640 E-MAIL ADDRESS: jnau@tpgrp.com FAX (A/C, No): 425-455-6727														
INSURED Wolverine West, LLC Wolverine West Fireworks PO Box 628 Chehalis WA 98532	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : Everest Indemnity Insurance Co</td><td>10851</td></tr><tr><td>INSURER B : Everest Denali Insurance Company</td><td>16044</td></tr><tr><td>INSURER C : Arch Specialty Insurance Company</td><td>21199</td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Everest Indemnity Insurance Co	10851	INSURER B : Everest Denali Insurance Company	16044	INSURER C : Arch Specialty Insurance Company	21199	INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES

CERTIFICATE NUMBER: 2023150955

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC	Y	GCI0010153251	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		GCD0010066251	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB ☒ EXCESS LIAB DED ☐ RETENTION \$	OCCUR CLAIMS-MADE	UXP105131602	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A				WC STATU-TORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 Additional Insured-Designated Person or Organization attached:
City of Kennewick; its officials and agents, and Civil Built, LLC are Additional Insured as respects the 7/4/25 Aerial Fireworks Display located on the Columbia River, Kennewick WA 99336.

CERTIFICATE HOLDER**CANCELLATION**

City of Kennewick
210 W 6th Ave
Kennewick WA 99336

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
--

ANY PERSON OR LEGAL ENTITY IN WHICH YOU HAVE A WRITTEN CONTRACT, AGREEMENT, OR PERMIT WHICH REQUIRES THAT YOU NAME THE CONTRACTING PARTY AS AN ADDITIONAL INSURED.
--

City of Kennewick; its officials and agents, and Civil Built, LLC are Additional Insured as respects the 7/4/25 Aerial Fireworks Display located on the Columbia River, Kennewick WA 99336.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.
--

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" but only to the extent caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

B. The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.

C. The Limits of Insurance afforded to an additional insured shall be the lesser of the following:

1. The Limits of Insurance required by the written agreement between the parties; or
2. The Limits of Insurance provided by this Coverage Part.

D. With respect to the insurance afforded to an additional insured, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.

Wolverine West, LLC
PO Box 628
Chehalis, WA 98532
206.459.0917
info@wolverinewest.com
wolverinewest.com



INVOICE

BILL TO
City of Kennewick
210 W 6th Ave
Kennewick, WA 99336

SHIP TO
City of Kennewick
2701 Columbia River Trail
Kennewick, WA 99336

INVOICE # 2461
DATE 06/10/2025
DUE DATE 06/10/2025
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Pyrotechnic Display 50% down payment for 7/4/25 fireworks display.	1	27,375.00	27,375.00T
Reimb Exp Displays 100% payment for barge/tug services.	1	68,000.00	68,000.00T

9-WA-041-51-5J-00002

SUBTOTAL	95,375.00
TAX	8,393.00
TOTAL	103,768.00
BALANCE DUE	\$103,768.00

Wolverine West, LLC
PO Box 628
Chehalis, WA 98532
206.459.0917
info@wolverinewest.com
wolverinewest.com



INVOICE

BILL TO

City of Kennewick
210 W 6th Ave
Kennewick, WA 99336

SHIP TO

City of Kennewick
2701 Columbia River Trail
Kennewick, WA 99336

INVOICE # 2462**DATE 07/04/2025****DUE DATE 07/14/2025****TERMS Net 10**

ACTIVITY	QTY	RATE	AMOUNT
Pyrotechnic Display 50% balance for 7/4/25 fireworks display.	1	27,262.87	27,262.87T
9-WA-041-51-5J-00002	SUBTOTAL		27,262.87
	TAX		2,399.13
	TOTAL		29,662.00
	BALANCE DUE		\$29,662.00

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Wolverine West, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

PO Box 628

6 City, state, and ZIP code

Chehalis, WA 98532

7 List account number(s) here (optional)

Requester's name and address (optional)

City of Kennewick

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

- - - - -

or

Employer identification number

9 1 - 1 9 5 9 7 1 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**

**Signature of
U.S. person**

Rodney F. Hash

Digitally signed by Rodney F. Hash
DN: cn=Rodney F. Hash, o=Wolverine West, LLC, ou,
email=rod@wolverinewest.com, c=US
Date: 2025.02.11 12:45:43 -08'00'

Date 1/1/25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Council Agenda Coversheet	Item Number: 4.k. Date: 6/17/2025 Item Type: Contract/Agreement/Lease Subject: Contract: Kennewick Transportation System Plan Consultant Agreement Department: Public Works Project #: P2511	Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends City Council authorize the City Manager to sign the professional services agreement with Transpo Group to provide planning and engineering services for the City of Kennewick's Transportation System Plan. <u>Motion for Consideration</u> Motion to approve the professional services agreement with Transpo Group as presented. <u>Summary</u> On March 18, 2025, the City solicited consulting firms off of the State's MRSC roster to submit an RFP for professional engineering services for the City-Wide Transportation System Plan Update Project. The City of Kennewick (City) sought proposals from qualified firms to perform engineering services to provide an updated city-wide transportation plan. This will involve a comprehensive review and analysis of its transportation system and existing Transportation System Plan. The work will also include a review of the City's current Transportation Impact Fee (TIF) program to determine what projects should be TIF eligible. Due to the complexity of this project and the specialized software for modeling future traffic demand, the City has to contract this work out to a consultant. In April, two consultants responded to the City's Request for Proposal (RFP): • Transpo Group • Kittelson & Associates Using State guidelines, City Staff reviewed and scored the submitted RFP's and selected Transpo Group to perform the work. Pricing and final scoping were then negotiated in order to finalize the agreement. <u>Alternatives</u> None. <u>Fiscal Impact</u> General Fund (Contractual/Consulting Services - N1558600.541005) \$198,800		
<u>Attachments:</u> 1. Agreement		

AGREEMENT BETWEEN CITY AND CONSULTANT
For the City-Wide Transportation Plan Update

THIS AGREEMENT, is made between the City of Kennewick, PO Box 6108, 210 W. 6th Ave., Kennewick, Washington, (hereinafter referred to as the "City"), and Transpo Group, 12131 113th Ave. NE, Suite 203, Kirkland, WA 98034. (hereinafter referred to as the "Consultant").

WITNESSETH:

1) SCOPE OF WORK AND AGREEMENT CONTENTS

- a) The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work as designated in this Agreement. In performing these services, the Consultant shall at all times comply with all Federal, State and local statutes, rules, regulations and Ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefor, shall be performed diligently and completely and in accordance with professional standards of conduct and performance. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City.
- b) This Agreement consists of this Agreement, and other documents listed below issued prior to the execution of this agreement and all modifications and change orders issued subsequent thereto. These form the entire Agreement and all are as fully a part of the Agreement as if attached to this Agreement or repeated herein. In the event of a conflict between documents the order of precedence will be the order listed below. An enumeration of the Agreement documents is set forth below:
 - (i) This agreement between the City and Consultant.
 - (ii) Exhibit A: Scope of Services, Fee & Schedule

2) TERM AND TERMINATION

- a) The Consultant shall not begin any work under the terms of this Agreement until authorized in writing by the City. Consultant agrees to use best efforts to complete all work described under this Agreement by **December 31, 2025**.
- b) This Agreement may be terminated by either party upon thirty (30) days' written notice. In the event this agreement is terminated by the Consultant, the City shall be entitled to reimbursement of costs occasioned by such termination by the Consultant. In the event the City terminates this Agreement, the City shall pay the Consultant for the work performed, which shall be an amount equal to the percentage of completion of the work as mutually agreed between the City and the Consultant.
- c) If any work covered by this Agreement shall be suspended or abandoned by the City before the Consultant has completed the assigned work, the Consultant shall be paid an amount

equal to the costs incurred up to the date of termination or suspension as mutually agreed upon between the City and the Consultant.

3) PAYMENT

- a) The City shall pay the Consultant an amount not to exceed **One Hundred Ninety-eight Thousand Eight Hundred Dollars (\$198,800)** to complete the services rendered under this Agreement. Payment shall be made on a "time and materials" basis. Payment as identified in this section shall be full compensation for all work performed or services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in **Exhibit A: Scope of Services, Fee & Schedule**.
- b) City shall pay Consultant for services rendered after receipt of a detailed invoice. Invoices not in dispute by the City will be paid net thirty (30) days and shall reference the agreement number and/or purchase order applicable to the work. The invoice shall provide sufficient detail on the work being billed and include detailed receipts for any invoices.
- c) Partial payments to cover the percentage of work completed may be requested by the Consultant. These payments shall not be more than one (1) per month.
- d) Pre-approved travel, meals and lodging will be reimbursed at cost and only when consultant travels at least one hundred fifty (150) miles per one way trip. Reimbursable expenses are limited to the following: coach airfare, ground transportation (taxi, shuttle, car rental), hotel accommodations at the government rate, personal or company vehicle use at the then-current federal mileage rate, and meals at the current federal per-diem meal allowance.
- e) Reimbursement for extra services/reimbursable expenses are not authorized under this Agreement unless detailed in the Scope of Work or agreed upon in writing as a modification to this Agreement.
- f) The Consultant will allow access to the City, the State of Washington, the Federal Grantor Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records which are directly pertinent to the specific agreement for the purpose of making audit, examination, excerpts, and transcriptions. Unless otherwise provided, said records must be retained for three (3) years from the date of receipt of final payment. If any litigation, claim, or audit arising out of, in connection with, or relating to this agreement is initiated before the expiration of the three (3)-year period, the records shall be retained until such litigation, claim, or audit involving the records is completed.

4) INDEPENDENT CONSULTANT

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

in any of the work or services required to be provided herein, shall be the sole obligation and responsibility of the Consultant.

5) OWNERSHIP OF DOCUMENTS

- a) All designs, drawings, specifications, documents, reports and other work products prepared pursuant to this Agreement, shall become the property of the City upon payment to the Consultant of the fees set forth in this Agreement. The City acknowledges the Consultant's plans and specifications, including all documents on electronic media, as instruments of professional services. The plans and specifications prepared under this Agreement shall become the property of the City upon completion of the services and payment in full of all payment due to the Consultant. Consultant shall retain its ownership rights in its databases, computer software, processes, techniques, trade secrets, and other proprietary property. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant. The City agrees to waive any claim against the Consultant arising from any unauthorized reuse of the plans and specifications, and to indemnify and hold the Consultant harmless from any claim, liability or cost arising or allegedly arising out of any reuse of the plans and specifications by the City or its agent not authorized by the Consultant.

6) GENERAL REQUIREMENTS

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

7) DISPUTE RESOLUTION

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

8) DEBARMENT CERTIFICATION

- a) The Consultant certifies that neither the Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this agreement by any federal or state department or agency. Further, the Consultant agrees not to enter into any arrangements or agreements related to completion of the work contemplated under this Agreement with any party that is on the "General Service

Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs” which can be found at:

www.sam.gov and

<http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/default.asp>

9) VENUE, APPLICABLE LAW AND PERSONAL JURISDICTION

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

10) ATTORNEY'S FEES

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

11) INSURANCE

- a) Insurance Terms

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

- b) No Limitation The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

- c) Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an

additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

d) Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of one million dollars (\$1,000,000) per accident.
2. Commercial General Liability insurance shall be written with limits no less than two million dollars (\$2,000,000) each occurrence, two million dollars (\$2,000,000) general aggregate.
3. Professional Liability insurance shall be written with limits no less than two million dollars (\$2,000,000) per claim and two million (\$2,000,000) policy aggregate limit.

e) Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or self-insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

f) Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. best rating of not less than A:VII.

g) Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including, but not limited to, the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

h) Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two (2) business days of Consultant's receipt of such notice.

i) Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of agreement, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

- j) City's Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

12) INDEMNIFICATION / HOLD HARMLESS

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

13) STANDARD OF CARE

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

14) SUCCESSORS OR ASSIGNS

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

15) EQUAL OPPORTUNITY AGREEMENT

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

16) PARTIAL INVALIDITY

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

17) AMENDMENTS

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

18) CHANGE IN LAW

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

19) CONFIDENTIALITY

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

21) CHANGES OF WORK

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

22) EXTRA WORK

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

23) PUBLIC DISCLOSURE

- a) The parties to this Agreement understand and acknowledge that the City is subject to the Public Records Act, RCW 42.56 et seq. If the City receives a public records request for this Agreement and/or for documents and/or materials provided to the City under this Agreement, generally such information will be a public record and must be disclosed to the public records requester. However, if the Consultant identified any portions of their proposal exempt from disclosure under the provisions of RCW 42.56 et seq, the City agrees to notify the Consultant if it receives such a public records request and the date the City plans to release the records. If the Consultant fails to obtain a protective order from the applicable court prior to the time the City releases the records to the public records requester, the Consultant shall be deemed to have given the City full authority to release the records on the date specified, and the Consultant understands it has thereby given up all rights to challenge the disclosure in any forum.

Signature Page Follows

Project No. P2511

This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may be delivered by facsimile or other electronic means and those signatures shall be treated as original signatures for all applicable purposes. The person signing this Agreement for **Transpo Group** represents that he or she has full and proper authority to do so and to bind the party which they are representing. This Agreement will become binding on the date of last execution hereon:

CITY OF KENNEWICK, WASHINGTON

TRANSPO GROUP

Erin Erdman
City Manager



Signature

Date Signed: _____

Date Signed: 05/30/2025

ATTEST:

Jon C. Pascal, Managing Principal
Printed Name & Title

Krystal Johnston
City Clerk

12131 113th Ave. NE, Ste 203
Address

Date Signed: _____

Kirkland, WA 98034
City, State Zip

APPROVED AS TO FORM:

Laurencio Sanguino
City Attorney

Date Signed: _____

Project No. P2511

EXHIBIT A: Scope of Services, Fee & Schedule

Exhibit A—Scope of Services, Fee & Schedule

Client Name:	City of Kennewick		
Project Name:	Kennewick Transportation Systems Plan		
Exhibit Dated:	May 25, 2025	TG:	1.25121.PR

SCOPE OF SERVICES

Task 1. Project Management and Coordination

Project management is key to the success of updating the Transportation System Plan (TSP) and keeping development of the Plan on track. A kick-off meeting will be held between the Transpo team and the City to confirm the:

- Work plan and schedule
- Project management meeting schedule (date/time)
- Engagement strategies and schedule
- Data needs

Updating the Transportation System Plan will require regular coordination between Transpo and City staff to keep the project on schedule and coordinated with the other components of the City Comprehensive Plan update. Transpo will lead monthly check-in meetings with City staff to provide an update on progress including the review of the work plan and project schedule, discussion of action items and decisions, and identification of any issues encountered. Check-in meetings will be between 30 and 60 minutes and held virtually. Transpo will send out the agenda prior to the meeting and no meeting will be held if there are no topics to be discussed.

Transpo will create a project SharePoint (or similar service) that will allow access to relevant files and data for the City and Transpo project team coordination.

Agency Support

- Availability and attendance at check-in meetings
- Review and feedback on notes and materials

Key Deliverables

- Meeting agendas, materials and notes
- Maintain project SharePoint (or similar service)
- Monthly progress reports and invoices

Task 2. Public Participation

A key component of the Plan update is the public participation program. Public participation for the TSP will utilize the outreach and events that are being completed for the Comprehensive Plan.

A Public Participation Plan (PPP) is assumed to be available as part of the overall Comprehensive Plan process and is not included in this scope of services. The PPP will provide an anticipated schedule for public involvement throughout the process and how the TSP fits into this schedule.

The following describes the public engagement strategies anticipated as part of the TSP, primarily to leverage the engagement that will occur as part of the Comprehensive Plan.

Branding. The branding approach for the Comprehensive Plan will be used for the TSP. Branding will consider a theme, tag line, color, fonts, etc. The branding materials will be obtained by Transpo for use in preparing the TSP and supporting materials.

City Council and Other City Government Meetings. Transpo will participate in one City Council meeting in person. It is anticipated that this meeting will be related to the adoption/approval of the TSP. Presentation material for the meeting will be prepared by Transpo and reviewed by Public Works. Transpo will also support the City with a presentation to the Planning Commission

Fact Sheets and Materials. Transpo will prepare general informational materials to share on the City website that have been developed as part of the planning effort.

Events. Transpo will plan to attend one event in-person to be able to speak to and interact with the community as it relates to transportation. Transpo will also provide materials to incorporate discussion on transportation during the event.

Agency Support

- Provide Comprehensive Plan PPP
- Participation and support on engagement activities

Key Deliverables

- Input and materials on transportation to facilitate engagement through the Comprehensive Plan efforts
- Attendance and materials for a City Council and Planning Commission meeting (2)

Task 3. Existing Conditions Inventory

Roadway/intersection inventory, traffic volume data, collision data, freight data, and transit service data will be collected to update the inventory of the City's existing transportation system. The effort will build on data and information available from other City efforts. We will also draw on the City's GIS, traffic count, Synchro and other datasets. Existing data will be assembled from the City, WSDOT, Benton County, Ben Franklin Transit, other agencies, and recent developer traffic impact studies. Public Works will collect traffic counts throughout the City consistent with past citywide collection efforts. The City will also provide Synchro networks and other data to assist with the evaluation of existing conditions. Transpo will also conduct a field visit to gain a greater understanding of the City's transportation system. The focus of this task will be to update the inventory to reflect changes to the transportation system since the TSP was prepared.

The City's current Six-Year Transportation Improvement Program (TIP) will be reviewed and summarized. This will provide the baseline for the evaluation of future conditions within the City. Transpo will also document WSDOT, Benton County, City of Richland, Ben Franklin Transit and other agency improvements that may be applicable for the City's TSP.

The following highlights key work elements of this task.

Roadway and Intersection Inventory

Transpo will update the existing system of roadways and intersections within the City and its UGA and adjacent study area. The update will be based on available GIS data and input from City staff. Key roadway characteristics to be identified will include number of travel lanes, speed limits, and lane widths. Transpo will also summarize the City's adopted roadway functional classification. We will update the analysis of traffic operations at key intersections within the City. The operations incorporate the new/recent traffic counts, changes to signal timing, and recent improvements. The City will provide the Synchro network for the analysis. It is assumed that up to 30 intersections will be evaluated.

Traffic Volume Data

Daily tube counts and intersection turning movement counts will be gathered from the City and BFCOG. The traffic count data will be used to understand changes in traffic trends since the previous TSP was prepared. Transpo will create maps, figures, tables and/or other summaries to provide an understanding of current traffic levels. Transpo will supplement the City data by collecting turning movements at 15 intersections during the PM peak hour.

Pedestrian and Bicycle Facilities

Transpo will summarize the existing pedestrian and bicycle networks in the City based on available GIS data. It is assumed that the City has GIS inventory of pedestrian and bicycle facilities. Transpo will supplement the available data with a desktop review as well as a windshield survey in the field of available shoulder facilities. The understanding of shoulders will be important in developing the level of traffic stress analysis for the pedestrian and bicycle system. We will identify types of facilities provided and highlight areas of missing facilities. Transpo will also review available active transportation plans, programs and policies from the City and BFCOG.

Traffic Safety

Transpo will review collision data to identify high crash locations and corridors. Key findings and outcomes will be summarized based on the analysis of existing collision data in the City.

Truck and Rail Freight

Existing truck route designations will be documented. The percentage of heavy vehicle traffic in major travel corridors will also be evaluated, where data is available from traffic counts. The volume of heavy vehicles may affect the type and/or design of transportation improvements. Statewide data will be utilized to determine the approximate number and type of trains traveling through the City, as well as summarization of at-grade rail crossing locations and ownerships of those crossings in a table and figure.

Transit Service, Ridership, and Transportation Demand Management Programs

We will update the inventory of existing transit routes and facilities serving the City. As available, we will document existing transit ridership. We will also document locations and available utilization of park-and-ride lots serving the City. Transpo will review Ben Franklin Transit's Long Range Transit Plan to understand future improvements/plans that will impact Kennewick.

This existing inventory will be used to identify current deficiencies and associated improvement needs.

Agency Support

- Available GIS and traffic count data

- Synchro networks
- City Plans, Studies and Documents related to transportation
- Review of existing inventory summaries
- Obtain updated traffic counts

Key Deliverables

- Updated GIS data
- New traffic counts (15 intersections)
- Draft Existing Inventory chapter and/or sections

Task 4. Travel Forecasts and Needs

This task will include applying the BFCOG travel demand model and City traffic operations models to evaluate land use and transportation system options and identify and confirm needs to support the future land use plan. Transpo will work with the City and BFCOG to determine the travel demand model used to complete the analysis. Transpo will assist in refining the model to best represent the City of Kennewick land use plan as needed. We will review the planned improvements and land use for the 20-year model to verify it is representative of what is anticipated within the City. It is assumed that BFCOG will complete all the modeling and provide Transpo with the traffic volume outputs. The traffic forecasts will be incorporated into the traffic operations model to evaluate future LOS across the City.

The travel forecasts, along with the assessment of the pedestrian, bicycle, freight, and transit networks, will be evaluated to identify network gaps and areas in need of improvement. The effort will include both a GIS exercise in locating specific gaps in the active transportation network, and a traffic operations evaluation of the 20-year traffic forecasts. Evaluation of future pedestrian and bicycle level of traffic stress will account for changes in roadway operations and conditions (e.g., vehicular volumes and travel speed) that may result from the future land use plan. The results of the evaluation will be a preliminary map of locations in need of improvement that can then be discussed and shared with staff and the steering committee and will form the basis of updating the long-term project list.

The needs assessment will be used to update the modal system maps showing pedestrian and bicycle routes, truck routes, key transit corridors, and updates to the functional classification system. The maps will be utilized to update the modal plans for each mode, identifying the policies, programs and strategies to advance the key needs for each mode.

Agency Support

- Review and feedback on draft modal plan updates

Key Deliverables

- Traffic forecast development
- Preliminary map and list of needed improvements
- Draft modal plan updates

Task 5. Plan Development

The results of the evaluation of existing and forecast conditions will be the basis for updating the overall Transportation System Plan. The development of the plan will include the following key items.

Multimodal LOS Standards

Key to updating City policies is the establishment of multimodal Level of Service (LOS) for the entire transportation system for all users. This LOS update will address multimodal connections for all users to key destinations such as parks, open spaces, schools, business districts, Park and Rides, and Downtown. In addition, modifications to the LOS standards will consider the appropriateness of changing LOS standards based on the land use context and the types of transportation infrastructure expected to be available in the future. Consideration will also be given to development of active transportation level of stress standards to assist in identifying pedestrian and bicycle deficiencies and specific facilities that should be provided. In coordination and with the City and key project stakeholders (including BFCOG), level of traffic stress evaluation criteria will be developed for the City based on roadway characteristics including vehicular volumes, travel speed, and facility width. These criteria will be adapted from WSDOT's bicycle and pedestrian level of traffic stress matrices to better suit the needs of City streets.

Update Transportation Improvement Project List

Each project in the previous Transportation System Plan will be re-assessed based on the revised travel forecasts, future multimodal needs, and existing transportation conditions. Active transportation facility needs and transit service strategies also will be reviewed and updated. Transpo will leverage work being completed for Ben Franklin Transit with their long range plan to help with identify transit needs and strategies. Additional projects for the City to add to the list will be identified, as appropriate, to provide a safe and efficient transportation system for the City. Project descriptions will be updated and the rationale for each project will be documented (e.g. operational, safety, connectivity, or other deficiencies). Transpo will prepare planning level cost estimates for the projects. The project list will be closely coordinated with the BFCOG, WSDOT, Benton County, and Ben Franklin Transit to provide consistency between plans. In addition, the project list will include transportation programs such as overlays, safety improvements, operations, and maintenance.

Evaluate Project Priorities

As with most local agencies, Kennewick will not be able to fund all of its transportation "desires" within the 20-year plan. Therefore, the City must identify its priorities in the Transportation System Plan. We will work with the City to build from the previous Transportation System Plan criteria-based process to prioritize the projects.

Agency Support

- Input on maintenance programs
- Review LOS options and determine City direction
- Review and input on project list and priorities
- Review of system maps

Key Deliverables

- White paper and presentation summarizing LOS options
- Multimodal improvement project list including priorities and timing
- Planning level cost estimates
- Maps/graphics summarizing the capital projects
- Roadway functional classification and freight systems map
- Pedestrian and bicycle system maps
- Pedestrian and bicycle level of traffic stress criteria
- Pedestrian and bicycle level of traffic stress maps
- Transit system map

Task 6. Implementation

We will draw on our decades of experience planning under the Growth Management Act to provide implementation programs that are compliant, efficient, and achievable. The implementation program will include analysis and recommendations for updated financial strategies and concurrency.

Funding Strategy

Transpo will prepare financing strategy options and identify other sources of revenue for consideration. A summary of the cost of capital improvements and citywide maintenance and operation programs will be presented. The capital and maintenance and operation program costs will be compared to estimated revenues to assess funding gaps. If probable funding is less than the identified needs, then the funding strategy will explore a range of local funding options or how land use assumptions or LOS standards will be reassessed to meet the requirements of GMA.

Plan Documentation and Adoption

The plan components will be documented in a draft Transportation System Plan document for review by staff, Planning Commission, City Council, and the community. As part of Task 2, we will assist the City in obtaining buy-in by City Council and Planning Commission and incorporate their feedback throughout the planning process. After review by the City, as well as comments from Commerce Department review, we will produce a final Transportation System Plan document that incorporates and adjusts for comments and concerns presented during draft review.

Agency Support

- Summaries of City's transportation revenues and expenditures for past 3 to 4 years
- Review of Draft Transportation System Plan

Key Deliverables

- Draft and Final Transportation System Plan



Cost Estimate Worksheet

Number / Project Name
1.25121 Kennewick TSP

Billing rates are effective from April 27, 2024 through June 27, 2025, within the ranges shown in the attachment.
Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Project Manager	PIC, Quality Control	Planning Lead	Project Feasibility Lead	Policy/MM Advisor	Transpo Analyst	GIS Lead	Planner	Project Admin
initials	JCP	SRH	BMT	CAC2	CJC	JH2	NEJ	PWS	AMC
labor category	Prin L7	Prin L7	Eng L6	Eng L5	Plnr L6	AnyL L2	Tech L4	Eng L5	PA L5
cost rate	\$300.00	\$275.00	\$260.00	\$230.00	\$245.00	\$145.00	\$155.00	\$210.00	\$195.00

Labor:

	Work Task									Hours	Cost
1	Project Management and Coordination	24	2	8	4	8	4		8	58	\$14,850
2	Public Participation	36		16				8	16	76	\$19,560
3	Existing Conditions Inventory	12	4	60			80	80	32	268	\$51,020
4	Travel Forecasts and Needs	16	4	48		16	24	20	8	136	\$30,560
5	Plan Development	16	4	24	40	8	40	60	24	216	\$43,440
6	Implementation	36	4	24	4	4	16	16	32	144	\$33,120
7										0	\$0
8										0	\$0
9										0	\$0
10										0	\$0
11										0	\$0
12										0	\$0
13										0	\$0
14										0	\$0
15										0	\$0
16										0	\$0
17										0	\$0
18										0	\$0
19										0	\$0
20										0	\$0

Total Hours	140	18	180	48	36	164	184	112	16	898	
Labor Costs	\$42,000	\$4,950	\$46,800	\$11,040	\$8,820	\$23,780	\$28,520	\$23,520	\$3,120		\$192,550

Reimbursable Expenses:

	Item	Reimb. Cost
1	Application	
2	Business Meals	
3	Mileage	
4	Miscellaneous	
5	Models/Renderings/Photos	
6	Parking	
7	Records Filing	
8	Registrations	
9	Reproductions	
10	Shipping/Courier	
11	Specialty Software	
12	Supplies	
13	Traffic Accident Data	
14	Traffic Count Vendors	\$3,750
15	Travel, Hotel, Taxi, & Air Fare	\$2,500
Total Cost		\$6,250

Subconsultants:

	Firm	Subs. Cost
1		
2		
3		
4		
5		
Sub Total		\$0
Total (Cost + 15 percent)		\$0

TOTAL ESTIMATE \$198,800

Council Agenda Coversheet	Item Number: 4.I. Date: 6/17/2025 Item Type: Contract/Agreement/Lease	Category: Consent Agenda
	Subject: Contract: Amendment to USGS Joint Funding Agreement for Harmful Algal Bloom Study Department: Public Works	
<u>Recommendation</u> Staff recommends City Council authorize the City Manager to sign the amendment to the joint funding agreement with USGS for the Harmful Algal Bloom study. <u>Motion for Consideration</u> Motion to authorize the City Manager to sign the amendment to the joint funding agreement with USGS for the Harmful Algal Bloom study. <u>Summary</u> The original joint funding agreement (JFA) with the USGS was brought before City Council on August 15, 2023, and executed by the City Manager on August 22, 2023. The original JFA committed \$10k from Kennewick toward a local total match of \$30k. This amendment to the JFA provides for additional ongoing investigation and research for an additional \$25k from Kennewick toward a local total match of \$75k (Richland, Pasco, Kennewick). Harmful algal blooms (HABs) have impacted the Columbia River in the Tri-Cities in recent years, causing closures of recreational beaches and a new water quality management issue for the region's water suppliers. The United States Geological Survey (USGS), in cooperation with Washington State agencies, has dedicated staff and funding to investigate the conditions supporting these blooms with the objective of giving agencies improved management tools to address their impact. The USGS, as lead agency, is seeking local funding partners from Tri-Cities agencies to extend the scope and effectiveness of the study. The City's water utility has adequate funding to support the requested partnership funding. The City's best interests are served by providing funding for the study as the study provides the City with access to expertise and funding from the USGS that represents the City's best opportunity to improve understanding and management of the HABs impacting the Columbia River. <u>Alternatives</u> None recommended <u>Fiscal Impact</u> The City will provide \$25,000 to match \$125,000 in USGS funding for the study. These funds are available and budgeted in the 25 /26 Water Utility Budget.		
<u>Attachments:</u> 1. Agreement		

UNITED STATES DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
AMENDMENT OF JOINT FUNDING AGREEMENT
FOR
WATER RESOURCES INVESTIGATIONS

This amendment is for the agreement dated July 1, 2023

Paragraphs 2a and 2b of the agreement are hereby modified to read as follows:

- (a) \$0 by the party of the first part during the period
July 1, 2023 to September 30, 2026.
- (b) \$35,000 by the party of the second part during the period
July 1, 2023 to September 30, 2026.

The Joint Funding Agreement (JFA) between the USGS and the City of Kennewick for the HABS project of monitoring in the Columbia River at TriCities is hereby amended to add funds in the amount of \$25,000 to the customer portion.

This amendment is adding funds, the total fixed cost of the amended agreement has changed and is now \$35,000.

Original Agreement	Amendment #1
City of Kennewick \$10,000	\$25,000

The Federal FY25 match of \$125,000 is included on the City of Richland agreement.

All remaining terms and conditions as included in the original JFA are unchanged.

UNITED STATES
DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY
SCOTT
VANDERKOOI

Digitally signed by SCOTT
VANDERKOOI
Date: 2025.05.23 13:24:44
-07'00'

(Signature)
Scott VanderKooi
(Name)
Center Director
(Title)

City of Kennewick
210 W 6th Ave
Kennewick, WA 99336

(Signature)
Erin Erdman
(Name)
City Manager
(Title)

Date _____

Date _____

Council Agenda Coversheet	Item Number: 4.m. Date: 6/17/2025 Item Type: General Business Item Subject: Grants: Authorizing a Grant Application to the US Department of Transportation SS4A Safety Grant for Projects Department: Public Works	Category: Consent Agenda
		
<u>Recommendation</u> Authorize staff to submit a grant application to the US Department of Transportation for an SS4A Safety Grant to fund the City's System Safety Street Light Project. <u>Motion for Consideration</u> Motion to authorize staff to submit a grant application to the US Department of Transportation for an SS4A Safety Grant to fund the City's System Safety Street Light Project. <u>Summary</u> The Infrastructure Investment and Jobs Act (IIJA) established the Safe Streets and Roads for All (SS4A) competitive grant program with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway fatalities and serious injuries. Almost \$2 billion is still available for future funding rounds. The SS4A program supports the U.S. Department of Transportation's National Roadway Safety Strategy and their goal of zero roadway deaths using a Safe System Approach. The SS4A program provides funding for two main types of grants: Planning and Demonstration Grants for Action Plans, including supplemental safety planning and/or safety demonstration activities, and Implementation Grants. The City of Kennewick completed a Systemic Safety Risk Assessment Study in March 2020 that provided engineering strategies to reduce traffic related deaths and serious injury collisions to zero by 2030. Therefore since the planning has been completed, the City will submit for an Implementation Grant to address the engineering strategies in the study. One of the proposed countermeasures identified in the study to reduce traffic related deaths and serious injuries is to increase street lighting illumination by replacing induction street light heads with LED street light heads. LEDs (light-emitting diodes) are small semiconductor devices that produce light when electricity passes through them. They are a highly efficient and energy-saving alternative to traditional induction bulbs. LEDs are known for their long lifespan, low power consumption, and the ability to produce a wide range of colors for increased lighting. Three years ago the City was successful in securing State Safety Funding to upgrade over 550 street lights to LED heads on the majority of the City's major arterial streets. If successful in securing funding under this SS4A program, the City would be able to upgrade an estimated 450 street lights on the City's minor arterial streets. <u>Alternatives</u> The alternative is to not apply for the grant opportunity. <u>Fiscal Impact</u> The SS4A Grant requires a 20% match. Estimated project cost is \$400,000, requiring a City match of \$80,000 out of the Misc. Street Light budget for FY 2026.		
<u>Attachments:</u> None		

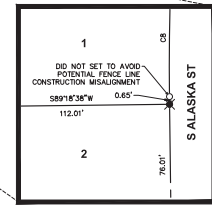
Council Agenda Coversheet	Item Number: 4.n. Date: 6/17/2025 Item Type: Final Plat	Category: Consent Agenda
	Subject: Final Plat: Apple Valley Phase 7B SUB-2025-0002 Department: Community Planning Permit #: SUB-2025-0002	
<u>Recommendation</u> Staff recommends that City Council authorize the Mayor (or in her absence Mayor Pro Tem) to sign the Final Plat of Apple Valley Phase 7B, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work. <u>Motion for Consideration</u> Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Apple Valley Phase 7B, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work. <u>Summary</u> A Final Plat Application for Apple Valley Phase 7B was submitted by PBS Engineering and Environmental, Inc., c/o Rene Perez. Phase 7B consists of 39 lots and four tracts on 10.43 acres. The plat is generally located at 7124 W 31st Place and is zoned Residential, Low (RL). The smallest lot is 8,210 square feet, the largest lot is 14,851 square feet and the average lot size is 9,818 square feet. The Preliminary Plat of Apple Valley Phases 7-9 was approved by the Hearing Examiner on April 12, 2023. Staff reviewed the final plat and found it to be in conformance with all applicable city development regulations. Prior to signing the final plat, all outstanding conditions will be met, in addition to payment of fees and bonding for incomplete sidewalk and landscape work. Following Council approved and plat signatures, the plat can be recorded and lots sold to individual owners. <u>Alternatives</u> No alternatives were reviewed or were recommended, as the applicant has met the applicable standards. <u>Fiscal Impact</u> None		
<u>Attachments:</u> 1. Final Plat		

FINAL PLAT OF APPLE VALLEY PHASE 7B

LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 8 NORTH, RANGE 29 EAST OF THE WILLAMETTE MERIDIAN, CITY OF KENNEWICK, BENTON COUNTY, WASHINGTON



BASIS OF BEARINGS
NAD 83, WASHINGTON STATE PLANE SOUTH ZONE, TO REPRODUCE HOLD A GRID BEARING OF N004°12'22"E ALONG THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 17, T8N, R29E, B.M. BETWEEN PROPERTY MONUMENTS. DISTANCES SHOWN ARE TRUE GROUND LENGTHS IN U.S. SURVEY FEET USING A COMBINED GRID TO GROUND SCALE FACTOR OF 1.000201901554



- LEGEND & ABBREVIATIONS**
- FOUND 3" BRASS CAP IN MONUMENT CASE AND COVER STAMPED: "T8S 1S 46318" PER (R1-R2, R4 & R6)
 - FOUND 0.6" IRON REBAR WITH YELLOW PLASTIC CAP STAMPED: "MATARAZZO 46318" PER (R1-R2, R4 & R6)
 - FOUND SCREW WITH 1" BRASS WASHER STAMPED: "MATARAZZO 46318" PER (R1-R2, R4 & R6). SEE FRONTAGE PROPERTY PIN NOTE ON THIS SHEET
 - SET 3" BRASS CAP IN MONUMENT CASE AND COVER STAMPED: "46318 2025" WITH THIS PLAT
 - SURVEY MONUMENT WAS NOT SET AS IT FALLS WITHIN THE STORM ORAIN MANHOLE LID AREA. TO SHOW THE POSITION OF THE RIGHT-OF-WAY CONTAINING INTERSECTION, IN-LINE NOTICES WERE MADE ON THE MANHOLE LID COLLAR AS REFERENCES IN THE NORTH-SOUTH AND EAST-WEST DIRECTIONS WITH THIS PLAT
 - SET 5/8" X 30" IRON REBAR WITH YELLOW PLASTIC CAP STAMPED: "MATARAZZO PLS 46318" WITH THIS PLAT
 - SET SCREW WITH 1" BRASS WASHER STAMPED: "MATARAZZO 46318" WITH THIS PLAT. SEE FRONTAGE PROPERTY PIN NOTE ON THIS SHEET
 - IDENTITIES WITNESS CORNER SET 10' FROM THE ACTUAL CORNER BY A 5/8" X 30" REBAR WITH ORANGE PLASTIC CAP STAMPED: "MATARAZZO 46318 WC" WITH THIS PLAT
 - CALCULATED POSITION ONLY, NOT SET OR FOUND
 - #### DENOTES STREET ADDRESS
 - (R#) / (D#) DENOTES SURVEY / DECLARATION REFERENCE. SEE LIST. ALSO DENOTES MEASURED UNIFORM MATCHES RECORD DIMENSION UNLESS NOTED OTHERWISE
 - APN AUDITOR'S FILE NUMBER
 - CA DENOTES CURVE DATA, SEE TABLE
 - ESMT EASEMENT
 - EXIST EXISTING
 - LS / PLS LAND SURVEYOR / PROFESSIONAL LAND SURVEYOR
 - RIGHT-OF-WAY HEREBY DEDICATED
 - R/W EXISTING RIGHT-OF-WAY PER SURVEY / DECLARATION REFERENCE AS NOTED
 - SUE SEWAGE, UTILITY & IRRIGATION EASEMENT
 - S.F. / AC. SQUARE FEET / ACRES
 - TDC TRI CITIES DEVELOPMENT COMPANY, LLC
 - TEMPORARY SECONDARY EASEMENT VEHICLE ACCESS EASEMENT
 - TVE TEMPORARY UTILITY EASEMENT
 - TYE TEMPORARY VARIABLE WIDTH SLOPE EASEMENT
 - WC WITNESS CORNER
 - SECTION OR SECTION SUBDIVISION LINE
 - PLAT BOUNDARY
 - NEW RIGHT-OF-WAY BOUNDARY HEREBY DEDICATED
 - NEW RIGHT-OF-WAY CENTERLINE
 - NEW LOT LINE
 - NEW EASEMENT HEREBY GRANTED
 - NEW EASEMENT CENTERLINE
 - EXISTING RIGHT-OF-WAY BOUNDARY
 - EXISTING RIGHT-OF-WAY CENTERLINE
 - EXISTING LOT LINE
 - EXISTING EASEMENT

SURVEY REFERENCES

(R1) AMENDED FINAL PLAT OF APPLE VALLEY PHASE 3 IN VOLUME 15 OF PLATS AT PAGE 847 UNDER APN 2019-02212 BY MATARAZZO
 (R2) FINAL PLAT OF APPLE VALLEY PHASE 4A IN VOLUME 15 OF PLATS AT PAGE 855 UNDER APN 2019-02028 BY MATARAZZO
 (R3) RECORD OF SURVEY FOR BOUNDARY LINE ADJUSTMENT FOR TRI CITIES DEVELOPMENT COMPANY, LLC IN VOLUME 1 OF SURVEYS AT PAGE 5375 UNDER APN 2020-03247 BY MATARAZZO
 (R4) FINAL PLAT OF APPLE VALLEY PHASE 4B IN VOLUME 15 OF PLATS AT PAGE 886 UNDER APN 2020-03559 BY MATARAZZO
 (R5) FINAL PLAT OF APPLE VALLEY PHASE 4B IN VOLUME 15 OF PLATS AT PAGE 886 UNDER APN 2020-03559 BY MATARAZZO
 (R6) FINAL PLAT OF APPLE VALLEY PHASE 7A IN VOLUME 15 OF PLATS AT PAGE 775 UNDER APN 2024-01622 BY MATARAZZO

DECLARATION REFERENCE
 (DECLARATION OF RIGHT-OF-WAY FOR COLORADO STREET AND 28TH PLACE TO THE CITY OF KENNEWICK UNDER APN 2024-01362 RECORDED 7/1/2024)

FRONTAGE PROPERTY PIN NOTE
 DUE TO DISTURBANCE BY FUTURE CONSTRUCTION OF SIDEWALK, BOTH SET AND FOUND FRONT PROPERTY CORNERS AT SIDE LOT LINES WERE PROJECTED TO THE CENTER OF CURVE AND ARE REFERENCED WITH A SCREW AND 1" WASHER STAMPED "MATARAZZO 46318". SCREWS SO SET ARE GOOD FOR LINE BUT NOT FOR DISTANCE.

TRACT NOTES

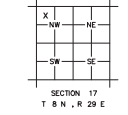
- TRACT TT IS RESERVED FOR SIDEWALK AND LANDSCAPING. THIS TRACT IS COMPLETELY ENCOMPASSED BY A SIDEWALK, UTILITY, AND IRRIGATION EASEMENT. THIS TRACT WILL BE GRANTED TO THE HOMEOWNERS ASSOCIATION IN THE FUTURE BY SEPARATE INSTRUMENT.
- TRACTS UU AND VV ARE RESERVED FOR A PEDESTRIAN PATH. THESE TRACTS WILL BE GRANTED TO THE HOMEOWNERS ASSOCIATION IN THE FUTURE BY SEPARATE INSTRUMENT.
- TRACT WW MAY BE USED FOR FUTURE DEVELOPMENT AND IS TO BE RETAINED BY THE OWNER OF RECORD.

RESERVATION NOTES

- RESERVATION FOR THE CONSTRUCTION OF A RAILROAD AND TELEGRAPH LINE ENCOMPASSING ALL OF SECTION 17, T8N, R29E, GRANTED TO THE NORTHERN PACIFIC RAILROAD COMPANY PER PATENT RECORDED UNDER BENTON COUNTY AUDITOR'S FILE NUMBER 3751, ON 2/11/1896
- THE FOLLOWING NOTE WAS LISTED ON THE REFERENCED TITLE REPORT BY TDCR TITLE COMPANY FOR EXCEPTION 14:
 THE PRESENT OWNERSHIP OR ENCUMBRANCES UPON THE ESTATE OR INTEREST REFERRED TO IN THIS EXCEPTION ARE NOT INCLUDED HEREIN AND NO INVESTIGATION HAS BEEN MADE THEREIN.
- RESERVATION FOR ACCESS FOR MINING OPERATIONS AND EASEMENT FOR PUBLIC ROADS ENCOMPASSING ALL OF SECTION 17, T8N, R29E, MADE BY THE NORTHERN PACIFIC RAILWAY COMPANY PER DEED RECORDED UNDER BENTON COUNTY AUDITOR'S FILE NUMBER 138150, ON 7/27/1905

SURVEY	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE	RECORD ARC L
C1	25.00'	41.83'	37.12'	N33°28'38"W	95°51'50"	(R6)
C2	186.00'	39.35'	129.02'	N12°50'41"W	12°50'41"	(R6)
C3	225.00'	25.13'	368.49'±	N14°52'07"	14°52'07"	(R6)
C4	180.00'	37.74'	37.67'	S00°19'01"W	19°01'00"	(R6)
C5	200.00'	41.94'	1.86'	N15°00'46"	15°00'46"	(R6)
C6	200.00'	26.12'	26.10'	S15°15'50"W	72°85'1"	(R6)
C7	225.00'	12.02'	37.25'	S15°15'50"W	37°25'	(R6)
C8	225.00'	46.13'	46.05'	S05°19'01"W	12°00'46"	(R6)
C9	250.00'	39.27'	35.36'	S05°19'01"W	80°00'00"	(R6)
C10	250.00'	39.27'	35.36'	S44°18'38"W	80°00'00"	(R6)
C11	250.00'	39.27'	35.36'	S45°41'22"E	80°00'00"	(R6)
C12	250.00'	39.27'	35.36'	S44°18'38"W	80°00'00"	(R6)
C13	250.00'	39.27'	35.36'	S45°41'22"E	80°00'00"	(R6)
C14	250.00'	46.33'	37.45'	S42°11'14"	87°00'19"	(R6)
C15	270.00'	54.74'	54.65'	S05°19'01"W	11°56'51"	(R6)
C16	270.00'	84.40'	84.06'	S19°52'51"W	17°54'54"	(R6)
C17	250.00'	14.05'	14.05'	N04°30'12"E	82°15'27"	(R6)
C18	250.00'	24.38'	23.42'	N07°27'34"W	05°51'50"	(R6)
C19	55.00'	12.12'	11.67'	N18°46'38"W	13°02'28"	(R6)
C20	55.00'	34.16'	33.61'	S15°15'28"W	35°44'43"	(R6)
C21	55.00'	47.34'	45.90'	S08°16'17"W	49°18'50"	(R6)
C22	55.00'	39.41'	39.41'	N16°30'25"W	41°02'49"	(R6)
C23	25.00'	28.03'	26.58'	S08°16'17"W	64°13'27"	(R6)
C24	270.00'	188.72'	187.17'	S05°19'01"W	15°48'	(R6)
C25	250.00'	120.30'	119.19'	S19°52'51"W	27°34'42"	(R6)
C26	250.00'	76.02'	75.73'	S05°19'01"W	17°09'18"	(R6)
C27	250.00'	120.30'	119.19'	S05°19'01"W	45°00'00"	(R6)
C28	230.00'	91.17'	90.57'	S17°40'09"W	22°42'29"	(R6)
C29	230.00'	188.72'	187.17'	S19°52'51"W	16°48'13"	(R6)
C30	230.00'	67.46'	67.22'	S19°52'51"W	16°48'13"	(R6)
C31	623.59'	25.75'	25.75'	S08°16'17"W	14°19'29"	(R1)
C32	40.00'	62.84'	56.57'	N44°18'38"W	80°00'00"	(R1)
C33	40.00'	62.84'	56.57'	N45°41'22"E	80°00'00"	(R1)

SECTION DIAGRAM



SURVEYOR'S CERTIFICATE
 THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF TRI CITIES DEVELOPMENT COMPANY, LLC IN 2025.

ALEXANDER D. MATARAZZO, PLS 46318 DATE



AUDITOR'S CERTIFICATE
 FILED FOR RECORD THIS DAY OF 2025 AT M. IN VOLUME OF PLATS AT PAGE AT THE REQUEST OF PBS ENGINEERING & ENVIRONMENTAL, INC.
 COUNTY AUDITOR



CLIENT: TRI CITIES DEVELOPMENT LLC PROJECT NO.: 88092-008
 SURVEYOR: ALEXANDER D. MATARAZZO DATE: 05/19/2025
 CALL BY: ROP DRAWN BY: BCH SCALE: 1"=60'
 SECTION: 17 TOWNSHIP: 8 NORTH RANGE: 29 EAST
 CITY: KENNEWICK COUNTY: BENTON SHEET 1 OF 2

Council Agenda Coversheet	Item Number: 5.a. Date: 6/17/2025 Item Type: Ordinance	Category: Ordinance Quasi-Judicial
	Subject: Ordinance: Change of Zone from Commercial, Neighborhood (CN) to Commercial, Community (CC) at 1701, 1735 and 1767 S. Union St. (COZ-2025-0003) Department: Community Planning Ordinance: Permit #: COZ-2025-0003	
<u>Recommendation</u>		
The Planning Commission recommends that City Council concur with the findings and conclusion contained in the staff report and approve Change of Zone, COZ-2025-0003		
<u>Motion for Consideration</u>		
Motion to adopt the ordinance as presented.		
<u>Summary</u>		
At the hearing, the applicant discussed his client's desire to have the zone for the properties changed from Commercial, Neighborhood (CN) to Commercial, Community (CC) to allow for increased development of the northern property.		
The CC zoning district allows for a greater number and more intense uses than CN zoning, such as fast food restaurants and RV storage facilities. It is the staff's opinion that redesignating the subject properties as CC will be an appropriate zoning designation for the area it is located in and will allow for uses that will be complimentary to the surrounding area.		
Approval of the proposed amendment will allow permitting of an RV storage facility and commercial shell building with a fast food sub shop as stated by the applicant. The purpose of the CC zoning district is to provide a wide range of uses to serve the community. Goal 2 of the Comprehensive Plan Commercial Goals and Policies would be accomplished by sustaining and enhancing viable commercial areas.		
Testimony in favor of the proposal was received from the applicant. The Planning Commission voted 7 to 0 to recommend approval to City Council.		
<u>Alternatives</u>		
None recommended		
<u>Fiscal Impact</u>		
None		
<u>Attachments:</u>		
1. Ordinance 2. Presentation 3. Staff Report 4. PC Action Summary 5. 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 1701, 1735 AND 1767 S. UNION STREET FROM COMMERCIAL, NEIGHBORHOOD (CN) TO COMMERCIAL, COMMUNITY (CC) (COZ 2025-0003, Knutzen Engineering, c/o Paul Knutzen)

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 Commercial, Neighborhood (CN) to Commercial, Community (CC) for the real property described as follows:

Parcel No. 110892011192001:

SHORT PLAT #1192: LOT 1

Parcel No. 110892011298004:

ADJUSTED LOT 2, SP 1298: THAT PARCEL OF LAND BEING A PORTION OF LOT 1 OF THAT CERTAIN SHORT PLAT 1298 AS RECORDED UNDER VOLUME 1 OF SHORT PLATS AT PAGE 1298, RECORDS OF BENTON COUNTY, WASHINGTON, LOCATED IN A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 10, TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS; BEGINNING AT THE NORTHEAST MOST CORNER OF SAID LOT 1, SP 1298; THENCE NORTH 87°20'59" WEST ALONG THE NORTH LINE OF SAID LOT 1, 108.02 FEET; THENCE SOUTH 01°39'01" WEST, 100.89 FEET; THENCE SOUTH 88°20'59" EAST, 108.00 FEET TO THE EAST LINE OF SAID LOT 1; THENCE NORTH 01°39'01" EAST ALONG THE EAST LINE OF SAID LOT 1, 99.00 FEET TO THE POINT OF BEGINNING; CONTAINING 0.25 ACRES MORE OR LESS. TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS, AND RESTRICTIONS APPARENT OR OF RECORD. (AF#2023-012069, 6/16/2023)

Parcel No. 110892011298003:

ADJUSTED LOT 1 ,SP 1298: THAT PARCEL OF LAND BEING A PORTION OF LOT 1 OF THAT CERTAIN SHORT PLAT 1298 AS RECORDED UNDER VOLUME 1 OF SHORT PLATS AT PAGE 1298, RECORDS OF BENTON COUNTY, WASHINGTON, LOCATED IN A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 10, TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS; BEGINNING AT THE NORTHEAST MOST CORNER OF SAID LOT 1, SP 1298; THENCE NORTH 87°20'59" WEST ALONG THE NORTH LINE OF SAID LOT 1, 108.02 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 01°39'01" WEST, 100.89 FEET; THENCE SOUTH 88°20'59" EAST, 108.00 FEET TO THE EAST LINE OF SAID LOT 1; THENCE SOUTH 01°39'01" WEST ALONG THE EAST LINE OF SAID LOT 1, 174.22 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE NORTH 58°02'29" WEST ALONG THE SOUTH LINE OF SAID LOT 1, 66.74 FEET; THENCE ALONG THE SOUTH LINE OF SAID LOT 1, ALONG THE ARC OF A 211.00 FOOT RADIUS TANGENT CURVE TO THE LEFT, THE LONG CHORD OF WHICH BEARS NORTH 74°32'29" WEST FOR A CHORD DISTANCE OF 119.85 FEET THROUGH A CENTRAL ANGLE OF 33°00'00" FOR AN ARC DISTANCE OF 121.53 FEET; THENCE SOUTH 88°57'31" WEST ALONG THE SOUTH LINE OF SAID LOT 1, 76.90 FEET; THENCE ALONG THE SOUTH LINE OF SAID LOT 1, ALONG THE ARC OF A 553.00 FOOT RADIUS TANGENT CURVE TO THE RIGHT, THE LONG CHORD OF WHICH BEARS NORTH 87°32'50" WEST FOR A CHORD DISTANCE OF 67.41 FEET THROUGH A CENTRAL ANGLE OF 06°59'18" FOR AN ARC DISTANCE OF 67.45 FEET; THENCE NORTH 00°47'41" WEST ALONG THE SOUTH LINE OF SAID LOT 1, 20.01 FEET; THENCE SOUTH 89°12'19" WEST ALONG THE SOUTH LINE OF SAID LOT 1, 20.00 FEET; THENCE SOUTH 00°47'41" EAST ALONG THE SOUTH LINE OF SAID LOT 1 117.27 FEET; THENCE ALONG THE SOUTH LINE OF SAID LOT 1, ALONG THE ARC OF A 553.00 FOOT RADIUS TANGENT CURVE TO THE RIGHT, THE LONG CHORD OF WHICH BEARS NORTH 81°26'11" WEST FOR A CHORD DISTANCE OF 10.13 FEET THROUGH A CENTRAL ANGLE OF 01°03'00" FOR AN ARC DISTANCE OF 10.14 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 00°47'41" WEST ALONG THE WEST LINE OF SAID LOT 1 1216.94 FEET TO THE NORTHWEST CORNER THEREOF; THENCE SOUTH 87°20'59" EAST ALONG THE NORTH LINE OF SAID LOT 1 1249.68 FEET TO THE TRUE POINT OF BEGINNING; CONTAINING 1.57 ACRES MORE OR LESS TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS, AND RESTRICTIONS APPARENT OR OF RECORD. (AF#2023-012069, 6/16/2023)

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 17th day of June, 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 Council Meeting

CHANGE of ZONE

COZ-2025-0003



Application Summary

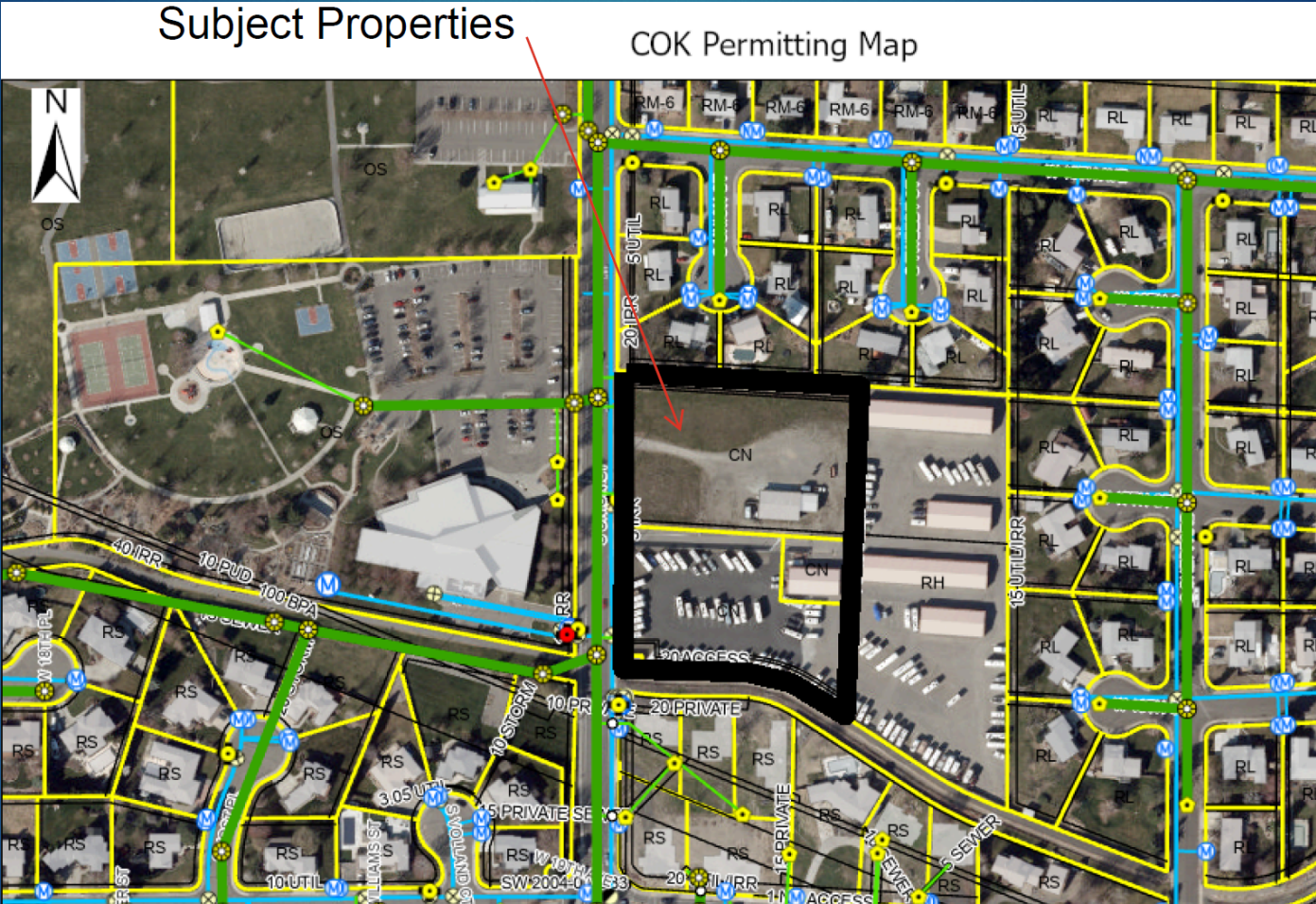
Applicant: Paul Knutzen

Owner(s): Ford Group LLC, RSC Union LLC

Proposal: Rezone 3.81 acres from Commercial, Neighborhood(CN) to Commercial, Community (CC)

Comprehensive Plan Designation: Commercial

Location: 1701 S Union Dr, 1735 S Union Dr, 1767 S Union Dr



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Property History

- The City annexed the site on October 17, 1978 by adopting Ordinance 2222 and zoned the property A - Agricultural. At some point the properties were rezoned to their current designation of CN.
- The properties were also given a land use designation of Commercial at some point.

Permitted Uses

The CC and the CN zones do share some allowed uses but CC allows for more intense uses. The CN zone is intended for day to day convenience shopping and services in a neighborhood. The CC zone is intended to allow a wide range of uses to serve the community. Uses such as RV storage and fast food restaurants are allowed in CC while not in CN.

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.

Hearing Summary

- ◆ The Planning Commission held a public hearing for the proposed Change of Zone on June 2, 2025.
- ◆ The applicant spoke in favor of the proposal.
- ◆ No additional testimony was submitted by the public.

Recommendation

The Planning Commission recommends approval of COZ-2025-0003.



COMMUNITY PLANNING DEPARTMENT

STAFF REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

FILE No: COZ-2025-0003

Staff Report Date: May 23, 2025

Hearing Date & Location: June 2, 2025 at Kennewick City Hall and Virtual

Report Prepared By: Joseph Laris
Assistant Planner

Report Reviewed By: Steve Donovan, AICP
Planning Manager

Summary Recommendation: The City of Kennewick Planning Staff RECOMMENDS APPROVAL of Change of Zone, COZ-2025-0003

Summary of Proposal: A Change of Zone from Commercial, Neighborhood (CN) to Commercial, Community (CC) for 3.81 acres.

Proposal Location: 1701 S Union Dr, 1735 S Union Dr, 1767 S Union Dr

Legal Description:

Lot 1
SHORT PLAT #1192: LOT 1

Lot 2
THAT PARCEL OF LAND BEING A PORTION OF LOT 1 OF THAT CERTAIN SHORT PLAT 1298 AS RECORDED UNDER VOLUME 1 OF SHORT PLATS AT PAGE 1298, RECORDS OF BENTON COUNTY, WASHINGTON, LOCATED IN A PORTION OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 10, TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS;
BEGINNING AT THE NORTHEAST MOST CORNER OF SAID LOT 1, SP 1298; THENCE NORTH 87°20'59" WEST ALONG THE NORTH LINE OF SAID LOT 1, 108.02 FEET; THENCE SOUTH 01°39'01" WEST, 100.89 FEET; THENCE SOUTH 88°20'59" EAST, 108.00 FEET TO THE EAST LINE OF SAID LOT 1; THENCE NORTH 01°39'01" EAST ALONG THE EAST LINE OF SAID LOT 1, 99.00 FEET TO THE POINT OF BEGINNING;

CONTAINING 0.25 ACRES MORE OR LESS.
TOGETHER WITH AND SUBJECT TO EASEMENTS,
RESERVATIONS, COVENANTS, AND RESTRICTIONS
APPARENT OR OF RECORD. SEE SURVEY 5846.
(BOUNDARY LINE ADJUSTMENT AF#2023-012069,
06/16/2023).

Lot 3

THAT PARCEL OF LAND BEING A PORTION OF LOT 1
OF THAT CERTAIN SHORT PLAT 1298 AS RECORDED
UNDER VOLUME 1 OF SHORT PLATS AT PAGE 1298,
RECORDS OF BENTON COUNTY, WASHINGTON,
LOCATED IN A PORTION OF THE SOUTHWEST
QUARTER OF THE NORTHWEST QUARTER OF
SECTION 10, TOWNSHIP 8 NORTH, RANGE 29 EAST,
WILLAMETTE MERIDIAN, BENTON COUNTY,
WASHINGTON, DESCRIBED AS FOLLOWS;
BEGINNING AT THE NORTHEAST MOST CORNER OF
SAID LOT 1, SP 1298; THENCE NORTH $87^{\circ}20'59''$
WEST ALONG THE NORTH LINE OF SAID LOT 1, 108.02
FEET TO THE TRUE POINT OF BEGINNING; THENCE
SOUTH $01^{\circ}39'01''$ WEST, 100.89 FEET; THENCE
SOUTH $88^{\circ}20'59''$ EAST, 108.00 FEET TO THE EAST
LINE OF SAID LOT 1; THENCE SOUTH $01^{\circ}39'01''$
WEST ALONG THE EAST LINE OF SAID LOT 1, 174.22
FEET TO THE SOUTHEAST CORNER THERE OF;
THENCE NORTH $58^{\circ}02'29''$ WEST ALONG THE SOUTH
LINE OF SAID LOT 1, 66.74 FEET; THENCE ALONG THE
SOUTH LINE OF SAID LOT 1, ALONG THE ARC OF A
211.00 FOOT RADIUS TANGENT CURVE TO THE LEFT,
THE LONG CHORD OF WHICH BEARS NORTH
 $74^{\circ}32'29''$ WEST FOR A CHORD DISTANCE OF 119.85
FEET THROUGH A CENTRAL ANGLE OF $33^{\circ}00'00''$
FOR AN ARC DISTANCE OF 121.53 FEET; THENCE
SOUTH $88^{\circ}57'31''$ WEST ALONG THE SOUTH LINE OF
SAID LOT 1, 76.90 FEET; THENCE ALONG THE SOUTH
LINE OF SAID LOT 1, ALONG THE ARC OF A 553.00
FOOT RADIUS TANGENT CURVE TO THE RIGHT, THE
LONG CHORD OF WHICH BEARS NORTH $87^{\circ}32'50''$
WEST FOR A CHORD DISTANCE OF 67.41 FEET
THROUGH A CENTRAL ANGLE OF $06^{\circ}59'18''$ FOR AN
ARC DISTANCE OF 67.45 FEET; THENCE NORTH
 $00^{\circ}47'41''$ WEST ALONG THE SOUTH LINE OF SAID
LOT 1, 20.01 FEET; THENCE SOUTH $89^{\circ}12'19''$ WEST
ALONG THE SOUTH LINE OF SAID LOT 1, 20.00 FEET;
THENCE SOUTH $00^{\circ}47'41''$ EAST ALONG THE SOUTH
LINE OF SAID LOT 1, 17.27 FEET; THENCE ALONG THE
SOUTH LINE OF SAID LOT 1, ALONG THE ARC OF A
553.00 FOOT RADIUS TANGENT CURVE TO THE
RIGHT, THE LONG CHORD OF WHICH BEARS NORTH
 $81^{\circ}26'11''$ WEST FOR A CHORD DISTANCE OF 10.13
FEET THROUGH A CENTRAL ANGLE OF $01^{\circ}03'00''$

FOR AN ARC DISTANCE OF 10.14 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 00°47'41" WEST ALONG THE WEST LINE OF SAID LOT 1, 216.94 FEET TO THE NORTHWEST CORNER THEREOF; THENCE SOUTH 87°20'59" EAST ALONG THE NORTH LINE OF SAID LOT 1, 249.68 FEET TO THE TRUE POINT OF BEGINNING; CONTAINING 1.57 ACRES MORE OR LESS TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS, AND RESTRICTIONS APPARENT OR OF RECORD. SEE SURVEY 5846. (BOUNDARY LINE ADJUSTMENT AF#2023-012069, 06/16/2023).

Property Owner:**Lot 1**

FORD GROUP LLC
4818 W 20TH CT
KENNEWICK, WA 99338

Lot 2

RSC UNION LLC
PO BOX 808
MANCHESTER, WA 98353

Lot 3

RSC UNION LLC
PO BOX 808
MANCHESTER, WA 98353

Applicant:

Knutzen Engineering
c/o Paul Knutzen
5401 Ridgeline Dr Unit #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:

Pre-Application/Feasibility Meeting	April 2, 2025
Application Submittal	April 17, 2025
Determination of Completeness Issued	April 17, 2025
Notice of Application Posted	April 17, 2025
SEPA Threshold Determination Issued	May 5, 2025
Property Posting Sign for SEPA Determination	May 5, 2025
SEPA Appeal Period	May 19, 2025
Date of Mailed Notice of Public Hearing	May 14, 2025

Property Posting Sign for Public Hearing	May 14, 2025
Date of Published Notice of Public Hearing	May 18, 2025

Exhibits:

1. Staff Report
2. Application/Supplemental Information
3. Vicinity/Site Map
4. Comprehensive Plan Map
5. Zoning Map
6. Notice of Public Hearing Mailing
7. Determination of Non-Significance
8. Benton Public Utility District Email
9. Kennewick Irrigation District Email
10. Kennewick Irrigation District Comment Letter
11. Columbia Irrigation District Email
12. Benton Clean Air Agency Email
13. Benton Clean Air Agency Comment Letter
14. Public Comment – Cameron Mensonides

Zoning adjacent to the site:

North: Residential, Low Density (RL)

East: Residential, High Density (RH)

South: Residential, Suburban (RS)

West: Open Space (OS)

Applicable Goals and Policies of the Comprehensive Plan:

Commercial Goals and Policies:

Goal 2: Sustain and enhance viable commercial areas.

Policy 4: Encourage compatible commercial activities to concentrate near each other.

Goal 3: Create a balanced system of commercial facilities reflecting neighborhood, community and regional needs.

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 CC Zoning District is an implementing zoning district of the site's current Commercial 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 CC Zone is an implementing zone of the site's Commercial 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: *N/A*

Public Comments:

One comment was received from a neighbor concerned with aesthetic and privacy concerns with the RV component of the project that could affect property values.

Agency Comments:

The Bonneville Power Administration, Columbia Irrigation District, and Benton Public Utility District have no comments on the proposal.

Benton Clean Air Agency provided general dust mitigation comments directed towards future development of the property.

Kennewick Irrigation District provided general comments concerning with irrigation service on the property.

Staff Analysis of Proposal & Discussion:

The proposed Change of Zone (COZ-2025-0003) is a request to change the zoning district for 3.81 acres. Pursuant to Table 1 of the Comprehensive Plan, the CC Zoning District is an implementing zoning district of the Commercial Land Use Designation. RCW 36.70A, Growth Management Act, requires that a City's development regulations implement its comprehensive plan.

The City annexed the site in 1978 and zoned the property A - Agricultural. The northern property (Lot 1) was created through a short plat in 1981 and the southern lots were created in 1982. At some point the lots were rezoned to CN.

Per KMC 18.03.040 (10), the purpose of CC Zoning District is as follows:

CC - The purpose of the CC District is to stabilize, improve and protect commercial areas, and to provide for orderly growth in accord with the Comprehensive Plan. CC Districts are intended for a wide range of uses to serve the community area to which they are appurtenant.

Per KMC 18.03.040 (16), the purpose of the CN Zoning District is as follows:

CN - CN - The purpose of the CN district is to establish areas for day-to-day convenience shopping and services. Such facilities must harmonize with the

surrounding residential area and provide only those services, which are intended for it. Generally, one of each use is adequate to serve a given neighborhood.

The CC District generally permits more uses compared to the CN District. Service and retail uses are the main uses permitted in the CC District. CC allows for more intense uses such as fast food restaurants, banks, offices, and RV storage facilities.

The applicant has proposed future development of the site to be a commercial shell building and RV storage buildings. Future development of the site will be limited to only the permitted uses of the CC Zoning District and subject to the applicable development and design standards. Additionally, development will be subject to meeting applicable concurrency requirements, such as utility and street improvements.

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

Findings:

1. The applicant is Knutzen Engineering., c/o Paul Knutzen, 5401 Ridgeline Dr. Unit #160, Kennewick, WA 99338
2. The property owners are Ford Group LLC, 4818 W 20th Ct, Kennewick, WA 99338 for lot 1 and RSC Union LLC, PO Box 808, Manchester, WA 98353 for lots 2 and 3.
3. The proposed change of zone is located at 1701, 1735, and 1767 S Union St. Parcel Numbers: 110892011192001, 110892011298004, and 110892011298003, respectively.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Commercial.
5. The request is to change the zoning from Commercial, Neighborhood to Commercial, Community.
6. The Commercial, Community Zoning District is an implementing zone of the Commercial Comprehensive Plan Land Use Map Designation.
7. The application was submitted on April 17, 2025.
8. The application was declared complete, routed for review to City Departments and outside agencies on April 17, 2025.
9. Access to the site is via Union St
10. The Determination of Non-Significance, ED-2025-0009, was issued on May 5, 2025.
11. The property posting sign for the public hearing was posted on site May 14, 2025.
12. The Notice of Public Hearing was published in the Tri-City Herald on May 18, 2025.
13. Hearing notices were mailed to property owners within 300 feet of the site on May 14, 2025.
14. The proposed amendment conforms to the comprehensive plan.
15. The proposed amendment promotes the public necessity, convenience and general welfare.

16. 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.
17. 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 Commercial.
2. Approval will not result in an increase of adverse environmental impacts.
3. Approval will implement Commercial Goals 2 and 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-2025-0003 and recommends approval to City Council.

Motion:

I move that the Planning Commission concur with the findings and conclusions in staff report COZ-2025-0003 and recommend approval of the request to City Council.

Planning Commission Action Summary
COZ-2025-0003 – City of Kennewick

The Kennewick Planning Commission conducted a public hearing on June 2, 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, the Commission passed a motion on the proposed Change of Zone, concurring with the findings and conclusions in the staff report COZ-2025-0003 and recommends to City Council approval of the proposed Change of Zone contained in the staff report.

Findings of Fact

1. The applicant is Knutzen Engineering c/o: Paul Knutzen, 5401 Ridgeline Dr Unit 160, Kennewick, WA 99338.
2. The property owners are Ford Group LLC, 4818 W 20th Ct, Kennewick, WA 99338 for lot 1 and RSC Union LLC, PO Box 808, Manchester, WA 98353 for lots 2 and 3.
3. The proposed Change of Zone is located at 1701, 1735, and 1767 S Union St. Parcel Numbers: 1-1288-2BP-5309-004 and 1-1288-2BP-5309-003.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Commercial.
5. The request is to change the zoning from Commercial, Neighborhood to Commercial, Community.
6. The Commercial, Community Zoning District is an implementing zone of the Commercial Comprehensive Plan Land Use Map Designation.
7. The application was submitted on April 16, 2025.
8. The application was declared complete, routed for review to City Departments and outside agencies on April 17, 2025.
9. Access to the site is via S Union St.
10. The Determination of Non-Significance, ED-2025-0009, was issued on May 5, 2025.
11. The property posting sign for the public hearing was posted on site May 14, 2025.
12. The Notice of Public Hearing was published in the Tri-City Herald on May 18, 2025.
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14. The proposed amendment conforms to the comprehensive plan.
15. The proposed amendment promotes the public necessity, convenience and general welfare.
16. 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.
17. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

Conclusions of Law

1. Approval will implement the Comprehensive Plan Land Use Designation of Commercial.
2. Approval will not result in an increase of adverse environmental impacts.
3. Approval will implement Commercial Goals 2 and 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 to approve was moved by Vice-Chair Gregory and seconded by Commissioner Arneson. The motion passed unanimously, with Commissioners Perez, Rahimlou, Arneson, Barger, Morales, Vice-Chair Gregory and Chairmain Hempstead.all in favor.

KENNEWICK PLANNING COMMISSION
MEETING MINUTES
JUNE 2, 2025 - DRAFT

1. CALL TO ORDER:

Chairman James Hempstead called the regular meeting of the Kennewick Planning Commission to order at 6:30 p.m. All Commissioners were present in the Council Chambers.

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
Joseph Laris, *Assistant Planner*
Melinda Didier, *Planning Administrative Asst.*

Ms. Didier 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 June 2, 2025 Kennewick Planning Commission meeting.

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

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

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

The order of the hearings shall be as follows:

1. Planning staff shall provide a staff report; the Commission may ask questions of staff;
2. The Applicant or Applicant’s Representative(s) Presentation;
3. Testimony in Favor of the Request;
4. Testimony Either Neutral or Against the Request;
5. Final Applicant Comments;

6. Final Staff Comments;
7. Close the public hearing and discuss the request.”

- a. **Change of Zone (COZ) 2025-0003 – proposes to change the zoning designation of 3.81 acre of land located at 1701, 1735, and 1767 S. Union Street from Commercial, Neighborhood (CN) to Commercial, Community (CC). Applicant is Paul Knutzen, Knutzen Engineering, 5401 Ridgeline Drive #160, Kennewick, WA 99338. Property Owners are Ford Group, LLC, 4818 W. 20th Court, Kennewick, WA 99338 for Lot 1 and RSC Union LLC, PO Box 808, Manchester, WA 98353 for Lots 2 and 3.**

Chair Hempstead opened the public hearing at 6:30 p.m. for Change of Zone (COZ) 2025-0003, a zone change from CN to CC for 3.81 acres of land located at 1701, 1735, and 1767 S. Union Street.

Applicant:
Knutzen Engineering
5401 Ridgeline Drive #160
Kennewick, WA 99338

Property Owners:
Ford Group LLC
4818 W. 20th Court
Kennewick, WA 99338

RSC Union LLC
PO Box 808
Manchester, WA 98353

Mr. Laris described the application, presented the staff report, and Staff recommends the Planning Commission forward a recommendation for approval of COZ-2025-0003 to City Council.

Planning Commission Questions of Staff: Will there be any changes/additions to existing structures; will privacy from an RV park affect surrounding property values; does zone change align with the Comprehensive Plan.

Testimony by Applicant/Applicant’s Representative: Applicant/Applicant’s Representative Paul Knutzen of Knutzen Engineering spoke to his clients’ 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 6:48 p.m.

MOTION: Vice Chair Gregory moved that the Planning Commission concur with the findings and conclusions in staff report COZ-2025-0003 and recommend approval of the

request to City Council.

SECOND: Commissioner Arneson.

DISCUSSION: None.

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

4. VISITORS NOT ON AGENDA: None.

5. OLD BUSINESS:

a. CITY COUNCIL ACTION UPDATES:

Mr. Muai reported that at the City Council meeting on May 20, 2025 the Middle Housing zoning ordinance and two Development Code Amendments were approved.

6. NEW BUSINESS: The July 21, 2025 Planning Commission meeting will be a workshop; the City Clerk will present training for the commissioners on OPMA (Open Public Meeting Act), Public Records, and public meeting parliamentary procedure.

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

Planning Commissioners expressed enthusiasm for the July 21, 2025 OPMA & Public Records Planning Commission training workshop.

8. ADJOURNMENT: Chair Hempstead concluded the meeting at 6:55 p.m.

Draft

Melinda Didier, CPT

Administrative Assistant, Community Planning

Council Agenda Coversheet	Item Number: 6.a. Item Type: Public Hearing Subject: Resolution: Vacation of a Portion of a 15-Foot and 10-Foot Sidewalk & Utility Easement and a 5-Foot Irrigation Easement Located at 5651 W 36th Pl. Department: Public Works Resolution #:	Date: 6/17/2025 Category: Resolution Public Mtg / Hrg
		
<u>Recommendation</u> Staff recommends that Council adopt the resolution as presented. The resolution declares a surplus of a portion of a 15-foot-wide and 10-foot-wide sidewalk and utility easement and a 5-foot-wide irrigation easement located at 5651 W. 36 th Place. Staff further recommends that Council authorize the Mayor to execute all required documents, such as the Quit Claim Deed.		
<u>Motion for Consideration</u> Motion to adopt the resolution as presented and authorize the Mayor to execute all necessary documents.		
<u>Summary</u> MCIC Southridge, LLC, requests the vacation of a portion of a 15-foot-wide and 10-foot-wide sidewalk and utility easement and a 5-foot-wide irrigation easement located at 5651 W. 36 th Place to allow for the placement of apartment buildings and large rock retaining walls. The easements are not being used and a new varying width easement will be granted to cover a future sidewalk and utilities. The request has been reviewed by City staff and utility companies; there are no objections to the proposed vacation.		
<u>Alternatives</u> None recommended.		
<u>Fiscal Impact</u> There are no fiscal impacts to the City of Kennewick.		
Attachments: 1. Resolution 2. Deed 3. Map		

CITY OF KENNEWICK
RESOLUTION NO. 25-_____

A RESOLUTION OF THE CITY OF KENNEWICK DECLARING SURPLUS
A PORTION OF A 10.00 AND 15.00 FOOT WIDE SIDEWALK AND
UTILITY EASEMENT AND A 5.00 WIDE IRRIGATION EASEMENT
WITHIN 5651 WEST 36TH PLACE

WHEREAS, **MWIC Southridge, LLC, a Washington Limited Liability Company**
have requested the vacation of a certain utility and irrigation easements located on their
property; and

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

WHEREAS, notice has been published on June 6, 2025, that a public hearing would be held on
this date concerning disposal of this property; NOW, THEREFORE,

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

Parcel Numbers: 1-1689-301-3167-012

EASEMENT RELINQUISHMENT AREA:

RELINQUISHMENT OF ALL OF THE PUBLIC SIDEWALK AND UTILITY
EASEMENTS DEDICATED ON THE SHORT PLAT RECORDED IN BOOK 1 OF
SHORT PLATS AT PAGE 3167, RECORDS OF BENTON COUNTY, WASHINGTON
AFFECTING LOTS 1 ,2, 3 AND 4 THEREOF.

ALSO RELINQUISHMENT OF THE 15.00 FOOT UTILITY EASEMENT
DEDICATED UNDER AUDITOR'S FEE NUMBER 2012-009524 AFFECTING
ABOVE SAID LOTS 1, 2 AND 3.

AND

RELINQUISHMENT OF ALL OF THE 5.00 FOOT WIDE IRRIGATION EASEMENT
DEDICATED ON THE SHORT PLAT RECORDED IN BOOK 1 OF SHORT PLATS
AT PAGE 3167, RECORDS OF BENTON COUNTY, WASHINGTON LYING
PARALLEL WITH AND ADJACENT TO RIDGELINE DRIVE AND SOUTHRIDGE
BOULEVARD AFFECTING LOTS 1 , ,2, AND 3 THEREOF.

TOGETHER WITH THAT PORTION OF SAID 5.00 FOOT WIDE IRRIGATION
EASEMENT LYING PARALLEL WITH AND ADJACENT TO RIDGELINE DRIVE

RESOLUTION 25-_____ - Page 1

AFFECTING LOT 4 OF SAID SHORT PLAT, EXCEPT THAT PORTION LYING
NORTHERLY OF A LINE PARALLEL WITH AND 57.00 FEET NORTHEASTERLY
OF THE CENTERLINE OF RIDGELINE DRIVE.

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

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

BE IT FURTHER RESOLVED that the Mayor of the City of Kennewick is authorized to deed
by quitclaim to **MWIC Southridge, LLC, a Washington Limited Liability Company** the
above-described easement and deliver the same upon payment.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 17th day of June 2025.

Attest:

GRETL J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

Return To:

City of Kennewick
PO Box 6108
Kennewick, WA 99336

QUIT CLAIM DEED

Location: 5651 W. 36TH PL.
Tax Parcel ID #: 1-1689-301-3167-012

THE GRANTOR, CITY OF KENNEWICK, a Washington municipal corporation for and in consideration of mutual interest, conveys and quit claims to **MWIC Southridge, LLC, a Washington Limited Liability Company** the following described sidewalk, utility and irrigation easements situated in the County of Benton, State of Washington, together with all after acquired title of the Grantor therein:

EASEMENT RELINQUISHMENT AREA:

RELINQUISHMENT OF ALL OF THE PUBLIC SIDEWALK AND UTILITY EASEMENTS DEDICATED ON THE SHORT PLAT RECORDED IN BOOK 1 OF SHORT PLATS AT PAGE 3167, RECORDS OF BENTON COUNTY, WASHINGTON AFFECTING LOTS 1 ,2, 3 AND 4 THEREOF.

ALSO RELINQUISHMENT OF THE 15.00 FOOT UTILITY EASEMENT DEDICATED UNDER AUDITOR’S FEE NUMBER 2012-009524 AFFECTING ABOVE SAID LOTS 1, 2 AND 3.

AND

RELINQUISHMENT OF ALL OF THE 5.00 FOOT WIDE IRRIGATION EASEMENT DEDICATED ON THE SHORT PLAT RECORDED IN BOOK 1 OF SHORT PLATS AT PAGE 3167, RECORDS OF BENTON COUNTY, WASHINGTON LYING PARALLEL WITH AND ADJACENT TO RIDGELINE DRIVE AND SOUTHRIDGE BOULEVARD AFFECTING LOTS 1 , ,2, AND 3 THEREOF.

TOGETHER WITH THAT PORTION OF SAID 5.00 FOOT WIDE IRRIGATION EASEMENT LYING PARALLEL WITH AND ADJACENT TO RIDGELINE DRIVE AFFECTING LOT 4 OF SAID SHORT PLAT, EXCEPT THAT PORTION LYING NORTHERLY OF A LINE PARALLEL WITH AND 57.00 FEET NORTHEASTERLY OF THE CENTERLINE OF RIDGELINE DRIVE.

Dated: June 17, 2025 **CITY OF KENNEWICK, WASHINGTON**

STATE OF WASHINGTON)
)ss.
COUNTY OF BENTON)

GRETLE J. CRAWFORD, Mayor

I certify that on this 17th day of June, 2025, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared GRETLE J. CRAWFORD known to be the Mayor of the City of Kennewick, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated is authorized to execute said instrument.

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

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

EXHIBIT MAP

