



City Council Regular Meeting Agenda

August 19, 2025 at 6:30 PM

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

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

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

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

HONORS & RECOGNITIONS

- Proclamation: Attendance Awareness Month
- Recognition: Certificate of Municipal Leadership Presented to Councilmember Millbauer

2. VISITORS

A total of thirty minutes is allocated for visitor comments, with each person permitted to speak once for a maximum of three minutes. Visitors are welcome to address any topic, except for: campaigns; ballot measures; candidates running for office; items under public hearing; and quasi-judicial matters. 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: July 15, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.
- Meeting Minutes: July 22, 2025, City Council Workshop**
Motion to approve the minutes as presented.
- Meeting Minutes: August 12, 2025, City Council Workshop**
Motion to approve the minutes as presented.
- Board & Commission Vacancy: Arts Commission Appointment Position 3**
Motion to approve the Interview Committee's recommendation to appoint Thomas Lopez to Position 3 of the Arts Commission with a term expiring March 31, 2029.

- e. **Boards & Commissions: Appointing Michael Garza to the Tourism Promotion Area (TPA) Commission and Lodging Tax Advisory Committee (LTAC) for Terms Expiring August 31, 2026.**
Motion to appoint Michael Garza to Position 2 of the Tourism Promotion Area Commission and Position 3 of the Lodging Tax Advisory Committee with terms expiring August 31, 2027.
- f. **Claims Roster: July 2025**
Motion to approve the Claims Roster for July 2025 in the amount of \$5,606,526.26 comprised of electronic payments and check numbers 320243-320624.
- g. **Claim Roster: Toyota Center Operations and Box Office Accounts**
Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for June 2025 in the amount of \$592,284.58 comprised of check numbers 28395-28454 in the amount of \$106,310.15 and electronic transfers in the amount of \$485,974.43.
- h. **Claims Roster: Columbia Park Golf Course Account**
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for June 2025 in the amount of \$49,063.88 consisting of check numbers 2910-2926 and 321-322 in the amount of \$12,780.94 and electronic transfers in the amount of \$36,282.94.
- i. **Payroll Roster: For the Pay Period Ending 7/15/2025**
Motion to approve the payroll roster for the pay period ending 07/15/2025.
- j. **Payroll Roster: For the Pay Period Ending 07/31/2025**
Motion to approve the payroll roster for the pay period ending 07/31/2025.
- k. **Three Rivers Convention Center Expansion Project: Authorization to Utilize Lot E for Surface Parking**
Motion to authorize the use of Lot E (parcel # 313143) for a surface parking lot.
- l. **Final Plat: Maple Meadows located at 5512 W Metaline Ave; SUB-2025-0007**
Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Maple Meadows, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.
- m. **Contract: 2026-2028 Tri-Cities HOME Consortium Agreement**
Motion to authorize the City Manager to sign the Tri-Cities HOME Consortium Agreement for Program Years 2026-2028.
- n. **Project Acceptance: E 4th & Elm Waterline Replacement (Re-bid) Project**
Motion to accept the work of Sonray Enterprises, LLC for contract P2308-23, E. 4th & Elm Waterline Replacement (Re-bid) Project, in the amount of \$1,196,495.68.
- o. **Project Acceptance: Water Filtration Plant Miscellaneous Upgrades Phase 1 Project**
Motion to accept the work of Industrial Construction of Washington, LLC for contract P2117-23, Water Filtration Plant Miscellaneous Upgrades Phase 1 (Re-Bid) Project, in the amount of \$995,105.76.

p. **Project Acceptance: Water Filtration Plant Miscellaneous Upgrades Phase 2 Project**

Motion to accept the work of Vincent Brothers, LLP for contract P2117-24, Water Filtration Plant Miscellaneous Upgrades Phase 2 Project, in the amount of \$1,501,019.69

q. **Contract: 7th Avenue Corridor & Cherry Blossom Heights Stormwater Alternatives Analyses Project**

Motion to approve the agreement with Aspect Consulting for the two stormwater alternatives analyses (P2510) as presented.

r. **Resolution: Accepting WWTP Phase 2 SRF Additional Funding**

Motion to adopt the resolution as presented and authorize the City Manager to sign DOE's amended funding agreement.

5. ORDINANCES & RESOLUTIONS

- a. Ordinance: Non-Emergency Transport Ambulance Permitting, Amending KMC 9.36.110, 9.36.120 & 9.36.150
- b. Ordinance: Housekeeping Code Updates Pertaining to Domestic Violence Definitions, Amending KMC Sections 10.01.290 and 10.01.300
- c. Resolution: Adopting a Master Fee Schedule
- d. Ordinance: Housekeeping Code Update Docket Pertaining to Citywide Fee Schedules
 - 1) Ordinance: Updating Impact Fees for Parks, Open Spaces, and Recreation Facilities, Amending KMC 3.90.160
 - 2) Ordinance: Updating Small Cell Deployment Fees for Franchise and Small Cell Permits and Amending KMC 4.14.020
 - 3) Ordinance: Updating Fees Relating to Public Works Construction Standards and Amending KMC 5.56.095
 - 4) Ordinance: Updating Licensing Fee Procedures and Requirements, Amending KMC 6.01.070 and 6.01.110
 - 5) Ordinance: Updating Business License Fees and Trade Show Provisions, Amending KMC 6.08.150 and 6.08.250
 - 6) Ordinance: Updating Licensing Fees for Dealers in Used Goods, Amending KMC 6.17.050
 - 7) Ordinance: Updating Peddler License Fees and Requirements, Amending KMC 6.23.050
 - 8) Ordinance: Updating Dance License Fees and Regulations, Amending KMC 6.33.050
 - 9) Ordinance: Updating License Fees for Adult Concessions, Amending KMC 6.35.050
 - 10) Ordinance: Updating License Fees for Circuses, Carnivals, and Musical Assemblies, Amending KMC 6.47.050
 - 11) Ordinance: Updating Fees for Security System Permits, Amending KMC 6.60.025
 - 12) Ordinance: Updating Civil Penalty Fees for Nuisance Violations, Amending KMC 9.48.040

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

- 13) Ordinance: Updating Fees Related to the Model Traffic Ordinance, Amending KMC 11.90.635
- 14) Ordinance: Updating Transportation Impact Fees, Amending KMC 13.16.070
- 15) Ordinance: Updating Fees for Neighborhood Traffic Calming Measures, Amending KMC 13.40.270 and 13.40.280
- 16) Ordinance: Updating Fees for Account Servicing, Delinquency Actions, Utility Liens, Meter Readings, and Phone Transactions, Amending KMC 14.07.030, 14.07.070, 14.07.100, 14.07.110, and 14.07.120
- 17) Ordinance: Updating Fees for Water Service Connections and Usage Rates, Amending KMC 14.13.010, 14.13.030, 14.13.040, 14.13.050, and 14.13.090
- 18) Ordinance: Updating Sanitary Sewerage Connection Fees, Amending KMC 14.24.010 and 14.24.020
- 19) Ordinance: Updating Sanitary Sewer User Fees, Amending KMC 14.26.020, 14.26.030, and 14.26.040
- 20) Ordinance: Updating Fees for Unfit and Substandard Structures, Amending KMC 9.44.090 and 9.44.110
- 21) Ordinance: Centralizing Fire Prevention Code Fee in the Master Fee Schedule, Amending KMC 15.30.240
- 22) Ordinance: Centralizing Blasting Permit Fee in the Master Fee Schedule, Amending KMC 15.35.040

6. COUNCIL COMMENTS & DISCUSSION

7. CONCLUSION



Proclamation



WHEREAS, good attendance in school is essential to student achievement, learning and progress toward graduation; and

WHEREAS, chronic absence, missing two or three days a month, or more, is a proven predictor of academic trouble and dropout rates, weakening our community and local economy; and

WHEREAS, the impact of chronic absence hits low-income students and children of color particularly hard and exacerbates the achievement gap that separates these students from their peers; and

WHEREAS, all students are affected by chronic absence as teachers must spend time reviewing for absent students; and

WHEREAS, collaborative efforts among schools, parents, and communities can significantly reduce chronic absence rates; and

WHEREAS, the 2025 Attendance Awareness campaign theme "Here Today, Ready for Tomorrow!" is a crucial message to promote;

NOW, THEREFORE, I, MAYOR GRETJ CRAWFORD, on behalf of the Kennewick City Council, do hereby proclaim our city will stand with the nation in recognizing September as

ATTENDANCE AWARENESS MONTH

in the City of Kennewick. I urge everyone to focus on reducing absenteeism to ensure all children have an equal opportunity to learn, develop, and succeed.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 19th day of August 2025.

SIGNED


GRETJ J. CRAWFORD,

Mayor

ATTEST


KRYSTAL JOHNSTON,

City Clerk

AWC Certificate of Municipal Leadership

AWC recognizes

Councilmember Jim Millbauer

City of Kennewick

for the successful completion of
AWC's Certificate of Municipal Leadership
training program.

Presented: August 5, 2025



Fred Brink
AWC President

Council Agenda Coversheet	Item Number: 4.a. Date: 8/19/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: July 15, 2025, City Council Regular Meeting Department: City Manager	
<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
July 15, 2025**

City Council Present:

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*
Anthony Muai, *Planning Director*
John Cowling, *Public Works Director*
Chris Guerrero, *Police Chief*
Michael Heffner, *Acting Fire Chief*

Cary Roe, *Deputy City Manager*
Lisa Beaton, *Deputy City Manager*
Krystal Johnston, *City Clerk*
Nick Farline, *Parks Director*
Isaac Merkl, *Police Commander*
Dana Dollarhyde, *Exec Assistant/Lead Communications Specialist*

1. CALL TO ORDER

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

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

MOTION:	Councilmember Millbauer moved to excuse the absence of Mayor Crawford and Councilmember Anderson.
SECOND:	Councilmember McShane.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (5-0)

Councilmember Trumbo led the Pledge of Allegiance.

Tina Gregory provided the invocation.

2. VISITORS:

A written comment was submitted and distributed to Council before the meeting expressing concern with fireworks.

A visitor (virtual attendee) spoke against fireworks.

A visitor advocated for veteran's affairs, urged attendance at an upcoming event, and expressed the role of his organization to eliminate suicide by veterans.

A visitor spoke in support of fireworks, expressed concern with various expenses including a new city hall, and addressed concerns with various regulations, practices.

A visitor expressed concerns from increased traffic and speeding on W 7th Avenue, requested speed bumps in the vicinity, and spoke against fireworks.

A visitor spoke against fireworks.

3. APPROVAL OF AGENDA

MOTION:	Councilmember Millbauer moved to approve the agenda as presented.
SECOND:	Councilmember McShane.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (5-0)

4. CONSENT AGENDA

MOTION:	Councilmember McShane moved to approve the consent agenda as presented.
SECOND:	Councilmember Millbauer.
VOTE:	The motion passed unanimously (5-0)

- a. **Meeting Minutes: July 1, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.
- b. **Board & Commissions: Appoint Grace Stalder to Position 2 on the Block Grant Advisory Committee**
Motion to approve the Interview Committee's recommendation to appoint Grace Stalder to Position 2 of the Block Grant Advisory Committee with a term expiring March 31, 2029.
- c. **Board & Commissions: Appoint Joseph Thornton to the Parks & Recreation Commission, Position 7, an Unexpired Term**
Motion to approve the Interview Committee's recommendation to appoint Joseph Thornton to Position 7 of the Parks & Recreation Commission with a term expiring March 31, 2028.
- d. **Claims Roster: June 2025**
Motion to approve the Claims Roster for June 2025 in the amount of \$7,615,947.94 comprised of electronic payments and check numbers 319854-320242.
- e. **Claim Roster: Toyota Center Operations and Box Office Accounts**
Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for May 2025 in the amount of \$190,962.26 comprised of check numbers 28343-28394 in the amount of \$39,383.14 and electronic transfers in the amount of \$151,579.12.
- f. **Payroll Roster: For the Pay Period Ending 06/30/2025**
Motion to approve the payroll roster for the pay period ending 06/30/2025.
- g. **Final Plat: Southridge Townhome Estates Phase 2, Located at 6157 W 34th Place; SUB-2025-0006**
Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Southridge Townhome Estates Phase 2, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.
- h. **Grants: Authorizing a Grant Application to TIB Urban Arterial Program Call for Projects**
Motion to authorize staff to apply for funding as presented.
- i. **Contract: Ranney Well Collector 5 (RC5) PFAS Treatment Project with Hazen and Sawyer**
Motion to approve the professional services agreement with Hazen and Sawyer for the preliminary design of the Ranney Well Collector 5 (RC5) PFAS Treatment Project as presented.
- j. **Project Acceptance: 2024 City-Wide Asphalt Patching Project**
Motion to accept the work of Central Paving, LLC. for contract P2414-24, 2024 City-Wide Asphalt Patching contract, in the amount of \$774,966.00.
- k. **Project Acceptance: Wastewater Treatment Plant (WWTP) Non-Potable Water System**
Motion to accept the work of DDB LLC for contract 2113-23, Waste Water Treatment Plant (WWTP) Non-Potable Water System, in the amount of \$1,047,166.48.

5. ORDINANCE

- a. **Ordinance 25-6112: Civil Service Commission Terms, Amending KMC 2.16.300**

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS AND AMENDING SECTION 2.16.300 OF THE KENNEWICK MUNICIPAL CODE

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

MOTION: Councilmember Millbauer moved to adopt the ordinance as presented.
SECOND: Councilmember McShane.
DISCUSSION: None
VOTE: **The motion passed unanimously (5-0)**

The City Clerk assigned Ordinance No. 25-6112.

6. PUBLIC HEARING

- a. **Resolution 25-10: Vacation of a 20-Foot Public Utility Easement, a 15-Foot Irrigation & Utility Easement, and a 30-Foot Access Easement Located at 9678, 10072, 10170, 10314, 10600, 10840, 11134 & 11292 W Clearwater Ave and 9304 W Clearwater Dr**

Mr. Cowling provided a comprehensive staff report.

Mayor Pro Tem Torelli opened the public hearing at 6:50 p.m.

Testimony: None.

Mayor Pro Tem Torelli closed the public hearing at 6:50 p.m.

MOTION: Councilmember McShane moved to adopt the resolution as presented.
SECOND: Councilmember Millbauer.
DISCUSSION: Councilmember Beauchamp stated he is a property owner and is a party to the request for vacation; he declared his intent to abstain from voting.
VOTE: **The motion passed unanimously (4-0); Councilmember Beauchamp abstained.**

The City Clerk assigned Resolution No. 25-10.

7. COUNCIL COMMENTS/DISCUSSION:

Council spoke to the various issues, their perspectives on the fireworks matter, and events they recently attended or plan to attend.

Chief Guerrero provided a staff report regarding police department efforts and observations July 3 through July 5. Chief Heffner provided a staff report regarding fire department efforts and observations July 3 through July 5. Council asked various questions which were addressed by Chief Guerrero and Chief Heffner.

8. CONCLUSION: Mayor Pro Tem Torelli concluded the meeting at 7:18 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/349867>

Council Agenda Coversheet	Item Number: 4.b. Date: 8/19/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: July 22, 2025, City Council Workshop Department: City Manager	
<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
July 22, 2025

City Council Present:

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

Loren Anderson, *Councilmember*
Jason McShane, *Councilmember*
Jim Millbauer, *Councilmember*

City Staff Present:

Erin Erdman, *City Manager*
Lisa Beaton, *Deputy City Manager*
Laurencio Sanguino, *City Attorney*
Chris Guerrero, *Police Chief*
Michael Heffner, *Fire Chief*
John Cowling, *Public Works Director*
Jessica Platt, *Finance Director*

Krystal Johnston, *City Clerk*
Jason Kiel, *Police Commander*
Chad Crouch, *Exec Services Director*
Anthony Muai, *Planning Director*
Nick Farline, *Parks & Recreation Director*
Martin Nelson, *Solid Waste Program Engineer*

Guest Presenters from Waste Management:

Tyler MacKay, *Senior Manager Public Sector Solutions*
Zack Stravos, *Senior Accounts Executive*

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

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

Mayor Crawford announced there were no citizen comments submitted.

1. WASTE MANAGEMENT CONTRACT: Mr. Cowling, together with Mr. MacKay and Mr. Stravos, presented a comprehensive report concerning the history of the contract with Waste Management, trends in the industry, recommended upgrades, transitions regarding recycling frequency and tote sizes, and changes to the contract rates. Council asked clarifying questions, proposed various alternatives, and debated various elements of the proposed contract.

Ms. Erdman summarized her understanding of the conversation outcome: Council appears to lean toward interest in offering smaller recycle bins options, eliminating leaf collection, continuation of Toyota Center collection services, and maintaining the no-cost dump services as is. Council agreed with the summarization. Mr. Cowling advised final action must occur no later than the end of October to allow adequate public notice and enactment of a new contract before the current contract expires. **No final action taken.**

UPDATE

Mr. Muai provided a brief update regarding the comprehensive plan update and encouraged responses to survey emails they receive from MAKERS and Berk.

CONCLUSION. Mayor Crawford concluded the meeting at 8:13 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/350571>

Council Agenda Coversheet	Item Number: 4.c. Date: 8/19/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Meeting Minutes: August 12, 2025, City Council Workshop Department: City Manager	
<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
August 12, 2025

City Council Present:

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

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

City Staff Present:

Erin Erdman, *City Manager*
Lisa Beaton, *Deputy City Manager*
Cary Roe, *Deputy City Manager*
Laurencio Sanguino, *City Attorney*
Chris Guerrero, *Police Chief*
Michael Heffner, *Fire Chief*

John Cowling, *Public Works Director*
Jessica Platt, *Finance Director*
Krystal Johnston, *City Clerk*
Jose Santoy, *Police Commander*
Anthony Muai, *Planning Director*
Dana Dollarhyde, *Communications Specialist*

Guest Presenters from Benton Franklin Council of Governments:

Michelle Holt, *Executive Director*
Erin Braich, *MPO Director*

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

Mayor Crawford announced there were no citizen comments submitted.

1. UPDATE: BENTON FRANKLIN COUNCIL OF GOVERNMENTS (BFCOG): Ms. Holt and Mr. Braich gave an informative annual update relating to regional transportation issues and responded to Council's questions. **No final action taken.**

2. CITY HALL REPLACEMENT: Ms. Erdman delivered a thorough presentation that examined the current City Hall facility and explored options for refurbishment versus replacement. Council reviewed various alternatives and important factors to consider. Rough cost estimates for a comprehensive professional study were discussed, along with potential timelines. Ms. Erdman summarized the feedback received, indicating a preference to move forward with issuing a request for proposals (RFP) for the study. The RFP will be designed to present Council with multiple options to choose from. Staff will return to Council to discuss the next steps once the RFP process has advanced. Council members agreed on this approach. **No final action taken.**

CONCLUSION. Mayor Crawford concluded the meeting at 7:59 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/352400>

Council Agenda Coversheet	Item Number: 4.d. Date: 8/19/2025 Item Type: Boards and Commissions	Category: Consent Agenda
	Subject: Board & Commission Vacancy: Arts Commission Appointment Position 3 Department: City Manager	
<u>Recommendation</u> Staff recommends Council appoint the most qualified applicants to the Arts Commission. <u>Motion for Consideration</u> Motion to approve the Interview Committee's recommendation to appoint Thomas Lopez to Position 3 of the Arts Commission with a term expiring March 31, 2029. <u>Summary</u> Position 3 expired March 31, 2025. The City Clerk has continuously advertised for applicants since January 28, 2025. On August 12, the Interview Committee, comprising Mayor Crawford, Mayor Pro Tem Torelli, and Councilmember Trumbo, conducted an interview with Thomas Lopez. The Committee offered a mixed recommendation; two members support the appointment and one opposes it. <u>Alternatives</u> The alternative is to deny appointment of Mr. Lopez. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Application		

Krystal Johnston

From: noreply@civicplus.com
Sent: Thursday, July 31, 2025 7:25 PM
To: ClerkInfo
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

First Name	Thomas
Last Name	Lopez
Date	7/31/2025
Address	
City	Richland
State	WA
Zip Code	99352
Phone Number	
Email Address	
I am interested in serving on the following Commission	Arts Commission
Describe your occupational status and background	Have degrees in marketing and communications.
What unique qualities or attitudes will you bring to this position?	Published poet and practicing artist/painter.
Describe any community related activities and/or organizational affiliations	YMCA, volunteer coach basketball, city of Richland flag football volunteer coach.
Describe your volunteer experience.	Organizing and leading programs to help develop the youth.
What interests you about this particular board,	Interested in art development within our community.

commission, or
committee?

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

Well rounded individual whom has been exposed to a lot of
different expressions.

Relevant personal or
professional experience:

Published poet, art in the park participant.

Why are you seeking
appointment?

To best serve the community via expression.

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

N/a

Personal references
(names and contact
information required):

Brenda Cisneros-

Disclaimer and Electronic
Signature Agreement

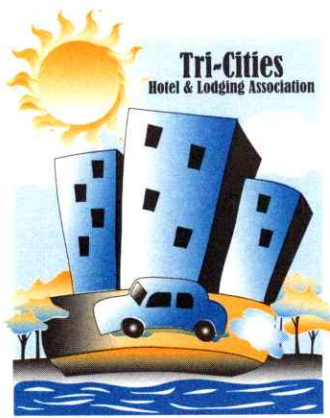
I Agree

Electronic Signature

Lopez Thomas

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

Council Agenda Coversheet	Item Number: 4.e. Date: 8/19/2025 Item Type: Boards and Commissions	Category: Consent Agenda
	Subject: Boards & Commissions: Appointing Michael Garza to the Tourism Promotion Area (TPA) Commission and Lodging Tax Advisory Committee (LTAC) for Terms Expiring August 31, 2026. Department: City Manager	
<u>Recommendation</u>		
The City Clerk recommends re-appointing Michael Garza to the Tourism Promotion Area Commission and the Lodging Tax Advisory Committee.		
<u>Motion for Consideration</u>		
Motion to appoint Michael Garza to Position 2 of the Tourism Promotion Area Commission and Position 3 of the Lodging Tax Advisory Committee with terms expiring August 31, 2027.		
<u>Summary</u>		
The person appointed by Council in 2024 has resigned, leaving vacancies on the Tourism Promotion Area (TPA) Commission and the Lodging Tax Advisory Committee (LTAC). Due to the shared mission and the eligibility requirements of board members, persons appointed to the TPA Commission have traditionally also served on the Lodging Tax Advisory Committee. To improve efficiency and prevent lapses in service, the City Clerk has combined the appointments into a single Council action. Bringing the appointment forward now provides stability for the TPA Commission and LTAC, allowing the bodies to move forward with their planning efforts for the upcoming LTAC application campaign and recommendations.		
TPA Commission - Position 2		
The interlocal agreement establishing the TPA requires Council to elect TPA commissioners from nominations prepared by the Hotel & Lodging Association. Attached is the Hotel & Lodging Association's nomination of Mr. Garza to serve as their representative on the Tourism Promotion Area Commission.		
LTAC - Position 3 (from Category C, below)		
No other qualified candidates employed by local hotels have been identified as an alternative to Mr. Garza. In accordance with RCW 67.28.1817, the five voting members of the LTAC are selected based on these mandatory categories:		
• Category A: One councilmember (who serves as the committee Chair): No Term End Date • Category B - Positions 1 & 2: Two members from recipients of LTAC funds (VenuWorks and Visit-Tri Cities): Terms do not expire. • Category C - Positions 3 & 4: Two members from businesses that generate the tax (Hotels): Two-Year Terms		
<u>Alternatives</u>		
No alternatives have been identified.		
<u>Fiscal Impact</u>		
None.		
<u>Attachments:</u>		
1. Nomination		



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

August 13, 2025

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

Ms. Erin Erdman:

This letter is in reference to the Kennewick TPA Commissioner position previously held by Gabi Lopez with the Marriott Springhill in Kennewick. Mrs. Lopez's term is set to expire on August 31, 2026 and she is no longer able to complete her term.

The Tri-Cities Hotel and Lodging Association has selected Michael Garza, Hilton Garden Inn Kennewick, as the preferred candidate to fulfill the remainder of Gabi's term as the TPA Commissioner to represent the City of Kennewick which will expire on August 31, 2026.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Monica Hammerberg". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Monica Hammerberg
Treasurer
Tri-Cities Hotel & Lodging Association

Cc: Kevin Lewis – President CEO Visit Tri-Cities

Council Agenda Coversheet	Item Number: 4.f. Item Type: General Business Item Subject: Claims Roster: July 2025 Department: Finance	Date: 8/19/2025 Category: Consent Agenda						
								
<u>Recommendation</u> Staff recommends Council approve the Claims Roster for July 2025.								
<u>Motion for Consideration</u> Motion to approve the Claims Roster for July 2025 in the amount of \$5,606,526.26 comprised of electronic payments and check numbers 320243-320624.								
<u>Summary</u> The purchasing card detail is provided in a separate report following the claims roster. The payments on this Claims Roster are comprised of the following issuances during the period 7/1/2025-7/31/2025: <table><tr><td>Check numbers 319854:320242</td><td>\$3,393,987.34</td></tr><tr><td>Electronic payments (EFT):</td><td>\$2,212,538.92</td></tr><tr><td>Total</td><td>\$5,606,526.26</td></tr></table>			Check numbers 319854:320242	\$3,393,987.34	Electronic payments (EFT):	\$2,212,538.92	Total	\$5,606,526.26
Check numbers 319854:320242	\$3,393,987.34							
Electronic payments (EFT):	\$2,212,538.92							
Total	\$5,606,526.26							
<u>Alternatives</u> None.								
<u>Fiscal Impact</u> \$5,606,526.26								
Attachments: 1. Claims Roster								

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
Fund 001					
000 - Fund Activity					
EFT	07/31/2025	70239	STATE OF WASH DEPT OF REVENUE	LEASEHOLD TAX QTR 2	\$5,929.18
EFT	07/29/2025	167	WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$595.67
320244	07/02/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 90527846	\$145.00
320245	07/02/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 90180084	\$1,300.00
320246	07/02/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 89929750	\$500.00
320247	07/02/2025	99990	MISC REFUNDS	PUBLIC RECORD REQUEST REFUND PD-2025-1146	\$3.38
320250	07/09/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 90688414	\$1,300.00
320251	07/09/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST-90810115	\$30.00
320252	07/09/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 90747883	\$1,300.00
320444	07/18/2025	70001	BENTON COUNTY TREASURER	CRIME VICTIM'S COMPENSATION	\$963.25
320446	07/18/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 91284618	\$150.00
320447	07/18/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 91832691	\$35.00
320448	07/18/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 91887470	\$500.00
320449	07/18/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 91291355	\$150.00
320460	07/18/2025	70000	WASHINGTON STATE TREASURER	COURT FINES- JUNE 2025	\$73,761.48
320461	07/24/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 92365969	\$700.00
320462	07/24/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 91959515	\$35.00
320505	07/25/2025	896	DGR*GRANT CONSTRUCTION INC	RETAINAGE REL FTC TRAINING TOWER CONVERSION	\$8,521.14
320623	07/31/2025	99992	CIVIC REC REFUNDS	REFUND REQUEST- 93053415	\$100.00
000 - Fund Activity Subtotal:					\$96,019.10
011 - City Council					
320418	07/11/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$240.06
011 - City Council Subtotal:					\$240.06
012 - City Manager					
320418	07/11/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$127.85
012 - City Manager Subtotal:					\$127.85
023 - Recreation Services					
EFT	07/02/2025	77146	GLOBAL PAYMENTS	MERCHANT FEES	\$8,740.73
EFT	07/29/2025	167	WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$236.22
320294	07/11/2025	3632	DANCE CONNECTION	SPRING DANCE CLASSES	\$47.60
320408	07/11/2025	3358	TRI-CITIES UMPIRE ASSOCIATION	YOUTH SOFTBALL UMPIRE FEES	\$1,026.00
320418	07/11/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$207.10
320439	07/15/2025	8250	MOSES LAKE MENS SOFTBALL	UMPIRE FEES ADULT SOFTBALL	\$1,260.00
320440	07/15/2025	8250	MOSES LAKE MENS SOFTBALL	ADULT SOFTBALL TEAM REGISTRATION FEES	\$783.36
320466	07/25/2025	8070	ALLUSIONS FACE & BODY ART, ALICIA DUERR	FACE PAINTING FAMILY DAY	\$1,125.00
320540	07/25/2025	10304	KNOCKERBALL TRICITIES LLC, BOYD JASEN HINSHAW	LASER TAG FAMILY DAY	\$544.50

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320564	07/25/2025	9941 PLATINUM ENTERTAINMENT, JESSE DOYLE	DJ SERVICES FAMILY DAY	\$1,200.00
320601	07/25/2025	962 UNITED STATES TENNIS ASSOCIATION PACIFIC NORTHWEST	SPRING TENNIS CLASSES 2025	\$774.20
023 - Recreation Services Subtotal:				\$15,944.71
024 - Facilities Maintenance				
320254	07/11/2025	8623 ACE SALES & SERVICE INC	PORTABLE TOILETS	\$1,592.00
320257	07/11/2025	1150 ALEJANDRO MENDOZA	1ST HALF COMPLIMENT JEANS	\$189.15
320258	07/11/2025	10587 ALOHA GARAGE DOOR COMPANY INC	GARAGE DR 10TH BARN	\$197.20
320260	07/11/2025	5911 AMERICAN BUILDING MAINTENANCE	CONTRACT	\$6,427.66
320262	07/11/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	CREDIT	(\$4,492.23)
320269	07/11/2025	4052 BATTERIES PLUS	FIRE PANEL	\$49.94
320273	07/11/2025	93 BENTON FRANKLIN DISTRICT, HEALTH	PERMIT FOR POOL	\$415.00
320278	07/11/2025	10584 CAMTEK INC	FIRE SYSTEM	\$244.80
320285	07/11/2025	1332 COFFEY REFRIGERATION	FRIER	\$1,620.03
320307	07/11/2025	8774 FASTENAL COMPANY	SCREWS FOR STOCK	\$164.79
320309	07/11/2025	86 FERGUSON ENTERPRISES INC	PARTS FOR NEW INLINE SCREENS	\$15.42
320319	07/11/2025	1775 GRAINGER	FLUSH VALVE DIAPHRAM - STOCK	\$784.41
320324	07/11/2025	6626 HELSLEY, DANIEL	UNIFORM-JEANS	\$172.96
320326	07/11/2025	711 HOOKED UP PASCO INC	ABANDONED MOTORHOME TOW SERVICE	\$488.69
320332	07/11/2025	303 INTERMOUNTAIN CLEANING SERVICE INC.	WINDOWS	\$630.00
320343	07/11/2025	78 KENNEWICK INDUSTRIAL & ELEC	IRRIGATION PARTS	\$929.66
320363	07/11/2025	6624 MOUNT'S LOCK, KEY & ENGRAVING, INC.	PADLOCK FOR HANSEN COMMUNITY GARDEN	\$29.51
320376	07/11/2025	241 PERFORMANCE SYSTEMS INTEGRATION	FIRE SYSTEM - RANGE HOOD	\$398.16
320382	07/11/2025	10300 PURDY, CHAD	JEANS	\$211.25
320397	07/11/2025	680 SIERRA ELECTRIC, INC.	RESEARCH FOR NEW RESTROOM	\$352.19
320415	07/11/2025	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$540.63
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,316.91
320422	07/11/2025	1035 WASHINGTON HARDWARE AND, FURNITURE CO	MISC.	\$181.16
320443	07/16/2025	1147 TYLER INES	UNIFORM-JEANS	\$184.88
320465	07/25/2025	8623 ACE SALES & SERVICE INC	PORTABLE TOILETS	\$494.00
320467	07/25/2025	5911 AMERICAN BUILDING MAINTENANCE	FEB. CONTRACT SOUTHRIDGE	\$23,736.66
320472	07/25/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	STATIC DUCT SENSORS	\$13,165.38
320473	07/25/2025	2395 AQUATIC SPECIALTY SERVICES, INC.	2025 POOL CHEMICALS PULSAR	\$33,075.24
320481	07/25/2025	84 BENTON PUD NO. 1	ELECTRICITY	\$35,291.71
320484	07/25/2025	749 BUILDERS HARDWARE & SUPPLY CO	TRANSFORMER FOR FRONT DOORS	\$2,075.72
320486	07/25/2025	10584 CAMTEK INC	FS#1FIRE SYSTEM MAINTENANCE	\$552.70
320488	07/25/2025	83 CASCADE NATURAL GAS	GAS SERVICE	\$5,670.45
320514	07/25/2025	5426 EWING IRRIGATION PRODUCTS, INC	IRRIGATION REPAIR PARTS	\$1,171.74
320515	07/25/2025	9431 FAIRBANK EQUIPMENT	SPRAYER EQUIPMENT	\$297.38
320516	07/25/2025	86 FERGUSON ENTERPRISES INC	IRRIGATION REPAIR PARTS	\$1,869.05
320517	07/25/2025	9237 FIKES NORTHWEST CORP	SCENT	\$201.76

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320526	07/25/2025	1775 GRAINGER	IRRIGATION PUMP CONNECTORS	\$1,888.28
320528	07/25/2025	865 HD FOWLER COMPANY INC	IRRIGATION REPAIR PARTS	\$58.94
320539	07/25/2025	78 KENNEWICK INDUSTRIAL & ELEC	SUPPORT MANIFOLD	\$488.71
320543	07/25/2025	10534 LIBERTY LAWN AND SAW SHOP	EDGER	\$469.57
320565	07/25/2025	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	CONCEAL WIRING FOR FRONT DOOR CARD READER	\$256.15
320582	07/25/2025	7555 SHERWIN-WILLIAMS COMPANY	PAINT FOR GRAFFITI COVER-UP	\$1,653.54
320608	07/25/2025	1035 WASHINGTON HARDWARE AND, FURNITURE CO	TO CLEAN LOCKER RM FLOOR	\$66.30
320613	07/25/2025	398 RENTOKIL NORTH AMERICA INC	PEST CONTROL FIRE STATIONS 1, 2 AND 4	\$244.80
024 - Facilities Maintenance Subtotal:				\$135,372.25
026 - Economic Development				
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$87.84
320599	07/25/2025	3736 TRIDEC	ICSC 2025 BOOTH EXPENSES	\$2,386.38
026 - Economic Development Subtotal:				\$2,474.22
032 - Accounting				
320406	07/11/2025	172 THE TRI-CITY HERALD	PUBLIC NOTICE AD (RFP25-017 INDIRECT COST ALLO PL)	\$253.34
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.42
320605	07/25/2025	976 WA STATE AUDITOR'S OFFICE	ACCOUNTABILITY, FEDERAL, FINANCE AUDIT	\$16,429.80
032 - Accounting Subtotal:				\$16,724.56
033 - Human Resources				
320283	07/11/2025	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICE	\$50.90
320312	07/11/2025	919 FRONTLINE MEDICAL PLLC	PHYSICALS/PRE-EMPLOY TESTING	\$880.00
320334	07/11/2025	10351 IRELAND, CHRIS	CDL REIMBURSEMENT - CHRIS IRELAND (6 YEAR RENEWAL)	\$102.00
320357	07/11/2025	5561 MENKE JACKSON BEYER EHLIS, & HARPER, LLP	PROFESSIONAL SERVICES - ARBITRATION	\$648.00
320365	07/11/2025	1030 NAVIA BENEFIT SOLUTIONS, CLIENT PAY	NAVIA BENEFIT PARTICIPANT FEE	\$653.60
320385	07/11/2025	1314 REHN & ASSOCIATES, INC.	PROFESSIONAL CONSULTING SERVICES	\$84.00
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.42
320497	07/25/2025	1682 COLUMBIA FITNESS SYSTEMS	CITY HALL GYM PM SERVICE	\$272.00
320507	07/25/2025	596 DYLAN DOREMUS	TRAVEL REIMBURSEMENT	\$29.00
320575	07/25/2025	1020 RC CONSTRUCTION SERVICES INC	CONSULTING SERVICES	\$1,727.04
320590	07/25/2025	370 SUMMIT LAW GROUP, PLLC	ARBITRATION - PROFESSIONAL SERVICES	\$312.00
033 - Human Resources Subtotal:				\$4,799.96
034 - Civil Service				
320312	07/11/2025	919 FRONTLINE MEDICAL PLLC	PHYSICALS/PRE-EMPLOY TESTING	\$6,213.00
320380	07/11/2025	326 PUBLIC SAFETY PSYCHOLOGICAL SERVICES	PSYCHOLOGICAL EXAMS	\$936.36
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$134.26
034 - Civil Service Subtotal:				\$7,283.62
035 - Customer Service				
EFT	07/01/2025	70016 U.S. BANK	MERCHANT FEES	\$30,463.81

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320296	07/11/2025	3530 DATAPROSE INC	UTILITY BILLING MAILING SVC AND POSTAGE MAR 2025	\$20,569.40
320360	07/11/2025	868 MIRIAM TECHNOLOGIES INC	LIEN SEARCH SERVICES: MAY 2025	\$1,485.13
320463	07/25/2025	929 1ST CLASS OFFICE SOLUTIONS	MAINTENANCE AGREEMENT	\$1,776.00
320550	07/25/2025	868 MIRIAM TECHNOLOGIES INC	LIEN SEARCH SERVICES- JUNE 2025	\$1,387.21
320621	07/30/2025	266 QUADIENT LEASING USA INC	QUARTERLY LEASE PAYMENT	\$654.80
035 - Customer Service Subtotal:				\$56,336.35
036 - Code Enforcement				
320405	07/11/2025	10971 THE BUNKER	T. GOTT: 5 TACTICAL SHIRTS/2 PANTS/NAME PRINT	\$432.01
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$281.55
036 - Code Enforcement Subtotal:				\$713.56
042 - City Attorney				
320287	07/11/2025	1152 JUDICIARY COURTS STATE OF CO	CERTIFIED RECORDS FEE - COK V. NORRIS, MARK	\$25.75
320295	07/11/2025	1050 DANIEL BASSLER	MILEAGE REIMBURSEMENT 2ND QTR 2025 - DB	\$264.18
320318	07/11/2025	1049 GRACE KORTHUIS	MILEAGE REIMBURSEMENT 2ND QTR 2025 - GK	\$431.20
320379	07/11/2025	3467 PRONTO PROCESS SERVICE, INC	MONTHLY COURIER SERVICE- JUNE 2025	\$52.50
320390	07/11/2025	10226 SANGUINO, LAURENCIO	MILEAGE REIMBURSEMENT 2ND QTR 2025 - LS	\$70.00
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$167.48
320426	07/11/2025	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - JUNE 2025	\$2,993.81
320520	07/25/2025	10993 FOSTER GARVEY PC	RE: STREIBECK APPEAL	\$3,633.00
042 - City Attorney Subtotal:				\$7,637.92
051 - City Clerk				
320271	07/11/2025	34 BENTON COUNTY AUDITOR	REC FEE - 5651 W. 36TH PL SUI EASEMENT	\$612.00
320480	07/25/2025	34 BENTON COUNTY AUDITOR	RECORDING FEE QCD W. CLEARWATER	\$303.50
051 - City Clerk Subtotal:				\$915.50
053 - Purchasing				
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.42
053 - Purchasing Subtotal:				\$41.42
054 - Information Technology				
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$959.69
320431	07/11/2025	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC-MAY 2025	\$7,155.72
320489	07/25/2025	8295 CENTURYLINK	PS/ALI - ALI/SR PER 100 REC	\$13.40
320493	07/25/2025	8131 CIVICPLUS, ICON ENTERPRISES INC	ARCHIVE SOCIAL SUBSCRIPTION UPGRADE	\$580.27
320498	07/25/2025	6375 COMPUNET INC	COMPUNET NETWORK ENGINEERING SUPPORT	\$44,133.19
320534	07/25/2025	9739 INSIGHT PUBLIC SECTOR INC	VISIO ADDON LICENSES - 2 SEATS (JONATHAN/TRACY)	\$99.51
320584	07/25/2025	8210 SMARSH INC	NET GUARD	\$1,719.09
320597	07/25/2025	8 TELCO WIRING & REPAIR INC	CITY INTERNET/WAN CHARGES	\$6,263.00
320619	07/30/2025	354 KARPEL SOLUTIONS	ANNUAL KARPEL SOFTWARE MAINTENANCE	\$18,577.60

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR	NAME	DESCRIPTION	AMOUNT
054 - Information Technology Subtotal:					\$79,501.47
062 - Planning					
320345	07/11/2025	399	KOTTKAMP, YEDINAK, ESWORTHY, PLLC	6/9/2025 HEARING: SUB-2025-0001 CLEARWATER N PH 2	\$1,325.00
320545	07/25/2025	1073	MAKERS ARCHITECTURE AND URBAN DESIGN LLP	#2502-5: KENNEWICK COMP PLAN-SERVICES THRU 6/30/25	\$21,905.44
062 - Planning Subtotal:					\$23,230.44
070 - Police Revenues					
EFT	07/29/2025	167	WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$2,725.70
320253	07/09/2025	99991	PERMIT REFUNDS	PAYMENT REFUND R-NUIS-2023-128	\$100.00
070 - Police Revenues Subtotal:					\$2,825.70
071 - KPD-Administration					
320349	07/11/2025	2280	LANGUAGE LINE SERVICES, INC	INTERPRETATION SERVICES	\$447.02
320394	07/11/2025	1155	SHARP PERFORMANCE INC	ANNUAL SUBSCRIPTION	\$39,525.00
320431	07/11/2025	5471	ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC-MAY 2025	\$241.37
320491	07/25/2025	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHRED SERVICES	\$744.42
320579	07/25/2025	619	RYAN YATES	PRE-EMPLOYMENT POLYGRAPH EXAM	\$250.00
071 - KPD-Administration Subtotal:					\$41,207.81
072 - KPD-Criminal Investigation					
320331	07/11/2025	1019	INTERACTIVE DATA, LLC	PEOPLE SEARCH - JUNE 25	\$167.77
320548	07/25/2025	3284	MEL'S INTER-CITY TOWING	TOW SERVICE	\$337.82
320618	07/30/2025	1019	INTERACTIVE DATA, LLC	PERSON SEARCH	\$0.02
072 - KPD-Criminal Investigation Subtotal:					\$505.61
073 - KPD-Patrol					
320267	07/11/2025	3649	AXON ENTERPRISE INC	TASERS & HOLSTERS	\$12,339.28
320328	07/11/2025	1140	HUGO GUZMAN CAMACHO	PRO-RATED UNIFORM ALLOWANCE	\$375.00
320336	07/11/2025	1142	JASMIN BAUTISTA-NAVA	PRO-RATED UNIFORM ALLOWANCE	\$375.00
320338	07/11/2025	1143	JONATHAN MCMULLIN	PRO-RATED UNIFORM ALLOWANCE	\$375.00
320356	07/11/2025	3284	MEL'S INTER-CITY TOWING	TOW SERVICE	\$163.20
320405	07/11/2025	10971	THE BUNKER	BALLISTICS VEST	\$2,354.10
320418	07/11/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$92.84
320420	07/11/2025	971	WA CRIMINAL JUSTICE, TRAINING COMMISSION	BLEA CLASS 918	\$12,571.50
320534	07/25/2025	9739	INSIGHT PUBLIC SECTOR INC	MICROSOFT O365 - 10 ADDITIONAL LICENSES FOR KPD	\$236.75
320548	07/25/2025	3284	MEL'S INTER-CITY TOWING	TOW SERVICE	\$1,354.02
320594	07/25/2025	899	TAYLOR WILSON	PRO-RATED UNIFORM ALLOWANCE	\$343.75
320598	07/25/2025	1157	TRAY MELENDEZ	PRO-RATED UNIFORM ALLOWANCE	\$343.75
073 - KPD-Patrol Subtotal:					\$30,924.19
074 - KPD-Staff Services					
320400	07/11/2025	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$1,378.26

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320423	07/11/2025	1033 WASHINGTON STATE PATROL	CPL BACKGROUND CHECKS - JUNE 25	\$468.00
320521	07/25/2025	80 BUSINESS INTERIORS OF IDAHO	PDR UNIT DESK CHAIR	\$759.03
320588	07/25/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$737.70
320620	07/30/2025	1131 LEGALATOMS CORPORATION	ANNUAL SUBSCRIPTION FEE 8/01/25 - 7/31/26	\$9,139.20
074 - KPD-Staff Services Subtotal:				\$12,482.19
075 - KPD-Intergovernmental				
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$10,367.92
320478	07/25/2025	14 BENTON COUNTY	WORK CREW - JUNE 2025	\$262,829.96
320479	07/25/2025	14 BENTON COUNTY	KIDS HAVEN 1ST QUARTER	\$9,088.83
320492	07/25/2025	100 CITY OF RICHLAND	SECOMM ASSESSMENT-DISPATCH SERVICES	\$236,579.19
075 - KPD-Intergovernmental Subtotal:				\$518,865.90
076 - KPD-Special Services				
320284	07/11/2025	422 CLARITY POINT PLLC	WELLNESS PROGRAM	\$3,832.18
320481	07/25/2025	84 BENTON PUD NO. 1	ELECTRICITY	\$25.65
320622	07/30/2025	10971 THE BUNKER	QUARTERMASTER SUPPLIES - NEW HIRES	\$1,905.27
076 - KPD-Special Services Subtotal:				\$5,763.10
081 - Fire Administration				
320283	07/11/2025	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SECURED SHRED SERVICE	\$101.80
320383	07/11/2025	957 RANCH & HOME INC	PROPANE	\$41.64
320400	07/11/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	CREDIT - FS1 DC OFFICE FURNITURE	\$1,284.42
320411	07/11/2025	168 TRILOGY MEDWASTE WEST LLC	MONTHLY RX DISPOSAL	\$15.37
320491	07/25/2025	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SECURED SHRED SERVICE	\$76.35
320496	07/25/2025	7849 COLUMBIA BASIN ICE AND, TRANSPORT	ICE	\$131.25
320573	07/25/2025	957 RANCH & HOME INC	PROPANE	\$14.81
320588	07/25/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS5 STATION SUPPLIES	\$405.91
320603	07/25/2025	5035 VEACH COMPANY, REALIFE PHOTOGRAPHY	CHIEF & BC PORTRAITS	\$544.00
081 - Fire Administration Subtotal:				\$2,615.55
082 - Fire Suppression				
320314	07/11/2025	5823 GALLS, LLC	PANTS & NAME TAGS - RIOS	\$480.13
320347	07/11/2025	4244 L N CURTIS & SONS	SCBA PARTS	\$2,974.86
320392	07/11/2025	7872 SEA WESTERN INC	STRUCTURAL FF BOOTS	\$1,789.69
320400	07/11/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	TRAINING OFFICE SUPPLIES	\$44.45
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,357.67
320492	07/25/2025	100 CITY OF RICHLAND	SECOMM ASSESSMENT-DISPATCH SERVICES	\$6,403.66
320505	07/25/2025	896 DGR*GRANT CONSTRUCTION INC	RETAINAGE REL FTC TRAINING TOWER CONVERSION	\$5,133.31
320524	07/25/2025	5823 GALLS, LLC	PANTS - HANSEN	\$380.71
320541	07/25/2025	4244 L N CURTIS & SONS	SCBA POUCHES	\$2,322.78
320585	07/25/2025	9499 SOUNDOFF SIGNAL GSA, EMERGENCY TECHNOLOGY INC	LIGHTBAR REPLACEMENT	\$17,756.00

City of Kennewick
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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
082 - Fire Suppression Subtotal:				\$38,643.26
090 - Engineering				
EFT	07/29/2025	167	WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX \$1.21
320248	07/02/2025	99991	PERMIT REFUNDS	PERMIT REFUND GRADE-2025-0005 \$311.00
320371	07/11/2025	3700	OFFICE DEPOT INC	OFFICE SUPPLIES \$13.59
320406	07/11/2025	172	THE TRI-CITY HERALD	TCH PUBLIC HEARING NOTICE 6-03-2025 6 YEAR TIP \$123.40
320418	07/11/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES \$634.25
090 - Engineering Subtotal:				\$1,083.45
100 - GF-Nondepartmental				
320270	07/11/2025	92	BENTON CLEAN AIR AGENCY	COK ASSESSMENT \$19,938.93
320310	07/11/2025	372	FIRST NIGHT TRI-CITIES	SPONSORSHIP FOR NEW YEARS EVENT \$3,700.00
320317	07/11/2025	926	GORDON THOMAS HONEYWEL GOVERNMENTAL AFFAIRS	GOVERNMENTAL AFFAIRS SERVICES PROVIDED / REIMBURSE \$10,319.55
320442	07/16/2025	7711	CULLIGAN WATER CONDITIONING	WATER DELIVERY \$584.52
320472	07/25/2025	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT-APRIL 2025 \$1,053.30
320477	07/25/2025	8297	BENTON CO COMMISSIONERS	BCDC/PROBATION EXPENSES -JUNE 2025 (20.35%) \$209,509.90
320481	07/25/2025	84	BENTON PUD NO. 1	ELECTRICITY \$4,160.75
320488	07/25/2025	83	CASCADE NATURAL GAS	GAS SERVICE \$94.99
100 - GF-Nondepartmental Subtotal:				\$249,361.94
Total For Fund 001				\$1,351,641.69
Fund 102				
000 - Fund Activity				
EFT	07/29/2025	167	WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX \$360.18
000 - Fund Activity Subtotal:				\$360.18
010 - Fund Activity				
320265	07/11/2025	5050	ARG INDUSTRIAL	FILL HOSE FOR PAINT TRUCK \$600.61
320319	07/11/2025	1775	GRAINGER	SAFETY SUPPLIES \$15.25
320330	07/11/2025	113	INLAND ASPHALT COMPANY, CPM DEVELOPMENT CORP	HOT MIX \$609.70
320341	07/11/2025	5148	KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - JUNE \$156.68
320359	07/11/2025	1955	MID-AMERICAN RESEARCH CHEMICAL	VANDALISM REMOVER \$537.32
320383	07/11/2025	957	RANCH & HOME INC	RATCHET STRAP \$65.26
320407	07/11/2025	367	TRAFFIC SAFETY SUPPLY CO INC	BLACK PRE MARK FOR ROADS \$643.48
320418	07/11/2025	30	VERIZON NORTHWEST	CITY WIDE CELL PHONES \$345.72
320419	07/11/2025	5777	CLEARWATER VICS PROFESSIONAL AUTOMOTIVE PAINT DIST	ANTI FREEZE FOR PAINT TRUCK \$63.00
320433	07/11/2025	4578	ZUMAR INDUSTRIES INC	SIGN BLANKS \$447.35
320474	07/25/2025	5050	ARG INDUSTRIAL	HOSE FOR PAINT TRUCK \$55.32
320485	07/25/2025	1817	RADIO SERVICE COMPANY INC	RADIO MAINT FOR CITY RADIOS \$167.55
320526	07/25/2025	1775	GRAINGER	SAFETY SUPPLIES \$63.57
320555	07/25/2025	876	NORTHWEST POWER EQUIPMENT	POLE SAW REPAIR \$283.37

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7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320573	07/25/2025	957 RANCH & HOME INC	DUST PAN	\$65.22
320611	07/25/2025	10694 WEATHERNET, NARWHAL MET LLC	WEATHER SERVICE - MAR 2025	\$1,785.00
010 - Fund Activity Subtotal:				\$5,904.40
110 - Traffic				
320255	07/11/2025	8615 ADVANCED TRAFFIC PRODUCTS INC	INS2 PUSH BUTTON SYSTEM	\$14,238.62
320307	07/11/2025	8774 FASTENAL COMPANY	DRILL BITS, GALVANIZING, CUTTING OIL AND TAPE	\$316.00
320341	07/11/2025	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - JUNE	\$156.68
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$345.02
320470	07/25/2025	9793 ANATUM GEOMOBILE SOLUTIONS, LLC	GPS RECEIVER FOR TRAFFIC	\$3,585.00
320481	07/25/2025	84 BENTON PUD NO. 1	LIGHT MAINTENANCE	\$28,005.98
320526	07/25/2025	1775 GRAINGER	FILTER FOR SIGNAL CABINET	\$1,549.13
320539	07/25/2025	78 KENNEWICK INDUSTRIAL & ELEC	CHANNEL LOCKS AND SQUARE DRIVES	\$644.20
320610	07/25/2025	1855 WCIA WASHINGTON CITIES, INSURANCE AUTHORITY	NO SHOW FEE FOR WCIA TRAINING	\$25.00
110 - Traffic Subtotal:				\$48,865.63
Total For Fund 102				\$55,130.21
Fund 106				
010 - Fund Activity				
320418	07/11/2025	30 VERIZON NORTHWEST	BIPIN CELL PHONES	\$129.26
320597	07/25/2025	8 TELCO WIRING & REPAIR INC	BIPIN NETWORK CONNECTIONS	\$7,687.81
010 - Fund Activity Subtotal:				\$7,817.07
Total For Fund 106				\$7,817.07
Fund 107				
130 - CDBG				
320492	07/25/2025	100 CITY OF RICHLAND	CDBG CLOUDBURST BILLING FEB-APR 2025	\$3,064.00
130 - CDBG Subtotal:				\$3,064.00
140 - HOME				
320274	07/11/2025	4125 BENTON-FRANKLIN TITLE CO.	DPA RECON FOR 2K19-04 ROBINSON	\$473.44
140 - HOME Subtotal:				\$473.44
Total For Fund 107				\$3,537.44
Fund 111				
010 - Fund Activity				
320404	07/11/2025	4174 TAYLOR, JEREMY	CAT REIMBURSEMENT	\$200.00
320595	07/25/2025	4174 TAYLOR, JEREMY	CAT REIMBURSEMENT	\$700.00
010 - Fund Activity Subtotal:				\$900.00
Total For Fund 111				\$900.00

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 116				
010 - Fund Activity				
320249	07/02/2025	73761 TRI-CITIES VISITOR & CONV. BUR	TOURISM PROMOTION AREA DISTRIBUTION	\$86,767.28
320409	07/11/2025	176 TRI-CITIES VISITOR &, CONVENTION BUREAU	CONTRACT DUES 2025-MAY	\$25,286.72
010 - Fund Activity Subtotal:				\$112,054.00
Total For Fund 116				\$112,054.00
Fund 117				
042 - City Attorney				
320358	07/11/2025	1048 MICHELLE ALEXANDER	MILEAGE REIMBURSEMENT 2ND QTR 2025 - MA	\$416.36
320379	07/11/2025	3467 PRONTO PROCESS SERVICE, INC	MONTHLY COURIER SERVICE- JUNE 2025	\$17.50
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$83.72
320426	07/11/2025	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - JUNE 2025	\$972.47
042 - City Attorney Subtotal:				\$1,490.05
073 - KPD-Patrol				
320381	07/11/2025	1997 PUBLIC SAFETY TESTING, INC.	2ND QUARTER SUBSCRIPTION FEE/AGENCY ADD INS	\$1,289.76
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,413.81
320569	07/25/2025	1997 PUBLIC SAFETY TESTING, INC.	CANDIDATE AGENCY TEST SITE AD-ON	\$104.00
073 - KPD-Patrol Subtotal:				\$2,807.57
Total For Fund 117				\$4,297.62
Fund 118				
010 - Fund Activity				
320259	07/11/2025	793 AMANDA LEIGH DUTT	WA TRIBAL OPIOID FENTANYL SUMMIT-RIDGEFIELD WA	\$809.02
320282	07/11/2025	10777 CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	\$3,701.94
320288	07/11/2025	1114 CONNIE M PATTERSON	NW HIDTA ASSISTANT FINANCIAL MANAGER	\$1,466.18
320297	07/11/2025	10225 DURAN, MATTHEW LAWRENCE	BRIEFING BOOK TABS	\$9,184.58
320301	07/11/2025	11026 ELIZABETH POWELL	EXECUTIVE BOARD MEETING- SEATTLE	\$6,003.57
320304	07/11/2025	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$4,613.05
320311	07/11/2025	1153 FRIENDLY EARTH INTERNATIONAL INC.	ELECTRONIC RECYCLING SERVICES	\$375.00
320313	07/11/2025	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$4,613.05
320329	07/11/2025	830 IAN WAYNE MCKENZIE	NW HIDTA OPERATIONS MANAGER	\$5,533.60
320361	07/11/2025	301 MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	\$4,613.05
320389	07/11/2025	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$5,890.71
320393	07/11/2025	262 SELIG FAMILY HOLDINGS LLC	MONTHLY RENT - JULY 2025	\$20,779.70
320396	07/11/2025	396 SHAWN ALEXANDER MITCHELL	TNT/CLARK COUNTY SIU	\$4,926.37
320425	07/11/2025	10001 WEINER, JONATHAN M	ATTEND NW HIDTA BOARD MEETING	\$10,774.67
320427	07/11/2025	672 WHOOSTER INC	LE DAAS WEB SEARCH CREDITS / ANNUAL FEE	\$9,395.00
320429	07/11/2025	10204 WILLIS OF FLORIDA INC	LIABILITY INSURANCE	\$5,731.95

City of Kennewick
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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320434	07/15/2025	793 AMANDA LEIGH DUTT	COLORADO SPRINGS, CO	\$1,483.30
320490	07/25/2025	10777 CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	\$3,549.44
320499	07/25/2025	1114 CONNIE M PATTERSON	NW HIDTA ASSISTANT FINANCIAL MANAGER	\$1,466.18
320506	07/25/2025	10225 DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	\$8,915.93
320510	07/25/2025	11026 ELIZABETH POWELL	NW HIDTA PUBLIC HEALTH	\$5,578.40
320513	07/25/2025	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$4,509.41
320523	07/25/2025	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$4,509.41
320533	07/25/2025	830 IAN WAYNE MCKENZIE	NW HIDTA OPERATIONS MANAGER	\$5,409.26
320551	07/25/2025	301 MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	\$4,509.41
320562	07/25/2025	1149 PEN-LINK LTD	NW HIDTA - PENLINK SOFTWARE	\$46,594.18
320577	07/25/2025	4573 RICOH USA INC	COPY FEES 4/1/2025-6/30/2025	\$129.47
320578	07/25/2025	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$5,758.36
320581	07/25/2025	396 SHAWN ALEXANDER MITCHELL	NW HIDTA INTELLIGENCE ANALYST	\$4,509.41
320612	07/25/2025	10001 WEINER, JONATHAN M	NW HIDTA DIRECTOR	\$10,488.21
010 - Fund Activity Subtotal:				\$205,821.81
Total For Fund 118				\$205,821.81
Fund 119				
010 - Fund Activity				
320505	07/25/2025	896 DGR*GRANT CONSTRUCTION INC	RETAINAGE REL FTC TRAINING TOWER CONVERSION	\$3,387.83
010 - Fund Activity Subtotal:				\$3,387.83
Total For Fund 119				\$3,387.83
Fund 200				
296 - 2020B GO Bond Refunding				
320264	07/11/2025	1169 ARBITRAGE COMPLIANCE SPECIALISTS INC	ARBITRAGE REBATE CALCULATION 5TH YR-2020A&B	\$2,550.00
296 - 2020B GO Bond Refunding Subtotal:				\$2,550.00
Total For Fund 200				\$2,550.00
Fund 300				
000 - Fund Activity				
EFT	07/29/2025	167 WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$1,114.74
000 - Fund Activity Subtotal:				\$1,114.74
010 - Fund Activity				
320299	07/11/2025	7864 ECONOLITE CONTROL PRODUCTS INC	WSDOT CONTRACT FEE FOR TRAFFIC PROJECT	\$286.64
010 - Fund Activity Subtotal:				\$286.64
160 - Land & Facilities				
320266	07/11/2025	10391 ASBESTOS AND MOLD SOLUTIONS, INC	KAC FLOOR & WALL ABATEMENT	\$17,365.41
320305	07/11/2025	5426 EWING IRRIGATION PRODUCTS, INC	PUMP START RELAY	\$386.82

City of Kennewick
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7/1/2025 to 7/31/2025



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320319	07/11/2025	1775 GRAINGER	IRRIGATION PUMP MOTOR STARTER	\$1,236.99
320343	07/11/2025	78 KENNEWICK INDUSTRIAL & ELEC	IRRIGATION PARTS AND CAUTION TAPE DOG PARK	\$32.89
320348	07/11/2025	638 LANDSCAPE STRUCTURES	RETAINAGE REL HORSE HEAVEN HILL PLAYGROUND	\$8,105.46
320383	07/11/2025	957 RANCH & HOME INC	GATE MAINTENANCE EAST GATE	\$182.45
320494	07/25/2025	836 CLIFF THORN CONSTRUCTION LLC	RETAINAGE RELEASE FS2 FS4 BUNKROOM DOORS	\$2,621.20
320522	07/25/2025	409 FRONTIER FENCE INC	WEST GATE REPAIR	\$213.71
320568	07/25/2025	1091 PORTOLITE PITCHING MOUNDS LLC	TURF PITCHING MOUNDS	\$1,464.41
320591	07/25/2025	8621 SUPERIOR GLASS LLC	KAC BROKEN WINDOW REPLACE	\$872.40
160 - Land & Facilities Subtotal:				\$32,481.74
Total For Fund 300				\$33,883.12
Fund 303				
010 - Fund Activity				
320263	07/11/2025	501 APOLLO, INC.	P2011 PAY EST 4	\$231,772.27
320333	07/11/2025	529 INTERMOUNTAIN MATERIAL TESTING	MATERIAL TESTING P2011	\$3,554.00
320438	07/15/2025	4713 J-U-B ENGINEERS INC	P2403 CONSULTANT INVOICE	\$93,874.11
320500	07/25/2025	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	FREIGHT P2112 SKYLINE ELECTRICAL SERVICE CABINET	\$326.40
320509	07/25/2025	7864 ECONOLITE CONTROL PRODUCTS INC	P2112 VISION CAMERA SYSTEM, COBALT CNTLR	\$37,270.80
010 - Fund Activity Subtotal:				\$366,797.58
Total For Fund 303				\$366,797.58
Fund 402				
000 - Fund Activity				
EFT	07/29/2025	167 WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$2,104.62
000 - Fund Activity Subtotal:				\$2,104.62
010 - Fund Activity				
EFT	07/29/2025	167 WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$19,645.51
320276	07/11/2025	3495 BOUND TREE MEDICAL LLC	IV & GENERAL MEDICAL SUPPLIES	\$95.27
320279	07/11/2025	7715 CARDINAL HEALTH 411, INC	MEDICATION	\$605.31
320283	07/11/2025	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SECURED SHRED SERVICE	\$101.79
320300	07/11/2025	905 ELIJAH DODSON	REIMB. MEDIC SCHOOL	\$1,423.93
320314	07/11/2025	5823 GALLS, LLC	PANTS & NAME TAGS - RIOS	\$2,720.68
320350	07/11/2025	8868 LIFE-ASSIST	GENERAL MEDICAL SUPPLIES	\$11,110.26
320355	07/11/2025	1206 MED-TECH RESOURCE INC	EAGLE LARYNGOSCOPE & O2 BAG	\$3,978.82
320373	07/11/2025	917 OXARC, INC.	NITROUS OXIDE CYLINDERS	\$1,153.99
320383	07/11/2025	957 RANCH & HOME INC	PROPANE	\$41.64
320392	07/11/2025	7872 SEA WESTERN INC	STRUCTURAL FF BOOTS	\$2,684.53
320400	07/11/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS5 STATION SUPPLIES	\$1,325.24
320403	07/11/2025	10778 SYSTEMS DESIGN WEST LLC	AMBULANCE BILLING SERVICES	\$10,578.82

City of Kennewick
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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320411	07/11/2025	168 TRILOGY MEDWASTE WEST LLC	MONTHLY RX DISPOSAL	\$15.37
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$1,003.49
320432	07/11/2025	6869 ZOLL MEDICAL CORPORATION	GENERAL MEDICAL SUPPLIES	\$1,973.00
320471	07/25/2025	239 CHECK THE DOSE	SUBSCRIPTION RENEWAL	\$675.00
320487	07/25/2025	7715 CARDINAL HEALTH 411, INC	MEDICATION	\$775.69
320491	07/25/2025	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SECURED SHRED SERVICE	\$76.34
320492	07/25/2025	100 CITY OF RICHLAND	SECOMM ASSESSMENT-DISPATCH SERVICES	\$25,614.65
320496	07/25/2025	7849 COLUMBIA BASIN ICE AND, TRANSPORT	ICE	\$131.25
320524	07/25/2025	5823 GALLS, LLC	PANTS - HANSEN	\$2,157.36
320530	07/25/2025	10586 HENRY SCHEIN INC	GENERAL MEDICAL SUPPLIES	\$2,035.70
320536	07/25/2025	954 KEVIN E HODGES	MPD SERVICES 2025-2026	\$1,512.50
320541	07/25/2025	4244 L N CURTIS & SONS	BLACK IRONSLOK KIT	\$955.29
320544	07/25/2025	8868 LIFE-ASSIST	IV & GENERAL MEDICAL SUPPLIES	\$2,876.86
320546	07/25/2025	2254 MCMASTER-CARR SUPPLY COMPANY	WALL MOUNTS - NEW MEDIC UNITS	\$218.20
320547	07/25/2025	1206 MED-TECH RESOURCE INC	O2 BAG	\$281.79
320558	07/25/2025	917 OXARC, INC.	OXYGEN	\$252.70
320573	07/25/2025	957 RANCH & HOME INC	PROPANE	\$14.79
320588	07/25/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	FS5 STATION SUPPLIES	\$405.87
320589	07/25/2025	5689 STRYKER SALES CORPORATION, STRYKER MEDICAL	2-YR PROCARE SERVICE AGREEMENT	\$8,773.63
320593	07/25/2025	10778 SYSTEMS DESIGN WEST LLC	AMBULANCE BILLING SERVICES	\$10,306.46
320596	07/25/2025	610 TECHNIMOUNT SYSTEM LLC	TECHNIMOUNTS FOR NEW MEDIC UNITS	\$6,885.00
320614	07/25/2025	6869 ZOLL MEDICAL CORPORATION	GENERAL MEDICAL SUPPLIES	\$5,727.30
010 - Fund Activity Subtotal:				\$128,134.03
Total For Fund 402				\$130,238.65
Fund 403				
000 - Fund Activity				
320458	07/18/2025	99991 PERMIT REFUNDS	PERMIT REFUND BLDC-2025-1964	\$615.80
320459	07/18/2025	99991 PERMIT REFUNDS	PERMIT REFUND BLDR-2025-1487	\$67.00
320624	07/31/2025	99991 PERMIT REFUNDS	PERMIT REFUND BLDC-2025-1893	\$134.00
000 - Fund Activity Subtotal:				\$816.80
010 - Fund Activity				
EFT	07/01/2025	70016 U.S. BANK	MERCHANT FEES	\$7,856.39
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$289.85
010 - Fund Activity Subtotal:				\$8,146.24
Total For Fund 403				\$8,963.04
Fund 404				
010 - Fund Activity				

City of Kennewick
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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320262	07/11/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	TOYOTA CENTER HVAC REPLACEMENT PH2 PROJECT	\$40,153.82
010 - Fund Activity Subtotal:				\$40,153.82
Total For Fund 404				\$40,153.82
Fund 405				
010 - Fund Activity				
EFT	07/29/2025	167 WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$4,879.45
320309	07/11/2025	86 FERGUSON ENTERPRISES INC	PIPE FOR 5TH AND NELSON	\$314.15
320319	07/11/2025	1775 GRAINGER	SAFETY SUPPLIES	\$91.56
320372	07/11/2025	5251 ONSITE ENVIRONMENTAL INC	SWEEPER MATERIAL TESTING	\$1,206.00
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$364.95
320431	07/11/2025	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC-MAY 2025	\$74.80
320525	07/25/2025	1110 GEOSYNTEC CONSULTANT, INC	P2409 CONSULTANT INVOICE	\$16,941.25
320606	07/25/2025	164 WA STATE DEPARTMENT OF ECOLOGY	STORMWATER PERMIT	\$31,568.00
010 - Fund Activity Subtotal:				\$55,440.16
Total For Fund 405				\$55,440.16
Fund 410				
000 - Fund Activity				
EFT	07/29/2025	167 WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$193.06
320243	07/02/2025	76261 BFCAC	DUE BFCAC	\$216.62
320268	07/11/2025	108 BADGER METER INC	REPLACEMENT FREEZE KITS FROM RETURN	\$2,296.22
320322	07/11/2025	865 HD FOWLER COMPANY INC	INV 300/400 HD FOWLER	\$2,112.20
320445	07/18/2025	70027 CITY OF KENNEWICK	WTR USED ACT#49009993-00	\$2,048.16
320450	07/18/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2025-1732	\$386.07
320451	07/18/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2024-2243	\$137.76
320452	07/18/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2025-1392	\$146.15
320453	07/18/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2017-03068	\$400.00
320454	07/18/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUND FHM-2022-5899	\$170.56
320455	07/18/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2017-00745	\$400.00
320456	07/18/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2025-1601	\$282.11
320457	07/18/2025	99995 HYDRANT REFUNDS	HYDRANT METER REFUNDS FHM-2025-0996	\$29.19
320501	07/25/2025	13 CORE & MAIN LP	INV 300 WATER INVENTORY	\$6,214.65
320528	07/25/2025	865 HD FOWLER COMPANY INC	INV 300/400 HD FOWLER	\$11,377.29
000 - Fund Activity Subtotal:				\$26,410.04
010 - Fund Activity				
EFT	07/11/2025	6441 MERRELL BROTHERS INC	P2209 PAY EST 9	\$1,024,932.71
EFT	07/29/2025	167 WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$121,463.95
320261	07/11/2025	2738 ANATEK LABS INC	HERBICIDE/ PESTICIDE SAMPLING	\$4,260.00

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320262	07/11/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	WASH COIL	\$1,274.29
320269	07/11/2025	4052 BATTERIES PLUS	LIFT STATIONS UPS BATTERIES	\$229.40
320271	07/11/2025	34 BENTON COUNTY AUDITOR	P1905 S&A/EAS REC FEE PARCEL #1-0789-100-0010-003	\$306.50
320272	07/11/2025	94 BENTON COUNTY TREASURER	P1905 REAL PROP VOUCHER PARCEL#1-0789-100-0010-003	\$10.00
320291	07/11/2025	2966 CULBERT CONSTRUCTION INC	P2211 PAY EST 6	\$149,172.91
320303	07/11/2025	9032 ENDRESS + HAUSER INC	MAG FLOW METER FOR 54TH & OLYMPIA BOOSTER STATION	\$12,527.72
320309	07/11/2025	86 FERGUSON ENTERPRISES INC	BAC T SAMPLE STATIONS	\$10,970.83
320319	07/11/2025	1775 GRAINGER	EXHAUST FAN	\$3,145.69
320320	07/11/2025	4759 GRIGG ENTERPRISES INC, ACE HARDWARE	OE UNIFORM - KEVIN ROSSIO	\$137.20
320322	07/11/2025	865 HD FOWLER COMPANY INC	2" POLY PIPE ROLL FOR WATER FLUSHING	\$7,205.31
320333	07/11/2025	529 INTERMOUNTAIN MATERIAL TESTING	MATERIAL TESTING P2415	\$3,179.25
320335	07/11/2025	4713 J-U-B ENGINEERS INC	P2312 CONSULTANT INVOICE	\$12,917.70
320341	07/11/2025	5148 KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - JUNE	\$161.44
320342	07/11/2025	585 KENNEWICK AQUISITION COMPANY III LLC	P1905 EASEMENT FEE PARCEL#1-0789-100-0010-003	\$1,769.00
320351	07/11/2025	3154 M & M BOLT COMPANY, LLC	RIVETS TO REPAIR FIRE HYDRANT DRAIN FACINGS	\$96.35
320366	07/11/2025	1290 NCL OF WISCONSIN, INC.	LAB SUPPLIES	\$864.21
320367	07/11/2025	4466 NORTHSTAR CHEMICAL INC	SODIUM HYDROXIDE ASR WELL	\$1,314.50
320371	07/11/2025	3700 OFFICE DEPOT INC	OFFICE SUPPLIES	\$59.04
320377	07/11/2025	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	47TH & OLYMPIA ELECTRICAL OUTLET FOR CL2 ANALYZER	\$10.60
320383	07/11/2025	957 RANCH & HOME INC	DEF FOR F-550 TRUCKS IN FLEET	\$219.74
320397	07/11/2025	680 SIERRA ELECTRIC, INC.	TROUBLE SHOOT AERATOR MOTOR	\$117.40
320402	07/11/2025	5320 SWS EQUIPMENT, LLC	TV CAMERA REPAIR PARTS	\$1,634.79
320406	07/11/2025	172 THE TRI-CITY HERALD	LEGAL PUBLICATION - UTILITY EASEMENT NOPH	\$131.47
320410	07/11/2025	6270 TRI-CITY SIGN & BARRICADE	LOCATE PAINT	\$518.28
320415	07/11/2025	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$163.20
320416	07/11/2025	7925 HD SUPPLY INC	VALVES AND TEE'S FOR TURB METERS	\$218.34
320417	07/11/2025	3625 UV SALES LLC	RECYCLE OLD UV BULBS	\$608.72
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$3,278.79
320431	07/11/2025	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC-MAY 2025	\$488.17
320435	07/15/2025	2738 ANATEK LABS INC	ASR WATER QUALITY SAMPLES	\$2,222.00
320436	07/15/2025	4147 FEDEX	SHIPPING	\$241.49
320437	07/15/2025	7234 GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS	P2418 CONSULTANT INVOICE	\$15,224.40
320438	07/15/2025	4713 J-U-B ENGINEERS INC	RECORD DRAWINGS	\$2,889.80
320468	07/25/2025	7400 ANALYTICAL SERVICES INC	AEROBIC ENDOSPORE SAMPLING	\$620.00
320469	07/25/2025	2738 ANATEK LABS INC	LEAD AND COPPER SAMPLING	\$4,415.00
320472	07/25/2025	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2024 HVAC MAINT-APRIL 2025	\$2,823.14
320475	07/25/2025	1568 ATOMIC SCREEN PRINT &, EMBROIDERY	SCREENPRINT/EMBROIDERY OE CLOTHING JEREMY GREENE	\$48.96
320476	07/25/2025	4052 BATTERIES PLUS	BATTERIES FOR MISC. WATER DISTRIBUTION EQUIPMENT	\$19.58
320481	07/25/2025	84 BENTON PUD NO. 1	ELECTRICITY	\$133,611.01
320483	07/25/2025	614 BRYAN BENTRUP	UNIFORM ALLOWANCE	\$155.55

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320488	07/25/2025	83 CASCADE NATURAL GAS	GAS SERVICE	\$123.50
320516	07/25/2025	86 FERGUSON ENTERPRISES INC	TRAFFIC RATED BOXES FOR METER AT MALL IN ROAD	\$120,788.28
320518	07/25/2025	6964 FILMTEC CORPORATION	WTP MEMBRANE FILTER PARTS	\$9,976.96
320526	07/25/2025	1775 GRAINGER	AIR FILTERS FOR THE SCREEN ROOM AIR UNIT	\$135.78
320527	07/25/2025	10118 H2O SOLUTIONS LLC	PAYMENT CORRECTION CONTRACT 24-008	\$30.00
320528	07/25/2025	865 HD FOWLER COMPANY INC	PARTS TO REPAIR KENNEDY FIRE HYDRANT	\$660.01
320529	07/25/2025	6569 HDR INC	P2117 CONSULTANT INVOICE	\$67,554.50
320535	07/25/2025	4713 J-U-B ENGINEERS INC	P2312 CONSULTANT INVOICE	\$2,954.00
320537	07/25/2025	4624 JCI JONES CHEMICALS INC	WTP CHEMICALS - SODIUM HYPOCHLORITE	\$9,111.50
320539	07/25/2025	78 KENNEWICK INDUSTRIAL & ELEC	PARTS FOR AUTO FLUSHER	\$56.19
320553	07/25/2025	5532 NORCO, INC.	GAS CYLINDERS FOR THE SHOP	\$168.01
320554	07/25/2025	4466 NORTHSTAR CHEMICAL INC	SODIUM HYPOCHLORITE ASR WELL	\$1,457.30
320558	07/25/2025	917 OXARC, INC.	OXYGEN TANK FILL FOR TORCH	\$366.15
320560	07/25/2025	300 PASCO MACHINE CO INC	75 HP AERATOR REBUILD	\$10,836.48
320565	07/25/2025	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	COLUMBIA PARK EAST FUSES	\$209.71
320566	07/25/2025	45 PLUCKER, ROBERT	UNIFORM ALLOWANCE	\$208.69
320571	07/25/2025	10453 RAINIER ENVIRONMENTAL LAB, ERIC TOLLEFSON	WET TESTING FOR PERMIT	\$1,700.00
320573	07/25/2025	957 RANCH & HOME INC	GAS CANS FOR MAINTENANCE TRUCKS	\$47.85
320602	07/25/2025	3881 UTILITIES UNDERGROUND, LOCATION CENTER	MONTHLY LOCATE FEES	\$345.60
320604	07/25/2025	1118 VEGA AMERICAS INC	WWTP LEVEL TRANSDUCER FOR EFFLUENT FLOW	\$1,648.48
320606	07/25/2025	164 WA STATE DEPARTMENT OF ECOLOGY	LOAN PAYMENT LN-000004696	\$67,619.67
320607	07/25/2025	63 WA STATE DEPT TRANSPORTATION, HIGHWAYS & LOCAL PR	LIA UTILITY PERMIT	\$1,632.29
320615	07/30/2025	1726 BAVCO APPARATUS & VALVE CO	BACKFLOW PARTS FOR LIFT STATIONS	\$602.32
010 - Fund Activity Subtotal:				\$1,823,891.70
Total For Fund 410				\$1,850,301.74

Fund 501**000 - Fund Activity**

EFT	07/29/2025	167 WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$5.19
320256	07/11/2025	10995 ADVANTAGE PRESSUREPRO LLC	INV 700 TIRE PRESSURE SENSORS	\$543.30
320275	07/11/2025	1105 BLAC-RAC MANUFACTURING INC	INV 700 BLAC-RAC	\$1,313.48
320290	07/11/2025	5727 COSTCO ANYWHERE CITI VISA	INV 700 POWERSTOP BRAKES	\$2,339.00
320327	07/11/2025	8711 HUGHES FIRE EQUIPMENT INC	INV 700 HUGHES FIRE	\$1,633.21
320370	07/11/2025	4217 O'REILLY AUTO PARTS	INV 700 O'REILLY	\$790.65
320504	07/25/2025	9827 DAY WIRELESS SYSTEMS	INV 700 STROBE	\$380.75
320552	07/25/2025	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 NAPA	\$97.04
320557	07/25/2025	4217 O'REILLY AUTO PARTS	INV 700 O'REILLY	\$3,108.88
320561	07/25/2025	6241 PASCO TIRE FACTORY INC	INV 800 BFG TIRES	\$2,816.43
320563	07/25/2025	241 PERFORMANCE SYSTEMS INTEGRATION	INV 700 FIRE EXTINGUISHERS	\$1,351.52
000 - Fund Activity Subtotal:				\$14,379.45

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
010 - Fund Activity				
EFT	07/17/2025	8711 HUGHES FIRE EQUIPMENT INC	LIFE LINE MEDIC UNITS	\$909,643.60
320280	07/11/2025	3527 CASADAY BEE-LINE SERVICE, & TOWING LLC	ALIGNMENT FOR V2716	\$144.41
320281	07/11/2025	1315 CENTRAL MACHINERY SALES INC	TIE ROD VEH 0059	\$230.17
320286	07/11/2025	1310 COLEMAN OIL COMPANY	CITYWIDE FLEET FUEL	\$34,938.72
320289	07/11/2025	7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC	CREDIT MOULDING VEH 7502	\$991.92
320293	07/11/2025	591 DANA SAFETY SUPPLY	UPFIT EQUIPMENT FOR 2025 PD VEHICLES 7506-7509	\$1,264.75
320319	07/11/2025	1775 GRAINGER	CASTERS FOR FLEET	\$41.54
320327	07/11/2025	8711 HUGHES FIRE EQUIPMENT INC	FITTING AND RECEIVER VEH 2801	\$23,756.91
320337	07/11/2025	3363 JIM'S PACIFIC GARAGES INC	VALVE VEH 2801	\$28.06
320344	07/11/2025	5495 KOOL SHADES WINDOW TINTING, JOVENTINO M CORREA	WINDOW TINTING VEH 5105	\$326.40
320354	07/11/2025	2254 MCMASTER-CARR SUPPLY COMPANY	BEARINGS VEH 3904	\$248.48
320356	07/11/2025	3284 MEL'S INTER-CITY TOWING	TOWING SERVICE VEH 2512	\$212.70
320364	07/11/2025	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	OIL FOR V3731	\$226.17
320368	07/11/2025	1677 NORTHSTAR CLEAN CONCEPTS HOTSY, CLEAN CONCEPTS GR	RETAINAGE RELEASE SHOPS CAR WASH - PRESSURE WASHER	\$1,356.08
320370	07/11/2025	4217 O'REILLY AUTO PARTS	COUPLING VEH 2801	\$3,552.51
320374	07/11/2025	6603 PAPE MACHINERY INC	MOWER BLADES FOR V4905	\$1,261.64
320384	07/11/2025	3803 RDO EQUIPMENT	STRAP KIT FOR V3403	\$272.22
320412	07/11/2025	956 TRIMAX MOWING SYSTEMS INC	TRIMAX PEGASUS S5 ROLLER MOWER	\$73,562.30
320414	07/11/2025	10779 TRUCKVAULT INC	STORAGE VAULT LOCK VEH 7319	\$211.08
320415	07/11/2025	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$141.28
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$171.20
320441	07/15/2025	5320 SWS EQUIPMENT, LLC	SPRING FOR V4104	\$111.15
320482	07/25/2025	10612 BRAUN INDUSTRIES INC	BLOWER MOTOR AND HARDWARE VEH 2716	\$470.11
320495	07/25/2025	1310 COLEMAN OIL COMPANY	COLUMBIA PARK MOWER FUEL	\$35,947.94
320502	07/25/2025	5727 COSTCO ANYWHERE CITI VISA	FLANGE/LEGS/CLIPS FOR V2801	\$455.64
320503	07/25/2025	591 DANA SAFETY SUPPLY	UPFIT EQUIPMENT FOR 2025 PD VEHICLES 7506-7509	\$2,800.29
320511	07/25/2025	1122 EMPIRE ELECTRIC USA CORP	FROST EV CHARGING STATIONS	\$13,284.90
320512	07/25/2025	9818 ENVIRO-CLEAN EQUIPMENT INC	FLOAT VEH 4612	\$1,829.96
320519	07/25/2025	81 FNS COLLISION GROUP LLC	BODY REPAIR VEH 7324	\$350.88
320531	07/25/2025	8572 HIGH DESERT MAINTENANCE INC	PLATE FABRICATION VEH 3403	\$1,341.88
320532	07/25/2025	8711 HUGHES FIRE EQUIPMENT INC	SHAFT / FLANGES FOR V0230	\$3,142.55
320538	07/25/2025	3363 JIM'S PACIFIC GARAGES INC	CORE RETURN V2307	\$704.08
320546	07/25/2025	2254 MCMASTER-CARR SUPPLY COMPANY	DIE SPRING FOR V0230	\$21.49
320552	07/25/2025	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	LIGHT & PLUG FOR V4100	\$830.56
320557	07/25/2025	4217 O'REILLY AUTO PARTS	BATTERY FOR V7500	\$3,872.14
320559	07/25/2025	6603 PAPE MACHINERY INC	COOLANT FOR V4901	\$43.47
320561	07/25/2025	6241 PASCO TIRE FACTORY INC	TIRES AND INSTALL VEH 4612	\$2,073.98
320567	07/25/2025	285 PNW EMERGENCY EQUIPMENT	SWIVEL ELBOW FOR V2801	\$155.26
320572	07/25/2025	957 RANCH & HOME INC	PROPANE FOR V0401	\$25.70

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
320585	07/25/2025	9499 SOUND OFF SIGNAL GSA, EMERGENCY TECHNOLOGY INC	VEHICLE LIGHTING 2025 F150 RESPONDERS 7506 7507	\$19,533.21
320586	07/25/2025	1156 SPOKANE HOUSE OF HOSE, INC.	HOSES VEH 4104	\$769.90
320587	07/25/2025	247 SS EQUIPMENT, PASCO NEW HOLLAND	SEATBELT / TENSIONER FOR V3904	\$626.08
320592	07/25/2025	5320 SWS EQUIPMENT, LLC	TUBING FOR V4105	\$355.21
010 - Fund Activity Subtotal:				\$1,141,328.52
Total For Fund 501				\$1,155,707.97
Fund 502				
000 - Fund Activity				
EFT	07/29/2025	167 WA STATE DEPT OF REVENUE	JUNE 2025 EXCISE TAX	\$2.79
320290	07/11/2025	5727 COSTCO ANYWHERE CITI VISA	INV 200/500 GRAINGER	\$158.41
320319	07/11/2025	1775 GRAINGER	INV 200/500 GRAINGER	\$1,899.81
320378	07/11/2025	2399 PR DIAMOND PRODUCTS INC	INV 200 SAW BLADES	\$4,199.00
320401	07/11/2025	3697 SUNWEST SPORTSWEAR, A DIVISION OF US LINEN	INV 200 SUN WEST	\$3,656.55
320502	07/25/2025	5727 COSTCO ANYWHERE CITI VISA	INV 500 TRIMMER LINE	\$558.59
320514	07/25/2025	5426 EWING IRRIGATION PRODUCTS, INC	INV 500 EWING	\$1,348.58
320526	07/25/2025	1775 GRAINGER	INV 200 GRAINGER	\$711.41
320549	07/25/2025	10360 MINUTEMAN PRESS OF KENNEWICK, WESTJAN ENTERPRISES	INV 100 MINUTEMAN PRESS	\$1,412.60
320588	07/25/2025	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	INV 200 PAPER TOWEL ROLLS	\$340.98
320609	07/25/2025	4772 WAXIE'S ENTERPRISES INC, WAXIE SANITARY SUPPLY	INV 200 SMALL TRASH BAGS	\$649.80
000 - Fund Activity Subtotal:				\$14,938.52
010 - Fund Activity				
320464	07/25/2025	1526 ABADAN	COPIER MAINTENANCE - 2025	\$2,082.26
320542	07/25/2025	6743 LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2025	\$2,686.21
010 - Fund Activity Subtotal:				\$4,768.47
Total For Fund 502				\$19,706.99
Fund 503				
000 - Fund Activity				
320574	07/25/2025	3569 RAY POLAND AND SONS INC	P2406 RETAINAGE INVOICE	\$3,252.50
000 - Fund Activity Subtotal:				\$3,252.50
010 - Fund Activity				
EFT	07/15/2025	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$30.00
320302	07/11/2025	8079 EMPLOYMENT SECURITY DEPARTMENT, UI TAX ADMINISTRATION	2ND QTR UI TAX ADMINISTRATION 2025	\$71,091.42
320312	07/11/2025	919 FRONTLINE MEDICAL PLLC	PHYSICALS/PRE-EMPLOY TESTING	\$120.00
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$41.42
320519	07/25/2025	81 FNS COLLISION GROUP LLC	PARKS VEHICLE, STOLEN (YAKIMA SC# 25-1-00623-39)	\$8,591.72
320556	07/25/2025	8877 NORTHWEST RESTORATION FSWW, SCOTCO CONSTRUCTION INC	90% PAYMENT REPAIR OF WATER DAMAGE/MOLD AT FS4	\$7,967.51
320617	07/30/2025	9553 COLUMBIA SAFETY LLC	CPR/AED & FIRST AID TRAINING	\$160.00

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010 - Fund Activity Subtotal:				\$88,002.07
Total For Fund 503				\$91,254.57
Fund 611				
010 - Fund Activity				
320508	07/25/2025	5685 ECKERT, NANCY	LEOFF 1 PENSION	\$1,882.02
320570	07/25/2025	6700 PURDY, PAULA	LEOFF 1 PENSION	\$1,201.55
320576	07/25/2025	145 REMUS, LARRY J	LEOFF 1 PENSION	\$993.29
320580	07/25/2025	148 SHAW, LEONARD	LEOFF 1 PENSION	\$706.04
320583	07/25/2025	150 SLEATER, LARRY L	LEOFF 1 PENSION	\$1,675.45
010 - Fund Activity Subtotal:				\$6,458.35
Total For Fund 611				\$6,458.35
Fund 612				
010 - Fund Activity				
320277	07/11/2025	185 BUCK, GARY E	RETIREE MEDICAL	\$185.00
320298	07/11/2025	1894 EASLING, CONNIE	RETIREE MEDICAL	\$185.00
320306	07/11/2025	41 FARNKOFF, ROBERT C	RETIREE MEDICAL	\$185.00
320308	07/11/2025	58 FEARING, DOUG	RETIREE MEDICAL	\$262.77
320315	07/11/2025	181 GIER, CHARLES W.	RETIREE MEDICAL	\$174.70
320316	07/11/2025	134 GONDERMAN, DAVID A	RETIREE MEDICAL	\$185.00
320321	07/11/2025	62 GROSS, ROBERT	RETIREE MEDICAL	\$185.00
320323	07/11/2025	455 HEIMBIGNER, MICHAEL	RETIREE MEDICAL	\$185.00
320325	07/11/2025	6744 HIRSCHER, ARTHUR D	RETIREE MEDICAL	\$104.90
320339	07/11/2025	3891 JOPLIN, ALAN	RETIREE MEDICAL	\$185.00
320340	07/11/2025	65 JUERGENSEN, CURT	RETIREE MEDICAL	\$185.00
320346	07/11/2025	60 KRAFT, JAMES	RETIREE MEDICAL	\$185.00
320352	07/11/2025	50 MACE, BILL	RETIREE MEDICAL	\$185.00
320353	07/11/2025	52 MAPLETHORPE, JOHN G., JR	RETIREE MEDICAL	\$206.68
320369	07/11/2025	142 O'HAIR, RONALD L	RETIREE MEDICAL	\$185.00
320375	07/11/2025	5554 PENNEY, MICHAEL	RETIREE MEDICAL	\$134.00
320386	07/11/2025	145 REMUS, LARRY J	RETIREE MEDICAL	\$185.00
320387	07/11/2025	145 REMUS, LARRY J	REIMB 05/20/25	\$192.00
320388	07/11/2025	145 REMUS, LARRY J	REIMB 05/20/2025	\$163.04
320391	07/11/2025	1821 SCHARNHORST, DEAN	RETIREE MEDICAL	\$185.00
320395	07/11/2025	148 SHAW, LEONARD	RETIREE MEDICAL	\$1,814.16
320398	07/11/2025	150 SLEATER, LARRY L	RETIREE MEDICAL	\$185.00
320399	07/11/2025	66 SOUTHWICK, JOHN J., JR.	RETIREE MEDICAL	\$185.00
320413	07/11/2025	1318 TRIPP, GREG	RETIREE MEDICAL	\$545.00
320421	07/11/2025	8584 WAGNER, BRIAN	RETIREE MEDICAL	\$181.00

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320424	07/11/2025	9944 WATERS, DENNIS	RETIREE MEDICAL	\$6,078.20
320428	07/11/2025	2997 WILLIAMS, GARY	RETIREE MEDICAL	\$185.00
320430	07/11/2025	9776 YADEN, MARK	RETIREE MEDICAL	\$185.00
320580	07/25/2025	148 SHAW, LEONARD	LEOFF IN HOME CARE-REIMB 061325	\$4,428.61
010 - Fund Activity Subtotal:				\$17,430.06
Total For Fund 612				\$17,430.06
Fund 642				
000 - Fund Activity				
320616	07/30/2025	2595 CHRISTOPHER BENNETT	BF-07242025 - METRO BUY FUNDS	\$10,000.00
000 - Fund Activity Subtotal:				\$10,000.00
010 - Fund Activity				
320286	07/11/2025	1310 COLEMAN OIL COMPANY	UC FUEL EXPENSE	\$77.21
320292	07/11/2025	7711 CULLIGAN WATER CONDITIONING	CULLIGAN WATER SERVICE	\$55.76
320418	07/11/2025	30 VERIZON NORTHWEST	CITY WIDE CELL PHONES	\$81.43
320431	07/11/2025	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC-MAY 2025	\$158.93
320600	07/25/2025	457 TRUCKS & AUTO AUCTIONS	VEHICLE STORAGE FEE (JUL)	\$1,065.00
010 - Fund Activity Subtotal:				\$1,438.33
Total For Fund 642				\$11,438.33
Fund 888				
000 - Fund Activity				
EFT	07/16/2025	5000 COMMERCIAL CARD SOLUTIONS, JP MORGAN CHASE - VISA	PCARD PURCHASES-JUNE 2025	\$71,614.21
000 - Fund Activity Subtotal:				\$71,614.21
Total For Fund 888				\$71,614.21
				\$5,606,526.26

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



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

Jessica Platt, Finance Director

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

Check Numbers 320243 through 320624:	\$3,393,987.34
Electronic Payments (EFT):	\$2,212,538.92
Total	\$5,606,526.26

City of Kennewick
Claims Roster by Fund/Division
7/1/2025 to 7/31/2025



CLAIMS SUMMARY		
FUND	DESCRIPTION	AMOUNT
001	GENERAL FUND	1,351,641.69
102	STREET FUND	55,130.21
106	BI-PIN OPERATIONS FUND	7,817.07
107	COMMUNITY DEVELOPMENT FUND	3,537.44
111	ASSET FORFEITURE FUND	900.00
116	LODGING TAX FUND	112,054.00
117	CRIMINAL JUSTICE SALES TAX FND	4,297.62
118	HIDTA FIDUCIARY PROGRAM	205,821.81
119	CORONAVIRUS FISCAL RECOVERY FD	3,387.83
200	DEBT SERVICE FUND	2,550.00
300	CAPITAL IMPROVEMENTS FUND	33,883.12
303	URBAN ARTERIAL STREET FUND	366,797.58
402	MEDICAL SERVICES FUND	130,238.65
403	BUILDING SAFETY FUND	8,963.04
404	COLISEUM FUND	40,153.82
405	STORMWATER UTILITY FUND	55,440.16
410	WATER AND SEWER FUND	1,850,301.74
501	EQUIPMENT RENTAL FUND	1,155,707.97
502	CENTRAL STORES FUND	19,706.99
503	RISK MANAGEMENT FUND	91,254.57
611	FIREMENS PENSION FUND	6,458.35
612	OPEB TRUST FUND	17,430.06
642	METRO DRUG FORFEITURE FUND	11,438.33
888	RESIDUAL FUND	71,614.21
Total:		5,606,526.26

City of Kennewick

PCard Roster by Fund

6/1/2025 to 6/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
001 - GENERAL FUND				
CITY COUNCIL	10182	PROCARD, ASSOCIATION OF WASHINGTON	AWC ANNUAL CONFERENCE REGISTRATION FOR MAYOR CRAWFORD	585.00
CITY COUNCIL	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	RETIREMENT PLAQUE	147.46
CITY COUNCIL	999998	PP*RISE & SHINE BAKE	RETIREMENT CELEBRATION COOKIES	95.20
City Council Subtotal:				\$827.66
CITY MANAGER	3717	AMAZON.COM	FAX MACHINE INK	167.55
CITY MANAGER	10158	PROCARD, CANVA	CANVA TEAM SUBSCRIPTION	85.49
CITY MANAGER	3700	OFFICE DEPOT INC	DOCUMENT COVERS	218.46
CITY MANAGER	999998	OPENAI *CHATGPT SUBSCR	OPENAI SUBSCRIPTION FOR CM OFFICE	21.76
CITY MANAGER	6006	ADOBE SYSTEMS, INC	ADOBE SUBSCRIPTION FOR CM OFFICE	38.07
CITY MANAGER	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	UNITED WAY TROPHIES	21.93
City Manager Subtotal:				\$553.26
RECREATION SERVICES	7237	GOTPRINT.COM	BUSINESS CARDS FOR HALEY PINK	39.57
RECREATION SERVICES	3717	AMAZON.COM	BINGO PROGRAM SUPPLIES	21.70
RECREATION SERVICES	1211	FRED MEYER	POOL SUPPLIES	17.71
RECREATION SERVICES	3647	DOLLARTREE	POOL SUPPLIES	128.19
RECREATION SERVICES	3717	AMAZON.COM	POOL SUPPLIES	132.70
RECREATION SERVICES	3717	AMAZON.COM	KCC SUPPLIES	256.35
RECREATION SERVICES	3717	AMAZON.COM	KCC OFFICE SUPPLIES	60.57
RECREATION SERVICES	999998	SP SWIMOUTLET.COM	LIFEGUARD SUPPLIES	586.01
RECREATION SERVICES	999998	SQ *COLUMBIA SAFETY	DANIELLE REFFALT 1ST AID / CPR CERT	80.00
RECREATION SERVICES	3717	AMAZON.COM	SR SUPPLIES	48.13
RECREATION SERVICES	6179	ARC*SERVICES/TRAINING	LIFEGUARD CERTIFICATIONS	611.00
RECREATION SERVICES	999998	KIEFER AQUATICS	POOL MANAGER SUITS	251.34
RECREATION SERVICES	6701	RED APPLE MARKET	WATER FOR LIFEGUARDS	12.50
RECREATION SERVICES	999998	KRISPY KREME #1245	LIFEGUARD APPRECIATION	37.98
RECREATION SERVICES	3717	AMAZON.COM	KCC PROGRAM SUPPLIES	30.86
RECREATION SERVICES	3717	AMAZON.COM	FAMILY FUN DAY SUPPLIES	47.81
RECREATION SERVICES	3717	AMAZON.COM	LOCKERS FOR LIFE GUARDS	174.07
RECREATION SERVICES	3717	AMAZON.COM	POOL / SWIM LESSON SUPPLIES	43.40
RECREATION SERVICES	6179	ARC*SERVICES/TRAINING	LIFEGUARDING CERTIFICATIONS	282.00
RECREATION SERVICES	999998	MEDICALES	HAND SANITIZER FOR POOL WALL MOUNTS	69.62
RECREATION SERVICES	3717	AMAZON.COM	RIVER OF FIRE BOOTH SUPPLIES	135.69
RECREATION SERVICES	3325	YOKE'S FRESH MARKET	LIFEGUARD TRAINING SUPPLIES	40.38
RECREATION SERVICES	3717	AMAZON.COM	OFFICE SUPPLIES	47.94
RECREATION SERVICES	3717	AMAZON.COM	KCC CLEANING SUPPLIES	15.47

City of Kennewick

PCard Roster by Fund

6/1/2025 to 6/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
RECREATION SERVICES	7217	FACEBOOK	FACEBOOK MARKETING	597.85
RECREATION SERVICES	3717	AMAZON.COM	FAN FOR FRENCHIE GRANDMAISON	17.40
RECREATION SERVICES	7680	PANDORA*INTERNET RADIO	PANDORA FOR THE PAVILION	32.59
RECREATION SERVICES	3717	AMAZON.COM	RE CHARGED FOR UNRETURNED PRINTER RIBBON	77.68
RECREATION SERVICES	3647	DOLLARTREE	KCC BINGO SUPPLIES	29.59
RECREATION SERVICES	1211	FRED MEYER	SR PLANTS	29.54
RECREATION SERVICES	3223	WALMART SUPERCENTER	SR TOWELS	34.55
RECREATION SERVICES	999998	GREEN CLEANERS	SR CLEANING OF LINENS	38.05
RECREATION SERVICES	999998	SLING.COM	SLING TV FOR THE PAVILION	70.98
RECREATION SERVICES	7070	PROCARD, SQUARE INC	ALL STAFF MEETING SUPPLIES	40.45
RECREATION SERVICES	4642	STARBUCKS	ALL STAFF MEETING SUPPLIES	35.14
Recreation Services Subtotal:				\$4,174.81
FACILITIES MAINTENANCE	999998	PY *GREG WALDEN	UNIFORM	48.92
FACILITIES MAINTENANCE	3717	AMAZON.COM	TIMER FOR THE POOL	241.47
FACILITIES MAINTENANCE	3717	AMAZON.COM	POOL TEST STRIPS	44.04
FACILITIES MAINTENANCE	3717	AMAZON.COM	POOL BASKET PUMPS	174.04
FACILITIES MAINTENANCE	3717	AMAZON.COM	SCREEN CAPS	22.54
FACILITIES MAINTENANCE	4642	STARBUCKS	ALL STAFF MEETING SUPPLIES	35.14
FACILITIES MAINTENANCE	3717	AMAZON.COM	UMBRELLAS FOR HEAT PROTECTION	367.89
FACILITIES MAINTENANCE	7070	PROCARD, SQUARE INC	ALL STAFF MEETING SUPPLIES	40.45
FACILITIES MAINTENANCE	3717	AMAZON.COM	POOL SUPPLIES	278.45
FACILITIES MAINTENANCE	3717	AMAZON.COM	UMBRELLA HEAT PROTECTION	233.64
FACILITIES MAINTENANCE	999998	OES GLOBAL INC	HYDRATION STICK FOR CREW	225.12
FACILITIES MAINTENANCE	3717	AMAZON.COM	POOL EQUIPMENT	230.60
FACILITIES MAINTENANCE	3717	AMAZON.COM	RETURNED UMBRELLA	(58.41)
FACILITIES MAINTENANCE	3717	AMAZON.COM	UMBRELLA RETURNED	(237.97)
FACILITIES MAINTENANCE	5449	ARBOR DAY FOUNDATION	REFUND FOR SOUTHRIDGE TREES	(130.53)
FACILITIES MAINTENANCE	3717	AMAZON.COM	UMBRELLA RETURN	(125.55)
FACILITIES MAINTENANCE	999998	SMARTSIGN	LSP CLOSE GATE SIGN	90.74
Facilities Maintenance Subtotal:				\$1,480.58
ECONOMIC DEVELOPMENT	7217	FACEBOOK	MARKETING CALL FOR ARTISTS	49.97
ECONOMIC DEVELOPMENT	999998	IN *HIGHRES LLC	SOUTHRIDGE DRONE PHOTOS OF RIDGELINE UNDERPASS, NON OLSON, AND 10TH AND CLEARWATER.	750.00
ECONOMIC DEVELOPMENT	999998	FAIRFIELD INN & SUITES	ARTSWA CONVEYING IN TENINO WA	330.00
ECONOMIC DEVELOPMENT	999998	EIG	CONSTANT CONTACT COMMUNICATIONS	451.53
Economic Development Subtotal:				\$1,581.50
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA MEMBERSHIP - J. CARLSON	75.00

City of Kennewick
PCard Roster by Fund
6/1/2025 to 6/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA CONFERENCE - J. PLATT	790.00
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA MEMBERSHIP - G. AGUILAR	75.00
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA MEMBERSHIP - E. CASTRO	75.00
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA MEMBERSHIP - J. PASCUA	75.00
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA CLASS - G. AGUILAR, J. CARLSON	150.00
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA CONFERENCE - J. PASCUA	515.00
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA CONFERENCE - R. STODDARD	515.00
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA MEMBERSHIP - R. STODDARD	75.00
ACCOUNTING	999998	WASHINGTON FINANCE OFF	WFOA CONFERENCE - E. CASTRO	790.00
ACCOUNTING	999998	BNP MEDIA SUB-ENR AR NEWS	BNP MEDIA SUBSCRIPTION - R. STODDARD	8.99
Accounting Subtotal:				\$3,143.99
HUMAN RESOURCES	7237	GOTPRINT.COM	BUSINESS CARDS FOR T LENKERSDORFER AND C TEMPLETON	69.11
HUMAN RESOURCES	999998	INTERNATIONAL TRANSACTION	FEE FOR FUND TRANSACTION FOR DOTSTORMING	0.08
HUMAN RESOURCES	999998	DOTSTORMING	ART DESIGN SITE FOR ARTS COMMISSION	5.00
HUMAN RESOURCES	3717	AMAZON.COM	CELL PHONE CASES - HR	17.34
HUMAN RESOURCES	999998	COLUMBIA PARK GOLF COURSE	COLUMBIA PARK GOLF COURSE - \$450.75 WELLNESS EVENT	450.75
HUMAN RESOURCES	999998	APWA - WORK ZONE	JOB POSTING FOR UTILITY SERVICES CAPTIAL PROJECTS MANAGER	375.00
HUMAN RESOURCES	999998	APWA - WORK ZONE	JOB POSTING FOR TRAFFIC SIGNAL TECHNICIAN	375.00
HUMAN RESOURCES	9513	PROCARD, YOURMEMBER-CAREERS	ICC JOB POSTING FOR PLANS EXAMINER/BUILDING INSPECTOR	599.00
HUMAN RESOURCES	854	INTERNATIONAL ECONOMIC, DEVELOPMENT COUNCIL	JOB POSTING FOR ECONOMIC DEVELOPMENT DIRECTOR	575.00
HUMAN RESOURCES	9860	PROCARD, PAYPAL	AWC JOBNET POSTING FOR PLANS EXAMINER/BUILDING INSPECTOR	50.00
HUMAN RESOURCES	9860	PROCARD, PAYPAL	AWC JOBNET POSTING FOR PIO/MARKETING SUPERVISOR	50.00
HUMAN RESOURCES	777	WABO WASHINGTON ASSOCIATION, OF BUILDING OFFICIAL	JOB POSTING FOR PLANS EXAMINER / BUILDING INSPECTOR	57.00
HUMAN RESOURCES	9513	PROCARD, YOURMEMBER-CAREERS	AMA JOB POSTING FOR PIO/MARKETING SUPERVISOR	325.00
HUMAN RESOURCES	9513	PROCARD, YOURMEMBER-CAREERS	AMA JOB POSTING FOR COMMUNICATIONS AND MARKETING SPECIALIST	325.00
HUMAN RESOURCES	9860	PROCARD, PAYPAL	AWC JOBNET POSTING FOR HR GENERALIST	50.00
HUMAN RESOURCES	9860	PROCARD, PAYPAL	AWC JOBNET POSTING FOR COMMUNICATIONS AND MARKETING SPECIALIST	50.00
HUMAN RESOURCES	999998	APA	JOB POSTING FOR ECONOMIC DEVELOPMENT DIRECTOR	670.00
HUMAN RESOURCES	999998	SURVEYMONK* T 46875638	SURVEY SERVICES - MONTHLY SUBSCRIPTION FEE	107.72
HUMAN RESOURCES	9860	PROCARD, PAYPAL	AWC JOBNET POSTING FOR PARKS PLANNER	50.00
HUMAN RESOURCES	999998	ASSOCIATIO* NRPA CAREE	JOB POSTING FOR PARKS PLANNER	275.00
Human Resources Subtotal:				\$4,476.00
CUSTOMER SERVICE	3717	AMAZON.COM	OFFICE SUPPLIES	49.77

City of Kennewick
PCard Roster by Fund
6/1/2025 to 6/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
Customer Service Subtotal:				\$49.77
CODE ENFORCEMENT	999998	IPRINT TECHNOLOGIES	PRINTER TONERS FOR CODE ENFORCEMENT PRINTER	504.86
CODE ENFORCEMENT	999998	SMARTSIGN	NAMEPLATES FOR BUILDING DEPT	42.82
Code Enforcement Subtotal:				\$547.68
CITY ATTORNEY	999998	ATTORNEY & NOTARY SUPPLY	NOTARY BOND AND STAMP - AMP	83.77
CITY ATTORNEY	999998	DOL - PROFESSIONAL LICEN	DOL NOTARY LICENSE - AIMEE PETTY	30.00
CITY ATTORNEY	999998	STA CONSULTING	CLE WEBINAR - VOIR DIRE BEST PRACTICES - G KORTHUIS	149.00
City Attorney Subtotal:				\$262.77
PURCHASING	5119	NIGP WASHINGTON STATE CHAPTER	WANIGP MEMBERSHIP RENEWAL FOR PURCHASING	180.00
Purchasing Subtotal:				\$180.00
INFORMATION TECHNOLOGY	4169	INTEGO	CAMTASIA MAINTENANCE RENEWAL (1 SEAT)	61.82
INFORMATION TECHNOLOGY	10459	PROCARD, PAYFLOW/PAYPAL	MONTHLY CREDIT CARD PROCESSING	570.15
INFORMATION TECHNOLOGY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	ZIPTIES/MOUNTING PADS - IT	11.36
INFORMATION TECHNOLOGY	4169	INTEGO	SNAGIT MAINTENANCE RENEWAL (14 SEATS)	138.61
INFORMATION TECHNOLOGY	4169	INTEGO	SNAGIT MAINTENANCE RENEWAL (1 SEAT)	12.87
INFORMATION TECHNOLOGY	999998	BCM ONE INC	PHONE LINE CHARGES	765.86
INFORMATION TECHNOLOGY	999998	CBR*KIOWARE	KIOSK SOFTWARE - POOL	59.79
INFORMATION TECHNOLOGY	39	BRIDGEPAY NETWORK SOLUTIONS	CREDIT CARD PROCESSING FEES	81.80
INFORMATION TECHNOLOGY	3717	AMAZON.COM	IT SUPPLIES/HARDWARE - ANTHONY/JONATHAN	222.61
INFORMATION TECHNOLOGY	3717	AMAZON.COM	CELL PHONE CASES - IT	18.46
INFORMATION TECHNOLOGY	3717	AMAZON.COM	CELL PHONE CHARGING CABLES (2) - IT	17.36
INFORMATION TECHNOLOGY	999998	AMAZON MKTPL	DELL SPEAKERS - ANTHONYW	46.78
INFORMATION TECHNOLOGY	3292	BEST BUY	USB WIFI DONGLE - IT	38.07
INFORMATION TECHNOLOGY	3717	AMAZON.COM	MAGNETIC USB C CABLE ADAPTERS - IT	41.32
INFORMATION TECHNOLOGY	3717	AMAZON.COM	USB WIFI ADAPTER DONGLES (2) - IT	39.12
INFORMATION TECHNOLOGY	999998	LANYARD* CUSTOMLANYARD	CUSTOM COK LANYARDS FOR ID BADGES (500)	486.99
INFORMATION TECHNOLOGY	3717	AMAZON.COM	ID BADGE HOLDERS WITH CARABINER CLIPS - IT	102.75
INFORMATION TECHNOLOGY	3717	AMAZON.COM	5 PORT NETWORK SWITCH FOR POOL KIOSK	10.87
INFORMATION TECHNOLOGY	999998	PLURALSIGHT	PLURALSIGHT SUBSCRIPTION - IT	4,299.09
INFORMATION TECHNOLOGY	4169	INTEGO	CAMTASIA MAINTENANCE RENEWAL (2 SEATS)	123.55
INFORMATION TECHNOLOGY	999998	COSMOPOL-FRONT DESK	HOTEL BOOKING (TO BE CANCELLED)	658.74
INFORMATION TECHNOLOGY	999998	COSMOPOL-FRONT DESK	CANCELLED HOTEL BOOKING	(658.74)
INFORMATION TECHNOLOGY	3242	ALASKA AIRLINES	ESRI CONFERENCE - ANTHONY V - AIRFARE	1,029.00
INFORMATION TECHNOLOGY	999998	BELLAGIO - ADV DEP	REFUND OF ADVANCED DEPOSIT PAID IN FEBRUARY 2025	(293.65)
Information Technology Subtotal:				\$7,884.58
PLANNING	3717	AMAZON.COM	M. DIDIER: MINOLTA DIGITAL CAMERA FOR OFFICE	194.75

City of Kennewick
PCard Roster by Fund
6/1/2025 to 6/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
PLANNING	999998	PLANASSOCOWA	A. MUAI: PAW WEBINAR UGA	30.00
PLANNING	3717	AMAZON.COM	M. DIDIER: AMAZON NAPKINS/TABLECLOTHS/PLATES FOR OFFICE	30.97
Planning Subtotal:				\$255.72
KPD-ADMINISTRATION	999998	UBER *TRIP	UBER FROM AIRPORT	32.96
KPD-ADMINISTRATION	3554	DELTA AIRLINES	LUGGAGE	70.00
KPD-ADMINISTRATION	999998	UBER *TRIP	UBER TIP FROM AIRPORT	5.00
KPD-ADMINISTRATION	999998	UBER *TRIP	UBER TO AIRPORT	22.02
KPD-ADMINISTRATION	999998	UBER *TRIP	GROUND TRANSPORTATION FOR HIDTA EXECUTIVE BOARD MEETING	168.63
KPD-ADMINISTRATION	999998	PCI L805 PASCO TRI CITIES	PARKING FOR HIDTA EXECUTIVE BOARD MEETING	16.00
KPD-ADMINISTRATION	999998	UPS	UPS	426.49
KPD-ADMINISTRATION	999998	MICROSOFT#G096880187	MONTHLY SUBSCRIPTION	5.45
KPD-ADMINISTRATION	999998	SPECTRUM	BASIC CABLE SERVICES	285.90
KPD-Administration Subtotal:				\$1,032.45
KPD-CRIMINAL INVESTIGATION	999998	POLICE TECHNICAL	TRAINING - WOLF	275.00
KPD-CRIMINAL INVESTIGATION	999998	SMARTSIGN	EVIDENCE BIOHAZARD STICKERS	105.97
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	COTTON SWABS FOR EVIDENCE	81.20
KPD-CRIMINAL INVESTIGATION	999998	SIRCHIE ACQUISITION COMPA	BOXES FOR EVIDENCE ROOM	327.84
KPD-CRIMINAL INVESTIGATION	999998	JIMMY JOHNS - 1701 - MOTO	FOOD FOR DETECTIVES DURING AN INVESTIGATION	59.73
KPD-CRIMINAL INVESTIGATION	999998	ANC	ANCESTRY.COM SUBSCRIPTION FOR DETECTIVES	183.88
KPD-CRIMINAL INVESTIGATION	999998	MOBILO CARD	DIGITAL BUSINESS CARD	69.00
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	FLASH DRIVES FOR FORENSICS DETECTIVE	217.67
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	ELECTRONIC EQUIPMENT FOR DETECTIVES	14.13
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	ELECTRONIC EQUIPMENT FOR DETECTIVES - SAME ORDER AS PREVIOUS - SHIPPED ON DIFFERENT DATES	23.88
KPD-CRIMINAL INVESTIGATION	999998	SPECTRUM	ICAC LAB INTERNET SERVICE	130.00
KPD-CRIMINAL INVESTIGATION	7458	PROCARD, WASHINGTON	WEAPONS FORFEITURE FILING FEE~ CASE #25-041787	87.15
KPD-Criminal Investigation Subtotal:				\$1,575.45
KPD-PATROL	999998	B2G, LLC* O #114152	REFUND FOR OFFICERS NOT GOING TO TRAINING	(495.00)
KPD-PATROL	945	TRI CITY CLEANERS	GARZA BIOHAZARD CLEAN	8.54
KPD-PATROL	4614	GENERAL PACIFIC INC	GENPAC RESPONDERCAST RENEWAL FOR DRONE PROGRAM	1,085.82
KPD-PATROL	4614	GENERAL PACIFIC INC	GENPAC DJI CARE FOR DRONE MAINTENANCE	2,216.26
KPD-Patrol Subtotal:				\$2,815.62
KPD-STAFF SERVICES	7217	FACEBOOK	FACEBOOK ADVERTISING FOR COMMUNITY SURVEY	161.78
KPD-STAFF SERVICES	3325	YOKE'S FRESH MARKET	SNACKS FOR CRLC TRAINING SEMINAR	56.50
KPD-Staff Services Subtotal:				\$218.28
KPD-SPECIAL SERVICES	3717	AMAZON.COM	CELL PHONE CASE - KPD	30.98

City of Kennewick

PCard Roster by Fund

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FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-SPECIAL SERVICES	3717	AMAZON.COM	CELL PHONE CASES - KPD (2)	21.74
KPD-SPECIAL SERVICES	3717	AMAZON.COM	CELL PHONE CASES - KPD (3)	27.69
KPD-SPECIAL SERVICES	3717	AMAZON.COM	AED BATTERIES	833.70
KPD-SPECIAL SERVICES	999998	PRIMARY ARMS	RIFLE REPAIR PARTS	66.32
KPD-SPECIAL SERVICES	3717	AMAZON.COM	NEW HIRE CLASS A BELT	28.94
KPD-SPECIAL SERVICES	999998	PAY*THE COUNSELING TEA	ENGEL TRAINING	1,000.00
KPD-SPECIAL SERVICES	3717	AMAZON.COM	AMAZON NEW HIRE BELTS/SPLIT ORDER	171.34
KPD-SPECIAL SERVICES	3717	AMAZON.COM	NEW HIRE BELTS/PARTIAL ORDER	297.51
KPD-SPECIAL SERVICES	3717	AMAZON.COM	NEW RADIO MICS	1,294.60
KPD-SPECIAL SERVICES	999998	WPSG, INC.	NEW HIRE EQUIPEMENT	2,342.10
KPD-SPECIAL SERVICES	3717	AMAZON.COM	AMAZON RETURN CLASS A BELT	(76.14)
KPD-SPECIAL SERVICES	999998	PAYPAL	NEW HIRE BOOTS	164.00
KPD-SPECIAL SERVICES	945	TRI CITY CLEANERS	NEW HIRE CLASS A CLEANING	122.60
KPD-SPECIAL SERVICES	3717	AMAZON.COM	NEW HIRE CLASS A BELTS	76.14
KPD-SPECIAL SERVICES	3717	AMAZON.COM	NEW HIRE EQUIPMENT	506.82
KPD-SPECIAL SERVICES	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	BUSINESS PARTNER OF THE YEAR PLAQUE	70.72
KPD-SPECIAL SERVICES	10158	PROCARD, CANVA	ANNUAL SUBSCRIPTION	119.99
KPD-SPECIAL SERVICES	999998	INSTANTCAR* ID CARDS I	DEPARTMENT IDENTIFICATION CARDS	250.00
KPD-Special Services Subtotal:				\$7,349.05
FIRE REVENUES	999998	NORTHSIDE SALES/PELICAN C	CALIBRATION GAS	1,677.98
FIRE REVENUES	4764	UNITED PARCEL SERVICE, UPS	LUDLUM-CALIBRATION SHIPPING	141.04
FIRE REVENUES	3862	FISHER SCIENTIFIC	PRE-CLEANS HAZMAT CHEM/BIO	896.92
Fire Revenues Subtotal:				\$2,715.94
FIRE ADMINISTRATION	999998	TARGET 00008300	TOASTER REPLACEMENT FOR STATION #2	23.93
FIRE ADMINISTRATION	3717	AMAZON.COM	OPERATIONS SUPPLIES, GLOVES - LANYARDS	326.36
FIRE ADMINISTRATION	5671	COULTER VENTURES LLC, DBA ROGUE FITNESS	REPLACEMENT FITNESS EQUIPMENT	1,175.52
FIRE ADMINISTRATION	7421	PROCARD, KENNEWICK FLOWER SHOP INC	BALLONS - AWARD CEREMONY	32.64
FIRE ADMINISTRATION	3717	AMAZON.COM	SAFE HAVEN INFORMATION HOLDERS	38.07
FIRE ADMINISTRATION	3223	WALMART SUPERCENTER	ADMIN OFFICE SUPPLIES	43.48
FIRE ADMINISTRATION	3717	AMAZON.COM	WIRELESS KEYBOARD, MOUSE & PAD	45.60
FIRE ADMINISTRATION	999998	UPS	UPS	11.78
Fire Administration Subtotal:				\$1,697.38
FIRE SUPPRESSION	999998	POWER PRODUCTS UNLIMITED	RADIO CHARGING EQUIPMENT VEHICLES	48.85
FIRE SUPPRESSION	3717	AMAZON.COM	JUMPER CABLES FOR APPARATUS	20.63
FIRE SUPPRESSION	3717	AMAZON.COM	CHAINSAW BLADE PROTECTORS - SCABBARDS	81.26
FIRE SUPPRESSION	3717	AMAZON.COM	LAY-FLAT HOSE FOR DECON BUCKET	40.15

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FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FIRE SUPPRESSION	999998	SP IDENTIFIRE	SCBA MASK NAMETAGS	467.74
FIRE SUPPRESSION	999998	IMS ALLIANCE	IMS COMMAND BOARDS	404.34
FIRE SUPPRESSION	999998	HAGLUND'S TROPHIES	PASSPORT ITEMS FOR INDIVIDUALS AND VEHICLES	628.01
FIRE SUPPRESSION	999998	SP J5FIRELIDS	HELMET PARTS PHENIX HELEMT	200.00
FIRE SUPPRESSION	999998	POWER PRODUCTS UNLIMITED	RADIO EQUIPMENT NEW MEDICS	34.20
Fire Suppression Subtotal:				\$1,925.18
FIRE PREVENTION/INVESTIGATION	999998	ICCEXAMPREP	STUDY GUIDE FOR ICC FIRE INSPECTOR I	78.99
FIRE PREVENTION/INVESTIGATION	2591	ICC - INTERNATIONAL CODE, COUNCIL. INC.	ICC FIRE INSPECTOR I CERTIFICATION TESTING	305.00
FIRE PREVENTION/INVESTIGATION	2591	ICC - INTERNATIONAL CODE, COUNCIL. INC.	ICC FIRE INSPECTOR II CERTIFICATION TEST	305.00
Fire Prevention/Investigation Subtotal:				\$688.99
ENGINEERING	3717	AMAZON.COM	CELL PHONE CASE - HEATH M	27.18
ENGINEERING	3717	AMAZON.COM	AMAZON \$ 157.76 - PLOTTER INK	157.76
ENGINEERING	3717	AMAZON.COM	PILOT G2 PENS - SANDRA QUANDT	23.48
ENGINEERING	999998	LEGACY.COM* LEGAL TRIC	TCH: PH NOTICE VACAY EASEMENTS AT 7-15-2025 COUNCIL MTG	86.92
Engineering Subtotal:				\$295.34
GF-NONDEPARTMENTAL	3883	U R M CASH & CARRY	FOOD & CATERING ITEMS FOR EMPLOYEE APPRECIATION LUNCH	287.73
GF-NONDEPARTMENTAL	3717	AMAZON.COM	EMPLOYEE LUNCHEON DECOR	201.25
GF-NONDEPARTMENTAL	10304	KNOCKERBALL TRICITIES LLC, BOYD JASEN HINSHAW	EMPLOYEE LUNCHEON SUPPLIES/ENTERTAINMENT	454.44
GF-NONDEPARTMENTAL	3223	WALMART SUPERCENTER	EMPLOYEE LUNCHEON SUPPLIES	81.60
GF-NONDEPARTMENTAL	3717	AMAZON.COM	SUPPLIES - EMPLOYEE LUNCHEON	449.78
GF-NONDEPARTMENTAL	2861	TROPHY SHOPPE, THE, JEFFREY BRITTON	CITY MANAGER EMPLOYEE APPRECIATION PLAQUES	179.52
GF-NONDEPARTMENTAL	5727	COSTCO ANYWHERE CITI VISA	EMPLOYEE APPRECIATION LUNCH SUPPLIES	100.11
GF-NONDEPARTMENTAL	7851	GREAT HARVEST BREAD, SUNRISE BAKERY LLC	EMPLOYEE APPRECIATION DINNER	613.36
GF-NONDEPARTMENTAL	3325	YOKE'S FRESH MARKET	EMPLOYEE APPRECIATION LUNCH SUPPLIES	212.13
GF-NONDEPARTMENTAL	6535	FIESTA FOODS	EMPLOYEE APPRECIATION LUNCH FOOD	2,212.71
GF-NONDEPARTMENTAL	6535	FIESTA FOODS	CREDIT - EMPLOYEE APPRECIATION LUNCH FOOD	(196.02)
GF-Nondepartmental Subtotal:				\$4,596.61
001 - GENERAL FUND Total:				\$50,328.61
102 - STREET FUND				
TRAFFIC	10645	PROCARD, WWW.OEMPCWORLD.COM	OEMPCWORLD - USB DRIVES TRAFFIC	356.54
TRAFFIC	999998	WSU PROF ED	2025 TRAFFIC SAFETY SUMMIT REG - K. BIRSNER	150.00
TRAFFIC	999998	ARIAT INTERNATIONAL, INC.	ARIAT - \$97.89 ELECTRICIAN CLOTHING	97.89
TRAFFIC	999998	UPS	UPS	588.96
Traffic Subtotal:				\$1,193.39
102 - STREET FUND Total:				\$1,193.39

City of Kennewick
PCard Roster by Fund
6/1/2025 to 6/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
117 - CRIMINAL JUSTICE SALES TAX FND				
CITY ATTORNEY	999998	ATTORNEY & NOTARY SUPPLY	NOTARY BOND AND STAMP - AMP	27.92
CITY ATTORNEY	999998	DOL - PROFESSIONAL LICEN	DOL NOTARY LICENSE - AIMEE PETTY	10.00
City Attorney Subtotal:				\$37.92
KPD-PATROL	999998	SPECTRUM	REDUNDANT INTERNET CONNECTION	580.00
KPD-Patrol Subtotal:				\$580.00
KPD-STAFF SERVICES	999998	PRI MANAGEMENT GROUP	DEBRA DENKE CLASS REGISTRATION	149.00
KPD-Staff Services Subtotal:				\$149.00
117 - CRIMINAL JUSTICE SALES TAX FND Total:				\$766.92
300 - CAPITAL IMPROVEMENTS FUND				
LAND & FACILITIES	999998	SMARTSIGN	AUDUBON TRAIL SIGNS	407.73
LAND & FACILITIES	999998	CHEWY.COM	PET WASTE STATION	1,077.02
Land & Facilities Subtotal:				\$1,484.75
300 - CAPITAL IMPROVEMENTS FUND Total:				\$1,484.75
350 - PARK IMPACT FEE FUND				
FUND ACTIVITY	999998	TREETOP PRODUCTS LLC	BENCHES FOR DOG PARK	3,795.24
Fund Activity Subtotal:				\$3,795.24
350 - PARK IMPACT FEE FUND Total				\$3,795.24
402 - MEDICAL SERVICES FUND				
FUND ACTIVITY	999998	OTC BRANDS	STUFFED ANIMALS SICK KIDS EMS	244.75
FUND ACTIVITY	999998	SSCOR, INC	POWER CORD FOR PORTABLE SUCTION	121.00
FUND ACTIVITY	3717	AMAZON.COM	ORGANIZE MEDICS AND EMS ROOM	587.77
FUND ACTIVITY	3717	AMAZON.COM	EMS ORGANIZE NEW MEDICS	23.12
FUND ACTIVITY	3717	AMAZON.COM	CELL PHONE CASE - FIRE	10.87
FUND ACTIVITY	999998	FSP*COLUMBIA SAFETY	ACLS STREIBECK	220.00
FUND ACTIVITY	999998	IMPACT EMS TRAINING	HOOD-EMT TRAINING	197.00
FUND ACTIVITY	999998	SQ *COLUMBIA SAFETY	HANBY & MILLER ACLS	440.00
FUND ACTIVITY	3717	AMAZON.COM	SAFE HAVEN INFORMATION HOLDERS	38.07
FUND ACTIVITY	999998	TARGET 00008300	TOASTER REPLACEMENT FOR STATION #2	23.93
Fund Activity Subtotal:				\$1,906.51
402 - MEDICAL SERVICES FUND Total:				\$1,906.51
403 - BUILDING SAFETY FUND				
FUND ACTIVITY	3717	AMAZON.COM	M. DIDIER: AMAZON NAPKINS/TABLECLOTHS/PLATES FOR OFFICE	30.98
FUND ACTIVITY	999998	IN *HOME BREWED T-SHIRTS	D. WOOLSEY: COK WORK SHIRTS AND JACKET	276.10
Fund Activity Subtotal:				\$307.08

City of Kennewick

PCard Roster by Fund

6/1/2025 to 6/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
403 - BUILDING SAFETY FUND Total:				\$307.08
410 - WATER AND SEWER FUND				
FUND ACTIVITY	999998	CARHARTT COMPANY GEAR	PARTIAL OE CLOTHING 1ST HALF COMP JEREMY GREENE	277.37
FUND ACTIVITY	3717	AMAZON.COM	CELL PHONE CASE - WWTP ONCALL	9.23
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	THE HOME DEPOT - \$40.17 SOD	40.17
FUND ACTIVITY	999998	SP CHEAP SPRINKLERS	CHEAP SPRINKLER'S - \$205.76 2" B/O VALVE	205.76
FUND ACTIVITY	10600	PROCARD, IN *WASHINGTON ASPHALT PA	HYDRASHIELD \$145.52 WATER LOCKS	145.52
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	THE HOME DEPOT - \$65.15 SOD	65.15
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	THE HOME DEPOT - (\$65.15) RETURN SOD	(65.15)
FUND ACTIVITY	999998	FREDS APPLIANCE KENNEWIC	REFRIGERATOR FOR BREAK ROOM - WATER DISTRIBUTION	662.46
FUND ACTIVITY	3717	AMAZON.COM	PADDING COMPOUND, BRUSHES & SHARPIES - PW	45.61
FUND ACTIVITY	1790	EVERGREEN RURAL WATER, OF WASHINGTON	2025 FALL CONFERENCE REG. FOR 5 EMP. - D. BUGHER, L. FREEMAN, M. HANSON. J. HICKMAN, & J. LUSTIG	1,875.00
FUND ACTIVITY	999998	USABUEBOOK	VALVE BOX CLEANER & CLAM SPOON & PINS - WATER DISTRIBUTION	564.72
FUND ACTIVITY	999998	UPS	UPS	40.10
Fund Activity Subtotal:				\$3,865.94
410 - WATER AND SEWER FUND Total:				\$3,865.94
501 - EQUIPMENT RENTAL FUND				
FUND ACTIVITY	3717	AMAZON.COM	DOCUMENT HOLDER VEH 3531	84.00
FUND ACTIVITY	999998	MONARCH POWER SUPPLY	JOINT VEH 3906 WO 21901	70.88
FUND ACTIVITY	999998	SP TIGERTOUGH	TACTICAL SEAT COVERS VEHS 7506 7507	776.83
FUND ACTIVITY	999998	SP SEATCOVERSUNLIMITED	SEAT COVERS VEHS 7508 7509	611.20
FUND ACTIVITY	999998	SP K2 FABRICATION	FLEX BELLOW VEH 2801 WO 19848	121.44
FUND ACTIVITY	999998	WEATHERTECH	FLOOR MATS VEHS 7508 7509	316.50
FUND ACTIVITY	999998	SP ACE RACE PARTS	FLEX BELLOWS VEH 2801 WO 19848	362.68
FUND ACTIVITY	999998	SP K2 FABRICATION	CREDIT FLEX BELLOW VEH 2801 WO 19848	(121.44)
FUND ACTIVITY	999998	CARPARTSCOM	REPLACEMENT WINDOW VEH 3810 WO 22987	129.23
FUND ACTIVITY	3717	AMAZON.COM	FUEL CARD HOLDERS FOR FLEET	101.91
FUND ACTIVITY	8976	PROCARD, SPALDING AUTO PARTS	#5105 PICK-UP BED	3,117.51
FUND ACTIVITY	10459	PROCARD, PAYFLOW/PAYPAL	DISCOUNT CREDIT FOR TAILGATE #5105	(223.92)
FUND ACTIVITY	999998	ROUGHCOUNTRY.COM	UPFIT PARTS FOR NEW PD CAT UNITS	2,319.24
Fund Activity Subtotal:				\$7,666.06
501 - EQUIPMENT RENTAL FUND Total:				\$7,666.06
503 - RISK MANAGEMENT FUND				
FUND ACTIVITY	3700	OFFICE DEPOT INC	OFFICE SUPPLIES FOR SAFETY/RISK MGMT COORDINATOR	142.49

City of Kennewick
PCard Roster by Fund
6/1/2025 to 6/30/2025



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
Fund Activity Subtotal:				\$142.49
503 - RISK MANAGEMENT FUND Total:				\$142.49
642 - METRO DRUG FORFEITURE FUND				
FUND ACTIVITY	3717	AMAZON.COM	CELL PHONE CASE - METRO	10.87
FUND ACTIVITY	999998	USPS PO 5471400352	POSTAGE EXPENSE (25-030-1,24-072,25-008,23-116)	73.62
FUND ACTIVITY	999998	MCDONALD'S F34431	MEALS FOR SUSPECTS IN CUSTODY (TF25-047)	13.44
FUND ACTIVITY	999998	2COCOM*EASEUS	MOBIMOVER LIFETIME SOFTWARE LICENSE	48.88
FUND ACTIVITY	999998	USPS PO 5471400352	POSTAGE EXPENSE (TF 25-047-2)	10.41
Fund Activity Subtotal:				\$157.22
642 - METRO DRUG FORFEITURE FUND Total:				\$157.22
Grand Total:				\$71,614.21

City of Kennewick
PCard Roster by Fund
6/1/2025 to 6/30/2025



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

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

Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number: 4.g. Item Type: General Business Item Subject: Claim Roster: Toyota Center Operations and Box Office Accounts Department: Finance	Date: 8/19/2025 Category: Consent Agenda						
								
<u>Recommendation</u> Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for June 2025 as presented.								
<u>Motion for Consideration</u> Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for June 2025 in the amount of \$592,284.58 comprised of check numbers 28395-28454 in the amount of \$106,310.15 and electronic transfers in the amount of \$485,974.43.								
<u>Summary</u> The payments on this Claims Roster are comprised of the following issuances during the period 5/1/2025-5/31/2025: <table><tr><td>Check numbers 28395-28454:</td><td>\$106,310.15</td></tr><tr><td>Electronic payments (EFT):</td><td>\$485,974.43</td></tr><tr><td>Total</td><td>\$592,284.58</td></tr></table>			Check numbers 28395-28454:	\$106,310.15	Electronic payments (EFT):	\$485,974.43	Total	\$592,284.58
Check numbers 28395-28454:	\$106,310.15							
Electronic payments (EFT):	\$485,974.43							
Total	\$592,284.58							
<u>Alternatives</u>								
<u>Fiscal Impact</u> \$592,284.58								
Attachments: 1. Claims Roster								



**Toyota Center and
Toyota Arena**

Payment Register

All TOYO Bank Accounts

Sunday, June 1, 2025 - Monday, June 30, 2025

<u>Date</u>	<u>Check</u>	<u>Method</u>	<u>Name</u>	<u>Amount</u>
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TOYO Sterling Operating Account

06/02/25	28395	Auto Check	Adamson Janine (00002809)	130.69
06/02/25	105004	May 2025 • Learn to Skate	LTS-May 2025 LTS-May 2025	130.69 60.00
	107201	• Tools & Supplies	TC-TuTu's for LTS	70.69
06/02/25	28396	Auto Check	ADAMSON LIVIAN (00004259)	36.00
06/02/25	105004	May 2025 • Learn to Skate	LTS - May 2025 LTS - May 2025	36.00 36.00
06/02/25	28397	Auto Check	Apollo Heating and Air Conditioning (00002933)	1,235.42
06/02/25	107210	940065859 • HVAC Repairs & Maintenance	TC-HVAC Maintenance TC-HVAC Maintenance	1,235.42 1,235.42
06/02/25	28398	Auto Check	Benton PUD (00000121)	12,687.73
06/02/25	107216	04/08/25-05/08/25 • Electricity	TC-Grandridge Blvd Sign TC-Grandridge Blvd Sign 4/8/25-5/8/25	333.31 333.31
06/02/25	107216	04/8/25-05/8/25 • Electricity	TC-Electricity TC-Electricity 4/8/25-5/8/25	12,354.42 12,354.42
06/02/25	28399	Auto Check	Bond Craig (00002810)	525.00
06/02/25	105004	May 2025 • Learn to Skate	LTS-May 2025 LTS-May 2025	525.00 525.00
06/02/25	28400	Auto Check	Bond Jennifer (00002941)	525.00
06/02/25	105004	May 2025 • Learn to Skate	LTS - May 2025 LTS - May 2025	525.00 525.00

06/02/25	28401	Auto Check	Cascade Natural Gas (00000161)				128.84
	06/02/25	4/10/25-5/8/25	TC-Natural Gas				128.84
	107217	• Natural Gas	TC-Natural Gas 4/10/25-5/8/25			128.84	
06/02/25	28402	Auto Check	Cascade Natural Gas (00000161)				2,915.44
	06/02/25	4/10/25-5/08/25	TC-Natural Gas				2,915.44
	107217	• Natural Gas	TC-Natural Gas 4/10/25-5/08/25			2,915.44	
06/02/25	28403	Auto Check	Chisholm's Saw & Supply, Inc. (00002760)				91.23
	06/02/25	84398	Tools & Supplies				91.23
	107201	• Tools & Supplies	Sharpening of Zamboni Knife			91.23	
06/02/25	28404	Auto Check	Concessions Supply (00002860)				1,483.70
	06/02/25	251458	TC-Food				1,483.70
	101411	• Inventory - Food	TC-Food			1,483.70	
06/02/25	28405	Auto Check	Culligan Water Conditioning (00002766)				146.61
	06/02/25	155439	TC-Water 4/28-5/18				146.61
	101411	• Inventory - Food	TC-Bottled Water 4/28-5/18			109.75	
	107201	• Tools & Supplies	TC-Cold Cooler Rental 4/28-5/18			36.86	
06/02/25	28406	Auto Check	Gamache Landscaping, Inc. (00002798)				2,321.83
	06/02/25	1369	TC-Irrigation Repairs				260.88
	107213	• Grounds Repairs & Maintenance	TC-Irrigation Repairs Labor & Maintenance 5/8 & 5/19			260.88	
	06/02/25	2251	TC-Monthly Lawn Maint May 2025				2,060.95
	107213	• Grounds Repairs & Maintenance	TC-Monthly Lawn Maintenance May 2025			2,060.95	
06/02/25	28407	Auto Check	Holmes Murphy (00002842)				1,728.00
	06/02/25	3214469	3rd Party Event Expense				1,728.00
	101650	• 3rd Party Event Expense Holding Account	3rd Party Event Expense River of Fire			1,728.00	
06/02/25	28408	Auto Check	Kaur Genna (00004198)				68.00
	06/02/25	May 2025	LTS-May 2025				68.00
	105004	• Learn to Skate	LTS-May 2025			68.00	
06/02/25	28409	Auto Check	KNDO/KNDU (00002825)				1,096.50
	06/02/25	238129-1	Event Advertising Old Dominion				1,096.50
	107402	• Event Advertising	TC-Event Advertising 4/28/25-5/22/25 Old Dominion			1,096.50	
06/02/25	28410	Auto Check	Knockerball Tricities LLC (00003530)				1,278.00

06/02/25	307	Inflatables					2,178.00
101650	• 3rd Party Event Expense Holding Account	Inflatables - River of Fire			2,178.00		
06/02/25	2024 ROF Adjust						-900.00
101650	• 3rd Party Event Expense Holding Account	Adj payment from 2024 ROF event			-900.00		
06/02/25	28411	Auto Check	McGrail Brynn (00004197)				120.00
06/02/25	May 2025	LTS - May 2025				120.00	
105004	• Learn to Skate	LTS - May 2025			120.00		
06/02/25	28412	Auto Check	Oxarc (00002929)				985.43
06/02/25	0032334542	TC-CO2 Rental Equipment				985.43	
107305	• General Rental Equipment	TC-CO2 Rental Equipment			985.43		
06/02/25	28413	Auto Check	Pacific Breeze (00003739)				359.88
06/02/25	27565440	Mini Breeze Diffuser Service				359.88	
107304	• Contracted Services	Mini Breeze Diffuser Service			359.88		
06/02/25	28414	Auto Check	PNW Signs & Designs (00003161)				163.20
06/02/25	1561	Coroplast Sign				163.20	
107302	• Venue Marketing & Non-Event Advertising	Prohibited item signs for graduations, Coroplast Sign			163.20		
06/02/25	28415	Auto Check	Stafford Laura Alice (00004199)				85.00
06/02/25	May 2025	LTS - May 2025				85.00	
105004	• Learn to Skate	LTS - May 2025			85.00		
06/02/25	28416	Auto Check	Staples Advantage (00002740)				65.81
06/02/25	6031898316	Office Supplies				27.52	
107102	• Office Supplies	Office Supplies					
				Due To/From TRCC	13.76		
06/02/25	6031960803	Office Supplies			13.76		
107102	• Office Supplies	Office Supplies				38.29	
				Due To/From TRCC	19.14		
					19.15		
06/02/25	28417	Auto Check	Sunbelt Rentals, Inc. (00002783)				404.02
06/02/25	168860031-0001	Shot Blaster Rental				404.02	
107305	• General Rental Equipment	Shot Blaster Rental for Entrance of TC Main One Doors			404.02		
06/02/25	28418	Auto Check	Tim Berry (00002808)				153.90
06/02/25	May 2025	LTS - May 2025				153.90	
105004	• Learn to Skate	LTS - May 2025			153.90		

06/02/25	28419	Auto Check	Vistar Corporation (00002787)				2,541.80
06/02/25	76281360		TC-Food			2,541.80	2,541.80
101411	• Inventory - Food		TC-Food		2,541.80		
06/02/25	28420	Auto Check	Volz Madeline (00004257)				108.00
06/02/25	May 2025		LTS-May 2025			108.00	108.00
105004	• Learn to Skate		LTS-May 2025		108.00		
06/02/25	28421	Auto Check	Yucheng Fu (00004331)		VOID		0.00
06/06/25	28422	Auto Check	Boskovich Paul (00002984)				250.00
06/06/25	25-0608365					250.00	250.00
107404	• Event Contracted Labor		Runner for Ivan Cornejo show		250.00		
06/06/25	28423	Auto Check	Virginia Duarte (00003960)				300.00
06/06/25	25-0608366					300.00	300.00
107404	• Event Contracted Labor		Runner and gas for Ivan Cornejo		300.00		
06/10/25	28424	Auto Check	Backstage Electric Inc (00002752)				17,340.50
06/10/25	2939					17,340.50	17,340.50
107404	• Event Contracted Labor		Stagehand labor Cornejo		17,340.50		
06/10/25	28425	Auto Check	Rocky Mountain Rigging (00002781)				14,825.20
06/10/25	Cornejo Riggers					14,825.20	14,825.20
107404	• Event Contracted Labor		Cornejo Riggers		14,825.20		
06/16/25	28426	Auto Check	Kevin Catlett (00004350)				625.00
06/16/25	ROF Back Roads Band		River of Fire Band Deposit			625.00	625.00
101650	• 3rd Party Event Expense Holding Account		River of Fire Band Deposit 25% Back Roads Band		625.00		
06/16/25	28427	Auto Check	Rigoberto Marias (00004351)				1,000.00
06/16/25	ROF Band Deposit		ROF Band Deposit Los Hermanos			1,000.00	1,000.00
101650	• 3rd Party Event Expense Holding Account		River of Fire Band Deposit 50% Los Hermanos Marias		1,000.00		
06/16/25	28428	Auto Check	Riley Vickerman (00004349)				75.00
06/16/25	LTS Refund		LTS Refund			75.00	75.00
105004	• Learn to Skate		LTS Refund		75.00		

06/17/25	28429	Auto Check	Abbott Michael (00002770)			180.00
	06/17/25	448-017026	TC-Filta Fryer Service		180.00	
	107212	• <i>Building Repairs & Maintenance</i>	<i>TC-Filta fryer services</i>	180.00		
06/17/25	28430	Auto Check	Advanced Protection Services, Inc. (00002751)			730.71
	06/17/25	R162108	TC-Temp Security Monitoring		43.47	
	107209	• <i>Security & Fire Alarm System</i>	<i>TC-Temp Security Monitoring June 2025</i>	43.47		
	06/17/25	R162109	TC-Vault Security Monitoring		43.47	
			Due To/From TRCC	43.47		
	06/17/25	R162104	TC-Ice Rink Commercial Monitor		73.93	
	107209	• <i>Security & Fire Alarm System</i>	<i>TC-Ice Rink Commercial Monitoring June 2025</i>	73.93		
	06/17/25	R162105	TC-Ammonia Monitoring		78.16	
	107209	• <i>Security & Fire Alarm System</i>	<i>TC-Commercial Ammonia Monitoring June 2025</i>	78.16		
	06/17/25	R162106	TC-Main Fire Cellular Comm		72.80	
	107209	• <i>Security & Fire Alarm System</i>	<i>TC-Main Fire Cellular Communication Monitoring June 2025</i>	72.80		
	06/17/25	R162107	TC-Open Eye Lic View		418.88	
	107209	• <i>Security & Fire Alarm System</i>	<i>TC-Open Eye License View June 2025</i>	418.88		
06/17/25	28431	Auto Check	Alsco (00002738)			150.62
	06/17/25	LSPO2842343	TC-F&B Linen		150.62	
	107503	• <i>F&B Linens</i>	<i>TC-F&B Linen</i>	150.62		
06/17/25	28432	Auto Check	Apollo Heating and Air Conditioning (00002933)			3,587.24
	06/17/25	940066283	HVAC Maintenance June 2025		3,587.24	
	107210	• <i>HVAC Repairs & Maintenance</i>	<i>HVAC Maintenance June 2025</i>	3,587.24		
06/17/25	28433	Auto Check	Bond Jennifer (00002941)			1,000.00
	06/17/25	June2025	LTS-June 2025		1,000.00	
	105004	• <i>Learn to Skate</i>	<i>LTS-June 2025</i>	1,000.00		
06/17/25	28434	Auto Check	Brashear Electric, Inc. (00002756)			897.60
	06/17/25	43054	Ivan Cornejo Set Up		897.60	
	107401	• <i>Outside Event Expense</i>	<i>Ivan Cornejo Set Up</i>	897.60		
06/17/25	28435	Auto Check	Carmen Contreras (00002762)			472.84
	06/17/25	June 25 KSD Graduation	Third Party Concessions		472.84	
	104560	• <i>Concessions Sales - Third Party</i>	<i>Third Party Concessions KSK Graduations</i>	472.84		
06/17/25	28436	Auto Check	Consolidated Supply Co. (00003448)			268.97
	06/17/25	S012398138.002	TC-Building Repairs & Maint		268.97	

	107212	• Building Repairs & Maintenance	TC-Building Repairs & Maintenance	268.97	
06/17/25	28437	Auto Check	Cougar Digital Marketing & Design (00002861)		208.00
	06/17/25	15191	TC-Website maintenance		109.00
	107302	• Venue Marketing & Non-Event Advertising	TC-Monthly Website Maintenance	99.00	
	107302	• Venue Marketing & Non-Event Advertising	TC-Cookie Banner	10.00	
	06/17/25	15161	TC-Monthly Website Maintenance		99.00
	107302	• Venue Marketing & Non-Event Advertising	TC-Monthly Website Maintenance	89.00	
	107302	• Venue Marketing & Non-Event Advertising	TC-Cookie Banner	10.00	
06/17/25	28438	Auto Check	Ferrell Gas (00002769)		591.40
	06/17/25	1130598769	Propane		591.40
	107214	• Fuel & Vehicle Costs	Propane		
			Due To/From TRCC	295.70	
				295.70	
06/17/25	28439	Auto Check	Gamache Landscaping, Inc. (00002798)		334.25
	06/17/25	2278	Sprinklers and Labor		334.25
	107213	• Grounds Repairs & Maintenance	TC-Sprinklers & Maintenance	334.25	
06/17/25	28440	Auto Check	GoTo Communications, Inc. (00003770)		1,357.89
	06/17/25	IN7103935023	Phone Services		1,357.89
	107205	• Communications	TC-Phone Services	678.94	
			Due To/From TRCC	678.95	
06/17/25	28441	Auto Check	Kendrick Equipment (USA) LLC (00003867)		1,015.20
	06/17/25	U52765	Repairs & Maint for Zamboni		996.71
	107211	• Equipment Repairs & Maintenance	Repairs & Maintenance for Zamboni	996.71	
	06/17/25	U52793	Equip Repairs & Maint on Zambo		18.49
	107211	• Equipment Repairs & Maintenance	Equipment Repairs & Maintenance on Zamboni	18.49	
06/17/25	28442	Auto Check	Kennewick Union Firefighters L-1296 (00003455)		1,040.00
	06/17/25	May 2025	May 2025 Security		1,040.00
	107404	• Event Contracted Labor	AMS vs Seattle Security	260.00	
	107404	• Event Contracted Labor	KSD Orchestra Security	260.00	
	107404	• Event Contracted Labor	WSU Graduation Security	520.00	
06/17/25	28443	Auto Check	Loomis (00002895)		307.31
	06/17/25	13743112	Armored Car Services May 25		307.31
	107304	• Contracted Services	Armored Car Services May 25	153.66	
			Due To/From TRCC	153.65	

06/17/25	28444	Auto Check	Lowe's Commercial Services (00002776)			534.82
06/17/25	052525		TC-Misc Building & Grounds Rpr			534.82
107213	• Grounds Repairs & Maintenance		TC-Misc Grounds Repairs & Maintenance for Building Maintenance	326.64		
107201	• Tools & Supplies		TC-Tools & Supplies for Building Maintenance	32.01		
107201	• Tools & Supplies		TC-Painting Supplies	49.48		
107201	• Tools & Supplies		TC-Cleaning & Painting Supplies	3.69		
107201	• Tools & Supplies		TC-Cat 5E Riser 1000 ft	123.00		
06/17/25	28445	Auto Check	Overhead Door Co (00002907)			187.60
06/17/25	34131		TC-Building Repairs & Maint			187.60
107212	• Building Repairs & Maintenance		TC-Building Repairs & Maintenance	187.60		
06/17/25	28446	Auto Check	Oxarc (00002929)			202.74
06/17/25	0062048250		TC-Rental Equipment			202.74
107305	• General Rental Equipment		TC-Rental Equipment	202.74		
06/17/25	28447	Auto Check	Popcorn NW (00002773)			1,800.00
06/17/25	000116		TC-Food			1,800.00
101411	• Inventory - Food		TC-Food	1,800.00		
06/17/25	28448	Auto Check	Southern Glazer's of WA (00002855)		VOID	0.00
06/17/25	28449	Auto Check	Staples Advantage (00002740)			27.71
06/17/25	6033187362		Office Supplies			27.71
107102	• Office Supplies		Office Supplies	13.86		
			Due To/From TRCC	13.85		
06/17/25	28450	Auto Check	Sunbelt Rentals, Inc. (00002783)			3,574.68
06/17/25	169941797-0003		Rentals for Ivan Cornejo			484.69
107410	• Event Rental Equipment		Rental Equipment for Ivan Cornejo	484.69		
06/17/25	169941797-0002		Rental Equip for Ivan Cornejo			420.64
107410	• Event Rental Equipment		Rental Equip for Ivan Cornejo	420.64		
06/17/25	169941797-0001		Rental Equip for Ivan Cornejo			984.22
107410	• Event Rental Equipment		Rental Equip for Ivan Cornejo	984.22		
06/17/25	169869430-0001		Rental Equipment for Graduatio			167.53
107305	• General Rental Equipment		Rental equipment for Graduations	167.53		
06/17/25	169595280-0001		Rental Equip for Ivan Cornejo			1,517.60
107410	• Event Rental Equipment		Rental Equip for Ivan Cornejo	1,517.60		

06/17/25	28451	Auto Check	Tri-City Sign and Barricade (00003099)				118.14
	06/17/25	32311					118.14
	101650	• 3rd Party Event Expense Holding Account	Graduation Barricades		118.14		
06/17/25	28452	Auto Check	US Foods (00002786)				9,169.98
	06/17/25	3409424	TC-Food				1,980.62
	101411	• Inventory - Food	TC-Food		1,980.62		
	06/17/25	3409423	TC-Food				5,889.22
	101411	• Inventory - Food	TC-Food		5,889.22		
	06/17/25	3300280	TC-Food				157.16
	101411	• Inventory - Food	TC-Food		157.16		
	06/17/25	3668632	TC-Food				1,142.98
	101411	• Inventory - Food	TC-Food		1,142.98		
06/17/25	28453	Auto Check	VenuWorks, Inc. (00000894)				10,965.13
	06/17/25	20281	Management fee June 2025				10,965.13
	107306	• VenuWorks Management Fee	Management fee June 2025		10,965.13		
06/17/25	28454	Auto Check	WCP Solutions (00002788)				1,786.59
	06/17/25	14089523	TC-Janitorial Supplies				344.67
	107203	• Janitorial Supplies	TC-Janitorial Supplies		344.67		
	06/17/25	14089522	TC-Janitorial Supplies				1,441.92
	107203	• Janitorial Supplies	TC-Janitorial Supplies		1,441.92		
06/25/25		Wire Transfer	Washington State Department of Revenue (00002989)				3,906.70
	06/25/25	TOYO B&O taxes due May 2025					3,906.70
	102325	• B&O Tax Payable	TOYO B&O taxes due May 2025		801.95		
	102310	• Sales Tax Payable - State	TOYO B&O taxes due May 2025		1,101.86		
	107603	• B&O Taxes	TOYO B&O taxes due May 2025		2,002.89		
06/30/25		Wire Transfer	CMN Events (00002688)				478,509.94
	06/30/25	Cornejo Settle 6/25					478,509.94
	102150	• A/P Settlements	Cornejo Settlement 6/8/25		478,509.94		
06/30/25		Wire Transfer	American Payment Solutions - APS (00002969)				541.18
	06/30/25	June 2025					541.18
	107311	• Banking Fees	June CC Processing Fee's		541.18		
06/30/25		Wire Transfer	Toast Inc (00004170)				2,990.14
	06/30/25	June 2025					2,990.14
	107510	• F&B Tools, Supplies & Equipment	June 2025 CC Processing Fee's		2,990.14		

06/30/25	Wire Transfer	Fintech (00003296)			26.47
06/30/25	16167431	16167431			26.47
107514	• F&B Credit Card & Banking Fees	June 2025 CC Processing Fee's	26.47		
Total Paid:					<u>592,284.58</u>

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

Jessica Platt

 Jessica Platt, Finance Director

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

Check numbers 28395-28454	\$	106,310.15
Electronic transfers - Operations		485,974.43
Total	\$	<u>592,284.58</u>

Exceptions:

Council Agenda Coversheet	Item Number: 4.h. Item Type: General Business Item Subject: Claims Roster: Columbia Park Golf Course Account Department: Finance	Date: 8/19/2025 Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends Council approve the Claims Roster for the Columbia Park Golf Course Account for June 2025.		
<u>Motion for Consideration</u> Motion to approve the Claims Roster for the Columbia Park Golf Course Account for June 2025 in the amount of \$49,063.88 consisting of check numbers 2910-2926 and 321-322 in the amount of \$12,780.94 and electronic transfers in the amount of \$36,282.94.		
<u>Summary</u>		
<u>Alternatives</u>		
<u>Fiscal Impact</u> \$49,063.88		
Attachments: 1. Claims Roster		

COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
JUNE 2025

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Type</u>
2910	CINTAS CORPORATION	6/2/2025	\$ 145.64	Check
2911	KENNEWICK GOLF CORPORATION	6/2/2025	\$5,417.33	Check
2912	NORTHWEST GOLF CARS	6/2/2025	\$2,451.63	Check
2913	PEPSI-COLA BOTTLING OF PASCO	6/2/2025	\$435.60	Check
2914	PLANET TURF	6/2/2025	\$44.03	Check
2915	R & R PRODUCTS, INC.	6/2/2025	\$623.40	Check
2916	TOTAL E INTEGRATED INC.	6/2/2025	\$438.00	Check
2917	YELP	6/2/2025	\$40.00	Check
2918	COLEMAN OIL COMPANY	6/16/2025	\$463.37	Check
2919	COLUMBIA POINT GOLF COURSE	6/16/2025	\$384.60	Check
2920	NATIONAL GOLF FOUNDATION	6/16/2025	\$241.48	Check
2921	NATIONAL GOLF FOUNDATION	6/16/2025	\$153.30	Check
2922	WAMBEKE WINDOW WASHING	6/16/2025	\$125.00	Check
2924	ADP SCREENING & SELECTION SERV	6/20/2025	\$100.03	Check
2925	ADP SCREENING & SELECTION SERV	6/20/2025	\$9.39	Check
2926	NGCOA	6/23/2025	\$58.14	Check
321	FINALPAY	6/13/2025	\$1,329.64	Check
322	FINALPAY	6/23/2025	\$320.36	Check
ADPTS 4553747	ADP TOTAL SOURCE (AUTOPAY)	6/11/2025	\$2,258.07	EFT
NATIONWIDE 0625	NATIONWIDE	6/11/2025	\$513.08	EFT
WADOR 0047282391	DEPARTMENT OF REVENUE	6/20/2025	\$9,360.96	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	6/13/2025	\$9,930.04	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	6/27/2025	\$11,172.72	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	6/30/2025	\$1,350.33	EFT
Bank Deduction	MERCHANT SERVICES	6/1/2025	\$1,658.34	EFT
Bank Deduction	US Bank	6/13/2025	\$39.40	EFT
			<u>\$ 49,063.88</u>	

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

Jessica Platt

Jessica Platt, Finance Director

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

Check numbers: 2910-2926 and 321-322	\$ 12,780.94
Electronic transfers	\$ 36,282.94
Total	<u>\$ 49,063.88</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	6/11/2025 20005-000-244-00 18400-000-244-00	ACCOUNTS PAYABLE - GP PREPAID GEN LIAB INS	\$513.08 \$513.08	\$513.08
2910	CINTAS CORPORATION PAY PURCH PURCH	6/2/2025 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
2911	KENNEWICK GOLF CORPORATION PAY PURCH PURCH	6/2/2025 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
2912	NORTHWEST GOLF CARS PAY PURCH PURCH	6/2/2025 20005-000-244-00 54900-050-244-00 55200-060-244-00	ACCOUNTS PAYABLE - GP REPAIR GOLF CART OUTSIDE LABOR OUTSIDE REPAIRS	\$2,451.63 \$716.53 \$1,735.10	\$2,451.63
2913	PEPSI-COLA BOTTLING OF PASCO PAY PURCH PURCH PURCH	6/2/2025 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	\$435.60 \$328.50 \$96.60 \$10.50	\$435.60
2914	PLANET TURF PAY PURCH	6/2/2025 20005-000-244-00 5800-060-244-00	ACCOUNTS PAYABLE - GP OTHER DEPT SUPPLIES	\$44.03 \$44.03	\$44.03
2915	R&R PRODUCTS PAY PURCH	6/2/2025 20005-000-244-00 55850-060-244-00	ACCOUNTS PAYABLE - GP COURSE ACCESSORIES MAINT	\$623.40 \$623.40	\$623.40
2916	TOTAL E INTEGRATED, INC. PAY PURCH	6/2/2025 20005-000-244-00 51900-050-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$438.00 \$438.00	\$438.00
2917	YELP PAY PURCH	6/2/2025 20005-000-244-00 53100-080-244-00	ACCOUNTS PAYABLE - GP ADVERTISING & MARKETING	\$40.00 \$40.00	\$40.00
2918	COLEMAN OIL COMPANY PAY PURCH PURCH	6/16/2025 20005-000-244-00 58300-060-244-00 58300-050-244-00	ACCOUNTS PAYABLE - GP FUEL & OIL MAINTENANCE FUEL & OIL GOLF	\$463.37 \$363.37 \$100.00	\$463.37
2919	COLUMBIA POINT GOLF COURSE PAY PURCH PURCH	6/16/2025 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
2920	NATIONAL GOLF FOUNDATION PAY PURCH	6/16/2025 20005-000-244-00 51400-080-244-00	ACCOUNTS PAYABLE - GP PROFESSIONAL DUES & FEEES	\$241.48 \$241.48	\$241.48
2921	NATIONAL GOLF FOUNDATION PAY PURCH	6/16/2025 20005-000-244-00 51400-080-244-00	ACCOUNTS PAYABLE - GP PROFESSIONAL DUES & FEEES	\$153.30 \$153.30	\$153.30
2922	WAMBEKE WINDOW WASHING PAY PURCH	6/16/2025 20005-000-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	125 \$125.00	\$125.00
2924	ADP SCREENING & SELECTION SERVICE PAY PURCH	6/20/2025 20005-000-244-00 51800-080-244-00	ACCOUNTS PAYABLE - GP PROFESSIONAL SERVICES	100.03 \$100.03	\$100.03
2925	ADP SCREENING & SELECTION SERVICE PAY PURCH	6/20/2025 20005-000-244-00 51800-080-244-00	ACCOUNTS PAYABLE - GP PROFESSIONAL SERVICES	9.39 \$9.39	\$9.39
2926	NGCOA PAY PURCH	6/23/2025 20005-000-244-00 90100-000-244-00	ACCOUNTS PAYABLE - GP CHARITABLE CONTRIBUTIONS	58.14 \$58.14	\$58.14
321	FINAL PAY PAY PURCH	6/13/2025 20005-000-244-00 46000-000-244-00	ACCOUNTS PAYABLE - GP OTHER REVENUES	1329.64 \$1,329.64	\$1,329.64

(Check to Dennis Rose -JV Champ)					
322	FINAL PAY	6/23/2025	320.36		
	PAY	20005-000-244-00			\$320.36
	PURCH	46000-000-244-00			
				ACCOUNTS PAYABLE - GP	
				Other Revenues	\$320.36
				(Check to Kamiakin Boosters - JV Champ)	
WA DOR 0047282391	WASHINGTON STATE DEPARTMENT OF REVENUE	6/20/2025	\$9,360.96		
	PAY	20005-000-244-00		ACCOUNTS PAYABLE - GP	\$9,360.96
	PURCH	20300-000-244-00		SALES TAX PAYABLE	\$6,461.22
	PURCH	91101-000-244-00		OTHER STATE TAX	\$2,899.74
ADPTS 4553747	ADP TOTAL SOURCE (AUTOPAY)	6/11/2025	\$2,258.07		
	PAY	20005-000-244-00		ACCOUNTS PAYABLE - GP	
	PURCH	50800-050-244-00		HEALTH BENEFITS	\$631.87
	PURCH	50800-060-244-00		HEALTH BENEFITS	\$1,626.20
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	6/13/2025	\$9,930.04		
	PAY	50000-000-244-00		TEMPORARY ACCT	\$9,930.04
	PURCH	48100-050-244-00		INSTRUCTION	\$40.00
	PURCH	50200-050-244-00		HOURLY WAGES	\$5,095.83
	PURCH	50200-060-244-00		HOURLY WAGES	\$3,720.59
	PURCH	50800-050-244-00		HEALTH BENEFITS	
	PURCH	50800-060-244-00		HEALTH BENEFITS	\$64.94
	PURCH	50950-050-244-00		COMBINED ADMIN, TAXES, W/C	\$302.44
	PURCH	50950-060-244-00		COMBINED ADMIN, TAXES, W/C	\$829.55
	PURCH	50950-080-244-00		COMBINED ADMIN, TAXES, W/C	\$557.57
	PURCH	52100-050-244-00		CELL PHONE	\$26.19
					\$27.69
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	6/27/2025	\$11,172.72		
	PAY	50000-000-244-00		TEMPORARY ACCT	\$11,172.72
	PURCH	48100-050-244-00		INSTRUCTION	\$297.21
	PURCH	50200-050-244-00		HOURLY WAGES	\$5,439.19
	PURCH	50200-060-244-00		HOURLY WAGES	\$3,897.58
	PURCH	50400-050-244-00		SALES COMMISSIONS	\$270.00
	PURCH	50800-050-244-00		HEALTH BENEFITS	
	PURCH	50800-060-244-00		HEALTH BENEFITS	\$64.94
	PURCH	50950-050-244-00		COMBINED ADMIN, TAXES, W/C	\$302.44
	PURCH	50950-060-244-00		COMBINED ADMIN, TAXES, W/C	\$966.34
	PURCH	50950-080-244-00		COMBINED ADMIN, TAXES, W/C	\$584.54
	PURCH	52100-050-244-00		CELL PHONE	\$57.55
					\$27.69
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHARGES)	6/30/2025	\$1,350.33		
	PAY	50000-000-244-00		TEMPORARY ACCT	\$1,350.33
	PURCH	47150-050-244-00		COGS MERCHANDISE	\$23.81
	PURCH	49150-070-244-00		COGS - PACKAGED FOOD	\$27.87
	PURCH	49200-070-244-00		COGS - SOFT BEVERAGE	\$157.46
	PURCH	52100-060-244-00		TELECOMMUNICATIONS	\$64.68
	PURCH	52500-080-244-00		OFFICE SUPPLIES	\$78.31
	PURCH	52800-080-244-00		SUBSCRIPTIONS & PUBLICATIONS	\$9.34
	PURCH	53100-080-244-00		ADVERTISING & MARKETING	\$5.00
	PURCH	53200-080-244-00		PROMO & ENTERTAINMENT	\$130.35
	PURCH	53300-050-244-00		DECORATIONS	\$36.71
	PURCH	54600-080-244-00		MINOR FF&E	\$309.75
	PURCH	54800-050-244-00		RENTAL CLUBS	\$53.89
	PURCH	55000-050-244-00		GOLF CART PARTS	\$153.40
	PURCH	55150-050-244-00		GOLF CART SUPPLIES	\$26.47
	PURCH	58400-060-244-00		EQUIPMENT OUTSIDE REPAIRS	\$229.79
	PURCH	58500-060-244-00		EQUIPMENT SHOP SUPPLIES	\$43.50
Bank Deduction	MERCHANT SERVICES	6/1/2025	\$1,658.34		
	PAY	10420-000-244-00		OPERATING CHECKING ACCT - US Bank	\$1,658.34
	PURCH	54000-080-244-00		BANK CHARGES	
Bank Deduction	US Bank	6/13/2025	\$39.40		
	PAY	10420-000-244-00		OPERATING CHECKING ACCT - US Bank	\$39.40
	PURCH	54000-080-244-00		BANK CHARGES	

Council Agenda Coversheet	Item Number: 4.i. Item Type: General Business Item Subject: Payroll Roster: For the Pay Period Ending 7/15/2025 Department: Finance	Date: 8/19/2025 Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends that Council approve the payroll roster as presented.		
<u>Motion for Consideration</u> Motion to approve the payroll roster for the pay period ending 07/15/2025.		
<u>Summary</u> None.		
<u>Alternatives</u> None.		
<u>Fiscal Impact</u> 07/15/2025 Total:\$2,981,623.17		
Attachments: 1. Roster		

Payroll Roster for Pay Period Ending 07/15/2025

All Departments:

City Attorney	30,208.93
City Council	5,290.00
City Manager	14,128.40
Civil Service	869.70
Community Planning	23,173.91
Economic Development	7,859.28
Engineering	67,072.12
Finance	67,626.84
Fire	127,354.49
Human Resources	22,159.22
Management Services	91,145.95
Non-Departmental	3,551.44
Parks, Recreation & Facilities	191,259.30
Police	536,210.37

Subtotal - General Fund**1,187,909.95**

BI-PIN	16,038.42
Building Safety	57,106.31
Community Development	3,605.48
Criminal Justice	108,273.94
Equipment Rental	14,904.13
Medical Services	497,295.96
Risk Management	3,990.90
Stormwater	30,405.96
Street	44,499.56
Water & Sewer	180,068.81

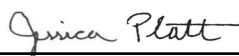
Subtotal - Other Funds**956,189.47****Total Salaries and Wages****2,144,099.42****Benefits**

Dental Insurance	26,368.70
DRS Retirement	112,331.83
Employee Assistance Program	28.70
Life Insurance	5,476.57
Long-Term Disability Insurance	7,010.99
Medical Expense Reimbursement Plan	3,375.00
Medical Insurance	383,150.64
Medicare	30,412.30
MissionSquare Deferred Compensation	92,710.91
Social Security (OASDI)	95,727.98
Vision Insurance	3,665.68
WA Paid Family & Medical Leave	5,412.29
Worker's Compensation Insurance	71,852.16

Total Benefits**837,523.75****Grand Total****\$2,981,623.17**

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 \$2,981,623.17 comprised of check numbers 78068 through 78075 and direct deposit numbers 237479 through 237986.

Approved for payment:



Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number: 4.j. Date: 8/19/2025 Item Type: General Business Item	Category: Consent Agenda
	Subject: Payroll Roster: For the Pay Period Ending 07/31/2025 Department: Finance	
<u>Recommendation</u> Staff recommends that Council approve the payroll roster as presented. <u>Motion for Consideration</u> Motion to approve the payroll roster for the pay period ending 07/31/2025. <u>Summary</u> None. <u>Alternatives</u> None. <u>Fiscal Impact</u> 08/01/2025 Total: \$3,125,800.55		
<u>Attachments:</u> 1. Roster		

Payroll Roster for Pay Period Ending 08/01/2025

All Departments:

City Attorney	29,820.92
City Council	5,137.50
City Manager	14,093.67
Community Planning	21,933.03
Economic Development	13,226.82
Engineering	68,105.17
Finance	68,585.82
Fire	145,100.06
Human Resources	22,028.25
Management Services	90,703.34
Non-Departmental	3,770.41
Parks, Recreation & Facilities	177,538.42
Police	599,836.61

Subtotal - General Fund 1,259,880.02

BI-PIN	15,674.25
Building Safety	83,202.47
Community Development	3,514.97
Criminal Justice	128,272.49
Equipment Rental	16,092.77
Medical Services	498,413.63
Risk Management	3,982.50
Stormwater	26,911.50
Street	55,155.02
Water & Sewer	191,098.65

Subtotal - Other Funds 1,022,318.25

Total Salaries and Wages 2,282,198.27

Benefits

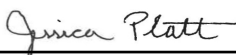
Dental Insurance	24,414.26
DRS Retirement	119,717.45
Employee Assistance Program	28.47
Medical Expense Reimbursement Plan	3,450.00
Medical Insurance	381,101.26
Medicare	32,467.93
MissionSquare Deferred Compensation	93,707.37
Social Security (OASDI)	103,339.03
Vision Insurance	3,638.89
WA Paid Family & Medical Leave	5,805.11
Worker's Compensation Insurance	75,932.51

Total Benefits 843,602.28

Grand Total \$3,125,800.55

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 \$3,125,800.55 comprised of check numbers 78078 through 78103 and direct deposit numbers 237987 through 238491.

Approved for payment:



 Jessica Platt, Finance Director

Council Agenda Coversheet 	Item Number: 4.k. Date: 8/19/2025 Item Type: General Business Item Subject: Three Rivers Convention Center Expansion Project: Authorization to Utilize Lot E for Surface Parking Department: City Manager	Category: Consent Agenda
<u>Recommendation</u> Staff recommends Council authorize the utilization of Lot E (property ID #313143) in the entertainment district (east of Fire Station #3) for construction of a surface parking lot to support the Three Rivers Convention Center expansion project. <u>Motion for Consideration</u> Motion to authorize the use of Lot E (parcel # 313143) for a surface parking lot. <u>Summary</u> BACKGROUND The Three Rivers Convention Center Master Plan identifies Lot E (Parcel 313143) for future development as a parking garage. However, current parking demand analysis indicates that a parking garage is not required at this time. Converting Lot E to a surface parking lot will provide immediate parking capacity to support the convention center expansion while preserving future development options. ANALYSIS Parking Capacity: Lot E surface parking will provide approximately 470 parking spaces, nearly double the capacity originally planned for Lot G (behind the Hilton Garden Inn). Cost Comparison: • Lot G (original plan): \$1.2 million • Lot E (proposed): \$1.6 million • Net additional cost: \$400,000 Budget Impact: This change has no net budget implication for the project. Lot G was included in the original Guaranteed Maximum Price (GMP) but will not be constructed due to location constraints, terrain challenges, and shrub steppe mitigation requirements. The \$400,000 cost difference can be accommodated through reallocation of other GMP line items, including potential updates to existing facility infrastructure. Strategic Partnership: Staff is actively negotiating with the Port of Kennewick to establish a cost-sharing arrangement for construction and a shared parking agreement. This partnership would allow the parking facility to serve both the convention center and Vista Field developments, strengthening the collaborative relationship between the City and Port while optimizing the investment. Staff anticipates reaching a final determination on the Port's participation by the end of the year. If the Port joins the project, they would cover 50% of the construction cost eliminating the need to reallocate other GMP line items and providing significant additional value to the City's investment. RECOMMENDATION Staff recommends Council authorize proceeding with Lot E surface parking development as described above, including authorization to finalize cost-sharing and operational agreements with the Port of Kennewick. <u>Alternatives</u> <u>Fiscal Impact</u> No additional appropriation required. Cost differential will be managed within existing GMP allocations.		

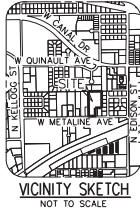
Attachments:

1. Lot E

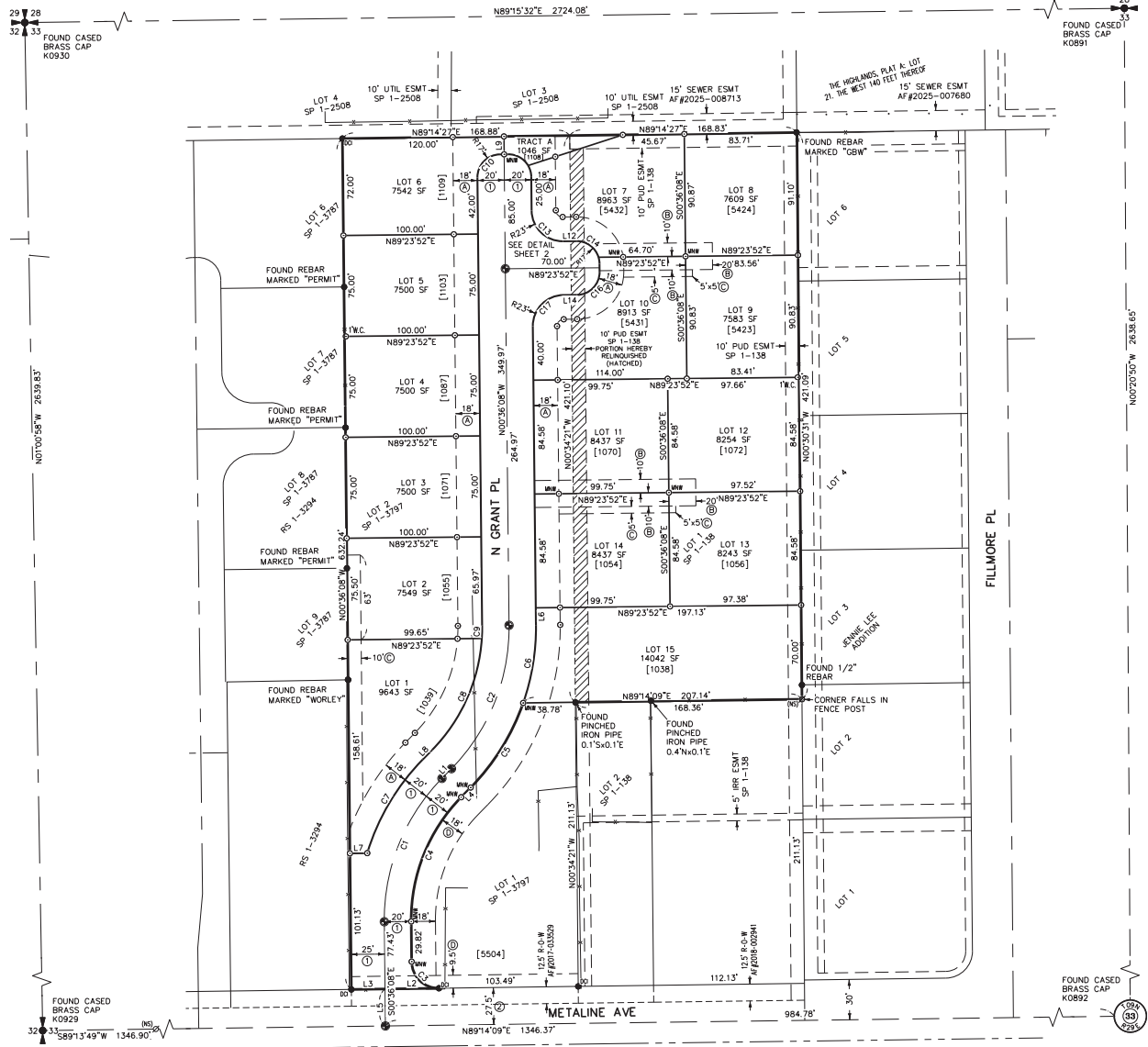
Lot E – highlighted in Blue to be utilized for surface Parking.



Council Agenda Coversheet	Item Number: 4.I. Date: 8/19/2025 Item Type: Final Plat	Category: Consent Agenda
	Subject: Final Plat: Maple Meadows located at 5512 W Metaline Ave; SUB-2025-0007 Department: Community Planning Permit #: SUB-2025-0007	
<u>Recommendation</u> Staff recommends that City Council authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Maple Meadows, 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 Maple Meadows, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work. <u>Summary</u> A Final Plat Application for Maple Meadows was submitted by Harms Engineering, c/o Christine Batayola. The proposal consists of 15 lots and one tract on 3.82 acres. The plat is located at 5512 West Metaline Avenue and is zoned Residential, Low (RL). The smallest lot is 7,500 square feet, the largest lot is 14,042 square feet and the average lot size is 8,514 square feet. The Preliminary Plat of Maple Meadows was approved by the Hearing Examiner on April 16, 2024. Staff reviewed the final plat application and found it to be in conformance with all applicable city development regulations. Prior to signing the final plat, the outstanding conditions will be met, in addition to payment of fees and bonding for incomplete sidewalk and landscape work. Following Council approval and plat signatures, the plat can be recorded and lots sold to individual owners. <u>Alternatives</u> No alternatives were reviewed or are recommended, as the applicant has met the applicable standards. <u>Fiscal Impact</u> None.		
Attachments: 1. Plat		



THE FINAL PLAT OF
MAPLE MEADOWS
SE 1/4 OF THE NW 1/4 OF SEC. 33, T.09N., R.29E., W.M.,
CITY OF KENNEWICK,
BENTON COUNTY, WASHINGTON



LEGEND

- ⊙ = SET 5/8" REBAR W/BUE PLASTIC CAP MARKED "STRATTON DCI 46886"
- W.C. ⊙ = SET WITNESS CORNER 5/8" REBAR W/BUE PLASTIC CAP MARKED "STRATTON DCI 46886"
- M.W. ⊙ = SET MAG NAIL AND WASHER MARKED "46886"
- ⊙ = FOUND 5/8" REBAR W/BUE PLASTIC CAP MARKED "STRATTON DCI 46886"
- = FOUND AS INDICATED
- B.O.B. = BASIS OF BEARING
- (NUG) = NOT FOUND OR SET
- ⊙ = FOUND MONUMENT AS INDICATED
- (###) = ADDRESSES
- IR = IRRIGATION
- UTL = UTILITY
- ESMT = EASEMENT
- = FENCE
- - - = OLD LOT LINE
- - - = EASEMENT
- - - = PROPERTY BOUNDARY
- - - = CENTERLINE

RIGHT-OF-WAY AND EASEMENT NOTES

- ① = HEREBY DEDICATED PUBLIC RIGHT-OF-WAY
- ② = EXISTING RIGHT-OF-WAY
- ③ = HEREBY DEDICATED PUBLIC SIDEWALK, K.I.D. IRRIGATION, AND PUBLIC UTILITY EASEMENT
- ④ = HEREBY DEDICATED PRIVATE ACCESS, K.I.D. IRRIGATION, AND PUBLIC UTILITY EASEMENT
- ⑤ = HEREBY DEDICATED BENTON COUNTY P.U.D. NO.1 UTILITY EASEMENT
- ⑥ = EASEMENT FOR SIDEWALK, IRRIGATION, AND UTILITY; SP 1-3797 AF#2024-00629

SURVEYOR'S CERTIFICATE:

I, DEREK C. INGALSBIE, A LICENSED LAND SURVEYOR IN THE STATE OF WASHINGTON, HEREBY CERTIFY THAT THE PLAT OF "MAPLE MEADOWS", AS SHOWN HEREON, IS BASED ON AN ACTUAL FIELD SURVEY OF THE LAND DESCRIBED, AND THAT ALL COURSES AND DISTANCES ARE CORRECTLY SHOWN, AND THAT SAID PLAT IS STAKED ON THE GROUND AS INDICATED HEREON.

DEREK C. INGALSBIE LS46886 DATE



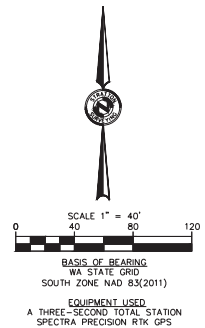
AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____, 20____
AT _____ MINUTES PAST _____ AND RECORDED IN
VOLUME _____ OF PLATS, PAGE _____ AT THE
REQUEST OF DEREK C. INGALSBIE, P.L.S.

BENTON COUNTY AUDITOR
DEPUTY
FEE NO.

INDEX

X	Y	SEC	T.	R.
		33	09N	29E



FINAL PLAT FOR

SLAC LLC

STRATTON SURVEYING & MAPPING P.C.

313 NORTH MORAIN STREET
KENNEWICK, WA 99336
(509) 735-7364
www.strattonsurvey.com

5926PFI.DWG © 2025
DATE: 07/31/25 SHT. 1 OF 2
DRAWN BY: DCI JOB # 5926

DESCRIPTION

PARCEL 2
LOT 2 OF THE SHORT PLAT RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 3797,
RECORDS OF BENTON COUNTY, WASHINGTON; TOGETHER WITH THAT PORTION OF LOT 1 OF THE
SHORT PLAT RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 138, RECORDS OF BENTON
COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT, THENCE SOUTH 89°14'27" WEST ALONG
THE NORTHERLY LINE OF SAID LOT 168.83 FEET TO THE NORTHWEST CORNER OF SAID LOT;
THENCE SOUTH 00°34'21" EAST ALONG THE WESTERLY LINE OF SAID LOT 421.10 FEET TO THE
NORTHWEST CORNER OF LOT 2 OF SAID SHORT PLAT; THENCE NORTH 89°14'00" EAST ALONG
THE NORTHERLY LINE OF LOT 2 OF SAID SHORT PLAT 168.36 FEET TO THE EASTERLY LINE SAID LOT
1; THENCE NORTH 00°30'31" WEST ALONG SAID LINE 421.09 FEET TO THE SAID POINT OF
BEGINNING.

CONTAINS 3.61 ACRES

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND RESTRICTIONS,
OF RECORD AND IN VIEW.

DEDICATION

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE TRACT OF LAND
DESCRIBED HEREON AND THAT WE HAVE CAUSED SAID LAND TO BE SURVEYED AND PLATTED
INTO LOTS AND TRACTS AND THAT ALL STREETS, ROAD RIGHTS-OF-WAY, UTILITY EASEMENTS,
SHOWN HEREON ARE HEREBY DEDICATED TO THE PUBLIC AND THAT THIS SUBDIVISION SHALL
HEREAFTER BE KNOWN AND DESIGNATED BY THE NAME MAPLE MEADOWS.

SLAC LLC

SIGNED _____ TITLE _____ DATE _____

ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT _____
IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE/SHE
SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE/SHE WAS AUTHORIZED TO EXECUTE THE
INSTRUMENT AND ACKNOWLEDGED IT AS THE _____
OF _____ TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY
FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

DATED: _____

PRINTED NOTARY PUBLIC _____

SIGNED NOTARY PUBLIC _____

MY APPOINTMENT EXPIRES _____

NOTARY STAMP
BLACK INK ONLY

P.U.D. EASEMENT RELINQUISHMENT

THE BENTON P.U.D. No. 1 HEREBY RELEASES ALL RIGHT AND INTEREST IN AND TO A PORTION OF THAT
CERTAIN EASEMENT WHICH WAS PREVIOUSLY GRANTED ON THE SHORT PLAT RECORDED IN VOLUME 1 OF
SHORT PLATS AT PAGE 138, AS DEPICTED AND DESIGNATED HEREON.

BENTON P.U.D. No. 1 _____ DATE _____

ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT _____
IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE/SHE
SIGNED THIS INSTRUMENT, ON OATH STATED THAT HE/SHE WAS AUTHORIZED TO EXECUTE THE
INSTRUMENT AND ACKNOWLEDGED IT AS THE _____
OF _____ TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE
USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

DATED: _____

PRINTED NOTARY PUBLIC _____

SIGNED NOTARY PUBLIC _____

MY APPOINTMENT EXPIRES _____

NOTARY STAMP
BLACK INK ONLY

TRACT NOTES

-TRACT A IS RESERVED FOR A MUNICIPAL SEWER EASEMENT

TRACT OWNERSHIP NOTES

-TRACT A WILL BE INITIALLY OWNED BY THE DEVELOPER. THE DEVELOPER MAY TRANSFER
OWNERSHIP OF TRACTS A TO THE HOMEOWNERS' ASSOCIATION BY RECORDED DEED.

CITY REQUIRED NOTES

- ADDRESSES AND ZONING ARE SUBJECT TO CHANGE BY THE CITY OF KENNEWICK.
- THE FIRE ACCESS TURNAROUND SHALL BE MARKED EVERY 75' WITH "NO PARKING
FIRE LANE" SIGNS TO COK STANDARD DWG. NO. 7-5.

LINE TABLE	
LINE	DIRECTION
L1	10.09 N44°23'52"E
L2	40.06 S89°14'09"W
L3	25.00 S89°14'09"W
L4	10.09 S44°23'52"W
L5	27.50 N00°36'08"E
L6	12.81 S00°36'08"E
L7	12.87 S89°23'52"W
L8	10.09 N44°23'52"E
L9	13.33 S00°36'08"E
L10	3.00 N89°23'52"E
L11	3.00 N89°23'52"E
L12	10.00 N89°23'52"E
L13	6.00 S00°36'08"E
L14	10.00 N89°23'52"E

CURVE TABLE					
CURVE	LENGTH	RADIUS	Δ	CH DIREC.	CHORD
C1	117.81	150.00	45°00'00"	S21°53'52"W	114.81
C2	117.81	150.00	45°00'00"	N21°53'52"E	114.81
C3	31.47	20.00	90°09'43"	S45°41'00"E	28.32
C4	102.10	130.00	45°00'00"	S21°53'52"W	99.50
C5	74.57	170.00	25°07'59"	N31°49'52"E	73.98
C6	58.95	170.00	19°52'01"	N09°19'52"E	58.65
C7	81.59	170.00	27°29'51"	S30°38'56"W	80.81
C8	92.57	130.00	40°47'52"	N23°59'56"E	90.62
C9	9.53	130.00	41°2'08"	N01°29'56"E	9.53
C10	26.70	17.00	90°00'00"	S44°23'52"W	24.04
C11	17.81	17.00	60°01'00"	N60°35'39"W	17.00
C12	8.90	17.00	29°59'00"	N15°35'39"W	8.80
C13	36.13	23.00	90°00'00"	S45°36'08"E	32.53
C14	21.81	17.00	73°30'15"	N53°51'01"W	20.34
C15	4.89	17.00	16°29'45"	N08°51'01"W	4.88
C16	26.70	17.00	90°00'00"	N44°23'52"E	24.04
C17	36.13	23.00	90°00'00"	S44°23'52"W	32.53

HORIZONTAL CONTROL

WASHINGTON STATE SOUTH ZONE, US SURVEY FEET, NAD
83(2011), PER THE CITY OF KENNEWICK GPS CONTROL MAP.
GPS TIES WERE MADE TO K0891, K0892, K0929 AND
K0930 CONTROL POINTS AND PROJECTED TO GROUND AT
POINT K0929.

GROUND DISTANCES ARE SHOWN HEREON.

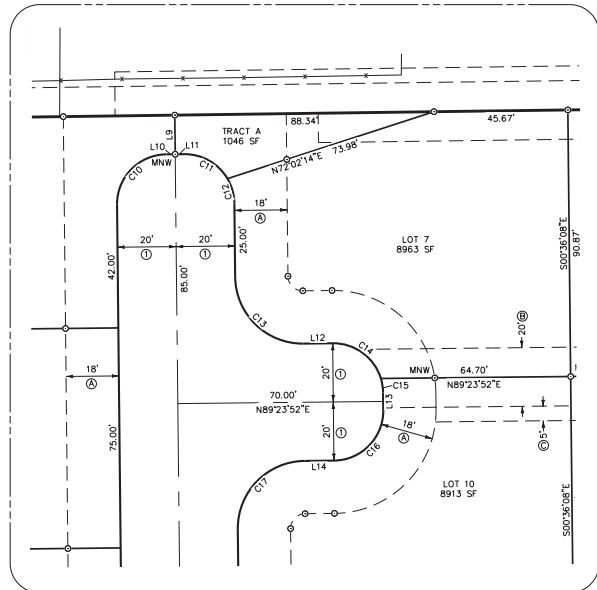
SURVEYOR NOTES

1. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY STRATTON SURVEYING
AND MAPPING P.C. FOR ALL INFORMATION REGARDING EASEMENTS, RIGHTS-OF-WAY
AND TITLE OF RECORD SEE SUBDIVISION GUARANTEE PREPARED BY
TITLE COMPANY, ORDER NUMBER _____ DATED ____/____/20____ OF WHICH WAS
RELIED UPON TO PLOT SAID ITEMS.

2. STRATTON SURVEYING AND MAPPING MAKES NO WARRANTIES AS TO MATTERS OF
UNWRITTEN TITLE, SUCH AS, ADVERSE POSSESSION, ACQUISITION, ESTOPPEL, ETC.

BEARING		DISTANCE		PLAT CLOSURE			
				NORTH	SOUTH	EAST	WEST
N89°14'09"E		65.06		0.8678	0.0000	65.0542	0.0000
N45°41'00"W		28.32		19.7850	0.0000	0.0000	20.2627
N00°36'18"W		29.82		29.8183	0.0000	0.0000	0.3149
N21°53'52"E		99.50		92.3212	0.0000	37.1087	0.0000
10.09		7.2093		0.0000	7.0593	0.0000	0.0000
N31°49'52"E		73.98		62.8539	0.0000	39.0183	0.0000
N89°14'09"E		207.14		2.7629	0.0000	207.1216	0.0000
N00°30'31"W		421.09		421.0734	0.0000	0.0000	3.7379
S89°14'27"W		337.71		0.0000	4.4750	0.0000	337.6804
S00°36'08"E		632.24		0.0000	632.2051	6.6452	0.0000
				636.6918	636.6800	362.0073	361.9958

THE FINAL PLAT OF
MAPLE MEADOWS
SE 1/4 OF THE NW 1/4 OF SEC. 33, T.09N., R.29E., W.M.,
CITY OF KENNEWICK,
BENTON COUNTY, WASHINGTON



TURNAROUND DETAIL
SCALE = 1" = 20'

IRRIGATION

I HEREBY CERTIFY THAT THE PROPERTY DESCRIBED HEREIN IS LOCATED WITHIN THE
BOUNDARIES OF THE KENNEWICK IRRIGATION DISTRICT, THAT THE IRRIGATION EASEMENTS
SHOWN ON THIS SHORT PLAT ARE ADEQUATE TO SERVE ALL LOTS SHOWN HEREON. I
FURTHER CERTIFY THAT THOSE LOTS WHICH ARE ENTITLED TO IRRIGATION WATER UNDER
THE OPERATING RULES AND REGULATIONS OF THE DISTRICT HAVE SATISFIED THE
REQUIREMENTS OF ROW 5817.310, AND THAT ALL ASSESSMENTS HAVE BEEN PAID
THROUGH THE YEAR 20____ A.D.

KENNEWICK IRRIGATION DISTRICT (K.I.D.)

APPROVALS

THE PLAT "MAPLE MEADOWS" IS HEREBY APPROVED BY AND FOR THE
CITY OF KENNEWICK, STATE OF WASHINGTON.

CITY OF KENNEWICK PLAT ADMINISTRATOR _____ DATE _____
FILE NO. SUB-2025-0007, PARCEL NO. 133992013797003

KENNEWICK CITY ENGINEER _____ DATE _____

MAYOR, CITY OF KENNEWICK _____ DATE _____

CITY CLERK _____ DATE _____

THE UTILITY EASEMENTS SHOWN HEREON ARE HEREBY APPROVED BY CASCADE NATURAL GAS.

CASCADE NATURAL GAS _____ TITLE _____ DATE _____

THE UTILITY EASEMENTS SHOWN HEREON ARE HEREBY APPROVED BY ZIPLY.

ZIPLY _____ TITLE _____ DATE _____

THE UTILITY EASEMENTS SHOWN HEREON ARE HEREBY APPROVED BY SPECTRUM.

SPECTRUM _____ TITLE _____ DATE _____

THE UTILITY EASEMENTS SHOWN HEREON ARE HEREBY APPROVED BY BENTON P.U.D. No. 1

BENTON P.U.D. No. 1 _____ TITLE _____ DATE _____

TREASURERS CERTIFICATE

I HEREBY CERTIFY THAT THE TAXES ON THE LAND DESCRIBED HEREON HAVE BEEN
PAID TO AND INCLUDING THE YEAR ____ A.D. PARCEL NO. 133992013797003

BENTON COUNTY TREASURER _____ DATE _____

BENTON COUNTY ASSESSOR _____ DATE _____



AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS ____ DAY OF ____
AT ____ MINUTES PAST ____ AND RECORDED IN
VOLUME ____ OF PLATS, PAGE ____ AT THE
REQUEST OF DEREK C. INGALLSBE, P.L.S.

BENTON COUNTY AUDITOR _____

DEPUTY _____ FEE NO. _____

FINAL PLAT FOR SLAC LLC	
STRATTON SURVEYING & MAPPING P.C.	
313 NORTH MORAIN STREET KENNEWICK, WA 99336 (509) 735-7364 www.strattonsurvey.com	
5926PFI.DWG	© 2025
DATE: 07/31/25	SHT. 2 OF 2
DRAWN BY: DOI	JOB # 5926

Council Agenda Coversheet	Item Number: 4.m. Date: 8/19/2025 Item Type: Contract/Agreement/Lease Subject: Contract: 2026-2028 Tri-Cities HOME Consortium Agreement Department: Community Planning	Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends that Council authorize the City Manager to sign the Tri-Cities HOME Consortium Agreement for Program Years 2026-2028. <u>Motion for Consideration</u> Motion to authorize the City Manager to sign the Tri-Cities HOME Consortium Agreement for Program Years 2026-2028. <u>Summary</u> The HOME Consortium was originally formed in 1995 between the Cities of Kennewick, Pasco, and Richland. The three cities do not meet the population and demographic criteria to receive HOME funds independently, but instead qualify for the funds as a Consortium. HOME funds are for use within the combined jurisdictions to increase the ability of local supply of decent affordable housing needs to low-income residents as authorized by Public Law 101-625, the National Affordable Housing Act of 1990. CDBG/HOME staff from the three cities entered into a cooperative agreement in June 2013 with amendments made up to program years 2020-2022 and continuing. The Cities now desire to create a new and updated Interlocal Cooperative Agreement for program years 2026-2028. <u>Alternatives</u> None recommended. <u>Fiscal Impact</u> None. HOME funds are provided by the U.S. Department of Housing and Urban Development (HUD).		
<u>Attachments:</u> 1. Interlocal		

Please return to:

City of Richland
City Clerk's Office
625 Swift Blvd. MS-07
Richland, WA 99352

**Interlocal Cooperative Agreement
Tri-Cities HOME Consortium
under the
National Affordable Housing Act**

Program Years 2026, 2027 and 2028

This Agreement is entered into between the cities of **Kennewick, Pasco, and Richland**, all Washington municipal corporations ("members"), for the purpose of continuing participation in a Consortium originally formed in 1996 under the HOME Investments Partnership (HOME) Program and restated in a 2013 replacement interlocal agreement (Contract No. 85-13) and 2020 Amended and Restated Interlocal Cooperative Agreement. This Agreement supersedes all previous HOME consortium cooperative agreements and will become effective upon adoption by the Members and final approval by the U.S. Department of Housing and Urban Development (HUD).

WITNESSETH

WHEREAS, the Federal Government has enacted the national Affordable Housing Act (NAHA), the primary objective of which is to increase the supply of decent affordable housing to low- and very low-income families, which created the HOME Investment Partnerships Program ("HOME Program") administered by the U.S. Department of Housing and Urban Development (HUD) through regulations at Title 24, Code of Federal Regulations, Part 92 (HOME Regulations); and

WHEREAS, said regulations allow units of general local governments to form consortia for purposes of obtaining funds under the HOME Program; and

WHEREAS, the members are geographically contiguous units of local government eligible to form a consortium under said regulations; and

WHEREAS, the Interlocal Cooperation Act, Ch. 39.34 RCW, permits local governmental units to enter into agreements to cooperate for certain beneficial purposes; and

WHEREAS, the members have determined that continuing as a consortium will increase the level of HOME Program funds potentially available for use within their combined jurisdictions and thereby increase the combined ability of the jurisdictions to assist in meeting the affordable housing needs of the population.

NOW, THEREFORE, the Members agree as follows:

SECTION 1: DEFINITIONS

- a. “Consortium” means the arrangement formed by this Agreement, and “HOME Program” means all of the activities assisted with HOME funds received from HUD.
- b. “Member” means the cities of Kennewick, Pasco, and Richland as Washington municipal corporations and units of local government.
- c. “Tri-Cities HOME Consortium” means the particular Consortium operating under the HOME Program consisting of the cities of Kennewick, Pasco, and Richland.
- d. “Lead Entity” means the unit of local government designated by the Tri-Cities HOME Consortium to act in a representative capacity of all members for the purposes of this Agreement. The Lead Entity will assume overall responsibility for ensuring that the Tri-Cities HOME Consortium is administered and operates in compliance with the requirements of the HOME Program. The Lead Entity serves as the official and primary contact between HUD and the Tri-Cities HOME Consortium.
- e. “Subrecipient Administrator” refers to members other than the Lead Entity who perform some HOME administrative roles as delineated under separate, specific HOME written agreements.
- f. “Consolidated” means jointly developed with unity from a regional perspective of the members.
- g. “Program Year” means the annual fiscal year of January 1st to December 31st.
- h. “CHDO” means a Community Housing Development Organization as defined by the HOME Investment Partnership Program.

SECTION 2: GENERAL PROVISIONS

- a. Members agree to cooperate to undertake housing assistance activities in compliance with the federal HOME statute and regulations as identified at Title 24 CFR Part 92. The purpose of this Agreement is to increase the combined ability of each member jurisdiction to assist in meeting the affordable housing needs of the population.
- b. Members agree to cooperate in maintaining the Tri-Cities HOME Consortium’s compliance with federal Consolidated Plan regulations at Title 24 CFR Part 91.

Each member shall also cooperate with the Lead Entity in conducting citizen participation, planning, and programming as necessary for the Lead Entity to submit to HUD the Consortium's Consolidated Plan. Each Member shall ensure that its separate processes and procedures comply with all Consolidated Plan regulations.

- c. Members agree to jointly develop a combined Consolidated Planning Strategy (CPS) for submission to HUD for each of the federal fiscal years covered by this Agreement. The CPS will be comprised of a consolidated Market Analysis and Housing Needs Assessment, consolidated Five-Year Planning Strategy, and annual Plans for implementation of the strategy for the Tri-Cities HOME Consortium. The Housing Strategy will be developed to address needs over the three-city area with components identified that are unique to each member; however, each member will independently address non-housing community needs.
- d. Members agree to affirmatively further fair housing in compliance with all applicable statutes and regulations.
- e. This Agreement provides for the renewal of participation in successive three-year qualification periods in perpetuity by the date specified in HUD's consortia designation notices or listed on HOME's Consortia web page. The Lead Entity will notify each member in writing of its right to not participate for the successive three-year qualification period, with a copy of the notification forwarded to the HUD Field Office. Any member not intending to participate in the next three-year qualification period with the Consortium must submit written notification to the Lead Entity within thirty (30) days of receipt of the notice from the Lead Entity. The Lead Entity will provide copies of these communications to its HUD Field Office to provide notification of any change in consortium membership.
 - i. All Members of the Consortium are required to formally adopt by legislative action any amendments to this Agreement that incorporate future changes necessary to meet the requirements for consortia agreements in subsequent qualification periods.
 - ii. The renewal provision of this Agreement is void if the Lead Entity fails to notify a Member of its right not to participate for the next three-year qualification period, or if the Lead Entity fails to submit a copy to HUD of each amendment to the Agreement as required.

SECTION 3: COMPLIANCE WITH FEDERAL REGULATIONS

All Members of the Consortium agree to comply with the applicable portions of: Title 24 CFR Part 92: HOME Investment Partnerships Program; the Housing and Community Development Act of 1974 as amended; Title 24 CFR Part 570; Title 24 CFR Part 58; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1968; Section 109 of the Housing and

Community Development Act of 1974; Section 3 of the Housing and Urban Development Act of 1968; Executive Orders, 11063, and 11593; the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; OMB Circular A-122 and attachments A, B, C, F, H, N and O; the Archeological and Historical Preservation Act of 1974; the Architectural Barriers Act of 1968; the Hatch Act, 5 U.S.C. Chapter 15; the Flood Disaster Protection Act of 1974; the Clean Air Act (42 U.S.C., Section 1251 *et seq.*); and the Drug-Free Workplace Act of 1988.

SECTION 4: PROGRAM ADMINISTRATION

- a. **Lead Entity.** The city of Richland is hereby designated the Lead Entity for the Tri-Cities HOME Consortium. The cities of Kennewick and Pasco are Consortium Members who act as Subrecipient Administrators.
- b. **Lead Entity Responsibilities.** The Lead Entity shall assume overall responsibility for ensuring the Consortium's HOME Program activities are carried out in compliance with HOME regulations in Title 24 CFR Part 92, including requirements concerning a Consolidated Plan in accordance with HUD Regulations in Title 24 CFR Part 91.

The Lead Entity is responsible for the following:

- i. Establishing a local HOME Investment Trust Fund Account.
- ii. Receiving, disbursing, and accounting for all HOME Program and matching funds.
- iii. Collecting and submitting to HUD all required reports and data from Members, Subrecipient Administrators, CHDOs, and developers.
- iv. Sending members a copy of correspondence from HUD within 48 hours of receipt and copying members on correspondence from the Lead Entity to HUD.
- v. Include Consortium members in all correspondences with subrecipients related to HOME. CHDO, and HOME-ARP funds. This is to include all programmatic inquiries or communications regarding the administration use, requests for additional funding by subrecipient, and/or compliance with these funding sources.
- vi. Invite all Consortium members to attend HUD and/or consultant meetings pertaining to HOME funding.
- vii. Forward all monitoring reports conducted on subrecipients regarding HOME, CHDO and HOME-ARP activities.
- viii. Provide quarterly financial reports and a mid-year review. Quarterly financial reports are to include the following: detailed line-item

breakdown of expenditures and revenue, identifying how funds are being used and to whom they are disbursed. Quarterly reports are to also include administrative costs incurred and balances. These reports shall be processed within 15 days of receiving both members quarterly billing.

- ix. Providing written procedures for Integrated Disbursement and Information System (IDIS) reporting, including explanations of who has access to the system, how funds are sub-allocated in the system, who is required and allowed to make entries in the system, and at what times.
- x. Providing written procedures for the disbursement of funds to include:
 - how members or their sub-recipients request HOME funds from the Lead Entity;
 - processing time needed by the Lead Entity;
 - description of documentation required to accompany requests.
- xi. Providing written procedures for record-keeping, reporting and monitoring.
- xii. Describing the system and format for keeping records of program delivery, and meeting all HUD reporting requirements, including:
 - marketing activities;
 - environmental reviews;
 - application and award activities;
 - incurred obligation and contribution of required match funds;
 - federal cross-cutting activities;
 - Community Housing Development Organization (CHDO) designations; and
 - CHDO activities when applicable under Section 4.f below.
- xiii. Describing the intended system and format for monitoring projects throughout the applicable period, including:
 - listing of staff responsible for monitoring duties;
 - procedures for monitoring HOME rents, eligible residents, resale by homeowner;
 - properties, Fair Housing and Equal Opportunity, and property standards;
 - procedures for notifying HOME recipients about monitoring schedules;
 - steps and recourse that can be taken to ensure compliance by

recipients of HOME funds.

- xiv. Entering into HOME written agreements and administering and monitoring activities of sub-recipients who have contracted with a member to deliver a specific HOME program, including members acting as Subrecipient Administrators.
- xv. Preparing and submitting HOME performance reports for Consortium activities.

c. **Member Responsibilities.** Each member is responsible for the following:

- i. Providing to the Lead Entity, within 14 days after request, copies of all documents which the Lead Entity is required to submit to HUD, including, but not limited to, the member's housing CPS and Annual Action Plan.
- ii. Providing to the Lead Entity with a written description(s) of the member's HOME program(s) prior to contracting with another entity to deliver the program(s). Lead Entity retains final approval and contracting authority. Written descriptions must include:
 - copies of program description;
 - listing of responsible staff for each step in the delivery of the program;
 - methods of affirmative marketing;
 - methods of procurement;
 - steps taken and standards imposed for the application and review process leading to the award of funds;
 - utilization of Consortium-approved forms, policies, and procedures.
- iii. Affirmatively furthering fair housing in the Member's jurisdiction. Such actions may include planning, education, outreach, and enforcement activities.
- iv. Preparing and submitting quarterly and annual performance reports regarding HOME activities.
- v. Preparing and submitting quarterly billing by the 15th of April, July, and October, with the final quarter submission due by January 15th.
- vi. Preparing and submitting other documents as required by separate HOME written agreements governing the relationship between the Lead Entity and members acting as Subrecipient Administrators.

d. **Allocation of HOME Funds.** HOME funds will be allocated between the Members in the following manner:

- i. The HOME regulations under 24 CFR 92 allow for 10% of the annual HOME allocation to be used for eligible administration and planning costs. The Lead Entity is entitled to this 10% allocation.
- ii. Each member city shall utilize its program income to cover administrative costs. If a member city depletes its program income, has unmet administrative expenses, and the 10% entitlement allocation has funds remaining at year-end, the city may submit a request to the consortium to cover the shortfall.

The consortium will vote on the request, requiring a two-third (2/3) majority for approval.

- If the request is approved, the remaining 10% allocation will be used to cover the city's administrative expenses.
 - If the request is denied, the member city is responsible for covering its own administrative costs.
- iii. Fifteen percent (15%) of the overall allocation will remain with the Lead Entity to be utilized for CHDO Set-Aside activities. CHDO projects will be identified by Members on a rotating basis, as described in Section 4.f. below.
 - iv. A minimum of \$30,000 of the yearly allocation shall be awarded for homebuyer assistance. The remaining allocation shall be for Tenant-Based Rental Assistance (TBRA), creation of affordable housing, and/or rehabilitation. These funds shall be divided equally among members. Each member is entitled to plan for the expenditures of funds in an amount equal to their share of the HOME grant award, as is determined during each fiscal year of this agreement and identified in the Annual Action Plan. If desired and applicable, the cities of Kennewick and Pasco may serve as Subrecipient Administrators to the Lead Entity to oversee investment of their respective portion of HOME funds.
 - v. When one or more Members has \$100,000 or more in unspent uncommitted homebuyer assistance funds and/or returned program income, said funds may be used for affordable housing, including direct rental assistance through Tenant-Based Rental Assistance (TBRA) or HOME rehabilitation. Members will work together to identify potential rental development projects to be undertaken by a qualified housing organization, including but not limited to a Public Housing Authority (PHA), who shall serve as either sponsor, owner or developer. Projects will be reviewed and selected based on developer financial capacity, experience, project feasibility, readiness to proceed, and community impact. Members will aim to rotate the city location of projects when possible, and/or INFILL Homebuyer development with member majority rules for the project location. After members identify affordable housing

project(s), Lead Entity will act as project manager, and shall perform required administrative duties to assess, approve, and fund projects.

- e. **Funding Timelines.** Any HOME funds set aside for a member and not committed to a project within 18 months or expended within 24 months of the award of HOME funds to the Tri-Cities HOME Consortium, will be made available to other projects across the Consortium. Reallocation will be executed by the Lead Entity with written notification of affected member(s). Members are aware that if funds are not committed and expended according to effective HUD deadlines, that HUD will recapture the funds. Such a recapture will reduce the availability of funds for that individual member by the amount determined by HUD to be in non-compliance.
- f. **CHDO Set Aside.** Fifteen percent (15%) or more of the overall allocation will remain with Lead Entity to be utilized for CHDO Set-Aside activities. Members will work together to identify CHDO projects, and funding will be based primarily on community impact, developer capacity, project feasibility, and readiness to proceed. Members will aim to rotate the location of CHDO projects when possible. After members identify CHDO project(s), the Lead Entity will perform required administrative duties to assess, approve, and fund projects.
- g. **Program Income.** Program income must be remitted to the Lead Entity within thirty (30) days of receipt. HOME Program Income, as defined in federal regulations, that is generated by a member shall be added to the amount of HOME funds constituting the member's share as defined in Section 4.d.iii herein and the approved Annual Action Plan. At the Member's option, the allowable percentage of program income may be used by the individual member to be applied towards eligible and allowable administrative costs incurred by the member. Each member acting as a Subrecipient Administrator will be responsible for providing Lead Entity with a recap of expenditures, and other documentation as may be requested by Lead Entity, within thirty (30) days and will submit to the Lead Entity any interest earned on the retained HOME dollars.
- h. **Administrative Costs.** Each Member will be independently responsible for any administrative costs each incurs associated with 1) development and implementation of the CPS; 2) the annual re-examination of needs prior to setting each year's Action Plan; and 3) the awarding of HOME Program funds to sub-recipients, CHDOs, and/or other developers.
- i. **HOME Match.** Each member is responsible for tracking and reporting HOME Match for the projects they fund, implement, and/or oversee. Should the Consortium's accrued match balance fall below one full year's match obligation, each member shall be responsible for generating the required match based on its share of HOME funds. If the match cannot be supplied by the member responsible, then HOME funds and associated match obligation may be transferred to another member by the Lead Entity. If a member fails to supply

sufficient match, its share of HOME funding may be reduced commensurate with the match deficiency, as delineated in any related Subrecipient Agreements.

- j. **Repayment of HOME Funds.** Lead Entity has the responsibility to repay any HOME funds to the HOME Investment Trust Account that HUD determines were not used in accordance with the HOME regulations. To the extent a member acting as Subrecipient Administrator was the entity that did not use the funds in compliance with regulations, then upon the repayment of funds by the Lead Entity, the member responsible for the non-compliance will immediately reimburse the Lead Entity. To the extent that a sub-recipient or CHDO with the entity did not use the funds in compliance with regulations, then the sub-recipient will be responsible for reimbursing the Lead Entity.

Should any member fail to meet any of the obligations or exceed any of the limitations described herein or as provided in written agreements, and should such failure jeopardize compliance of the Consortium as a whole, the Lead Entity has final control over re-distribution of funds among members in order to ensure that all grant requirements are met.

- k. **Reporting and Records.** Each member agrees to immediately make available to the Lead Entity upon request all records and access concerning the activities carried out under this Agreement for inspection by the Lead Entity, State, or Federal Officials.
- l. **Expiration.** Upon termination of this Agreement as provided in Section 6.a., the balance of funds which have not been committed will be returned to HUD for reallocation. Committed but incomplete projects and activities will be completed by the respective member who, acting as a Subrecipient Administrator, initiated such project or activity.
- m. **Long-Term HOME Requirements.** Members acknowledge they each may have obligations to abide by HOME requirements throughout a project's long-term period of affordability that may extend beyond the termination of this Interlocal Agreement. The Lead Entity is responsible for long-term requirements per HOME regulations, and Subrecipient Administrators will be responsible as delineated in their individual HOME written agreements with the Lead Entity.

SECTION 5: DISTRIBUTION OF FUNDS

The Lead Entity shall issue a Notification of Fund Availability (NOFA) indicating the amount of funds available to each Member no later than thirty (30) calendar days from notification by HUD that HOME funds have been awarded to the Consortium. An activity shall be considered eligible if it conforms to the requirements of Title 24 CFR Part 92.

SECTION 6: TERM OF THE COOPERATIVE AGREEMENT

- a. The members agree that the term of this Interlocal Agreement is the length of time necessary to carry out all activities that will be funded from funds awarded for blocks of three (3) federal fiscal years. The program year start date for the Consortium is January 1.
- b. All members will remain members of the Tri-Cities HOME Consortium for the entire period of any term of this Agreement.
- c. This Agreement shall automatically renew for participation in successive three-year qualification periods/terms per Section 2.e herein unless terminated by written agreement of all members.

SECTION 7: ADMINISTRATIVE FEES

The HOME Consortium will retain ten (10) percent of the grant, or the maximum allowed by the program regulations for administration and management of the HOME program. The Lead Entity will oversee an annual process to budget administrative fees. Only costs associated with the management and administration of the HOME program may be charged against HOME administrative allocations. Program income generated by other member programs will not be included in the 10% calculation unless agreed upon by the respective member(s).

- a. **Administrative Shortfalls.** Administrative shortfalls by the Lead Entity shall be addressed annually. Member cities shall agree to split such shortfalls equally. Members may agree to utilize the 10% administrative funds generated by their program income to use toward administrative shortfalls experienced by the Lead Entity.
- b. **Negative Interest.** In the event that negative interest occurs as a result of the action(s) of a particular member, then that member is fully responsible for reimbursing the Lead Entity; PROVIDED, however, that if negative interest occurs that is not directly related to a single member's actions, then each member shall equally share in the cost of the negative interest. Note that negative interest earnings cannot be claimed as an administrative cost and must be reimbursed from non-federal funds.

SECTION 8: AMENDMENTS

Amendment to this Interlocal Agreement for the Tri-City HOME Consortium shall be in writing and by unanimous agreement of the members. This includes an amendment to add new Consortium members. Members agree to jointly develop amendment language for approval by the legislative authority of each member.

SECTION 9: POSTING OF DOCUMENT

Upon full execution of this Agreement and approval by HUD, this Agreement shall be posted on the Lead Entity's website for purposes of meeting the recording requirements of Ch. 39.34

RCW, the Interlocal Cooperation Act. Although a Member may choose to record this Agreement, recording with the Benton County Auditor's Office or Franklin County Auditor's Office is not required and in no way affects the validity of this Agreement or any amendments thereto.

SECTION 10: NO SEPARATE LEGAL ENTITY

No separate legal entity is created by the execution of this Interlocal Agreement. Title to real property, if applicable, will be held in the name of the respective member jurisdiction or the name of the Lead Entity.

[Signature Page to Follow]

THE TRI-CITIES HOME CONSORTIUM

Erin Erdman
City Manager, Kennewick

Date

Dave Zabell
Interim City Manager, Pasco

Date

Jon Amundson, ICMA-CM
City Manager, Richland

Date

Approved as to form:

Heather Kintzley, City Attorney
City of Richland

Laurencio Sanguino, City Attorney
City of Kennewick

Eric Ferguson, City Attorney
City of Pasco

Council Agenda Coversheet	Item Number: 4.n. Item Type: Contract/Agreement/Lease Subject: Project Acceptance: E 4th & Elm Waterline Replacement (Re-bid) Project Department: Public Works Project #: P2308-23	Date: 8/19/2025 Category: Consent Agenda										
												
<u>Recommendation</u> Staff recommends that Council accept the work of Sonray Enterprises, LLC for contract P2308-23, E. 4th & Elm Waterline Replacement (Re-bid) Project, in the amount of \$1,196,495.68.												
<u>Motion for Consideration</u> Motion to accept the work of Sonray Enterprises, LLC for contract P2308-23, E. 4th & Elm Waterline Replacement (Re-bid) Project, in the amount of \$1,196,495.68.												
<u>Summary</u> <table><tr><td>Original Contract:</td><td>\$1,195,868.49</td></tr><tr><td>Contingency:</td><td>\$119,586.85 (10% of Contract)</td></tr><tr><td>Change Orders:</td><td>\$12,500.00</td></tr><tr><td>Quantity Changes:</td><td>- \$11,872.80</td></tr><tr><td>Total:</td><td>\$1,196,495.68 (0.05% above original contract)</td></tr></table> This project constructed new 8" water mains, fire hydrants and relocated water meters and service lines for residents on 4th Ave, 5th Ave, and Elm St from backyards to the street fronts. This project had two (2) change orders that included field changes for the water service relocation at 119 E 5th Ave and replacement of a faulty water valve on 5th Ave and Fir St. Quantity changes include increases to the water service under the house connections and decreases on dig and verifies, water valves and sleeves components, concrete replacement, rock excavation, and cold mix asphalt patching.			Original Contract:	\$1,195,868.49	Contingency:	\$119,586.85 (10% of Contract)	Change Orders:	\$12,500.00	Quantity Changes:	- \$11,872.80	Total:	\$1,196,495.68 (0.05% above original contract)
Original Contract:	\$1,195,868.49											
Contingency:	\$119,586.85 (10% of Contract)											
Change Orders:	\$12,500.00											
Quantity Changes:	- \$11,872.80											
Total:	\$1,196,495.68 (0.05% above original contract)											
<u>Alternatives</u> None recommended												
<u>Fiscal Impact</u> The total project cost of \$1,196,495.68, including change orders and quantity adjustments, was funded by the Fire Flow Deficiency Fund.												
<u>Attachments:</u> None												

Council Agenda Coversheet	Item Number: 4.o. Item Type: Contract/Agreement/Lease Subject: Project Acceptance: Water Filtration Plant Miscellaneous Upgrades Phase 1 Project Department: Public Works Project #: P2117-23	Date: 8/19/2025 Category: Consent Agenda										
												
<u>Recommendation</u> Staff recommends that Council accept the work of Industrial Construction of Washington, LLC for contract P2117-23, Water Filtration Plant Miscellaneous Upgrades Phase 1 (Re-Bid) Project, in the amount of \$995,105.76.												
<u>Motion for Consideration</u> Motion to accept the work of Industrial Construction of Washington, LLC for contract P2117-23, Water Filtration Plant Miscellaneous Upgrades Phase 1 (Re-Bid) Project, in the amount of \$995,105.76.												
<u>Summary</u> <table><tr><td>Original Contract:</td><td>\$894,646.30</td></tr><tr><td>Contingency:</td><td>\$89,464.63 (10% of Contract)</td></tr><tr><td>Change Orders:</td><td>\$100,459.46</td></tr><tr><td>Quantity Changes:</td><td>\$0</td></tr><tr><td>Total:</td><td>\$995,105.76. (11.23% above original contract)</td></tr></table> This project consisted of improvements at the Water Treatment Plant (WTP) including new permanganate dosing system and tank, new sedimentation basin catwalk, installation of City-procured surge tank, installation of City-procured fiberglass reinforced plastic (FRP) chemical tanks, and other miscellaneous site improvements. This project included four (4) change orders consisting of modifications to the FRP tank containment area coating system, additional instrumentation and controls for the new surge tank installation, and significant work to retrofit existing chemical piping and electrical setup for the new City pre-procured FRP tanks within the limits of the existing chemical containment areas. While these challenges increased the total cost of all change orders beyond the project 10% contingency, these critical upgrades were completed in time for the plant to resume water production by March 2024. There were no quantity changes to the project.			Original Contract:	\$894,646.30	Contingency:	\$89,464.63 (10% of Contract)	Change Orders:	\$100,459.46	Quantity Changes:	\$0	Total:	\$995,105.76. (11.23% above original contract)
Original Contract:	\$894,646.30											
Contingency:	\$89,464.63 (10% of Contract)											
Change Orders:	\$100,459.46											
Quantity Changes:	\$0											
Total:	\$995,105.76. (11.23% above original contract)											
<u>Alternatives</u> None recommended												
<u>Fiscal Impact</u> The total project cost of \$995,105.76, including change orders, was funded by the Water and Sewer Fund.												
<u>Attachments:</u> None												

Council Agenda Coversheet	Item Number: 4.p. Item Type: Contract/Agreement/Lease Subject: Project Acceptance: Water Filtration Plant Miscellaneous Upgrades Phase 2 Project Department: Public Works Project #: P2117-24	Date: 8/19/2025 Category: Consent Agenda										
												
<u>Recommendation</u> Staff recommends that Council accept the work of Vincent Brothers, LLP for contract P2117-24, Water Filtration Plant Miscellaneous Upgrades Phase 2 Project, in the amount of \$1,501,019.69												
<u>Motion for Consideration</u> Motion to accept the work of Vincent Brothers, LLP for contract P2117-24, Water Filtration Plant Miscellaneous Upgrades Phase 2 Project, in the amount of \$1,501,019.69												
<u>Summary</u> <table><tr><td>Original Contract:</td><td>\$1,494,597.83</td></tr><tr><td>Contingency:</td><td>\$149,459.78 (10% of Contract)</td></tr><tr><td>Change Orders:</td><td>\$6,421.86</td></tr><tr><td>Quantity Changes:</td><td>\$0</td></tr><tr><td>Total:</td><td>\$1,501,019.69 (0.04% above original contract)</td></tr></table> This project consisted of various capacity related upgrades including new vertical turbine pump assemblies, new filtrate pump assemblies, new filter membrane modules, new variable frequency drives (VFDs), and other miscellaneous electrical and operational upgrades. City staff pre-procured all long lead items including pumps, electrical gear, and membranes in order for installation work to take place during the WTP Winter 2024 shut down window. This project included one (1) change orders to mitigate cracks in the membrane concrete cells prior to applying the high performance protective coating system. There were no quantity changes to the project.			Original Contract:	\$1,494,597.83	Contingency:	\$149,459.78 (10% of Contract)	Change Orders:	\$6,421.86	Quantity Changes:	\$0	Total:	\$1,501,019.69 (0.04% above original contract)
Original Contract:	\$1,494,597.83											
Contingency:	\$149,459.78 (10% of Contract)											
Change Orders:	\$6,421.86											
Quantity Changes:	\$0											
Total:	\$1,501,019.69 (0.04% above original contract)											
<u>Alternatives</u> None recommended												
<u>Fiscal Impact</u> The total project cost of \$1,501,019.69, including change orders and quantity adjustments, was funded by the Water and Sewer Fund.												
<u>Attachments:</u> None												

Council Agenda Coversheet	Item Number: 4.q. Item Type: Contract/Agreement/Lease Subject: Contract: 7th Avenue Corridor & Cherry Blossom Heights Stormwater Alternatives Analyses Project Department: Public Works Project #: P2510	Date: 8/19/2025 Category: Consent Agenda
		
<u>Recommendation</u> Staff recommends that City Council approve the Agreement with Aspect Consulting for the two stormwater alternatives analyses (P2510) as presented.		
<u>Motion for Consideration</u> Motion to approve the agreement with Aspect Consulting for the two stormwater alternatives analyses (P2510) as presented.		
<u>Summary</u> There are two stormwater problem areas that require analyses: problem area 1 is generally located between S Tweedt Street and W 7th Avenue; and problem area 2 is near W 15th Ave and S Olsen Street. Aspect Consulting will perform hydrologic models for both problem areas, assist the City with infiltration testing, and provide recommended alternatives for each.		
<u>Alternatives</u> None recommended		
<u>Fiscal Impact</u> The \$102,775 cost for the Professional Service Agreement will be funded through the Stormwater Fund, utilizing revenue generated from collected Stormwater rate fees.		
Attachments: 1. Agreement		

AGREEMENT BETWEEN CITY AND CONSULTANT

**7TH AVENUE CORRIDOR & CHERRY BLOSSOM HEIGHTS
STORMWATER ALTERNATIVES ANALYSES PROJECT**

THIS AGREEMENT, is made between the City of Kennewick, PO Box 6108, 210 W. 6th Ave., Kennewick, Washington, (hereinafter referred to as the "City"), and Aspect Consulting, 1106 N 35th Ave, Yakima, WA 98902 (hereinafter referred to as the "Consultant").

WITNESSETH:

1) SCOPE OF WORK AND AGREEMENT CONTENTS

- a) The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work as designated in this Agreement. In performing these services, the Consultant shall at all times comply with all Federal, State and local statutes, rules, regulations and Ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefor, shall be performed diligently and completely and in accordance with professional standards of conduct and performance. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City.
- b) This Agreement consists of this Agreement, and other documents listed below issued prior to the execution of this agreement and all modifications and change orders issued subsequent thereto. These form the entire Agreement and all are as fully a part of the Agreement as if attached to this Agreement or repeated herein. In the event of a conflict between documents the order of precedence will be the order listed below. An enumeration of the Agreement documents is set forth below:
 - (i) This Agreement No. P2510 between the City and Consultant.
 - (ii) Exhibit A: Scope of Work

2) TERM AND TERMINATION

- a) The Consultant shall not begin any work under the terms of this Agreement until authorized in writing by the City. Consultant agrees to use best efforts to complete all work described under this Agreement by **June 30, 2026**.
- b) This Agreement may be terminated by either party upon thirty (30) days' written notice. In the event this agreement is terminated by the Consultant, the City shall be entitled to reimbursement of costs occasioned by such termination by the Consultant. In the event the City terminates this Agreement, the City shall pay the Consultant for the work performed, which shall be an amount equal to the percentage of completion of the work as mutually agreed between the City and the Consultant.

- c) If any work covered by this Agreement shall be suspended or abandoned by the City before the Consultant has completed the assigned work, the Consultant shall be paid an amount equal to the costs incurred up to the date of termination or suspension as mutually agreed upon between the City and the Consultant.

3) PAYMENT

- a) The City shall pay the Consultant an amount not to exceed **One Hundred Two Thousand Seven Hundred Seventy-Five (\$102,775)** to complete the services rendered under this Agreement. Payment shall be made on a "time and materials" basis. Payment as identified in this section shall be full compensation for all work performed or services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Exhibit A.
- b) City shall pay Consultant for services rendered after receipt of a detailed invoice. Invoices not in dispute by the City will be paid net thirty (30) days and shall reference the agreement number and/or purchase order applicable to the work. The invoice shall provide sufficient detail on the work being billed and include detailed receipts for any invoices.
- c) Partial payments to cover the percentage of work completed may be requested by the Consultant. These payments shall not be more than one (1) per month.
- d) Pre-approved travel, meals and lodging will be reimbursed at cost and only when consultant travels at least one hundred fifty (150) miles per one way trip. Reimbursable expenses are limited to the following: coach airfare, ground transportation (taxi, shuttle, car rental), hotel accommodations at the government rate, personal or company vehicle use at the then-current federal mileage rate, and meals at the current federal per-diem meal allowance.
- e) Reimbursement for extra services/reimbursable expenses are not authorized under this Agreement unless detailed in the Scope of Work or agreed upon in writing as a modification to this Agreement.
- f) The Consultant will allow access to the City, the State of Washington, the Federal Grantor Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records which are directly pertinent to the specific agreement for the purpose of making audit, examination, excerpts, and transcriptions. Unless otherwise provided, said records must be retained for three (3) years from the date of receipt of final payment. If any litigation, claim, or audit arising out of, in connection with, or relating to this agreement is initiated before the expiration of the three (3)-year period, the records shall be retained until such litigation, claim, or audit involving the records is completed.

4) INDEPENDENT CONSULTANT

- a) The Consultant, and any and all employees of the Consultant or other persons engaged in the performance of any work or services required of the Consultant under this Agreement, are independent and shall not be considered employees of the City. Any and all claims that arise at any time under any Workers' Compensation Act on behalf of said employees or other

persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the Consultant's employees or other persons engaged in any of the work or services required to be provided herein, shall be the sole obligation and responsibility of the Consultant.

5) OWNERSHIP OF DOCUMENTS

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

6) GENERAL REQUIREMENTS

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

7) DISPUTE RESOLUTION

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

8) DEBARMENT CERTIFICATION

- a) The Consultant certifies that neither the Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this agreement by any federal or state department or agency. Further, the

Consultant agrees not to enter into any arrangements or agreements related to completion of the work contemplated under this Agreement with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at:

www.sam.gov and

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

9) VENUE, APPLICABLE LAW AND PERSONAL JURISDICTION

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

10) ATTORNEY'S FEES

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

11) INSURANCE

- a) Insurance Terms

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

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

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

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

Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 4. Professional Liability insurance appropriate to the Consultant's profession.
- d) Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of one million dollars (\$1,000,000) per accident.
 2. Commercial General Liability insurance shall be written with limits no less than two million dollars (\$2,000,000) each occurrence, two million dollars (\$2,000,000) general aggregate.
 3. Professional Liability insurance shall be written with limits no less than two million dollars (\$2,000,000) per claim and two million (\$2,000,000) policy aggregate limit.
- e) Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or self-insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
- f) Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. best rating of not less than A:VII.
- g) Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including, but not limited to, the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.
- h) Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two (2) business days of Consultant's receipt of such notice.
- i) Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of agreement, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

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

12) INDEMNIFICATION / HOLD HARMLESS

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

13) STANDARD OF CARE

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

14) SUCCESSORS OR ASSIGNS

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

15) EQUAL OPPORTUNITY AGREEMENT

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

16) PARTIAL INVALIDITY

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

17) AMENDMENTS

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

18) CHANGE IN LAW

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

19) CONFIDENTIALITY

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

21) CHANGES OF WORK

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

22) EXTRA WORK

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

23) PUBLIC DISCLOSURE

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

Signature Page Follows

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

CITY OF KENNEWICK, WASHINGTON

ASPECT CONSULTING

Erin Erdman
City Manager

John Knutson, P.E.
Senior Principal

Date Signed: _____

Date Signed: _____

ATTEST:

Aspect Consulting
1106 N 35th Avenue
Yakima, WA 98902

Krystal Johnston
City Clerk

Date Signed: _____

APPROVED AS TO FORM:

Laurencio Sanguino
City Attorney

Date Signed: _____

EXHIBIT A: Scope of Work

**7th AVENUE CORRIDOR & CHERRY BLOSSOM HEIGHTS
STORMWATER ALTERNATIVES ANALYSES PROJECT**

Design Services Scope of Work, Fee Estimate, & Schedule

Aspect Consulting (A Geosyntec Company)

Prepared July 18, 2025

Background

Problem Area 1

The stormwater drainage system between S Tweedt Steet and W 7th Avenue (7th Avenue Corridor) is currently incomplete. Upbasin stormwater runoff from a 48-inch diameter storm pipe bubbles-up to the ground surface just east of 809 S Tweedt Street and must traverse approximately 1,000 feet across open fields along a shallow natural channel before entering a screened inlet structure and 36-inch diameter storm pipe just south of W 7th Avenue. The City of Kennewick (City) 2020 Stormwater Comprehensive Plan (SCP) identified that the peak stormwater flow for the existing 48-inch diameter storm pipe may cause the W 7th Avenue stormwater system to experience conveyance capacity issues. The 2020 SCP proposed the construction of a regional stormwater retention/infiltration facility to reduce potential peak flows entering the W 7th Avenue stormwater system.

Problem Area 2

The City experiences road flooding at the intersection of W 15th Avenue and S Olson Street within the Cherry Blossom Heights development. Lower elevation locations are exhibiting localized ponding/flooding, likely due to drywell age (reduced infiltration rate over time due to plugging) and/or bypass runoff from upbasin drywells. Previously, the City envisioned the construction of additional infiltration facilities throughout the development to reduce the potential for flooding.

Geosyntec Consultants, Inc. dba Aspect Consulting (Aspect) has been retained by the City to update existing hydrologic models for the two Project locations previously developed as a part of the 2020 SCP to gain a better understanding of the peak flows & runoff volumes and prepare additional/revised conceptual solutions to help alleviate flooding problems and downstream capacity issues.

Scope of Work

Aspect's scope of work is provided below, and covers the following tasks:

Task 1 – Project Management

Task 2 – Data Gathering/Review and Field Reconnaissance

Exhibit A – Scope of Work, Fee Estimate, & Schedule

Task 3 – Infiltration Testing Services

Task 4 – 7th Avenue Corridor Analyses

Task 5 – Cherry Blossom Heights Analyses

Task 6 – H&H Tech Memo

Task 1: Project Management

Task 1 Budget — \$8,463.00

Task 1 Objectives

Initiate the Project and provide effective project management throughout the duration of the work.

Aspect will:

- 1.1** Schedule, prepare for, and hold a kick-off meeting with City staff to review the final scope, budget, and schedule; review key roles and contacts; and discuss near term next steps.
- 1.2** Coordinate with internal team members to track Project progress, budget status, and schedule.
- 1.3** Provide input for monthly Project status reports, budget status sheets, and invoices for stormwater design work.
- 1.4** Communicate with the City regarding Project budget, schedule, scope, and potential changes.
- 1.5** Monitor and address potential Project changes and prepare amendments if needed.

Task 1 Deliverables

- Monthly Project status reports, budget status sheets, and invoices.
- Miscellaneous alternative analyses related contract amendments, if needed.

Task 1 Assumptions

- Kick off meeting occurs by video conference, is one hour long, and is attended by two Aspect staff.
- City Project Manager invites appropriate City staff to the Kick-off meeting.
- Alternatives analyses are completed within approximately 6 – 8 months after receiving notice to proceed.
- Given some uncertainty with the final level of effort needed, services will be performed on a flexible time and materials basis to the extent of available budget. Aspect will notify the City if it appears that additional budget will be needed for any of the tasks and will obtain City approval prior to proceeding with work.

Task 2: Data Gathering/Review & Field Reconnaissance

Task 2 Budget — \$9,567.00

Task 2 Objectives

Acquire and review available data necessary to initiate Project design and perform an initial field reconnaissance.

Exhibit A – Scope of Work, Fee Estimate, & Schedule

Aspect will:

- 2.1.** Gather and review available data and information, including relevant geotechnical and drainage reports in the Project vicinity, soil data, available topographic data, current GIS data and utility information, as-built drawings for associated drainage and other utility infrastructure, bid tabulations for recent City projects, and current City construction contract/bid documents template. Aspect already has some of the necessary data.
- 2.2.** Prepare a GIS basemap.
- 2.3.** Identify key field work tasks and prepare Field Work and Safety Plan.
- 2.4.** Coordinate with the City to plan, schedule, and carry out the stormwater field reconnaissance. It is assumed that the field recon will, within time constraints, include observing: (a) the 7th Avenue Corridor stormwater system, potential siting for aboveground/belowground retention/infiltration facility, and upstream basin infiltration performance testing of existing stormwater system components; and (b) the Cherry Blossom Heights stormwater system, potential siting for belowground drywells and/or aboveground retention/infiltration facility, potential infiltration performance test locations, and potential PIT locations.
- 2.5.** Compile post-reconnaissance data downloading, organization, and filing.

Task 2 Deliverables

- Field Work and Safety Plan (pdf format).

Task 2 Assumptions

- City and other agency data is provided free of charge.
- Field reconnaissance is completed by one Aspect staff over 1 full day.
- City maintenance staff participates in the field reconnaissance to provide access to manholes so Aspect can observe connections as needed.
- City provides any required traffic control during the field reconnaissance.
- City PM coordinates landowner access.

Task 3: Infiltration Testing Services

Task 3 Budget — \$36,883.00

Task 3 Objectives

Based on review of prior geotechnical and infiltration investigations, initial hydrologic and hydraulic (H&H) modeling, and the preferred solution alternative, Aspect will identify outstanding infiltration testing needs and perform necessary work. Work may include pilot infiltration tests (PITs) and/or existing infiltration facility performance testing.

Aspect will:

- 3.1** Coordinate with the City regarding prior geotechnical and infiltration testing, develop recommendations regarding the need for additional infiltration testing or existing facility performance testing necessary to inform H&H modeling, and prepare an infiltration investigation field work and safety plan.

Exhibit A – Scope of Work, Fee Estimate, & Schedule

- 3.2** Plan and conduct up to two (2) infiltration tests at the proposed infiltration facilities within Cherry Blossom Heights. Develop recommended design infiltration rates for use in conceptual facility sizing.
 - 3.2.1. Work with the City to select preferred PIT locations. PITs will be conducted in general accordance with the Washington State Department of Ecology Stormwater Management Manual for Eastern Washington.
 - 3.2.2. Coordinate with the City to support PIT excavation/backfilling and water needs.
 - 3.2.3. Assemble, test, and calibrate testing equipment prior to deployment (flow meters, pressure transducers, data loggers).
 - 3.2.4. Travel to test site, verify utilities are marked, record GPS location of the test site, observe excavation of test pit, photograph and log test pit soils. Select samples of potential receptor soils may be collected for grain size analysis and stormwater treatability analysis (Cation Exchange Capacity and % Organic Matter).
 - 3.2.5. Set-up testing equipment and conduct PIT. Periodic manual measurements of water levels will be taken during PIT to verify and back-up transducer readings. Bucket tests will be conducted at the beginning and end of each test to verify flow meter calibration.
 - 3.2.6. Tear down and clean-up equipment, direct backfilling of pits, return to office, stow equipment.
 - 3.2.7. Following field work: (a) analyze infiltration testing data and apply safety factors to estimate design infiltration rates and (b) submit soil samples to laboratory and review laboratory analyses for grain size, organic content, and CEC.
 - 3.2.8. Prepare a PIT Memorandum (to be combined with a Performance Testing Memorandum).
- 3.3** Plan and conduct existing infiltration facility performance testing for incorporation into the H&H modeling.
 - 3.3.1. Work with the City to select locations where existing infiltration facility performance testing will be completed. This scope assumes that up to six (6) infiltration performance tests will be conducted (four within the 7th Avenue Corridor drainage basin and two within Cherry Blossom Heights). Aspect will conduct up to two infiltration performance tests. During those tests, Aspect will train City staff who will complete the remaining tests with limited support from Aspect. If needed, Aspect will work with the City to adjust the infiltration performance testing regime within the budget.
 - 3.3.2. Update existing infiltration facility performance testing standard operating procedures (SOPs) and provide to City. Potential updates will include: potential flow rates, water supply, equipment, etc.
 - 3.3.3. Minor coordination with the City regarding preparations to conduct infiltration performance testing.

Exhibit A – Scope of Work, Fee Estimate, & Schedule

- 3.3.4. Assemble, test, and calibrate Aspect provided testing equipment prior to deployment (flow meters, staff gage, etc.).
- 3.3.5. Conduct infiltration performance testing for up to two (2) sites. Provide limited support to City staff during the remaining infiltration performance testing.
- 3.3.6. Following field work, analyze infiltration performance testing data and determine measured peak infiltration flow rates for use in refining H&H modeling.
- 3.3.7. Prepare an Existing Infiltration Facility Performance Testing Memorandum (to be combined with a PIT Memorandum).

Task 3 Deliverables

- Infiltration Investigation Field Work and Safety Plan (pdf format).
- PIT and Existing Infiltration Facility Performance Testing Memorandum (pdf format).

Task 3 Assumptions

- No review cycle on the Infiltration Investigation Field Work and Safety Plan.
- PITs within the Cherry Blossom Heights development are assumed to be conducted within City roadway right-of-way and will require minor traffic control provided by City staff. City staff will sawcut asphalt in advance of test day.
- City staff arrange for utility locates.
- City crews provide PIT support (backhoe/excavator, operator, and water source).
- No permitting or cultural resources review work is needed to conduct PITs.
- Seven (7) hours of onsite field time per PIT, for one Aspect staff. No over excavation of PITs.
- No more than ~\$600 in laboratory costs.
- Up to 7 hours of field time is assumed to complete two (2) infiltration performance tests and train City staff. City staff to lead effort to complete the remaining existing infiltration performance testing.
- City crews provide existing infiltration facility performance testing support (clean structures in advance of testing, minor traffic control, etc.).
- City provides a water source with adequate supply to support existing infiltration facility performance testing (hydrant or water trucks).
- No review cycle on updated Infiltration facility Performance Testing SOPs.
- No review cycle on PIT and Existing Infiltration Facility Performance Testing Memo.

Task 4: 7th Avenue Corridor Analyses

Task 4 Budget — \$15,990.00

Task 4 Objectives

Refine H&H modeling from the 2020 SCP and develop additional/refined conceptual solution alternatives.

Exhibit A – Scope of Work, Fee Estimate, & Schedule

Aspect will:

- 4.1. Utilize current topographic and City storm system data to confirm/revise the drainage basin delineation performed for the 2020 SCP.
- 4.2. Review available as-built records and stormwater reports to determine if any additional infiltration/retention facilities have been constructed within the drainage basin since the 2020 SCP. Update existing condition hydrologic model as needed.
- 4.3. Incorporate existing infiltration facility performance test results from Task 3 into the existing condition hydrologic model developed for the 2020 SCP.
- 4.4. Identify peak flows anticipated to discharge from the existing 48-inch outfall at S Tweedt Street for various storm events.
- 4.5. Develop an additional alternative solution (i.e., aboveground retention/infiltration pond) to limit the downstream flow rate to less than 10 cfs (estimated remaining capacity in the 36-inch diameter storm pipe along W 7th Avenue). Refine the belowground alternative solution originally presented in the 2020 SCP. Develop alternative solution figures, a pros/cons matrix, and rough cost estimates.
- 4.6. Prepare for and meet with City staff to review the conceptual solution alternatives and select the preferred alternative to take into a future design phase.

Task 4 Deliverables

- Conceptual Solution Alternatives Package:
 - GIS-based figures.
 - Pros-cons matrix.
 - Rough cost estimates.

Task 4 Assumptions

- The simplified Excel-based hydrologic model developed for the 2020 SCP will be reused and updated. Hydrographs from the hydrologic model will be imported into HydroCAD to model the effectiveness of the proposed conceptual facilities.
- No more than two solution alternatives are investigated. Requests to investigate/refine additional alternatives or significantly modified alternatives will likely require additional budget.
- Conceptual alternative solutions review meeting is virtual, lasts up to one hour, and is attended by two Aspect staff.
- The alternative development, review, and H&H modeling effort is uncertain. Aspect will strive to complete Task 4 within the budget but, depending on the final requirements, additional budget could be needed.

Task 5: Cherry Blossom Heights Analyses

Task 5 Budget — \$18,445.00

Task 5 Objectives

Refine H&H modeling from the 2020 SCP and develop additional/refined conceptual solution alternatives.

Exhibit A – Scope of Work, Fee Estimate, & Schedule

Aspect will:

- 5.1.** Utilize current topographic and City storm system data to confirm/revise the overall Cherry Blossom Heights drainage basin delineation performed for the 2020 SCP. Subdivide the overall drainage basin into subbasins for each existing drywell system.
- 5.2.** Develop an existing condition HydroCAD H&H model and incorporate existing infiltration facility performance test results from Task 3. Assess effectiveness of current stormwater system.
- 5.3.** Work with the City to identify alternative solutions to include in the proposed condition modeling effort (e.g., new infiltration/drywell facilities, infiltration pond).
- 5.4.** Develop a proposed condition H&H model to test the alternative solutions, incorporating any PIT results from Task 3. Develop alternative solution figures, a pros/cons matrix, and rough cost estimates.
- 5.5.** Prepare for and meet with City staff to review the conceptual solution alternatives and select the preferred alternative to take into a future design phase.

Task 5 Deliverables

- Conceptual Solution Alternatives Package:
 - GIS-based figures.
 - Pros-cons matrix.
 - Rough cost estimates.

Task 5 Assumptions

- No more than two solution alternatives are investigated. Requests to investigate/refine additional alternatives or significantly modified alternatives will likely require additional budget.
- Conceptual alternative solutions review meeting is virtual, lasts up to 1 hour, and is attended by 2 Aspect staff.
- The alternative development, review, and H&H modeling effort is uncertain. Aspect will strive to complete Task 5 within the budget but, depending on the final requirements, additional budget could be needed.

Task 6: H&H Tech Memo

Task 6 Budget — \$13,427.00

Task 6 Objectives

Develop a combined H&H technical memorandum for the 7th Avenue Corridor & Cherry Blossom Heights H&H analyses. This memorandum may also serve as an addendum to the 2020 SCP.

Aspect will:

- 6.1.** Prepare preferred CIP cutsheets, costs, and implementation schedules.
- 6.2.** Develop a draft H&H Tech Memo describing the conceptual alternative solutions, modeling effort, the alternative review process, and preferred alternative and implementation schedule for each of the two Project areas.

Exhibit A – Scope of Work, Fee Estimate, & Schedule

- 6.3.** Review City comments on the Draft H&H Tech Memo, develop recommended responses, hold a meeting with the City to discuss comments and obtain direction on the final responses, and prepare the Final H&H Tech Memo.

Task 6 Deliverables

- Draft / Final H&H Tech Memo (pdf format)

Task 6 Assumptions

- Comment review meeting is virtual, lasts up to one hour, and is attended by two Aspect staff.

Fee Estimate

Task	Work Element	Total Labor Budget	Other Direct Charges (ODC)	Totals
1	Project Management	\$ 8,463.00		\$ 8,463.00
2	Data Gathering/Review & Field Recon	\$ 9,567.00		\$ 9,567.00
3	Infiltration Testing Services	\$ 36,283.00	\$ 600.00	\$ 36,883.00
4	7th Avenue Corridor Analyses	\$ 15,990.00		\$ 15,990.00
5	Cherry Blossom Heights Analyses	\$ 18,445.00		\$ 18,445.00
6	H&H Tech Memo	\$ 13,427.00		\$ 13,427.00
	Totals	\$102,175.00	\$ 600.00	\$102,775.00

Notes:

- Payment will be on a time and materials basis not to exceed the established Project budget without authorization from the City.
- 10% Mark-up ODCs and any subs
- No Travel Expenses

Approximate Project Schedule

Task	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Task 1) Project Management								
Task 2) Data Gathering/Review & Field Recon								
Task 3) Infiltration Testing Services								
Task 4) 7th Avenue Corridor Analyses								
Task 5) Cherry Blossom Heights Analyses								
Task 6) H&H Tech Memo								

Notes:

- (assumes notice to proceed by August 1, 2025)
- Field reconnaissance and geotechnical services may need to be flexible pending weather conditions.

**GEOSYNTEC CONSULTANTS
2025 U.S. RATE SCHEDULE**

	<u>Rate/Hour</u>
Staff Professional	\$157
Senior Staff Professional	\$180
Professional	\$208
Project Professional	\$240
Senior Professional	\$275
Principal	\$305
Senior Principal	\$330
Technician I	\$ 93
Technician II	\$104
Senior Technician I	\$112
Senior Technician II	\$120
Site Manager I	\$137
Site Manager II	\$149
Construction Manager I	\$157
Construction Manager II	\$170
Senior Designer	\$210
Designer	\$175
Senior Drafter/Senior CADD Operator	\$165
Drafter/CADD Operator/Artist	\$145
Senior Technical Editor	\$170
Technical Editor	\$150
Project Analyst	\$125
Project Administrator	\$103
Clerical	\$ 80
Direct Expenses	Cost plus 10%
Subcontract Services	Cost plus 10%
Personal Automobile (per mile for trips over 150 miles one-way)	Current Gov't Rate

Rates are provided on a confidential basis and are client and project specific.
Unless otherwise agreed, rates will be adjusted annually based on a minimum of the Producer Price Index for
Engineering Services.

Rates for field equipment, health and safety equipment, and graphical supplies presented upon request.
Construction management fee presented upon request.

Council Agenda Coversheet	Item Number: 4.r. Date: 8/19/2025 Item Type: Resolution	Category: Consent Agenda Resolution
	Subject: Resolution: Accepting WWTP Phase 2 SRF Additional Funding Department: Public Works Resolution #: Project #: P2209	
<u>Recommendation</u> Staff recommends adoption of the resolution as presented to accept additional State Revolving Funds (SRF) from the Department of Ecology (DOE) for the WWTP Phase 2 upgrade project and authorization for the City Manager to sign DOE's amended funding agreement. <u>Motion for Consideration</u> Motion to adopt the resolution as presented and authorize the City Manager to sign DOE's amended funding agreement. <u>Summary</u> Resolution 23-12 was approved by Council on September 9, 2023, accepting DOE's original award of \$29.1 million as part of the State Revolving Fund (SRF) loan program to aid in the financing cost of the Waste Water Treatment Plant (WWTP) Phase 2/ Biosolids upgrade project. The funding award consisted of \$22.975 million in the form of a standard 20-yr loan at 1.1% interest and the remaining \$6.125 million in the form of forgivable principal. Amendment No. 1 to the original SRF funding agreement provides for an additional \$4.3 million be added to the SRF standard loan amount for a revised total funding award of \$33,458,097.40. This additional 10% of the Guaranteed Maximum Price (GMP) was made available by DOE in an effort to bridge the funding gap as a result of increased project costs, as compared to the original project estimates. <u>Alternatives</u> None recommended <u>Fiscal Impact</u> Amendment No. 1 to the original State Revolving Fund (SRF) loan agreement increases the total funding for the Waste Water Treatment Plant Phase 2/Biosolids Upgrade Project by \$4.3 million, bringing the total award to approximately \$33.46 million. This amendment reflects a response to rising project costs and will be financed through an extension of the existing 20-year SRF loan at 1.1% interest. The amendment results in additional long-term debt obligations but helps close the funding gap without requiring immediate local funding sources.		
<u>Attachments:</u> 1. Resolution 2. Agreement		

CITY OF KENNEWICK
RESOLUTION NO. R25-_____

A RESOLUTION ACCEPTING AMENDMENT NO. 1 TO AGREEMENT NO.
WQC-2023-KENNEW-00139 RE: STATE REVOLVING FUNDS FROM THE
DEPARTMENT OF ECOLOGY FOR THE WWTP PHASE 2 UPGRADE
PROJECT

WHEREAS, the City of Kennewick (City) was previously awarded a total of \$29,100,000.00 (WQC-2023-Kennew-00139) from the Department of Ecology (DOE), to aid in the financing cost of the Waste Water Treatment Plant (WWTP) Phase 2 upgrade project; and

WHEREAS, the City of Kennewick accepted the SRF Funds from the Department of Ecology for the WWTP Phase 2 Upgrade project on September 19, 2023 by Resolution 23-12; and

WHEREAS, the cost have significantly increased since the City of Kennewick applied for funds and therefore an amendment is needed to help cover some of the increased costs; and

WHEREAS, The SRF Standard Loan Amount of \$29,100,000.00 is increased by \$4,358,097.40 for a new loan total of \$33,458,097.40; NOW, THEREFORE,

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON that the City of Kennewick accepts Amendment No. 1 to Agreement No. WQC-2023-Kennew-00139 between the City and DOE.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney



**AMENDMENT NO. 1
TO AGREEMENT NO. WQC-2023-Kennew-00139
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
City of Kennewick**

PURPOSE: To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and City of Kennewick (RECIPIENT) for the Kennewick WWTP Phase 2 (PROJECT).

This amendment is needed to add SRF Standard Loan funds to allow the RECIPIENT to complete the project scope of work. Cost to complete the scope of work has significantly increased since RECIPIENT applied for funds. This funding increase will help to cover some of that cost up to 10% of the Guaranteed Maximum Price.

1) The SRF Standard Loan amount of \$29,100,000.00 for EL230415 is increased by \$4,358,097.40. The new loan total for EL230415 is \$33,458,097.40.

2) The Estimated Loan Repayment Schedule Number AS-000000690 for EL230415 created on June 22, 2023, is replaced with the attached Estimated Loan Repayment Schedule Number AS-000001074 created on July 25, 2025.

3) The Initiation of Operation Date of December 30, 2025, remains unchanged. Based on this date, loan repayment will begin on December 30, 2026.

Note: This amendment only includes the portions of the original agreement that have been changed in some way. If there were no changes, it will not be referenced in this amendment.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

Total Cost:

Original: 29,100,000.00 Amended: 33,458,097.40

Total Eligible Cost:

Original: 29,100,000.00 Amended: 33,458,097.40

CHANGES TO THE BUDGET

Funding Distribution EL230415

Funding Title: SRF Standard Loan

Funding Type: Loan

Funding Effective Date: 04/01/2022

Funding Expiration Date: 06/30/2026

Funding Source:

Title: CWSRF-SFY23 (State)

Fund: FD0727

Type: State

Funding Source %: 100%

Description: The Clean Water Act (CWA) (33 U.S.C 1251-1387) established the State Revolving Fund (SRF) low interest loans program (40. C.F.R. Part 31, 35 Sub Part K). Washington State administers the program under Chapter 173-98 WAC. The portion of this project funded with this funding distribution comes from non-federal source and are not subject to Federal Funding Accountability and Transparency Act (FFATA) and Single Audit Act (SAA). However, this project is subject to the federal requirements outlined in Section 4 and 5 of agreement terms and conditions.

Approved Indirect Costs Rate: Approved State Indirect: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Effective Interest Rate: 1.1% Interest Rate: 0.8% Admin Charge: 0.3%

Terms: 20 years

Project Start Date: 04/01/2022 Project Completion Date: 06/30/2026

Estimated Initiation of Operation date: 12/30/2025

Loan Security: Revenue Secure Lien Obligation of the Recipient

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number: 1074

SRF Standard Loan	Task Total
Grant and Loan Administration	\$ 100,000.00
Project Design	\$ 0.00
Progressive Design Build - Design and Construction	\$ 27,233,097.4
Construction Management	\$ 0.00
Change Orders	\$ 0.00

Total: \$ 27,333,097.4

CHANGES TO SCOPE OF WORK

Task Number: 3 Task Cost: \$33,358,097.40

Task Title: Progressive Design Build - Design and Construction

Task Description:

A. The RECIPIENT will execute a contract with a contractor selected in compliance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT will submit documentation of public solicitation, the Request for Qualifications, Notice of Award, copy of executed design-build contract and copy of Guaranteed Maximum Price amendment before ECOLOGY will provide reimbursement for work performed under this task.

B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The construction project will include solids handling facilities and eliminating the existing solids lagoons. The Green Project Reserve aspect of this project is the innovative method of solids drying using greenhouses for drying and conditioning and pasteurization of solids to produce Class A biosolids.

C. The RECIPIENT will conduct a pre-construction conference and will invite ECOLOGY staff to the meeting.

D. As a condition of receiving this funding, the RECIPIENT will develop an asset management program. The RECIPIENT will certify that a program that contains at least the minimum required elements listed below has been developed and is being implemented:

1. An inventory of critical assets that belong to the utility.
2. An evaluation of the condition and performance of the critical assets.
3. A plan to maintain, repair, and replace the critical assets and to fund those activities.
4. A process to evaluate and implement water and energy conservation efforts as part of the plan.

E. The RECIPIENT has met Ecology's cultural resources review and compliance requirements during the first phase of this project. An archaeological site was located and must be avoided. All construction work must be monitored during Phase Two as was required during Phase One. Any changes to the Scope of Work may require additional cultural resources review and consultation.

Task Goal Statement:

See Overall Goal.

Task Expected Outcome:

See Overall Goal.

Deliverables

Number	Description	Due Date
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3.1	Documentation of the RECIPIENT's procurement process including solicitation of proposals, RFQ, Notice of Award, copy of executed design build contract and copy of each Guaranteed Maximum Price amendment.	
3.2	Documentation of project elements that meet the EPA green project reserve criteria.	
3.3	Minutes of the pre-construction meeting.	
3.4	Certification that the asset management program (fiscal sustainability plan) has been developed and is being implemented.	

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
SRF Standard Loan	0 %	\$ 0.00	\$ 27,333,097.40	\$ 27,333,097.40
SRF Forgivable Principal	0 %	\$ 0.00	\$ 6,125,000.00	\$ 6,125,000.00
Total		\$ 0.00	\$ 33,458,097.40	\$ 33,458,097.40

AUTHORIZING SIGNATURES

All other terms and conditions of the original Agreement including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

The signatories to this Amendment represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This amendment will be effective 04/01/2022.

IN WITNESS WHEREOF: the parties hereto, having read this Amendment in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

City of Kennewick

By: _____

Jon Kenning, PhD
Water Quality
Program Manager

Date

By: _____

Erin Erdman
City Manager

Date

Template Approved to Form by
Attorney General's Office

Council Agenda Coversheet	Item Number: 5.a. Date: 8/19/2025	Category: Ordinance
	Item Type: Ordinance Subject: Ordinance: Non-Emergency Transport Ambulance Permitting, Amending KMC 9.36.110, 9.36.120 & 9.36.150 Department: Fire Ordinance #:	
<u>Recommendation</u>		
Recommend approving KMC language changes to Title 9 Health and Sanitation, Chapter 9.36 Ambulance Services as proposed.		
<u>Motion for Consideration</u>		
Motion to adopt the ordinance as presented.		
<u>Summary</u>		
These proposed revisions would codify definitions, clarifications, and conditions in accordance with current operational practice and consistent with the Adams-Benton-Franklin-Yakima Counties pre-hospital emergency medical care guidelines written, developed, and authorized by the City's medical program director.		
Including definitions in the KMC that outline the differences between critical care ambulance transport, emergency transport, and inter-facility transport helps current and future ambulance service permittees understand what services they would be expected to provide when operating within the City. Including clarifying language in the KMC that describes what ambulance services are allowable for current and future ambulance service permittees and how to redirect requests for service outside the scope of an ambulance permit will reduce confusion, delays in treatment, and misaligned operational coordination. Adding conditions in the KMC that outline the expectations of ambulance permittees to communicate with the public to call 9-1-1 for emergency transport services fosters public confidence in accessing emergency medical services. In addition, adding conditions that allow the City to audit ambulance permittees creates transparency and installs public trust in a well-managed and professional ambulance service delivery system.		
The recommended alignment of municipal codes with approved emergency medical protocols is intended to contribute to improved patient outcomes, enhanced operational efficiency, robust legal protection, and strengthened public trust. Such an alignment reduces the potential for procedural conflicts, streamlines training programs, and simplifies oversight. It allows EMS agencies to implement standardized procedures across all agencies, leading to more predictable and reliable responses, and creates equity among permittees operating in the Kennewick ambulance transport service marketplace.		
<u>Alternatives</u>		
The alternative is to deny adoption of the ordinance. This alternative is not recommended.		
<u>Fiscal Impact</u>		
No fiscal impact.		
<u>Attachments:</u>		
1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO AMBULANCE SERVICES AND
AMENDING SECTIONS 9.36.110, 9.36.120 AND 9.36.150 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 9.36.110 of the Kennewick Municipal Code be, and the same hereby is,
amended to read as follows:

9.36.110: Definitions.

For the purpose of this Chapter, the terms below shall have the following meaning:

- (1) *Advanced Life Support* or *ALS* means invasive emergency medical services requiring advanced medical treatment skills as defined in WAC 388-546-0001.
- (2) *Ambulance* means a ground vehicle designed and used to transport the ill and injured and to provide personnel, facilities, and equipment to treat patients before and during transportation.
- (3) *Ambulance Service* or *Ambulance Operator* means an agency, public or private, that operates one or more ambulances, responding to a 911 or aid call for service within the City, including advanced life support, basic life support, and transport services.
- (4) *Availability Costs* means those costs attributable to the basic infrastructure needed to respond to a single call for service within the utility's response criteria, including costs for dispatch, labor, training of personnel, equipment, patient care supplies, and maintenance of equipment.
- (5) *Basic Life Support* or *BLS* means noninvasive emergency medical services requiring basic medical treatment skills as defined in WAC 388-546-0001.
- (6) *Critical Care Ambulance Transport* means to the specialized transportation of critically ill or injured patients who require a higher level of medical care, monitoring, and intervention than what is typically provided by a standard ALS ambulance, including, but not be limited to, the use of bariatric stretchers, mechanical ventilators, intra-venous infusion pumps, and equipment for blood transfusions or other complex procedures.
- (7) *Demand Costs* means those costs attributable to the burden placed on the ambulance service by individual calls for ambulance service, including costs related to frequency of calls, distances from hospitals, and other factors identified in a cost-of-service study conducted to assess burdens imposed on the utility.

- (8) *Emergency*, when used in conjunction with the ambulance service, refers to that service for which the patient is in immediate need in order to save or sustain his life, or that service which is necessary to prevent serious complications to the health or physical wellbeing of the patient.
- (9) *Emergency Medical Care* or *Emergency Medical Service* collectively "EMS" means medical treatment and care that may be rendered at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical facility, including ALS and BLS.
- (10) *Emergency Medical Technician* or *EMT* means a person who is authorized by the Secretary of the Department of Health to render emergency medical care pursuant to RCW 18.73.081.
- (11) *Emergency Transport* means the transport of a patient from a 9-1-1 or aid call for service where:
 - (a) The patient has not been medically screened by a physician (MD or DO), PA-C, ARNP, or registered nurse; or
 - (b) The patient is not at a medical facility; or
 - (c) The patient has not been stabilized by a healthcare clinician; or
 - (d) No attending physician (MD or DO), PA-C, ARNP, or registered nurse has made the determination whether the patient requires BLS, ALS, or Critical Care level of service at the time of the request for service.
- (12) *EMS Personnel* means any person who is acting on behalf of the Kennewick Fire Department and who has been certified as a paramedic or emergency medical technician.
- (13) *EMS Program* means the provision of emergency medical services by the Kennewick Fire Department.
- (14) *First Responder* means a person who is authorized by the Secretary of the Department of Health to render emergency medical care pursuant to RCW 18.73.081.
- (15) *Inter-facility Transports* mean the transport of a patient between facilities at the ALS, BLS, or Critical Care level where:
 - (a) The patient has been screened by a physician (MD or DO), PA-C, ARNP, or registered nurse; and
 - (b) The patient has been stabilized to the extent possible based on the capabilities of the transferring facility to assure that the transfer of the patient will not, within reasonable medical probability, result in material deterioration of the condition, death, or loss or serious impairment of bodily functions, parts, or organs, except in situations where not transferring the patient is more likely to result in death or serious harm; and

- (c) The attending physician (MD or DO), PA-C, ARNP, or registered nurse has established and communicated the need for BLS, ALS, or Critical Care level of transport service; and
- (d) The transport falls into the following general categories:
 - (i) Transfer between hospitals for admission for services not available at originating hospital.
 - (jj) Transport and return of patient to facility.
 - (jjj) Transport from hospital to extended care facility.
 - (jjjj) Transport of patient between other facilities at patient's request.
- (16) *Operating an Ambulance* means the use of any ambulance in any of the following manners:
 - (a) An ambulance stationed within the City.
 - (b) An ambulance dispatched from within or outside the Kennewick City limits which repeatedly or customarily makes trips for hire to pick up the sick or injured from within the City.
- (17) *Paramedic* means a person who is authorized by the Secretary of the Department of Health to render emergency medical care pursuant to RCW 18.71.205.
- (18) *Patient* means an individual who is sick, injured, wounded, or otherwise incapacitated or helpless.
- (19) *Person* means any individual, firm, partnership, association, corporation, company, group of individuals acting together for a common purpose, or organization of any kind, including a government agency.
- (20) *Place of Business* means a business located and operating within the City and paying a service fee under this Chapter.
- (21) *Resident* means a person who utilizes a dwelling unit inside the City as a fixed abode, and is not a guest, visitor, or other temporary inhabitant. A student who is regularly enrolled in an educational institution outside the City but who would normally and regularly be a City resident but for attendance at such educational institution, shall be deemed to reside within the City.
- (22) *Response Time* means the time from the ambulance service being notified by dispatch to arrival of the ambulance on scene.
- (23) *Service Fee* means the service fee levied by the utility upon residents and occupants within the boundaries of the City.
- (24) *System* means the entire system of ambulance services provided by the utility or over which the utility has regulatory control by virtue of contract, franchise, or other service agreement or arrangement legally recognized by the City.
- (25) *Utility* means the City of Kennewick, Washington Emergency Medical and Ambulance Service Utility, including, without limitation, all equipment,

employees, agents, supplies, overhead, and other associated costs incurred to deliver all regulatory and ambulance services.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5211 Sec. 8, 2008; Ord. 3953 Sec. 9, 2000)

Section 2. Section 9.36.120 of the Kennewick Municipal Code be, and the same hereby is, amended to read as follows:

9.36.120: Business License and Ambulance Service Permit Required.

A person or entity may not conduct or operate an ambulance service within the City without first obtaining from the City both a business license under KMC Chapter 6 and an ambulance service permit pursuant to this Chapter. Applications for an ambulance service permit must be made in writing to the Fire Chief on forms specified by the Department. The Fire Chief shall not issue an ambulance service permit unless the applicant has fulfilled all requirements of this Chapter and any applicable provisions of State laws and regulations relating to ambulance service personnel, equipment, and operations.

Ambulance service permits shall only be issued to a person or entity for the purposes of conducting inter-facility transports and critical care ambulance transports between facilities as defined in this Chapter. Permit holders must redirect any requests they receive for Emergency Transports – as defined in this Chapter – to the local public safety answering point (PSAP) that dispatches 9-1-1 services for the City of Kennewick. Exceptions are allowed only through a contract, franchise, or other service agreement or arrangement legally recognized by the City.

(Ord. 25-_____ Sec. 2, 2025; Ord. 5211 Sec. 11, 2008)

Section 3. Section 9.36.150 of the Kennewick Municipal Code be, and the same hereby is, amended to read as follows:

9.36.150: Conditions of Ambulance Service.

An initial application and any subsequent renewal application for an ambulance service permit shall be filed with the Fire Chief and shall be made on forms provided by the department and shall contain the following information and documents:

- (1) Name, address and telephone number of the applicant. The agency administrator's name and contact number(s) must be kept current. Any change(s) must be conveyed to the department within five working days.
- (2) Business name under which the ambulance service shall operate within the City.
- (3) The number of ambulances to be initially placed in service within the City.
- (4) The number of certified EMTs initially to be employed.
- (5) A roster of all ambulances to be used in the City with proof that each ambulance is currently licensed as an ambulance by the State of Washington.

- (6) A roster of all certified EMTs with proof that each EMT is currently certified by the State of Washington, including the certification level and expiration date.
- (7) Proof that ambulances and personnel are verified trauma providers as provided in WAC Chapter 246-976 as now or hereafter amended, as applicable.
- (8) Proof of insurance.

Prior to the issuance of the ambulance service permit, the application and all necessary records and documents shall be reviewed and all equipment proposed for use shall be inspected by the Fire Chief, or his/her designee, who shall determine whether said records, documents, and equipment conform to the requirements of this Chapter, and any rules or regulations referenced herein or issued hereunder. Upon approval of the application, the Fire Chief shall issue an ambulance service permit to the applicant.

- (9) Proof that each ambulance vehicle operating within the City is prominently displaying decals that read, "For Emergencies Dial 9-1-1" using reflective lettering on both sides and rear of the vehicle, using a font size that is easily readable at a distance of 50 feet during daylight hours, and ensuring there is a high contrast between the decal color and the ambulance's background.

During the term of the ambulance permit, the Fire Chief, or their duly authorized designee, is hereby empowered to conduct audits of any ambulance permittee operating within the City. Such audits shall be for the purpose of verifying compliance with all conditions of ambulance service as outlined in Section 9.36.150 of this Chapter, and any other applicable provisions of this code or state law.

Scope of Audit: The scope of such audits shall include, but not be limited to, the review and inspection of all records related to ambulance transports conducted within the City, dispatch logs, billing records, maintenance records for ambulances, personnel credentials, and any other documentation deemed necessary by the Fire Chief or their designee to assess compliance with service standards, operational procedures, and patient care requirements.

Access to Records and Facilities: Upon request, ambulance permittees shall provide the Fire Chief or their designee with access to all relevant records, facilities, and personnel during the course of an audit. This includes, but is not limited to, allowing on-site inspections of ambulances, equipment, and administrative offices.

Confidentiality: All information obtained during an audit shall be treated with appropriate confidentiality, consistent with applicable federal and state laws regarding patient privacy (e.g., HIPAA) and proprietary business information.

Non-Compliance: Failure to cooperate with an audit, or the discovery of non-compliance with the conditions of ambulance service as outlined in Section 9.36.150 or other applicable regulations, may result in sanctions up to and including fines, suspension, or revocation of the ambulance permit, as further detailed in this Chapter.

(Ord. 25-_____ Sec. 3, 2025; Ord. 5211 Sec. 14, 2008)

Section 4. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO AMBULANCE SERVICES AND
AMENDING SECTIONS 9.36.110, 9.36.120 AND 9.36.150 OF THE
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- (6) *Critical Care Ambulance Transport* means to the specialized transportation of critically ill or injured patients who require a higher level of medical care, monitoring, and intervention than what is typically provided by a standard ALS ambulance, including, but not be limited to, the use of bariatric stretchers, mechanical ventilators, intra-venous infusion pumps, and equipment for blood transfusions or other complex procedures.
- (67) *Demand Costs* means those costs attributable to the burden placed on the ambulance service by individual calls for ambulance service, including costs related to frequency of calls, distances from hospitals, and other factors identified in a cost-of-service study conducted to assess burdens imposed on the utility.

- (~~87~~) *Emergency*, when used in conjunction with the ambulance service, refers to that service for which the patient is in immediate need in order to save or sustain his life, or that service which is necessary to prevent serious complications to the health or physical wellbeing of the patient.
- (~~98~~) *Emergency Medical Care* or *Emergency Medical Service* collectively "EMS" means medical treatment and care that may be rendered at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical facility, including ALS and BLS.
- (~~109~~) *Emergency Medical Technician* or *EMT* means a person who is authorized by the Secretary of the Department of Health to render emergency medical care pursuant to RCW 18.73.081.
- (~~11~~) *Emergency Transport* means the transport of a patient from a 9-1-1 or aid call for service where:
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 - (b) The patient is not at a medical facility; or
 - (c) The patient has not been stabilized by a healthcare clinician; or
 - (d) No attending physician (MD or DO), PA-C, ARNP, or registered nurse has made the determination whether the patient requires BLS, ALS, or Critical Care level of service at the time of the request for service.
- (~~102~~) *EMS Personnel* means any person who is acting on behalf of the Kennewick Fire Department and who has been certified as a paramedic or emergency medical technician.
- (~~134~~) *EMS Program* means the provision of emergency medical services by the Kennewick Fire Department.
- (~~142~~) *First Responder* means a person who is authorized by the Secretary of the Department of Health to render emergency medical care pursuant to RCW 18.73.081.
- (~~15~~) *Inter-facility Transports* mean the transport of a patient between facilities at the ALS, BLS, or Critical Care level where:
- (a) The patient has been screened by a physician (MD or DO), PA-C, ARNP, or registered nurse; and
 - (b) The patient has been stabilized to the extent possible based on the capabilities of the transferring facility to assure that the transfer of the patient will not, within reasonable medical probability, result in material deterioration of the condition, death, or loss or serious impairment of bodily functions, parts, or organs, except in situations where not transferring the patient is more likely to result in death or serious harm; and

- (c) The attending physician (MD or DO), PA-C, ARNP, or registered nurse has established and communicated the need for BLS, ALS, or Critical Care level of transport service; and
 - (d) The transport falls into the following general categories:
 - (i) Transfer between hospitals for admission for services not available at originating hospital.
 - (jj) Transport and return of patient to facility.
 - (jii) Transport from hospital to extended care facility.
 - (jjjj) Transport of patient between other facilities at patient's request.
- (136) *Operating an Ambulance* means the use of any ambulance in any of the following manners:
 - (a) An ambulance stationed within the City.
 - (b) An ambulance dispatched from within or outside the Kennewick City limits which repeatedly or customarily makes trips for hire to pick up the sick or injured from within the City.
- (174) *Paramedic* means a person who is authorized by the Secretary of the Department of Health to render emergency medical care pursuant to RCW 18.71.205.
- (185) *Patient* means an individual who is sick, injured, wounded, or otherwise incapacitated or helpless.
- (196) *Person* means any individual, firm, partnership, association, corporation, company, group of individuals acting together for a common purpose, or organization of any kind, including a government agency.
- (2017) *Place of Business* means a business located and operating within the City and paying a service fee under this Chapter.
- (218) *Resident* means a person who utilizes a dwelling unit inside the City as a fixed abode, and is not a guest, visitor, or other temporary inhabitant. A student who is regularly enrolled in an educational institution outside the City but who would normally and regularly be a City resident but for attendance at such educational institution, shall be deemed to reside within the City.
- (2219) *Response Time* means the time from the ambulance service being notified by dispatch to arrival of the ambulance on scene.
- (230) *Service Fee* means the service fee levied by the utility upon residents and occupants within the boundaries of the City.
- (241) *System* means the entire system of ambulance services provided by the utility or over which the utility has regulatory control by virtue of contract, franchise, or other service agreement or arrangement legally recognized by the City.

(252) *Utility* means the City of Kennewick, Washington Emergency Medical and Ambulance Service Utility, including, without limitation, all equipment, employees, agents, supplies, overhead, and other associated costs incurred to deliver all regulatory and ambulance services.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5211 Sec. 8, 2008; Ord. 3953 Sec. 9, 2000)

Section 2. Section 9.36.120 of the Kennewick Municipal Code be, and the same hereby is, amended to read as follows:

9.36.120: Business License and Ambulance Service Permit Required.

A person or entity may not conduct or operate an ambulance service within the City without first obtaining from the City both a business license under KMC Chapter 6 and an ambulance service permit pursuant to this Chapter. Applications for an ambulance service permit must be made in writing to the Fire Chief on forms specified by the Department. The Fire Chief shall not issue an ambulance service permit unless the applicant has fulfilled all requirements of this Chapter and any applicable provisions of State laws and regulations relating to ambulance service personnel, equipment, and operations.

Ambulance service permits shall only be issued to a person or entity for the purposes of conducting inter-facility transports and critical care ambulance transports between facilities as defined in this Chapter. Permit holders must redirect any requests they receive for Emergency Transports – as defined in this Chapter – to the local public safety answering point (PSAP) that dispatches 9-1-1 services for the City of Kennewick. Exceptions are allowed only through a contract, franchise, or other service agreement or arrangement legally recognized by the City.

(Ord. 25-_____ Sec. 2, 2025; Ord. 5211 Sec. 11, 2008)

Section 3. Section 9.36.150 of the Kennewick Municipal Code be, and the same hereby is, amended to read as follows:

9.36.150: Conditions of Ambulance Service.

An initial application and any subsequent renewal application for an ambulance service permit shall be filed with the Fire Chief and shall be made on forms provided by the department and shall contain the following information and documents:

- (1) Name, address and telephone number of the applicant. The agency administrator's name and contact number(s) must be kept current. Any change(s) must be conveyed to the department within five working days.
- (2) Business name under which the ambulance service shall operate within the City.
- (3) The number of ambulances to be initially placed in service within the City.
- (4) The number of certified EMTs initially to be employed.
- (5) A roster of all ambulances to be used in the City with proof that each ambulance is currently licensed as an ambulance by the State of Washington.

- (6) A roster of all certified EMTs with proof that each EMT is currently certified by the State of Washington, including the certification level and expiration date.
- (7) Proof that ambulances and personnel are verified trauma providers as provided in WAC Chapter 246-976 as now or hereafter amended, as applicable.
- (8) Proof of insurance.

Prior to the issuance of the ambulance service permit, the application and all necessary records and documents shall be reviewed and all equipment proposed for use shall be inspected by the Fire Chief, or his/her designee, who shall determine whether said records, documents, and equipment conform to the requirements of this Chapter, and any rules or regulations referenced herein or issued hereunder. Upon approval of the application, the Fire Chief shall issue an ambulance service permit to the applicant.

- (9) Proof that each ambulance vehicle operating within the City is prominently displaying decals that read, "For Emergencies Dial 9-1-1" using reflective lettering on both sides and rear of the vehicle, using a font size that is easily readable at a distance of 50 feet during daylight hours, and ensuring there is a high contrast between the decal color and the ambulance's background.

During the term of the ambulance permit, the Fire Chief, or their duly authorized designee, is hereby empowered to conduct audits of any ambulance permittee operating within the City. Such audits shall be for the purpose of verifying compliance with all conditions of ambulance service as outlined in Section 9.36.150 of this Chapter, and any other applicable provisions of this code or state law.

Scope of Audit: The scope of such audits shall include, but not be limited to, the review and inspection of all records related to ambulance transports conducted within the City, dispatch logs, billing records, maintenance records for ambulances, personnel credentials, and any other documentation deemed necessary by the Fire Chief or their designee to assess compliance with service standards, operational procedures, and patient care requirements.

Access to Records and Facilities: Upon request, ambulance permittees shall provide the Fire Chief or their designee with access to all relevant records, facilities, and personnel during the course of an audit. This includes, but is not limited to, allowing on-site inspections of ambulances, equipment, and administrative offices.

Confidentiality: All information obtained during an audit shall be treated with appropriate confidentiality, consistent with applicable federal and state laws regarding patient privacy (e.g., HIPAA) and proprietary business information.

Non-Compliance: Failure to cooperate with an audit, or the discovery of non-compliance with the conditions of ambulance service as outlined in Section 9.36.150 or other applicable regulations, may result in sanctions up to and including fines, suspension, or revocation of the ambulance permit, as further detailed in this Chapter.

(Ord. 25-_____ Sec. 3, 2025; Ord. 5211 Sec. 14, 2008)

Section 4. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.b. Date: 8/19/2025	Category: Ordinance
	Item Type: Ordinance Subject: Ordinance: Housekeeping Code Updates Pertaining to Domestic Violence Definitions, Amending KMC Sections 10.01.290 and 10.01.300 Department: City Attorney Ordinance #:	
<u>Recommendation</u> Staff recommends adoption of the ordinance as presented. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> This housekeeping ordinance updates KMC sections 10.01.290 and 10.01.300 that adopt, by reference, sections of the RCW pertaining to Domestic Violence definitions. RCW Sections 10.99.020 and 9A.36.041 have been modified since being adopted by the KMC in 2017. <u>Alternatives</u> There are no alternatives. <u>Fiscal Impact</u> There is no fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO GENERAL PROVISIONS AND
AMENDING SECTIONS 10.01.290 AND 10.01.300 OF THE KENNEWICK
MUNICIPAL CODE

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

Section 1. Section 10.01.290 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

10.01.290: RCW Section Adopted – Definitions Pertaining to Domestic Violence.

Subsections 3, 4, 7 and 8 of Section 10.99.020 of the Revised Code of Washington
pertaining to the definitions of the terms "Family or Household Members", "Dating
Relationship", and "Domestic Violence", as now or hereafter amended, is hereby adopted by
reference as a part of this Chapter in all respects as though these Subsections were set forth
herein in full.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5722 Sec. 1, 2017)

Section 2. Section 10.01.300 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

10.01.300: RCW Section Adopted – Domestic Violence Predicate Offense Definition.

Subsection 3(a) of Section 9A.36.041 of the Revised Code of Washington pertaining to the
definition of the term "Family or Household Members" for purposes of Revised Code of
Washington 9A.36.041(3) as now or hereafter amended, is hereby adopted by reference as a part
of this Chapter in all respects as though this Subsection was set forth herein in full.

(Ord. 25-_____ Sec. 2, 2025; Ord 5722 Sec. 2, 2017)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO GENERAL PROVISIONS AND
AMENDING SECTIONS 10.01.290 AND 10.01.300 OF THE KENNEWICK
MUNICIPAL CODE

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

Section 1. Section 10.01.290 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

10.01.290: RCW Section Adopted – Definitions Pertaining to Domestic Violence.

Subsections 3, 4, 7 and 8 ~~5~~ of Section 10.99.020 of the Revised Code of Washington
pertaining to the definitions of the terms "Family or Household Members", "Dating
Relationship", and "Domestic Violence", as now or hereafter amended, is hereby adopted by
reference as a part of this Chapter in all respects as though these Subsections were set forth
herein in full.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5722 Sec. 1, 2017)

Section 2. Section 10.01.300 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

10.01.300: RCW Section Adopted – Domestic Violence Predicate Offense Definition.

Subsection ~~4~~ 3(a) of Section 9A.36.041 of the Revised Code of Washington pertaining to the
definition of the term "Family or Household Members" for purposes of Revised Code of
Washington 9A.36.041(3) as now or hereafter amended, is hereby adopted by reference as a part
of this Chapter in all respects as though this Subsection was set forth herein in full.

(Ord. 25-_____ Sec. 2, 2025; Ord 5722 Sec. 2, 2017)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet 	Item Number: 5.c. Date: 8/19/2025 Item Type: Resolution Subject: Resolution: Adopting a Master Fee Schedule Department: Finance Resolution #:	Category: Resolution
<u>Recommendation</u> Staff recommends Council adopt the Master Fee Schedule. <u>Motion for Consideration</u> Motion to adopt the resolution as presented. <u>Summary</u> <u>Background</u> The City of Kennewick provides a wide range of municipal services to the community, including administrative and licensing, public safety and ambulance services, traffic control and improvement, street maintenance and improvement, utility services – water, sewer, stormwater, planning and zoning regulation, building inspection and regulation, and parks and recreation. References to the City’s fees and charges for services are integrated throughout the separate titles and chapters of the Kennewick Municipal Code (KMC). When periodic updates to fees and rates have been necessary, the process has required a separate ordinance and the fees and charges remain scattered throughout the code. <u>Master Fee Schedule</u> City staff recommends adoption of a Master Fee Schedule. The Master Fee Schedule is a comprehensive document that lists or provides references to all the fees charged and serves as a transparent and standardized document for Kennewick residents and businesses. Utilization of a Master Fee Schedule also establishes a less cumbersome process for updating fees in the future. Except for copies of matter-of-right records, this resolution does not propose any new fees or increased charges. The new matter-of-right fee aims to introduce a nominal cost for the transmission of privileged records via the online records portal. In order to remove fees and charges from the KMC and incorporate these into a Master Fee Schedule, staff is recommending Council approve 1) a resolution adopting a Master Fee Schedule and 2) amending the KMC sections by ordinance to remove fees and charges and replace them with a reference to the Kennewick Master Fee Schedule. If approved, staff anticipates bringing the Master Fee Schedule to Council for approval at least annually to update fees and charges for services as necessary. The Master Fee Schedule will be available on the City’s website for the public to view. <u>Alternatives</u> The alternative is to deny adoption of the Master Fee Schedule. This alternative is not recommended. <u>Fiscal Impact</u> There is no fiscal impact.		
<u>Attachments:</u> 1. Resolution		

Item 5.c. was revised 08-18-2025 to correct clerical errors on pages 10 and 22 of the Master Fee Schedule (pages 153 and 165 of the packet)

CITY OF KENNEWICK
RESOLUTION NO. 25-_____

A RESOLUTION RELATING TO THE ADOPTION OF THE MASTER FEE
SCHEDULE FOR THE CITY OF KENNEWICK, WASHINGTON

WHEREAS, the City of Kennewick imposes fees for permits, licenses, utility services, and other municipal services provided to the public; and

WHEREAS, these fees have been adopted and amended by the City Council through individual ordinances, resolutions, and municipal code provisions; and

WHEREAS, the City desires to consolidate all current fees into a single Master Fee Schedule to improve clarity, transparency, and accessibility for the public and City staff; and

WHEREAS, the City Council has reviewed the proposed Master Fee Schedule and finds it to be in the best interest of the City;

NOW THEREFORE,

BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF KENNEWICK hereby adopts the City of Kennewick Master Fee Schedule, attached hereto as Exhibit A, and authorizes City staff to implement the fees and charges as listed therein.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL JOHNSTON, City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

KENNEWICK MASTER FEE SCHEDULE

EFFECTIVE AUGUST 2025

 509-585-4266

 Go2Kennewick.com

 210 W. 6th Ave
Kennewick, WA 99336



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Administrative & Licensing

Administrative

Records Request & Copies		
Type	Fee	Notes
Public Records Requests Made Under RCW 42.56	Fee varies	Set by Resolution 21-15 and updated annually. A current version of the public records fee schedule is published here: https://www.go2kennewick.com/documentcenter/view/7932
Matter of Right Records Requests	\$5 per request	Exclusively for electronic copies of privileged records transmitted through the records request portal. Limited to one incident per request. (Excludes requests made under RCW 42.56.)

Licenses & Event Fees

Business License - <u>KMC 6.08.150</u>		
Type	Fee	Notes
License	\$55	Annual
Employee	\$5	Per employee
Expedited Review	\$100	In addition to total license fee
Duplicate License – <u>KMC 6.01.070</u>	\$1	For class II or class III licenses (lost, stolen, defaced, or destroyed)
Service of Process Fee - <u>KMC 6.01.110</u>	\$10	For non-resident licenses
<u>KMC 6.08.155</u> - All business license applications and renewals filed through the Business Licensing Service must include payment of the handling fees authorized by <u>RCW 19.02.075</u> and <u>WAC 458-02-200</u> .		

Regulatory Licenses (Class II & III)		
Dances - <u>KMC 6.33.050</u>		
Type	Fee	Notes
Public Dances	\$25	For a single dance
Dance Hall License	\$100	Per year or fraction thereof
Cabarets	\$100	Per year or a fraction thereof
- If Liquor Is Sold or Dispersed On Premises	\$150	
Adult Concessions – <u>KMC 6.35.050</u>		
Type	Fee	Notes
Adult Concession License	\$250	Annual fee
Entertainer's License	\$75	
Manager's License	\$75	
Dealers in Used Goods – <u>KMC 6.17.050</u>		
Type	Fee	Notes
Per Year	\$300	Per year
Rummage Sale	\$5	Per event
- For every electronic transaction reporting correction, there is a \$0.25 fee – <u>KMC 6.17.075.</u>		
Solicitor/Peddler/Itinerant License – <u>KMC 6.23.050</u>		
Type	Fee	Notes
Per Person	\$75	Definitions can be found in <u>KMC 6.23.030</u>

Temporary Event Fees – <u>KMC 6.47.050</u> & <u>KMC 6.08.250</u>	
Description	Fee
Temporary Business License	\$55
- With Vendors*	\$5/per owner and employee
	\$15/per vendor with maximum of \$300**
Temporary Event With Admissions*	\$55
Festival Gathering – <u>KMC 6.47.050</u>	\$25/per event
Outdoor Music Assembly*	\$150/per day
- With Vendors	\$150/per day
	- \$15/per vendor with maximum of \$300**
- With Admissions Tax	\$50
- With Vendors & Admissions Tax	\$50
	- \$15/per vendor with maximum of \$300**
An Admissions Tax Form is required immediately following the event date for any event where an admissions fee is charged.	
*Site plan required by Building/Planning Divisions.	
**If vendor has a City of Kennewick business license, this fee does not apply. If more than 20 vendors, max fee applied.	

Right-of-Way Permit For Parades/Demonstration/Street Closure		
Type	Fee	Notes
Right-of-Way Permit (Parade/Demonstration/Street Closure)	\$5	Submit to Public Works

Public Safety & Enforcement

Fire Department

Fire System & Hazard Permits – <u>KMC 15.30 & KMC 15.35</u>		
System Type	Plan Review Fee	Per Device Fee
Blasting Permit – <u>KMC 15.35.040</u>	\$5,075.49	N/A
Fire Alarm System	\$180	\$1.46
HVAC DUCT Detector System	\$89.74	\$5.91
Fire Sprinkler System	\$180	\$1.76
Fire Sprinkler System-Pressure Pumps	\$180	N/A
Fire Standpipe System	\$180	N/A
Flammable Finishes-Spray Booth Supp System	\$180	N/A
Commercial Cooking Fire Suppression System	\$180	N/A
Other Fire Suppression System (CO2, Halon...)	\$180	\$1.76
Fireworks Sales Permit – <u>KMC 15.30.240 (7)</u>	\$102.40	N/A
Fireworks Display Permit	Free	N/A
- A \$70 re-inspection fee will be charged for conditions requiring an additional inspection for all fire permits. - Fire permit fees shall be in accordance with <u>KMC 15.30.050</u>.		

Fire Impact Fees - Southridge Area – <u>KMC 3.95</u>		
Occupancy Type	Basis Unit	Fee
Detached Residential	Each	\$1,112.55
Multi-Family Residential	Unit	\$ 1,241.57
Residential Care Facility	Bed	\$6,887.64
Hotel/Motel	Room	\$1,528.75
Office Space	Square Foot	\$1.29
Assembly/Gathering	Square Foot	\$1.67
Retail/Commercial	Square Foot	\$1.23
Industrial/Storage	Square Foot	\$0.13

Ambulance Services

Emergency Ambulance Services – <u>KMC 9.36.080</u>		
Description	Resident Fees	Non-Resident Fees
Emergency Ambulance Service	\$660 plus \$10 per mile transport fee	\$990 plus \$10 per mile transport fee
Non-Emergency Ambulance Service	\$660 plus \$10 per mile transport fee	\$990 plus \$10 per mile transport fee

Annual Ambulance Service Permit – <u>KMC 9.36.140</u>	
Permit	Fee
Ambulance Service Permit (Initial/Renewal)	\$25

Ambulance Utility Fees – KMC 9.36.085					
Effective Calendar Year	2025	2026	2027	2028	2029
Monthly Fee	\$19.69	\$25.68	\$27.50	\$28.74	\$30.02
Fee includes: Residential (per unit) Multi-Family Residential (per unit) Adult Family Homes and Group Homes (per facility) Assisted Living Facilities (per unit) 24-hour Nursing Facilities (per unit) Physician Clinics (per unit) Schools/Government Agencies (per facility) Commercial Business (per unit)					
- Multi-Commercial and Multi-Family occupancy rate based on Q3 2024 Washington Apartment Market Report – Benton County vacancy rate of 4.1% (95.9% occupancy). - Effective beginning January 1, 2030 the ambulance utility rate shall be indexed annually by CPI in accordance with Resolution No. 24-18. UTILITY TAX DISCLOSURE: The City has a 1% utility tax rate that applies to the gross revenue generated from the ambulance utility. This tax is not billed directly to the customer but is considered an expense of the utility. As such, it is factored into the calculation of ambulance rates paid by users.					

Police Department

Concealed Pistol License	
Type	Fee
Original License	\$49.25
Renewal License	\$32
Late Renewal License	\$42
Replacement License	\$10

Administrative Police Services	
Type	Fee
Fingerprints	\$21 first 2 sets/\$5 per additional set
Alarm Installers License – <i>KMC 6.60.025</i>	\$125 (2 year)
Alarm Dealer/Monitoring Company – <i>KMC 6.60.025</i>	\$250
Alarm License (at Time of Installation) – <i>KMC 6.60.025</i>	\$40
Firearms Dealer License	\$125
Tow Release Fee (DWLS) – <i>KMC 11.90.635</i>	\$50
Notarization/Cert. of Documents	\$10
Inspection of Records at City Hall or KPD	FREE
Police Support Services For Special Events	
Type	Fee
Police Support (Patrol Officer)	\$102.20/per hour
Police Support (Police Vehicle)	\$50/per hour

Utilities Fees

Water

Monthly Rates		
Residential Rates - <u>KMC 14.13.030 & KMC - 14.13.040</u>		
Description	Fee (Inside City Limits)	Fee (Outside City Limits)
Water Use	\$1.837/per 100 cubic ft.	\$4.046/per 100 cubic ft.
Water Service Fee	\$16.145	\$35.535
Irrigation/Landscape Service Fee	\$16.145	\$35.535
- Only applies to ¾" and 1" meter sizes.		
Multi-Family, Commercial, & Industrial Water Rates – <u>KMC 14.13.050</u>		
Description	Fee (Inside City Limits)	Fee (Outside City Limits)
Water Use	\$1.837/per 100 cubic ft.	\$4.046/per 100 cubic ft.
¾"	\$31.22	\$68.675
1"	\$46.67	\$102.685
1 ½"	\$83.02	\$182.635
2"	\$109.06	\$239.94
3"	\$166.15	\$365.52
4"	\$244.01	\$536.83
6"	\$368.645	\$811.02
Multi-Family, Commercial, & Industrial Irrigation/Landscape Rates– <u>KMC 14.13.050</u>		
Description	Fee (Inside City Limits)	Fee (Outside City Limits)
Water Use	\$1.837/per 100 cubic ft.	\$4.046/per 100 cubic ft.
¾"	\$31.22	\$68.675
1"	\$46.67	\$102.685
1 ½"	\$83.02	\$182.635
2"	\$109.06	\$239.94
3"	\$166.15	\$365.52
4"	\$244.01	\$536.83
6"	\$368.645	\$811.02
- Effective January 1, 2026 water rates will increase 5.15% plus any additional modification authorized under Section 14.13.100 in accordance with Ordinance No. 24-6067. UTILITY TAX DISCLOSURE: The City has a 15.5% utility tax rate that the utility pays on the gross revenue of each utility, of this, 9% is incorporated into the water rates and 6.5% is a separate line item on each statement. This is not a tax billed directly to the customer but an expense of the utility and as such, is a factor in determining utility user rates.		

New Connection Charges – <u>KMC 14.13.010</u>		
Water Connection & Area Charges		
Description	Service Fee (Inside City Limits)	Service Fee (Outside City Limits)
¾" (Water Meter)	\$745	\$995
1"	\$870	\$1,120
1 ½"	\$1,995	\$2,245
2"	\$2,370	\$2,620
3"	\$6,745	\$6,995
4"	\$8,870	\$9,120
6"	\$10,995	\$11,245
Frontage Charge \$/lin. ft.	\$9	\$9
Area Charge \$/sq. ft.*	\$0.015	\$0.015
*\$300 Maximum Charge for Residential – <u>KMC 14.13.010 (5)</u> .		

Sewer

Monthly Rates - <u>KMC 14.26.020</u>, <u>KMC - 14.26.030</u>, <u>KMC - 14.26.040</u>		
Description	Fee (Inside City Limits)	Fee (Outside City Limits)
Residential*	\$36.79	\$55.185
Commercial** - Base Fee Per Unit	\$9.505	\$14.285
Commercial** - Consumption Per 100 Cubic ft.	\$3.45	\$5.17
- *Effective January 1, 2026 residential sewer rates will increase 3% plus any additional modification authorized under Section 14.26.070 in accordance with Ordinance No. 24-6068. - **Commercial sewer rates based on water consumption with a minimum bill no less than the residential rate. - **The maximum billing for multi-family accounts is based on the residential rate multiplied by number of dwelling units. - **Effective January 1 2026, a rate determined by multiplying the user charge rate (dollars per 100 cubic feet discharged) by the metered water consumption in hundred cubic feet and a rate that has been increased by an additional 3.0 percent, plus any modifications authorized under Section 14.26.070 and in accordance with Ordinance No. 24-6068. UTILITY TAX DISCLOSURE: The City has a 15.5% utility tax rate that the utility pays on the gross revenue of each utility, of this, 9% is incorporated into the sewer rates and 6.5% is a separate line item on each statement. This is not a tax billed directly to the customer but an expense of the utility and as such, is a factor in determining utility user rates.		

New Connection Charges – <u>KMC 14.24.010</u>		
Sewer Connection & Area Charges		
Description	Property Inside City Limits Fee	Property Outside City Limits Fee
WYE Tap	\$100	\$150
Stub	\$15/lin. ft.	\$22.50/lin. ft.
Sewer Area Charge	\$.04/sq. ft. with a max of \$800 Residential	
Water Meter Hookup Charges		
Description	Property Inside City Limits Fee	Property Outside City Limits Fee
¾"	\$4,000	\$6,000
1"	\$4,000	\$6,000
1½"	\$5,000	\$8,250
2"	\$6,300	\$9,450
3"	\$12,250	\$18,375
4"	\$17,500	\$26,250
6"	\$32,500	\$48,750
8"	\$50,500	\$75,750

Sanitary Sewer Area Charge – <u>KMC 14.24.020</u>		
Description	Fee	Notes
Standard Area Charge	\$.04 per sq. ft. of gross developed property	A minimum charge applies based on 20,000 sq. ft., unless the total property size is smaller
- Any further development on a previously connected property will incur an additional area charge. - County fairs, open spaces, and public places (as defined in KMC 14.22.010) are not subject to area charges.		

Stormwater

Monthly Rates - <u>KMC 14.28.060</u>	
Description	Fee
Residential Base Rate	\$6.355
Multi-Family Base Rate	\$4.065
Commercial Base Rate - An additional stormwater utility charge is assessed based on number of parking spaces provided or as required by <u>KMC 18.36</u> , whichever is greater.	\$6.355
Multi-Commercial - Includes an allowance of up to 10 parking spaces per unit. Additional parking is charged if the total parking space exceeds 10 per unit.	\$17.45 per unit
Additional Commercial Parking	
Description	Fee
Flat - Additional Parking Space <11	\$11.84
Flat - Additional Parking Space >10 and <31	\$20.93
Flat - Additional Parking Space >30 and <51	\$29.995
Flat - Additional Parking Space >50 and <101	\$39.09
Flat - Additional Parking Space >100 and <201	\$57.33
Flat - Additional Parking Space >200 and <351	\$79.97
Flat - Additional Parking Space >350 and <501	\$102.72
Flat - Additional Parking Space >500	\$128.28
Other Stormwater	
Description	Fee
Other Non-Residential	\$38.155
- An additional stormwater utility charge shall be assessed for non-residential accounts or properties in accordance with Resolution No. 17-28. - Fees are subject to annual CPI adjustment in accordance with <u>KMC 14.28.120</u> . - Multi-Commercial and Multi-Family occupancy rate based on Q3 2024 Washington Apartment Market Report – Benton County vacancy rate of 4.1% (95.9% occupancy). UTILITY TAX DISCLOSURE: The City has a 1% utility tax rate that applies to the gross revenue generated from the stormwater utility. This tax is not billed directly to the customer but is considered an expense of the utility. As such, it is factored into the calculation of stormwater rates paid by users.	

Miscellaneous Utility Service Charges

Utility Service Charges	
Description	Fee
New Account Fee – KMC 14.07.030	\$15
Convenience Fee – KMC 14.07.120	\$7
Delinquent Processing Fee Notice – KMC 14.07.070	\$10
Delinquent/Disconnection Fee* – KMC 14.07.070	\$80
Returned Check Fee	\$20
Customer Request Turn-Off/Shut-Off* – KMC 14.13.090	\$110
After-Hours Reconnection – KMC 14.07.070 *	\$240
Lock Off/Delinquent*	\$80
Lock Replacement*	\$25
Pull Meter*	\$110
Closing Meter Read	\$35
Special Water Meter Reading Fee – KMC 14.07.110	\$35
Hydrant Meter Deposit* – KMC 14.13.090	\$400
- Hydrant Meter New Account Fee*	\$90
Meter Box Adjustment (Does Not Apply to First Request) – KMC 14.13.090	\$135
Meter Box Relocation – KMC 14.13.090	\$325
Water Live Tap	\$150
Lien Search Fee – KMC 14.07.100	\$20
*Fees are subject to adjustment in accordance with the CPI.	

Building & Construction Permits

Building Permit Fees – KMC 15.08.010	
Valuation-Based Building Permit Fees	
Total Valuation	Fee
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500, plus \$3.05 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000, plus \$14 for each additional \$1,000 or fraction thereof, up to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000, plus \$10.10 for each additional \$1,000 or fraction thereof, up to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000, plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000, plus \$4.75 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 and Up	\$5,608.75 for the first \$1,000,000, plus \$3.65 for each additional \$1,000 or fraction thereof
Plan Review and Inspection Fees	
Type	Fee
State Building Fee – Residential	\$6.50
Reroofing/Residing Permit (Single-Family Residence)	\$67
Separate Plan Review Fee	65% of building permit fee (due at submittal)
Express Permits	
Permit Type	Fee
New Singles Family Residences	convenience fee: 20% of permit fee
Miscellaneous Residential	20% of permit fee or \$150, whichever is greater
Commercial Tenant Improvements	convenience fee: 30% of permit fee or \$400, whichever is greater
Other Permit Fees	
Type	Fee
State Building Fee - Commercial	\$25
Demolition Permit	Based on total project valuation (see Valuation-Based Building Permit Fees)
Relocation Permit	Based on total project valuation (see Valuation-Based Building Permit Fees)

Mechanical Work Permits – KMC 15.12.030		
Permit Issuance & General		
Type	Fee	Description
Mechanical Permit Issuance	\$23.50	Base fee for issuing a mechanical permit
Supplemental Mechanical Permit	\$7.25	For each supplemental permit when the original permit has not expired, been canceled, or finalized
Mechanical Plan Check Fee	65% of permit fee	Calculated at time of submittal
Furnaces & Heaters		
Type	Fee	Description
Furnace ($\leq$ 100,000 BTU / 29.3kW)	\$14.80	Installation or relocation of each forced air or gravity-type furnace, including ducts and vents
Furnace ($>$ 100,000 BTU / 29.3kW)	\$18.20	Installation or relocation of each forced air or gravity-type furnace over 100,000 BTU
Floor Furnace	\$14.80	Installation or relocation of each floor furnace, including vent
Suspended/Recessed/Wall Furnace	\$14.80	Installation or relocation of each suspended, recessed, or wall-mounted unit heater
Ventilation & Exhaust Systems		
Type	Fee	Description
Appliance Vent	\$7.25	Installation or replacement of each appliance vent not included in an appliance permit
Ventilation Fan	\$7.25	For each fan connected to a single duct
Ventilation System	\$10.65	For each ventilation system not part of an A/C system
Mechanical Exhaust System	\$10.65	Includes range hoods and mechanical exhaust ducts
Air Handlers & Coolers		
Type	Fee	Description
Air Handler ($\leq$ 10,000 CFM)	\$10.65	For each air-handling unit up to 10,000 cubic feet per minute, including ducts
Air Handler ($>$ 10,000 CFM)	\$18.10	For each air-handling unit over 10,000 CFM
Evaporative Cooler	\$10.65	For each evaporative cooler not part of a portable unit

Mechanical Work Permits (Continued)		
Boilers, Compressors & Absorption Systems		
Type	Fee	Description
≤ 3 hp or ≤ 100,000 BTU	\$14.70	Installation or relocation of each boiler or compressor unit up to 3 hp
> 3 to ≤ 15 hp or ≤ 500,000 BTU	\$27.15	Installation or relocation of system over 3 hp and up to 15 hp
> 15 to ≤ 30 hp or ≤ 1,000,000 BTU	\$37.25	Installation or relocation of system over 15 hp and up to 30 hp
> 30 to ≤ 50 hp or ≤ 1,750,000 BTU	\$55.45	Installation or relocation of system over 30 hp and up to 50 hp
> 50 hp or > 1,750,000 BTU	\$92.65	Installation or relocation of system over 50 hp
Miscellaneous Equipment		
Type	Fee	Description
Miscellaneous Mechanical Equipment	\$16	For appliances regulated by the Mechanical Code not listed elsewhere

Plumbing Work Permits – <u>KMC 15.40.020</u>		
Permit Issuance & General		
Type	Fee	Description
Plumbing Permit Issuance	\$20	Base fee for issuing a plumbing permit
Supplemental Plumbing Permit	\$10	For each supplemental permit when the original has not expired, been canceled, or finalized
Plumbing Plan Check Fee	65% of permit fee	Calculated at time of submittal
Fixtures & Drainage Systems		
Type	Fee	Description
Fixture	\$7	For each plumbing fixture or trap (includes water, drainage piping, and backflow prevention)
Fixture Drainage or Vent Piping Repair	\$7	For each repair or alteration to fixture drainage or vent piping
Building Sewer/Trailer Park Sewer	\$15	Per sewer connection
Roof Drain (Interior Rainwater System)	\$7	Per rainwater drain inside the building

Plumbing Work Permits (Continued)		
Water Heaters & Water Piping		
Type	Fee	Description
Water Heater and/or Vent	\$7	For each water heater and vent
Water Line Installation or Repair	\$7	For installation, alteration, or replacement of water supply line
Waste Line or Vent Repair	\$7	For repairs to vent or waste lines
Water-Treatment or Piping Equipment	\$7	For installation, alteration, or repair of any water piping or water-treatment equipment
Gas Piping Systems		
Type	Fee	Description
Gas Piping (1 to 5 outlets)	\$5	For gas piping systems with 1 to 5 outlets
Additional Gas Outlets (over 5)	\$1 each	Charged per additional outlet beyond 5
Gas System (Serving >5 Inlets/Outlets For Specific Gas)	\$50	For each gas piping system serving more than five inlets/outlets for a specific gas
Backflow & Lawn Sprinklers		
Type	Fee	Description
Lawn Sprinkler System	\$7	Per sprinkler system on one meter including backflow devices
Backflow Device (1–5 Atmospheric-Type)	\$5	For 1 to 5 devices
Backflow Device (Each Over 5)	\$1 each	For each additional device over 5
Backflow Device ≤ 2 In. Diameter	\$7	For each device 2 inches (51 mm) or smaller
Backflow Device > 2 In. Diameter	\$15	For each device over 2 inches (51 mm)
Specialty Systems		
Type	Fee	Description
Grease Trap/Interceptor	\$7	Includes industrial waste pretreatment interceptors and grease traps
Graywater System	\$40	For each graywater system
Reclaimed Water System	\$30	For installation and initial testing of reclaimed water systems
Reclaimed Water System Testing	\$30	Annual cross-connection testing fee for reclaimed water systems
Medical Gas System	\$50 (1–5 outlets) + \$5 each additional	For initial installation or modification of medical gas system
Medical Gas Inlet/Outlet (Additional)	\$5	Per additional medical gas inlet or outlet
Miscellaneous		
Type	Fee	Description
Miscellaneous Plumbing Equipment	\$15	For any plumbing equipment not specifically listed in this schedule

Inspection & Plan Review Fees	
Type	Fee
After-Hours Inspection (Outside Normal Business Hours)	\$67 per hour (2-hour minimum)*
Re-Inspection Fee	\$67 per hour (1-hour minimum)*
General Inspection (Not Otherwise Listed)	\$67 per hour (½-hour minimum)*
Plan Review – Revision or Addition	\$67 per hour (½-hour minimum)*
Consultant Service (Plan Review or Inspections Performed by Outside Consultants)	Actual cost**
*Hourly rate is based on the total hourly cost to the jurisdiction, whichever is greater. This includes supervision, overhead, equipment, wages, and fringe benefits. ** Actual cost includes administrative and overhead expenses.	

Planning & Community Development

Land Use Permits – KMC 18.42.020 (2, B, III)	
Permit Type	Fee
Additional Animals	\$249
Administrative Determination	\$125
Annexations	\$623
Appeals to Hearing Examiner	\$623
Binding Site Plan*	\$623
Boundary Line Adjustment*	\$249
Change of Pre-Zone	\$1,243
Change of Zone	\$1,243
Code Enforcement Appeals to Hearing Examiner	\$311
Comprehensive Plan Amendment	\$1,243
Conditional Use Permit	\$1,243
Final Plat* (Per Phase or Application)	\$497
Grading Permit	\$311
Minor Variance	\$186
Parcel Combination*	\$249
Permitted Use Determination	\$156
Planned Residential Development Permit*	\$1,243
Plat Exemption*	\$249
Plat Vacation/Alteration*	\$933
Preliminary Plat	\$1,243 + 36 per lot; maximum \$2,489
Pre-Review	No Fee
Re-Review Fee - Based On 60% of Original Fee - First Re-Review Free	60%
Sepa/Environmental Determination	Addition to underlying permit fee \$311
Shoreline Substantial Development	\$1,866
Short Plat Application*	\$623
Sign Permit	Based on valuation plus Plan Review Fee of \$62
Site Plan Approval Express Tier 1	\$746
Site Plan Approval Tier 1	\$623
Site Plan Approval Tier 2/Tier 3	\$810
Special Circumstances	\$249
Variance (Hearing Examiner)	\$1,243
Zoning Letters	\$125
Zoning Ordinance Amendment	\$1,243
*Indicates that document needs to be recorded. Additional Benton County fees apply.	

Property Code Enforcement Fees – <u>KMC 9.44.110</u>		
Description	Fee	Notes
Annual Inspection Fee – Boarded-Up Building	\$250	Prorated refund if reoccupied or demolished
Administrative Fee – Voluntary Abatement	\$50/month/acre	Applies per acre or fraction thereof
Administrative Fee – After Hearing		
Description	Fee	
Substandard Building	\$500	
Unfit Building	\$1,000	
Vacant Structures and Land	\$500	
Administrative Fee – Breach of Voluntary Agreement		
Description	Fee	
Substandard Building	\$1,000	
Unfit Building	\$1,500	
Vacant Structures and Land	\$1,000	
Administrative Fee – City Abatement (Post-Default)		
Description	Fee	Notes
Substandard Building	\$2,000	-
Unfit Building	\$3,000	-
Vacant Structures and Land	\$2,000	-
Repeat Violation Penalty	Double original fee	Applies to all abatement-related fees
Demolition Contract Credit	Varies	Salvage value may reduce bid price; no price adjustment after contract
Lien For City-Incurred Costs	Equal to actual cost	Recorded as lien on property; added to tax roll (per RCW 35.80.030)
Collection and Legal Enforcement Fees	Actual cost incurred	May include legal or collection agency expenses to recover unpaid charges
Administrative Fee – Appeal - <u>KMC 9.44.090</u>		
Description	Fee	Notes
Appeal Filing Fee	\$250.00	Required to appeal Director's order; waivers available for qualifying individuals

Civil Penalties – Code Enforcement - <i>KMC 9.48.040</i>		
Description	Fee	Notes
Initial Code Violation Penalty	\$500	Issued in Notice and Order
Second Code Violation Penalty	\$1,000	Issued upon second occurrence
Subsequent Code Violation Penalty	\$1,500	Applies to third or more violations
Breach of Voluntary Correction Agreement	\$1,000	-
Late Payment	N/A	Civil penalties must be paid within 15 days if not appealed; unpaid fees may go to collections
Collection Efforts	Actual cost	City may use a collection agency to recover unpaid amounts

Public Works

Administrative Fees	
Description	Fee
Easement Vacation/Right-Of-Way Vacation	\$50
Recording Fee (ENG Permit)	\$303.50 for first page, \$1 for each additional page

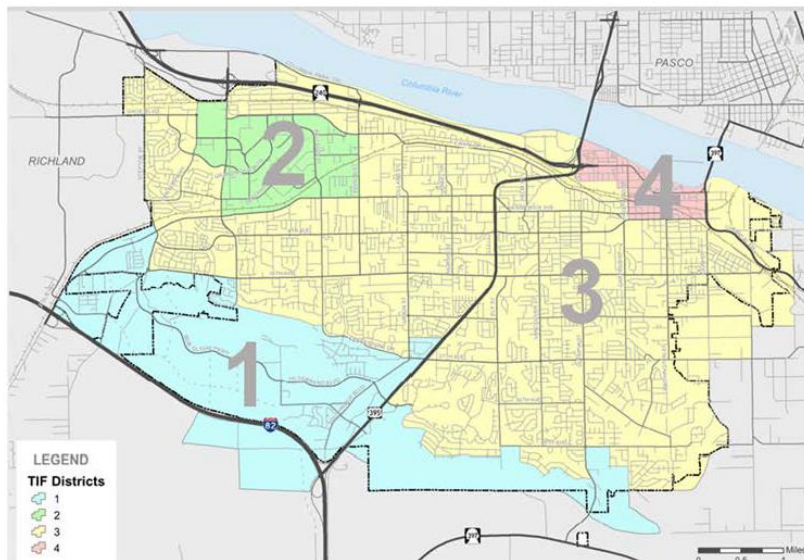
Plan-Checking and Permit Charges – <u>KMC 5.56.095</u>	
Application Charges (Covers Administrative and Inspection Costs)	Fee
Right-of-Way/Street Cut Permit	\$75
Construction Permit	5% of estimated construction cost, based on engineer's estimate, is required before issuing a construction permit
Large Projects >\$1,000,000	Fee reduced to 3% of amount exceeding \$1,000,000
Commercial With Private Stormwater Facilities	\$250
Plan Review After Second Civil Submittal	Additional 1% of project costs for each subsequent submittal

License Agreement Fees	
Description	Fee
Commercial License Agreement Application Review Fee	\$600
Residential (HOA) License Agreement Application Review Fee	\$600
Residential (Single) License Agreement Application Review Fee	\$350

Franchises Administrative Fees – <u>KMC 5.20</u>	
Telecommunications Franchise Agreement/Renewal	
Description	Fee
Application Fee	Actual Cost
Attorney and Staff Time Deposit – New Franchises	\$2,500
Attorney and Staff Time Deposit – Renewals	\$1,250
Fee Based On Staff Time Required	Refer to Hourly Rate Schedule
Attorney Fees	Amount billed to City
Cable Television Franchise Agreement Renewal	
Description	Fee
Application Fee	\$2,500
Small Cell Permit	
Description	Fee
Small Cell Franchise Application – <u>KMC 4.14.020</u>	\$500

Neighborhood Traffic Calming Devices	
Installation Costs – <u>KMC 13.40.270</u>	
Device Type	Installation Cost (Each)
Speed Humps	\$3,000 – \$5,000
Traffic Circles	\$6,000 – \$25,000
Speed Tables	\$8,000 – \$15,000
Chokers	\$5,000 – \$15,000
Turning Restrictions	\$1,000 – \$10,000
Alternate Physical Device Installation Costs – <u>KMC 13.40.280</u>	
Device Type	Installation Cost (Each)
Placing Radar Warning Signs	\$5,000 – \$10,000 per placement
Median Barrier	\$10,000 – \$25,000 per 100 ft.
Gateway (Entry Island or Textured Pavement)	\$5,000 – \$30,000 per placement
Neckdown/Curb Extension	\$10,000 – \$30,000 per placement
Curvilinear Street (Chicane)	\$50,000 – \$75,000 per placement
Realigned Intersection	\$10,000 – \$20,000 per placement
Restricted Movement/Partial Closures	\$7,500 – \$30,000 per placement
Diagonal Diverter	\$6,000 – \$25,000 per placement
Mid-Block Street Closures	\$50,000 – \$200,000 per placement

TIF Districts



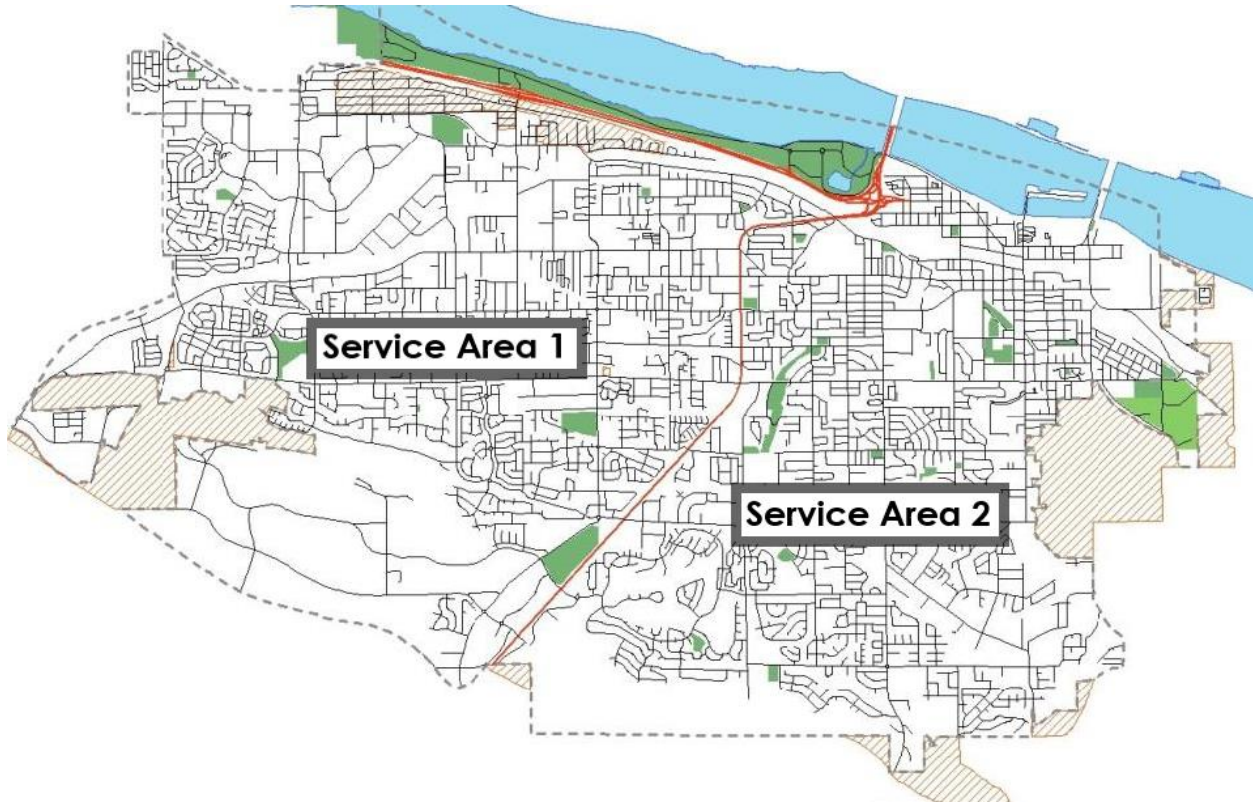
1. Southridge Area
2. Vista Field Area
3. All Other Areas
4. Downtown Area

Transportation Impact Fees (TIF) Rates - <u>KMC 13.16.050</u>				
Residential Rates				
Description	District 1	District 2	District 3	District 4
Single Family Residential	\$1,675	\$1,097	\$1,254	\$430
Duplex	\$1,895	\$1,241	\$1,419	\$486
Multi-family/Townhome	\$947	\$621	\$709	\$243
Mobile Home Park	\$998	\$654	\$747	\$256
Senior Housing/Senior Multi-Family	\$508	\$332	\$380	\$130
Accessory Dwelling Unit	\$838	\$548	\$627	\$215
Commercial & Mixed Use Rates				
For commercial, mixed use, and other information, visit: <u>KMC 13.16.050</u> and https://www.go2kennewick.com/DocumentCenter/View/809/Transportation-Impact-Fee-District-Schedules?bidId				

Transportation Impact Fee (TIF) – Independent Calculation Review Fees - <u>KMC 13.16.070</u>	
Trip Generation (PM Peak Hour Trips)	Fee
< 30 Pm Peak-Hour Trips	\$200
30–200 Pm Peak-Hour Trips	\$400
> 200 Pm Peak-Hour Trips	\$600

Parks and Recreation

Park Impact Service Areas



Park Impact Fees – <u>KMC 3.90.160</u>		
Residential Classification	Service Area 1 – West	Service Area 2 - East
Single-Family Unit	\$1,158	\$958
Multi-family/Townhome Units	\$680	\$567
Mobile/Manufactured Home Units	\$831	\$693
Fees are adjusted in accordance with <u>KMC 3.90.130</u> .		

City Facility & Park Event Fees

Event Fees		
Application		
Category	Fee	Notes
Special Event Application Fee (Non-Refundable)	\$50	Due at time of application
Administration Fees		
Category	Fee	Notes
Contract Administration Fee - Tier 3 (Non-Refundable)	\$200	Low-profile, low-risk event, <300 attendees
Contract Administration Fee - Tier 2 (Non-Refundable)	\$300	Medium-profile, medium-risk event, 300-1,000 attendees
Contract Administration Fee - Tier 1 (Non-Refundable)	\$400	High-profile, high-risk event, >1,000 attendees
Deposits and Security		
Category	Fee	Notes
Security Deposit (Low Impact)	\$100	No ground penetration, no vehicles on turf
Security Deposit (Medium Impact)	\$700	Vehicles on turf, >300 attendees
Security Deposit (High Impact)	\$1300	>1,000 attendees, ground penetration/vehicles on turf
Tournament Deposit	\$250	-
Additional Fees		
Category	Fee	Notes
Vendor Fee	\$50	For events with vendors selling/advertising
Gate Admission Fee	\$50/day/complex	For sporting events with admission fees
Event Marketing Fee	\$300	Highway 395/240 electronic sign marketing
Penalties and Late Fees		
Category	Fee	Notes
Late Payment Fee (First)	\$50	If balances unpaid by due date
Late Payment Fee (Second)	\$100	Delinquent penalty after final due date
Expedited Review Fee		
Category	Fee	Notes
Expedited Review Fee	\$100/per document	Non-insurance documentation
Late Insurance 45-59 Days Before Event	\$50	Insurance due 60 days before event
Late Insurance 21-44 Days Before Event	\$500	
Late Insurance 0-20 Days Before Event	Event Cancellation	

Event Fees (Continued)		
Special Events Services		
Category	Fee	Notes
Special Considerations Fee	\$50 (non-refundable)	Minor change requiring only Special Events Team
Special Considerations Fee	\$250 (non-refundable)	If requiring other City Department review
Site Map Assistance Fee	\$40/per hour	Site map creation by Special Events Team
Grounding Rod Locate Fee (Locate)	\$30/locate	For grounding generator
Grounding Rod Locate Fee (Rod/New Install)	\$30/rod	New grounding rod installation
Event Support Staff	\$23/hour; \$35/hour on holidays	Per hour, per person
Maintenance & Facility Setup/Tear Down	\$29/hour, \$58/hour on holidays	Per hour, per person (e.g., additional mowing)

Recreation Program Fees
For a full list of recreation program fees, visit: https://secure.rec1.com/WA/kennewick-wa/catalog

Parks

Southridge Sports & Events Complex - Numerica Pavilion			
Area		Private/Community Fee	Commercial Fee
Whole Pavilion Rental (Includes Courts, Café, Lobby, and Meeting Room)		\$2,750/per day	\$5,500/per day
Multi-Court (3) – Sports Facility Use		\$120/per hour	\$120/per hour
Multi-Court (3) – Tournaments & Non-Sporting Events		\$140/per hour	\$140/per hour
Single Court		\$40/per hour	\$40/per hour
Meeting Room		\$40 per hour	\$40/per hour
Café		\$80/per day	\$160/per day
Outdoor Event Spaces			
Area		Private/Community Fee	Commercial Fee
Plaza South		\$40/per hour	\$40/per hour
Parking Lot South		\$1,000/per day	\$2,000/per day
Plaza North		\$30/per hour	\$30/per hour
Parking Lot North		\$750/per day	\$1,500/per day
Partial South Lot (25% or Less of Lot)		\$42/per hour	\$42/per hour
Multi-Use Fields (Spring, Summer, Fall)		Fee (All Users)	
Fields 1-4 – Turf		\$55/per hour/per field	
Fields 5 & 6 – Grass		\$17/per hour/per field	
Multi-Use Fields (Winter)		Fee (All Users)	
Infields of Fields 2 or 4 – Turf		\$55/per hour/per field	
Additional Fees			
Type	Fee	Notes	
Event Equipment Rental	\$250	Includes approximately 425 chairs, 60 six-foot banquet tables; 32 six-foot round tables, 13 five-foot round tables, 9 bleachers, 200 feet of pipe and drape; 2 spider boxes, 1 PA system, 6'x8' portable stage, 8 pub tables (4 tall, 4 short), 4 score clocks, and 1 projector	
Stage	\$430	8'x16'	
Stage	\$650	20'x24'	
Dance Floor	\$650	30'x30' (fee waived for children's events)	
Miscellaneous			
Description		Fee	
JBL Sound System		\$400/with own sound tech	
Facility Setup/Tear Down		\$29/hour, \$58/hour on holidays	
Event Support Staff		\$23/hour, \$35/hour on holidays	
Janitorial		\$300	
Field Painting - Lacrosse & Soccer		\$200/field for GPS-located fields; \$275 for non-GPS fields	
Field Painting - Football		\$225/field for GPS-located fields, \$300 for non-GPS fields	
Message Board Advertisement		\$300 for #-day/week ad	
- Security Deposit based on scope and scale of event.			

Columbia Park			
Area	Acres	Private/Community Fee (Per Day)	Commercial Fee (Per Day)
Bandshell	16	\$500	\$1,860
20-Acre Multi-Use Field	20	\$500	\$2,525
Cardone Area	10	\$250	\$1,300
Riverfront East	6	\$250	\$1,300
Riverfront East	11	\$300	\$1,500
Memorial East	3	\$75	\$415
Memorial West	3	\$75	\$415
Fishing Pond East	6	\$150	\$947
Disc Golf Course	-	\$200	\$1,186
Miscellaneous			
Description		Fee	
200-Amp Power @ Bandshell		\$100	
Existing Grounding Rod Locate		\$30 (new grounding rod install +\$30)	
Camping Fee		\$24/day w/o hookups; \$30/day w/water & electricity	
Event Support Staff Fee		\$23/hour; \$35/hour on holiday	
Park Setup/Teardown Fee		\$29/hour; \$58/hour on holidays	
Lacrosse & Soccer		\$200/field for GPS-located fields; \$275 for non-GPS fields	
Football		\$225/field for GPS-located fields, \$300 for non-GPS fields	
Message Board Advertisement		\$300 for 2-week ad	
Vendor Fee		\$50 flat rate for 1 or more vendors	
- Security Deposit based on scope and scale of event.			

Lawrence Scott Park Multiuse Fields	
Multi-Use Fields	Fee (All Users)
Fields 1-4	\$20/per hour/per field
Open Spaces	
Area	Fee (All Users)
Large Picnic Shelter	\$30/per hour (2-hour minimum); \$125/per day
Basketball Court	\$7/per hour
- Large Picnic Shelter rental is required when booking a tournament at the Lawrence Scott Pickleball courts. - Tournament Directors receive a 50% discount on the regular rental rate of Large Picnic Shelter rental when booked in conjunction with the courts.	

Other Open Space		
Area	Private/Community Fee	Commercial Fee
Eastgate Park	\$217/per day	\$1,295/per day
Hansen Park	\$140/per day	\$833/per day
Highlands Grange Park – Building Rental	\$65/per hour (4-hour minimum)	\$65/per hour (4-hour minimum)

Picnic Shelters	
Area	Fee (All Users)
Canyon Lakes Picnic Shelter	\$15/per hour
Columbia Park – Lions Club Picnic Shelter	\$15/per hour
Columbia Park – Picnic Shelter North	\$15/per hour
Columbia Park – Picnic Shelter South	\$15/per hour
Eastgate Park Picnic Shelter	\$15/per hour
Hansen Park – Picnic Shelter East	\$15/per hour
Hansen Park – Picnic Shelter West	\$15/per hour
Highlands Grange Park – Rose Garden Picnic Shelter	\$15/per hour
Highlands Grange Park – Picnic Shelter	\$15/per hour
Horse Heaven Hills Picnic Shelter	\$15/per hour
Inspiration Estates Picnic Shelter	\$15/per hour
Southridge Sports & Events Complex Picnic Shelter	\$15/per hour
Sunset Park Picnic Shelter	\$15/per hour
- 2 hour minimum.	

Outdoor Tournaments

Softball/Baseball Tournaments	
Fees Due at Time of Application	Fee
Application Fee (Non-Refundable)	\$50/application
Contract Administration Fee	\$200-\$400 based on tier
Security Deposit	\$250/per complex requested
Fees Due After Tournament	Fee (Per Game)
Softball Tournament	Dirt Infield: \$30 Turf Infield: \$50
Baseball Tournament	Dirt Infield: \$40 Turf Infield: \$60
<u>Dirt Infield Includes:</u> Lights, mounds, every third game grooming/base movement as pre requested.	
<u>Turf Infield Includes:</u> Lights, mounds, every third game base movement as pre requested.	
<u>Additional Dirt Infield Grooming Per Game Options</u> 1. Championship Games 2. All Games	\$20
Other Fees (If Applicable)	Fee
Gate Admission Fee	\$50/per day/per complex
Inner Fencing Fee	\$85/per field
Turface	\$20/per bag

Soccer/Lacrosse/Football	
Fees Due at Time of Application	Fee
Application Fee (non-refundable)	\$50/application
Contract Administration Fee	\$200-\$400 based on tier
Security Deposit	\$250/per complex requested
Fees Due After Tournament	Fee
Soccer (first line painting included)	\$17/per field/per hour
Field Painting Fee Lacrosse/Soccer GPS	\$ 200 (one-time fee/weekend)
Field Painting Fee Lacrosse/Soccer Non-GPS	\$ 275 (one-time fee/weekend)
Field Painting Fee Football GPS	\$ 225 (one-time fee/weekend)
Field Painting Fee Football Non-GPS	\$ 300 (one-time fee/weekend)
Other Fees (If Applicable)	Fee
Gate Admission Fee	\$50/per day/per complex

Pickleball Tournaments	
Fees Due at Time of Application	Fee
Application Fee (non-refundable)	\$50/application
Contract Administration Fee	\$200-\$400 based on tier
Security Deposit	\$250
Pickleball Court	\$7/per hour/per court
Gate Admission Fee	\$50/per day/per complex
Large Picnic Shelter*	\$15/per hour (**reduced rate)
*Large Picnic Shelter rental is required when booking a tournament at the Lawrence Scott Pickleball courts. **Tournament Directors receive a 50% discount on the regular rental rate of Large Picnic Shelter rental when booked in conjunction with the courts.	

Council Agenda Coversheet 	Item Number: 5.d. Date: 8/19/2025 Item Type: Ordinance Subject: Ordinance: Housekeeping Code Update Docket Pertaining to Citywide Fee Schedules Department: Finance Ordinance #: <i>A sequential number will be assigned to each adopted ordinance.</i>	Category: Ordinance
<u>Recommendation</u> Staff recommends Council adopt each of the ordinances submitted as companion ordinances below in order to ensure consistency citywide. <u>Motion for Consideration</u> Motion to approve the housekeeping fee update ordinance docket as presented (docket items 5.d.1 through 5.d.22). <u>Summary</u> As referenced in the August 19, 2025, Master Fee Schedule staff report and copied below, staff is recommending Council amend the Kennewick Municipal Code (KMC) sections by ordinance to remove fees and charges and replace them with a reference to the Kennewick Master Fee Schedule. Separate ordinances are required to be adopted for each section of the KMC. For simplicity, Council can approve the docket of ordinances under one motion. <u>Background</u> The City of Kennewick provides a wide range of municipal services to the community, including administrative and licensing, public safety and ambulance services, traffic control and improvement, street maintenance and improvement, utility services – water, sewer, stormwater, planning and zoning regulation, building inspection and regulation, and parks and recreation. References to the City’s fees and charges for services are integrated throughout the separate titles and chapters of the Kennewick Municipal Code (KMC). When periodic updates to fees and rates have been necessary, the process has required a separate ordinance and the fees and charges remain scattered throughout the code. <u>Master Fee Schedule</u> City staff recommends adoption of a Master Fee Schedule. The Master Fee Schedule is a comprehensive document that lists or provides references to all the fees charged and serves as a transparent and standardized document for Kennewick residents and businesses. Utilization of a Master Fee Schedule also establishes a less cumbersome process for updating fees in the future. Except for copies of matter-of-right records, this resolution does not propose any new fees or increased charges. The new matter-of-right fee aims to introduce a nominal cost for the transmission of privileged records via the online records portal. In order to remove fees and charges in the KMC and incorporate these into a Master Fee Schedule, staff is recommending Council approve 1) a resolution adopting a Master Fee Schedule and 2) amending the KMC sections by ordinance to remove fees and charges and replace them with a reference to the Kennewick Master Fee Schedule. If approved, staff anticipates bringing the Master Fee Schedule to Council for approval at least annually to update fees and charges for services as necessary. The Master Fee Schedule will be available on the City’s website for the public to view. <u>Alternatives</u> The alternative is to deny approval of the ordinances. This alternative is not recommended. <u>Fiscal Impact</u> No Fiscal Impact.		

Attachments:

None

Council Agenda Coversheet	Item Number: 5.d.1. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Impact Fees for Parks, Open Spaces, and Recreation Facilities, Amending KMC 3.90.160 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 3.90.160 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO IMPACT FEES FOR PARKS, OPEN
SPACES, AND RECREATION FACILITIES AND AMENDING SECTION
3.90.160 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 3.90.160 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

3.90.160: - Impact Fees.

Impact Fees are set by City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5736 Sec. 1 (part), 2017)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO IMPACT FEES FOR PARKS, OPEN
SPACES, AND RECREATION FACILITIES AND AMENDING SECTION
3.90.160 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 3.90.160 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

3.90.160: - Impact Fees.

Unit Type	Impact Fee/Unit
Service Area 1	
Single-Family Units	\$920.00
Multi-Family Units	\$540.00
Mobile Home Units	\$660.00
Service Area 2	
Single-Family Units	\$760.00
Multi-Family Units	\$450.00
Mobile Home Units	\$550.00

Impact Fees are set by City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5736 Sec. 1 (part), 2017)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.2. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Small Cell Deployment Fees for Franchise and Small Cell Permits and Amending KMC 4.14.020 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 4.14.020 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SMALL CELL DEPLOYMENT:
FRANCHISE AND SMALL CELL PERMITS AND AMENDING SECTION
4.14.020 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 4.14.020 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

4.14.020: - Application.

Applicants shall apply using the City's franchise application form and submit a fee adopted by City Council and located in the Kennewick Master Fee Schedule. See Chapter 5.20 KMC for basic requirements. The Director and his or her designee shall coordinate review with the Planning Director with respect to small cell deployments which require review under KMC 18.12.315 in one consolidated process. Phased development is permitted and an applicant is encouraged to specify at least the initial small cell deployment in its application.

The following information shall be provided by all applicants for franchises seeking to utilize small cell deployment in addition to the information provided pursuant to Chapter 5.20 KMC. Existing franchisees who seek to utilize a small cell deployment to expand, assist or implement an existing franchise may provide the information as a part of a Small Cell Permit application for small cell deployment.

- (1) Designation of Facilities. The application shall provide specific locational information including GIS coordinates of all facilities, and specify whether and where small cell facilities are to be located on existing utility poles including City-owned light standards (included in the definition of utility pole), or will utilize replacement utility poles, new poles, towers, and/or other structures. Conduit and/or ground-mounted equipment necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from an infrastructure provider. Detailed schematics and visual renderings of the facilities shall be provided by the applicant. Failure to provide sufficient detail may result in a later finding of a significant change in the facility if the facility is not accurately shown on the originally approved franchise exhibit. Failure to specify elements may also result in the requirement that new or undocumented elements complete the approval processes detailed in this Chapter and/or KMC 4.16.

- (2) Implementation. The rights granted under a franchise are implemented through the issuance of Small Cell Permits. The franchise application may be accompanied by application for a Small Cell Permit to deploy small cells. An initial franchise and all related Small Cell Permit applications including right-of-way use permits shall be processed concurrently as one Master Permit. See RCW 35.99.010(3) for the definition of "master permit."
- (a) Issuance of a Small Cell Permit to install a small cell deployment shall be contingent upon approval of a franchise or the possession of a valid franchise.
 - (b) All Small Cell Permits which are submitted in conjunction with a franchise application shall be considered as one Master Permit.
 - (i) Any element of a deployment which qualifies as either an Eligible Facilities Request or a collocation shall be specifically designated by the applicant and may be addressed separately by the Director in order to comply with the shot clocks established by federal law and KMC 4.16.
 - (c) The Director may approve, deny or conditionally approve all or any portion of the sites proposed in the Small Cell Permit application.
 - (d) Any application for a franchise or Small Cell Permit which contains an element which is not exempt from Critical Areas, Shorelines or SEPA review shall simultaneously apply under Chapter 43.21C RCW and Chapters 4.08 and 18.58 to 18.68.
 - (e) RF Certification. The applicant shall submit a sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the small cell deployment will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small cell facility will operate. If facilities necessary to the Small Cell Deployment are to be provided by another franchisee, then the Small Cell Deployment in the initial franchise or in a subsequent Small Cell Permit shall be conditioned on an RF Certification showing the cumulative impact of the RF emissions on the entire installation.
 - (f) Regulatory Authorization. Issuance of the Use Permit for the facilities shall also be contingent upon the applicant's provision of proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.

- (g) Recognizing that small cell technology is rapidly evolving, the Public Works Director is authorized to adopt and publish standards for the technological and structural safety of City-owned light standards and utility structures and to formulate and publish application questions for use when an applicant seeks to attach to City-owned utility structures.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5792 Sec. 1 (part), 2018; Ord. 5733 Sec. 1 (part), 2017)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SMALL CELL DEPLOYMENT:
FRANCHISE AND SMALL CELL PERMITS AND AMENDING SECTION
4.14.020 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 4.14.020 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

4.14.020: - Application.

Applicants shall apply using the City's franchise application form and submit a ~~\$500.00 fee.~~fee adopted by City Council and located in the Kennewick Master Fee Schedule. See [Chapter 5.20](#) KMC for basic requirements. The Director and his or her designee shall coordinate review with the Planning Director with respect to small cell deployments which require review under KMC 18.12.315 in one consolidated process. Phased development is permitted and an applicant is encouraged to specify at least the initial small cell deployment in its application.

The following information shall be provided by all applicants for franchises seeking to utilize small cell deployment in addition to the information provided pursuant to [Chapter 5.20](#) KMC. Existing franchisees who seek to utilize a small cell deployment to expand, assist or implement an existing franchise may provide the information as a part of a Small Cell Permit application for small cell deployment.

- (1) Designation of Facilities. The application shall provide specific locational information including GIS coordinates of all facilities, and specify whether and where small cell facilities are to be located on existing utility poles including City-owned light standards (included in the definition of utility pole), or will utilize replacement utility poles, new poles, towers, and/or other structures. Conduit and/or ground-mounted equipment necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from an infrastructure provider. Detailed schematics and visual renderings of the facilities shall be provided by the applicant. Failure to provide sufficient detail may result in a later finding of a significant change in the facility if the facility is not accurately shown on the originally approved franchise exhibit. Failure to specify elements may also result in the requirement that new or undocumented elements complete the approval processes detailed in this Chapter and/or KMC [4.16](#).

- (2) Implementation. The rights granted under a franchise are implemented through the issuance of Small Cell Permits. The franchise application may be accompanied by application for a Small Cell Permit to deploy small cells. An initial franchise and all related Small Cell Permit applications including right-of-way use permits shall be processed concurrently as one Master Permit. See RCW 35.99.010(3) for the definition of "master permit."
- (a) Issuance of a Small Cell Permit to install a small cell deployment shall be contingent upon approval of a franchise or the possession of a valid franchise.
 - (b) All Small Cell Permits which are submitted in conjunction with a franchise application shall be considered as one Master Permit.
 - (i) Any element of a deployment which qualifies as either an Eligible Facilities Request or a collocation shall be specifically designated by the applicant and may be addressed separately by the Director in order to comply with the shot clocks established by federal law and KMC 4.16.
 - (c) The Director may approve, deny or conditionally approve all or any portion of the sites proposed in the Small Cell Permit application.
 - (d) Any application for a franchise or Small Cell Permit which contains an element which is not exempt from Critical Areas, Shorelines or SEPA review shall simultaneously apply under Chapter 43.21C RCW and Chapters 4.08 and 18.58 to 18.68.
 - (e) RF Certification. The applicant shall submit a sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the small cell deployment will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small cell facility will operate. If facilities necessary to the Small Cell Deployment are to be provided by another franchisee, then the Small Cell Deployment in the initial franchise or in a subsequent Small Cell Permit shall be conditioned on an RF Certification showing the cumulative impact of the RF emissions on the entire installation.
 - (f) Regulatory Authorization. Issuance of the Use Permit for the facilities shall also be contingent upon the applicant's provision of proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.

- (g) Recognizing that small cell technology is rapidly evolving, the Public Works Director is authorized to adopt and publish standards for the technological and structural safety of City-owned light standards and utility structures and to formulate and publish application questions for use when an applicant seeks to attach to City-owned utility structures.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5792 Sec. 1 (part), 2018; Ord. 5733 Sec. 1 (part), 2017)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.3. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Fees Relating to Public Works Construction Standards and Amending KMC 5.56.095 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 5.56.095 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO PUBLIC WORKS CONSTRUCTION
STANDARDS AND AMENDING SECTION 5.56.095 OF THE KENNEWICK
MUNICIPAL CODE

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

Section 1. Section 5.56.095 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

5.56.095: - Plan-Checking and Permit—Charges.

A permit fee shall be charged by the Director for the issuance of a construction permit which shall be in addition to all other fees for permits or charges relative to any proposed construction work. The construction permit fee shall consist of one of the following components:

- (1) Single-Family Residential Improvements. An application fee to cover administrative and inspection costs are adopted by City Council and located in the Kennewick Master Fee Schedule.
- (2) Utility Street Cut. An application fee to cover administrative and inspection costs for a cross cut in the roadway are adopted by City Council and located in the Kennewick Master Fee Schedule.
- (3) For Infrastructure. Prior to the issuance of the construction permit, a permit fee to cover the administrative, plan review and inspection costs shall be paid in the amount of two and one-half percent in 2015 and five percent in 2016 and beyond of the estimated construction cost of infrastructure covered under the city permit. The construction cost shall be determined by the actual bid document reviewed and approved by the Deputy Director of Public Works.
- (4) Large Projects. For infrastructure being constructed where the cost of construction exceeds \$1,000,000.00 the permit fee shall be reduced to three percent for the portion of the construction costs over \$1,000,000.00 as determined by a bid document reviewed and approved by the Deputy Director of Public Works.
- (5) For Commercial with Private Stormwater Facilities. An application fee to cover the administration, plan review and inspection costs are adopted by City Council and located in the Kennewick Master Fee Schedule.

- (6) Plan reviews after the second submittal will be charged an additional one percent of project costs for each subsequent submittal.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5655 Sec. 7, 2016; Ord. 5581 Sec. 1, 2014; Ord. 2788 Sec. 1(part), 1983; Ord. 2588 Sec. 1(part) 1981; Ord. 2020 Sec. 1, 1977)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO PUBLIC WORKS CONSTRUCTION
STANDARDS AND AMENDING SECTION 5.56.095 OF THE KENNEWICK
MUNICIPAL CODE

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

Section 1. Section 5.56.095 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

5.56.095: - Plan-Checking and Permit—Charges.

A permit fee shall be charged by the Director for the issuance of a construction permit which shall be in addition to all other fees for permits or charges relative to any proposed construction work. The construction permit fee shall consist of one of the following components:

- (1) Single-Family Residential Improvements. An application fee to cover administrative and inspection costs ~~shall be \$75.00.~~ are adopted by City Council and located in the Kennewick Master Fee Schedule.
- (2) Utility Street Cut. An application fee to cover administrative and inspection costs for a cross cut in the roadway are adopted by City Council and located in the Kennewick Master Fee Schedule. ~~shall be \$75.00.~~
- (3) For Infrastructure. Prior to the issuance of the construction permit, a permit fee to cover the administrative, plan review and inspection costs shall be paid in the amount of two and one-half percent in 2015 and five percent in 2016 and beyond of the estimated construction cost of infrastructure covered under the city permit. The construction cost shall be determined by the actual bid document reviewed and approved by the Deputy Director of Public Works.
- (4) Large Projects. For infrastructure being constructed where the cost of construction exceeds \$1,000,000.00 the permit fee shall be reduced to three percent for the portion of the construction costs over \$1,000,000.00 as determined by a bid document reviewed and approved by the Deputy Director of Public Works.
- (5) For Commercial with Private Stormwater Facilities. An application fee to cover the administration, plan review and inspection costs are adopted by City Council and located in the Kennewick Master Fee Schedule. ~~shall be \$250.00.~~

- (6) Plan reviews after the second submittal will be charged an additional one percent of project costs for each subsequent submittal.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5655 Sec. 7, 2016; Ord. 5581 Sec. 1, 2014; Ord. 2788 Sec. 1(part), 1983; Ord. 2588 Sec. 1(part) 1981; Ord. 2020 Sec. 1, 1977)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.4. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Licensing Fee Procedures and Requirements, Amending KMC 6.01.070 and 6.01.110 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Sections 6.01.070 and 6.01.110 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO GENERAL PROVISIONS AND
AMENDING SECTIONS 6.01.070 AND 6.01.110 OF THE KENNEWICK
MUNICIPAL CODE

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

Section 1. Section 6.01.070 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.01.070: - Procedure for Issuance of License.

- (1) Formal Application Required. Every person required to procure a license shall submit his application to the Business Licensing Service in the case of Class I licenses, or the appropriate City License Officer in the case of Class II or Class III licenses provided in this chapter. The application must:
 - (a) Form of Application. Be upon forms or methods approved by the appropriate License Officer;
 - (b) Contents of Application. Require the disclosure of all information necessary for compliance with Section 6.01.060;
 - (c) Processing. Unless otherwise provided, be approved or disapproved within 15 days of receipt by the Licensing Officer; and
 - (d) Expedited Review. Review of business licenses required in less than 15 days are by definition expedited license reviews and must be approved or disapproved within three business days of receipt by the Licensing Officer.
- (2) Payment of Fees. Prior to issuance of a license, the applicant must pay all required fees.
- (3) Renewal License Procedure. The applicant for the renewal of a license must submit an application to the Business License Services in the case of Class I licenses, or the appropriate City License Officer in the case of Class II and Class III licenses, as provided in this chapter. The renewal application must:
 - (a) Form of Application. Be upon forms or methods approved by the appropriate City License Officer; and

- (b) Contents. Require information concerning the applicant's business during the preceding licensing period reasonably necessary to determine his eligibility for a renewal license and the computation of license fees.
- (4) Duplicate License Procedure. A duplicate Class II or Class III license will be issued for a fee adopted by City Council located in the Kennewick Master Fee Schedule, to replace any such license which has been lost, stolen, defaced, or destroyed. Replacement Class I licenses may be requested through the Business License Service.
- (5) Supplemental License Procedure. When a licensee places himself in a new status requiring a new or adjusted Class II or Class III license under this Title, or moves a Class II or Class III business to a new or temporary location, the appropriate License Officer will issue a supplemental Class II or Class III license. The License Officer will collect any fee adjustment as the result of the change. Moving a business to a new physical location may also require filing a new Class I license application through the Business License Service, along with payment of all required fees and requirement of reapproval by the Class I License Officer before business may commence at the new location.
- (6) Disapproval of License. When the issuance of a license is denied and any action is instituted to compel its issuance, the applicant may not engage in the activity for which the license was refused until a license is issued. Reapplications may not be made within six months unless a deficiency is corrected sooner.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5591 Sec. 5, 2015; Ord. 5008 Sec. 2, 2003; Ord. 3051 Sec. 1, 1987; Ord. 2542 Sec. 7(part), 1980)

Section 2. Section 6.01.110 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

6.01.110: - Duties of Licensee.

- (1) General Standards of Conduct. Every licensee shall:
 - (a) Nuisance. Not permit his activity to become a nuisance;
 - (b) Comply with Governing Law. Ascertain and comply with all laws and regulations applicable to his licensed activity;
 - (c) Operate Properly. Avoid all forbidden, improper or unnecessary practices or conditions which do or may affect the public health, morals or welfare; and

- (d) Penalties. Not conduct the licensed activity after expiration of his license and during any period his license is revoked or suspended, and pay all penalty assessments within ten days.
- (2) Display of License and Insignia. Every licensee shall:
 - (a) Premises.
 - (i) Licenses. Post and maintain his license upon the licensed premises in a place where it may be seen at all times.
 - (ii) Insignia. Affix any insignia on the inside glass part of the window of his premises, facing the public way, or on the inside glass part of the door opening on the public way. When the licensed premises does not have a window facing a public way at street level or a glass door opening upon the public way, the insignia shall be affixed to the glass in the door, window, or other prominent place nearest to the principal public entrance to the premises.
 - (b) Vehicles.
 - (i) Motor vehicles. Affix any insignia on the inside of the windshield of the vehicle or as required by the License Officer.
 - (ii) Motor-less vehicles. Affix any insignia securely on the outside of the vehicle.
 - (c) Persons. Carry his license on his person when he has no licensed business premises, and display it, upon demand, to any police officer.
 - (d) Machines. Affix any insignia on the outside of any machine or device so that it may be seen at all times.
 - (e) Animals. Attach the insignia to a collar which shall be worn around the animal's neck.
 - (f) Inoperative Licenses and Insignia. Not allow any license or insignia to remain posted, displayed, or used after the period for which it was issued has expired or when it has been suspended or revoked or for any other reason become ineffective. The licensee shall promptly return any inoperative license, special permit or insignia to the License Officer.
 - (g) Unlawful Possession. Not loan, sell, give or assign, except as authorized, any license or insignia which has been issued to him.
- (3) Service of Process. The conducting of any business regulated by this Title, by any person not a resident of Benton County, or who ceases to be a resident of Benton County, or who maintains no resident agent in Benton County, shall be deemed

equivalent to and construed to be an appointment by such person of the Clerk of the City of Kennewick to be his true and lawful attorney upon whom may be served all lawful process growing out of any act regulated, licensed, or which should have been licensed under the provisions of this Title. Upon receipt of process under this subsection and a service fee set by City Council and located in the Kennewick Master Fee Schedule, the City Clerk shall mail a copy of the process to the last known address of such person and admit service to the other parties in the action.

(Ord. 25-_____ Sec. 2. 2025; Ord. 2975 Sec. 1(part), 1985; Ord. 2542 Sec. 7(part), 1980)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO GENERAL PROVISIONS AND
AMENDING SECTIONS 6.01.070 AND 6.01.110 OF THE KENNEWICK
MUNICIPAL CODE

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

Section 1. Section 6.01.070 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.01.070: - Procedure for Issuance of License.

- (1) Formal Application Required. Every person required to procure a license shall submit his application to the Business Licensing Service in the case of Class I licenses, or the appropriate City License Officer in the case of Class II or Class III licenses provided in this chapter. The application must:
 - (a) Form of Application. Be upon forms or methods approved by the appropriate License Officer;
 - (b) Contents of Application. Require the disclosure of all information necessary for compliance with Section 6.01.060;
 - (c) Processing. Unless otherwise provided, be approved or disapproved within 15 days of receipt by the Licensing Officer; and
 - (d) Expedited Review. Review of business licenses required in less than 15 days are by definition expedited license reviews and must be approved or disapproved within three business days of receipt by the Licensing Officer.
- (2) Payment of Fees. Prior to issuance of a license, the applicant must pay all required fees.
- (3) Renewal License Procedure. The applicant for the renewal of a license must submit an application to the Business License Services in the case of Class I licenses, or the appropriate City License Officer in the case of Class II and Class III licenses, as provided in this chapter. The renewal application must:
 - (a) Form of Application. Be upon forms or methods approved by the appropriate City License Officer; and

- (b) Contents. Require information concerning the applicant's business during the preceding licensing period reasonably necessary to determine his eligibility for a renewal license and the computation of license fees.
- (4) Duplicate License Procedure. A duplicate Class II or Class III license will be issued for ~~\$1.00~~a fee adopted by City Council located in the Kennewick Master Fee Schedule, to replace any such license which has been lost, stolen, defaced, or destroyed. Replacement Class I licenses may be requested through the Business License Service.
- (5) Supplemental License Procedure. When a licensee places himself in a new status requiring a new or adjusted Class II or Class III license under this Title, or moves a Class II or Class III business to a new or temporary location, the appropriate License Officer will issue a supplemental Class II or Class III license. The License Officer will collect any fee adjustment as the result of the change. Moving a business to a new physical location may also require filing a new Class I license application through the Business License Service, along with payment of all required fees and requirement of reapproval by the Class I License Officer before business may commence at the new location.
- (6) Disapproval of License. When the issuance of a license is denied and any action is instituted to compel its issuance, the applicant may not engage in the activity for which the license was refused until a license is issued. Reapplications may not be made within six months unless a deficiency is corrected sooner.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5591 Sec. 5, 2015; Ord. 5008 Sec. 2, 2003; Ord. 3051 Sec. 1, 1987; Ord. 2542 Sec. 7(part), 1980)

Section 2. Section 6.01.110 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

6.01.110: - Duties of Licensee.

- (1) General Standards of Conduct. Every licensee shall:
 - (a) Nuisance. Not permit his activity to become a nuisance;
 - (b) Comply with Governing Law. Ascertain and comply with all laws and regulations applicable to his licensed activity;
 - (c) Operate Properly. Avoid all forbidden, improper or unnecessary practices or conditions which do or may affect the public health, morals or welfare; and

- (d) Penalties. Not conduct the licensed activity after expiration of his license and during any period his license is revoked or suspended, and pay all penalty assessments within ten days.
- (2) Display of License and Insignia. Every licensee shall:
 - (a) Premises.
 - (i) Licenses. Post and maintain his license upon the licensed premises in a place where it may be seen at all times.
 - (ii) Insignia. Affix any insignia on the inside glass part of the window of his premises, facing the public way, or on the inside glass part of the door opening on the public way. When the licensed premises does not have a window facing a public way at street level or a glass door opening upon the public way, the insignia shall be affixed to the glass in the door, window, or other prominent place nearest to the principal public entrance to the premises.
 - (b) Vehicles.
 - (i) Motor vehicles. Affix any insignia on the inside of the windshield of the vehicle or as required by the License Officer.
 - (ii) Motor-less vehicles. Affix any insignia securely on the outside of the vehicle.
 - (c) Persons. Carry his license on his person when he has no licensed business premises, and display it, upon demand, to any police officer.
 - (d) Machines. Affix any insignia on the outside of any machine or device so that it may be seen at all times.
 - (e) Animals. Attach the insignia to a collar which shall be worn around the animal's neck.
 - (f) Inoperative Licenses and Insignia. Not allow any license or insignia to remain posted, displayed, or used after the period for which it was issued has expired or when it has been suspended or revoked or for any other reason become ineffective. The licensee shall promptly return any inoperative license, special permit or insignia to the License Officer.
 - (g) Unlawful Possession. Not loan, sell, give or assign, except as authorized, any license or insignia which has been issued to him.
- (3) Service of Process. The conducting of any business regulated by this Title, by any person not a resident of Benton County, or who ceases to be a resident of Benton County, or who maintains no resident agent in Benton County, shall be deemed

equivalent to and construed to be an appointment by such person of the Clerk of the City of Kennewick to be his true and lawful attorney upon whom may be served all lawful process growing out of any act regulated, licensed, or which should have been licensed under the provisions of this Title. Upon receipt of process under this subsection and a service fee ~~of \$10.00~~set by City Council and located in the Kennewick Master Fee Schedule, the City Clerk shall mail a copy of the process to the last known address of such person and admit service to the other parties in the action.

(Ord. 25-_____ Sec. 2. 2025; Ord. 2975 Sec. 1(part), 1985; Ord. 2542 Sec. 7(part), 1980)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet	Item Number: 5.d.5. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Business License Fees and Trade Show Provisions, Amending KMC 6.08.150 and 6.08.250 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Sections 6.08.150 and 6.08.250 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO BUSINESS ACTIVITIES AND
AMENDING SECTIONS 6.08.150 AND 6.08.250 OF THE KENNEWICK
MUNICIPAL CODE

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

Section 1. Section 6.08.150 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.08.150: - License Fee, Fees Nonrefundable, Public Record.

- (1) The annual fee for the business license issued hereunder is the sum of \$55.00 plus \$5.00 for each employee. The annual fee amount may be prorated to accommodate synchronization of a license expiration date with a date established by the Business License Service. The number of employees is determined by:
 - (a) Adding the total number of hours worked by all employees within the City limits of Kennewick during the 12-month period immediately preceding the year for which the license fee is payable, divided by 1,920, the annual, per person full time work hour figure used by the Washington State Department of Labor and Industries. The result must be rounded to the nearest whole number.
 - (b) Employers without 12 months employment history must estimate the number of employee hours that will be worked during the coming 12-month period and use the above calculation on that total.
- (2) Business licenses issued under this Chapter are effective upon approval and must be renewed through the Business License Service annually on or before the expiration date of the license in order to continue business after the expiration date.
- (3) Businesses required to obtain a license must do so prior to engaging in or conducting business within the City. Failure to obtain a business license prior to engaging in or conducting business requires an expedited review of the application.

- (4) Businesses that require an expedited review of their application must pay a fee that is adopted by City Council and located in the Kennewick Master Fee Schedule in addition to the total license fee due. The expedited review fee must be paid directly to the City and is not part of the license application administered through the Business Licensing Fee. Expedited review is required for businesses that need review in less than the processing time under the provisions of KMC 6.01.070(1)(c).
- (5) The fees paid under this section are nonrefundable.
- (6) The business name and address of each licensed business are considered public records under Chapter 42.17 RCW, and subject to public record disclosure.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5591 Sec 11, 2015; Ord. 5066 Sec. 2, 2004; Ord. 5008 Sec. 6, 2003; Ord. 2542 Sec. 2(part), 1980; Ord. 2419 Sec. 1, 1979; Ord. 1287 Sec. 1, 1964; Ord. 1043 Sec. 17, 1960)

Section 2. Section 6.08.250 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

6.08.250: - Trade Shows, Expositions and Fairs.

Special business licensing and permitting of trade shows, expositions, fairs and other temporary activities, the purpose of which is to display wares, take orders or promote products and services collectively for a period not exceeding ten days, will be administered internally by the City, and is not handled through the BLS process. Such activities will be taxed at a rate decided by City Council per exhibitor, located in the Kennewick Master Fee Schedule, except businesses already holding a Kennewick business license will be issued a supplemental license for the period of the activity. In no case will the total special business license for such a fair exceed \$300.00. The promoter is responsible for the collection and payment of the fees imposed under this Section and otherwise in this code in accord with such rules and regulations as the License Officer may impose.

(Ord. 25-_____ Sec. 2, 2025; Ord. 5591 Sec. 13, 2015; Ord. 5008 Sec. 7, 2003; Ord. 3051 Sec. 2, 1987)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO BUSINESS ACTIVITIES AND
AMENDING SECTIONS 6.08.150 AND 6.08.250 OF THE KENNEWICK
MUNICIPAL CODE

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

Section 1. Section 6.08.150 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.08.150: - License Fee, Fees Nonrefundable, Public Record.

- (1) The annual fee for the business license issued and cost for each employee
hereunder is ~~the sum of \$55.00 plus \$5.00 for each employee adopted by City~~
Council and located in the Master Fee Schedule. The annual fee amount may be
prorated to accommodate synchronization of a license expiration date with a date
established by the Business License Service. The number of employees is
determined by:
 - (a) Adding the total number of hours worked by all employees within the City
limits of Kennewick during the 12-month period immediately preceding
the year for which the license fee is payable, divided by 1,920, the annual,
per person full time work hour figure used by the Washington State
Department of Labor and Industries. The result must be rounded to the
nearest whole number.
 - (b) Employers without 12 months employment history must estimate the
number of employee hours that will be worked during the coming 12-
month period and use the above calculation on that total.
- (2) Business licenses issued under this Chapter are effective upon approval and must
be renewed through the Business License Service annually on or before the
expiration date of the license in order to continue business after the expiration
date.
- (3) Businesses required to obtain a license must do so prior to engaging in or
conducting business within the City. Failure to obtain a business license prior to
engaging in or conducting business requires an expedited review of the
application.

- (4) Businesses that require an expedited review of their application must pay a fee ~~of \$100.00 that is adopted by City Council and located in the Kennewick Master Fee Schedule~~ in addition to the total license fee due. The expedited review fee must be paid directly to the City and is not part of the license application administered through the Business Licensing Fee. Expedited review is required for businesses that need review in less than the processing time under the provisions of KMC 6.01.070(1)(c).
- (5) The fees paid under this section are nonrefundable.
- (6) The business name and address of each licensed business are considered public records under Chapter 42.17 RCW, and subject to public record disclosure.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5591 Sec 11, 2015; Ord. 5066 Sec. 2, 2004; Ord. 5008 Sec. 6, 2003; Ord. 2542 Sec. 2(part), 1980; Ord. 2419 Sec. 1, 1979; Ord. 1287 Sec. 1, 1964; Ord. 1043 Sec. 17, 1960)

Section 2. Section 6.08.250 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

6.08.250: - Trade Shows, Expositions and Fairs.

Special business licensing and permitting of trade shows, expositions, fairs and other temporary activities, the purpose of which is to display wares, take orders or promote products and services collectively for a period not exceeding ten days, will be administered internally by the City, and is not handled through the BLS process. Such activities will be taxed at ~~the a~~ rate of ~~\$15.00~~ decided by City Council per exhibitor, located in the Kennewick Master Fee Schedule, except businesses already holding a Kennewick business license will be issued a supplemental license for the period of the activity. ~~In no case will the total special business license for such a fair exceed \$300.00.~~ The promoter is responsible for the collection and payment of the fees imposed under this Section and otherwise in this code in accord with such rules and regulations as the License Officer may impose.

(Ord. 25-_____ Sec. 2, 2025; Ord. 5591 Sec. 13, 2015; Ord. 5008 Sec. 7, 2003; Ord. 3051 Sec. 2, 1987)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.6. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Licensing Fees for Dealers in Used Goods, Amending KMC 6.17.050 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 6.17.050 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DEALERS IN USED GOODS AND
AMENDING SECTION 6.17.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.17.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.17.050: - Fees.

License fees under this Chapter and for a rummage sale are adopted by City Council and
located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5357 Sec. 2, 2011; Ord. 5210 Sec. 2, 2007; Ord. 5008
Sec. 10, 2003; Ord. 3321 Sec. 3, 1991; Ord. 2975 Sec. 2(part), 1985; Ord. 2542 Sec. 11(part),
1980)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DEALERS IN USED GOODS AND
AMENDING SECTION 6.17.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.17.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.17.050: - Fees.

License fees under this Chapter and for a rummage sale are adopted by City Council and
located in the Kennewick Master Fee Schedule.~~shall be \$300.00 per year. The fee for a rummage
sale shall be \$5.00 per event.~~

(Ord. 25-_____ Sec. 1, 2025; Ord. 5357 Sec. 2, 2011; Ord. 5210 Sec. 2, 2007; Ord. 5008
Sec. 10, 2003; Ord. 3321 Sec. 3, 1991; Ord. 2975 Sec. 2(part), 1985; Ord. 2542 Sec. 11(part),
1980)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.7. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Peddler License Fees and Requirements, Amending KMC 6.23.050 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 6.23.050 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO PEDDLERS AND AMENDING SECTION
6.23.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.23.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.23.050: - License Fee.

The license fee for a peddler or itinerant vendor's license are adopted by City Council and
located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5008 Sec 11, 2003; Ord. 4005 Sec. 1, 2000; Ord. 2975
Sec. 1(part), 1985; Ord. 2542 Sec. 14(part), 1980)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO PEDDLERS AND AMENDING SECTION
6.23.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.23.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.23.050: - License Fee.

The license fee for a peddler or itinerant vendor's license ~~shall be \$75.00~~ are adopted by City
Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5008 Sec 11, 2003; Ord. 4005 Sec. 1, 2000; Ord. 2975
Sec. 1(part), 1985; Ord. 2542 Sec. 14(part), 1980)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.8. Item Type: Ordinance Subject: Ordinance: Updating Dance License Fees and Regulations, Amending KMC 6.33.050 Department: Finance Ordinance #:	Date: 8/19/2025 Category: Ordinance
		
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.		
<u>Motion for Consideration</u> Motion to adopt the ordinance as presented.		
<u>Summary</u> The recommended ordinance amends KMC Section 6.33.050 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location.		
<u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended.		
<u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DANCING AND AMENDING SECTION
6.33.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.33.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.33.050: - Fees.

- (1) Public Dances. The fee for a public dance is adopted by City Council and located in the Kennewick Master Fee Schedule.
- (2) Dance Halls. The license fee for a dance hall is adopted by City Council and located in the Kennewick Master Fee Schedule.
- (3) Cabarets. The license fee for a cabaret is adopted by City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5008 Sec. 13, 2003: Ord. 2899 Sec. 1 (part), 1986)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DANCING AND AMENDING SECTION
6.33.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.33.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.33.050: - Fees.

- (1) Public Dances. The fee for a public dance ~~is \$25.00 for a single dance.~~is adopted by City Council and located in the Kennewick Master Fee Schedule.
- (2) Dance Halls. The license fee for a dance hall is ~~adopted by City Council and located in the Kennewick Master Fee Schedule.~~adopted by City Council and located in the Kennewick Master Fee Schedule.~~\$100.00 per year or a fraction thereof.~~
- (3) Cabarets. The license fee for a cabaret is ~~adopted by City Council and located in the Kennewick Master Fee Schedule.~~adopted by City Council and located in the Kennewick Master Fee Schedule.~~\$100.00 per year or a fraction thereof and \$150.00 if liquor is sold or dispersed on the premises.~~

(Ord. 25-_____ Sec. 1, 2025; Ord. 5008 Sec. 13, 2003; Ord. 2899 Sec. 1 (part), 1986)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.9. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating License Fees for Adult Concessions, Amending KMC 6.35.050 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 6.35.050 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO ADULT CONCESSIONS AND
AMENDING SECTION 6.35.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.35.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.35.050: - Licensing Fee.

- (1) The annual fee for a license to operate an adult concession is adopted by City Council and located in the Kennewick Master Fee Schedule.
- (2) The annual fee for the entertainer's license is adopted by City Council and located in the Kennewick Master Fee Schedule.
- (3) The annual fee for the manager's license is adopted by City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5008 Sec. 15, 2003; Ord. 3696 Sec. 3, 1997; Ord. 3563 Sec. 1, 1995)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO ADULT CONCESSIONS AND
AMENDING SECTION 6.35.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.35.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.35.050: - Licensing Fee.

- (1) The annual fee for a license to operate an adult concession is ~~\$250.00~~ [adopted by City Council and located in the Kennewick Master Fee Schedule.](#)
- (2) The annual fee for the entertainer's license is ~~\$75.00~~ [adopted by City Council and located in the Kennewick Master Fee Schedule.](#)
- (3) The annual fee for the manager's license is ~~\$75.00~~ [adopted by City Council and located in the Kennewick Master Fee Schedule.](#)

(Ord. 25-_____ Sec. 1, 2025; Ord. 5008 Sec. 15, 2003; Ord. 3696 Sec. 3, 1997; Ord. 3563 Sec. 1, 1995)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.10. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating License Fees for Circuses, Carnivals, and Musical Assemblies, Amending KMC 6.47.050 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 6.47.050 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO CIRCUSES, CARNIVALS, AND
MUSICAL ASSEMBLIES AND AMENDING SECTION 6.47.050 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.47.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.47.050: - Fee.

Fees under this chapter are set by City Council and located in the Kennewick Master Fee
Schedule. Activities licensed under this Chapter are subject to the admissions tax in accord
with Chapter 3.50.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5008 Sec. 18, 2003; Ord. 3698 Sec. 2, 1996; Ord. 3556
Sec. 1(part), 1994; Ord. 3206 Sec. 1, 1989; Ord. 2980 Sec. 6, 1986; Ord. 2542 Sec. 17(part),
1980)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO CIRCUSES, CARNIVALS, AND
MUSICAL ASSEMBLIES AND AMENDING SECTION 6.47.050 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.47.050 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.47.050: - Fee.

~~The license fee for festival gathering shall be \$25.00 per event. The license fee for other activities regulated by this Chapter shall be \$150.00 for each day of the event, unless an admissions tax will be charged, in which case the license fee shall be \$50.00 annually. The fee covers expenses of processing the license, and no refund shall be given whether the permit is granted, denied, or revoked.~~ Fees under this chapter are set by City Council and located in the Kennewick Master Fee Schedule. Activities licensed under this Chapter are subject to the admissions tax in accord with Chapter 3.50.

([Ord. 25-_____ Sec. 1, 2025](#); Ord. 5008 Sec. 18, 2003; Ord. 3698 Sec. 2, 1996; Ord. 3556 Sec. 1(part), 1994; Ord. 3206 Sec. 1, 1989; Ord. 2980 Sec. 6, 1986; Ord. 2542 Sec. 17(part), 1980)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.11. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Fees for Security System Permits, Amending KMC 6.60.025 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 6.60.025 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SECURITY SYSTEMS AND AMENDING
SECTION 6.60.025 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.60.025 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.60.025: - Fee.

- (1) The fee for an alarm license is set by City Council and located in the Kennewick Master Fee Schedule, and due at the time of installation. A new fee is required each time a new system or additional system is installed or there is any major renovation, expansion, or modification of an existing system.
- (2) The fee for an alarm dealer or alarm monitoring company is set by City Council and located in the Kennewick Master Fee Schedule..
- (3) The fee for a person who installs, services, or maintains alarm systems is set by City Council and located in the Kennewick Master Fee Schedule and shall be good for two years from date of application.
- (4) Alarm license renewal shall begin in January of each year. There is no fee for renewing the license provided the required information is furnished, as required, prior to March 1. If the user fails to make such reports prior to March 1, the license will be summarily revoked. Licenses may only be reinstated after complying with reporting requirements and payment of fee under subsection (1) of this Section.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5665 Sec. 1, 2016; Ord. 5113 Sec. 2, 2005; Ord. 5008 Sec. 19, 2003; Ord. 3482 Sec. 1(part), 1993; Ord. 3097 Sec. 2, 1987)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SECURITY SYSTEMS AND AMENDING
SECTION 6.60.025 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.60.025 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

6.60.025: - Fee.

- (1) The fee for an alarm license is ~~\$40.00~~ set by City Council and located in the Kennewick Master Fee Schedule, and due at the time of installation. A new fee is required each time a new system or additional system is installed or there is any major renovation, expansion, or modification of an existing system.
- (2) The fee for an alarm dealer or alarm monitoring company is set by City Council and located in the Kennewick Master Fee Schedule.~~\$250.00 per year.~~
- (3) The fee for a person who installs, services, or maintains alarm systems is set by City Council and located in the Kennewick Master Fee Schedule~~shall be \$125.00~~ and shall be good for two years from date of application.
- (4) Alarm license renewal shall begin in January of each year. There is no fee for renewing the license provided the required information is furnished, as required, prior to March 1. If the user fails to make such reports prior to March 1, the license will be summarily revoked. Licenses may only be reinstated after complying with reporting requirements and payment of fee under subsection (1) of this Section.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5665 Sec. 1, 2016; Ord. 5113 Sec. 2, 2005; Ord. 5008 Sec. 19, 2003; Ord. 3482 Sec. 1(part), 1993; Ord. 3097 Sec. 2, 1987)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.12. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Civil Penalty Fees for Nuisance Violations, Amending KMC 9.48.040 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 9.48.040 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO NUISANCES AND AMENDING SECTION
9.48.040 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 9.48.040 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

9.48.040: - Abatement—Failure—Civil Penalties.

- (1) Civil penalties for code violations shall be imposed for remedial purposes for violations identified in a notice and order, pursuant to the following schedule:
 - (a) Notice and Orders - basic initial penalty: as set by City Council, located in the Master Fee Schedule.
 - (i) Second violation: as set by City Council, located in the Master Fee Schedule.
 - (ii) Each subsequent violation (two or more): as set by City Council, located in the Master Fee Schedule.
 - (b) Breach of Voluntary Correction Agreement penalty: as set by City Council, located in the Master Fee Schedule.
 - (c) Civil penalties shall be paid within 15 days of service of the notice and order if not appealed. Payment of the civil penalties assess under this chapter does not relieve a person found to be responsible for a code violation of his or her duty to correct the violation and/or to pay any and all civil penalties or other cost assessments issued pursuant to this chapter.
- (2) The City may use the services of a collection agency in order to collect any civil penalties, fees, costs and/or interest owing under this chapter.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5701 Sec. 1, 2017; Ord. 5659 Sec. 5, 2016; Ord. 3060 Sec. 2(part), 1987; Ord. 2089 Sec. 2(part), 1977)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO NUISANCES AND AMENDING SECTION
9.48.040 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 9.48.040 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

9.48.040: - Abatement—Failure—Civil Penalties.

- (1) Civil penalties for code violations shall be imposed for remedial purposes for violations identified in a notice and order, pursuant to the following schedule:
 - (a) Notice and Orders - basic initial penalty: as set by City Council, located in the Master Fee Schedule.\$500.00
 - (i) Second violation: as set by City Council, located in the Master Fee Schedule.\$1,000.00
 - (ii) Each subsequent violation (two or more): as set by City Council, located in the Master Fee Schedule.\$1,500.00
 - (b) Breach of Voluntary Correction Agreement penalty: as set by City Council, located in the Master Fee Schedule.\$1,000.00
 - (c) Civil penalties shall be paid within 15 days of service of the notice and order if not appealed. Payment of the civil penalties assess under this chapter does not relieve a person found to be responsible for a code violation of his or her duty to correct the violation and/or to pay any and all civil penalties or other cost assessments issued pursuant to this chapter.
- (2) The City may use the services of a collection agency in order to collect any civil penalties, fees, costs and/or interest owing under this chapter.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5701 Sec. 1, 2017; Ord. 5659 Sec. 5, 2016; Ord. 3060 Sec. 2(part), 1987; Ord. 2089 Sec. 2(part), 1977)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.13. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Fees Related to the Model Traffic Ordinance, Amending KMC 11.90.635 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 11.90.635 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO MODEL TRAFFIC ORDINANCE AND
AMENDING SECTION 11.90.635 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 11.90.635 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

11.90.635: - Impounding Vehicles.

- (1) Impoundment: Whenever the driver of a vehicle is arrested for a violation of RCW 46.61.502 (DUI) or 46.61.504 (Physical Control While Under the Influence) or of RCW 46.20.342 (Driving While License Suspended or Revoked) or 46.20.345 (Operation of Motor Vehicle Under Other License or Permit Prohibited While License is Suspended or Revoked), the vehicle is subject to be impounded at the direction of a Kennewick Police Officer pursuant to the authority of RCW 46.55.113. Impoundment shall be for a length of time as provided in RCW 46.55.120.
- (2) Redemption: Vehicles or other items of personal property registered or titled with the Kennewick Police Department that are impounded pursuant to this Section may be redeemed after the legal owner or person authorized by RCW 45.55.120(1)(a) to redeem the vehicle complies with the provisions in RCW 45.55.120(1)(a) and (b). Upon compliance with these provisions, the legal owner or a person authorized to redeem may present proof of payment of fines. Such proof of payment must be presented to a commissioned Kennewick Police Officer at the Kennewick Police Department any time Monday through Friday, 8:00 a.m. to 5:00 p.m. Upon payment of an administrative fee set by City Council located in the Kennewick Master Fee Schedule, the officer shall issue an order releasing the impounded vehicle. The legal owner or person authorized to redeem the vehicle must present the order releasing the impounded vehicle to the towing agency. The vehicle shall be released by the towing agency upon receipt of such order releasing the impound, the expiration of the required impound period as provided in RCW 46.55.120(1)(a), and the person seeking to redeem has paid all towing and storage costs.

(3) Early Release of Vehicle:

- (a) Personal or Economic Hardship: A spouse of the owner of the vehicle or the owner of the vehicle who was not the operator at the time of impound may petition the Benton County District Court for an early release of the vehicle pursuant to RCW 46.55.120(2)(b) based on personal or economic hardship. If the court issues a written order granting the petitioner's request for an early release, the petitioner will be responsible for all towing, removal and storage fees as provided in RCW 45.55.120 before the vehicle can be redeemed.
- (b) Contesting Validity of Impound or the Amount of Towing and Storage Charges: Any person seeking to redeem an impounded vehicle under this Chapter has a right to a hearing in the Benton County District Court pursuant to RCW 46.55.120(2) and (3). Request for a hearing must be made in writing and accompanied by the required court filing fee.
- (c) Hearing request forms may be obtained from the towing agency and must be filed with the Benton County District Court within ten days of receiving the request.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5477 Sec. 10, 2012; Ord. 4081 Sec. 1, 2002; Ord. 3908 Sec. 1, 1999; Ord. 3831 Sec. 1, 1998)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO MODEL TRAFFIC ORDINANCE AND
AMENDING SECTION 11.90.635 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 11.90.635 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

11.90.635: - Impounding Vehicles.

- (1) Impoundment: Whenever the driver of a vehicle is arrested for a violation of RCW 46.61.502 (DUI) or 46.61.504 (Physical Control While Under the Influence) or of RCW 46.20.342 (Driving While License Suspended or Revoked) or 46.20.345 (Operation of Motor Vehicle Under Other License or Permit Prohibited While License is Suspended or Revoked), the vehicle is subject to be impounded at the direction of a Kennewick Police Officer pursuant to the authority of RCW 46.55.113. Impoundment shall be for a length of time as provided in RCW 46.55.120.
- (2) Redemption: Vehicles or other items of personal property registered or titled with the Kennewick Police Department that are impounded pursuant to this Section may be redeemed after the legal owner or person authorized by RCW 45.55.120(1)(a) to redeem the vehicle complies with the provisions in RCW 45.55.120(1)(a) and (b). Upon compliance with these provisions, the legal owner or a person authorized to redeem may present proof of payment of fines. Such proof of payment must be presented to a commissioned Kennewick Police Officer at the Kennewick Police Department any time Monday through Friday, 8:00 a.m. to 5:00 p.m. Upon payment of ~~an \$50.00~~ administrative fee [set by City Council located in the Kennewick Master Fee Schedule](#), the officer shall issue an order releasing the impounded vehicle. The legal owner or person authorized to redeem the vehicle must present the order releasing the impounded vehicle to the towing agency. The vehicle shall be released by the towing agency upon receipt of such order releasing the impound, the expiration of the required impound period as provided in RCW 46.55.120(1)(a), and the person seeking to redeem has paid all towing and storage costs.

(3) Early Release of Vehicle:

- (a) Personal or Economic Hardship: A spouse of the owner of the vehicle or the owner of the vehicle who was not the operator at the time of impound may petition the Benton County District Court for an early release of the vehicle pursuant to RCW 46.55.120(2)(b) based on personal or economic hardship. If the court issues a written order granting the petitioner's request for an early release, the petitioner will be responsible for all towing, removal and storage fees as provided in RCW 45.55.120 before the vehicle can be redeemed.
- (b) Contesting Validity of Impound or the Amount of Towing and Storage Charges: Any person seeking to redeem an impounded vehicle under this Chapter has a right to a hearing in the Benton County District Court pursuant to RCW 46.55.120(2) and (3). Request for a hearing must be made in writing and accompanied by the required court filing fee.
- (c) Hearing request forms may be obtained from the towing agency and must be filed with the Benton County District Court within ten days of receiving the request.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5477 Sec. 10, 2012; Ord. 4081 Sec. 1, 2002; Ord. 3908 Sec. 1, 1999; Ord. 3831 Sec. 1, 1998)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.14. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Transportation Impact Fees, Amending KMC 13.16.070 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 13.16.070 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO TRANSPORTATION IMPACT FEES AND
AMENDING SECTION 13.16.070 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 13.16.070 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

13.16.070: - Independent Fee Calculations.

- (1) If in the judgment of the Director, none of the fee categories or fee amounts set forth in foregoing section of this title accurately describes or captures the impacts of a new development on roads, the department may conduct independent fee calculations and the Director may impose alternative fees on a specific development based on those calculations.
- (2) The applicant may opt not to have the impact fees determined according to the fee structure in the transportation impact Fee Schedule listed in the City Fee Schedule, in which case the applicant shall prepare and submit to the Director an independent fee calculation for the development activity for which a development permit is being sought. The documentation submitted shall be prepared by a licensed professional engineer with documentable experience in traffic engineering and shall show the basis upon which the independent fee calculation was made using procedures consistent with those established in the current edition of the Trip Generation Handbook, by the Institute of Transportation Engineers. An independent fee calculation shall use the same methodology used to establish impact fees set forth in the transportation impact Fee Schedule, shall be limited to adjustments in trip generation rates used in the Fee Schedule, and shall not include travel demand forecasts, trip distribution, transportation service areas, costs of road projects, or cost allocation procedures.
- (3) The applicant submitting an independent fee calculation will be required to pay the City of Kennewick a fee to cover the cost of reviewing the independent fee calculation. The fee required by the City for conducting the review of the independent fee calculation shall be charged based on the following:
 - (a) All the fees listed in this section are set by City Council and located in the Master Fee Schedule.

- (4) There is a rebuttable presumption that the calculations set forth in Fee Schedule are valid. The Director shall consider the documentation submitted by the applicant, but is not required to accept such documentation or analysis which the Director reasonably deems to be inapplicable, inaccurate or not reliable. The Director may require the applicant to submit additional or different documentation for consideration. The Director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness.
- (5) Determinations made by the Director pursuant to this section may be appealed as set forth in KMC 13.16.170.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5596 Sec. 3, 2015)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO TRANSPORTATION IMPACT FEES AND
AMENDING SECTION 13.16.070 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 13.16.070 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

13.16.070: - Independent Fee Calculations.

- (1) If in the judgment of the Director, none of the fee categories or fee amounts set forth in foregoing section of this title accurately describes or captures the impacts of a new development on roads, the department may conduct independent fee calculations and the Director may impose alternative fees on a specific development based on those calculations.
- (2) The applicant may opt not to have the impact fees determined according to the fee structure in the transportation impact Fee Schedule listed in the City Fee Schedule, in which case the applicant shall prepare and submit to the Director an independent fee calculation for the development activity for which a development permit is being sought. The documentation submitted shall be prepared by a licensed professional engineer with documentable experience in traffic engineering and shall show the basis upon which the independent fee calculation was made using procedures consistent with those established in the current edition of the Trip Generation Handbook, by the Institute of Transportation Engineers. An independent fee calculation shall use the same methodology used to establish impact fees set forth in the transportation impact Fee Schedule, shall be limited to adjustments in trip generation rates used in the Fee Schedule, and shall not include travel demand forecasts, trip distribution, transportation service areas, costs of road projects, or cost allocation procedures.
- (3) The applicant submitting an independent fee calculation will be required to pay the City of Kennewick a fee to cover the cost of reviewing the independent fee calculation. The fee required by the City for conducting the review of the independent fee calculation shall be charged based on the following:
 - (a) All the fees listed in this section are set by City Council and located in the Master Fee Schedule.

~~For developments generating less than 30 new p.m. peak hour trips per the Fee Schedule, the cost will be \$200.00.~~

~~(b) For developments generating between 30 and 200 new p.m. peak hour trips per the Fee Schedule, the cost will be \$400.00.~~

~~(c) For developments generating more than 200 new p.m. peak hour trips per the Fee Schedule, the cost will be \$600.00.~~

- (4) There is a rebuttable presumption that the calculations set forth in Fee Schedule are valid. The Director shall consider the documentation submitted by the applicant, but is not required to accept such documentation or analysis which the Director reasonably deems to be inapplicable, inaccurate or not reliable. The Director may require the applicant to submit additional or different documentation for consideration. The Director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness.
- (5) Determinations made by the Director pursuant to this section may be appealed as set forth in KMC 13.16.170.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5596 Sec. 3, 2015)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.15. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Fees for Neighborhood Traffic Calming Measures, Amending KMC 13.40.270 and 13.40.280 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Sections 13.40.270 and 13.40.280 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO NEIGHBORHOOD TRAFFIC CALMING
AND AMENDING SECTIONS 13.40.270 AND 13.40.280 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 13.40.270 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

13.40.270: Traffic Calming Toolbox - Preferred Physical Traffic Calming Devices.

	Traffic Management Option	Speed Reduction	Volume Reduction/ Traffic Diversion	Noise Pollution	Loss of On- Street Parking	Access Restriction	Bus Route And Emergency Vehicle Impacts	Increase In Street Maintenance
Preferred Physical Traffic Calming Devices	Speed Humps	Yes	Possible	Increase	Possible	None	Yes	Yes(1)
	Traffic Circles	Yes	Possible	Possible	Yes	None	Some Constraint	Yes
	Speed Table	Yes	Possible	Increase	Possible	None	Yes	Yes(1)
	Chokers	Yes	Possible	No Change	Yes	None	Some Constraint	No
	Turning Restrictions	Possible	Yes	Decrease	None	Yes	Yes	Yes

(1) Speed humps and tables have to be reinstalled each time a street is resurfaced.

(2) Fees under this section are set by the City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 24-6047 Sec. 1, 2024; Ord. 6044 Sec. 1, 2023)

Section 2. Section 13.40.280 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

13.40.280: - Traffic Calming Toolbox - Alternate Physical Traffic Calming Devices.

	Traffic Management Option	Speed Reduction	Volume Reduction/ Traffic Diversion	Noise Pollution	Loss Of On Street Parking	Access Restriction	Bus Route And Emergency Vehicle Impacts	Increase In Street Maintenance
Alternate Physical Traffic Calming Devices	Placing radar warning signs	Possible	No	No Change	Possible	None	None	No
	Median Barrier	Possible	Yes	No Change	Possible	Right Turn Only	Yes	No
	Gateways (Entry Island) or Textured Pavement	Yes	Yes	Possible	None	Possible	None	No
	Neckdown or Curb Extension	Possible	Possible	No	Yes	None	Possible	Yes
	Curvilinear Street (Chicane)	Yes	Possible	Increase	Yes	None	Curvilinear Street (Chicane)	Yes
	Realigned Intersection	Yes	Yes	No	Yes	No	Yes	Possible
	Restricted Movement/ Partial Closures	Possible	Yes	Decrease	Possible	Yes	Yes	No
	Diagonal Diverter	Yes	Yes	Decrease	Possible	Yes	Yes	No
	Mid Block Street Closures	Yes	Yes	Decrease	Possible	Yes	Yes	Yes

(1) Fees under this section are set by the City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 2, 2025; Ord. 24-6047 Sec. 1, 2024; Ord. 6044 Sec. 1, 2023)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO NEIGHBORHOOD TRAFFIC CALMING
AND AMENDING SECTIONS 13.40.270 AND 13.40.280 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 13.40.270 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

13.40.270: Traffic Calming Toolbox - Preferred Physical Traffic Calming Devices.

	Traffic Management Option	Speed Reduction	Volume Reduction/ Traffic Diversion	Noise Pollution	Loss of On-Street Parking	Access Restriction	Bus Route And Emergency Vehicle Impacts	Increase In Street Maintenance	Installation Cost
Preferred Physical Traffic Calming Devices	Speed Humps	Yes	Possible	Increase	Possible	None	Yes	Yes	\$3,000.00 to \$5,000.00 each
	Traffic Circles	Yes	Possible	Possible	Yes	None	Some Constraint	Yes	\$6,000.00 to \$25,000.00 each
	Speed Table	Yes	Possible	Increase	Possible	None	Yes	Yes	\$8,000.00 to \$15,000.00
	Chokers	Yes	Possible	No Change	Yes	None	Some Constraint	No	\$5,000.00 to \$15,000.00
	Turning Restrictions	Possible	Yes	Decrease	None	Yes	Yes	Yes	\$1,000.00 to \$10,000.00
<u>(1)</u> Speed humps and tables have to be reinstalled each time a street is resurfaced. (1)<u>(2)</u> Fees under this section are set by City Council and located in the Kennewick Master Fee Schedule.									

(Ord. 25-_____ Sec. 1, 2025; Ord. 24-6047 Sec. 1, 2024; Ord. 6044 Sec. 1, 2023)

Section 2. Section 13.40.280 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

13.40.280: - Traffic Calming Toolbox - Alternate Physical Traffic Calming Devices.

	Traffic Management Option	Speed Reduction	Volume Reduction/ Traffic Diversion	Noise Pollution	Loss Of On Street Parking	Access Restriction	Bus Route And Emergency Vehicle Impacts	Increase In Street Maintenance	Installation Cost
Alternate Physical Traffic Calming Devices	Placing radar warning signs	Possible	No	No Change	Possible	None	None	No	\$5,000.00 to \$10,000.00
	Median Barrier	Possible	Yes	No Change	Possible	Right Turn Only	Yes	No	\$10,000.00 to \$25,000.00/100 ft
	Gateways (Entry Island) or Textured Pavement	Yes	Yes	Possible	None	Possible	None	No	\$5,000.00 to \$30,000.00
	Neckdown or Curb Extension	Possible	Possible	No	Yes	None	Possible	Yes	\$10,000.00 to \$30,000.00
	Curvilinear Street (Chicane)	Yes	Possible	Increase	Yes	None	Curvilinear Street (Chicane)	Yes	Possible
	Realigned Intersection	Yes	Yes	No	Yes	No	Yes	Possible	\$10,000.00 to \$20,000.00
	Restricted Movement/ Partial Closures	Possible	Yes	Decrease	Possible	Yes	Yes	No	\$7,500.00 to \$30,000.00
	Diagonal Diverter	Yes	Yes	Decrease	Possible	Yes	Yes	No	\$6,000.00 to \$25,000.00

	Mid Block Street Closures	Yes	Yes	Decrease	Possible	Yes	Yes	Yes	\$50,000.00 to \$200,000.00
(1) Fees under this section are set by City Council and located in the Kennewick Master Fee Schedule.									

(Ord. 25-_____ [Sec. 2, 2025](#); Ord. 24-6047 Sec. 1, 2024; Ord. 6044 Sec. 1, 2023)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.16. Item Type: Ordinance Subject: Ordinance: Updating Fees for Account Servicing, Delinquency Actions, Utility Liens, Meter Readings, and Phone Transactions, Amending KMC 14.07.030, 14.07.070, 14.07.100, 14.07.110, and 14.07.120 Department: Finance Ordinance #:	Date: 8/19/2025 Category: Ordinance
		
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.		
<u>Motion for Consideration</u> Motion to adopt the ordinance as presented.		
<u>Summary</u> The recommended ordinance amends KMC Sections 14.07.030, 14.07.070, 14.07.100, 14.07.110, and 14.07.120 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location.		
<u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended.		
<u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO ACCOUNTS AND AMENDING
SECTIONS 14.07.030, 14.07.070, 14.07.100, 14.07.110, AND 14.07.120 OF
THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.07.030 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.07.030: - New Account Servicing Fee.

- (1) Residential three-fourths-inch to one-inch service shall be approved upon completion of the following:
 - (a) A completed application form as provided in this Section.
 - (b) Payment of the new account servicing fee is set by City Council and located in the Kennewick Master Fee Schedule.
 - (c) Submission of a satisfactory credit history may be required.

For the purpose of this Chapter, a new account is any account sought by an individual, business, or as a member of a marital community not previously served, at the street address of requested service, by the City Water Department.
- (2) Commercial three-fourths-inch to six-inch water service shall be approved upon completion of the following:
 - (a) A completed application form as provided in this Section.
 - (b) Payment of a new account servicing fee is set by City Council and located in the Kennewick Master Fee Schedule.
 - (c) Submission of a satisfactory credit history may be required.

(Ord. 25-_____ Sec. 1, 2025; Ord. 2888 Sec. 1(part), 1985; Ord. 2481 Sec. 2(part), 1980)

Section 2. Section 14.07.070 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.07.070: - Action Against Delinquent Bills.

The City shall mail a notice on delinquent accounts and a fee is set by City Council and located in the Master Fee Schedule shall be added to the account for processing the notice. Service may be discontinued to customers if in the judgment of the Finance Department, such action is necessary to enforce collection. When the service to a customer is discontinued for nonpayment, the Finance Department will not provide the service until the account has been cleared. When an account is delinquent or disconnected, a fee set by City Council and located in the Master Fee Schedule, in addition to the amount due, will be charged. An after-hours reconnection charge is set by City Council and located in the Master Fee Schedule shall be added to the account if the customer pays a delinquent billing after 4:00 p.m. and requires restoration of services the same business day.

(Ord. 25-_____ Sec. 2, 2025; Ord. 5464 Sec. 1, 2012; Ord. 4013 Sec. 1, 2000; Ord. 2888 Sec. 1(part), 1985; Ord. 2568 Sec. 1 (1981); Ord. 2481 Sec. 2(part), 1980; Ord. 2262, Sec. 1, 1979; Ord. 1870 Sec. 1(part), 1975; Ord. 843 Sec. 5(part), 1955)

Section 3. Section 14.07.100 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.07.100: - Utility Lien/Search.

The City will provide, upon request from customers or their agents, utility and lien searches and will provide electronically or manually the final billing information relating to property transactions occurring in Kennewick or utilities managed by Kennewick outside the City to those customers or agents. A special service fee set by City Council that is located in the Kennewick Master Fee Schedule will be charged for providing this information.

(Ord. 25-_____ Sec. 3, 2025; Ord. 5208 Sec. 2, 2007)

Section 4. Section 14.07.110 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.07.110: - Special Water Meter Reading Fees.

A person, company or corporation, or their agent may request a special water meter reading. The City will provide, upon request from customers or their agents, a special meter reading. A special service fee set by City Council that is located in the Kennewick Master Fee Schedule will be charged for this service.

(Ord. 25-_____ Sec. 4, 2025; Ord. 5208 Sec. 3, 2007)

Section 5. Section 14.07.120 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.07.120: - Convenience Fee for Telephone Transactions.

Credit card utility payments that are required to be processed manually, via the telephone, will only be processed at staff discretion and will be charged a convenience fee set by City Council that is located in the Kennewick Master Fee Schedule. A third party vendor convenience fee will be charged for automated telephone payments.

(Ord. 25-_____ Sec. 5, 2025; Ord. 5589 Sec. 1, 2015; Ord. 5208 Sec. 4, 2007)

Section 6. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO ACCOUNTS AND AMENDING
SECTIONS 14.07.030, 14.07.070, 14.07.100, 14.07.110, AND 14.07.120 OF
THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.07.030 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.07.030: - New Account Servicing Fee.

- (1) Residential three-fourths-inch to one-inch service shall be approved upon
completion of the following:

- (a) A completed application form as provided in this Section.
- (b) Payment of the new account servicing fee ~~in the sum of \$15.00~~ is set by City Council and located in the Kennewick Master Fee Schedule.

- (c) Submission of a satisfactory credit history may be required.

For the purpose of this Chapter, a new account is any account sought by an individual, business, or as a member of a marital community not previously served, at the street address of requested service, by the City Water Department.

- (2) Commercial three-fourths-inch to six-inch water service shall be approved upon
completion of the following:

- (a) A completed application form as provided in this Section.
- (b) Payment of a new account servicing fee is set by City Council and located in the Kennewick Master Fee Schedule. ~~in the sum of \$15.00.~~

- (c) Submission of a satisfactory credit history may be required.

(Ord. 25-_____ Sec. 1, 2025; Ord. 2888 Sec. 1(part), 1985; Ord. 2481 Sec. 2(part), 1980)

Section 2. Section 14.07.070 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.07.070: - Action Against Delinquent Bills.

The City shall mail a notice on delinquent accounts and a fee is set by City Council and located in the Master Fee Schedule ~~of \$10.00~~ shall be added to the account for processing the

notice. Service may be discontinued to customers if in the judgment of the Finance Department, such action is necessary to enforce collection. When the service to a customer is discontinued for nonpayment, the Finance Department will not provide the service until the account has been cleared. When an account is delinquent or disconnected, a fee set by City Council and located in the Master Fee Schedule~~\$65.00 delinquent fee~~, in addition to the amount due, will be charged. An after-hours reconnection charge is set by City Council and located in the Master Fee Schedule~~of \$185.00~~ shall be added to the account if the customer pays a delinquent billing after 4:00 p.m. and requires restoration of services the same business day.

(Ord. 25-_____ Sec. 2, 2025; Ord. 5464 Sec. 1, 2012; Ord. 4013 Sec. 1, 2000; Ord. 2888 Sec. 1(part), 1985; Ord. 2568 Sec. 1 (1981); Ord. 2481 Sec. 2(part), 1980; Ord. 2262, Sec. 1, 1979; Ord. 1870 Sec. 1(part), 1975; Ord. 843 Sec. 5(part), 1955)

Section 3. Section 14.07.100 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.07.100: - Utility Lien/Search.

The City will provide, upon request from customers or their agents, utility and lien searches and will provide electronically or manually the final billing information relating to property transactions occurring in Kennewick or utilities managed by Kennewick outside the City to those customers or agents. A ~~\$20.00~~-special service fee set by City Council that is located in the Kennewick Master Fee Schedule -will be charged for providing this information.

(Ord. 25-_____ Sec. 3, 2025; Ord. 5208 Sec. 2, 2007)

Section 4. Section 14.07.110 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.07.110: - Special Water Meter Reading Fees.

A person, company or corporation, or their agent may request a special water meter reading. The City will provide, upon request from customers or their agents, a special meter reading. A ~~\$30.00~~-special service fee set by City Council that is located in the Kennewick Master Fee Schedule will be charged for this service.

(Ord. 25-_____ Sec. 4, 2025; Ord. 5208 Sec. 3, 2007)

Section 5. Section 14.07.120 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.07.120: - Convenience Fee for Telephone Transactions.

Credit card utility payments that are required to be processed manually, via the telephone, will only be processed at staff discretion and will be charged a convenience fee set by City Council that is located in the Kennewick Master Fee Schedule of \$7.00. A third party vendor convenience fee will be charged for automated telephone payments.

(Ord. 25-_____ Sec. 5, 2025; Ord. 5589 Sec. 1, 2015; Ord. 5208 Sec. 4, 2007)

Section 6. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet	Item Number: 5.d.17. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Fees for Water Service Connections and Usage Rates, Amending KMC 14.13.010, 14.13.030, 14.13.040, 14.13.050, and 14.13.090 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Sections 14.13.010, 14.13.030, 14.13.040, 14.13.050, and 14.13.090 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO CHARGES AND AMENDING SECTIONS
14.13.010, 14.13.030, 14.13.040, 14.13.050, AND 14.13.090 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.13.010 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.13.010: - New Service Connection Charges.

- (1) Applicants will be required to provide the trenching and backfill for water services. For three-inch or larger services, the applicant will be required to supply and set meter vault assemblies. All work for water services shall be per City standards. The applicant will be responsible for backfilling trenches within 48 hours after service lines have been installed. Prior to installation of service lines by the Water Department, the developer shall be required to schedule the work with the Director of Public Works or his/her authorized representative.
- (2) The charges for new connection fees that include labor, overhead, and materials shall be in full payment for original installation and maintenance. There fees are set by City Council and located in the Kennewick Master Fee Schedule.
- (3) All charges set forth in this Section shall be paid in accordance with Chapter 14.03 of this Title.
- (4) Maximum charges for a single-family residence shall be a 100 feet front foot charge and 20,000 square feet area charge. This single-family residence limit shall only apply if the service installed is one inch in size or less. This limit of charge shall apply only to that area of the applicant's property set forth by the limit and further development of his property will require payment of additional frontage and area charges in accordance with Chapter 14.03.

- (5) Commercial establishments shall pay an area charge for the gross square footage associated with the property which has not been dedicated to the public. Frontage shall be the lineal foot of property running parallel to the water main or mains which will service the property.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5628 Sec. 1, 2015; Ord. 5465 Sec. 1, 2012; Ord. 3619 Sec. 4, 1995; Ord. 2888 Sec. 2(part), 1985; Ord. 2481 Sec. 2(part), 1980; Ord. 1870 Sec. 1(part), 1975; Ord. 1793 Sec. 3, 1974; Ord. 1650 Sec. 1, 1972; Ord. 1537 Sec 1(part), 1972; Ord 843 Sec. 8, 1955)

Section 2. Section 14.13.030 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.13.030: - Residential Water Rates—Inside the City Limits.

This schedule applies to all residences and individual apartment houses within the City limits where service is furnished through a separate meter for each such individual apartment:

- (1) Effective January 1, 2025, the service fee for a bi-monthly billing period has been adopted by City Council and is located in the Kennewick Master Fee Schedule, plus any modification authorized under Section 14.13.100. Effective January 1, 2026, the service fee for a bi-monthly billing period will be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.
- (2) Effective January 1, 2025, all water use during the bi-monthly billing period has been adopted by City Council and is located in the Kennewick Master Fee Schedule, plus any modification authorized under Section 14.13.100. Effective January 1, 2026, the charge for water use during the bi-monthly billing period will be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.

(Ord. 25-_____ Sec. 2, 2025; Ord. No. 24-6067 Sec. 1, 2024; Ord. 5989 Sec. 1, 2022; Ord. 5881 Sec. 1, 2020; Ord. 5786 Sec. 1, 2018; Ord. 5677 Sec. 1, 2016; Ord. 3619 Sec. 5, 1995; Ord. 3121 Sec. 1(part), 1987; Ord. 3084 Sec. 1(part), 1987; Ord. 2973 Sec. 1(part), 1985; Ord. 2910 Sec. 1(part), 1985; Ord. 2888 Sec. 3(part), 1985; Ord. 2481 Sec. 2(part), 1980)

Section 3. Section 14.13.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.13.040: - Residential Water Rates—Outside the City Limits.

This schedule applies to all residences, and the individual apartments in apartment houses outside the City limits where service is furnished through a separate meter for each such individual apartment:

- (1) Effective January 1, 2025, the service fee for a bi-monthly billing period has been adopted by City Council and is located in the Kennewick Master Fee Schedule,, plus any modification authorized under Section 14.13.100. Effective January 1, 2026, the service fee for a bi-monthly billing period will be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.
- (2) Effective January 1, 2025, all water use during the bi-monthly billing period has been adopted by City Council and is located in the Kennewick Master Fee Schedule, plus any modification authorized under Section 14.13.100. Effective January 1, 2026, the charge for water use during the bi-monthly billing period will be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.

(Ord. 25-_____ Sec. 3, 2025; Ord. No. 24-6067 Sec. 2, 2024; Ord. 5989 Sec. 2, 2022; Ord. 5881 Sec. 2, 2020; Ord. 5786 Sec. 2, 2018; Ord. 5677 Sec. 2, 2016; Ord. 3619 Sec. 6, 1995; Ord. 3121 Sec. 1(part), 1987; Ord. 3084 Sec. 1(part), 1987; Ord. 2973 Sec. 1(part), 1985; Ord. 2910 Sec. 1(part), 1985; Ord. 2888 Sec. 3(part), 1985; Ord. 2481 Sec. 2(part), 1980)

Section 4. Section 14.13.050 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.13.050: - Multi-family, Commercial and Industrial Water Rates.

- (1) Effective January 1, 2025, a fee has been adopted by the City Council and is located in the Kennewick Master Fee Schedule, plus any modification to these rates authorized under Section 14.13.100, applies to all nonresidential water users within the City limits.
- (2) Effective January 1, 2025, a fee has been adopted by the City Council and is located in the Kennewick Master Fee Schedule, plus any modification to these rates authorized under Section 14.13.100, applies to all nonresidential water users outside the City limits.
- (3) Effective January 1, 2026, rates authorized under this section shall be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.

(Ord. 25-_____ Sec. 4, 2025; Ord. No. 24-6067 Sec. 3, 2024; Ord. 5989 Sec. 3, 2022; Ord. 5881 Sec. 3, 2020; Ord. 5786 Sec. 3, 2018; Ord. 5677 Sec. 3, 2016; Ord. 3619 Sec. 7, 1995; Ord. 3121 Sec. 1(part), 1987; Ord. 3084 Sec. 1(part), 1987; Ord. 2973 Sec. 1(part), 1985; Ord. 2910 Sec. 1(part), 1985; Ord. 2888 Sec. 3(part), 1985; Ord. 2481 Sec. 2(part), 1980)

Section 5. Section 14.13.090 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.13.090: - Miscellaneous Water Rates.

Water shall be available from the City to miscellaneous water users for use only on property located within either the City limits or the City's Urban Growth Boundary by two alternate methods described below.

- (1) Bulk or Hauled Water Rates. Water shall be available at such points as determined by the City for loading tank trucks or other such conveyances. This water shall be sold based on the current per 100 cubic feet rate for inside City residential.
- (2) Hydrant Meter. Water from the City may be delivered on a temporary basis to a customer through a hydrant meter furnished by the City. Any individual desiring such service shall apply for the meter stating the proposed location of use and period of use. Upon receipt of a fee deposit set by City Council as listed on the Kennewick Master Fee Schedule on the meter, a meter reading will be taken, condition of meter noted, and contractor will be advised that he is to report the location of hydrant meter and, if required by the Director, report the readings at regular intervals. The meter may be removed daily by the applicant for safekeeping, but on the last day of use, the meter shall be returned to the Water Department. Upon reading and inspection of the meter, restitution of any damages, and payment of the billing, deposit will be returned to the applicant. The hydrant meter rate shall consist of the following elements:
 - (a) New account service charge set by City Council as listed in the Kennewick Master Fee Schedule (not dependent on use).
 - (b) Hydrant use rate shall be the current per 100 cubic feet rate for inside City residential.
- (3) Customer Requested Water Service Shut-Off. When water service to a customer is turned off by the City at the request of the customer, a charge set by City Council as listed in the Kennewick Master Fee Schedule shall be assessed.
- (4) Meter Box Adjustment. A charge set by City Council as listed in the Kennewick Master Fee Schedules shall apply when a customer requests the City to adjust a meter box at its current location. This charge will not apply to the first request that is made for an adjustment, or if it is deemed to be in the best interest of the City to make the requested adjustment at no charge by the Director of Public Works, or his or her designee.

- (5) Meter Box Relocation. A charge set by City Council as listed in the Kennewick Master Fee Schedule shall apply when a customer requests the City to relocate a meter box from its current location to a new location, unless it is deemed to be in the best interest of the City to complete the requested relocation at no charge by the Director of Public Works, or his or her designee.

(Ord. 25-_____ Sec. 5, 2025; Ord. 5974 Sec. 1, 2022; Ord. 5465 Sec. 2, 2012; Ord. 2888 Sec. 3(part), 1985; Ord. 2817 Sec. 1, 1983; Ord. 2481 Sec. 2(part), 1980)

Section 6. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO CHARGES AND AMENDING SECTIONS
14.13.010, 14.13.030, 14.13.040, 14.13.050, AND 14.13.090 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.13.010 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.13.010: - New Service Connection Charges.

- (1) Applicants will be required to provide the trenching and backfill for water services. For three-inch or larger services, the applicant will be required to supply and set meter vault assemblies. All work for water services shall be per City standards. The applicant will be responsible for backfilling trenches within 48 hours after service lines have been installed. Prior to installation of service lines by the Water Department, the developer shall be required to schedule the work with the Director of Public Works or his/her authorized representative.
- (2) The charges for new connection fees that include labor, overhead, and materials shall be in full payment for original installation and maintenance. There fees are set by City Council and located in the Kennewick Master Fee Schedule. The following amounts for labor, overhead, and materials shall be full payment for original installation and maintenance for property within the City limits:

Size of Pipe	Service Charge	Frontage Charge \$/lin. ft.
¾"	\$600.00	\$9.00
1"	700.00	9.00
1½"	1,600.00	9.00
2"	1,900.00	9.00
3"	5,400.00	9.00
4"	7,100.00	9.00
6"	8,800.00	9.00

~~(3) For new service lines located outside the City limits, the following amounts for labor, overhead, and materials shall be full payment for original installation and maintenance:~~

Size of Pipe	Service Charge	Frontage Charge \$/lin. ft.
¾"	\$800.00	\$9.00
1"	900.00	9.00
1½"	1,800.00	9.00
2"	2,100.00	9.00
3"	5,600.00	9.00
4"	7,300.00	9.00
6"	9,000.00	9.00

(43) All charges set forth in this Section shall be paid in accordance with Chapter 14.03 of this Title.

(54) Maximum charges for a single-family residence shall be a 100 feet front foot charge and 20,000 square feet area charge. This single-family residence limit shall only apply if the service installed is one inch in size or less. This limit of charge shall apply only to that area of the applicant's property set forth by the limit and further development of his property will require payment of additional frontage and area charges in accordance with Chapter 14.03.

(65) Commercial establishments shall pay an area charge for the gross square footage associated with the property which has not been dedicated to the public. Frontage shall be the lineal foot of property running parallel to the water main or mains which will service the property.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5628 Sec. 1, 2015; Ord. 5465 Sec. 1, 2012; Ord. 3619 Sec. 4, 1995; Ord. 2888 Sec. 2(part), 1985; Ord. 2481 Sec. 2(part), 1980; Ord. 1870 Sec. 1(part), 1975; Ord. 1793 Sec. 3, 1974; Ord. 1650 Sec. 1, 1972; Ord. 1537 Sec 1(part), 1972; Ord 843 Sec. 8, 1955)

Section 2. Section 14.13.030 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.13.030: - Residential Water Rates—Inside the City Limits.

This schedule applies to all residences and individual apartment houses within the City limits where service is furnished through a separate meter for each such individual apartment:

- (1) Effective January 1, 2025, the service fee for a bi-monthly billing period has been adopted by City Council and is located in the Kennewick Master Fee Schedule, will be \$32.29 plus any modification authorized under Section 14.13.100. Effective January 1, 2026, the service fee for a bi-monthly billing period will be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.
- (2) Effective January 1, 2025, all water use during the bi-monthly billing period has been adopted by City Council and is located in the Kennewick Master Fee Schedule, will be charged at \$1.837 per 100 cubic feet of water metered, plus any modification authorized under Section 14.13.100. Effective January 1, 2026, the charge for water use during the bi-monthly billing period will be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.

(Ord. 25-_____ Sec. 2, 2025; Ord. No. 24-6067 Sec. 1, 2024; Ord. 5989 Sec. 1, 2022; Ord. 5881 Sec. 1, 2020; Ord. 5786 Sec. 1, 2018; Ord. 5677 Sec. 1, 2016; Ord. 3619 Sec. 5, 1995; Ord. 3121 Sec. 1(part), 1987; Ord. 3084 Sec. 1(part), 1987; Ord. 2973 Sec. 1(part), 1985; Ord. 2910 Sec. 1(part), 1985; Ord. 2888 Sec. 3(part), 1985; Ord. 2481 Sec. 2(part), 1980)

Section 3. Section 14.13.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.13.040: - Residential Water Rates—Outside the City Limits.

This schedule applies to all residences, and the individual apartments in apartment houses outside the City limits where service is furnished through a separate meter for each such individual apartment:

- (1) Effective January 1, 2025, the service fee for a bi-monthly billing period has been adopted by City Council and is located in the Kennewick Master Fee Schedule, will be \$71.07, plus any modification authorized under Section 14.13.100. Effective January 1, 2026, the service fee for a bi-monthly billing period will be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.

- (2) Effective January 1, 2025, all water use during the bi-monthly billing period has been adopted by City Council and is located in the Kennewick Master Fee Schedule, will be charged at \$4.046 per 100 cubic feet of water metered, plus any modification authorized under Section 14.13.100. Effective January 1, 2026, the charge for water use during the bi-monthly billing period will be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.

(Ord. 25-_____ Sec. 3, 2025; Ord. No. 24-6067 Sec. 2, 2024; Ord. 5989 Sec. 2, 2022; Ord. 5881 Sec. 2, 2020; Ord. 5786 Sec. 2, 2018; Ord. 5677 Sec. 2, 2016; Ord. 3619 Sec. 6, 1995; Ord. 3121 Sec. 1(part), 1987; Ord. 3084 Sec. 1(part), 1987; Ord. 2973 Sec. 1(part), 1985; Ord. 2910 Sec. 1(part), 1985; Ord. 2888 Sec. 3(part), 1985; Ord. 2481 Sec. 2(part), 1980)

Section 4. Section 14.13.050 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.13.050: - Multi-family, Commercial and Industrial Water Rates.

- (1) Effective January 1, 2025, the following schedule, plus \$1.837 per 100 cubic feet of water a fee has been adopted by the City Council and is located in the Kennewick Master Fee Schedule, plus any modification to these rates authorized under Section 14.13.100, applies to all nonresidential water users within the City limits:.

Meter Size	Rate For Two Months
¾"	\$62.44
1"	93.34
1½"	166.04
2"	218.12
3"	332.30
4"	488.02
6"	737.29

Effective January 1, 2026, rates authorized under this section shall be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.

- (2) Effective January 1, 2025, a fee has been adopted by the City Council and is located in the Kennewick Master Fee Schedule, the following schedule, plus \$4.046 per 100 cubic feet of water, plus any modification to these rates authorized under Section 14.13.100, applies to all nonresidential water users outside the City limits:.

Meter Size	Rate For Two Months
3/4"	\$137.35
1"	205.37
1 1/2"	365.27
2"	479.88
3"	731.04
4"	1,073.66
6"	1,622.04

(3) Effective January 1, 2026, rates authorized under this section shall be increased by an additional 5.15 percent, plus any modification authorized under Section 14.13.100.

(Ord. 25-_____ Sec. 4, 2025; Ord. No. 24-6067 Sec. 3, 2024; Ord. 5989 Sec. 3, 2022; Ord. 5881 Sec. 3, 2020; Ord. 5786 Sec. 3, 2018; Ord. 5677 Sec. 3, 2016; Ord. 3619 Sec. 7, 1995; Ord. 3121 Sec. 1(part), 1987; Ord. 3084 Sec. 1(part), 1987; Ord. 2973 Sec. 1(part), 1985; Ord. 2910 Sec. 1(part), 1985; Ord. 2888 Sec. 3(part), 1985; Ord. 2481 Sec. 2(part), 1980)

Section 5. Section 14.13.090 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.13.090: - Miscellaneous Water Rates.

Water shall be available from the City to miscellaneous water users for use only on property located within either the City limits or the City's Urban Growth Boundary by two alternate methods described below.

- (1) Bulk or Hauled Water Rates. Water shall be available at such points as determined by the City for loading tank trucks or other such conveyances. This water shall be sold based on the current per 100 cubic feet rate for inside City residential.
- (2) Hydrant Meter. Water from the City may be delivered on a temporary basis to a customer through a hydrant meter furnished by the City. Any individual desiring such service shall apply for the meter stating the proposed location of use and period of use. Upon receipt of a ~~\$400.00 fee~~ -deposit set by City Council as listed on the Kennewick Master Fee Schedule -on the meter, a meter reading will be taken, condition of meter noted, and contractor will be advised that he is to report

the location of hydrant meter and, if required by the Director, report the readings at regular intervals. The meter may be removed daily by the applicant for safekeeping, but on the last day of use, the meter shall be returned to the Water Department. Upon reading and inspection of the meter, restitution of any damages, and payment of the billing, deposit will be returned to the applicant. The hydrant meter rate shall consist of the following elements:

- (a) New account service charge set by City Council as listed in the Kennewick Master Fee Schedule~~equals \$70.00~~ (not dependent on use).
- (b) Hydrant use rate shall be the current per 100 cubic feet rate for inside City residential.
- (3) Customer Requested Water Service Shut-Off. When water service to a customer is turned off by the City at the request of the customer, a charge set by City Council as listed in the Kennewick Master Fee Schedule~~of \$85.00~~ shall be assessed.
- (4) Meter Box Adjustment. A charge set by City Council as listed in the Kennewick Master Fee Schedule~~of \$105.00~~ shall apply when a customer requests the City to adjust a meter box at its current location. This charge will not apply to the first request that is made for an adjustment, or if it is deemed to be in the best interest of the City to make the requested adjustment at no charge by the Director of Public Works, or his or her designee.
- (5) Meter Box Relocation. A charge set by City Council as listed in the Kennewick Master Fee Schedule~~of \$250.00~~ shall apply when a customer requests the City to relocate a meter box from its current location to a new location, unless it is deemed to be in the best interest of the City to complete the requested relocation at no charge by the Director of Public Works, or his or her designee.

(Ord. 25-_____ Sec. 5, 2025; Ord. 5974 Sec. 1, 2022; Ord. 5465 Sec. 2, 2012; Ord. 2888 Sec. 3(part), 1985; Ord. 2817 Sec. 1, 1983; Ord. 2481 Sec. 2(part), 1980)

Section 6. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.18. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Sanitary Sewerage Connection Fees, Amending KMC 14.24.010 and 14.24.020 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Sections 14.24.010 and 14.24.020 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SANITARY SEWERAGE CONNECTION
CHARGES AND AMENDING SECTIONS 14.24.010 AND 14.24.020 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.24.010 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.24.010: - Service Tap, Side Sewer and Hookup Charge.

Before connecting to the public sanitary sewer system, a service tap, side sewer and hookup charge shall be assessed and collected by the City Treasurer for each connection according to the following:

- (1) Sewer Mainline Tap Charge: When the property has participated in the construction costs of the sewer mainline to which it will be connecting, the tap fees shall be:
 - (a) If a wye or tee installed and previously paid for by the property and used for the connection, no tap charge.
 - (b) If a wye or tee was not installed, shall be charged a fee set by City Council and located in the Master Fee Schedule.
- (2) Side Sewer Charge: When the property has participated in construction costs of the sewer mainline, and the costs are at least equal to the connection fees, the side sewer fees shall be:
 - (a) Four-inch side sewer installed and previously paid for by the property and used for the connection, no charge.
 - (b) Four-inch side sewer previously installed, but not paid for, shall be charged a fee set by City Council and located in the Master Fee Schedule.
 - (c) When a side sewer has not been installed, the property owner shall be responsible for the installation of the side sewer.

When a public sewer system connection larger than four inches is required for connecting property's side sewer, the side sewer shall connect to a sanitary sewer system manhole. If a manhole is not available, a manhole

constructed per City standards will be required as part of the service connection.

Charges for services larger than four inches shall be based upon the actual cost of time and materials plus the established City overhead costs for services rendered. If the manhole and other related construction is accomplished by the owner, no tapping charge will be assessed.

- (3) Hookup Charge: The hookup charge for connections from all property other than that described in subsection (1) of this Section shall be based upon the water meter size as follows:
 - (a) When a wye or a tee has previously been installed for the connecting property's side sewer and is used for the side sewer connection, the hookup charge shall be set by City Council and located in the Master Fee Schedule.
 - (b) When a public sewer system service tap is required for the connecting property's side sewer connection, the total charge shall be the sum of the appropriate service tap charge defined in subsection (1), side sewer charge defined in subsection (2), and the hookup charge defined in subsection (3), above.

(Ord. 25-_____ Sec. 1, 2025; Ord. 3619 Sec. 8, 1995; Ord. 3279 Sec. 1, 1990; Ord. 3182 Sec. 2, 1989; Ord. 2888 Sec. 5(part), 1985; Ord. 2480 Sec. 6, 1980; Ord. 2172 Sec. 2, 1978; Ord. 1941 Sec. 3 (Exhibit C), 1976; Ord. 1919 Sec. 2(part), 1976)

Section 2. Section 14.24.020 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.24.020: - Area Charge.

In addition to the hookup charge, before hookup an area charge shall be assessed and collected by the City Treasurer for each connection made to the sanitary sewer, as follows:

- (1) Each new single-family dwelling unit, multi-family dwelling unit, and commercial account shall pay an area charge as follows:
 - (a) Each new account shall pay an area charge, set by City Council and located on the Master Fee Schedule, per square foot for the gross square footage associated with the connecting property developed.
 - (b) When the gross square footage, associated with the connecting property developed, is less than the calculated total square footage, using the connecting property's legal boundary description, a minimum area charge, based upon 20,000 square feet shall be assessed, unless the calculated total

square footage is less than 20,000 square feet, in which case the area charge shall be based upon the calculated total square footage.

- (c) An additional area charge will be assessed and collected for development of additional gross square footage associated with previously connected property.

- (2) The gross area of county fairs, "open space" or "public places" as defined by Section 14.22.010, shall not be assessed an area charge.

(Ord. 25-_____ Sec. 2, 2025; Ord. 3619 Sec. 9, 1995; Ord. 2941 Sec. 1, 1985; Ord. 2480 Sec. 7, 1980; Ord. 1919 Sec. 2(part), 1976)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SANITARY SEWERAGE CONNECTION
CHARGES AND AMENDING SECTIONS 14.24.010 AND 14.24.020 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.24.010 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.24.010: - Service Tap, Side Sewer and Hookup Charge.

Before connecting to the public sanitary sewer system, a service tap, side sewer and hookup charge shall be assessed and collected by the City Treasurer for each connection according to the following:

- (1) Sewer Mainline Tap Charge: When the property has participated in the construction costs of the sewer mainline to which it will be connecting, the tap fees shall be:
 - (a) If a wye or tee installed and previously paid for by the property and used for the connection, no tap charge.
 - (b) If a wye or tee was not installed, ~~shall be charged a fee set by City Council and located in the Master Fee Schedule. \$100.00 inside the City limits and \$150.00 outside the City limits.~~
- (2) Side Sewer Charge: When the property has participated in construction costs of the sewer mainline, and the costs are at least equal to the connection fees, the side sewer fees shall be:
 - (a) Four-inch side sewer installed and previously paid for by the property and used for the connection, no charge.
 - (b) Four-inch side sewer previously installed, but not paid for, ~~\$15.00 per linear foot inside the City limits and \$22.50 per linear foot for property outside the City limits.~~ shall be charged a fee set by City Council and located in the Master Fee Schedule.
 - (c) When a side sewer has not been installed, the property owner shall be responsible for the installation of the side sewer.

When a public sewer system connection larger than four inches is required for connecting property's side sewer, the side sewer shall connect to a sanitary sewer system manhole. If a manhole is not available, a manhole constructed per City standards will be required as part of the service connection.

Charges for services larger than four inches shall be based upon the actual cost of time and materials plus the established City overhead costs for services rendered. If the manhole and other related construction is accomplished by the owner, no tapping charge will be assessed.

- (3) Hookup Charge: The hookup charge for connections from all property other than that described in subsection (1) of this Section shall be based upon the water meter size as follows:

- (a) When a wye or a tee has previously been installed for the connecting property's side sewer and is used for the side sewer connection, the hookup charge shall be set by City Council and located in the Master Fee Schedule.÷

Water Meter Size	Property Inside City Limits	Property Outside City Limits
¾"	\$4,000.00	\$6,000.00
1"	4,000.00	6,000.00
1½"	5,000.00	8,250.00
2"	6,300.00	9,450.00
3"	12,250.00	18,375.00
4"	17,500.00	26,250.00
6"	32,500.00	48,750.00
8"	50,500.00	75,750.00

- (b) When a public sewer system service tap is required for the connecting property's side sewer connection, the total charge shall be the sum of the appropriate service tap charge defined in subsection (1), side sewer

charge defined in subsection (2), and the hookup charge defined in subsection (3), above.

(Ord. 25-_____ Sec. 1, 2025; Ord. 3619 Sec. 8, 1995; Ord. 3279 Sec. 1, 1990; Ord. 3182 Sec. 2, 1989; Ord. 2888 Sec. 5(part), 1985; Ord. 2480 Sec. 6, 1980; Ord. 2172 Sec. 2, 1978; Ord. 1941 Sec. 3 (Exhibit C), 1976; Ord. 1919 Sec. 2(part), 1976)

Section 2. Section 14.24.020 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.24.020: - Area Charge.

In addition to the hookup charge, before hookup an area charge shall be assessed and collected by the City Treasurer for each connection made to the sanitary sewer, as follows:

- (1) Each new single-family dwelling unit, multi-family dwelling unit, and commercial account shall pay an area charge as follows:
 - (a) Each new account shall pay an area charge, ~~of \$0.04~~ set by City Council and located on the Master Fee Schedule, per square foot for the gross square footage associated with the connecting property developed.
 - (b) When the gross square footage, associated with the connecting property developed, is less than the calculated total square footage, using the connecting property's legal boundary description, a minimum area charge, based upon 20,000 square feet shall be assessed, unless the calculated total square footage is less than 20,000 square feet, in which case the area charge shall be based upon the calculated total square footage.
 - (c) An additional area charge will be assessed and collected for development of additional gross square footage associated with previously connected property.
- (2) The gross area of county fairs, "open space" or "public places" as defined by Section 14.22.010, shall not be assessed an area charge.

(Ord. 25-_____ Sec. 2, 2025; Ord. 3619 Sec. 9, 1995; Ord. 2941 Sec. 1, 1985; Ord. 2480 Sec. 7, 1980; Ord. 1919 Sec. 2(part), 1976)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.19. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Sanitary Sewer User Fees, Amending KMC 14.26.020, 14.26.030, and 14.26.040 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Sections 14.26.020, 14.26.030, and 14.26.040 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SANITARY SEWER USER CHARGES
AND AMENDING SECTIONS 14.26.020, 14.26.030 AND 14.26.040 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.26.020 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.26.020: - Single-Family Dwelling Unit Rate—Schedule 1.

This schedule applies to all single-family dwelling units connected or required to be connected to the sanitary sewer. Effective January 1, 2025, within the City limits, the rate shall be user charge, plus any modification authorized under Section 14.26.070. Effective January 1, 2026, within City limits, the rate shall be a flat fee bi-monthly user charge that has been increased by an additional 3.0 percent, plus any modification authorized under Section 14.26.070. The fees in this section are set by City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. No. 24-6068 Sec. 2, 2024; Ord. 5990 Sec. 2, 2022; Ord. 5882 Sec. 2, 2020; Ord. 5787 Sec. 2, 2018; Ord. 5678 Sec. 2, 2016; Ord. 5678 Sec. 2, 2016; Ord. 3619 Sec. 12, 1995; Ord. 3121 Sec. 2(part), 1987; Ord. 3084 Sec. 2(part), 1987; Ord. 2973 Sec. 2(part), 1985; Ord. 2910 Sec. 2(part), 1985; Ord. 2888 Sec. 6(part) 1985; Ord. 2480 Sec. 9(part), 1980; Ord. 1919 Sec. 2(part), 1976)

Section 2. Section 14.26.030 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.26.030: - Multi-family Dwelling Unit Rate—Schedule 2.

This schedule applies to all multi-family dwelling units connected or required to be connected to the sanitary sewer. Effective January 1, 2025, within the City limits, the rate shall be calculated separately for each account using a user charge rate, plus any modification authorized under Section 14.26.070, for each 100 cubic feet of metered water consumption, plus the service charge in Section 14.26.010. Effective January 1, 2026, the bimonthly rate shall be calculated separately for each account using a user charge rate that has been increased by an additional 3.0 percent, plus any modification authorized under Section 14.26.070, for each 100 cubic feet of metered water consumption, plus the service charge in Section 14.26.010. The fees in this section are set by City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 2, 2025; Ord. No. 24-6068 Sec. 3, 2024; Ord. 5990 Sec. 3, 2022; Ord. 5882 Sec. 3, 2020; Ord. 5787 Sec. 3, 2018; Ord. 5678 Sec. 3, 2016; Ord. 3619 Sec. 13, 1995; Ord. 3121 Sec. 2(part), 1987; Ord. 3084 Sec. 2(part), 1987; Ord. 2973 Sec. 2(part), 1985; Ord. 2910 Sec. 2(part), 1985; Ord. 2888 Sec. 6(part), 1985; Ord. 2480 Sec. 9(part), 1980; Ord. 1919 Sec. 2(part), 1976)

Section 3. Section 14.26.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.26.040: - Commercial/Industrial Accounts—Schedule 3.

This schedule applies to all other accounts not classified in Schedules 1 or 2 that are connected or required to be connected to the sanitary sewer. Effective January 1, 2025, within the City limits, the rate shall be calculated separately for each account using a user charge rate plus any modification authorized under Section 14.26.070, for each 100 cubic feet of metered water consumption, plus the service charge in Section 14.26.010. Effective January 1, 2026, the bi-monthly rate shall be calculated separately for each account using a user charge rate that has been increased by an additional 3.0 percent, plus any modification authorized under Section 14.26.070, for each 100 cubic feet of metered water consumption, plus the service charge in Section 14.26.010. The fees in this section are set by City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 3, 2025; Ord. No. 24-6068 Sec. 4, 11-5-2024; Ord. 5990 Sec. 4, 2022; Ord. 5882 Sec. 4, 2020; Ord. 5787 Sec. 4, 2018; Ord. 5678 Sec. 4, 2016; Ord. 3619 Sec. 14, 1995; Ord. 3121 Sec. 2(part), 1987; Ord. 3084 Sec. 2(part), 1987; Ord. 2973 Sec. 2(part), 1985; Ord. 2910 Sec. 2(part), 1985; Ord. 2888 Sec. 6(part), 1985; Ord. 2480 Sec. 9(part), 1980; Ord. 1919 Sec. 2(part), 1976)

Section 4. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SANITARY SEWER USER CHARGES
AND AMENDING SECTIONS 14.26.020, 14.26.030 AND 14.26.040 OF THE
KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.26.020 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.26.020: - Single-Family Dwelling Unit Rate—Schedule 1.

This schedule applies to all single-family dwelling units connected or required to be
connected to the sanitary sewer. Effective January 1, 2025, within the City limits, the rate shall
be ~~a flat fee bi-monthly~~ user charge ~~of \$73.58~~, plus any modification authorized under Section
14.26.070. Effective January 1, 2026, within City limits, the rate shall be a flat fee bi-monthly
user charge that has been increased by an additional 3.0 percent, plus any modification
authorized under Section 14.26.070. The fees in this section are set by City Council and located
in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. No. 24-6068 Sec. 2, 2024; Ord. 5990 Sec. 2, 2022; Ord.
5882 Sec. 2, 2020; Ord. 5787 Sec. 2, 2018; Ord. 5678 Sec. 2, 2016; Ord. 5678 Sec. 2, 2016;
Ord. 3619 Sec. 12, 1995; Ord. 3121 Sec. 2(part), 1987; Ord. 3084 Sec. 2(part), 1987; Ord.
2973 Sec. 2(part), 1985; Ord. 2910 Sec. 2(part), 1985; Ord. 2888 Sec. 6(part) 1985; Ord. 2480
Sec. 9(part), 1980; Ord. 1919 Sec. 2(part), 1976)

Section 2. Section 14.26.030 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.26.030: - Multi-family Dwelling Unit Rate—Schedule 2.

This schedule applies to all multi-family dwelling units connected or required to be
connected to the sanitary sewer. Effective January 1, 2025, within the City limits, the ~~b_i-~~
~~monthly~~ rate shall be calculated separately for each account using a user charge rate ~~of \$3.446~~,
plus any modification authorized under Section 14.26.070, for each 100 cubic feet of metered
water consumption, plus the service charge in Section 14.26.010. Effective January 1, 2026, the
bimonthly rate shall be calculated separately for each account using a user charge rate that has
been increased by an additional 3.0 percent, plus any modification authorized under Section
14.26.070, for each 100 cubic feet of metered water consumption, plus the service charge in
Section 14.26.010. The fees in this section are set by City Council and located in the Kennewick
Master Fee Schedule.

(Ord. 25-_____ Sec. 2, 2025; Ord. No. 24-6068 Sec. 3, 2024; Ord. 5990 Sec. 3, 2022; Ord. 5882 Sec. 3, 2020; Ord. 5787 Sec. 3, 2018; Ord. 5678 Sec. 3, 2016; Ord. 3619 Sec. 13, 1995; Ord. 3121 Sec. 2(part), 1987; Ord. 3084 Sec. 2(part), 1987; Ord. 2973 Sec. 2(part), 1985; Ord. 2910 Sec. 2(part), 1985; Ord. 2888 Sec. 6(part), 1985; Ord. 2480 Sec. 9(part), 1980; Ord. 1919 Sec. 2(part), 1976)

Section 3. Section 14.26.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.26.040: - Commercial/Industrial Accounts—Schedule 3.

This schedule applies to all other accounts not classified in Schedules 1 or 2 that are connected or required to be connected to the sanitary sewer. Effective January 1, 2025, within the City limits, the ~~bi-monthly~~ rate shall be calculated separately for each account using a user charge rate ~~of \$3.446~~ plus any modification authorized under Section 14.26.070, for each 100 cubic feet of metered water consumption, plus the service charge in Section 14.26.010. Effective January 1, 2026, the bi-monthly rate shall be calculated separately for each account using a user charge rate that has been increased by an additional 3.0 percent, plus any modification authorized under Section 14.26.070, for each 100 cubic feet of metered water consumption, plus the service charge in Section 14.26.010. The fees in this section are set by City Council and located in the Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 3, 2025; Ord. No. 24-6068 Sec. 4, 11-5-2024; Ord. 5990 Sec. 4, 2022; Ord. 5882 Sec. 4, 2020; Ord. 5787 Sec. 4, 2018; Ord. 5678 Sec. 4, 2016; Ord. 3619 Sec. 14, 1995; Ord. 3121 Sec. 2(part), 1987; Ord. 3084 Sec. 2(part), 1987; Ord. 2973 Sec. 2(part), 1985; Ord. 2910 Sec. 2(part), 1985; Ord. 2888 Sec. 6(part), 1985; Ord. 2480 Sec. 9(part), 1980; Ord. 1919 Sec. 2(part), 1976)

Section 4. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

Attest:

GRETLE J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.20. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Updating Fees for Unfit and Substandard Structures, Amending KMC 9.44.090 and 9.44.110 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Sections 9.44.090 and 9.44.110 to remove the fees currently listed in the code and reference the Kennewick Master Fee Schedule instead. This change will centralize fee information, improve consistency, and ensure updates can be made in a single location. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO REGULATING UNFIT AND
SUBSTANDARD STRUCTURES AND AMENDING SECTIONS
9.44.090 AND 9.44.110 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 9.44.090 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

9.44.090: - Appeals.

- (1) An appeal of the Director's order shall be filed within 30 days from the date of service. An appeal shall not be considered filed unless accompanied with the appropriate appeal fee and a complete appeal submittal.
- (2) The submittal for an appeal to the Hearing Examiner shall include:
 - (a) The case number designated by the City and the name of the parties in interest and owner of the property subject to the order;
 - (b) The name and signature of each petitioner or their authorized representative and a statement showing that each petitioner has standing to file an appeal. If multiple parties file a single petition for review, the petition shall designate one party as the contact representative;
 - (c) The specific decision and specific portions of the decision or determination being appealed, and the specific reasons why each aspect is in error as a matter of fact or law;
 - (d) Evidence that specific issues raised on appeal were raised during the hearing on the complaint or were timely submitted while the record was open; and
 - (e) The appeal fee is set by City Council and located in the Master Fee Schedule.
- (3) Any individual, on the basis of indigent status as defined herein, may seek a waiver of the appeal fee per the following conditions:
 - (a) The application for such waiver may be made in writing or orally, accompanied by the mandatory financial statement form whereby the applicant attests to his or her financial status.

- (b) Applications for waiver of appeal fees shall be considered in a timely manner by the Director. The applicant shall provide the Director with a self-addressed stamped envelope for timely return of a copy of the decision regarding waiver of the fee.
- (c) An individual will be determined to be indigent, within the meaning of this section, if such person, on the basis of the information presented in the financial statement, establishes that:
 - (i) He or she is currently receiving assistance under a needs-based, means-tested assistance program such as the following: Federal Temporary Assistance for Needy Families (TANF), State provided general assistance for unemployable individuals, Federal Supplemental Security Income, Federal poverty related veteran's benefits, or Food Stamp Program; or
 - (ii) His or her household income is at or below 125 percent of the federal poverty guideline; or
 - (iii) His or her household income is above 125 percent of the federal poverty guideline and the applicant has recurring basic living expenses (as defined in RCW 10.101.010(4)(d) that render him or her without the financial ability to pay the appeal fee; or
 - (iv) Other compelling circumstances exist that demonstrate an applicant's inability to pay the appeal fee.
- (4) All complete appeals submitted and allowed pursuant to [Chapter 9.44](#) shall be scheduled for review at a public hearing before the Hearing Examiner so as to allow ten or more days' notice to the appellant and all interested parties and to permit final decision by the Hearing Examiner within 60 days after the filing of the appeal. Further extensions may be permitted upon mutual agreement of the petitioner, other parties in interest or owners, and the department; provided no extension shall be granted which would prevent the Hearing Examiner from issuing a decision within 60 days of the date of submission of appeal.
- (5) Notice of the appeal hearing shall be mailed first-class, postage prepaid, to the petitioner(s), all other parties in interest, owner, and complainant, if requested by the complainant in writing at the time of submission of the original complaint.
 - (a) Failure of a person entitled to receive notice does not affect the jurisdiction of the Hearing Examiner to hear the appeal when scheduled and render a decision, if the notice was properly mailed.
 - (b) A person is deemed to have received notice if the person appears at the hearing, or submits written comments on the merits of the application, or if the person fails to object to the lack of notice promptly after the person obtains actual knowledge of the hearing date.

- (c) If required notice is not given and actual notice is not received, the Hearing Examiner may reschedule the hearing or keep the record open on the matter to receive additional evidence from the aggrieved party or parties who did not receive notice.
- (6) The filing of the appeal submittal shall stay the order of the Director, except insofar as temporary measures of an emergent nature are required, such as securing the building to minimize any imminent danger to the public health or safety.
- (7) The format of the public hearing shall be organized so that the testimony and written evidence may be presented quickly and efficiently. All reasonably probative evidence is admissible by the Hearing Examiner. The Hearing Examiner may exclude all evidence that is irrelevant, immaterial or unduly repetitious. The judicial rules of evidence are not strictly applied, but may be used by the Hearing Examiner for guidance. The Hearing Examiner shall accord such weight to the evidence as he/she deems appropriate. The Hearing Examiner may take official notice of judicially cognizable facts; federal, state and local laws, ordinances or regulations; the City's Comprehensive Plan and other adopted plans or policies of the City; and general, technical and scientific facts within the Hearing Examiner's specialized knowledge; so long as any noticed facts are included in the record and referenced or are apparent in the Hearing Examiner's final decision.
- (8) The decision of the Hearing Examiner shall be in writing, include findings and conclusions based on the record to support the decision, and shall bear the same legal consequences as the order issued by the Director. The Hearing Examiner shall render a final decision within ten business days following the conclusion of all testimony and hearings, unless a longer time period is mutually agreed to in writing by the applicant and the Hearing Examiner; provided, the decision of the Hearing Examiner shall be issued within 60 days from the date of filing of the appeal. A copy of the Hearing Examiner's decision shall be filed with the Benton County Auditor.
- (9) The Hearing Examiner may affirm, modify, reverse, or return with directions, the Director's appealed order in the event he or she finds an error of law or the record is not supported by substantiated evidence. If the Hearing Examiner's decision is not timely and correctly appealed pursuant to Section 9.44.090(9), the Hearing Examiner's decision shall be a final order.

- (10) Any person affected by an order issued by the Hearing Examiner may, within 30 days after the date of service of the Hearing Examiner's order, appeal the Hearing Examiner's order to Benton County Superior Court or may petition the Superior Court for an injunction or other appropriate order restraining the Director from carrying out the provisions of the Hearing Examiner's order. Pursuant to RCW 35.80.030, in all such proceedings the court may affirm, reverse, or modify the order and the review shall be de novo.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5700 Sec. 1, 2017; Ord. 5658 Sec. 10, 2016; Ord. 5512 Sec. 7, 2013)

Section 2. Section 9.44.110 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

9.44.110: - Costs.

- (1) The costs of abatement, repair, alteration or improvement, or vacating and closing, or removal or demolition, when borne by the City, shall be assessed against the real property upon which such costs were incurred unless paid. The Director shall forward such costs to the City Treasurer, who shall certify them to the County Treasurer for assessment on the tax rolls. The assessment shall constitute a lien against the property which shall be of equal rank with state, county, and municipal taxes pursuant to RCW 35.80.030(h).
- (2) Bids for demolition shall be let only to a licensed contractor. The contract documents shall provide that the value of the materials and other salvage of the property shall be credited against the costs of the demolition. The contract documents may require bidders to estimate the salvage value of the property and, by claiming the salvage, reduce the amount of his bid accordingly. The contract price fixed by acceptance of such a bid shall not be adjusted to reflect the actual salvage value. Such bids may be let prior to the time for compliance or appeal, but shall not be binding or accepted until the order for demolition is final. The Director shall have the authority to sign the contract on behalf of the City.
- (3) There shall be charged against the owner and assessed against the property of any boarded-up building an annual inspection fee set by City Council located in the Master Fee Schedule. Such fee shall be payable at the time the building becomes a boarded-up building. The Director shall order a refund of the proportional amount not due if the building is reoccupied or demolished. Subsequent annual fees shall be payable on or before the preceding annual fee has been exhausted.
- (4) Actual costs and expenses will be assessed in accord with the provisions of this Section.

- (5) In addition to actual abatement costs, the following administrative fee shall be assessed and collected in the same manner:
- (a) Where abatement is accomplished by voluntary agreement, the Director shall charge a fee set by City Council that is located in the Master Fee Schedule per month per acre or fractions thereof.
 - (b) Where abatement has not been accomplished by the owner prior to a hearing before the Director:
 - (i) Substandard building fee is set by City Council and located in the Master Fee Schedule;
 - (ii) Unfit building fee is set by City Council and located in the Master Fee Schedule;
 - (iii) Vacant Structures and Land fee is set by City Council and located in the Master Fee Schedule.
 - (c) Where abatement is accomplished following breach of a Voluntary Correction Agreement or understanding between a property owner and Director:
 - (i) Substandard building fee is set by City Council and located in the Master Fee Schedule;
 - (ii) Unfit building fee is set by City Council and located in the Master Fee Schedule;
 - (iii) Vacant Structures and Land fee is set by City Council and located in the Master Fee Schedule.
 - (d) Where the abatement is accomplished by the City following hearing or default of the property owner:
 - (i) Substandard building fee is set by City Council and located in the Master Fee Schedule;
 - (ii) Unfit building fee is set by City Council and located in the Master Fee Schedule;
 - (iii) Vacant Structures and Land fee is set by City Council and located in the Master Fee Schedule.
- (6) For repeat violations, costs shall be doubled.
- (7) The Director or their designee are hereby authorized to utilize all means permitted by law to collect unpaid administrative fees and abatement costs including, but not limited to, the use of a collection agency to recover said fees and costs. In addition to the enforcement measures authorized by [Chapter 9.44](#) and [Chapter 9.48](#) KMC, the City Attorney is hereby authorized to pursue all other means permitted by law to enforce compliance with [Chapter 9.44](#) and [Chapter 9.48](#) KMC, including injunctive or other civil relief in Superior Court.

(Ord. 25-_____ Sec. 2, 2025; Ord. 5700 Sec. 2, 2017; Ord. 5658 Sec. 12, 2016; Ord. 5606 Sec. 3, 2015; Ord. 5512 Sec. 9, 2013; Ord. 5322 Sec. 35, 2010; Ord. 3830 Sec. 2, 1998; Ord. 3753 Sec. 2(part), 1997; Ord. 3589 Sec. 2(part), 1996; Ord. 3062 Sec. 1(part), 1987)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO REGULATING UNFIT AND
SUBSTANDARD STRUCTURES AND AMENDING SECTIONS
9.44.090 AND 9.44.110 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 9.44.090 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

9.44.090: - Appeals.

- (1) An appeal of the Director's order shall be filed within 30 days from the date of service. An appeal shall not be considered filed unless accompanied with the appropriate appeal fee and a complete appeal submittal.
- (2) The submittal for an appeal to the Hearing Examiner shall include:
 - (a) The case number designated by the City and the name of the parties in interest and owner of the property subject to the order;
 - (b) The name and signature of each petitioner or their authorized representative and a statement showing that each petitioner has standing to file an appeal. If multiple parties file a single petition for review, the petition shall designate one party as the contact representative;
 - (c) The specific decision and specific portions of the decision or determination being appealed, and the specific reasons why each aspect is in error as a matter of fact or law;
 - (d) Evidence that specific issues raised on appeal were raised during the hearing on the complaint or were timely submitted while the record was open; and
 - (e) The appeal fee ~~of \$250.00~~ is set by City Council and located in the Master Fee Schedule.
- (3) Any individual, on the basis of indigent status as defined herein, may seek a waiver of the appeal fee per the following conditions:
 - (a) The application for such waiver may be made in writing or orally, accompanied by the mandatory financial statement form whereby the applicant attests to his or her financial status.

- (b) Applications for waiver of appeal fees shall be considered in a timely manner by the Director. The applicant shall provide the Director with a self-addressed stamped envelope for timely return of a copy of the decision regarding waiver of the fee.
- (c) An individual will be determined to be indigent, within the meaning of this section, if such person, on the basis of the information presented in the financial statement, establishes that:
 - (i) He or she is currently receiving assistance under a needs-based, means-tested assistance program such as the following: Federal Temporary Assistance for Needy Families (TANF), State provided general assistance for unemployable individuals, Federal Supplemental Security Income, Federal poverty related veteran's benefits, or Food Stamp Program; or
 - (ii) His or her household income is at or below 125 percent of the federal poverty guideline; or
 - (iii) His or her household income is above 125 percent of the federal poverty guideline and the applicant has recurring basic living expenses (as defined in RCW 10.101.010(4)(d) that render him or her without the financial ability to pay the appeal fee; or
 - (iv) Other compelling circumstances exist that demonstrate an applicant's inability to pay the appeal fee.
- (4) All complete appeals submitted and allowed pursuant to [Chapter 9.44](#) shall be scheduled for review at a public hearing before the Hearing Examiner so as to allow ten or more days' notice to the appellant and all interested parties and to permit final decision by the Hearing Examiner within 60 days after the filing of the appeal. Further extensions may be permitted upon mutual agreement of the petitioner, other parties in interest or owners, and the department; provided no extension shall be granted which would prevent the Hearing Examiner from issuing a decision within 60 days of the date of submission of appeal.
- (5) Notice of the appeal hearing shall be mailed first-class, postage prepaid, to the petitioner(s), all other parties in interest, owner, and complainant, if requested by the complainant in writing at the time of submission of the original complaint.
 - (a) Failure of a person entitled to receive notice does not affect the jurisdiction of the Hearing Examiner to hear the appeal when scheduled and render a decision, if the notice was properly mailed.
 - (b) A person is deemed to have received notice if the person appears at the hearing, or submits written comments on the merits of the application, or if the person fails to object to the lack of notice promptly after the person obtains actual knowledge of the hearing date.

- (c) If required notice is not given and actual notice is not received, the Hearing Examiner may reschedule the hearing or keep the record open on the matter to receive additional evidence from the aggrieved party or parties who did not receive notice.
- (6) The filing of the appeal submittal shall stay the order of the Director, except insofar as temporary measures of an emergent nature are required, such as securing the building to minimize any imminent danger to the public health or safety.
- (7) The format of the public hearing shall be organized so that the testimony and written evidence may be presented quickly and efficiently. All reasonably probative evidence is admissible by the Hearing Examiner. The Hearing Examiner may exclude all evidence that is irrelevant, immaterial or unduly repetitious. The judicial rules of evidence are not strictly applied, but may be used by the Hearing Examiner for guidance. The Hearing Examiner shall accord such weight to the evidence as he/she deems appropriate. The Hearing Examiner may take official notice of judicially cognizable facts; federal, state and local laws, ordinances or regulations; the City's Comprehensive Plan and other adopted plans or policies of the City; and general, technical and scientific facts within the Hearing Examiner's specialized knowledge; so long as any noticed facts are included in the record and referenced or are apparent in the Hearing Examiner's final decision.
- (8) The decision of the Hearing Examiner shall be in writing, include findings and conclusions based on the record to support the decision, and shall bear the same legal consequences as the order issued by the Director. The Hearing Examiner shall render a final decision within ten business days following the conclusion of all testimony and hearings, unless a longer time period is mutually agreed to in writing by the applicant and the Hearing Examiner; provided, the decision of the Hearing Examiner shall be issued within 60 days from the date of filing of the appeal. A copy of the Hearing Examiner's decision shall be filed with the Benton County Auditor.
- (9) The Hearing Examiner may affirm, modify, reverse, or return with directions, the Director's appealed order in the event he or she finds an error of law or the record is not supported by substantiated evidence. If the Hearing Examiner's decision is not timely and correctly appealed pursuant to Section 9.44.090(9), the Hearing Examiner's decision shall be a final order.
- (10) Any person affected by an order issued by the Hearing Examiner may, within 30 days after the date of service of the Hearing Examiner's order, appeal the Hearing

Examiner's order to Benton County Superior Court or may petition the Superior Court for an injunction or other appropriate order restraining the Director from carrying out the provisions of the Hearing Examiner's order. Pursuant to RCW 35.80.030, in all such proceedings the court may affirm, reverse, or modify the order and the review shall be de novo.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5700 Sec. 1, 2017; Ord. 5658 Sec. 10, 2016; Ord. 5512 Sec. 7, 2013)

Section 2. Section 9.44.110 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

9.44.110: - Costs.

- (1) The costs of abatement, repair, alteration or improvement, or vacating and closing, or removal or demolition, when borne by the City, shall be assessed against the real property upon which such costs were incurred unless paid. The Director shall forward such costs to the City Treasurer, who shall certify them to the County Treasurer for assessment on the tax rolls. The assessment shall constitute a lien against the property which shall be of equal rank with state, county, and municipal taxes pursuant to RCW 35.80.030(h).
- (2) Bids for demolition shall be let only to a licensed contractor. The contract documents shall provide that the value of the materials and other salvage of the property shall be credited against the costs of the demolition. The contract documents may require bidders to estimate the salvage value of the property and, by claiming the salvage, reduce the amount of his bid accordingly. The contract price fixed by acceptance of such a bid shall not be adjusted to reflect the actual salvage value. Such bids may be let prior to the time for compliance or appeal, but shall not be binding or accepted until the order for demolition is final. The Director shall have the authority to sign the contract on behalf of the City.
- (3) There shall be charged against the owner and assessed against the property of any boarded-up building an annual inspection fee ~~of \$250.00~~ set by City Council located in the Master Fee Schedule. Such fee shall be payable at the time the building becomes a boarded-up building. The Director shall order a refund of the proportional amount not due if the building is reoccupied or demolished. Subsequent annual fees shall be payable on or before the preceding annual fee has been exhausted.
- (4) Actual costs and expenses will be assessed in accord with the provisions of this Section.
- (5) In addition to actual abatement costs, the following administrative fee shall be assessed and collected in the same manner:

ORDINANCE 25-_____ - Page 4

- (a) Where abatement is accomplished by voluntary agreement, the Director shall charge ~~at least \$50.00~~ a fee set by City Council that is located in the Master Fee Schedule per month per acre or fractions thereof.
- (b) Where abatement has not been accomplished by the owner prior to a hearing before the Director:
 - (i) Substandard building ~~\$500.00~~ fee is set by City Council and located in the Master Fee Schedule;
 - (ii) Unfit building ~~fee is set by City Council and located in the Master Fee Schedule~~ \$1,000.00;
 - (iii) Vacant Structures and Land ~~fee is set by City Council and located in the Master Fee Schedule~~ \$500.00.
- (c) Where abatement is accomplished following breach of a Voluntary Correction Agreement or understanding between a property owner and Director:
 - (i) Substandard building ~~fee is set by City Council and located in the Master Fee Schedule~~ \$1,000.00;
 - (ii) Unfit building ~~fee is set by City Council and located in the Master Fee Schedule~~ \$1,500.00;
 - (iii) Vacant Structures and Land ~~fee is set by City Council and located in the Master Fee Schedule~~ \$1,000.00.
- (d) Where the abatement is accomplished by the City following hearing or default of the property owner:
 - (i) Substandard building ~~fee is set by City Council and located in the Master Fee Schedule~~ \$2,000.00;
 - (ii) Unfit building ~~fee is set by City Council and located in the Master Fee Schedule~~ \$3,000.00;
 - (iii) Vacant Structures and Land ~~fee is set by City Council and located in the Master Fee Schedule~~ \$2,000.00.
- (6) For repeat violations, costs shall be doubled.
- (7) The Director or their designee are hereby authorized to utilize all means permitted by law to collect unpaid administrative fees and abatement costs including, but not limited to, the use of a collection agency to recover said fees and costs. In addition to the enforcement measures authorized by [Chapter 9.44](#) and [Chapter 9.48](#) KMC, the City Attorney is hereby authorized to pursue all other means permitted by law to enforce compliance with [Chapter 9.44](#) and [Chapter 9.48](#) KMC, including injunctive or other civil relief in Superior Court.

([Ord. 25-_____ Sec. 2, 2025](#); Ord. 5700 Sec. 2, 2017; Ord. 5658 Sec. 12, 2016; Ord. 5606 Sec. 3, 2015; Ord. 5512 Sec. 9, 2013; Ord. 5322 Sec. 35, 2010; Ord. 3830 Sec. 2, 1998; Ord. 3753 Sec. 2(part), 1997; Ord. 3589 Sec. 2(part), 1996; Ord. 3062 Sec. 1(part), 1987)

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.21. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Centralizing Fire Prevention Code Fee in the Master Fee Schedule, Amending KMC 15.30.240 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 15.30.240 to update the reference location for the permit fee, directing readers to the Kennewick Master Fee Schedule. This change will ensure accuracy, improve consistency, and make it easier to locate current fee information. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO FIRE PREVENTION CODE AND
AMENDING SECTION 15.30.240 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 15.30.240 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

15.30.240: - Manufacture, Sale and Discharge of Fireworks.

- (1) The sale and discharging of fireworks within the city of Kennewick shall be in accordance with the Washington State Fireworks Law, Chapter 70.77 RCW, and Chapter 212-17 WAC, unless otherwise provided in this section.
- (2) During periods of extreme fire danger, as determined by the fire chief or the fire chief's designee, the city manager may prohibit the discharge of any or all fireworks within city limits.
- (3) It is unlawful for any person firm or corporation to engage in the retail sell of, or to sell any fireworks within the city without first obtaining a permit pursuant to the provisions of this chapter.
- (4) Application for permits for public display and/or retail sales of fireworks shall be accompanied by a letter from the person legally responsible for the property on which such display and/or sale is to take place. Such letter shall grant permission to the applicant for the use of said property.
- (5) The city will issue a sales permit for wholesale distribution and temporary retail firework stands each calendar year. Every retail fireworks sales business permit issued shall be valid for the period from April 1st of the year for which the application is made through January 31st of the subsequent year, or the remaining portion thereof.
- (6) No permits shall be issued for a given calendar year prior to April 1st of each year. All applications for permits must be received by the Fire Prevention Division prior to June 1st of each year. Permit applications will be processed within 14 business days of being received.
- (7) The fee for a permit for the retail sale of fireworks and for the public display of fireworks shall be charged per the Master Fee Schedule as set by City Council.

- (8) Temporary Retail fireworks stands shall follow and be located in those areas or zones within the city wherein commercial activities are authorized under KMC 18.12.250 (Temporary and Parking Lot Businesses).
- (9) On receipt of the completed application, supplemental documentation and the permit plan review fee. The Kennewick Fire Prevention Division shall conduct an inspection of the wholesale business/temporary fireworks stand to determine compliance with applicable codes prior to the start of sales.
- (10) The stands of all permittees shall conform to the following minimum standards and conditions:
 - (a) *Construction.* Temporary fireworks stands need not comply with all provisions of the building code of the city; provided, however, that all such stands shall be erected under the supervision of the fire chief or his duly authorized representative, who shall require all stands to be constructed in a safe manner insuring the safety of the attendants and patrons. Tents, canopies, or structures utilizing temporary membrane materials shall be fire retardant or treated with fire retardant. In the event any temporary stand is wired for electricity, then the wiring shall conform to the National Electrical Code.
 - (b) *Location.* No temporary fireworks stand shall be located within 20 feet of any other building or structure nor within 100 feet of any gasoline station, or premises where flammable liquids are kept or stored.
 - (c) *Exits.* Each temporary fireworks stand must have at least two exits which shall be unobstructed at all times.
 - (d) *Fire Extinguisher.* Each Temporary fireworks stand shall have in a readily accessible place not less than two fire extinguishers duly approved in advanced by the fire chief or his duly authorized representative.
 - (e) *Clearing Area.* All weeds, grass and combustible materials shall be cleared from the location of the temporary fireworks stand and the surrounding area a distance of not less than 100 feet measured from the exterior walls on each side of said temporary fireworks stand.
 - (f) *No Smoking.* No smoking shall be permitted in or within 50 feet of any temporary fireworks stand and the same shall be posted with proper "no smoking" signs.
 - (g) *Vehicles.* No vehicles shall be allowed within 25 feet of the fireworks stand. Flagging shall be erected 25 feet around the stand to designate the standoff parking distance.

- (h) *Open Flame.* No open flame shall be allowed within 50 feet of any fireworks stand.
 - (i) *Discharge.* It shall be the responsibility of the attendant to not allow the discharge of fireworks within 300 feet of any fireworks stand.
 - (j) *Removal of Unsold Stock.* All unsold stock and accompanying litter shall be removed from said temporary fireworks stand by 12:00 noon on the sixth of July and third of January of each year.
- (11) It shall be unlawful for any person or corporation to sell or give fireworks to anyone under the age of 16 unless that person is under the immediate supervision of an adult (18 years old or older). It shall be unlawful for a parent, guardian or other person responsible for a child under the age of 16 to allow that child to possess, use, discharge or transport any fireworks unless that child is under the immediate supervision of an adult. It shall be unlawful for any person under the age of 16 to possess, use, discharge, or transport any fireworks unless under the immediate supervision of an adult (18 years old or older). Signs shall be posted prominently at each firework sales outlet which state: "It is unlawful to sell or give fireworks to anyone under the age of sixteen (16) unless that person is under the immediate supervision of an adult (eighteen (18) years or older). It shall be unlawful for a parent, guardian or other person responsible for a child under the age of sixteen (16) to allow that child to possess, use, discharge or transport any fireworks unless that child is under the immediate supervision of an adult. KMC 15.30.240."
- (12) It is unlawful to use fire or discharge any fireworks along the route of and during any parade or at any place of public uses as defined in KMC 18.09.1610 or in any commercial use as designated under KMC 18.03.030, unless permitted by the Fire Code Official or designee.
- (13) It is unlawful at any time to throw or toss any fireworks at any person, animal, vehicle or other thing or object.
- (14) The following fireworks are allowed to be legally used within the city of Kennewick provided they are used in a manner that is consistent with the regulations that are in place:
- (a) Cylindrical fountains.
 - (b) Cone fountains.
 - (c) Parachutes.
 - (d) Wheels.

- (e) Wire sparkler/dipped sticks.
- (f) Illuminated torch.
- (g) Ground and hand-held sparkling devices.
- (h) Novelties.

Notwithstanding RCW 70.77.575 and 70.77.580, every retailer in the City of Kennewick is required to post prominently at each retail outlet a list of the fireworks that may be sold to the public under this section. The retailer shall provide a list of fireworks that will be sold to the Fire Code Official by May 31st of each year for review and approval.

- (15) It shall be unlawful for any person to possess, sell or use in the City of Kennewick any of the following:
 - (a) Helicopter or Aerial Spinner. Tube not more than one-half inch (12.5 mm) inside diameter and containing up to 20 grams of pyrotechnic composition. A propeller or blade is attached, which, upon ignition, lifts the rapidly spinning device into the air. A visible or audible effect is produced at the height of flight.
 - (b) Mine or Shell. Heavy cardboard or paper tube up to two and one-half inches (63.5 mm) inside diameter attached to a wood or plastic base and containing up to 40 grams of pyrotechnic composition. Upon ignition, stars, firecrackers, or other devices are propelled into the air. The tube remains on the ground.
 - (c) Chaser. Small paper or cardboard tube that travels along the ground upon ignition. A whistling effect, or other noise, is often produced. The explosive composition used to create the noise may not exceed 50 mg.
 - (d) Ground Spinner. Small device similar to a wheel in design and effect and placed on the ground and ignited. A shower of sparks and color is produced by the rapidly spinning device.
 - (e) Roman Candle. Heavy paper or cardboard tube not exceeding three-eighths inch (9.5 mm) inside diameter and containing up to 20 grams of pyrotechnic composition. Upon ignition, up to ten stars (pellets of pressed pyrotechnic composition that burn with bright color) are individually expelled at several-second intervals.
 - (f) Toy Smoke Device. Tube or sphere containing pyrotechnic composition that, upon ignition, produces white or colored smoke as the primary effect.

- (g) Jumping Jacks. A small tube containing pyrotechnic composition so that, upon ignition, the tube will bounce around and produce a flash.
 - (h) Combination Items. Fireworks devices containing combinations of two or more of the effects described in WAC 212-17-198.
 - (i) "Special fireworks", as defined in RCW 70.77.131 and WAC 212-17-345. Except with public display permits.
 - (j) "Agricultural and wildlife fireworks", as defined in RCW 70.77.141 and WAC 212-17-045. Except with proper permit.
 - (k) "Special effects", as defined in RCW 70.77.146. Except with proper permit.
 - (l) Any fireworks devices which do not satisfy all the chemical content and construction requirements of WAC 212-17-050.
 - (m) Any fireworks larger, in terms of size or amount of pyrotechnic composition, than specified in this section.
- (16) Any and all fireworks deemed to be in violation of this section may be seized and properly destroyed by the police.

(Ord. 25-_____ Sec. 1, 2025; Ord. 25-6080 Sec. 1, 2025)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO FIRE PREVENTION CODE AND
AMENDING SECTION 15.30.240 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 15.30.240 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

15.30.240: - Manufacture, Sale and Discharge of Fireworks.

- (1) The sale and discharging of fireworks within the city of Kennewick shall be in accordance with the Washington State Fireworks Law, Chapter 70.77 RCW, and Chapter 212-17 WAC, unless otherwise provided in this section.
- (2) During periods of extreme fire danger, as determined by the fire chief or the fire chief's designee, the city manager may prohibit the discharge of any or all fireworks within city limits.
- (3) It is unlawful for any person firm or corporation to engage in the retail sell of, or to sell any fireworks within the city without first obtaining a permit pursuant to the provisions of this chapter.
- (4) Application for permits for public display and/or retail sales of fireworks shall be accompanied by a letter from the person legally responsible for the property on which such display and/or sale is to take place. Such letter shall grant permission to the applicant for the use of said property.
- (5) The city will issue a sales permit for wholesale distribution and temporary retail firework stands each calendar year. Every retail fireworks sales business permit issued shall be valid for the period from April 1st of the year for which the application is made through January 31st of the subsequent year, or the remaining portion thereof.
- (6) No permits shall be issued for a given calendar year prior to April 1st of each year. All applications for permits must be received by the Fire Prevention Division prior to June 1st of each year. Permit applications will be processed within 14 business days of being received.
- (7) The fee for a permit for the retail sale of fireworks and for the public display of fireworks shall be charged per the ~~Kennewick Administrative Code (KAC)~~ Title

~~8 Section 40 (Fire Permit Fee Schedule).~~ Master Fee Schedule as set by City Council.

- (8) Temporary Retail fireworks stands shall follow and be located in those areas or zones within the city wherein commercial activities are authorized under KMC 18.12.250 (Temporary and Parking Lot Businesses).
- (9) On receipt of the completed application, supplemental documentation and the permit plan review fee. The Kennewick Fire Prevention Division shall conduct an inspection of the wholesale business/temporary fireworks stand to determine compliance with applicable codes prior to the start of sales.
- (10) The stands of all permittees shall conform to the following minimum standards and conditions:
 - (a) *Construction.* Temporary fireworks stands need not comply with all provisions of the building code of the city; provided, however, that all such stands shall be erected under the supervision of the fire chief or his duly authorized representative, who shall require all stands to be constructed in a safe manner insuring the safety of the attendants and patrons. Tents, canopies, or structures utilizing temporary membrane materials shall be fire retardant or treated with fire retardant. In the event any temporary stand is wired for electricity, then the wiring shall conform to the National Electrical Code.
 - (b) *Location.* No temporary fireworks stand shall be located within 20 feet of any other building or structure nor within 100 feet of any gasoline station, or premises where flammable liquids are kept or stored.
 - (c) *Exits.* Each temporary fireworks stand must have at least two exits which shall be unobstructed at all times.
 - (d) *Fire Extinguisher.* Each Temporary fireworks stand shall have in a readily accessible place not less than two fire extinguishers duly approved in advanced by the fire chief or his duly authorized representative.
 - (e) *Clearing Area.* All weeds, grass and combustible materials shall be cleared from the location of the temporary fireworks stand and the surrounding area a distance of not less than 100 feet measured from the exterior walls on each side of said temporary fireworks stand.
 - (f) *No Smoking.* No smoking shall be permitted in or within 50 feet of any temporary fireworks stand and the same shall be posted with proper "no smoking" signs.

- (g) *Vehicles.* No vehicles shall be allowed within 25 feet of the fireworks stand. Flagging shall be erected 25 feet around the stand to designate the standoff parking distance.
 - (h) *Open Flame.* No open flame shall be allowed within 50 feet of any fireworks stand.
 - (i) *Discharge.* It shall be the responsibility of the attendant to not allow the discharge of fireworks within 300 feet of any fireworks stand.
 - (j) *Removal of Unsold Stock.* All unsold stock and accompanying litter shall be removed from said temporary fireworks stand by 12:00 noon on the sixth of July and third of January of each year.
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- (12) It is unlawful to use fire or discharge any fireworks along the route of and during any parade or at any place of public uses as defined in KMC 18.09.1610 or in any commercial use as designated under KMC 18.03.030, unless permitted by the Fire Code Official or designee.
- (13) It is unlawful at any time to throw or toss any fireworks at any person, animal, vehicle or other thing or object.
- (14) The following fireworks are allowed to be legally used within the city of Kennewick provided they are used in a manner that is consistent with the regulations that are in place:
- (a) Cylindrical fountains.
 - (b) Cone fountains.

- (c) Parachutes.
- (d) Wheels.
- (e) Wire sparkler/dipped sticks.
- (f) Illuminated torch.
- (g) Ground and hand-held sparkling devices.
- (h) Novelties.

Notwithstanding RCW 70.77.575 and 70.77.580, every retailer in the City of Kennewick is required to post prominently at each retail outlet a list of the fireworks that may be sold to the public under this section. The retailer shall provide a list of fireworks that will be sold to the Fire Code Official by May 31st of each year for review and approval.

- (15) It shall be unlawful for any person to possess, sell or use in the City of Kennewick any of the following:
 - (a) Helicopter or Aerial Spinner. Tube not more than one-half inch (12.5 mm) inside diameter and containing up to 20 grams of pyrotechnic composition. A propeller or blade is attached, which, upon ignition, lifts the rapidly spinning device into the air. A visible or audible effect is produced at the height of flight.
 - (b) Mine or Shell. Heavy cardboard or paper tube up to two and one-half inches (63.5 mm) inside diameter attached to a wood or plastic base and containing up to 40 grams of pyrotechnic composition. Upon ignition, stars, firecrackers, or other devices are propelled into the air. The tube remains on the ground.
 - (c) Chaser. Small paper or cardboard tube that travels along the ground upon ignition. A whistling effect, or other noise, is often produced. The explosive composition used to create the noise may not exceed 50 mg.
 - (d) Ground Spinner. Small device similar to a wheel in design and effect and placed on the ground and ignited. A shower of sparks and color is produced by the rapidly spinning device.
 - (e) Roman Candle. Heavy paper or cardboard tube not exceeding three-eighths inch (9.5 mm) inside diameter and containing up to 20 grams of pyrotechnic composition. Upon ignition, up to ten stars (pellets of pressed pyrotechnic composition that burn with bright color) are individually expelled at several-second intervals.

- (f) Toy Smoke Device. Tube or sphere containing pyrotechnic composition that, upon ignition, produces white or colored smoke as the primary effect.
 - (g) Jumping Jacks. A small tube containing pyrotechnic composition so that, upon ignition, the tube will bounce around and produce a flash.
 - (h) Combination Items. Fireworks devices containing combinations of two or more of the effects described in WAC 212-17-198.
 - (i) "Special fireworks", as defined in RCW 70.77.131 and WAC 212-17-345. Except with public display permits.
 - (j) "Agricultural and wildlife fireworks", as defined in RCW 70.77.141 and WAC 212-17-045. Except with proper permit.
 - (k) "Special effects", as defined in RCW 70.77.146. Except with proper permit.
 - (l) Any fireworks devices which do not satisfy all the chemical content and construction requirements of WAC 212-17-050.
 - (m) Any fireworks larger, in terms of size or amount of pyrotechnic composition, than specified in this section.
- (16) Any and all fireworks deemed to be in violation of this section may be seized and properly destroyed by the police.

(Ord. 25-_____ Sec. 1, 2025; Ord. 25-6080 Sec. 1, 2025)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETLE J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

Council Agenda Coversheet	Item Number: 5.d.22. Date: 8/19/2025 Item Type: Ordinance	Category: Ordinance
	Subject: Ordinance: Centralizing Blasting Permit Fee in the Master Fee Schedule, Amending KMC 15.35.040 Department: Finance Ordinance #:	
<u>Recommendation</u> Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide. <u>Motion for Consideration</u> Motion to adopt the ordinance as presented. <u>Summary</u> The recommended ordinance amends KMC Section 15.35.040 to update the reference location for the permit fee, directing readers to the Kennewick Master Fee Schedule. This change will ensure accuracy, improve consistency, and make it easier to locate current fee information. <u>Alternatives</u> The alternative is to deny approval of the ordinance. This alternative is not recommended. <u>Fiscal Impact</u> No fiscal impact.		
<u>Attachments:</u> 1. Ordinance 2. Redline		

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO BLASTING PERMITS AND AMENDING
SECTION 15.35.040 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 15.35.040 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

15.35.040: - Fee.

The fee for blasting permits will be determined based upon actual administrative costs;
including review time, consultant costs, and inspection time's incurred by staff of the Fire Code
Official or their designee. The fee shall be posted and updated according to existing processes as
noted in the Master Fee Schedule as set by City Council.

(Ord, 25-_____ Sec. 1, 2025; Ord. 5876 Sec. 4, 2020; Ord. 5868 Sec. 5, 2020)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO BLASTING PERMITS AND AMENDING
SECTION 15.35.040 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 15.35.040 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

15.35.040: - Fee.

The fee for blasting permits will be determined based upon actual administrative costs;
including review time, consultant costs, and inspection time's incurred by staff of the Fire Code
Official or their designee. The fee shall be posted and updated according to existing processes as
noted in ~~KAC 8-40-010 Fire Permit Fee Schedule~~the Master Fee Schedule as set by City
Council.

(Ord, 25-_____ Sec. 1, 2025; Ord. 5876 Sec. 4, 2020; Ord. 5868 Sec. 5, 2020)

Section 2. This ordinance shall be in full force and effect five days from and after its passage,
approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and
signed in authentication of its passage this 19th day of August, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:
