



City Council Regular Meeting Agenda

July 1, 2025 at 6:30 PM

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

Revised 6/30/2025 to include item 4.j. Cancellation of July 8, 2025, City Council Workshop

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

- Proclamation: Parks & Recreation Month
- Retirement Recognition: Dan Wilson, Community Planning, 23 Years of Service

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). 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 17, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.
- Meeting Minutes: June 24, 2025, City Council Workshop Meeting**
Motion to approve the minutes as presented.
- Claims Roster: Columbia Park Golf Course Account**
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for May 2025 in the amount of \$61,745.62 consisting of check numbers 2898-2909 and 2963-2969 in the amount of \$13,710.04 and electronic transfers in the amount of \$48,035.58.
- Payroll Roster: For the Pay Period Ending 06/15/2025**
Motion to approve the payroll roster for the pay period ending 06/15/2025.

e. **Contract: Amendments to the Northwest High Intensity Drug Trafficking Area (HIDTA) Contractor Agreements**

Motion to authorize the City Manager to execute the contract amendments as presented.

f. **Final Plat: Southcliffe Phase 8, SUB-2024-0010**

Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Southcliffe Phase 8, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

g. **Contract: OpenCounter Software Contract Award**

Motion to award Contract to Accela for OpenCounter software in the amount of \$125,992.12 and authorize the City Manager to execute the contract.

h. **Grant: Authorizing Supplement 1 to Fund the Columbia Center Blvd. Widening Project's Right-of-Way Phase**

Motion to authorize the Mayor to sign the agreement as presented.

i. **License Agreement: Right-of-Way Frontage Improvements at 7715 West Quinault Ave by TRICITY HOTEL CORP**

Motion to authorize the City Manager to sign the License Agreement for 7715 West Quinault Ave. with the TRICITY HOTEL CORP.

j. **Cancellation of July 8, 2025, City Council Workshop**

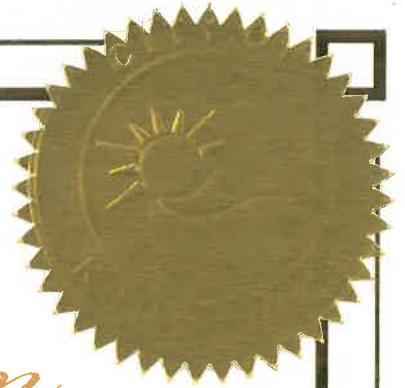
Motion to cancel the City Council Workshop meeting on July 8, 2025 due to a lack of topics on the agenda.

5. ORDINANCES & RESOLUTIONS

- a. Resolution: Three Rivers Convention Center Expansion Funding

6. COUNCIL COMMENTS & DISCUSSION

7. CONCLUSION



Proclamation

WHEREAS, parks and recreation programs are an integral part of our community and throughout this country; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors;

NOW, THEREFORE, I, GRETLE CRAWFORD, Mayor of the City of Kennewick, do hereby proclaim the month of July, as

PARKS AND RECREATION MONTH

in the City of Kennewick, Washington, and I call upon all citizens and civic organizations to recognize the benefits derived from parks and recreation resources.

IN WITNESS WHEREOF, I have set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 1st day of July 2025.

SIGNED

GRETLE J. CRAWFORD,
Mayor

ATTEST

KRYSTAL JOHNSTON,
City Clerk

Council Agenda Coversheet	Item Number: 4.a. Date: 7/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: June 17, 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 17, 2025**

City Council Present:

Gretl Crawford, *Mayor*
Chuck Torelli, *Mayor Pro Tem*
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*
Steve Donovan, *Planning Manager*
John Cowling, *Public Works Director*
Chris Guerrero, *Police Chief*
Michael Heffner, *Deputy Fire Chief*

Cary Roe, *Deputy City Manager*
Lisa Beaton, *Deputy City Manager*
Krystal Johnston, *City Clerk*
Nick Farline, *Parks Director*
Chad Crouch, *Executive Services Director*
Brandon Lange, *Recreation Manager*

1. CALL TO ORDER

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

Ms. Johnston stated all councilmembers were in attendance with the exception of Councilmember Anderson and that a quorum was established.

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

Councilmember Beauchamp led the Pledge of Allegiance.

Tina Gregory provided the invocation.

Retirement Recognition: Detective Keith Schwartz, Kennewick Police Department - 23 Years of Service. Mayor Crawford introduced Detective Schwartz and read a plaque into the record to commemorate his years of service. Detective Schwartz thanked the Mayor.

City Manager's Awards of Excellence: Ms. Erdman presented the City Manager's Award of Excellence to this year's recipients: Travis Amundson (IT Systems Administrator), Edgar Castro (Accountant II), and Jonathan Wilson (Senior Signal Electrician). She outlined their remarkable achievements, emphasizing the numerous reasons that led to their selection for this prestigious award.

At 6:40 p.m. Mayor Crawford called a brief recess to celebrate Detective Schwartz and the recipients of the Award of Excellence.

At 6:50 p.m., the Mayor reconvened the meeting.

2. VISITORS:

Three visitors spoke in regards to frustration with their perceived lack of action city action in relation to activities by residents on W 4th Ave. The speakers described the activities as illegal, to include fire danger, noise disturbances, and hazardous waste discharges.

A local organization thanked first responders for their attendance at a recent event and presented Chief Heffner and Chief Guerrero with commemorative plaques.

A visitor thanked Council for their efforts to protect girls.

A visitor spoke to issues pertaining to economic development and described his concept for combining a new city hall with a pool.

3. APPROVAL OF AGENDA

MOTION:	Mayor Pro Tem Torelli moved to approve the agenda as presented.
SECOND:	Councilmember Trumbo.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0)

4. CONSENT AGENDA

MOTION:	Mayor Pro Tem Torelli moved to approve the consent agenda as presented.
SECOND:	Councilmember Trumbo.
VOTE:	The motion passed unanimously (6-0)

- a. **Meeting Minutes: June 3, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.
- b. **Meeting Minutes: June 10, 2025, City Council Workshop Meeting**
Motion to approve the minutes as presented.
- c. **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.
- d. **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.

I. 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 25-6111: Change of Zone from Commercial, Neighborhood (CN) to Commercial, Community (CC) at 1701, 1735 and 1767 S. Union St. (COZ-2025-0003)

Ms. Johnston read the ordinance title into the record:

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)

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 that although she knows the applicant, her familiarity with them would have no bearing on her decision. Mayor Crawford announced the Kennewick City Council established it could consider this matter fairly.

Mr. Donovan provided a staff report and together with Mr. Cowling, answered Council's questions.

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

SECOND: Councilmember Millbauer

DISCUSSION: None

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

The City Clerk assigned Ordinance No. 25-6111.

6. PUBLIC HEARINGS

a. Resolution 25-08: 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.

Mr. Cowling provided a comprehensive staff report.

Mayor Crawford opened the public hearing at 7:20 p.m.

Testimony: The developer spoke in favor of the vacation and expressed support of the professional, proactive efforts of staff to bring a swift solution forward for this project.

Mayor Crawford closed the public hearing at 7:22 p.m.

MOTION:	Mayor Pro Tem Torelli moved to adopt the resolution as presented.
SECOND:	Councilmember Millbauer
DISCUSSION:	A Councilmember thanked the developer for their remarks and acknowledged our staff's fair, but tough administration of the process.
VOTE:	The motion passed unanimously (6-0)

The City Clerk assigned Resolution No. 25-08.

7. COUNCIL COMMENTS/DISCUSSION:

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

8. EXECUTIVE SESSION

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

At 7:34 p.m. Mayor Crawford announced Council would adjourn to executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee until 8:00 p.m. She further stated that no action or further discussion would take place after the conclusion of the executive session.

At 8:00 p.m. Mayor Crawford returned to Council Chambers and announced the Executive Session was extended until 8:15 p.m.

9. CONCLUSION: Mayor Crawford concluded the meeting at 8:15 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/346151>

Council Agenda Coversheet	Item Number: 4.b. Date: 7/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: June 24, 2025, City Council Workshop Meeting Department: Executive Services	
<u>Recommendation</u> Staff recommends Council approve the meeting minutes as presented. <u>Motion for Consideration</u> Motion to approve the minutes as presented. <u>Summary</u> The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration. <u>Alternatives</u> The City Council may make corrections to errors and approve the meeting minutes as amended. <u>Fiscal Impact</u> None.		
<u>Attachments:</u> 1. Minutes - Draft		

CITY OF KENNEWICK CITY COUNCIL WORKSHOP
JUNE 24, 2025 – 5:30 P.M.

City Council Present:

Gretl Crawford, *Mayor*

Chuck Torelli, *Mayor Pro Tem*

Brad Beauchamp, *Councilmember*

Loren Anderson, *Councilmember (late)*

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 Crouch, *Exec Services Director*

Krystal Johnston, *City Clerk*

CALL TO ORDER. Mayor Crawford called the meeting to order at 5:30 p.m. Mayor Crawford called roll; all Councilmembers were present with the exception of Councilmember Anderson who would be arriving momentarily (he arrived just after 5:30 p.m. and immediately joined the Executive Session already in progress). Mayor Crawford announced there were no citizen comments submitted.

1. EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(g). At 5:30 p.m. Mayor Crawford announced Council would adjourn to executive session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) and would return to open session at 6:00 p.m. Mayor Crawford extended the Executive Session at 6:00, 6:10, and 6:20 p.m. and reconvened the open session at 6:31 p.m.

MOTION:	Mayor Pro Tem Torelli moved to increase the compensation of the City Manager by 4%.
SECOND:	Councilmember Beauchamp
DISCUSSION:	It was clarified that the increase in compensation also pertains to deferred compensation. Council members expressed their support for the motion, highlighting the unanimous consensus reached during the Executive Session on key aspects, including the City Manager's outstanding performance, leadership qualities, and efforts in advancing the City overall, as well as progressing the Council's priorities and goals over the past year.
VOTE:	The motion carried unanimously (7-0).

At 6:34 p.m., Mayor Crawford departed the meeting; Mayor Pro Tem Torelli presided over the remainder of the meeting.

2. PRETRIAL DIVERSION PROGRAM UPDATE. Mr. Sanguino provided a comprehensive update and together with Chief Guerrero, responded to Council's questions. Chief Guerrero praised Mr. Sanguino's efforts in making this program a success. **No final action taken.**

CONCLUSION. Mayor Pro Tem Torelli concluded the meeting at 7:01 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/346687>

Council Agenda Coversheet	Item Number: 4.c. Date: 7/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Claims Roster: Columbia Park Golf Course Account Department: Finance	
<u>Recommendation</u> Staff recommends Council approve the Claims Roster for the Columbia Park Golf Course Account for May 2025. <u>Motion for Consideration</u> Motion to approve the Claims Roster for the Columbia Park Golf Course Account for May 2025 in the amount of \$61,745.62 consisting of check numbers 2898-2909 and 2963-2969 in the amount of \$13,710.04 and electronic transfers in the amount of \$48,035.58. <u>Summary</u> <u>Alternatives</u> <u>Fiscal Impact</u> \$61,745.62		
Attachments: 1. Roster		

COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
MAY 2025

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Type</u>
NATIONWIDE 364179395	NATIONWIDE	5/5/2025	1,237.08	EFT
2898	ADP SCREENING & SELECTION SERV	5/5/2025	\$109.42	CHECK
2899	CINTAS CORPORATION	5/5/2025	\$145.64	CHECK
2900	COLEMAN OIL COMPANY	5/5/2025	\$500.12	CHECK
2901	KENNEWICK GOLF CORPORATION	5/5/2025	\$5,417.33	CHECK
2902	PEPSI-COLA BOTTLING OF PASCO	5/5/2025	\$495.70	CHECK
2903	SIMPLOT TURF & HORTICULTURE	5/5/2025	\$1,626.57	CHECK
2904	TOTAL E INTEGRATED INC.	5/5/2025	\$438.00	CHECK
2905	TURF STAR INC.	5/5/2025	\$388.11	CHECK
2906	WAMBEKE WINDOW WASHING	5/5/2025	\$125.00	CHECK
2907	CASTLE ROCK SOLUTIONS, INC.	5/12/2025	\$114.40	CHECK
2908	YELP	5/12/2025	\$40.00	CHECK
2909	COLUMBIA POINT GOLF COURSE	5/12/2025	\$384.60	CHECK
A00002963	BOYD'S TREE SERVICE	5/20/2025	\$2,393.60	CHECK
A00002964	CINTAS CORPORATION	5/20/2025	\$145.64	CHECK
A00002965	CITY OF KENNEWICK	5/20/2025	\$241.00	CHECK
A00002966	COLEMAN OIL COMPANY	5/20/2025	\$627.44	CHECK
A00002967	PEPSI-COLA BOTTLING OF PASCO	5/20/2025	\$229.25	CHECK
A00002968	POINTE PEST CONTROL	5/20/2025	\$179.52	CHECK
A00002969	SENSKE SERVICES	5/20/2025	\$108.70	CHECK
WA DOR 0047010073	DEPARTMENT OF REVENUE	5/27/2025	\$7,565.95	CHECK
ADPTS 4467913	ADP TOTAL SOURCE (AUTOPAY)	5/11/2025	\$2,749.70	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	5/2/2025	\$11,492.91	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	5/16/2025	\$10,771.41	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	5/30/2025	\$10,820.80	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	5/30/2025	\$1,835.06	EFT
Bank Deduction	MERCHANT SERVICES	5/1/2025	\$1,514.78	EFT
Bank Deduction	US Bank	5/14/2025	\$47.89	EFT
			<u>61,745.62</u>	

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



Jessica Platt, Finance Director

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

Check numbers: 2898-2909 and 2963-2969	\$	13,710.04
Electronic transfers	\$	48,035.58
Total	<u>\$</u>	<u>61,745.62</u>

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Dated</u>	<u>Amount</u>	<u>Debit</u>	<u>Credit</u>
NATIONWIDE 3641793950525	NATIONWIDE PAY PURCH	5/5/2025 20005-000-244-00 18400-000-244-00	ACCOUNTS PAYABLE - GP PREPAID GEN LIAB INS	\$1,237.08 \$1,237.08	\$1,237.08
2898	ADP SCREENING & SELECTION SERVICE PAY PURCH	5/5/2025 20005-000-244-00 51800-080-244-00	ACCOUNTS PAYABLE - GP PROFESSIONAL SERVICES	\$109.42 \$109.42	\$109.42
2899	CINTAS CORPORATION PAY PURCH PURCH	5/5/2025 20005-000-244-00 51900-080-244-00 51900-060-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES CONTRACT SERVICES	\$145.64 \$94.34 \$51.30	\$145.64
2900	COLEMAN OIL COMPANY PAY PURCH PURCH	5/5/2025 20005-000-244-00 58300-060-244-00 58300-050-244-00	ACCOUNTS PAYABLE - GP FUEL & OIL MAINTENANCE FUEL & OIL GOLF	\$500.12 \$400.12 \$100.00	\$500.12
2901	KENNEWICK GOLF PAY PURCH PURCH	5/5/2025 20005-000-244-00 59600-080-244-00 59610-080-244-00	ACCOUNTS PAYABLE - GP ACCOUNTING FEES MANAGEMENT FEE	\$5,417.33 \$1,355.00 \$4,062.33	\$5,417.33
2902	PEPSI-COLA BOTTLING OF PASCO PAY PURCH PURCH PURCH	5/5/2025 20005-000-244-00 49200-070-244-00 49150-070-244-00 51900-060-244-00	ACCOUNTS PAYABLE - GP COGS - SOFT BEVERAGE COGS - PACKAGED FOOD CONTRACT SERVICES	\$495.70 \$291.25 \$176.45 \$28.00	\$495.70
2903	SIMPLOT TURF & HORTICULTURE PAY PURCH	5/5/2025 20005-000-244-00 57000-060-244-00	ACCOUNTS PAYABLE - GP CHEMICALS - FERTILIZERS	\$1,626.57 \$1,626.57	\$1,626.57
2904	TOTAL E INTEGRATED, INC. PAY PURCH	5/5/2025 20005-000-244-00 51900-050-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$438.00 \$438.00	\$438.00
2905	TURF STAR, INC. PAY PURCH	5/5/2025 20005-000-244-00 59200-060-244-00	ACCOUNTS PAYABLE - GP IRRIGATION PIPES & HEADS	\$388.11 \$388.11	\$388.11
2906	WAMBEKE WINDOW WASHING PAY PURCH	5/5/2025 20006-000-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$125.00 \$125.00	\$125.00
2907	CASTLE ROCK SOLUTIONS, INC. PAY PURCH	5/12/2025 20005-000-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$114.40 \$114.40	\$114.40
2908	YELP PAY PURCH	5/12/2025 20005-000-244-00 53100-080-244-00	ACCOUNTS PAYABLE - GP ADVERTISING & MARKETING	\$40.00 \$40.00	\$40.00
2909	COLUMBIA POINT GOLF COURSE PAY PURCH PURCH	5/12/2025 20005-000-244-00 50100-080-244-00 50100-060-244-00	ACCOUNTS PAYABLE - GP SALARIES SALARIES	\$384.60 \$192.30 \$192.30	\$384.60
A00002963	BOYD'S TREE SERVICE PAY PURCH	5/20/2025 20005-000-244-00 51800-060-244-00	ACCOUNTS PAYABLE - GP COGS MERCHANIDSE	\$2,393.60 \$2,393.60	\$2,393.60
A00002964	CINTAS CORPORATION PAY PURCH PURCH	5/20/2025 20006-000-244-00 51900-080-244-00 51900-060-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES CONTRACT SERVICES	\$145.64 \$87.08 \$58.56	\$145.64
A00002965	CITY OF KENNEWICK PAY PURCH PURCH	5/20/2025 20006-000-244-00 52210-060-244-00 52200-060-244-00	ACCOUNTS PAYABLE - GP IRRIGATION ELECTRICITY UTILITIES - GAS & ELECTRIC	\$241.00 \$139.80 \$101.20	\$241.00
A00002966	COLEMAN OIL COMPANY PAY PURCH PURCH	5/20/2025 20006-000-244-00 58300-060-244-00 58300-050-244-00	ACCOUNTS PAYABLE - GP FUEL & OIL MAINTENANCE FUEL & OIL GOLF	\$627.44 \$502.44 \$125.00	\$627.44
A00002967	PEPSI-COLA BOTTLING OF PASCO PAY PURCH PURCH PURCH	5/20/2025 20005-000-244-00 49200-070-244-00 49150-070-244-00 51900-060-244-00	ACCOUNTS PAYABLE - GP COGS - SOFT BEVERAGE COGS - PACKAGED FOOD CONTRACT SERVICES	\$229.25 \$188.25 \$30.50 \$10.50	\$229.25
A00002968	POINTE PEST CONTROL PAY PURCH	5/20/2025 20005-000-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$179.52 \$179.52	\$179.52

A00002969	SENSKE SERVICES	5/20/2025		\$108.70		
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP			\$108.70
	PURCH	51900-060-244-00	CONTRACT SERVICES		\$108.70	
WA DOR 0045492330	WASHINGTON STATE DEPARTMENT OF REVENUE	5/27/2025		\$7,565.95		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			\$7,565.95
	PURCH	20300-000-244-00	SALES TAX PAYABLE		\$5,695.66	
	PURCH	91101-000-244-00	OTHER STATE TAX		\$1,870.29	
ADPTS 4206355	ADP TOTAL SOURCE (AUTOPAY)	5/11/2025		\$2,749.70		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			\$2,749.70
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$631.87	
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$2,117.83	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	5/2/2025		\$11,492.91		
	PAY	50000-000-244-00	TEMPORARY ACCT			\$11,492.91
	PURCH	48100-050-244-00	INSTRUCTION		\$113.49	
	PURCH	50200-050-244-00	HOURLY WAGES		\$5,619.15	
	PURCH	50200-060-244-00	HOURLY WAGES		\$4,242.50	
	PURCH	50400-050-244-00	SALES COMMISSIONS		\$200.00	
	PURCH	50800-050-244-00	HEALTH BENEFITS			\$57.13
	PURCH	50800-060-244-00	HEALTH BENEFITS			\$396.16
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C		\$1,014.91	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C		\$638.19	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C		\$90.27	
	PURCH	52100-050-244-00	CELL PHONE		\$27.69	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	5/16/2025		\$10,771.41		
	PAY	50000-000-244-00	TEMPORARY ACCT			\$10,771.41
	PURCH	48100-050-244-00	INSTRUCTION		\$163.50	
	PURCH	50200-050-244-00	HOURLY WAGES		\$5,479.67	
	PURCH	50200-060-244-00	HOURLY WAGES		\$3,992.74	
	PURCH	50400-050-244-00	SALES COMMISSIONS		\$0.00	
	PURCH	50800-050-244-00	HEALTH BENEFITS			\$57.13
	PURCH	50800-060-244-00	HEALTH BENEFITS			\$396.16
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C		\$928.64	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C		\$604.91	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C		\$27.55	
	PURCH	52100-050-244-00	CELL PHONE		\$27.69	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	5/30/2025		\$10,820.80		
	PAY	50000-000-244-00	TEMPORARY ACCT			\$10,820.80
	PURCH	48100-050-244-00	INSTRUCTION		\$114.00	
	PURCH	50200-050-244-00	HOURLY WAGES		\$5,306.63	
	PURCH	50200-060-244-00	HOURLY WAGES		\$3,776.13	
	PURCH	50400-050-244-00	SALES COMMISSIONS		\$470.00	
	PURCH	50800-050-244-00	HEALTH BENEFITS			\$57.13
	PURCH	50800-060-244-00	HEALTH BENEFITS			\$396.16
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C		\$979.69	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C		\$571.04	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C		\$28.91	
	PURCH	52100-050-244-00	CELL PHONE		\$27.69	
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHARGES)	5/30/2025		\$1,835.06		
	PAY	50000-000-244-00	TEMPORARY ACCT			\$1,835.06
	PURCH	47150-050-244-00	COGS MERCHANDISE		\$451.44	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD		\$45.58	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE		\$76.72	
	PURCH	51900-050-244-00	CONTRACT SERVICES		\$128.60	
	PURCH	52100-060-244-00	TELECOMMUNICATIONS		\$64.68	
	PURCH	52500-080-244-00	OFFICE SUPPLIES		\$33.14	
	PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS		\$9.34	
	PURCH	53100-080-244-00	ADVERTISING & MARKETING		\$38.76	
	PURCH	54800-050-244-00	RENTAL CLUBS		\$359.02	
	PURCH	55000-050-244-00	GOLF CART PARTS		\$0.00	
	PURCH	55150-050-244-00	GOLF CART SUPPLIES		\$0.00	
	PURCH	55300-050-244-00	RANGE SUPPLIES		\$0.00	
	PURCH	55800-060-244-00	OTHER DEPARTMENT SUPPLIES		\$65.38	
	PURCH	55850-050-244-00	COURSE ACCESSORIES MAINTENANCE		\$84.40	
	PURCH	55850-060-244-00	COURSE ACCESSORIES MAINTENANCE		\$32.60	
		56200-060-244-00	MATERIALS -SAND (TD GREENS)		\$394.29	
	PURCH	58100-060-244-00	EQUIPMENT PARTS		\$51.11	
Bank Deduction	MERCHANT SERVICES	5/1/2025		\$1,514.78		
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank			\$1,514.78
	PURCH	54000-080-244-00	BANK CHARGES		\$1,514.78	
Bank Deduction	US Bank	5/14/2025		\$47.89		
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank			\$47.89
	PURCH	54000-080-244-00	BANK CHARGES		\$47.89	

Council Agenda Coversheet	Item Number: 4.d. Date: 7/1/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Payroll Roster: For the Pay Period Ending 06/15/2025 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 06/15/2025. <u>Summary</u> None. <u>Alternatives</u> None. <u>Fiscal Impact</u> 06/15/2025 Total:\$2,936,053.36		
<u>Attachments:</u> 1. Roster		

Payroll Roster for Pay Period Ending 06/15/2025

All Departments:

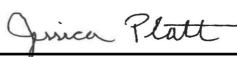
City Attorney	33,345.80
City Council	5,290.00
City Manager	10,150.84
Civil Service	1,886.48
Community Planning	22,253.76
Economic Development	7,859.28
Engineering	65,287.62
Finance	66,887.68
Fire	124,727.00
Human Resources	22,159.23
Management Services	90,578.17
Non-Departmental	3,022.47
Parks, Recreation & Facilities	147,870.74
Police	539,962.57
Subtotal - General Fund	1,141,281.64
BI-PIN	15,882.15
Building Safety	53,419.91
Community Development	3,647.49
Criminal Justice	122,490.42
Equipment Rental	14,497.19
Medical Services	496,980.76
Stormwater	26,450.47
Street	44,430.58
Water & Sewer	167,292.74
Subtotal - Other Funds	945,091.71
Total Salaries and Wages	2,086,373.35

Benefits

Dental Insurance	25,738.80
DRS Retirement	143,047.04
Employee Assistance Program	27.93
Life Insurance	5,412.94
Long-Term Disability Insurance	6,326.61
Medical Expense Reimbursement Plan	3,337.50
Medical Insurance	374,707.26
Medicare	29,687.59
MissionSquare Deferred Compensation	91,132.47
Social Security (OASDI)	92,453.05
Vision Insurance	3,599.45
WA Paid Family & Medical Leave	5,275.66
Worker's Compensation Insurance	68,933.71
Total Benefits	849,680.01
Grand Total	\$2,936,053.36

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 \$2,936,053.36 comprised of check numbers 78039 through 78051 and direct deposit numbers 236485 through 236975.

Approved for payment:



Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number: 4.e. Item Type: Contract/Agreement/Lease Subject: Contract: Amendments to the Northwest High Intensity Drug Trafficking Area (HIDTA) Contractor Agreements Department: Finance	Date: 7/1/2025 Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends that City Council authorize the City Manager to execute the contract amendments as presented.		
<u>Motion for Consideration</u> Motion to authorize the City Manager to execute the contract amendments 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. The amended compensation for the following contractors was approved by the HIDTA Executive Board on June 11, 2025:		
Contractor	Current Compensation	Amended Compensation Amended Difference
Julie Christine	\$137,041.37	\$139,022.43 \$1,981.06
Keith Evans	\$105,739.74	\$107,086.46 \$1,346.72
Ian McKenzie	\$126,840.00	\$128,455.46 \$1,615.46
Shawn Mitchell	\$105,739.74	\$107,086.46 \$1,346.72
Michael Mizer	\$105,739.74	\$107,086.46 \$1,346.72
Elizabeth Powell	\$130,806.08	\$132,472.05 \$1,665.97
Brandon Ross	\$135,025.94	\$136,745.65 \$1,719.71
Gabriel Velasco	\$105,739.74	\$107,086.46 \$1,346.72
		TOTAL: <u>\$12,369.08</u>
<u>Alternatives</u> None recommended.		
<u>Fiscal Impact</u> These amendments do not result in a fiscal impact to the City of Kennewick; the federal HIDTA grant will reimburse the full value of the amendments		
<u>Attachments:</u> 1. Agreements		

AMENDMENT NO. 1
TO
AGREEMENT FOR NORTHWEST HIDTA INFORMATION TECHNOLOGY SYSTEMS
ADMINISTRATOR/ELECTRONIC SURVEILLANCE TECHNICIAN SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
BRANDON ROSS

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

IN CONSIDERATION of the mutual covenants contained herein, the parties agree to amend the Agreement for Northwest HIDTA Information Technology Systems Administrator/Electronic Surveillance Technician 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-six thousand seven hundred forty-five dollars and sixty-five cents (\$136,745.65) for the services provided under this Agreement. Payment will be made in twenty-four (24) substantially equal, semi-monthly installments. 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.

The language in Section 19 is replaced with the following:

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. Contractor further acknowledges that they have an affirmative duty to notify the City and the executive director, or designee, of being suspended or debarred from receiving federal grant money within five (5) business days from the date of the suspension or debarment. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form

completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

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.

DATED this _____ day of July 2025.

CONTRACTOR

BRANDON ROSS

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

AMENDMENT NO. 1
TO
AGREEMENT FOR NORTHWEST HIDTA PREVENTION AND TREATMENT MANAGER
SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
ELIZABETH POWELL

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

IN CONSIDERATION of the mutual covenants contained herein, the parties agree to amend the Agreement for Northwest HIDTA Prevention and Treatment Manager Services between the City and Contractor, signed December 13, 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-two thousand four hundred seventy-two dollars and five cents (\$132,472.05) for the services provided under this Agreement. Payment will be made in twenty-four (24) substantially equal, semi-monthly installments. 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.

The language in Section 19 is replaced with the following:

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. Contractor further acknowledges that they have an affirmative duty to notify the City and the executive director, or designee, of being suspended or debarred from receiving federal grant money within five (5) business days from the date of the suspension or debarment. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form

completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

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.

DATED this _____ day of July 2025.

CONTRACTOR

ELIZABETH POWELL

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

AMENDMENT NO. 1
TO
AGREEMENT FOR NORTHWEST HIDTA INTELLIGENCE ANALYST SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
GABRIEL VELASCO

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

IN CONSIDERATION of the mutual covenants contained herein, the parties agree to amend the Agreement for Northwest HIDTA Intelligence Analyst Services between the City and Contractor, signed December 13, 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 seven thousand eighty-six dollars and forty-six cents (\$107,086.46) for the services provided under this Agreement. Payment will be made in twenty-four (24) substantially equal, semi-monthly installments. 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.

The language in Section 19 is replaced with the following:

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. Contractor further acknowledges that they have an affirmative duty to notify the City and the executive director, or designee, of being suspended or debarred from receiving federal grant money within five (5) business days from the date of the suspension or debarment. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

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.

DATED this _____ day of July 2025.

CONTRACTOR

GABRIEL VELASCO

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

AMENDMENT NO. 1
TO
AGREEMENT FOR NORTHWEST HIDTA OPERATIONS MANAGER SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
IAN MCKENZIE

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

IN CONSIDERATION of the mutual covenants contained herein, the parties agree to amend the Agreement for Northwest HIDTA Operations Manager Services between the City and Contractor, signed December 18, 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 twenty-eight thousand four hundred fifty-five dollars and forty-six cents (\$128,455.46) for the services provided under this Agreement. Payment will be made in twenty-four (24) substantially equal, semi-monthly installments. 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.

The language in Section 19 is replaced with the following:

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. Contractor further acknowledges that they have an affirmative duty to notify the City and the executive director, or designee, of being suspended or debarred from receiving federal grant money within five (5) business days from the date of the suspension or debarment. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

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.

DATED this _____ day of July 2025.

CONTRACTOR

IAN MCKENZIE

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

AMENDMENT NO. 2
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 July 2025, by and between the City of Kennewick, Washington, a municipal corporation, hereafter “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, and Amendment No. 1 to said Agreement, signed June 17, 2025, 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-nine thousand twenty-two dollars and forty-three cents (\$139,022.43) 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.

The language in Section 19 is replaced with the following:

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. Contractor further acknowledges that they have an affirmative duty to notify the City and the executive director, or designee, of being suspended or debarred from receiving federal grant money within five (5) business days from the date of the suspension or debarment. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form

completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

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.

DATED this _____ day of July 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

AMENDMENT NO. 1
TO
AGREEMENT FOR NORTHWEST HIDTA INTELLIGENCE ANALYST SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
KEITH EVANS

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

IN CONSIDERATION of the mutual covenants contained herein, the parties agree to amend the Agreement for Northwest HIDTA Intelligence Analyst Services between the City and Contractor, signed December 13, 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 seven thousand eighty-six dollars and forty-six cents (\$107,086.46) for the services provided under this Agreement. Payment will be made in twenty-four (24) substantially equal, semi-monthly installments. 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.

The language in Section 19 is replaced with the following:

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. Contractor further acknowledges that they have an affirmative duty to notify the City and the executive director, or designee, of being suspended or debarred from receiving federal grant money within five (5) business days from the date of the suspension or debarment. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

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.

DATED this _____ day of July 2025.

CONTRACTOR

KEITH EVANS

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

AMENDMENT NO. 1
TO
AGREEMENT FOR NORTHWEST HIDTA DRUG INTELLIGENCE OFFICER SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
MICHAEL MIZER

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

IN CONSIDERATION of the mutual covenants contained herein, the parties agree to amend the Agreement for Northwest HIDTA Drug Intelligence Officer Services between the City and Contractor, signed December 13, 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 seven thousand eighty-six dollars and forty-six cents (\$107,086.46) for the services provided under this Agreement. Payment will be made in twenty-four (24) substantially equal, semi-monthly installments. 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.

The language in Section 19 is replaced with the following:

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. Contractor further acknowledges that they have an affirmative duty to notify the City and the executive director, or designee, of being suspended or debarred from receiving federal grant money within five (5) business days from the date of the suspension or debarment. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

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.

DATED this _____ day of July 2025.

CONTRACTOR

MICHAEL MIZER

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

AMENDMENT NO. 1
TO
AGREEMENT FOR NORTHWEST HIDTA INTELLIGENCE ANALYST SERVICES
BETWEEN
THE CITY OF KENNEWICK
AND
SHAWN MITCHELL

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

IN CONSIDERATION of the mutual covenants contained herein, the parties agree to amend the Agreement for Northwest HIDTA Intelligence Analyst Services between the City and Contractor, signed December 13, 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 seven thousand eighty-six dollars and forty-six cents (\$107,086.46) for the services provided under this Agreement. Payment will be made in twenty-four (24) substantially equal, semi-monthly installments. 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.

The language in Section 19 is replaced with the following:

If federal funds are the basis for this Agreement, the Contractor certifies that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency. Contractor further acknowledges that they have an affirmative duty to notify the City and the executive director, or designee, of being suspended or debarred from receiving federal grant money within five (5) business days from the date of the suspension or debarment. If requested by the City, the Contractor shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Agreement shall be incorporated into this Agreement by reference.

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.

DATED this _____ day of July 2025.

CONTRACTOR

SHAWN MITCHELL

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.f. Item Type: Final Plat Subject: Final Plat: Southcliffe Phase 8, SUB-2024-0010 Department: Community Planning Permit #: SUB-2024-0010	Date: 7/1/2025 Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends that City Council authorize the Mayor (or in her absence Mayor Pro Tem) to sign the Final Plat of Southcliffe Phase 8, 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 Southcliffe Phase 8, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.		
<u>Summary</u> A Final Plat Application for Southcliffe Phase 8 was submitted by Rogers Surveying, Inc., c/o David Baalman. Phase 8 consists of 39 lots and 12 tracts on 113.98 acres. The plat is generally located at 8026 Bob Olson Parkway and is zoned Residential, Low (RL). The smallest lot is 11,170 square feet, the largest lot is 32,376 square feet and the average lot size is 16,093 square feet. The Preliminary Plat of Southcliffe was approved by the Hearing Examiner on November 27, 2012. 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 approval and plat signatures, the plat can be recorded and lots sold to individual owners.		
<u>Alternatives</u> The applicant has met the applicable standards; no alternatives were reviewed nor recommended.		
<u>Fiscal Impact</u> None		
<u>Attachments:</u> 1. Final Plat		

LEGAL DESCRIPTION:

THAT PORTION OF THE SOUTH HALF OF THE NORTHWEST QUARTER AND THE NORTH HALF OF THE SOUTHWEST QUARTER OF SECTION 8 & NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST QUARTER CORNER OF SAID SECTION 8; THENCE NORTH 02°22'34" WEST ALONG THE WEST LINE OF SAID NORTHWEST QUARTER A DISTANCE OF 240.43 FEET, MORE OR LESS, TO THE SOUTHERLY RIGHT OF WAY LINE OF THE KENNEWICK IRRIGATION DISTRICT (K.I.D.) MAIN CANAL, SAID RIGHT OF WAY LINE BEING 100.00 FEET SOUTHERLY AND PARALLEL WITH THE CENTERLINE OF SAID K.I.D. MAIN CANAL; THENCE ALONG SAID SOUTHERLY RIGHT OF WAY LINE THE FOLLOWING COURSES: SOUTH 86°10'07" EAST 80.02 FEET TO THE BEGINNING OF A CURVE CONVEGE TO THE SOUTHWEST HAVING A RADIUS OF 1332.40 FEET; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 52°40'00" A DISTANCE OF 123.85 FEET; THENCE SOUTH 79°41'07" EAST A DISTANCE OF 50.40 FEET TO THE BEGINNING OF A CURVE CONVEGE TO THE SOUTHWEST HAVING A RADIUS OF 1332.40 FEET; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 71°00'00" A DISTANCE OF 167.05 FEET; THENCE SOUTH 72°50'07" EAST A DISTANCE OF 306.45 FEET; THENCE SOUTH 72°50'07" EAST A DISTANCE OF 427.54 FEET; THENCE SOUTHERLY RIGHT OF WAY, SOUTH 77°01'00" WEST A DISTANCE OF 180.37 FEET; THENCE SOUTH 62°30'08" WEST A DISTANCE OF 217.45 FEET; THENCE SOUTH 20°57'40" WEST A DISTANCE OF 147.23 FEET; THENCE NORTH 83°01'08" WEST A DISTANCE OF 138.50 FEET; THENCE SOUTH 82°34'30" WEST A DISTANCE OF 411.89 FEET; THENCE SOUTH 10°53'00" EAST A DISTANCE OF 61.88 FEET TO AN ANGLE POINT ON THE NORTHERLY BOUNDARY OF THE PLAT OF SOUTHLIFFE PHASE 3 AS RECORDED IN VOLUME 15 OF PLATS AT PAGE 567; UNDER AUDITOR'S FILE NUMBER 2017-025451; THENCE CONTINUING ALONG THE WESTERLY BOUNDARY OF SAID PHASE 3 THE FOLLOWING COURSES: SOUTH 30°16'13" WEST A DISTANCE OF 160.15 FEET; THENCE SOUTH 14°47'58" WEST A DISTANCE OF 283.82 FEET; THENCE NORTH 01°03'37" EAST A DISTANCE OF 42.32 FEET TO A POINT WHICH IS ALSO THE NORTHEAST CORNER OF LOT 8 PLAT OF SOUTHLIFFE PHASE 4 AS RECORDED IN VOLUME 15 OF PLATS AT PAGE 612; UNDER AUDITOR'S FILE NUMBER 2018-028609; THENCE ALONG THE EASTERLY AND NORTHERLY LINES OF SAID PHASE 5 THE FOLLOWING COURSES: NORTH 31°52'37" WEST A DISTANCE OF 58.19 FEET TO THE NORTHEAST CORNER OF SAID LOT 1; THENCE NORTH 86°40'07" WEST A DISTANCE OF 108.13 FEET; THENCE NORTH 03°19'53" WEST A DISTANCE OF 60.11 FEET; THENCE SOUTH 86°40'07" WEST A DISTANCE OF 38.16 FEET; THENCE SOUTH 03°19'53" WEST A DISTANCE OF 145.43 FEET; THENCE SOUTH 77°02'58" WEST A DISTANCE OF 6.68 FEET TO THE BEGINNING OF A NON TANGENT CURVE CONVEGE TO THE NORTH HAVING A RADIUS OF 180.00 FEET, AND FROM WHICH POINT THE CHORD BEARS NORTH 87°02'58" WEST A DISTANCE OF 86.29 FEET; THENCE WESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 27°44'15" A DISTANCE OF 87.14 FEET; THENCE NORTH 75°10'08" WEST A DISTANCE OF 39.82 FEET TO THE INTERSECTION OF THE CENTERLINE OF SAID PHASE 5 WITH THE WEST LINE OF SAID SOUTHWEST QUARTER; THENCE LEAVING SAID NORTHERLY LINE, NORTH 00°22'16" WEST ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 516.15 FEET, MORE OR LESS, TO THE POINT OF BEGINNING AND THE END OF THIS DESCRIPTION.

TOGETHER WITH ALL THAT PART OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF SECTION 8, TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON, LYING SOUTHWESTERLY OF THE PLAT OF SOUTHLIFFE PHASE 3, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NUMBER 2017-025451, RECORDS OF BENTON COUNTY, WASHINGTON.

ALSO TOGETHER WITH LOT 1, SHORT PLAT 3622, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NUMBER 2018-028609, RECORDS OF BENTON COUNTY, WASHINGTON, EXCEPT THAT PORTION THEREOF LYING WITHIN THE PLAT OF SOUTHLIFFE PHASE 3, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NUMBER 2017-025451, RECORDS OF BENTON COUNTY, WASHINGTON.

TOGETHER WITH THAT CANAL RIGHT OF WAY VACATED BY DEED RECORDED UNDER AUDITOR'S FILE NUMBER 2025-007864, RECORDS OF BENTON COUNTY, WASHINGTON.

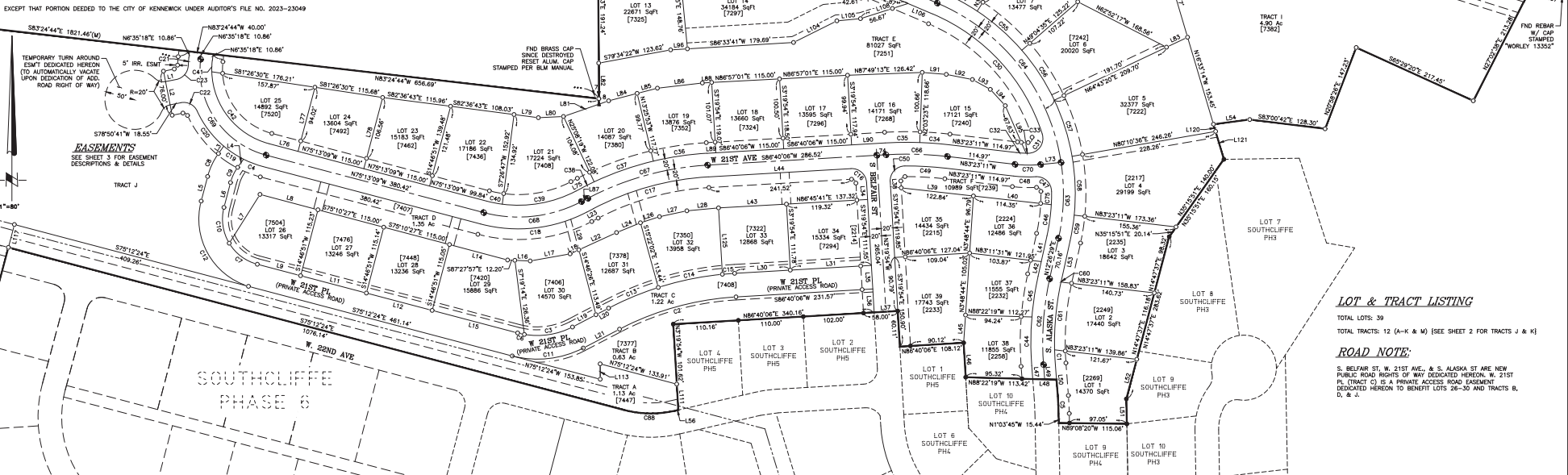
AND EXCEPT THAT PORTION THEREOF LYING WITHIN THE PLAT OF SOUTHLIFFE PHASE 6, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NUMBER 2022-008236, RECORDS OF BENTON COUNTY, WASHINGTON.

ALSO KNOWN AS CORRESED PARCEL 1 PER SURVEY 5799 RECORDED UNDER AUDITOR'S FILE NO. 2023-2358

EXCEPT THAT PORTION DEED TO THE CITY OF KENNEWICK UNDER AUDITOR'S FILE NO. 2023-2358

PLAT OF SOUTHLIFFE PHASE 8

PORTION OF THE W1/2 OF SECTION 8 & A PORTION OF THE SE 1/4 OF SECTION 7 TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN CITY OF KENNEWICK, BENTON COUNTY, WASHINGTON



LOT & TRACT LISTING

TOTAL LOTS: 39
TOTAL TRACTS: 12 (A-K & M) [SEE SHEET 2 FOR TRACTS J & K]

ROAD NOTE:

S. BELFAR ST. W. 21ST AVE., & S. ALASKA ST. ARE NEW PUBLIC ROAD RIGHTS OF WAY DEDICATED HEREON. W. 21ST PL. TRACT (C) IS A PRIVATE ACCESS ROAD EASEMENT DEDICATED HEREON TO BENEFIT LOTS 28-30 AND TRACTS B, D, & J.

SURVEYOR'S NOTES:

1. BASIS OF BEARINGS: GRID US STATE PLANE NAD83/2011 WASHINGTON ZONE. BASED ON RTK GNSS OBSERVATIONS.
2. 0 = SET 3/8" BRASS CAP IN CONCRETE IN MONUMENT STAMPED "41028"
3. 0 = SET 5/8" REBAR W/ ORANGE PLASTIC CAP MONUMENTED "R3 BALMAIN 41028"
4. 0 = FOUND 1/8" REBAR W/ ORANGE PLASTIC CAP STAMPED "TPB 41028" PER THE PLAT OF SOUTHLIFFE PHASE 5 AND PHASE 3, OR MONUMENT AS NOTED.
5. (R1) = RECORD PER PLAT OF SOUTHLIFFE PHASE 5 (V15 PG. 567)
6. (R2) = RECORD PER PLAT OF SOUTHLIFFE PHASE 3 (V15 PG. 567)
6. AT THE TIME OF RECORDING OF THIS PLAT, SIDEWALKS HAVE NOT BEEN BUILT, THE EDGES OF THE STREET RIGHTS OF WAY FALL IN THE FUTURE SIDEWALK WHICH WILL DESTROY LOT CORNER MONUMENTS IF SET IN THEIR NORMAL LOCATION. LOT CORNERS HAVE NOT BEEN SET AT THE BACK OF THE SIDEWALK & UTILITY EASEMENT ON THE SIDEWALKS IN THE FUTURE OR AS NOTED.
7. MONUMENTS VISITED MARCH 26, 2025.

SURVEYOR'S CERTIFICATION

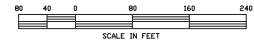
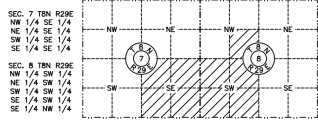
I, DAVID P. BALMAIN, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF WASHINGTON, (REG. #1028) HEREBY CERTIFY THAT THIS PLAT CORRECTLY REPRESENTS A SURVEY CONDUCTED UNDER MY DIRECT SUPERVISION, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN TRUE AND CORRECT THEREON, AND THAT MONUMENTS HAVE BEEN SET AND LOT CORNERS STAKED ON THE GROUND AS SHOWN ON THE MAP.



DAVID P. BALMAIN

DATE

SECTION INDEX



RSI ROGERS SURVEYING INC., P.C.
1400 COLUMBIA PARK TRAIL
SEASIDE, WA 98138
PHONE (206) 788-4141
FAX (206) 788-8888
www.rogerssurveying.com

SURVEYOR'S NARRATIVE:

THE RIGHT OF WAY OF THE KENNEWICK IRRIGATION DISTRICT CANAL WAS COMPUTED BASED ON RIGHT OF WAY AGREEMENTS PROVIDED BY THE DISTRICT. BY HOLDING THE DIMENSIONS SHOWN ON THE DISTRICT MAP, THE RIGHT OF WAY MATCHES THE FOUND 1/2" REBAR ON THE NORTH RIGHT OF WAY MARION, AND SUBSTANTIALLY MATCHES THE FOUND 5/8" REBAR (WOLFEY 13352) ON THE SOUTH RIGHT OF WAY MARION TO THE EAST. GARY WAGNER'S SHORT PLAT 2439 SHOWS ESTABLISHING MONUMENTS ALONG THE NORTH RIGHT OF WAY MARION OF THE CANAL. WE WERE UNABLE TO FIND ANY MONUMENTS FOR THIS SURVEY, AND A SEARCH OF OUR INTERNAL RECORDS, FINDS NO FIELD NOTES OR DATA FROM THEIR ESTABLISHMENT. BASED ON THE STREET MONUMENTS IN SHORT PLAT 2439 AND TIES TO THE SECTION CORNERS, WAGNER'S POSITION FOR THE NORTHERLY CANAL RIGHT OF WAY MARION FALLS OVER 1' NORTHERLY OF THE LOCATION DETERMINED BY THE METHOD DESCRIBED ABOVE. AS WAGNER'S POSITIONS DON'T APPEAR TO BE MONUMENTED, AND OUR SOLUTION AGREES WITH MONUMENTS ON EACH SIDE OF THE CANAL, WE HAVE OPTED TO IGNORE WAGNER'S POSITION FOR THE RIGHT OF WAY AND HOLD THE LOCATION DESCRIBED ABOVE. KID ASSISTS FEE OWNERSHIP OF THEIR MAIN CANAL RIGHT OF WAY IN THIS AREA.

AUDITOR'S CERTIFICATE:

FILED FOR RECORD THIS _____ DAY OF _____, 20____, A.D., AT _____ MINUTES PAST _____ M. AND RECORDED IN VOLUME _____ OF PLATS, PAGE _____, AT THE REQUEST OF _____

BENTON COUNTY AUDITOR _____ FEE NUMBER _____

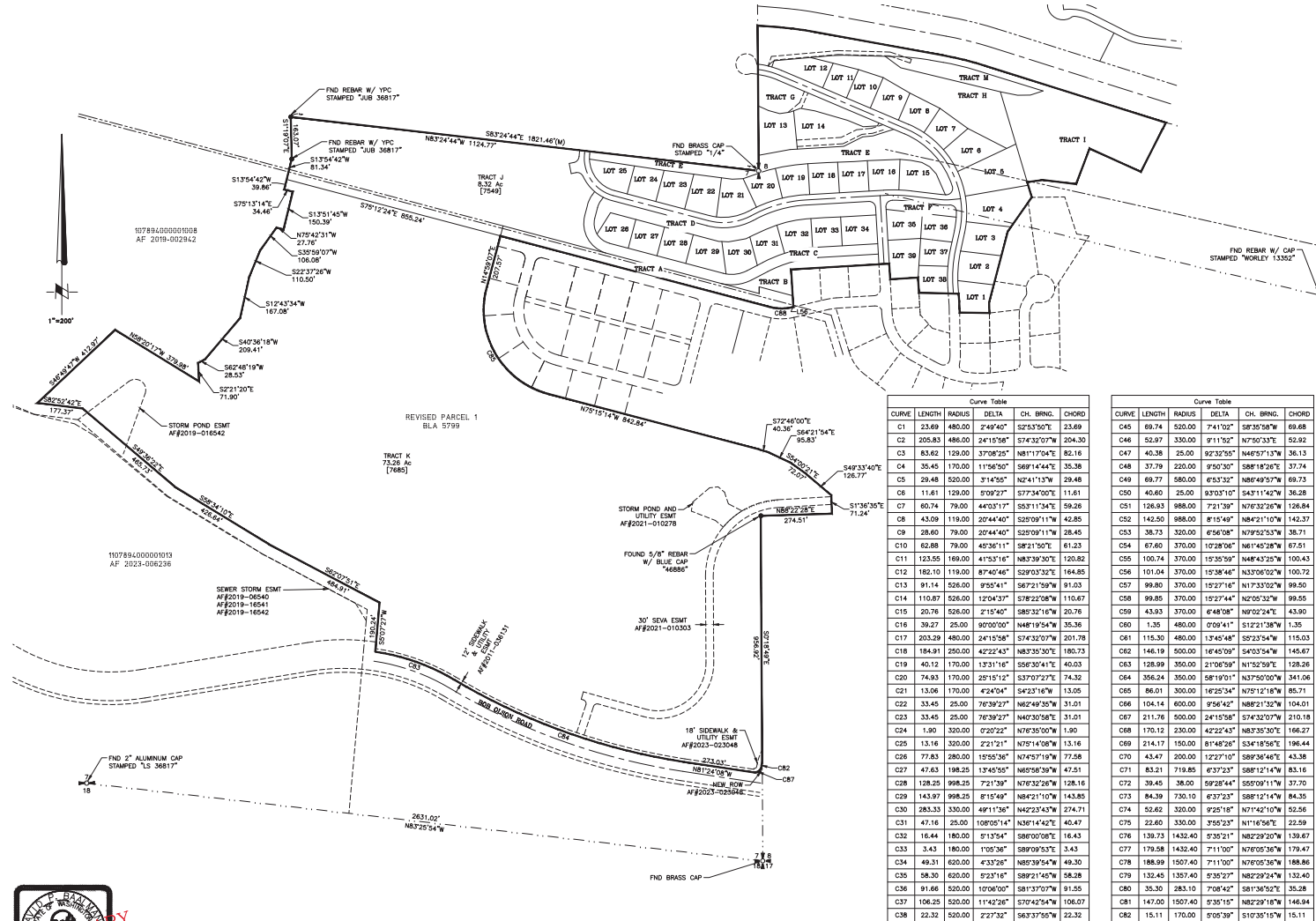
BY DEPUTY _____

37822-PLAT2.DWG

SHEET 1 OF 4

PLAT OF SOUTHCLIFFE PHASE 8

PORTION OF THE W1/2 OF SECTION 8 & A PORTION OF THE SE 1/4 OF
SECTION 7 TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN
CITY OF KENNEWICK, BENTON COUNTY, WASHINGTON



CURVE	LENGTH	RADIUS	DELTA	CH. BEING	CHORD
C1	23.69	480.00	2°49'40"	S7°53'50"W	23.69
C2	205.83	480.00	2°41'59"	S7°43'07"W	204.30
C3	83.62	129.00	37°08'25"	N81°17'04"E	82.16
C4	35.45	170.00	11°56'50"	S68°14'44"E	35.38
C5	29.48	520.00	3°14'50"	N2°41'13"W	29.48
C6	11.61	129.00	5°09'27"	S77°34'00"E	11.61
C7	60.74	79.00	44°03'17"	S53°11'34"E	59.26
C8	43.09	119.00	20°44'40"	S25°09'11"W	42.85
C9	28.60	79.00	20°44'40"	S25°09'11"W	28.45
C10	62.88	79.00	40°36'11"	S82°15'07"E	61.23
C11	123.55	169.00	41°53'16"	N83°39'30"E	120.82
C12	182.10	119.00	87°40'46"	S29°03'32"E	164.85
C13	91.14	526.00	9°55'41"	S67°21'59"W	91.03
C14	110.67	526.00	12°04'37"	S78°22'08"W	110.67
C15	20.76	526.00	2°15'40"	S85°32'16"W	20.76
C16	30.27	25.00	90°00'00"	N48°19'54"W	30.36
C17	203.29	480.00	2°41'59"	S7°43'07"W	201.78
C18	184.91	250.00	42°22'43"	N83°30'30"E	180.73
C19	40.12	170.00	13°31'16"	S56°30'41"E	40.03
C20	74.93	170.00	20°15'12"	S37°07'27"E	74.32
C21	13.06	170.00	4°24'04"	S42°31'46"E	13.05
C22	33.45	25.00	76°39'27"	N62°48'58"W	31.01
C23	33.45	25.00	76°39'27"	N40°30'58"E	31.01
C24	1.90	320.00	0°20'22"	N79°35'00"W	1.90
C25	13.16	320.00	2°21'21"	N79°14'08"W	13.16
C26	77.83	280.00	15°55'56"	N74°57'19"W	77.58
C27	47.63	198.25	13°45'55"	N65°58'39"E	47.51
C28	128.29	998.25	7°21'39"	N76°32'26"E	128.16
C29	143.97	998.25	8°15'49"	N84°21'10"W	143.85
C30	283.33	330.00	49°11'36"	N42°23'43"W	274.71
C31	47.18	25.00	108°00'14"	N36°14'42"E	40.47
C32	18.44	180.00	0°13'54"	S80°07'50"E	18.43
C33	3.43	180.00	1°05'36"	S89°09'53"E	3.43
C34	49.31	620.00	0°33'26"	N89°39'54"W	49.30
C35	58.30	620.00	0°23'18"	S89°21'45"W	58.28
C36	91.66	520.00	1°06'00"	S81°37'07"W	91.55
C37	106.25	520.00	1°14'28"	S70°42'54"W	106.07
C38	23.32	520.00	2°27'32"	S63°37'50"W	23.32
C39	128.44	210.00	35°02'39"	N79°55'28"E	126.45
C40	26.88	210.00	7°20'04"	S75°31'17"E	26.86
C41	19.01	130.00	8°22'42"	S27°54'56"W	18.99
C42	166.60	130.00	7°25'44"	S38°30'17"E	155.44
C43	52.40	48.25	62°13'20"	S53°45'53"W	49.86
C44	82.30	520.00	9°04'07"	S07°13'33"W	82.22

CURVE	LENGTH	RADIUS	DELTA	CH. BEING	CHORD
C45	69.74	520.00	7°41'00"	S9°35'58"W	69.68
C46	52.97	330.00	7°11'30"	N79°50'37"E	52.92
C47	40.38	25.00	92°32'50"	N46°57'13"W	36.13
C48	37.79	220.00	9°50'30"	S88°18'26"E	37.74
C49	69.77	580.00	6°53'32"	N86°49'57"W	69.73
C50	40.60	25.00	83°03'10"	S43°11'42"W	36.28
C51	126.93	988.00	7°21'39"	N76°32'26"W	126.84
C52	142.50	988.00	8°15'49"	N84°21'10"W	142.37
C53	38.73	320.00	6°56'08"	N79°52'53"W	38.71
C54	67.60	370.00	10°28'06"	N61°45'28"W	67.51
C55	100.74	370.00	15°35'59"	N48°43'25"W	100.43
C56	101.04	370.00	15°38'46"	N33°06'02"W	100.72
C57	99.80	370.00	15°27'16"	N17°33'02"W	99.50
C58	99.85	370.00	15°27'44"	N2°05'32"W	99.55
C59	43.93	370.00	6°48'08"	N9°02'24"E	43.90
C60	1.35	480.00	0°09'41"	S12°21'38"W	1.35
C61	115.30	480.00	1°34'48"	S9°23'54"W	115.03
C62	146.19	500.00	16°45'09"	S4°03'54"W	145.67
C63	128.99	350.00	21°06'59"	N1°52'58"E	128.26
C64	356.24	350.00	58°19'01"	N37°50'00"W	341.06
C65	86.01	300.00	16°25'34"	N78°12'18"W	85.71
C66	104.14	600.00	9°56'42"	N88°21'32"E	104.01
C67	211.76	500.00	24°15'58"	S74°32'07"W	210.18
C68	170.12	230.00	42°22'43"	N83°35'30"E	166.27
C69	214.17	150.00	81°48'26"	S34°18'56"E	196.44
C70	43.47	200.00	12°27'10"	S89°36'46"E	43.38
C71	83.21	719.85	6°37'23"	S88°12'14"W	83.16
C72	39.45	38.00	59°28'44"	S58°09'11"W	37.70
C73	84.39	730.10	6°37'23"	S88°12'14"W	84.35
C74	52.62	320.00	9°25'18"	N7°42'10"W	52.56
C75	22.60	330.00	7°50'23"	N1°45'07"E	22.59
C76	139.73	1432.40	0°35'21"	N82°29'20"W	139.67
C77	179.58	1432.40	0°35'21"	N76°05'36"W	179.47
C78	188.99	1507.40	7°11'00"	N76°05'36"W	188.86
C79	132.45	1357.40	9°35'27"	N82°29'24"W	132.40
C80	35.30	283.10	7°08'42"	S81°36'52"E	35.28
C81	147.00	1507.40	0°35'15"	N82°29'18"W	146.94
C82	15.11	170.00	5°05'39"	S10°35'15"W	15.11
C83	325.85	831.00	22°28'07"	N70°29'56"W	323.77
C84	951.60	2463.00	22°08'12"	S70°20'02"E	945.70
C85	527.62	335.00	90°14'23"	S3°08'02"E	474.75
C86	170.18	1357.40	7°11'00"	N76°05'36"W	170.07
C87	39.51	25.00	90°33'05"	N53°18'58"E	35.53
C88	87.18	180.00	27°45'03"	S89°04'56"E	86.33

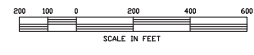
LINE	DIRECTION	LENGTH
L1	S78°50'41"W	18.55
L2	S11°09'18"E	40.00
L3	N30°31'32"E	15.55
L4	N30°31'32"E	16.97
L5	N1°44'51"E	42.99
L6	N1°44'51"E	43.46
L7	N32°13'31"E	97.57
L8	N79°10'23"E	101.39
L9	N79°13'09"W	75.71
L10	S1°44'51"W	46.93
L11	N79°13'09"W	115.00
L12	N1°03'45"W	42.32
L13	N1°44'51"W	47.11
L14	S79°10'23"E	101.70
L15	N79°13'09"W	149.57
L16	S87°23'27"E	25.97
L17	N79°54'41"E	68.43
L18	N69°22'08"E	16.28
L19	S62°24'08"W	24.08
L20	S62°24'08"W	24.08
L21	S62°24'08"W	69.14
L22	S62°24'08"W	70.22
L23	N62°24'08"E	12.17
L24	N67°42'15"E	43.67
L25	N83°20'56"W	2.83
L26	N70°05'58"E	33.86
L27	N78°06'04"E	47.27
L28	N84°42'05"E	53.68
L29	S14°46'26"E	58.32
L30	S89°40'06"W	84.26
L31	S89°40'06"W	137.32
L32	S71°19'54"E	53.54
L33	N89°29'04"W	33.47
L34	S71°19'54"E	28.75
L35	S71°19'54"E	40.70
L36	S71°19'54"E	39.33
L37	N89°40'06"E	8.01
L38	S71°19'54"E	4.61
L39	N83°36'58"W	141.10
L40	N83°36'58"W	132.38

LINE	DIRECTION	LENGTH
L41	N1°22'39"E	44.94
L42	N1°22'39"E	25.21
L43	N86°45'41"E	115.00
L44	S86°45'41"E	241.52
L45	N3°48'44"E	47.06
L46	S3°19'54"E	58.19
L47	N4°18'41"W	22.83
L48	S88°22'19"E	40.22
L49	N4°18'41"W	25.01
L50	N4°18'41"W	55.13
L51	N1°03'45"W	42.32
L52	N1°47'37"E	69.12
L53	N1°22'39"E	70.16
L54	S82°37'18"E	61.91
L55	S77°02'33"E	5.74
L56	S87°23'27"E	25.97
L57	S89°40'06"W	50.17
L58	S89°40'06"W	44.19
L59	S89°40'06"W	28.30
L60	S72°03'15"E	51.89
L61	N78°41'43"E	47.62
L62	N53°28'45"W	74.40
L63	N79°54'41"E	90.54
L64	S23°00'29"W	103.75
L65	N66°59'31"W	100.07
L66	N75°56'11"W	101.30
L67	S23°00'29"W	119.50
L68	N66°59'31"W	99.80
L69	N71°54'58"W	100.17
L70	S23°00'29"W	128.10
L71	N66°59'31"W	118.26
L72	N69°51'51"W	42.44
L73	S89°40'06"W	34.65
L74	S89°40'06"W	15.44
L75	S62°24'08"W	12.17
L76	N79°13'09"W	50.58
L77	S14°46'11"E	112.02
L78	S14°46'11"E	124.56
L79	S82°36'43"E	41.63
L80	N87°25'00"E	42.35
L81	N7°47'22"E	80.90
L82	S72°23'27"E	60.24



DATE _____

RSI ROGERS SURVEYING INC. P.S.
1465 OLIVERIA PARK ROAD
BELLINGHAM, WA 98226
PHONE (360) 735-4441
FAX (360) 785-8844
www.rogerssurveying.com



37623-PLAT2.DWG

SHEET 2 OF 4

PLAT OF SOUTHCLIFFE PHASE 8

PORTION OF THE W 1/2 OF SECTION 8 & A PORTION OF THE SE 1/4 OF
SECTION 7 TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN
CITY OF KENNEWICK, BENTON COUNTY, WASHINGTON

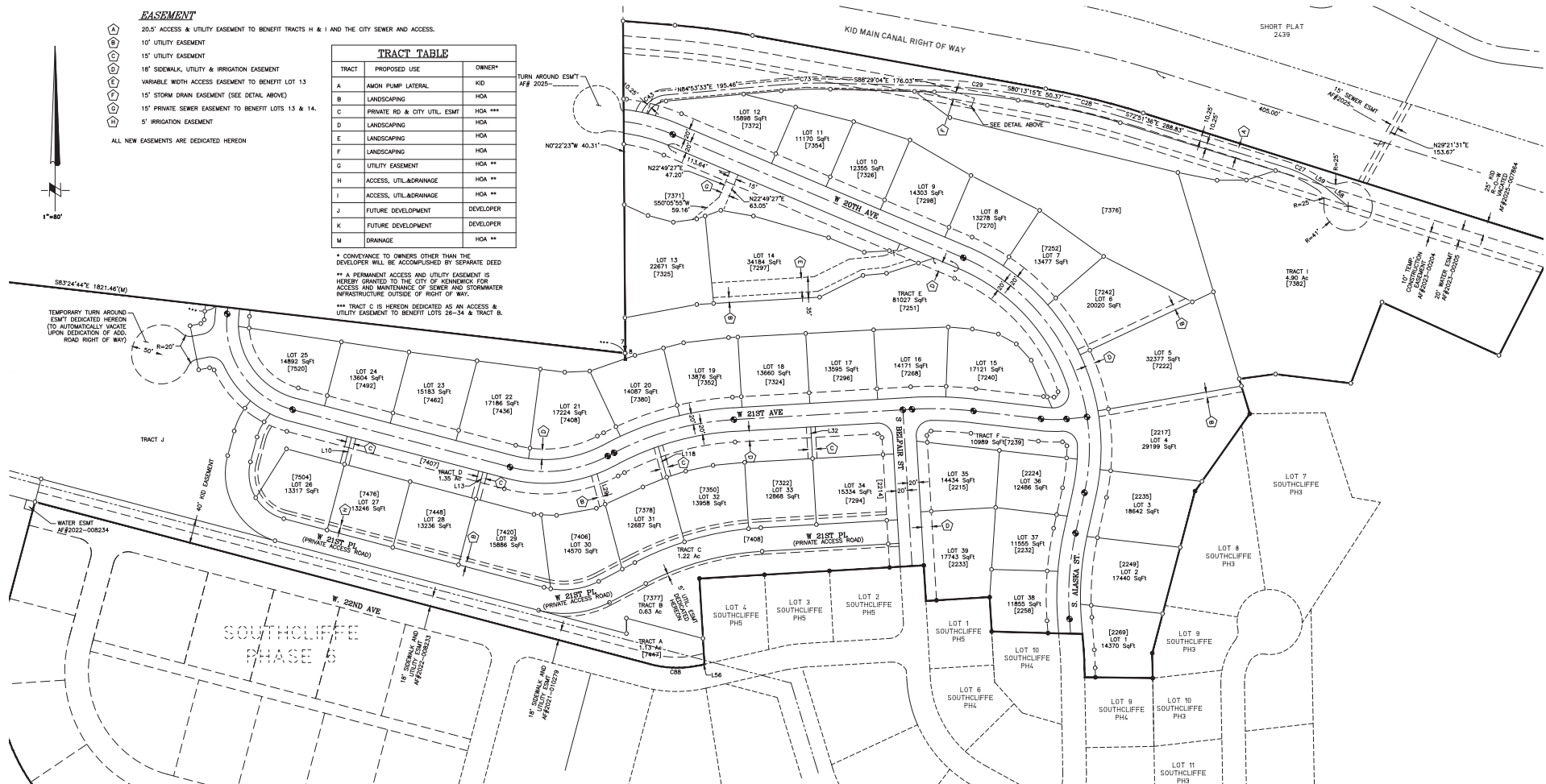
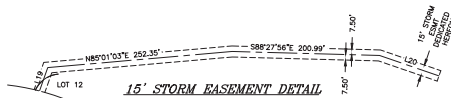
EASEMENT

- (1) 20.5' ACCESS & UTILITY EASEMENT TO BENEFIT TRACTS H & I AND THE CITY SEWER AND ACCESS.
- (2) 10' UTILITY EASEMENT
- (3) 15' UTILITY EASEMENT
- (4) 15' SIDEWALK, UTILITY & IRRIGATION EASEMENT
- (5) VARIABLE WIDTH ACCESS EASEMENT TO BENEFIT LOT 13
- (6) 15' STORM DRAIN EASEMENT (SEE DETAIL ABOVE)
- (7) 15' PRIVATE SEWER EASEMENT TO BENEFIT LOTS 13 & 14.
- (8) 5' IRRIGATION EASEMENT

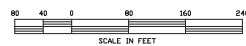
ALL NEW EASEMENTS ARE DEDICATED HEREON

TRACT	PROPOSED USE	OWNER*
A	AMON PUMP LATERAL	KID
B	LANDSCAPING	HDA
C	PRIVATE RD & CITY UTIL. ESMT	HDA ***
D	LANDSCAPING	HDA
E	LANDSCAPING	HDA
F	LANDSCAPING	HDA
G	UTILITY EASEMENT	HDA **
H	ACCESS, UTILADRAINAGE	HDA **
I	ACCESS, UTILADRAINAGE	HDA **
J	FUTURE DEVELOPMENT	DEVELOPER
K	FUTURE DEVELOPMENT	DEVELOPER
M	DRAINAGE	HDA **

* CONVEYANCE TO OWNERS OTHER THAN THE DEVELOPER WILL BE ACCOMPLISHED BY SEPARATE DEED
 ** A PERMANENT ACCESS AND UTILITY EASEMENT IS HEREBY GRANTED TO THE CITY OF KENNEWICK FOR ACCESS AND MAINTENANCE OF SEWER AND STORMWATER INFRASTRUCTURE OUTSIDE OF RIGHT OF WAY.
 *** TRACT C IS HEREBY DEDICATED AS AN ACCESS & UTILITY EASEMENT TO BENEFIT LOTS 26-34 & TRACT E.



DATE _____



RSI ROBERTS
 SURVEYING INC., P.C.
 2400 COLUMBIA PARK TRAIL
 BELLINGHAM, WA 98206
 PHONE (360) 788-3141
 FAX (360) 788-3604
 www.robertssurveying.com

37822-PLAT2.DWG

SHEET 3 OF 4

THE UTILITY EASEMENTS SHOWN HEREON ARE HEREBY APPROVED BY THE UTILITIES OF WASHINGTON.

BENTON COUNTY P.U.D. NO. 1	TITLE	DATE
----------------------------	-------	------

CASCADE NATURAL GAS CORP.	TITLE	DATE
---------------------------	-------	------

CHARTER COMMUNICATIONS	TITLE	DATE
------------------------	-------	------

THE PLAT IS HEREBY APPROVED BY AND FOR THE CITY OF KENNEWICK, BENTON COUNTY, WASHINGTON.
SUB-2024-0010

SIGNATURE, CITY OF KENNEWICK PLAT ADMINISTRATOR _____ DATE _____

SIGNATURE, KENNEBICK CITY ENGINEER _____ DATE _____

SIGNATURE, MAYOR, CITY OF KENNEWICK _____ DATE _____

CITY CLERK, CITY OF KENNEWICK DATE

I HEREBY CERTIFY THAT THE TAXES ON THE LAND DESCRIBED HEREON HAVE BEEN PAID TO AND INCLUDING THE YEAR 20____. PARCEL NUMBER: 1-0789-402-0003-000

BENTON COUNTY TREASURER _____ DATE _____

_____ BENTON COUNTY ASSESSOR _____ DATE _____

I HEREBY CERTIFY THAT THE PROPERTY DESCRIBED HEREON IS LOCATED WITHIN THE BOUNDARIES OF THE KENNEWICK IRRIGATION DISTRICT BUT THAT THIS PROPERTY IS NOT CLASSIFIED AS IRRIGABLE LAND AND IS NOT ENTITLED TO IRRIGATION WATER UNDER THE EXISTING OPERATING RULES AND REGULATIONS OF THIS DISTRICT. I FURTHER CERTIFY THAT THE IRRIGATION EASEMENTS SHOWN ON SAID PLAT ARE ADEQUATE TO SERVE ALL LOTS SHOWN HEREON PER THE REQUIREMENTS OF RCW 58.17.310.

KENNEWICK IRRIGATION DISTRICT _____ DATE _____

1. THIS PROPERTY IS LOCATED WITHIN THE BOUNDARIES OF THE KENNEWICK IRRIGATION DISTRICT AND IN THE IMMEDIATE VICINITY OF IRRIGATION INFRASTRUCTURE. PLEASE REFER TO WWW.KID.ORG FOR FURTHER INFORMATION.

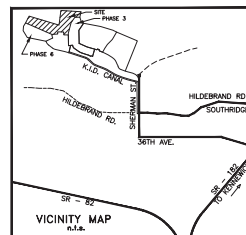
1. ADDRESSES [SHOWN IN BRACKETS] ARE SUBJECT TO CHANGE. ZIP CODE: 99338.

2. THE CITY OF KENNEWICK IS NOT RESPONSIBLE FOR THE MAINTENANCE OR REPAIR OF THE PRIVATE ALLEY EASEMENT OR ANY STORM DRAIN STRUCTURES OR PIPING THEREIN.

3. ALL PERMITTED STRUCTURES SHALL REQUIRE A GEOTECH REPORT STATING THE SOIL BEARING CAPACITY EITHER AS A PART OF A MASS REPORT ADDRESSING ALL THE PARCEL IN THIS PHASE OR AS INDIVIDUAL GEOTECH REPORTS FOR EACH INDIVIDUAL LOT. THE GEOTECH REPORT SHALL BE REQUIRED PRIOR TO THE APPROVAL OF THE FOOTING INSPECTION.

4. ALL RESIDENTIAL STRUCTURES CONSTRUCTED IN THIS SOUTHLIFFE PHASE B PLAT WILL HAVE AT A MINIMUM NFPA 13D FIRE SPRINKLERS INSTALLED. DFM ELLIS 07-05-2022

5. THE CITY IS NOT RESPONSIBLE FOR THE MAINTENANCE OF THE STORM POND OR PIPE NETWORK OUTSIDE THE PUBLIC RIGHT OF WAY, THE CITY SHALL HAVE THE RIGHT TO ACCESS, AND INSPECT STORM POND AND INFRASTRUCTURE OUTSIDE OF THE RIGHT OF WAY.



KNOW ALL PERSONS BY THESE PRESENTS THAT BAUDER-YOUNG PROPERTIES, LLC, A WASHINGTON LIMITED LIABILITY COMPANY, ARE THE OWNERS OF THE LAND SHOWN ON THE PLAT OF SOUTHLIFFE, PHASE 7, HEREBY DECLARE SAID PLAT AND DEDICATE TO THE PUBLIC, FOR THE USE OF THE PUBLIC FOREVER, ALL EASEMENTS AND RIGHT OF WAYS AS SHOWN HEREON.

TERRI HASH, PARTNER
BAUDER-YOUNG PROPERTIES, LLC,
A WASHINGTON LIMITED LIABILITY CO.

GRANT YOUNG, PARTNER
BAUDER-YOUNG PROPERTIES, LLC,
A WASHINGTON LIMITED LIABILITY CO.

STATE OF WASHINGTON
COUNTY OF BENTON i S.S.

THIS IS TO CERTIFY ON THIS _____ DAY OF _____, 20____, A.D. PERSONALLY APPEARED BEFORE ME TERRI HASH, PARTNER OF BALDER-YOUNG PROPERTIES, LLC, A WASHINGTON LIMITED LIABILITY COMPANY, TO ME KNOWN TO BE THE INDIVIDUAL IN AND WHO SIGNED THE ABOVE "OWNER'S CERTIFICATE", AND ACKNOWLEDGED TO ME THAT SHE SIGNED THE SAME AS HER VOLUNTARY ACT AND DEED. IN WITNESS THEREOF, I HAVE SET MY HAND AND OFFICIAL SEAL THE DAY AND YEAR FIRST ABOVE WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT:

MY COMMISSION EXPIRES:

NOTARY STAMP (BLACK INK ONLY)

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF _____

ON _____ BEFORE ME, _____ PERSONALLY
APPEARED GRANT YOUNG, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO THE
PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT
HE EXECUTED THE SAME IN HIS AUTHORIZED CAPACITY, AND THAT BY HIS SIGNATURE ON THE INSTRUMENT
THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE
INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL

SIGNATURE _____

NOTARY STAMP (BLACK INK ONLY)



DATE _____

PLAT OF
SOUTHCLIFFE PHASE 8
PORTION OF THE W1/2 OF SECTION 8 & A PORTION OF THE SE 1/4 OF
SECTION 7 TOWNSHIP 8 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN
CITY OF KENNEWICK, BENTON COUNTY, WASHINGTON

RSI **ROGERS**
SURVEYING INC., P.S.
1455 COLUMBIA PARK TRAIL
RICHLAND, WA. 99352
PHONE (509) 783-4141
FAX: (509) 783-8994
www.rsisurveying.com

37622-PLAT2.DWG

SHEET 4 OF 4

Council Agenda Coversheet	Item Number: 4.g. Date: 7/1/2025 Item Type: Contract/Agreement/Lease	Category: Consent Agenda
	Subject: Contract: OpenCounter Software Contract Award Department: Parks & Recreation	

Recommendation

Staff recommends awarding contract to Accela for OpenCounter software in the amount of \$125,992.12 and authorize the City Manager to execute the contract.

Motion for Consideration

Motion to award Contract to Accela for OpenCounter software in the amount of \$125,992.12 and authorize the City Manager to execute the contract.

Summary

The Recreation Division through the Events Team contract and process over 110 events and tournaments a year. The impact from these events and tournaments bring in millions of dollars to our local Kennewick community.

The Recreation Division is requesting approval to implement OpenCounter, a modern municipal event management and permitting software designed to significantly improve efficiency for both City staff and the public. OpenCounter offers an intuitive, interactive experience for customers planning events by guiding them through the application process based on their specific needs. Users can select event sites directly from a map, receive a comprehensive fee breakdown, pay all permitting fees, and upload nearly all required documentation including insurance requirements, and run of show within the platform. In addition, this platform provides the customer with a holistic view of all requirements to host a special event or tournament in the City of Kennewick.

For staff, OpenCounter provides a centralized system to manage events, communicate with applicants, and maintain internal notes, greatly streamlining current practices. Currently, event management relies on a combination of email, spreadsheets, and limited internal software, which presents significant challenges in training, coordination, and consistency. In contrast, OpenCounter is user-friendly, requiring only a few hours of staff training. OpenCounter will also serve as the hub for all event-related permits, including those submitted to OneStop (City of Kennewick Customer Service) for events not held in a City park or park facility, for example, a street parade or block party.

Staff estimate that implementing OpenCounter will result in the ability to onboard additional events and tournaments, becoming cost-neutral by year two of implementation. Given its operational impact and customer service improvements, this software implementation was identified as the number one priority for the Recreation Division to address the growing event and tournament demands.

During a June 3rd, 2025 Council meeting, City Council approved a Spring Budget adjustment in the amount of \$91,654. The total cost of OpenCounter Software is \$125,992.12. This represents a three (3) year service contract with the following cost breakdown:

Onboarding	\$26,246.72
Year 1: 2025	\$32,703.41
Year 2: 2026	\$32,703.41
Year 3: 2027	\$34,338.58 <i>Note that year 3 falls into the 2027/2028 biennium</i>
Total	\$125,992.12

Alternatives

The alternative is to deny approval; this alternative is not recommended.

Fiscal Impact

K1571210.536001 Software Supplies \$125,992.12

Attachments:

1. Agreement

GOVERNMENT - PRICE QUOTATION

ACCELA GOVERNMENT AT CARAHSOFT



11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM



TO: Brandon Lange
Recreation Manager
City of Kennewick
P.O. Box 6108
Kennewick, WA 99336-0108 USA

FROM: Jazmine Fitts
Carahsoft Technology Corp.
11493 Sunset Hills Road
Reston, Virginia 20190

EMAIL: Brandon.lange@ci.kennewick.wa.us

EMAIL: Jazmine.Fitts@carahsoft.com

PHONE: (509) 585-4279

PHONE: (571) 662-3147

TERMS: Contract Number: 05116
NASPO Master Contract Number: AR2472
Contract Term: 07/17/2017 to 09/15/2026
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 30 (On Approved Credit)
Sales Tax May Apply

QUOTE NO: 54889621
QUOTE DATE: 03/21/2025
QUOTE EXPIRES: 07/15/2025
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$125,992.12
TOTAL QUOTE: \$125,992.12

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
YEAR 1						
1	SS-55-PRO-000-00-700-491	OpenCounter Event Professionals-Annual Accela Inc - SS-55-PRO-000-00-700 Start Date: 07/01/2025 End Date: 06/30/2026		\$29,028.87	COOP 1	\$29,028.87
2	AS-00-PYM-SPE-00-700-491	OpenCounter Payments - Spreedly-Annual Accela Inc - AS-00-PYM-SPE-00-700 Start Date: 07/01/2025 End Date: 06/30/2026		\$3,674.54	COOP 1	\$3,674.54
YEAR 1 SUBTOTAL:						\$32,703.41
YEAR 2						
3	SS-55-PRO-000-00-700R1-491	OpenCounter Event Professionals (1st Renewal)-Annual Accela Inc - SS-55-PRO-000-00-700R1 Start Date: 07/01/2026 End Date: 06/30/2027		\$29,028.87	COOP 1	\$29,028.87
4	AS-00-PYM-SPE-00-700R1-491	OpenCounter Payments - Spreedly (1st Renewal)-Annual Accela Inc - AS-00-PYM-SPE-00-700R1 Start Date: 07/01/2026 End Date: 06/30/2027		\$3,674.54	COOP 1	\$3,674.54
YEAR 2 SUBTOTAL:						\$32,703.41
YEAR 3						
5	SS-55-PRO-000-00-700R2-491	OpenCounter Event Professionals (2nd Renewal)-Annual Accela Inc - SS-55-PRO-000-00-700R2 Start Date: 07/01/2027 End Date: 06/30/2028		\$30,480.31	COOP 1	\$30,480.31
6	AS-00-PYM-SPE-00-700R2-491	OpenCounter Payments - Spreedly (2nd Renewal)-Annual Accela Inc - AS-00-PYM-SPE-00-700R2 Start Date: 07/01/2027 End Date: 06/30/2028		\$3,858.27	COOP 1	\$3,858.27
YEAR 3 SUBTOTAL:						\$34,338.58

GOVERNMENT - PRICE QUOTATION

ACCELA GOVERNMENT AT CARAHSOFT



11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM



LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
SERVICES						
7	AR2472-CAR001-101	Custom Professional Services. Scoped Milestone. SOW Required. Carahsoft Technology Corporation - AR2472-CAR001-101		\$26,246.72	COOP 1	\$26,246.72
SERVICES SUBTOTAL:						\$26,246.72
SUBTOTAL:						\$125,992.12
TOTAL PRICE:						\$125,992.12
TOTAL QUOTE:						\$125,992.12

2 year pre-payment NET30

All use of the Accela services specified in this document shall be governed by the Accela Subscription Services and Support Agreement under NASPO contract number: AR2472 at [accela.com/terms](https://www.accela.com/terms). By placing an order, customer accepts and agrees to be bound by the Accela Terms

Statement of Work

Kennewick, WA

3/18/2025

Version 1.1

Accela, Inc.
2633 Camino Ramon
Suite 120
San Ramon, CA 94583
Tel: 925-659-3200

Carahsoft Technology Corp.
11493 Sunset Hills Road
1 Suite 100
Reston, VA 20190
Tel: 703-871-8500

TABLE OF CONTENTS

TABLE OF CONTENTS	2
DOCUMENT CONTROL	3
INTRODUCTION	4
SCOPE OF SERVICES	4
WORK DESCRIPTION	4
OUT OF SCOPE	5
ADMINISTRATION	9
PROJECT TIMELINE	9
PROJECTS PUT ON HOLD	9
PAYMENT TERMS	ERROR! BOOKMARK NOT DEFINED.
EXPENSES	ERROR! BOOKMARK NOT DEFINED.
CONTRACT SUM	9
CHANGE ORDERS	ERROR! BOOKMARK NOT DEFINED.
EXPIRATION	ERROR! BOOKMARK NOT DEFINED.
DISCLAIMERS	10
ASSUMPTIONS	10
SIGNATURES	12

DOCUMENT CONTROL

Date	Author	Version	Change Reference
2/11/2025	MG	1.0	Initial SOW
3/18/2025	MG	1.1	Price Adjustment

INTRODUCTION

This Statement of Work ("SOW") dated as of the last date of signature below sets forth the scope and definition of the project-based professional services (collectively, the "Professional Services") to be provided by Accela, Inc. through Carahsoft Technology Corp for Kennewick ,WA ("Customer").

The products and services contained herein shall be governed by NASPO Cloud Solutions -WA : 05116 ("Agreement").

Notwithstanding anything to the contrary, the OpenCounter product license is priced based on the Customer's citizen population being served and any renewals of such product shall be based on the then current citizen population at such time and as a recent acquisition, OpenCounter has not been included in Accela's SOCII current audit reports, however Accela has implemented substantially similar controls governing such product."

In the event of a conflict between the SOW and the Agreement, the terms of the SOW shall prevail as to pricing, delivery dates, and description of the applicable Professional Services but will not prevail over, modify, or terminate any surviving provision of the Agreement. This SOW is effective as of the date that the SOW was last signed by the Customer and Carahsoft ("SOW Effective Date").

Notwithstanding anything to the contrary, Accela is not assigning or licensing any intellectual property to Customer under this SOW.

SCOPE OF SERVICES

The deployment of OpenCounter meets the following objectives for Customer:

- Enabling Special Event applications to happen online in a self-service environment
- Enable online staff application review and permit issuance

The specific objectives for this statement of work are:

- Enabling Special Event permitting and license discovery to happen online in a self-service environment

- Create online applications for a Special Events Permit process.
- Create an online application staff review workflow and permit issuance workflow.
- Assist the Customer to launch and market the Portal to the community.
- Identify and train administrators

WORK DESCRIPTION

OpenCounter's Professional Services Team will implement the OpenCounter software by reviewing the existing Special Events process as provided by staff and as represented in the municipal code and other official documents.

STAFFING AND ROLES

ACCELA

- Project Manager
 - Primary point of contact from project start to project approval
 - Responsible for understanding regulations, setting up the Application, guiding testing sessions, and obtaining approvals

CUSTOMER

CUSTOMER IS EXPECTED TO PROVIDE THE FOLLOWING ROLES; MULTIPLE ROLES MAY BE FILLED BY THE SAME INDIVIDUAL:

- Executive Sponsor
 - Aligns project vision with Customer's strategy and allocates resources
- Project Coordinator
 - Primary point of contact and coordinates requests
- Subject Matter Expert: Special Events
 - Responsible for user testing and approval of content
- Press and Adoption Lead
 - Marketing of resource

SCOPE OF WORK

Deliverables: Special Events Professionals Portal and five online applications.

Phase	Description	Deliverable	Duration
Onboarding	Setup project management tools; Send and review data request with relevant subject matter experts; Introduce project teams and roles;	Customer to submit complete and accurate data in a format that can be used by the Accela team.	2-3 weeks

	Review project schedule with customer and place online.		
Milestone: Data Request Completed Data request is complete and Accela team can begin implementation.			
Online application(s) setup	Digitization of paper forms, conversion of digital applications to OpenCounter.		6 weeks
Guide Page Setup	Use requirement scoping list provided by Customer to set up requirement information and application instructions;		2 weeks
Testing	Customer tests the Special Events portal and Application . Customer will provide feedback. OpenCounter resolves issues and delivers modifications; Customers will have at least 2 in person testing sessions and an individual testing window of 2-3 weeks. Additional testing time and resources may be added at the discretion of OpenCounter's Services Manager and will extend the duration. See section 4.2: Additional Professional Services.	Documentation of configuration, sources used, assumptions made, and open questions for staff to resolve during testing.	4 weeks
Workflow Setup	Setup of review groups, reviewers, admin-only fields needed for processing, and issued assets.	Events Portal	3 weeks
Milestone: Implementation Complete This milestone signifies that all the work listed above has been completed, that staff are able to integrate the resource into their workflow.			
Online Training	Overview of admin tools, including dashboard, projects view, and inquiry processing		2 weeks
Pre-Launch	Preparation of launch materials, including print collateral, digital assets.		3 weeks
Milestone: Launch of site to the public Portal is made available to the public.			

Additional Professional Services which could require a Change Order

The following tasks will incur an additional Professional Services cost:

- **Public Data Request for Permits:** If the customer is unable or unwilling to fill out the Permits Data Request in a timely manner.
- **Complex Requirements Conditions:** If setting up the rules engine for requirements involves complex scenarios (e.g., overlay geometries, more than three layers of logic, or unclear conditions).
- **Complex Fee Calculations:** This includes development impact fees, fees based on use codes or business license use codes, and any fees requiring a use crosswalk or geolocation-based fees.
- **Complex Fee Conditions:** If setting up the rules engine for fees involves complex scenarios similar to requirement conditions (e.g., overlay geometries or more than three layers of logic).
- **Requirement Testing Agendas:** If testing requires the creation of agendas to engage the customer in the testing process.
- **Leftover Implementation Work:** Any work or requirements identified after the initial implementation has been completed.

Additional Optional Services

Service	Description	Duration	Included?
Payments	Collecting and processing payments through OpenCounter using stripe or other payment processor.	2-3 weeks	Yes
Translations	Translation of applicant-facing content to other languages using industry-specialized services. If included occurs after Implementation Approval.	2-3 weeks	Yes
SSO	Setup of admin users to access OpenCounter from your existing login system (e.g. Active Directory).	4 weeks	Yes

ACCEPTANCE CRITERIA FOR PRODUCTION-READY DELIVERABLES

Testing

- **Site documentation and review:** Accela will review how the site has been set up, including

any assumptions and discrepancies in order to ensure that testing is starting from a mutually agreed upon baseline.

- **Guided testing sessions:** After reviewing the documentation with staff, Accela will host 3-4 guided testing sessions with staff to review conditions and functionality.
- **Individual testing sessions:** After guided testing sessions are complete, Accela will make the site available in testing mode for staff to review in their own time. Staff are encouraged to do additional testing and to log all feedback to a shared template. All feedback must be accompanied by documentation specified by the Accela team in order to be appropriately addressed. All individual testing must be completed within ten (10) business days after the last group testing session. Accela will resolve all requests within the following ten (10) business days of feedback from staff. At the end of this period, staff must provide either written approval or steps required to gain approval.

Acceptance Criteria / Approval

- **Milestone Approval:** After testing is completed and all feedback resolved, Accela will request written approval of that milestone. This milestone indicates that no major issues within that phase will block or delay launch. Additional changes requested after this milestone will be resolved after the site is launched.

PROJECT MANAGEMENT APPROACH

- Project Management
 - Accela will assign one (1) dedicated project/implementation manager to this engagement.
- Communication Plan
 - Status meetings will occur weekly or bi-weekly and include members of the core project team. Accela uses Basecamp for asynchronous communication and Zoom for virtual meetings.
- Weekly updates will be provided by the Project Manager online.

OUT OF SCOPE

The following services are out-of-scope for this implementation phase:

- Existing uses, variances or amendments to existing applications *
- Advanced zoning rules, such as landmark, point-based restrictions, and visualization of development standards*
- Permits or processes that are not relevant for the target audience of the portal.*
- Automated mapping updates
- Feature requests from Customer that did not exist in the product at the time of contract execution.

*If necessary, these items can be discussed with Carahsoft/Accela to define additional professional services cost.

The above section “Scope of Work” define the scope of this engagement. Any changes to the scope during the project require the explicit approval of Accela. Changes must be documented and may affect the cost of work.

ADMINISTRATION

PROJECT TIMELINE

The project is estimated to take 5-7 months. The projected start date for the Project is forty-five (45) calendar days after mutual acceptance and signature of this SOW.

Notwithstanding anything to the contrary, upon completion of the work defined in this SOW, this SOW will expire.

PROJECTS PUT ON HOLD

It is understood that sometimes Customer priorities are revised requiring the Customer to place the Accela implementation on hold. The Customer must send a formal written request to Carahsoft/Accela to put the project on hold. Delays of two (2) weeks or more that have a tangible impact to Accela’s resource plan are subject to Change Order.

If an Customer-based delay puts the project on hold for more than 90 days, Carahsoft/Accela reserves the right to terminate the SOW and negotiate new terms. If an Customer-based delay puts the project on hold past the termination period, Carahsoft/Accela reserves the right to terminate the SOW at the time of the delay. After that time, Carahsoft/Accela can choose to cancel the rest of the SOW. To finish the project will require a new SOW at new pricing at the standard rates.

PAYMENT TERMS

Accela will perform the Professional Services for a Fixed-Fee price based on the information available at the time of signing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW. Payment will be invoiced upon SOW execution.

EXPENSES

There is no provision for travel expenses or travel time in this SOW because Customer does not need any onsite resources. Travel to the Customer will not be conducted unless a Change Order, inclusive of travel expense terms and conditions, is signed prior to travel commencing to cover the cost of the travel.

CONTRACT SUM

The total amount payable under this SOW, is \$26,246.72.

The estimated fees for this SOW are predicated on the timely completion of Project milestones. However, should completion of milestones slip due to actions or inactions of Customer, and should this slippage

result in material effort to Accela in excess of the hours provided for in this document, Accela will produce a Change Order for additional hours in support of the scope and deliverables contained herein. Any Change Order will need to be approved by Carahsoft, Customer, and Accela. Change Orders will need to be approved within three (3) business days of delivery to avoid a halt of work on the Project.

CHANGE ORDERS

In order to make a change to the scope of the Professional Services in this SOW, and subject to the Disclaimers below, Customer must submit a written request to Carahsoft/Accela specifying the proposed changes in detail. Carahsoft will submit to Customer an estimate of the charges and the anticipated changes in the delivery schedule that will result from the proposed change in the Change Order, based on the standard rate for Accela resources of \$262.47 per hour. Accela will continue performing the Professional Services in accordance with the SOW until the parties agree in writing on the change in scope of work, scheduling, and fees. If Accela's effort changes, such as changes to the baseline schedule, roles, responsibilities, assumptions, or scope, or if additional support hours are required, a Change Order will be created that details these changes and impact to project and cost (if any). Any Change Order must be agreed to by Carahsoft, Accela, and Customer prior to commencing any activities defined in the Change Order.

EXPIRATION

The scope and terms of this SOW must be executed within sixty (60) calendar days of the date of this SOW. If the SOW is not executed within that timeframe, the current scope and terms can be renegotiated.

DISCLAIMERS

Carahsoft/Accela makes no warranties in respect of its Professional Services described in this SOW except as set out in the Agreement. Any configuration of or modification to the Product that can be consistently supported by Accela via APIs, does not require direct database changes and is capable of being tested and maintained by Accela will be considered a "Supported Modification". Accela's obligations and warranties in respect of its Professional Services, Products, and maintenance and support, as set out the agreement between Accela and Customer, does not extend outside the Supported Modifications or to any Customer manipulation of implemented scripts, reports, integrations and adaptors.

In the event Customer requires significant work beyond the scope of the included configuration and onboarding services, Accela may request that Customer separately engages Accela's Professional Services organization to complete the out-of-scope services. In such instance, a separate proposal and statement of work for the additional services will be drawn up and agreed between the parties.

ASSUMPTIONS

- Customer will ensure that Accela resources have access to a Dev or Test version of the 3rd party system for integration development. All integrations will be developed against one (1) agreed upon version of the 3rd party system. Additionally, Customer will ensure Accela resources have access to a Production environment of the 3rd party system.
- Execution of contract before work can commence.
- Kick-off meeting occurs 2-3 weeks after contract execution.

- Timely response to data requests (late submission can delay project timeline).
 - Usage of OpenCounter template to provide matrix of permitted land uses and base zones
 - Cartography is available either via REST endpoint or shapefiles.
- Staff availability for recurring check-in meetings and for testing sessions as defined at the kick-off meeting.
- The project schedule will be maintained by Accela project manager with Customer input.

SIGNATURES

This SOW is agreed to by the parties and made effective upon the date of last signature. If undated by Customer, the effective date will be as of the Carahsoft signature hereto.

Carahsoft

Authorized Signature

Name – Type or Print

Title

Date

City of Kennewick

Authorized Signature

Name – Type or Print

Title

Date

Council Agenda Coversheet 	Item Number: 4.h. Item Type: Contract/Agreement/Lease Subject: Grant: Authorizing Supplement 1 to Fund the Columbia Center Blvd. Widening Project's Right-of-Way Phase Department: Public Works Project #: P2403	Category: Consent Agenda
Recommendation Staff recommends City Council authorize the Mayor to sign the Local Agency Agreement Supplement with Washington State Dept. of Transportation for obligating Right-of-Way (ROW) funds for the Columbia Center Blvd. Widening Project. Motion for Consideration Motion to authorize the Mayor to sign the agreement as presented. Summary Staff was successful in acquiring a federal grant through the Surface Transportation Block Group (STBG) program for planning, preliminary engineering and purchase of right-of-way for widening Columbia Center Blvd from Deschutes Ave to Quinault Ave. The proposed improvements (PHASE 3 per attached map) include adding a third lane for both north-bound and south-bound through-traffic, upgrading the signals at both Okanogan and Grandridge Blvd, improving traffic channelization, adding retaining walls, improving lighting, and improving pedestrian movement. In preparation for this work, the Deschutes Ave intersection (PHASE 1) was reconstructed last year with the help of both federal and state funding. The Quinault Ave intersection (PHASE 2) is currently under construction with anticipated completion this September. A significant part of the planning phase for the Columbia Center Blvd Widening project will be outreach to the local businesses that will be impacted by this project. The original Local Agency Agreement obligating STBG funds for the design phase for this project was approved at the Dec. 19, 2023 Council Meeting. Supplemental Agreement 1, attached, will be used for right-of-way appraisals and property acquisition. Alternatives None recommended. Fiscal Impact Urban Arterial Street Fund: \$310,500 Federal Match: \$1,989,500		
Attachments: 1. Agreement 2. Map		



Agency City of Kennewick		Supplement Number 1
Project Number STBGUL-3409(008)	Agreement Number LA10800	ALN. 20.205 - Highway Planning and Construction

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

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

Project Description

Name Columbia Center Boulevard Widening (Deschutes to Quinalt)

Length 0.75 Miles

Termini Quinalt Avenue to Deschutes Avenue

Description of Work ✓ No Change

No Change.

Reason for Supplement

Right of Way

Indirect Cost Rate ✓ Yes ☐ No

Project Agreement End Date 12/31/27

Advertisement Date N/A

Type of Work		Estimate of Funding				
		(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 86.5 %	a. Agency	25,000.00		25,000.00	3,375.00	21,625.00
	b. Other Consultant	744,000.00		744,000.00	100,440.00	643,560.00
Federal Aid Participation Ratio(s) for PE	c. Other			0.00		
	d. State Services	1,000.00		1,000.00	135.00	865.00
	e. Total PE Cost Estimate	770,000.00	0.00	770,000.00	103,950.00	666,050.00
Right of Way 86.5 %	f. Agency		49,000.00	49,000.00	6,615.00	42,385.00
	g. Other Consultant		120,000.00	120,000.00	16,200.00	103,800.00
Federal Aid Participation Ratio(s) for RW	h. Other Acquisition		2,130,000.00	2,130,000.00	287,550.00	1,842,450.00
	i. State Services		1,000.00	1,000.00	135.00	865.00
	j. Total R/W Cost Estimate	0.00	2,300,000.00	2,300,000.00	310,500.00	1,989,500.00
Construction %	k. Contract			0.00		
	l. Other			0.00		
Federal Aid Participation Ratio(s) for CN	m. Other			0.00		
	n. Other			0.00		
	o. Agency			0.00		
	p. State Services			0.00		
	q. Total CN Cost Estimate	0.00	0.00	0.00	0.00	0.00
	r. Total Project Cost Estimate	770,000.00	2,300,000.00	3,070,000.00	414,450.00	2,655,550.00

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

Agency Official

By
Title Mayor, City of Kennewick
Agency Date

Washington State Department of Transportation

By
Director, Local Programs
Date Executed

Agency City of Kennewick		Supplement Number 1
Project Number STBGUL-3409(008)	Agreement Number LA10800	ALN 20.205 - Highway Planning and Construction

VI. Payment and Partial Reimbursement

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

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

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

VII. Audit of Federal Consultant Contracts

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

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

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

IX. Payment of Billing

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

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

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

VIII. Single Audit Act

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

XVII. Assurances

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

Instructions

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

Columbia Center Blvd Widening:

Quinault Ave to Deschutes Ave

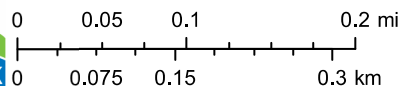


February 25, 2019

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

1 inch = 600 feet

1:7,200



StreetName

StructureBridge

Phase 1

Phase 2

Phase 3



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

Council Agenda Coversheet	Item Number: 4.i. Date: 7/1/2025 Item Type: Contract/Agreement/Lease	Category: Consent Agenda
	Subject: License Agreement: Right-of-Way Frontage Improvements at 7715 West Quinault Ave by TRICITY HOTEL CORP Department: Public Works Permit #: LAGR-2025-0001	
<u>Recommendation</u> Staff recommends Council authorize the City Manager to sign the License Agreement for 7715 West Quinault Avenue with the TRICITY HOTEL CORP for installation of a retaining wall, landscaping and irrigation in a portion of unused right-of-way. <u>Motion for Consideration</u> Motion to authorize the City Manager to sign the License Agreement for 7715 West Quinault Ave. with the TRICITY HOTEL CORP. <u>Summary</u> The applicant owns property at 7715 West Quinault Avenue and desires to install a retaining wall, landscaping, and irrigation in a portion of unused right-of-way of W Quinault Ave for the purpose of improving the property's frontage. This work is in conjunction with the construction of a new Holiday Inn Express Hotel. The License Agreement notifies the applicant that the City may take back this area at any time in the future, with no compensation to the applicant. Staff recommends granting the License Agreement. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> None.		
Attachments: 1. Agreement 2. Map		

After Recording Return to:
City Clerk's Office
PO Box 6108
Kennewick WA 99336

LICENSE AGREEMENT

Tax Parcel ID #: 1-3199-1BP-6141-002
Location: 7715 W. Quinault Ave.

For and in consideration of the mutual covenants contained herein, the undersigned, CITY OF KENNEWICK (hereinafter referred to as "City" or "Licensor"), and TRICITY HOTEL CORP, (hereinafter referred to as the "Licensee"), hereby agree as follows:

1. The City hereby grants to the Licensee a license for the following described real property:

A STRIP OF LAND OF LAND 23.50 FEET IN WIDTH LOCATED WITHIN THE RIGHT-OF-WAY OF WEST QUINAULT AVENUE, SITUATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 9 NORTH, RANGE 29 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 2, RECORD OF SURVEY NO. 6141 FOR BINDING SITE PLAN, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2025-007685, RECORDS OF SAID COUNTY AND STATE, SAID CORNER BEING LOCATED ON THE SOUTH RIGHT-OF-WAY MARGIN OF SAID WEST QUINAULT AVENUE AND THE TRUE POINT OF BEGINNING; THENCE ALONG SAID SOUTH RIGHT-OF-WAY MARGIN NORTH 89°41'12" WEST 21.15 FEET; THENCE LEAVING SAID SOUTH RIGHT-OF-WAY MARGIN NORTH 00°18'48" EAST 23.50 FEET; THENCE SOUTH 89°41'12" EAST 278.08 FEET; THENCE SOUTH 00°18'48" WEST 23.50 FEET TO A POINT ON SAID SOUTH RIGHT-OF-WAY MARGIN; THENCE ALONG SAID SOUTH RIGHT-OF-WAY MARGIN NORTH 89°41'12" WEST 256.92 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINS 6,535 SQUARE FEET.

2. This license is granted to allow the Licensee, at his/her request, to use the property solely for the installation and maintenance of landscaping, irrigation and a retaining wall (RETAINING WALL LOCATION DETERMINED BY APPROVED CIVIL PLANS FOR HOLIDAY INN EXPRESS), (hereinafter referred to as "improvements").

3. The private non-structural improvements may be installed in that portion of the public right of way described above in Section 1, subject to inspection and approval by the City. The improvements shall not encroach on the existing roadways, sidewalks, or other public infrastructure; or obstruct access to public facilities.
4. In the event of any change to the Licensee's property, the Licensee will bring the improvements into compliance with applicable City standards, conditions or requirements within sixty (60) days after written notice by the City. Should the City need to enter into the improved property to protect the public health, safety or welfare, any damage done by the City to improvements made under this license shall be at the sole responsibility of the Licensee.
5. The Licensee shall maintain the improvements to the property in a safe and well cared for condition. The Licensee shall maintain the improvements per the approved plans, unless otherwise directed or approved in writing by the City. The Licensee shall make any modifications to the improvements directed by the City within sixty (60) days written notice by the City. The Licensee shall be solely responsible for all costs associated with the maintenance of, and for any City approved or directed modifications of the improvements located on the property.
6. Use of public rights-of-way is considered temporary in nature and may not be used to lessen or abrogate any City code requirements.
7. This License Agreement may be assigned by the Licensee, subject to the prior written approval of the City Manager.
8. The parties acknowledge that a License Agreement is a limited permission to occupy property, and Licensee's rights are limited to only those expressly provided in this Agreement. The parties acknowledge that this License Agreement may be revoked at any time upon sixty (60) days written notice to the Licensee by the City Manager. At the end of the 60 days, Licensee will have an additional 30 days to remove all improvements made in the property at the sole cost and expense of the Licensee. Licensee agrees to remove all improvements and restore the property in accordance to City standards, conditions and requirements. Should the Licensee fail to remove the improvements and restore the property to the City's satisfaction, the City may have the improvements removed at the cost of the Licensee. Licensee agrees that upon notice of the costs of removal of the improvements and restoration of the property, and their refusal to reimburse the City, the City may file a lien against their property (adjacent to the licensed property) for the removal and restoration costs.
9. The Licensee has paid the City a one-time administrative fee of \$700.00, which covers City processing costs and recording fees.
10. In exchange for the granting of this License Agreement, the Licensee shall:
 - a. Defend, hold harmless and indemnify the City of Kennewick by providing proof of insurance in the amount of one million dollars (\$1,000,000) in the form of a

certificate of an insurance for any and all losses, claims, actions and damages suffered by any persons or entity by reason of or resulting from any negligent, reckless, or intentional act or omission of the Licensee, its agents, employees, invitees, contractors, and any of their sub-contractors in connection with use of the licensed area as defined by Section 1 of this agreement; naming the City of Kennewick as additional insured. Prior to any construction taking place on the property covered by this license, Licensee shall provide the City said certificate of insurance. Licensee's obligation to maintain insurance for the license property is a condition of this License Agreement. If, as a consequence of any such act or omission, any suit or action is brought against the City of Kennewick, the Licensee, upon notice of the commencement thereof, shall defend the City of Kennewick at no cost and expense to the City and promptly satisfy any final judgment adverse to the City. The indemnification provided in this subsection shall survive the expiration or earlier termination of this agreement. After each five (5) years, the City shall evaluate the sufficiency of the policy limit, and may request a higher limit.

11. Any terms, conditions, requirements, determinations, directions, or decisions by the City of Kennewick with respect to the use of the public property made under this License Agreement are final and are not subject to appeal.

DATED this 18th day of June, 2025

CITY OF KENNEWICK

ERIN ERDMAN, City Manager

Approved As To Form:

LISA BEATON, City Attorney

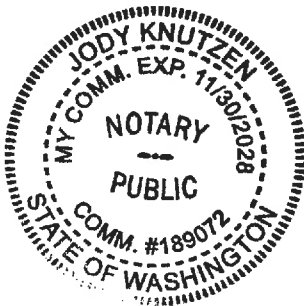
LICENSEE (TRICITY HOTEL CORP)

BY: 
GURBIR SANDHU, PRESIDENT

STATE OF WASHINGTON)
) ss.
 COUNTY OF BENTON)

I certify that on this 18th day of June, 2025, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Gurbir Sandhu, to me known to be the individual who executed the foregoing instrument and acknowledged said instrument to be his free and voluntary act and deed, and on oath stated that he is authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



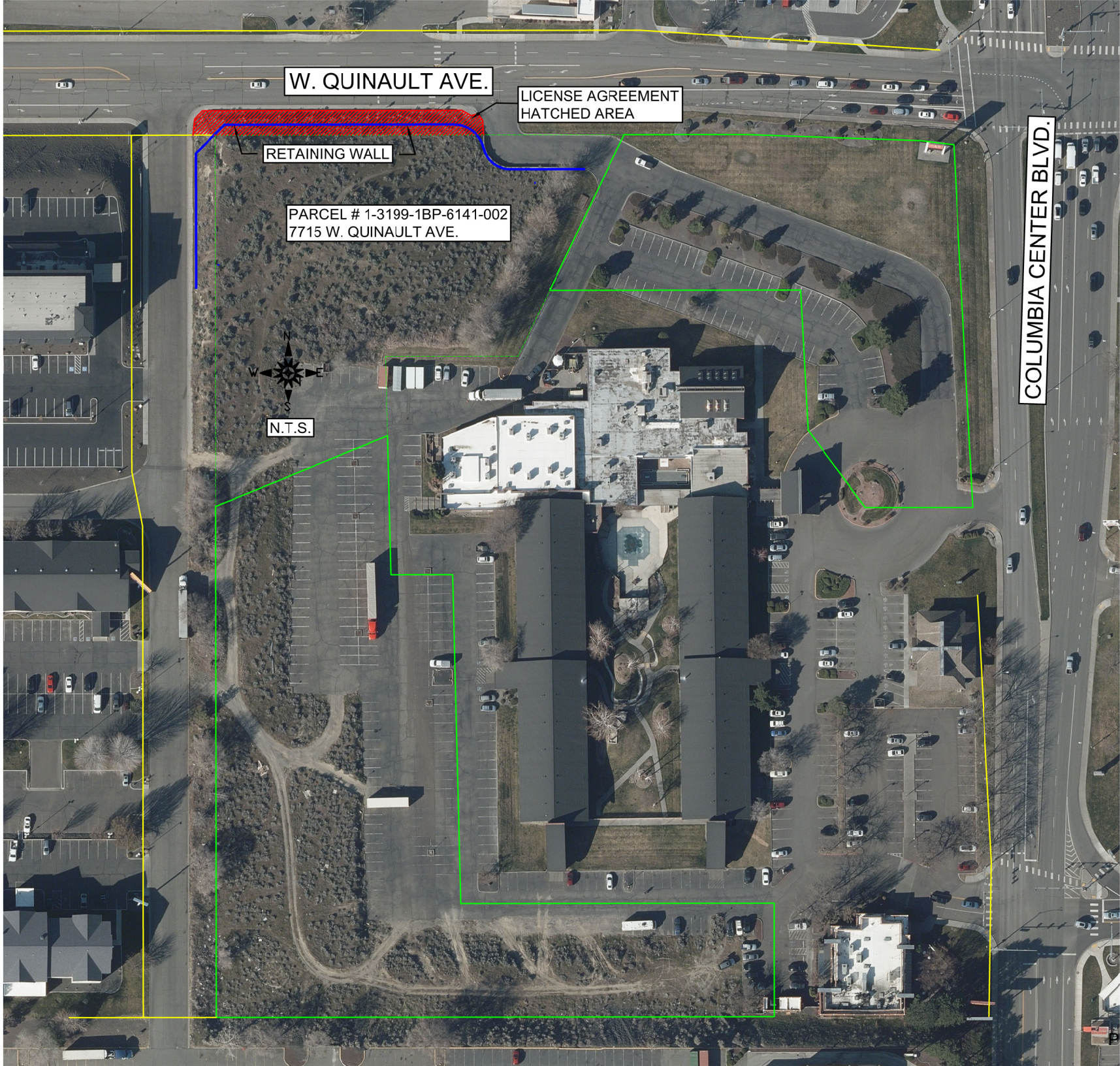
Jody Knutzen
 Notary Public in and for the State of
 Washington residing at Kennewick
 My Commission Expires: 11/30/2028

STATE OF WASHINGTON)
) ss.
 COUNTY OF BENTON)

I certify that on this _____ day of _____, 20____, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared ERIN ERDMAN, to me known to be the City Manager 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 that they are authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

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



W. QUINAULT AVE.

LICENSE AGREEMENT
HATCHED AREA

RETAINING WALL

PARCEL # 1-3199-1BP-6141-002
7715 W. QUINAULT AVE.

N.T.S.

COLUMBIA CENTER BLVD.

Council Agenda Coversheet	Item Number: 4.j. Date: 7/1/2025 Item Type: General Business Item		Category:
	Subject: Cancellation of July 8, 2025, City Council Workshop Department: City Manager Ordinance/Resolution #: Added by Clerk Contract #: Enter # Here if Applicable Project #: Enter # Here if Applicable Permit #: Enter # Here if Applicable		
<u>Recommendation</u> The Council cancel the City Council Workshop meeting on July 8, 2025. <u>Motion for Consideration</u> Motion to cancel the City Council Workshop meeting on July 8, 2025 due to a lack of topics on the agenda. <u>Summary</u> There are no topics on the agenda for the July 8, 2025, meeting. The next regular meeting will be July 15, 2025 and the next workshop meeting will be July 22, 2025. <u>Alternatives</u> None. <u>Fiscal Impact</u> None.			
Attachments: None			

Council Agenda Coversheet 	Item Number: 5.a. Date: 7/1/2025 Item Type: Resolution Subject: Resolution: Three Rivers Convention Center Expansion Funding Department: Finance Resolution #:	Category: Resolution
<u>Recommendation</u> Staff recommends Council approve the resolution as presented. <u>Motion for Consideration</u> Motion to adopt the resolution as presented. <u>Summary</u> Background The Three Rivers Convention Center (TRCC) opened in 2004 and, since that time has generated tourism and a positive economic impact to the City of Kennewick and the Tri-Cities region. Expanding the Three Rivers Convention Center is expected to enhance the current economic benefit of the facility to the community. In 2019, the City of Kennewick entered into a purchase and sale agreement to sell land to a private developer for the purposes of a public private partnership for the construction of the expansion, the construction of a hotel connected with the expansion, and other complimentary mixed-use facilities. On February 22, 2024, the Kennewick Public Facilities District (KPFDD) received authorization from the Washington State Department of Enterprise Services Project Review Committee (PRC) to utilize the General Contractor/Construction Manager (GC/CM) alternate contracting procedure for the Three Rivers Convention Center Expansion Project. Initial City Contribution to TRCC Expansion Project - \$8M At the May 28, 2024, Kennewick City Council Workshop, the KPFDD requested a financial contribution from the City of Kennewick for design work and long-lead mechanical items and early site work for the TRCC expansion. On June 4, 2024, the City Council approved Resolution 24-08, authorizing \$8,063,950 in one-time reserve funds for design and procurement of long-lead items for the TRCC Expansion Project. City of Kennewick Resolution 25-02 Approving Total Project Cost Not to Exceed \$71.3M During the February 18, 2025, Kennewick City Council meeting, the Council approved Resolution 25-02 approving the total project cost for the TRCC Expansion Project not to exceed \$71.3M. The total includes the City of Kennewick providing the KPFDD with \$8,063,950 previously approved by the Kennewick City Council through Resolution No. 24-08 and up to \$12,936,050 to pay or reimburse the payment of the cost of acquiring, constructing, and equipping an expansion of the Three Rivers Convention Center. KPFDD Limited Sales Tax Obligation Improvement and Refunding Bonds, Series 2025 The closing on the KPFDD's Limited Sales Tax Obligation Improvement and Refunding Bonds, Series 2025 occurred on March 26, 2025 and the KPFDD received \$50,303,118.69 in bond funds for the Project Fund and an additional \$209,960 for the cost of issuance to be paid by the District at closing. In April 2025, the KPFDD refunded to the City the original \$3,573,156.72 previously authorized in Resolution No. 24-08 per the City's request that the KPFDD utilize all the bond funds first for the TRCC Expansion Project before seeking contributions from the City of Kennewick. Recommended Resolution Setting Parameters for the City's Contribution Towards the Project In anticipation of future requests for reimbursement from the KPFDD to the City of Kennewick, staff recommends Council approve a resolution setting parameters for the City's contribution towards the cost of acquiring, constructing, and equipping the expansion of the Three Rivers Convention Center. The following parameters are recommended: • The City will begin contributing City funds towards the TRCC Expansion Project as approved in Resolution 25-02 once the KPFDD has expended all the bond proceeds.		

- The City agrees to pay for qualified direct costs, as approved by the City, incurred by the KPFD for the TRCC Expansion Project upon presentment of detailed invoice information.
- The use of contingency on the TRCC Expansion Project must be pre-approved by the City.
- The City has received approval from Benton County to use Rural County Capital Funds in the amount of \$7M for the TRCC Expansion Project and, as such, the use of these funds must be consistent with RCW 82.14.370 and the City will require all invoices or requests for reimbursement from KPFD to acknowledge that the requested use of these funds will comply with RCW 82.14.370.
- The City will confirm that the KPFD has established policies for implementing these requirements, for monitoring the progress of the project, for monitoring the fulfillment of the Parties' responsibilities with respect to applicable bid and prevailing wage law when awarding bids for the project.
- The City will require KPFD to provide the City with, at a minimum, monthly updates outlining the status of the project, including reports detailing all costs.

Alternatives

No alternatives are recommended.

Fiscal Impact

No additional fiscal impact is anticipated beyond what has already been approved by Council in Resolution 25-02 approving the not-to-exceed total project cost.

Attachments:

1. Resolution

CITY OF KENNEWICK
RESOLUTION NO. 25-_____

A RESOLUTION DECLARING THE PARAMETERS FOR THE CITY'S
CONTRIBUTION TOWARDS THE COST OF ACQUIRING, CONSTRUCTING, AND
EQUIPPING THE EXANSION OF THE THREE RIVERS CONVENTION CENTER

WHEREAS, on June 4, 2024 the City Council of the City of Kennewick approved Resolution No. 24-08 providing the Kennewick Public Facilities District (KPFd) with their requested funding of \$4,074,785 to determine a maximum allowable construction cost (MACC) for the expansion of the Three Rivers Convention Center as well as an additional \$3,989,165 for long-lead mechanical items and early site work that was necessary prior to the determination of the MACC in order to complete the project by the summer of 2026; and

WHEREAS, on July 16, 2024 the City Council of the City of Kennewick approved Resolution No. 24-11 declaring the City's intent to reimburse certain related capital expenditures with bond proceeds for the KPFd's Three Rivers Convention Center Expansion Project; and

WHEREAS, on February 18, 2025 the City Council of the City of Kennewick approved Resolution No. 25-02 approving the total cost of the Three Rivers Convention Center Expansion Project not to exceed \$71,300,000, the total included the \$8,063,950 previously approved by City Council in Resolution No. 24-08, and up to \$12,936,050 to pay or reimburse the payment of the cost of acquiring, constructing and equipping an expansion of the Three Rivers Convention Center; and

WHEREAS, Resolution No. 25-02 also acknowledged that the KPFd would issue Project Bonds not to exceed the aggregate principle amount of \$50,300,000; and

WHEREAS, the closing on the Limited Sales Tax Obligation Improvement and Refunding Bonds, Series 2025 occurred on March 26, 2025 and the KPFd received \$50,303,118.69 in bond funds for the Project Fund and an additional \$209,960.00 for the cost of issuance to be paid by the District at closing. In April 2025, the KPFd refunded to the City the original \$3,573,156.72 previously authorized in Resolution No. 24-08 per the City's request that the KPFd utilize all the bond funds first for the Three Rivers Convention Center Expansion Project before seeking contribution from the City of Kennewick; and

WHEREAS, the Three Rivers Convention Center Expansion Project broke ground in the spring of 2025 and in anticipation of future requests for reimbursement by the KPFD to the City of Kennewick, the City Council intends to publicly declare its parameters for the City's contributions to this project moving forward; NOW THEREFORE,

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, that once the City has received notice that the KPFD has expended all the bond proceeds, the City will begin contributing City funds towards the Three Rivers Convention Center Expansion Project; and

BE IT FURTHER RESOLVED, that the City agrees to pay for qualified direct costs, as approved by the City, incurred by the KPFD for the Three Rivers Convention Center Expansion Project upon presentment of detailed invoice information; and

BE IT FURTHER RESOLVED, that the use of contingency on the Three Rivers Convention Center Expansion Project must be preapproved by the City; and

BE IT FURTHER RESOLVED, that the City has received approval from Benton County to use Rural County Capital Funds in the amount of \$7,000,000 for the Three Rivers Convention Center Expansion Project and as such, the use of these funds must be consistent with RCW 82.14.370 and the City will require all invoices or requests for reimbursement from KPFD to acknowledge that the requested use of these funds will comply with RCW 82.14.370; and

BE IT FURTHER RESOLVED, that the City will confirm that KPFD has established policies for implementing these requirements, for monitoring progress of the project, for monitoring the fulfillment of the Parties responsibilities with respect to applicable bid and prevailing wage law when awarding bids for the project described herein; and

BE IT FURTHER RESOLVED, that the City will require KPFD to provide the City at a minimum monthly updates outlining the status of the project, including reports detailing all costs.

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

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL JOHNSTON, City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney