City Council Regular Meeting Agenda
December 2, 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.

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1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

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. 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.

a. **Meeting Minutes: November 18, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.

b. **Meeting Minutes: November 25, 2025, City Council Workshop**
Motion to approve the minutes as presented.

c. **Claim Roster: Toyota Center Operations and Box Office Accounts**
Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for October 2025 in the amount of $1,396,323.78 comprised of check numbers 28623-28737 in the amount of $236,299.73 and electronic transfers in the amount of $1,159,963.21.

d. **Claims Roster: Columbia Park Golf Course Account**
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for October 2025 in the amount of $69,934.93 consisting of check numbers 2975-2980 and 3000-3018 in the amount of $22,657.49 and electronic transfers in the amount of $47,277.44.

e. **Payroll Roster: For the Pay Period Ending 11/15/2025**
Motion to approve the payroll roster for the pay period ending 11/15/2025.

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.

f. **Approval of 2026 Lodging Tax Advisory Committee (LTAC) Recommendations**
Motion to approve the 2026 lodging tax funding recommendations as submitted by the City's Lodging Tax Advisory Committee (LTAC).

g. **Contract: AXON Contract Amendment Approval and Budget Authority**
Motion to approve the contract amendment as presented and authorize funding.

5. ORDINANCES & RESOLUTIONS

a. Ordinance Docket: Housekeeping Code Updates Pertaining to Citywide Fee Schedules

1 Ordinance: Updating Latecomers Reimbursement Agreement Processing Fees, Amending KMC 5.60.060

2 Ordinance: Updating Sewer Area Charge Processing Fees Relating to Latecomers Reimbursement Agreements, Amending KMC 5.64.070

3 Ordinance: Updating Fees Relating to Massage and Reflexology Services, Amending KMC 6.37.050

4 Ordinance: Updating Fees Relating to Security Systems, Amending KMC 6.60.042

5 Ordinance: Updating Fees Relating to Use of Public Water Systems, Amending KMC 14.03.090

6 Ordinance: Updating Fees Relating to Water Meters, Amending KMC 14.12.040

7 Ordinance: Updating Fees Relating to Kennewick Pretreatment Act, Amending KMC 14.23.140

b. Resolution: 2026 Master Fee Schedule Updates

c. Ordinance Docket: Community Planning KMC Updates Pertaining to Titles 17 and 18 for Co-Living Housing

1 Ordinance: Add Section 18.09.415 - Co-Living Housing to the KMC

2 Ordinance: Remove the Reference to Rowhouses in KMC 17.20.010(4)(e).

3 Ordinance: Repeal KMC Section 18.09.260 - Boarding House

4 Ordinance: Amend KMC Section 18.09.1350 - Multi-Family Residential Development

5 Ordinance: Repeal KMC Section 18.09.1860 - Rooming House

6 Ordinance: Repeal KMC Section 18.09.1865 Rowhouse

7 Ordinance: Amend KMC Section 18.09.2085 - Townhouse

8 Ordinance: Amend KMC Section 18.12.010 A.1 - Residential Use Table

9 Ordinance: Amend KMC Section 18.12.010 A.2 - Table of Residential Site Development Standards

10 Ordinance: Repeal KMC Section 18.12.190 - Rooming Houses and Boarding Houses

11 Ordinance: Amend KMC Section 18.36.060 - Specific Parking Requirements

6. NEW BUSINESS

a. Presentation: 2026 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan

7. COUNCIL COMMENTS & DISCUSSION

8. CONCLUSION

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

Council Agenda Coversheet				Category: Consent Agenda
	Item Number:	4.a.	**Date:** 12/2/2025	
	Item Type:	General Business Item		
	Subject:	**Meeting Minutes: November 18, 2025, City Council Regular Meeting**		
	Department:	City Manager		

Recommendation

Staff recommends Council approve the meeting minutes as presented.

Motion for Consideration

Motion to approve the minutes as presented.

Summary

The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration.

Alternatives

The City Council may make corrections to errors and approve the meeting minutes as amended.

Fiscal Impact

None.

Attachments:

1. Minutes - Draft

FOR CONSIDERATION DECEMBER 2, 2025

CITY OF KENNEWICK

CITY COUNCIL REGULAR MEETING

November 18, 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*
Anthony Muai, *Planning Director*
Krystal Johnston, *City Clerk*
Matt Halitsky, *Senior Planner*
Kylie Peel, *CDBG Coordinator*
Chad Crouch, *Executive Services Director*
Trever Davis, *Police Commander*
Jillian Henze, *PIO/Marketing Supervisor*

1. CALL TO ORDER

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

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

Councilmember Trumbo led the Pledge of Allegiance. No invocation provided.

Proclamation: Proclamation: Small Business Saturday; Mayor Crawford read the proclamation into the record and presented it to Stephanie Button, Executive Director, Historic Downtown Kennewick Partnership. Ms. Button described festivities planned for the Downtown businesses and encouraged everyone to shop local November 29, 2025.

2. VISITORS

Mayor Crawford opened the Visitor Comment section by expressing appreciation for the visitors who have advocated for a new pool facility. She expressed that their opinions have been heard and are valued and she described upcoming discussions to address the request.

A visitor stated the importance of arts.

A visitor addressed the pool facility.

3. APPROVAL OF AGENDA

MOTION:	Mayor Pro Tem Torelli moved to approve the agenda as presented.
SECOND:	Councilmember Anderson.
DISCUSSION:	None.
VOTE:	**The motion passed unanimously (7-0)**

4. CONSENT AGENDA

MOTION:	Mayor Pro Tem Torelli moved to approve the consent agenda as presented.
SECOND:	Councilmember Anderson.
VOTE:	**The motion passed unanimously (7-0)**

a. **Meeting Minutes: November 4, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.

b. **Claim Roster: October 2025**
Motion to approve the Claims Roster for October 2025 in the amount of $7,329,784.16 comprised of electronic payments and check numbers 321334-321770.

c. **Payroll Roster: For the Pay Period Ending 10/31/2025**
Motion to approve the payroll roster for the pay period ending 10/31/2025.

d. **Report: Annual Complete Streets Report For 2024**
Motion to accept the Annual Complete Streets Report as presented.

e. **Contract: 2025-2027 Solid Waste Management Interlocal Agreement between the City of Kennewick, Benton County, and City of Benton City, City of Prosser, City of West Richland, and City of Richland**
Motion to approve the contract as presented.

f. **Contract: Columbia Center Blvd. Widening Project Consultant Agreement for Real Estate Services (P2403)**
Motion to authorize the City Manager to sign the professional services agreement with Universal Field Services, Inc. as presented.

g. **Grants: Authorizing a Systemic Safety Streetlight Project Grant Application to WSDOT's Highway Safety Improvement Program (HSIP)**
Motion to authorize staff to submit a grant application to WSDOT as described.

5. ORDINANCES & RESOLUTIONS

a. Ordinance 25-6143: Amending KMC 11.36.130, Intersection Avoidance

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO INTERSECTION AVOIDANCE AND AMENDING SECTION 11.36.130 OF THE KENNEWICK MUNICIPAL CODE

Mr. Sanguino provided a staff report; Council did not ask questions.

MOTION:	Mayor Pro Tem Torelli moved to adopt the ordinance as presented.
SECOND:	Councilmember Millbauer.
DISCUSSION:	None.
VOTE:	**The motion passed (6-1; *Councilmember Anderson dissenting*)**
The City Clerk assigned Ordinance No. 25-6143	

b. Resolution 25-16: County-Wide Planning Policies

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

MOTION:	Mayor Pro Tem Torelli moved to adopt the resolution as presented.
SECOND:	Councilmember Millbauer
DISCUSSION:	Council noted clerical errors in the document. Ms. Johnston stated the resolution ratifies the County's adopted policy and it is not necessary for the City Clerk to correct errors in their document.
VOTE:	**The motion passed unanimously (7-0)**
The City Clerk assigned Resolution No. 25-16	

6. PUBLIC HEARINGS

a. Ordinance 25-6144: Mid-Biennium Budget Adjustment

Ms. Johnston read the ordinance title into the record:

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

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

Mayor Crawford opened the public hearing at 07:10 p.m.

Testimony: A visitor testified in favor of increased funding for downtown.

Mayor Crawford closed the public hearing at 7:11 p.m.

MOTION:	Mayor Pro Tem Torelli moved to adopt the ordinance as presented.
SECOND:	Councilmember Millbauer.
DISCUSSION:	None.
VOTE:	**The motion passed unanimously (7-0)**
The City Clerk assigned Ordinance No. 25-6144	

b. Ordinance 25-6147: 2026 Property Tax Levy

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE PROVIDING FOR A PROPERTY TAX LEVY IN THE CITY OF KENNEWICK FOR THE YEAR 2026 IN ACCORD WITH STATE LAW

Ms. Platt delivered a staff report and together with Ms. Erdman, Mr. Sanguino, and Ms. Johnston, addressed Council's inquiries. The questions primarily centered around alternatives to raising the levy, the utilization of the banking mechanism, and the potential budget impacts if the levy increase is rejected. Council also asked clarifying procedural questions about the motions and options available under Roberts Rules of Order.

Mayor Crawford opened the public hearing at 07:39 p.m.

Testimony: Two residents spoke against the levy increase while another spoke in favor.

Mayor Crawford closed the public hearing at 7:46 p.m.

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

DISCUSSION:	Council engaged in an extensive discussion regarding the merits of the ordinance, concentrating on the potential effects of increases on residents. The debate also highlighted concerns about the cumulative impact of increases made recently including the new sales tax through the Transportation Benefit District, ambulance mileage increases, utility rate increases, and higher solid waste fees.
Councilmember Millbauer called the question.	
VOTE:	**The motion failed (2-5; Mayor Pro Tem Torelli and Councilmember Millbauer dissenting)**

Staff and Council discussed additional options, which included an amended motion proposing a zero-increase levy rate for 2026. This approach would maintain the City's ability to bank the increase for potential use by the Council in the future. Discussion also focused on the necessity to adopt the levy before November 30 in order to not lose new construction funding revenue from the County.

An amended ordinance was presented for Council's consideration which specified a levy amount of $0 which is an increase of 0% increase from the previous year and to bank the 1% allowable increase over the 2025 levy rate in the amount of $158,002 for future use.

Ms. Johnston read the ordinance title into the record:

> AN ORDINANCE PROVIDING FOR A PROPERTY TAX LEVY IN THE CITY OF KENNEWICK FOR THE YEAR 2026 IN ACCORD WITH STATE LAW

MOTION:	Mayor Pro Tem Torelli moved to adopt the amended ordinance as presented.
SECOND:	Councilmember Millbauer.
DISCUSSION:	Council debated the merits of the amended ordinance and the importance of finding available funding through cuts or sale of unused/underutilized city property.
VOTE:	**The motion failed (3-4; Mayor Crawford, Mayor Pro Tem Torelli, and Councilmember McShane dissenting)**

Clerk's Note: *Council ultimately adopted a property tax levy ordinance under Item 7., Council Comments & Discussion. The motion is included here, rather than under Council Comments & Discussion, to aid the reader in better understanding the deliberations and process to adopt the ordinance.*

Ms. Erdman emphasized the importance of adopting the 2026 levy during tonight's meeting to secure new construction revenue for the City.

An updated ordinance was introduced for the Council's review, outlining a levy amount of $0, reflecting a 0% increase from the prior year.

Ms. Johnston read the ordinance title into the record:

> AN ORDINANCE PROVIDING FOR A PROPERTY TAX LEVY IN THE CITY OF KENNEWICK FOR THE YEAR 2026 IN ACCORD WITH STATE LAW

MOTION:	Mayor Pro Tem Torelli moved to adopt the amended ordinance as presented.
SECOND:	Councilmember McShane.
DISCUSSION:	Council reiterated a desire to exclude the option to bank the increase for future use. Staff affirmed the language preserving the banking option was excluded from this amendment.

VOTE: **The motion passed (6-1; Councilmember Trumbo dissenting)**

The City Clerk assigned Ordinance No. 25-6147

c. Ordinance 25-6145: Annexation: AZ-2025-0001, Strizhaks Haven Ranch LLC (5215 S Washington Street)

Ms. Johnston read the ordinance title into the record for item 6.c.:

AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN TERRITORY LOCATED AT 5215 S WASHINGTON STREET AND PROVIDING FOR ZONING CLASSIFICATION THEREOF OF RESIDENTIAL, LOW DENSITY (RL) (AZ 2025-0001, Knutzen Engineering (Owner: Strizhaks Haven Ranch, LLC))

Ms. Johnston read the ordinance title into the record for item 6.c.1:

AN ORDINANCE GRANTING A FRANCHISE TO BASIN DISPOSAL, INC. FOR THE COLLECTION OF GARBAGE AND REFUSE IN THE CITY OF KENNEWICK (AZ 2025-0001, Knutzen Engineering (Owner: Strizhaks Haven Ranch, LLC))

Mr. Haltisky provided a combined staff report for items 6.c. and 6.c.1. and answered Council's questions.

Mayor Crawford opened the public hearing at 8:57 p.m.

Testimony: Two residents spoke against the annexation; one spoke in favor of it.

Mayor Crawford closed the public hearing at 9:01 p.m.

6.c. Ordinance 25-6145: Annexation: AZ-2025-0001, Strizhaks Haven Ranch LLC (5215 S Washington Street)

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

SECOND: Councilmember Anderson.

DISCUSSION: None.

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

The City Clerk assigned Ordinance No. 25-6145

6.c.1. Ordinance 25-6146: Franchise Agreement with Basin Disposal to Provide Solid Waste Disposal at AZ-2025-0001, Strizhak Haven Ranch

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

SECOND: Councilmember Anderson.

DISCUSSION: None.

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

The City Clerk assigned Ordinance No. 25-6146

d. CDBG: 2026 Annual Action Plan and Citizen Participation Plan

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

Mayor Crawford opened the public hearing at 09:07 p.m.

Testimony: A visitor testified in favor of the plans.

Mayor Crawford closed the public hearing at 9:08 p.m.

MOTION:	Mayor Pro Tem Torelli moved to approve the CDBG Annual action plan and citizen participation plan as presented.
SECOND:	Councilmember Millbauer.
DISCUSSION:	None.
VOTE:	**The motion passed unanimously (7-0)**

7. COUNCIL COMMENTS/DISCUSSION:

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

A motion to adopt an amended ordinance concerning the 2026 property tax levy was introduced by Ms. Erdman. The details of the motion and discussion are captured under item 6.b., above.

8. CONCLUSION: Mayor Crawford concluded the meeting at 9:18 p.m.

DRAFT
Krystal Johnston
City Clerk

At the time of publishing these minutes, the City Council meeting recording is available at:
https://kennewickwa.new.swagit.com/videos/361476

Council Agenda Coversheet	Item Number: 4.b.	Date: 12/2/2025	Category: Consent Agenda
	Item Type: General Business Item		
	Subject: **Meeting Minutes: November 25, 2025, City Council Workshop**		
	Department: City Manager		

Recommendation

Staff recommends Council approve the meeting minutes as presented.

Motion for Consideration

Motion to approve the minutes as presented.

Summary

The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration.

Alternatives

The City Council may make corrections to errors and approve the meeting minutes as amended.

Fiscal Impact

None.

Attachments:

1. Minutes - Draft

FOR CONSIDERATION DECEMBER 2, 2025

CITY OF KENNEWICK
CITY COUNCIL WORKSHOP
November 25, 2025

CITY COUNCIL PRESENT:

Gretl Crawford, *Mayor*
Chuck Torelli, *Mayor Pro Tem*
Brad Klippert, *Councilmember*
Jim Millbauer, *Councilmember*
John Trumbo, *Councilmember*

CITY STAFF PRESENT:

Erin Erdman, *City Manager*
Laurencio Sanguino, *City Attorney*
Chris Guerrero, *Police Chief*
Michael Heffner, *Fire Chief*
John Cowling, *Public Works Director*
Jessica Platt, *Finance Director*
Chad Crouch, *Executive Services Director*
Krystal Johnston, *City Clerk*
Dylan Doremus, *Executive Assistant*

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

1. Swearing In Ceremony for Councilmember Brad Klippert, Position 4: Ms. Johnston administered the Oath of Office to Councilmember Klippert.

Mayor Crawford called roll; all Councilmembers were present with the exception of Councilmember Anderson and Councilmember Beauchamp.

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

Mayor Crawford announced there were no citizen comments submitted.

2. Discussion: AXON Contract: Chief Guerrero presented an in-depth staff report detailing the proposed contract. This report highlighted the value and impact of the expanded tools, how neighboring agencies are utilizing similar features, and the pricing strategies involved. Ms. Platt elaborated on the contract costs and budgeting aspects. Chief Guerrero, Ms. Platt, Ms. Erdman, and Mr. Cowling addressed questions from the Council.

Ms. Erdman encouraged Councilmembers to reach out with additional questions so that they may be answered in advance of the December 2 meeting.

CONCLUSION. Mayor Crawford concluded the meeting at 07:52 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/362114

Council Agenda Coversheet	Item Number:	4.c.	Date:	12/2/2025	Category: Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Claim Roster: Toyota Center Operations and Box Office Accounts**			
	Department:	Finance			

Recommendation

Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for October 2025 as presented.

Motion for Consideration

Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for October 2025 in the amount of $1,396,323.78 comprised of check numbers 28623-28737 in the amount of $236,299.73 and electronic transfers in the amount of $1,159,963.21.

Summary

The payments on this Claims Roster are comprised of the following issuances during the period 10/1/2025-10/31/2025:

Check numbers 28623-28737:	$236,299.73
Electronic payments (EFT):	$1,160,024.05
Total	**$1,396,323.78**

Alternatives

Fiscal Impact

$1,396,323.78

Attachments:

1. Claims Roster

TOYO Sterling Operating Account

Date	Check	Method	Name				Amount
10/03/25		**Wire Transfer**	**King Beverage Inc. (00002728)**				**18,374.55**
	10/03/25	3189300	TC Beer			18,374.55	
	101413	*• Inventory - Beer*	*TC Beer*		18,374.55		
10/03/25		**Wire Transfer**	**The Odom Corporation (00002856)**				**2,461.70**
	10/03/25	10170661	TC Beer			2,596.70	
	101413	*• Inventory - Beer*	*TC Beer*		2,596.70		
	10/03/25	3045000219	TC Beer Credit			-135.00	
	101413	*• Inventory - Beer*	*TC Beer Credit*		-135.00		
10/06/25		**Wire Transfer**	**Backstage Entertainment Services LLC (00004419)**				**5,062.00**
	10/06/25	10				5,062.00	
	107404	*• Event Contracted Labor*	*Palomazo Norteno Stagehands*		5,062.00		
10/06/25		**Wire Transfer**	**Rocky Mountain Rigging (00002781)**				**5,082.40**
	10/06/25	Palomazo Norteno Rigging				5,082.40	
	107404	*• Event Contracted Labor*	*Concessions chargeback 10/8*		5,082.40		
10/06/25		**Wire Transfer**	**King Beverage Inc. (00002728)**				**230.00**
	10/06/25	3190370	TC Beer			230.00	
	101413	*• Inventory - Beer*	*TC Beer*		230.00		
10/10/25		**Wire Transfer**	**King Beverage Inc. (00002728)**				**4,530.00**
	10/10/25	3192247	TC Beer			4,530.00	
	101413	*• Inventory - Beer*	*TC Beer*		4,530.00		
10/06/25		**Wire Transfer**	**Southern Glazer's of WA (00002855)**				**4,155.91**
	10/06/25	114026	TC Liquor			4,155.91	
	101415	*• Inventory - Liquor*	*TC Liquor*		4,155.91		
10/10/25		**Wire Transfer**	**The Odom Corporation (00002856)**				**719.43**
	10/10/25	10217637	TC Beer			854.43	
	101413	*• Inventory - Beer*	*TC Beer Credit*		854.43		
	10/10/25	3045000227	TC Beer Credit			-135.00	
	101413	*• Inventory - Beer*	*TC Beer Credit*		-135.00		
10/07/25		**Wire Transfer**	**Messina Touring Group (00002886)**				**189,330.39**
	10/07/25	Old Dominion Settlement				189,330.39	
	102150	*• A/P Settlements*	*Settlement for Old Dominion*		189,330.39		
10/07/25		**Wire Transfer**	**Chester Perez - Serca Music (00004361)**				**317,270.50**
	10/07/25	Palomazo Norteno 10/3/25	Palomazo Norteno 10/3/25			317,270.50	
	102150	*• A/P Settlements*	*Palomazo Norteno 10/3/25*		317,270.50		
10/09/25	**28623**	**Auto Check**	**Advanced Protection Services, Inc. (00002751)**				**733.05**
	10/09/25	R165678	OpenEye Video Cloud License			418.88	
	107209	*• Security & Fire Alarm System*	*TC OpenEye Video Cloud License 10/1/25-10/31/25*		418.88		
	10/09/25	R165679	TC-Temp Security Monitoring			43.47	
	107209	*• Security & Fire Alarm System*	*TC-Temp Security Monitoring 10/1/25-10/31/25*		43.47		
	10/09/25	R165676	TC Comm Ammonia Monitoring			79.37	
	107209	*• Security & Fire Alarm System*	*TC Comm Ammonia Monitoring 10/1/25-10/31/25*		79.37		
	10/09/25	R165675	TC-Ice Rink Commercial Monitor			73.93	
	107209	*• Security & Fire Alarm System*	*TC-Ice Rink Commercial Monitor 10/1/25-10/31/25*		73.93		
	10/09/25	R165677	TC-Main Fire Cellular Comm			73.93	

107209	*• Security & Fire Alarm System*		*TC-Main Fire Cellular Comm 10/1/25-10/31/25*	73.93		
10/09/25	R1965680	TC-Vault Security Monitoring			43.47	
107209	*• Security & Fire Alarm System*		*TC-Vault Security Monitoring 10/1/25-10/31/25*	43.47		
10/09/25	**28624**	**Auto Check**	**Apollo Heating and Air Conditioning (00002933)**			**877.09**
10/09/25	940068514	TC HVAC Repair			434.10	
107210	*• HVAC Repairs & Maintenance*		*TC HVAC Repair*	434.10		
10/09/25	940068664	TC HVAC Repair			442.99	
107210	*• HVAC Repairs & Maintenance*		*TC HVAC Repair*	442.99		
10/09/25	**28625**	**Auto Check**	**Athletica Sport Systems Inc (00003517)**			**625.05**
10/09/25	424341	Goal Frame Pad/Net Prot. Skirt			625.05	
107601	*• Ice-Related Expenses*		*Goal Frame Pad/Net Prot. Skirt*	625.05		
10/09/25	**28626**	**Auto Check**	**Baskin Robbins (00002754)**			**3,573.12**
10/09/25	AMS VS EVERETT	Third Party Sales			1,517.95	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS EVERETT*	1,374.08		
102160	*• Tips Payable*		*Third Party Tips for Employees AMS VS EVERETT*	143.87		
10/09/25	AMS VS WENATCHEE	Third Party Sales			2,055.17	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS WENATCHEE*	1,863.04		
102160	*• Tips Payable*		*Third Party Tips for Employees AMS VS WENATCHEE*	192.13		
10/09/25	**28627**	**Auto Check**	**Benton PUD (00000121)**			**18,637.25**
10/09/25	49072001-49072002 9/16/25	49072001-49072002 9/16/25			18,637.25	
107216	*• Electricity*		*49072001 9/16/25*	13,148.01		
107216	*• Electricity*		*49072002 9/16/25*	5,489.24		
10/09/25	**28628**	**Auto Check**	**Bobablastic (00003078)**			**1,656.48**
10/09/25	AMS VS EVERETT	Third Party Sales			582.62	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS EVERETT*	509.67		
102160	*• Tips Payable*		*Third Party Tips for Employees AMS VS EVERETT*	72.95		
10/09/25	AMS VS WENATCHEE	Third Party Sales			1,073.86	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS WENATCHEE*	956.34		
102160	*• Tips Payable*		*Third Party Tips for Employees AMS VS WENATCHEE*	117.52		
10/09/25	**28629**	**Auto Check**	**Cascade Fire Protection Co. (00004047)**			**1,030.00**
10/09/25	991077	TC Annual Fire Pump Inspection			1,030.00	
107209	*• Security & Fire Alarm System*		*TC Annual Fire Pump Inspection*	1,030.00		
10/09/25	**28630**	**Auto Check**	**Chapala Express (00002758)**			**3,800.36**
10/09/25	AMS VS EVERETT	Third Party Sales			1,029.18	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS EVERETT*	897.80		
102160	*• Tips Payable*		*Third EVERETT Party Tips For Employees AMS VS*	131.38		
10/09/25	AMS VS WENATCHEE	Third Party Sales			2,771.18	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS WENATCHEE*	2,387.88		
102160	*• Tips Payable*		*Third Party Tips for Employees AMS VS WENATCHEE*	383.30		
10/09/25	**28631**	**Auto Check**	**Coca-Cola (00000213)**			**7,518.00**
10/09/25	175309	TC FOOD			7,518.00	
101411	*• Inventory - Food*		*TC FOOD*	7,518.00		
10/09/25	**28632**	**Auto Check**	**Cougar Digital Marketing & Design (00002861)**			**99.88**
10/09/25	15722	TC-Monthly Website Maint. 10/2			99.88	
107302	*• Venue Marketing & Non-Event Advertising*		*TC-Monthly Website Maint. 10/25*	99.88		
10/09/25	**28633**	**Auto Check**	**Culligan Water Conditioning (00002766)**			**421.33**
10/09/25	800810728	TC Water 5 Bottles			421.33	
107102	*• Office Supplies*		*TC Water 5 Bottles*	421.33		
10/09/25	**28634**	**Auto Check**	**Dog Haus Biergarten Pasco (00004205)**			**3,530.17**
10/09/25	AMS VS EVERETT	Third Party Sales			1,044.72	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS EVERETT*	918.60		

102160	*• Tips Payable*		*Third Party Sales Tips for Employees AMS VS EVERETT*	126.12		
10/09/25	AMS VS WENATCHEE	Third Party Sales			2,485.45	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS WENATCHEE*	2,145.60		
102160	*• Tips Payable*		*Third Party Tips for Employees AMS VS WENATCHEE*	339.85		
10/09/25	**28635**	**Auto Check**	**Elite Coatings LLC (00004025)**			**980.10**
10/09/25	997	Powder Coating Hockey Goals			980.10	
107211	*• Equipment Repairs & Maintenance*		*Powder Coating Hockey Goals*	980.10		
10/09/25	**28636**	**Auto Check**	**Enterprise Rent A Car (00002931)**			**213.36**
10/09/25	2020-0247-6354	9SXNNS Old Dominion 2025			213.36	
107410	*• Event Rental Equipment*		*9SXNNS Old Dominion 2025*	213.36		
10/09/25	**28637**	**Auto Check**	**Gamache Landscaping, Inc. (00002798)**			**2,062.85**
10/09/25	2507	TC- Sept 2025 Lawn Maint			2,062.85	
107213	*• Grounds Repairs & Maintenance*		*TC- Sept 2025 Lawn Maint*	2,062.85		
10/09/25	**28638**	**Auto Check**	**Imagicomm Yakima (00004392)**			**624.75**
10/09/25	115318-2	PBR 2025			624.75	
107402	*• Event Advertising*		*PBR 2025*	624.75		
10/09/25	**28639**	**Auto Check**	**Jackson, Kael (00004437)**			**160.00**
10/09/25	Refund	Refund			160.00	
105005	*• Adult Hockey League*		*Refund*	160.00		
10/09/25	**28640**	**Auto Check**	**Jacob's Radio (00002833)**			**160.00**
10/09/25	25090203	Event Advertising Cole Swindel			160.00	
107402	*• Event Advertising*		*Event Advertising Cole Swindel*	160.00		
10/09/25	**28641**	**Auto Check**	**KNDO/KNDU (00002825)**			**233.75**
10/09/25	241562-1	Old Dominion 2025			233.75	
107402	*• Event Advertising*		*Old Dominion 2025*	233.75		
10/09/25	**28642**	**Auto Check**	**KORD-FM (00003149)**			**117.30**
10/09/25	6053554-1	Cole Swindell 2025			117.30	
107402	*• Event Advertising*		*Cole Swindell 2025*	117.30		
10/09/25	**28643**	**Auto Check**	**Oxarc (00002929)**			**173.48**
10/09/25	0032423421	CO2 Old Dominion 2025			173.48	
107410	*• Event Rental Equipment*		*CO2 Old Dominion 2025*	173.48		
10/09/25	**28644**	**Auto Check**	**Popcorn NW (00002773)**			**3,091.85**
10/09/25	AMS VS EVERETT	Third Party Sales			993.67	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS EVERETT*	889.02		
102160	*• Tips Payable*		*Third Party Tips For Employees AMS VS EVERETT*	104.65		
10/09/25	AMS VS WENATCHEE	Third Party Sales			2,098.18	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS WENATCHEE*	1,923.24		
102160	*• Tips Payable*		*Third Party Sales Tips for Employees*	174.94		
10/09/25	**28645**	**Auto Check**	**Rebecca Hewson (00004438)**			**70.00**
10/09/25	Refund	Refund			70.00	
105004	*• Learn to Skate*		*Refund*	70.00		
10/09/25	**28646**	**Auto Check**	**Reign Drop LLC (00003211)**			**117.60**
10/09/25	RD-BOXES-0924	TC FOOD RD-BOXES-0924			117.60	
101411	*• Inventory - Food*		*TC FOOD -RD-BOXES-0924*	117.60		
10/09/25	**28647**	**Auto Check**	**Stephens Media Group (00002844)**			**489.00**
10/09/25	MC-1250916240	PBR 2025			357.00	
107402	*• Event Advertising*		*PBR 2025*	357.00		
10/09/25	IN-1250916227	Cole Swindell 2025			132.00	

	107402	*• Event Advertising*		*Cole Swindell 2025*	132.00		
10/09/25	**28648**	**Auto Check**	**Stuart Palmer (00004120)**				**160.00**
	10/09/25	Refund	Refund			160.00	
	105005	*• Adult Hockey League*		*Refund*	160.00		
10/09/25	**28649**	**Auto Check**	**Sunbelt Rentals, Inc. (00002783)**				**3,865.00**
	10/09/25	174514351-0002	Pre Rig Old Dominion 2025			1,354.83	
	107410	*• Event Rental Equipment*		*Pre Rig Old Dominion 2025*	1,354.83		
	10/09/25	174514351-0006	Pre Rig Old Dominion 2025			418.80	
	107410	*• Event Rental Equipment*		*Pre Rig Old Dominion 2025*	418.80		
	10/09/25	174514351-0003	Pre Rig Old Dominion 2025			1,438.75	
	107410	*• Event Rental Equipment*		*Pre Rig Old Dominion 2025*	1,438.75		
	10/09/25	174514351-0005	Pre Rig Old Dominion 2025			652.62	
	107410	*• Event Rental Equipment*		*Pre Rig Old Dominion 2025*	652.62		
10/09/25	**28650**	**Auto Check**	**Taco City (00003055)**				**2,551.74**
	10/09/25	AMS VS EVERETT	CONCESSION SALES			970.74	
	104690	*• Concession Sales - Third Party Expense*		*CONCESSION SALES AMS VS EVERETT*	874.45		
	102160	*• Tips Payable*		*CONCESSION TIPS FOR EMPLOYEES AMS VS EVERETT*	96.29		
	10/09/25	AMS VS WENATCHEE	CONCESSION SALES			1,581.00	
	104690	*• Concession Sales - Third Party Expense*		*CONCESSION SALES AMS VS WENATCHEE*	1,358.85		
	102160	*• Tips Payable*		*CONCESSION TIPS FOR EMPLOYEES AMS VS WENATCHEE*	222.15		
10/09/25	**28651**	**Auto Check**	**Tennant Sales and Service Company (00002967)**				**709.98**
	10/09/25	921585620	Scrubber Repair			709.98	
	107211	*• Equipment Repairs & Maintenance*		*Scrubber Repair*	709.98		
10/09/25	**28652**	**Auto Check**	**VenuWorks, Inc. (00000894)**				**10,965.13**
	10/09/25	20578	Oct 2025 Mgmt. Fee			10,965.13	
	107306	*• VenuWorks Management Fee*		*Oct 2025 Mgmt. Fee*	10,965.13		
10/09/25	**28653**	**Auto Check**	**WCP Solutions (00002788)**				**1,498.62**
	10/09/25	14210328	iNV. 14210328			962.01	
	107201	*• Tools & Supplies*		*TC Janitorial Supplies PO 5338*	962.01		
	10/09/25	14210329	Inv. 14210329			449.79	
	107201	*• Tools & Supplies*		*TC Janitorial Supplies PO 5338*	449.79		
	10/09/25	14210330	Inv 14210330			86.82	
	107201	*• Tools & Supplies*		*TC Janitorial Supplies PO 5338*	86.82		
10/09/25	**28654**	**Auto Check**	**Weaver Exterminating Service, Inc. (00002804)**				**329.66**
	10/09/25	33734	TC Monthly Rodent Control Aug			329.66	
	107304	*• Contracted Services*		*TC Monthly Rodent Control Aug 2025*	329.66		
10/10/25	**28655**	**Auto Check**	**Andrew Ellegard (00003040)**				**250.00**
	10/10/25	Runner Cole Swindell				250.00	
	107404	*• Event Contracted Labor*		*Runner Cole Swindell*	250.00		
10/10/25	**28656**	**Auto Check**	**Boskovich Paul (00002984)**				**250.00**
	10/10/25	Runner Cole Swindell				250.00	
	107404	*• Event Contracted Labor*		*Runner Cole Swindell*	250.00		
10/10/25	**28657**	**Auto Check**	**Emineth Adrianne (00003013)**				**250.00**
	10/10/25	Runner Cole Swindell				250.00	
	107404	*• Event Contracted Labor*		*Runner Cole Swindell*	250.00		
10/10/25	**28658**	**Auto Check**	**Virginia Duarte (00003960)**				**250.00**
	10/10/25	Runner Cole Swindell				250.00	
	107404	*• Event Contracted Labor*		*Runner Cole Swindell*	250.00		
10/09/25	**28659**	**Auto Check**	**Apollo Heating and Air Conditioning (00002933)**				**3,587.24**
	10/09/25	940068591	TC HVAC Manit. Oct 25			3,587.24	

	107210	*• HVAC Repairs & Maintenance*		*TC HVAC Manit. Oct 25*	3,587.24		
10/13/25		**Wire Transfer**	**Backstage Entertainment Services LLC (00004419)**				**13,963.00**
	10/13/25	Cole Swindell 10/10				13,963.00	
	107404	*• Event Contracted Labor*		*Cole Swindell stagehands 10/10*	13,963.00		
10/13/25		**Wire Transfer**	**Rocky Mountain Rigging (00002781)**				**7,299.80**
	10/13/25	Cole Swindell Rigging Expense				7,299.80	
	107404	*• Event Contracted Labor*		*Cole Swindell rigging expense*	7,299.80		
10/14/25		**Wire Transfer**	**Scara Live LLC (00004445)**				**5,143.12**
	10/14/25	Merch proceeds to show				5,143.12	
	102150	*• A/P Settlements*		*Palomazo merch proceeds to show*	5,143.12		
10/14/25		**Wire Transfer**	**Professional Bull Riders, LLC (00002652)**				**17,122.92**
	10/14/25	Merch proceeds to show 9/5-6				17,122.92	
	102140	*• Accrued Expenses - Other*		*V-13416 Professional Bull Riders, LLC/Merch proceeds to show 9/5-6*	17,122.92		
10/16/25		**Wire Transfer**	**Pepper Entertainment (00002656)**				**133,750.00**
	10/16/25	Logan Crosby				133,750.00	
	101620	*• Cash Advances for Events*		*Logan Crosby talent cost*	3,500.00		
	101620	*• Cash Advances for Events*		*Priscilla Block talent cost*	20,250.00		
	101620	*• Cash Advances for Events*		*Cole Swindell talent cost and production*	110,000.00		
10/14/25		**Wire Transfer**	**King Beverage Inc. (00002728)**				**232.00**
	10/14/25	3193617	TC Beer			232.00	
	101413	*• Inventory - Beer*		*TC Beer*	232.00		
10/17/25		**Wire Transfer**	**King Beverage Inc. (00002728)**				**7,916.40**
	10/17/25	3195661	TC Beer			7,916.40	
	101413	*• Inventory - Beer*		*TC Beer*	7,916.40		
10/17/25		**Wire Transfer**	**Southern Glazer's of WA (00002855)**				**1,916.35**
	10/17/25	1157889	TC Liquor			1,916.35	
	101415	*• Inventory - Liquor*		*TC Liquor*	1,916.35		
10/17/25		**Wire Transfer**	**The Odom Corporation (00002856)**				**2,030.21**
	10/17/25	3045000239	TC Beer Credit			-45.00	
	101413	*• Inventory - Beer*		*TC Beer Credit*	-45.00		
	10/17/25	10260217	TC Beer			2,075.21	
	101413	*• Inventory - Beer*		*TC Beer*	2,075.21		
10/14/25		**Wire Transfer**	**Professional Bull Riders, LLC (00002652)**				**198,090.67**
	10/14/25	Kennewick PBR Settlement				198,090.67	
	102150	*• A/P Settlements*		*PBR Settlement Sept 2025*	198,090.67		
10/13/25	**28660**	**Auto Check**	**Becker Arena Products, Inc (00002755)**				**517.94**
	10/13/25	616767	Arena Supplies			517.94	
	107601	*• Ice-Related Expenses*		*Arena Supplies*	517.94		
10/13/25	**28671**	**Auto Check**	**Adamson Janine (00002809)**				**60.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			60.00	
	107304	*• Contracted Services*		*Sept 2025 LTS Coaching*	60.00		
10/13/25	**28672**	**Auto Check**	**ADAMSON LIVIAN (00004259)**				**72.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			72.00	
	107304	*• Contracted Services*		*Sept 2025 LTS Coaching*	72.00		
10/13/25	**28673**	**Auto Check**	**Bond Craig (00002810)**				**425.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			425.00	
	107304	*• Contracted Services*		*Sept 2025 LTS Coaching*	425.00		
10/13/25	**28674**	**Auto Check**	**Bond Jennifer (00002941)**				**350.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			350.00	
	107304	*• Contracted Services*		*Sept 2025 LTS Coaching*	350.00		

10/13/25	**28675**	**Auto Check**	**Kaur Genna (00004198)**				**119.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			119.00	
	107304	*• Contracted Services*	*Sept 2025 LTS Coaching*		119.00		
10/13/25	**28676**	**Auto Check**	**Lily Davidson (00004444)**				**126.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			126.00	
	107304	*• Contracted Services*	*Sept 2025 LTS Coaching*		126.00		
10/13/25	**28677**	**Auto Check**	**Skylar Rain Questal (00004369)**				**108.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			108.00	
	107304	*• Contracted Services*	*Sept 2025 LTS Coaching*		108.00		
10/13/25	**28678**	**Auto Check**	**Stafford Laura Alice (00004199)**				**119.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			119.00	
	107304	*• Contracted Services*	*Sept 2025 LTS Coaching*		119.00		
10/13/25	**28679**	**Auto Check**	**Tim Berry (00002808)**				**157.50**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			157.50	
	107304	*• Contracted Services*	*Sept 2025 LTS Coaching*		157.50		
10/13/25	**28680**	**Auto Check**	**Volz, Madeline (00004258)**				**108.00**
	10/13/25	Sept 2025 LTS Coaching	Sept 2025 LTS Coaching			108.00	
	107304	*• Contracted Services*	*Sept 2025 LTS Coaching*		108.00		
10/13/25	**28681**	**Auto Check**	**Bond Jennifer (00002941)**				**1,000.00**
	10/13/25	October 2025 LTS	October 2025 LTS			1,000.00	
	107304	*• Contracted Services*	*October 2025 LTS*		1,000.00		
10/16/25	**28682**	**Auto Check**	**Boskovich Paul (00002984)**				**250.00**
	10/16/25	Zach Williams Runner				250.00	
	107404	*• Event Contracted Labor*	*Runner for Zach Williams*		250.00		
10/16/25	**28683**	**Auto Check**	**Emineth Adrianne (00003013)**				**250.00**
	10/16/25	Zach Williams runner				250.00	
	107404	*• Event Contracted Labor*	*Runner for Zach Williams*		250.00		
10/16/25	**28684**	**Auto Check**	**Virginia Duarte (00003960)**				**300.00**
	10/16/25	Zach Williams Runner and Gas				300.00	
	107404	*• Event Contracted Labor*	*Runner and gas for Zach Williams*		300.00		
10/20/25		**Wire Transfer**	**Backstage Entertainment Services LLC (00004419)**				**8,958.00**
	10/20/25	15				8,958.00	
	107401	*• Outside Event Expense*	*Stagehands for Zach Wiliams*		8,958.00		
10/20/25		**Wire Transfer**	**King Beverage Inc. (00002728)**				**201.00**
	10/20/25	3196314	TC Beer			201.00	
	101413	*• Inventory - Beer*	*TC Beer*		201.00		
10/24/25		**Wire Transfer**	**King Beverage Inc. (00002728)**				**2,507.75**
	10/24/25	3198218	TC Beer			2,507.75	
	101413	*• Inventory - Beer*	*TC Beer*		2,507.75		
10/20/25		**Wire Transfer**	**Rocky Mountain Rigging (00002781)**				**7,474.32**
	10/20/25	Zach Williams rigging				7,474.32	
	107401	*• Outside Event Expense*	*Zach Williams rigging*				
				Outside Event Expense	6,891.92		
	107401	*• Outside Event Expense*	*Cole Swindell rigging bal due*				
				Outside Event Expense	582.40		
10/20/25		**Wire Transfer**	**Pepper Entertainment (00002656)**				**42,833.58**
	10/20/25	Cole Swindell 10/10/25	Cole Swindell 10/10/25			42,833.58	
	102150	*• A/P Settlements*	*Cole Swindell 10/10/25*		42,833.58		

10/22/25		**Wire Transfer**	**Awakening Events (00000092)**			**126,214.66**
	10/22/25	Zach Williams 10/17/25	Zach Williams 10/17/25		126,214.66	
	102150	*· A/P Settlements*	*Zach Williams 10/17/25*	126,214.66		
10/24/25	**28685**	**Auto Check**	**Abbott Michael (00002770)**			**222.00**
	10/24/25	448-018012	TC- Filta Fryer Service		222.00	
	107212	*· Building Repairs & Maintenance*	*TC- Filta Fryer Service*	222.00		
10/24/25	**28686**	**Auto Check**	**AMR (00004457)**			**1,440.00**
	10/24/25	328185	INV 328185		1,440.00	
	107401	*· Outside Event Expense*	*PBR Ambulance Standby*	1,440.00		
10/24/25	**28687**	**Auto Check**	**Andy See (00002643)**			**100.50**
	10/24/25	Mileage for Suite owner visits			100.50	
	107112	*· Travel & Entertainment*	*Mileage for suite owner visits*	100.50		
10/24/25	**28688**	**Auto Check**	**Apollo Heating and Air Conditioning (00002933)**			**3,520.44**
	10/24/25	940068784	HVAC Maintenance Contract		1,272.42	
	107508	*· F&B Equipment Repairs & Maintenance*	*HVAC Maintenance Contract*	1,272.42		
	10/24/25	940068813	HVAC Repairs		189.86	
	107210	*· HVAC Repairs & Maintenance*	*HVAC Repairs*	189.86		
	10/24/25	940067842	Refrigeration Maintenance		2,058.16	
	107210	*· HVAC Repairs & Maintenance*	*Refrigeration Maintenance*	2,058.16		
10/24/25	**28689**	**Auto Check**	**Bargreen Ellingson (00002736)**			**4,190.91**
	10/24/25	012127442	TC CIP PO 5289		107.70	
	109010	*· Capital Improvements*	*TC CIP PO 5289*	107.70		
	10/24/25	012127382	TC HOT FOOD TABLE PO 5289		4,083.21	
	109010	*· Capital Improvements*	*TC HOT FOOD TABLE PO 5289*	4,083.21		
10/24/25	**28690**	**Auto Check**	**Baskin Robbins (00002754)**			**4,828.16**
	10/24/25	ZACH WILLIAMS Third Party Sale	ZACH WILLIAMS Third Party Sale		1,636.06	
	104690	*· Concession Sales - Third Party Expense*	*ZACH WILLIAMS Third Party Sale*	1,479.04		
	102160	*· Tips Payable*	*CC TIPS FOR EMPLOYEES ZACH WILLIAMS Third Party Sale*	157.02		
	10/24/25	AMS VS PRINCE GEORGE	THIRD PARTY SALES		1,694.56	
	104690	*· Concession Sales - Third Party Expense*	*Third Party Sales AMS VS PRINCE GEORGE*	1,522.56		
	102160	*· Tips Payable*	*CC TIPS FOR EMPLOYEES Third Party Sales AMS VS PRINCE GEORGE*	172.00		
	10/24/25	AMS VS KELOWNA	THIRD PARTY SALES		1,497.54	
	104690	*· Concession Sales - Third Party Expense*	*Third Party Sales AMS VS KELOWNA*	1,338.24		
	102160	*· Tips Payable*	*CC TIPS FOR EMPLOYEES Third Party Sales AMS VS KELOWNA*	159.30		
10/24/25	**28691**	**Auto Check**	**Benton PUD (00000121)**			**22,294.22**
	10/24/25	49072001-49072002 10/16/25	49072001-49072002 10/16/25		21,967.98	
	107216	*· Electricity*	*49072001 10/16/25*	12,065.98		
	107216	*· Electricity*	*49072002 10/16/25*	9,902.00		
	10/24/25	4438000	4438000 10/16/25		326.24	
	107216	*· Electricity*	*4438000 10/16/25*	326.24		
10/24/25	**28692**	**Auto Check**	**Bobablastic (00003078)**			**2,594.73**
	10/24/25	ZACH WILLIAMS	ZACH WILLIAMS Third Party Sale		1,036.63	
	104690	*· Concession Sales - Third Party Expense*	*ZACH WILLIAMS Third Party Sale*	905.31		
	102160	*· Tips Payable*	*CC TIPS FOR EMPLOYEES ZACH WILLIAMS Third Party Sale*	131.32		
	10/24/25	AMS VS PRINCE GEORGE	THIRD PARTY SALES		721.84	
	104690	*· Concession Sales - Third Party Expense*	*Third Party Sales AMS VS PRINCE GEORGE*	638.19		
	102160	*· Tips Payable*	*CC TIPS FOR EMPLOYEES Third Party Sales AMS VS PRINCE GEORGE*	83.65		
	10/24/25	AMS VS KELOWNA	THIRD PARTY SALES		836.26	
	104690	*· Concession Sales - Third Party Expense*	*Third Party Sales AMS VS KELOWNA*	737.10		
	102160	*· Tips Payable*	*CC TIPS FOR EMPLOYEES Third Party Sales AMS VS KELOWNA*	99.16		
10/24/25	**28693**	**Auto Check**	**Brashear Electric, Inc. (00002756)**			**3,435.36**

10/24/25	43531	Old Dominion Set-Up			1,640.16	
107401	*• Outside Event Expense*	*Old Dominion Set-Up*		1,640.16		
10/24/25	43551	Set Up- Palomazo			897.60	
104327	*• Reimbursed Contract Labor*	*Set Up- Palomazo*		897.60		
10/24/25	43577	Set Up- Cole Swindell			897.60	
107401	*• Outside Event Expense*	*Set Up- Cole Swindell*		897.60		
10/24/25	**28694**	**Auto Check**	**Canon Financial Services, Inc (00002793)**			**677.32**
10/24/25	41463219	Copier Contract - July 2025			381.29	
107105	*• Printing / Copying*	*Copier Contract - July 2025*		381.29		
10/24/25	41220431	Copier Contract			296.03	
			Due To/From TRCC	148.02		
107105	*• Printing / Copying*	*Copier Contract*		148.01		
10/24/25	**28695**	**Auto Check**	**Canon Solutions (00002757)**			**135.48**
10/24/25	6012465090	Copier Maintenance - QHM			45.16	
107105	*• Printing / Copying*	*Copier Maintenance - QHM*		45.16		
10/24/25	6012137762	Copier Maintenance QHM			45.16	
107105	*• Printing / Copying*	*Copier Maintenance QHM*		45.16		
10/24/25	6012809885	Copier Maintenance - QHM			45.16	
107105	*• Printing / Copying*	*Copier Maintenance - QHM*		45.16		
10/24/25	**28696**	**Auto Check**	**Cascade Natural Gas (00000161)**			**151.50**
10/24/25	9/11/25 10/10/25	TC 444-661-0000-3			151.50	
107217	*• Natural Gas*	*TC Gas 9/11/25-10/10/25*		151.50		
10/24/25	**28697**	**Auto Check**	**Cascade Natural Gas (00000161)**			**930.69**
10/24/25	9.11.25 10.10.25	TC 634-661-0000-3			930.69	
107217	*• Natural Gas*	*TC Gas 9.11.25 10.10.25*		930.69		
10/24/25	**28698**	**Auto Check**	**Central Washington Refrigeration, LLC (00002949)**			**428.97**
10/24/25	51521	51521			428.97	
107212	*• Building Repairs & Maintenance*	*Practice Rink Warm + Labor*		428.97		
10/24/25	**28699**	**Auto Check**	**Chapala Express (00002758)**			**2,984.96**
10/24/25	AMS VS PRINCE GEORGE	Third Party Sales			1,835.06	
104690	*• Concession Sales - Third Party Expense*	*Third Party Sales AMS VS PRINCE GEORGE*		1,539.66		
102160	*• Tips Payable*	*Third Party Sales AMS VS PRINCE GEORGE*		295.40		
10/24/25	AMS VS KELOWNA	THIRD PARTY SALES			1,149.90	
104690	*• Concession Sales - Third Party Expense*	*Third Party Sales AMS VS KELOWNA*		1,004.33		
102160	*• Tips Payable*	*CC TIPS FOR EMPLOYEES Third Party Sales AMS VS KELOWNA*		145.57		
10/24/25	**28700**	**Auto Check**	**CI Information Management (00002840)**			**130.81**
10/24/25	0188260	Shred Contract			130.81	
107304	*• Contracted Services*	*Shred Contract*		130.81		
10/24/25	**28701**	**Auto Check**	**City of Kennewick - Misc (00002830)**			**4,701.39**
10/24/25	17305	PBR			1,281.39	
107404	*• Event Contracted Labor*	*PBR*		1,281.39		
10/24/25	17327	Venuworks			3,420.00	
107404	*• Event Contracted Labor*	*20 hrs Old Dominion Security*		1,900.00		
107404	*• Event Contracted Labor*	*16 hrs PBR Security*		1,520.00		
10/24/25	**28702**	**Auto Check**	**Coca-Cola (00000213)**			**2,652.00**
10/24/25	175838	TC Food			2,652.00	
101411	*• Inventory - Food*	*TC Food*		2,652.00		
10/24/25	**28703**	**Auto Check**	**Concessions Supply (00002860)**			**1,452.93**
10/24/25	255314	TC Food			1,452.93	
101411	*• Inventory - Food*	*TC Food*		1,452.93		
10/24/25	**28704**	**Auto Check**	**Culligan Water Conditioning (00002766)**			**385.70**
10/24/25	160137	INV 160137			385.70	
107102	*• Office Supplies*	*TC Water/Cooler*		385.70		

10/24/25	**28705**	**Auto Check**	**Dog Haus Biergarten Pasco (00004205)**				**2,099.22**
	10/24/25	AMS VS PRINCE GEORGE	THIRD PARTY SALES			1,398.44	
	104690	*• Concession Sales - Third Party Expense*	*Third Party Sales AMS VS PRINCE GEORGE*	1,213.80			
	102160	*• Tips Payable*	*Third Party Sales AMS VS PRINCE GEORGE*	184.64			
	10/24/25	AMS VS KELOWNA	THIRD PARTY SALES			700.78	
	104690	*• Concession Sales - Third Party Expense*	*Third Party Sales AMS VS KELOWNA*	1,020.00			
	102160	*• Tips Payable*	*CC TIPS FOR EMPLOYEES Third Party Sales AMS VS KELOWNA*	180.78			
	107509	*• F&B Building Repairs & Maintenance*	*CLEANING FEE INSIDE/OUTSIDE OIL SPILLAGE*	-500.00			
10/24/25	**28706**	**Auto Check**	**Enterprise Rent A Car (00002931)**				**780.47**
	10/24/25	2020-0248-6956	Old Dominion Car Rental			340.57	
	107410	*• Event Rental Equipment*	*Old Dominion Car Rental*	340.57			
	10/24/25	2020-0251-9704	Agreement 9ZHYJM			186.80	
	107410	*• Event Rental Equipment*	*Car Rental - Cole Swindell*	186.80			
	10/24/25	2020-0251-9709	L45E028			253.10	
	107410	*• Event Rental Equipment*	*Car Rental - Cole Swindell*	253.10			
10/24/25	**28707**	**Auto Check**	**Exclusively Expo (00002795)**				**1,795.59**
	10/24/25	68428	PO 5350- Vinyl			1,795.59	
	107201	*• Tools & Supplies*	*PO 5350- Vinyl*	1,795.59			
10/24/25	**28708**	**Auto Check**	**Ford Audio Service (00003049)**				**6,340.32**
	10/24/25	3844	Sound SWJ			6,340.32	
	107401	*• Outside Event Expense*	*Sound SWJ*	6,340.32			
10/24/25	**28709**	**Auto Check**	**Gamache Landscaping, Inc. (00002798)**				**130.56**
	10/24/25	2543	Irrigation Repair			130.56	
	107213	*• Grounds Repairs & Maintenance*	*Irrigation Repair/ Back Fill Sinkholes*	130.56			
10/24/25	**28710**	**Auto Check**	**Impact Lighting Systems, LLC (00003291)**				**3,920.40**
	10/24/25	Stephen Wilson Jr. Oct 2025	Stephen Wilson Jr. Oct 2025			3,920.40	
	107401	*• Outside Event Expense*	*SWJ Lighting Tech*	3,920.40			
10/24/25	**28711**	**Auto Check**	**Kendrick Equipment (USA) LLC (00003867)**				**213.00**
	10/24/25	U53095	U53095			213.00	
	107211	*• Equipment Repairs & Maintenance*	*Oxygen Sensor PO# 5363*	213.00			
10/24/25	**28712**	**Auto Check**	**KNDO/KNDU (00002825)**				**318.75**
	10/24/25	24266-1	Holiday Show Cirque			318.75	
	107402	*• Event Advertising*	*Holiday Show Cirque*	318.75			
10/24/25	**28713**	**Auto Check**	**Lowe's Commercial Services (00002776)**				**729.90**
	10/24/25	96106	Ceiling Tiles			120.07	
	107212	*• Building Repairs & Maintenance*	*Ceiling Tiles*	120.07			
	10/24/25	95721	Ceiling Tiles			360.22	
	107212	*• Building Repairs & Maintenance*	*Ceiling Tiles*	360.22			
	10/24/25	77055	Janitorial Supplies			249.61	
	107203	*• Janitorial Supplies*	*Janitorial Supplies*	249.61			
10/24/25	**28714**	**Auto Check**	**Oxarc (00002929)**				**222.44**
	10/24/25	0062146196	Event inspection Oxarc			47.00	
	107406	*• Event Supplies*	*Event inspection Oxarc*	47.00			
	10/24/25	0032437975	CO2 Zach Williams			175.44	
	107410	*• Event Rental Equipment*	*CO2 Zach Williams*	175.44			
10/24/25	**28715**	**Auto Check**	**Pacific Breeze (00003739)**				**359.88**
	10/24/25	31388212	Diffuser Service			359.88	
	107304	*• Contracted Services*	*Diffuser Service*	359.88			
10/24/25	**28716**	**Auto Check**	**Pavement Surface Control (00003160)**				**1,833.28**
	10/24/25	16129	Signage Maintenance			1,833.28	
	107213	*• Grounds Repairs & Maintenance*	*Signage Maintenance*	1,833.28			

10/24/25	**28717**	**Auto Check**	**Popcorn NW (00002773)**			**2,517.79**
10/24/25	AMS VS PRINCE GEORGE	Third Party Sales			1,593.09	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS PRINCE GEORGE*	1,425.60		
102160	*• Tips Payable*		*Third Party Sales AMS VS PRINCE GEORGE*	167.49		
10/24/25	CC TIPS FOR EMPLOYEES Third I	THIRD PARTY SALES			924.70	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS KELOWNA*	822.36		
102160	*• Tips Payable*		*CC TIPS FOR EMPLOYEES Third Party Sales AMS VS KELOWNA*	102.34		
10/24/25	**28718**	**Auto Check**	**Reign Drop LLC (00003211)**			**2,370.31**
10/24/25	S4176-25-6240	TC FOOD			196.56	
101411	*• Inventory - Food*		*TC FOOD*	196.56		
10/24/25	s4176-25-6239	TC FOOD			218.98	
101411	*• Inventory - Food*		*TC FOOD*	218.98		
10/24/25	S4176-25-6073	TC FOOD			169.79	
101411	*• Inventory - Food*		*TC FOOD*	169.79		
10/24/25	S4176-25-6243	TC FOOD			245.35	
101411	*• Inventory - Food*		*TC FOOD*	245.35		
10/24/25	S4176-25-6244	TC FOOD			111.95	
101411	*• Inventory - Food*		*TC FOOD*	111.95		
10/24/25	S4176-25-6242	TC FOOD			165.00	
101411	*• Inventory - Food*		*TC FOOD*	165.00		
10/24/25	S4176-25-6241	TC FOOD			333.11	
101411	*• Inventory - Food*		*TC FOOD*	333.11		
10/24/25	S4176-25-6077	TC FOOD			177.21	
101411	*• Inventory - Food*		*TC FOOD*	177.21		
10/24/25	S4176-25-8078	TC FOOD			107.40	
101411	*• Inventory - Food*		*TC FOOD*	107.40		
10/24/25	S4176-25-6075	TC FOOD			436.61	
101411	*• Inventory - Food*		*TC FOOD*	436.61		
10/24/25	S4176-25-6076	TC FOOD			208.35	
101411	*• Inventory - Food*		*TC FOOD*	208.35		
10/24/25	**28719**	**Auto Check**	**Spectrum Reach (00002871)**			**117.38**
10/24/25	440047655	INV 440047655			117.38	
107402	*• Event Advertising*		*TV ADs- Cole Swindell*	117.38		
10/24/25	**28720**	**Auto Check**	**Springhill Suites of Kennewick (00002726)**			**2,352.64**
10/24/25	91502	91502 Room 208			294.08	
107401	*• Outside Event Expense*		*Palomazo Norteno*	294.08		
10/24/25	91501	91501 Room 426			294.08	
107401	*• Outside Event Expense*		*Palomazo Norteno*	294.08		
10/24/25	91999	91999 Room 206			294.08	
107401	*• Outside Event Expense*		*Cole Swindell Rigger*	294.08		
10/24/25	92074	92074 Room 210			294.08	
107401	*• Outside Event Expense*		*Cole Swindell Rigger*	294.08		
10/24/25	23565	23565 Room 212			147.04	
107401	*• Outside Event Expense*		*Cole Swindell Rigger*	147.04		
10/24/25	92075	92075 - Room GNS			147.04	
107401	*• Outside Event Expense*		*Cole Swindell Rigger*	147.04		
10/24/25	92311	92311 Room 208			294.08	
107401	*• Outside Event Expense*		*Rigger Zach Williams*	294.08		
10/24/25	92312	92312 Room 204			294.08	
107401	*• Outside Event Expense*		*Rigger Zach Williams*	294.08		
10/24/25	92313	92313 Room 226			294.08	
107401	*• Outside Event Expense*		*Rigger Zach Williams*	294.08		
10/24/25	**28721**	**Auto Check**	**Sunbelt Rentals, Inc. (00002783)**			**2,396.02**
10/24/25	175070271-0001	Palomazo Norteno			1,836.40	
107410	*• Event Rental Equipment*		*Palomazo Norteno*	1,836.40		
10/24/25	175261854-0001	Cole Swindell			559.62	
107410	*• Event Rental Equipment*		*Cole Swindell*	559.62		
10/24/25	**28722**	**Auto Check**	**Taco City (00003055)**			**2,309.82**
10/24/25	AMS VS PRINCE GEORGE	Third Party Sales			1,446.34	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS PRINCE GEORGE*	1,111.50		
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS PRINCE GEORGE*	5.50		
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS PRINCE GEORGE*	144.00		

102160	*• Tips Payable*		*Third Party Sales AMS VS PRINCE GEORGE*	185.34		
10/24/25	AMS VS KELOWNA	THIRD PARTY SALES			863.48	
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS KELOWNA*	722.15		
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS KELOWNA*	5.50		
104690	*• Concession Sales - Third Party Expense*		*Third Party Sales AMS VS KELOWNA*	24.00		
102160	*• Tips Payable*		*CC TIPS FOR EMPLOYEES Third Party Sales AMS VS KELOWNA*	111.83		
10/24/25	**28723**	**Auto Check**	**The UPS Store (00002801)**			**1,128.55**
10/24/25	6308	INV 6308			1,128.55	
107402	*• Event Advertising*		*Old Dominion Wine Labels*	225.81		
107402	*• Event Advertising*		*PBR Suite Labels PO 5088*	221.91		
107302	*• Venue Marketing & Non-Event Advertising*		*Business Cards PO 5088*	168.80		
107302	*• Venue Marketing & Non-Event Advertising*		*Business Cards PO 5088*	506.39		
107302	*• Venue Marketing & Non-Event Advertising*		*Parking Pass Insert PO 5088*	5.64		
10/24/25	**28724**	**Auto Check**	**Tour Design Creative (00004456)**			**425.00**
10/24/25	INV200025718	INV200025718			425.00	
101670	*• Prepaid Expenses - Auto*		*Holiday Cirque Advertising*	425.00		
10/24/25	**28725**	**Auto Check**	**Townsquare Media-Tri Cities (00002784)**			**951.00**
10/24/25	5833114-1	INV 5833114-1			621.00	
107402	*• Event Advertising*		*PBR*	621.00		
10/24/25	5833114-3	INV 5833114-3			330.00	
107402	*• Event Advertising*		*PBR*	330.00		
10/24/25	**28726**	**Auto Check**	**Tri City Regional Chamber of Commerce (00002846)**			**240.00**
10/24/25	103550	PBR eBlast Placements			240.00	
101670	*• Prepaid Expenses - Auto*		*PBR eBlast Placements*	240.00		
10/24/25	**28727**	**Auto Check**	**Tri-City Americans (00000851)**			**9,242.19**
10/24/25	Preseason Settlement 9/14				9,242.19	
102150	*• A/P Settlements*		*Preseason Settlement 9/14*	9,242.19		
10/24/25	**28728**	**Auto Check**	**US Foods (00002786)**			**20,193.53**
10/24/25	4271386	TC FOOD			1,721.27	
101411	*• Inventory - Food*		*TC FOOD*	1,721.27		
10/24/25	4344881	TC FOOD			56.90	
101411	*• Inventory - Food*		*TC FOOD*	56.90		
10/24/25	4344882	TC FOOD			237.06	
101411	*• Inventory - Food*		*TC FOOD*	237.06		
10/24/25	4344880	TC Food/Liquor/Beer			5,706.74	
101411	*• Inventory - Food*		*TC Food*	5,494.38		
101415	*• Inventory - Liquor*		*TC Liquor*	129.47		
101413	*• Inventory - Beer*		*TC Beer*	82.89		
10/24/25	4138710	TC Food/Liquor/Beer			1,772.26	
101411	*• Inventory - Food*		*TC Food*	1,413.67		
101415	*• Inventory - Liquor*		*TC Liquor*	285.87		
101413	*• Inventory - Beer*		*TC Beer*	72.72		
10/24/25	4138713	TC Food			480.80	
101411	*• Inventory - Food*		*TC Food*	480.80		
10/24/25	3936372	TC Food			273.69	
101411	*• Inventory - Food*		*TC Food*	273.69		
10/24/25	3936370	TC Food			3,348.52	
101411	*• Inventory - Food*		*TC Food*	3,348.52		
10/24/25	3936371	TC Food/Liquor/Beer			4,640.78	
101411	*• Inventory - Food*		*TC Food*	4,336.98		
101415	*• Inventory - Liquor*		*TC Liquor*	87.81		
101413	*• Inventory - Beer*		*TC Beer*	215.99		
10/24/25	4067619	TC Food			1,797.66	
101411	*• Inventory - Food*		*TC Food*	1,797.66		
10/24/25	3992439	TC Food			157.85	
101411	*• Inventory - Food*		*TC Food*	157.85		
10/24/25	**28729**	**Auto Check**	**US Foods Chef's Store (00002803)**			
				VOID		**0.00**

10/24/25	**28730**	**Auto Check**	**VenuWorks, Inc. (00000894)**				**27,924.61**
	10/24/25	20387	F&B Commissions			37,316.41	
	102140	*• Accrued Expenses - Other*	*F&B Commissions*		37,316.41		
	10/24/25	20607	Credit			-9,391.80	
	102140	*• Accrued Expenses - Other*	*F&B Commissions Credit*		-9,391.80		
10/24/25	**28731**	**Auto Check**	**Virginia Duarte (00003960)**				**300.00**
	10/24/25	25-1025367	SWJ Runner			300.00	
	107404	*• Event Contracted Labor*	*Duarte Runner*		300.00		
10/24/25	**28732**	**Auto Check**	**Vistar Corporation (00002787)**				**3,876.78**
	10/24/25	77971102	TC Food			2,467.25	
	101411	*• Inventory - Food*	*TC Food*		2,467.25		
	10/24/25	78050563	TC Food Credit			-129.20	
	101411	*• Inventory - Food*	*TC Food Credit*		-129.20		
	10/24/25	78138161	TC Food			1,538.73	
	101411	*• Inventory - Food*	*TC Food*		1,538.73		
10/24/25	**28733**	**Auto Check**	**Volz, Madeline (00004258)**				**126.00**
	10/24/25	July	July			126.00	
	107304	*• Contracted Services*	*July*		126.00		
10/24/25	**28734**	**Auto Check**	**Waste Management (00002735)**				**41.95**
	10/24/25	3151755-1819-2	TC Garbage Service			41.95	
	107218	*• Garbage Service*	*TC Garbage Services 09/01/25-09/30/25*		41.95		
10/24/25	**28735**	**Auto Check**	**WCP Solutions (00002788)**				**3,236.91**
	10/24/25	14227320	TC Janitorial Supplies PO 5349			128.28	
	107203	*• Janitorial Supplies*	*TC Janitorial Supplies PO 5349*		128.28		
	10/24/25	14227319	TC Janitorial Supplies PO 5349			1,123.12	
	107203	*• Janitorial Supplies*	*TC Janitorial Supplies PO 5349*		1,123.12		
	10/24/25	14227318	TC Janitorial Supplies PO 5349			1,985.51	
	107203	*• Janitorial Supplies*	*TC Janitorial Supplies PO 5349*		1,985.51		
	10/24/25	14227319	Credit			-133.61	
	107203	*• Janitorial Supplies*	*Bathroom Supplies*		-133.61		
	10/24/25	14229042	Janitorial Supplies			133.61	
	107203	*• Janitorial Supplies*	*Janitorial Supplies*		133.61		
10/24/25	**28736**	**Auto Check**	**Weaver Exterminating Service, Inc. (00002804)**				**495.04**
	10/24/25	34622	Rodent Monthly			329.66	
	107304	*• Contracted Services*	*Rodent Monthly*		329.66		
	10/24/25	34618	Rodent Monthly -Rink			165.38	
	107304	*• Contracted Services*	*Rodent Monthly -Rink*		165.38		
10/27/25		**Wire Transfer**	**Backstage Entertainment Services LLC (00004419)**				**3,162.00**
	10/27/25	18	Stagehands for Stephen Wilson			3,162.00	
	107404	*• Event Contracted Labor*	*Stagehands for Stephen Wilson*		3,162.00		
10/27/25		**Wire Transfer**	**Washington State Department of Revenue (00002989)**				**32,137.73**
	10/27/25	TOYO B&O Due Sept 2025				32,137.73	
	102325	*• B&O Tax Payable*	*TOYO B&O Due Sept 2025*		8,985.59		
	102310	*• Sales Tax Payable - State*	*TOYO B&O Due Sept 2025*		19,742.24		
	107603	*• B&O Taxes*	*TOYO B&O Due Sept 2025*		3,409.90		
10/31/25		**Wire Transfer**	**American Payment Solutions - APS (00002969)**				**214.33**
	10/31/25	APS CC fees TOYO Oct 2025				214.33	
	107310	*• Credit Card Fees*	*APS CC fees TOYO Oct 2025*		214.33		
10/31/25		**Wire Transfer**	**Toast Inc (00004170)**				**1,479.61**
	10/31/25	Toast POS fees Oct 2025				1,479.61	
	107510	*• F&B Tools, Supplies & Equipment*	*Concession POS fees Oct 2025*		1,479.61		
10/31/25		**Wire Transfer**	**Fintech (00003296)**				**26.47**
	10/31/25	Fintech fees TOYO Oct 2025				26.47	
	107514	*• F&B Credit Card & Banking Fees*	*Fintech fees TOYO Oct 2025*		26.47		

10/31/25		**Wire Transfer**	**Ungerboeck System International, LLC (00003090)**				**72.41**
	10/31/25	CC fees TOYO Momentus Oct 2025				72.41	
	107310	• *Credit Card Fees*	*CC fees TOYO Momentus Oct 2025*		72.41		
10/28/25	**28737**	**Auto Check**	**KNDO/KNDU (00002825)**				**426.70**
	10/28/25	238925A-1	INV 238925A-1			426.70	
	101650	• *3rd Party Event Expense Holding Account*	*RoF 2025*		426.70		

Total Paid Toyota Center Operating: **1,396,262.94**

TOYO Sterling Box Office Account

10/31/25		**Wire Transfer**	**AMERICAN EXPRESS (00003298)**				**60.84**
	10/31/25	Box office CC fees Oct 2025				60.84	
	107310	• *Credit Card Fees*	*Box office CC fees Oct 2025*				
				Credit Card Fees	60.84		

Total Paid Toyota Center Box Office: **60.84**

Total Paid Toyota Center COMBINED: **1,396,323.78**

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 28623-28737	$	236,299.73
Electronic transfers - Operations		1,159,963.21
Electronic transfers - Box Office		60.84
Total	$	1,396,323.78

Exceptions:

Council Agenda Coversheet	Item Number:	4.d.	Date:	12/2/2025	Category: Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Claims Roster: Columbia Park Golf Course Account**			
	Department:	Finance			

Recommendation

Staff recommends Council approve the Claims Roster for the Columbia Park Golf Course Account for October 2025.

Motion for Consideration

Motion to approve the Claims Roster for the Columbia Park Golf Course Account for October 2025 in the amount of $69,934.93 consisting of check numbers 2975-2980 and 3000-3018 in the amount of $22,657.49 and electronic transfers in the amount of $47,277.44.

Summary

Alternatives

Fiscal Impact

$69,934.93

Attachments:

1. Claims Roster

COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
OCTOBER 2025

Check Number	Vendor Check Name	Check Date	Amount	Type
2975	COLUMBIA POINT GOLF COURSE	10/7/2025	$384.60	Check
2976	DROP BOX	10/7/2025	$417.14	Check
2977	KENNEWICK GOLF CORPORATION	10/7/2025	$5,417.33	Check
2978	TOTAL E INTEGRATED INC.	10/7/2025	$438.00	Check
2979	YELP	10/7/2025	$40.00	Check
2980	DUNLOP SPORTS AMERICAS	10/7/2025	$510.33	Check
A00003000	ACUSHNET COMPANY, INC.	10/7/2025	$1,015.61	Check
A00003001	CALLAWAY	10/7/2025	$488.34	Check
A00003002	CINTAS CORPORATION	10/7/2025	$347.00	Check
A00003003	COLEMAN OIL COMPANY	10/7/2025	$270.37	Check
A00003004	ECS NORTHWEST LLC	10/7/2025	$2,682.27	Check
A00003005	IMPERIAL	10/7/2025	744.01	Check
A00003006	PEPSI-COLA BOTTLING OF PASCO	10/7/2025	502.79	Check
A00003007	WAMBEKE WINDOW WASHING	10/7/2025	125.00	Check
A00003008	WESTERN EQUIPMENT	10/7/2025	502.46	Check
A00003009	BOYD'S TREE SERVICE	10/20/2025	6,201.60	Check
A00003010	CASTLE ROCK SOLUTIONS, INC.	10/20/2025	122.90	Check
A00003011	COLEMAN OIL COMPANY	10/20/2025	435.92	Check
A00003012	FOREUP GOLF SOFTWARE	10/20/2025	$541.30	Check
A00003013	GT GOLF SUPPLIES	10/20/2025	$192.00	Check
A00003014	PEPSI-COLA BOTTLING OF PASCO	10/20/2025	$251.42	Check
A00003015	POINTE PEST CONTROL	10/20/2025	$179.52	Check
A00003016	SPARKLING CLEAN WINDOWS, LLC	10/20/2025	$326.40	Check
A00003017	WAMBEKE WINDOW WASHING	10/20/2025	$125.00	Check
A00003018	WESTERN EQUIPMENT	10/20/2025	$396.18	Check
ADPTS 4949140	ADP TOTAL SOURCE (AUTOPAY)	10/11/2025	$2,258.07	EFT
NATIONWIDE 1025	NATIONWIDE	10/1/2025	$513.08	EFT
WADOR 0048967551	DEPARTMENT OF REVENUE	10/30/2025	$7,442.43	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	10/3/2025	10,176.59	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	10/17/2025	9,773.62	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	10/31/2025	9,122.33	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	10/31/2025	6,430.08	EFT
Bank Deduction	MERCHANT SERVICES	10/1/2025	1,524.35	EFT
Bank Deduction	US Bank	10/15/2025	36.89	EFT
			$69,934.93	

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: 2975-2980 and 3000-3018	$	22,657.49
Electronic transfers	$	47,277.44
Total	$	69,934.93

Exceptions:

Check Number	Vendor Check Name	Check Dated		Amount	Debit	Credit
2975	COLUMBIA POINT GOLF COURSE	10/7/2025		$384.60		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$384.60
	PURCH	50100-080-244-00	SALARIES		$192.30	
	PURCH	50100-060-244-00	SALARIES		$192.30	
2976	DROP BOX	10/7/2025		$417.14		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$417.14
	PURCH	56700-060-244-00	MATERIALS - SEED (TEES)		$417.14	
2977	KENNEWICK GOLF CORPORATION	10/7/2025		$5,417.33		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$5,417.33
	PURCH	59600-080-244-00	ACCOUNTING FEES		$1,355.00	
	PURCH	59610-080-244-00	MANAGEMENT FEE		$4,062.33	
2978	TOTAL E INTEGRATED INC.	10/7/2025		$438.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$438.00
	PURCH	51900-050-244-00	CONTRACT SERVICES		$438.00	
2979	YELP	10/7/2025		$40.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$40.00
	PURCH	53100-080-244-00	ADVERTISING & MARKETING		$40.00	
2980	DUNLOP SPORTS AMERICA	10/7/2025		$510.33		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$510.33
	PURCH	47150-050-244-00	COGS MERCHANDISE		$510.33	
A00003000	ACUSHNET	10/7/2025		$1,015.61		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$1,015.61
	PURCH	47150-050-244-00	COGS MERCHANDISE		$1,015.61	
A00003001	CALLAWAY	10/7/2025		$488.34		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$488.34
	PURCH	47150-050-244-00	COGS MERCHANDISE		$488.34	
A00003002	CINTAS	10/7/2025		$347.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$347.00
	PURCH	51900-060-244-00	CONTRACT SERVICES		$148.26	
	PURCH	51900-080-244-00	CONTRACT SERVICES		$198.74	
A00003003	COLEMAN OIL COMPANY	10/7/2025		$270.37		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$270.37
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE		$270.37	
A00003004	ECS NORTHWEST LLC	10/7/2025		$2,682.27		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$2,682.27
	PURCH	59400-060-244-00	IRRIGATION OUTSIDE REPAIRS		$2,682.27	
A00003005	IMPERIAL	10/7/2025		$744.01		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$744.01
	PURCH	47150-050-244-00	COGS MERCHANDISE		$744.01	
A00003006	PEPSI-COLA BOTTLING OF PASCO	10/7/2025		$502.79		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$502.79
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE		$348.35	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD		$136.94	
	PURCH	51900-060-244-00	CONTRACT SERVICES		$17.50	
A00003007	WAMBEKE WINDOW WASHING	10/7/2025		$125.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$125.00
	PURCH	51900-080-244-00	CONTRACT SERVICES		$125.00	
A00003008	WESTERN EQUIPMENT	10/7/2025		$502.46		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$502.46
	PURCH	58100-060-244-00	EQUIPMENT PARTS		$502.46	
A00003009	BOYD'S TREE SERVICE	10/20/2025		$6,201.60		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$6,201.60
	PURCH	51800-060-244-00	PROFESSIONAL SERVICES		$6,201.60	
A00003010	CASTLE ROCK	10/20/2025		$122.90		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$122.90
	PURCH	51900-080-244-00	CONTRACT SERVICES		$122.90	
A00003011	COLEMAN OIL COMPANY	10/20/2025		$435.92		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$435.92
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE		$435.92	

A00003012	FOREUP GOLF SOFTWARE	10/20/2025		$541.30		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$541.30
	PURCH	51900-050-244-00	CONTRACT SERVICES		$541.30	
A00003013	GT GOLF SUPPLIES	10/20/2025		$192.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$192.00
	PURCH	47150-050-244-00	COGS MERCHANDISE		$192.00	
A00003014	PEPSI-COLA BOTTLING OF PASCO	10/20/2025		$251.42		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$251.42
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD		$42.17	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE		$191.75	
	PURCH	51900-060-244-00	CONTRACT SERVICES		$17.50	
A00003015	POINTE PEST CONTROL	10/20/2025		$179.52		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$179.52
	PURCH	51900-080-244-00	CONTRACT SERVICES		$179.52	
A00003016	SPARKLING CLEAN WINDOWS	10/20/2025		$326.40		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$326.40
	PURCH	51900-080-244-00	CONTRACT SERVICES		$326.40	
A00003017	WAMBEKE WINDOW WASHING	10/20/2025		$125.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$125.00
	PURCH	51900-080-244-00	CONTRACT SERVICES		$125.00	
A00003018	WESETERN EQUIPMENT	10/20/2025		$396.18		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$396.18
	PURCH	57000-060-244-00	CHEMICALS - FERTILIZER		$396.18	
ADTPS 4949140	ADP TOTAL SOURCE (AUTOPAY)	10/11/2025		$2,258.07		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$2,258.07
	PURCH	50800-050-244-00	HEALTH BENEFITS		$685.57	
	PURCH	50800-060-244-00	HEALTH BENEFITS		$1,572.50	
NATIONWIDE 1025	NATIONWIDE	10/1/2025		$513.08		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$513.08
	PURCH	18400-000-244-00	PREPAID GEN LIAB INS		$513.08	
WA DOR 0048967551	WASHINGTON STATE DEPARTMENT OF REVENUE	10/30/2025		$7,442.43		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$7,442.43
	PURCH	20300-000-244-00	SALES TAX PAYABLE		$5,370.59	
	PURCH	91101-000-244-00	OTHER STATE TAX		$2,071.84	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	10/3/2025		$10,176.59		
	PAY	50000-000-244-00	TEMPORARY ACCT			$10,176.59
	PURCH	48100-050-244-00	INSTRUCTION		$282.22	
	PURCH	50200-050-244-00	HOURLY WAGES		$3,891.23	
	PURCH	50200-060-244-00	HOURLY WAGES		$3,740.01	
	PURCH	50400-050-244-00	SALES COMMISSIONS		$390.00	
	PURCH	50800-050-244-00	HEALTH BENEFITS			$64.94
	PURCH	50800-060-244-00	HEALTH BENEFITS			$302.44
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C		$907.36	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C		$556.64	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C		$30.27	
	PURCH	52100-050-244-00	CELL PHONE		$27.69	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	10/17/2025		$9,773.62		
	PAY	50000-000-244-00	TEMPORARY ACCT			$9,773.62
	PURCH	48100-050-244-00	INSTRUCTION		$258.15	
	PURCH	50200-050-244-00	HOURLY WAGES		$3,852.00	
	PURCH	50200-060-244-00	HOURLY WAGES		$3,706.44	
	PURCH	50400-050-244-00	SALES COMMISSIONS		$430.00	
	PURCH	50800-050-244-00	HEALTH BENEFITS			$64.94
	PURCH	50800-060-244-00	HEALTH BENEFITS			$302.44
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C		$841.55	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C		$552.27	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C		$28.91	
	PURCH	52100-050-244-00	CELL PHONE		$27.69	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	10/31/2025		$9,122.33		
	PAY	50000-000-244-00	TEMPORARY ACCT			$9,122.33
	PURCH	48100-050-244-00	INSTRUCTION		$235.84	
	PURCH	50200-050-244-00	HOURLY WAGES		$3,868.61	
	PURCH	50200-060-244-00	HOURLY WAGES		$3,044.82	
	PURCH	50400-050-244-00	SALES COMMISSIONS		$200.00	
	PURCH	50800-050-244-00	HEALTH BENEFITS			$64.94

	PURCH	50800-060-244-00	HEALTH BENEFITS		$302.44
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	$853.11	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	$466.04	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	$28.91	
	PURCH	52100-050-244-00	CELL PHONE	$27.69	
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHARGES)	10/31/2025	$6,430.08		
	PAY	50000-000-244-00	TEMPORARY ACCT		$6,430.08
	PURCH	47150-050-244-00	COGS MERCHANDISE	$319.49	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	$37.40	
	PURCH	51350-080-244-00	SAFETY SUPPLIES	$18.40	
	PURCH	51500-050-244-00	TRAVEL LODGING & ENTERTAINMENT	($55.20)	
	PURCH	51500-060-244-00	TRAVEL LODGING & ENTERTAINMENT	$726.79	
	PURCH	51500-080-244-00	TRAVEL LODGING & ENTERTAINMENT	$761.90	
	PURCH	51600-060-244-00	MEALS	$65.59	
	PURCH	51800-060-244-00	PROFESSIONAL SERVICES	$100.00	
	PURCH	51900-050-244-00	CONTRACT SERVICES	$237.50	
	PURCH	52150-080-244-00	INTERNET/CABLE	$69.25	
	PURCH	52300-060-244-00	GARBAGE & DEBRIS REMOVAL	$142.00	
	PURCH	52500-080-244-00	OFFICE SUPPLIES	$30.21	
	PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS	$9.34	
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	$57.82	
	PURCH	53200-080-244-00	PROMO & ENTERTAINMENT	$166.41	
	PURCH	53300-050-244-00	DECORATIONS	$60.66	
	PURCH	53500-080-244-00	LICENSES & FEES	$25.00	
	PURCH	55000-050-244-00	GOLF CART PARTS	$508.07	
	PURCH	55150-050-244-00	GOLF CART SUPPLIES	$36.79	
	PURCH	55300-050-244-00	RANGE SUPPLIES	$9.78	
	PURCH	55800-050-244-00	OTHER DEPARTMENT SUPPLIES	$2,360.43	
	PURCH	55800-060-244-00	OTHER DEPARTMENT SUPPLIES	$106.02	
	PURCH	55850-050-244-00	COURSE ACCESSORIES MAINTENANCE	$391.09	
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE	$89.81	
	PURCH	59300-060-244-00	IRRIGATION ELECTRIC PARTS	$95.73	
	PURCH	59500-060-244-00	IRRIGATION MISCELLANEOUS	$59.80	
Bank Deduction	MERCHANT SERVICES	10/1/2025	$1,524.35		
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		$1,524.35
	PURCH	54000-080-244-00	BANK CHARGES	$1,524.35	
Bank Deduction	US Bank	10/15/2025	$36.89		
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		$36.89
	PURCH	54000-080-244-00	BANK CHARGES	$36.89	

Council Agenda Coversheet	Item Number:	4.e.	Date:	12/2/2025	Category: Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Payroll Roster: For the Pay Period Ending 11/15/2025**			
	Department:	Finance			

Recommendation

Staff recommends that Council approve the payroll roster as presented.

Motion for Consideration

Motion to approve the payroll roster for the pay period ending 11/15/2025.

Summary

None.

Alternatives

None.

Fiscal Impact

11/15/2025 Total: $2,888,685.31

Attachments:

1. Roster

All Departments:

	94,671.29
Building Safety	7,390.30
City Attorney	30,887.07
City Council	5,290.00
City Manager	13,429.39
Community Planning	20,339.51
Engineering	59,844.68
Finance	61,444.06
Fire	118,163.06
Management Services	73,733.55
Non-Departmental	2,881.05
Parks, Recreation & Facilities	75,056.91
Police	603,343.98
Subtotal - General Fund	**1,166,474.85**
	3,691.23
BI-PIN	21,093.14
Building Safety	47,157.83
Criminal Justice	87,044.70
Equipment Rental	15,006.56
Management Services	4,020.50
Medical Services	478,770.69
Stormwater	26,613.81
Street	48,594.01
Water & Sewer	172,800.51
Subtotal - Other Funds	**904,792.98**
Total Salaries and Wages	**2,071,267.83**

Benefits

Dental Insurance	25,734.45
DRS Retirement	111,088.33
Employee Assistance Program	28.43
Life Insurance	5,448.75
Long-Term Disability Insurance	7,026.43
Medical Expense Reimbursement Plan	3,450.00
Medical Insurance	384,010.93
Medicare	29,494.55
MissionSquare Deferred Compensation	91,950.92
Social Security (OASDI)	84,022.88
Vision Insurance	3,618.75
WA Paid Family & Medical Leave	4,872.16
Worker's Compensation Insurance	66,670.90
Total Benefits	**817,417.48**
Grand Total	**$2,888,685.31**

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 $2,888,685.31 comprised of check numbers 78149 through 78151 and direct deposit numbers 241352 through 241808.

Approved for payment:

Jessica Platt

Jessica Platt, Finance Director

Council Agenda Coversheet	Item Number:	4.f.	Date:	12/2/2025	Category: Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Approval of 2026 Lodging Tax Advisory Committee (LTAC) Recommendations**			
	Department:	Finance			

Recommendation

Staff recommends the approval of the 2026 lodging tax funding recommendations from the City's Lodging Tax Advisory Committee (LTAC).

Motion for Consideration

Motion to approve the 2026 lodging tax funding recommendations as submitted by the City's Lodging Tax Advisory Committee (LTAC).

Summary

During 2013, legislation was adopted by the State that made permanent several provisions of previous legislation that had temporarily provided more flexibility in the use of lodging tax proceeds. In addition, the new legislation also expanded reporting requirements for lodging tax applicants and the role of the City's LTAC. Applicants are now required to complete an application packet that includes estimates on the number of people that will stay in Kennewick overnight, travel over 50 miles or more, or come from another state or country, as the result of the event or activity requesting funding.

The City's LTAC then makes a recommendation to the City Council on a list of candidates to receive funding, including the amount recommended for each applicant. Based on this recommendation, City Council has the authority to make a final determination on funding. City Council can only approve funding for applicants from the LTAC's recommended list and at the amount recommended for each applicant, but may choose to fund all, some, or none of the applicants.

The City of Kennewick's LTAC met on Thursday, October 23, 2025, to discuss applications for 2026 lodging tax funding and unanimously recommended the following items for funding:

Applicant	Requested	Awarded
Bass Angler Magazine	$20,000	$10,000
District 19 Bridge League	$10,000	$5,000
City of Pasco	$7,000	$7,000
Lakeside Gem & Mineral Club	$2,600	$2,600
Tri-City Quilters Guild	$6,000	$3,000
Visit Tri-Cities	$352,328	$352,328
Toyota Center and Arena	$950,000	$950,000
Toyota Center and Arena	$162,900	$162,900
Emerald Spark Events	$25,000	$20,000
Three Rivers Convention Center	$1,600,000	$1,600,000

The committee unanimously denied the City of Pasco's application for a fencing project; the project was ineligible for funding.

Alternatives

None recommended. Under state law, City Council can choose to approve funding awards to all, some, or none of the candidates recommended by the LTAC. Candidates receiving awards must receive the amount recommended by the LTAC.

Fiscal Impact

The recommended award from the City's LTAC for 2026 totals $3,112,828, which will be funded with projected lodging tax revenue for 2026 and available fund balance. City lodging tax revenue is projected to increase 2% in 2026 compared to the prior year, which would equate to roughly $1.7M in collections. In addition, $1.4M of the $2.3M available fund balance is recommended to be used to fund 2026 projects. The projected 2026 ending balance is estimated to be $900K, which could be used for other eligible projects in the future.

Attachments:

1. DRAFT Minutes
2. Bass Angler Magazine
3. Bridge League
4. City of Pasco - FIFA Fan Zone
5. Lakeside Gem Mineral Glub
6. Tri-City Quilters Guild
7. Visit Tri-Cities
8. Toyota Center and Arena - Subsidy and Capital
9. Toyota Center and Arena - Supplemental
10. Emerald Spark Events - Clover
11. Three Rivers Convention Center

CITY OF KENNEWICK
LODGING TAX ADVISORY COMMITTEE MEETING
CASCADE CONFERENCE ROOM – CITY HALL
October 23, 2025

Lodging Tax Advisory Committee Members *(present unless noted otherwise)*:

Jim Millbauer, *Chair,* Councilmember
Gretchen Guerrero, *Member*
Mike Brown, *Member, Absent with Advance Notice*
Corey Pearson, *Member*
Michael Garza, *Member*

City Staff Present:

Jessica Platt, *Finance Director*
Joyce Pascua, Sr. *Accounting Specialist*

1. **CALL TO ORDER:** Councilmember Millbauer called the meeting to order at 2:03 p.m. Ms. Pascua conducted a roll call and announced all members were present with the exception of Mike Brown who had given notice he would likely not attend; a quorum was established.

   VISITORS/PUBLIC COMMENT: None present.

2. **MEETING MINUTES - OCTOBER 24, 2024**

MOTION:	Corey Pearson moved to approve the minutes as presented.
SECOND:	Gretchen Guerrero.
DISCUSSION:	None.
VOTE:	**The motion passed unanimously (4-0).**

3. **LTAC OVERVIEW AND FINANCIAL REPORT:** Ms. Platt provided a detailed report of the expenditures from the last funding cycle together with 2026 anticipated revenue and estimated ending fund balances/reserves. She affirmed the estimated ending reserve balance exceeds the minimum amount required by law. No action was required or requested.

4. **APPLICATIONS FOR CONSIDERATION:** LTAC members reviewed the applications and took the following action:

   APPLICATION #1 – Bass Angler Magazine - $20,000

MOTION:	Corey Pearson moved to approve the funding application for Bass Angler Magazine in the amount of $10,000.
SECOND:	Michael Garza.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #2 – District 19 Bridge League - $10,000

MOTION:	Gretchen Guerrero moved to approve the funding application for the District 19 Bridge League in the amount of $5,000.
SECOND:	Corey Pearson.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #3 – City of Pasco - $7,000

MOTION:	Corey Pearson moved to approve the funding application for the City of Pasco's FIFA Fan Zone in the amount of $7,000.
SECOND:	Gretchen Guerrero.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #4 – City of Pasco - $20,000

MOTION:	Michael Garza moved to deny the funding application for the City of Pasco's fencing project in the amount of $20,000.
SECOND:	Corey Pearson.
DISCUSSION:	Members discussed the application's eligibility for funding.
VOTE:	**The motion to deny passed unanimously (4-0).**

APPLICATION #5 – Lakeside Gem & Mineral Club - $2,600

MOTION:	Jim Millbauer moved to approve the funding application for the Lakeside Gem & Mineral Club in the amount of $2,600.
SECOND:	Corey Pearson.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #6 – Tri-City Quilters Guild - $6,000

MOTION:	Gretchen Guerrero moved to approve the funding application for the Tri-City Quilters Guild in the amount of $3,000.
SECOND:	Michael Garza.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #7 – Visit Tri-Cities - $352,328

MOTION:	Corey Pearson moved to approve the funding application for Visit Tri-Cities in the amount of $352,328.
SECOND:	Michael Garza.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #8 – Toyota Center and Arena - $950,000

MOTION:	Jim Millbauer moved to approve the funding application for the Toyota Center and Arena in the amount of $950,000.
SECOND:	Gretchen Guerrero.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #9 – Toyota Center and Arena - $162,900

MOTION:	Gretchen Guerrero moved to approve the funding application for the Toyota Center and Arena in the amount of $162,900.
SECOND:	Michael Garza.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #10 – Emerald Spark Events - $25,000

MOTION:	Michael Garza moved to approve the funding application for Emerald Spark Events in the amount of $20,000.
SECOND:	Gretchen Guerrero.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

APPLICATION #11 – Three Rivers Convention Center - $1,600,000

MOTION:	Corey Pearson moved to approve the funding application for the Three Rivers Convention Center in the amount of $1,600,000.
SECOND:	Gretchen Guerrero.
DISCUSSION:	The merits of the application were discussed.
VOTE:	**The motion passed unanimously (4-0).**

5. **ADJOURNMENT:** There being no further business, Councilmember Millbauer concluded the meeting at 3:31 p.m.

DRAFT

Joyce Pascua
LTAC Board Secretary

NOTICE: *The minutes will not be approved until the next LTAC meeting which is anticipated no sooner than October 2026.*

Applicant Information

Organization/Individual ☐ Public ☐ Other ☐ Non Profit ■ Private ☐ Individual

Name Bass Angler Magazine (BAM) Pro Tour			
Address 1285 Stratford Avenue G299			
City Dixon	**State** Ca	**Zip** 95620	**Email** beau@bassmag.com

Contact Person

Name Beau Raymond Fletcher	
Title Community Development Advisor	**Phone** 503-957-9559

Project Information

Title and brief description of project:

BAM Super 60 Pro Tour Stop #3 – Tri-Cities (Kennewick/Columbia Point)

This is a nationally televised invitational professional bass fishing tournament featuring a guaranteed 70-angler field—the best in the West. The event showcases the Columbia River fishery and Tri-Cities region to a multi-state audience, with multiple livestreams and a nationally broadcast recap program. The Super 60 format ensures 100% angler participation, delivering predictable tourism ROI while also providing community engagement through a public expo where all pro anglers and boats will be on display.

Geographic area served by this project Western U.S., including WA, OR, CA, AZ, NV, ID, and MT	**Number of people served by this project:** 120+

2026	**Amount requested from City of Kennewick** $$20,000	**Total project cost:** $ $30,000	**Date of project:** **From** 7/23/26 **to** 7/26/26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
BAM Sponsors in-kind media and organizational spend	$10,000

List any other sources of funding you have applied for:

Source	Amount	Status
Visit Tri-Cities	Unknown	

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

Target audience includes competitive anglers and families traveling from Oregon, California, Arizona, Nevada, Idaho, Montana, and western Washington. Marketing efforts will specifically target audiences 50+ miles away in Spokane, Portland, Boise, Seattle, and Northern California. LTAC funds will be used for out-of-area digital and streaming media campaigns, PR, and live production that directly promote overnight tourism in Tri-Cities.

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 70; and outside the City of Kennewick 12. How did you calculate these numbers?

Of the 410+ room nights generated, 120–160 are expected in Kennewick, anchored by Clover Island Inn as our host hotel. Anglers, sponsors, and staff will be directed there, and we will verify actual stays through our mandatory lodging survey at check-in to provide a Kennewick-specific report post-event.

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): 0. How did you calculate these numbers?

Because of the timing, schedule and demand of the event, all anglers will have to stay in the city closeby.

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): 115
How did you estimate these numbers?

All but two parties do not live in the area. The entire BAM Team and all but 2 of its anglers are from outside of the Tri-Cities area.

4. An estimate of the number of people who will travel from another state or country: 110
How did you calculate these numbers?

Only 5 of our anglers are from Washington State

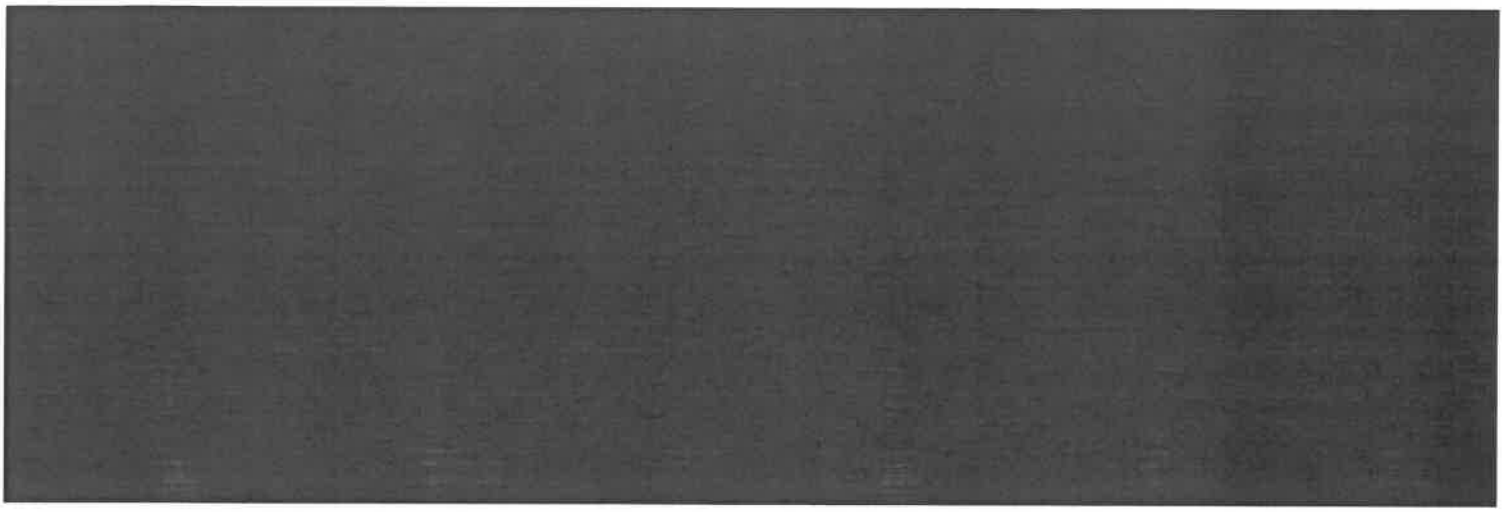
5. Is there any other information you wish to add:

Mandatory survey at angler check-in requires reporting of lodging choice, length of stay, and party size. Digital marketing analytics and livestream audience data will also be reported.

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures	
	Date 9/3/2025
	Date



We're submitting Bass Angler Magazine's 2026 LTAC application for the Tri-Cities stop. Quick hits on why this is a strong fit for Kennewick:

- Nationally televised BAM Super 60 Pro Tour Stop #3, July 24–26
- Guaranteed 70-angler invitational, best in the West
- 410+ total room nights projected across Tri-Cities
- 320–360 room nights targeted in Kennewick with Clover Island Inn as host hotel
- 66 of 70 anglers travel from 50+ miles away or out of state
- 10 BAM media and operations staff traveling in, plus families and spectators
- $20,000 request focused on out-of-area marketing and live production that drives overnights
- ≥33% match via sponsor in-kind and organizational spend, Visit Tri-Cities pending
- Mandatory check-in survey and post-event report with Kennewick-specific lodging data
- Community expo with all pro boats on display to engage local families and businesses

Thanks,
Beau Raymond Fletcher
BAM Pro Tour Community Development Advisor
503.957.9559 | beau@bassmag.com

Applicant Information

Organization/Individual ☐ Public ☐ Other ■ Non Profit ☐ Private ☐ Individual

Name The District Nineteen Organization of the American Contract Bridge League			
Address 18400 Little Chumstick Crk. Rd.			
City Leavenworth	**State** WA	**Zip** 98826	**Email** chumstick2@frontier.com

Contact Person

Name Karen Rise	
Title President	**Phone** 509.679.7097

Project Information

Title and brief description of project:

Title: Tri-Cities Regional

This is a Duplicate Bridge Tournament [card game].

Players from around the northwest, and beyond, will be playing tournament bridge for seven days.

Geographic area served by this project Kennewick and surrounding			**Number of people served by this project:** 200
2026	**Amount requested from City of Kennewick** $10,000	**Total project cost:** $ 23,000	**Date of project:** **From** 10/26/26 **to** 11/1/26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount

List any other sources of funding you have applied for:

Source	Amount	Status
None. We are self-funded through players' entry fees;		
however, additional funding will provide superior advertising		
and allow us to enhance the tournament so players have a		
very positive experience and are likely to return in the future.		

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

A week-long duplicate bridge tournament attracting players from the western US and Canada; a few come from farther away.

Approximately 130 players will spend multiple nights in hotels during week.

We begin play on Monday and continue through Sunday. Players who travel in from a distance will play for several days.

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 130; and outside the City of Kennewick_____. How did you calculate these numbers?

When a player registers for a session their unique identifying number is recorded in the computer. This provides us with their hometown/state/province. We are able to easily track how many players attended, and where they came from.

In 2019 we held a tournament in Pasco and are basing this projection on the statistics from that event.

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): -0-. How did you calculate these numbers?

It is a reasonable assumption that any player from more than 50 miles away will not drive home after finishing the game at 10:30pm.

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): 65

How did you estimate these numbers?

Based on the player roster from 2019 and assuming a similar proportion of players will be from over 50 miles away.

4. An estimate of the number of people who will travel from another state or country: 65

How did you calculate these numbers?

Based on the player roster from 2019 and assuming a similar proportion of players will be from out of state / country.

5. Is there any other information you wish to add:

Our 2019 player roster is included. Also following are samples of the type of advertising we do. Flyers are displayed for players to take at dozens of similar tournaments throughout the west.

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures	
Karen Fite	Date Sept 15, 2025
	Date

DISTRICT 19 REGIONAL TOURNAMENTS BUDGET(S)				
	KENNEWICK 2026	LYNNWOOD 2026	PENTICTON 2026	LEAVENWORTH 2026
Est. Tables	322			
INCOME				
Table Fees	$ 23,000			
EXPENSES				
Advertising	$ 500			
Sanction Fees	$ 1,872			
Caddy Fees	$ 580			
Chairman Costs	$ 200			
Director-Hotel	$ 1,600			
Director-Per Diem	$ 1,100			
Session Fees	$ 6,045			
Travel	$ 300			
Facility Rent	$ 5,000			
Hospitality	$ 500			
Tournament Supplier	$ 4,200			
Tournament Supplies	$ 400			
Miscellaneous	$ 500			
Total Expenses	$ 22,797			
Net Profit(Loss)	$ 203			

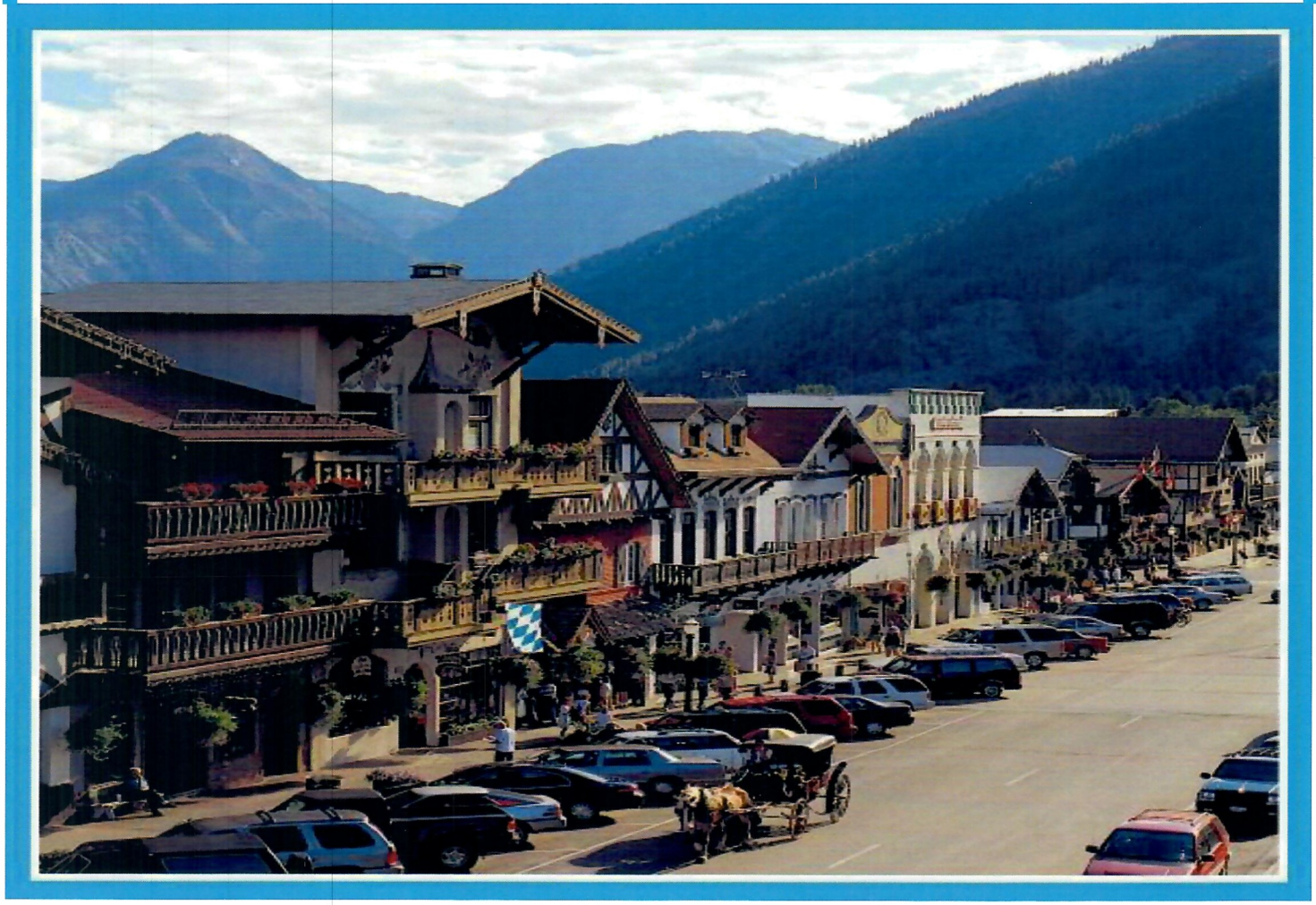
2019 Tri-Cities Regional
Player Roster

1	83.34	Nanette Noland, Baton Rouge LA
2	83.34	Mike Passell, Plano TX
3	83.34	Justin Lall, Little Elm TX
4	83.34	John Kranyak, Las Vegas NV
5	65.59	Dave Westfall, Spokane WA
6	55.48	Carole Liss, San Rafael CA
7	55.48	Bruce Ferguson, Palm Springs CA
8	54.20	Larry Leskiw, Martinez CA
9	54.20	John Feo, Kennewick WA
10	46.84	John Moffat, Bellingham WA
11	46.59	Ronald Woodard, Olympia WA
12	43.64	Phyllis Rakevich, Tumwater WA
13	34.05	Sun-O Ho, Redmond WA
14	34.05	Ronald Tracy, Edmonds 98026 WA
15	32.34	Howard Epley, Kent WA
16	32.34	David Taylor, Seattle WA
17	31.10	Mary McCune, Seattle WA
18	31.10	Marty McCune, Seattle WA
19	29.19	Margaret Hart, Baton Rouge LA
20	29.19	Howard Parker III, Clements CA
21	28.53	Ray Miller, Seattle WA
22	28.53	Ann Romeo, Seattle WA
23	27.76	Andrew Hesser, Richland WA
24	27.29	Karen Rise, Leavenworth WA
25	27.29	Karen Madison, Spokane Valley WA
26	26.50	Lynne Paasch, West Richland WA
27	26.26	Harold Antonson, Olympia WA
28	26.26	Brian Glubok, New York NY
29	24.89	Gerard Hallee, Portland OR
30	23.82	Bruce Dudzik, Richland WA
31	23.45	Jan Galey, Baton Rouge LA
32	23.45	Dana Hastings, Baton Rouge LA
33	22.58	Lynne Schaeffer, Portland OR
34	22.56	Ross Bates, Castlegar BC
35	22.16	Normand Dominique, Kennewick WA
36	20.25	Nicholas Stock, North Vancouver BC
37	20.25	Julie Smith, Vancouver BC
38	20.20	Dorothy Dore, Castlegar BC
39	19.27	Patti Hartley, Kenmore WA
40	19.27	Connie Marfell, Milwaukee OR
41	19.22	David Brower, Portland OR
42	18.87	Tom Edwards, Richland WA
43	18.75	Stanford Christie, Kirkland WA
44	18.44	Larry Lang, Richland WA
45	18.29	Suzanne Geib, Bellevue WA
46	18.29	Shelley Kempner, Annapolis MD
47	17.72	Chwen-I Liu, Richland WA
48	17.26	Renee Petersen, Moscow ID
49	17.26	Karen Eveland, Lewiston ID
50	16.07	Michael Boreson, Kalispell MT
51	16.07	Beth Loehnen, Missoula MT
52	16.01	Ronald Fleming, Spokane WA
53	16.01	Peter Barthels, Cheney WA
54	15.41	Don McKay, Vernon BC
55	15.41	Denise McKay, Vernon BC
56	15.35	Donna Parkes, Kennewick WA
57	14.87	John Adams, Cheney WA
58	14.87	Beth Coones, Spokane WA
59	14.81	Alan Johnson, Happy Valley OR
60	13.78	Charles Bennett, Spokane WA
61	13.57	Duane Christensen, Boise ID
62	13.57	Carol Christensen, Boise ID
63	13.48	Sandra Scholes, Bellevue WA
64	13.48	Ken Scholes, Bellevue WA
65	13.42	James Hurlburt, Bend OR
66	12.94	Leslie Kelinson, Portland OR
67	12.81	Kevin Cline, Seattle WA
68	12.81	Dong Yan, Sammamish WA
69	12.69	McKenzie Myers, Eugene OR
70	12.34	Marty O'Malley, Pullman WA
71	12.34	Kathy O'Malley, Pullman WA
72	11.80	Ian Kirk, Portland OR
73	11.80	Deanna Birch, Portland OR
74	11.21	John Cissel, Boise ID
75	11.21	Craig Jones, Boise ID
76	10.68	Susan Ohman, Graham WA
77	10.68	Bruce Brownfield, Graham WA
78	10.56	Theresa Barthels, Cheney WA
79	10.50	Hans Iukovici, Richland WA
80	10.37	Leanne Zaring, Richland WA
81	10.24	Gregory Said, Boise ID
82	10.24	Dave Forrey, Nampa ID
83	10.11	Lea Rogers, Spokane WA
84	9.93	Doug Sanders, Grandview WA
85	9.63	Rosemary Segall, Redmond OR
86	9.62	Kay Read, Boise ID
87	9.62	Karen Jean Boss, Boise ID
88	9.38	Claire Valente, Walla Walla WA
89	9.24	Marla Patterson, Arlington WA
90	9.01	Martin Mack, Henderson NV
91	9.01	Dudley Brown, Grandview WA
92	8.97	Usha Subrahmanyam, Richland WA
93	8.79	Marilyn Hesser, Richland WA
94	8.55	Nobi Morris, Wenatchee WA
95	8.49	Susie Ball, Yakima WA
96	8.31	Marv Norden, Peachland BC
97	8.31	James Dukelow Jr, Benton City WA
98	8.29	Kay Teal, Richland WA
99	8.16	David Orcutt, Richland WA
100	8.12	Mary Ferguson, Richland WA
101	8.12	Karen Morton, Walla Walla WA
102	8.10	Henry Chou, Richland WA
103	7.98	Keith Carter, Sandpoint ID
104	7.98	Bill Drayton, Sagle ID
105	7.90	Pete Pluhta, Pullman WA
106	7.90	Jodi Kimbrell, Spokane WA
107	7.65	Paul Burma, Sunnyside WA
108	7.40	William Radford, Kennewick WA
109	7.40	Paul Harding, New Westminster BC
110	6.98	Ralph Wilhelmi, Olympia WA
111	6.98	Chris Gorchels, Richland WA
112	6.91	David Gelles, West Richland WA
113	6.80	Karen DeMeritt, Richland WA
114	6.76	Lindy Hamilton, Boise ID
115	6.76	Kay Alspaugh, Boise ID
116	6.59	Herbert Wampole, Pasco WA
117	6.53	Nely Johnson, Portland OR
118	6.53	Michele Pope, Spokane WA
119	6.53	Linda Baker, Spokane WA
120	6.49	Marilyn Steele, Kennewick WA
121	6.44	Gayle Hanset, Sandpoint ID

122	6.44	Donald Hanset, Sandpoint ID
123	6.32	Suzanne Boruta, Anacortes WA
124	6.32	Michael Boruta, Anacortes WA
125	6.30	William Whitesel, Sandpoint ID
126	6.30	Ed Strieper, Baker City OR
127	6.30	Doris Fishman, Sandpoint ID
128	6.30	Deanna Strieper, Baker City OR
129	6.09	Jacqui Erwert, Liberty Lake WA
130	6.09	Christopher Kent, Spokane WA
131	5.89	Dee Steil, New Westminster BC
132	5.83	Dolly Ammann, Richland WA
133	5.66	Linda Vernon, Anchorage AK
134	5.66	Kathie Hoehne, Anchorage AK
135	5.56	Mary Babcock, East Wenatchee WA
136	5.56	Barbara Kinney, Wenatchee WA
137	5.50	Mary Pat Bean, Richland WA
138	5.50	Arthur Bean, Richland WA
139	5.24	Pat Pinto, Richland WA
140	5.13	Susan Norton, Spokane WA
141	5.13	Ginny Davis, Spokane WA
142	5.09	Daniel Balof, Walla Walla WA
143	5.06	Doris Burma, Sunnyside WA
144	4.93	Carl Wilson, Tacoma WA
145	4.93	Brad Sands, Seattle WA
146	4.90	Barry Balof, Walla Walla WA
147	4.83	Brad Meinhold, Florence MT
148	4.79	Louise Lombard, Apache Junction AZ
149	4.79	Barbra Cowan, Wenatchee WA
150	4.76	Jane Hunt, Richland WA
151	4.45	Marjorie Gilmore, Richland WA
152	4.20	Charlene Pepin, Walla Walla WA
153	3.70	Kenneth Lockwood, Yakima WA
154	3.68	Livingstone Parkhill, Richland WA
155	3.68	James Pierce, Richland WA
156	3.67	Warren Watson, Trail BC
157	3.62	Patricia Curtis, West Richland WA
158	3.55	Richard Maison, Yakima WA
159	3.52	Mary Eliza Balof, Walla Walla WA
160	3.45	Janice Rolfe, Walla Walla WA
161	3.45	Carol Gunderson, College Place WA
162	3.42	Ned Forman, Eugene OR
163	3.42	Beverly Roy, Eugene OR
164	3.17	Suzanne St Thomas, Boise ID
165	3.06	Jim Adams, Richland WA
166	2.95	Jerry McVay, Lacey WA
167	2.82	Russell Wing, Gig Harbor WA
168	2.61	Kathryn Lang, Richland WA
169	2.51	Eric Benson, Yakima WA
170	2.49	Patsy Neveau, Coeur D Alene ID
171	2.49	Bonnie Russell-Hunt, Hayden ID
172	2.24	William Fromherz, Yakima WA
173	2.12	Tarene Collingham, Pasco WA
174	2.12	Richard Collingham, Pasco WA
175	2.12	Leonard McGrath, Sunnyside WA
176	1.94	Gail Hyland, Leavenworth WA
177	1.94	Christopher Hyland, Bellevue WA
178	1.93	Jerri Honeyford, Sunnyside WA
179	1.88	Robert Hackett Jr, Yakima WA
180	1.85	Siglinde Koellner, Richland WA
181	1.85	Julian Kraus, Kennewick WA
182	1.82	Monica Butler, Gig Harbor WA
183	1.82	Katherine Davis, Tacoma WA
184	1.81	Nancy Nesvig, Yakima WA
185	1.81	Curtiss Gilbert, Yakima WA
186	1.80	David Peeples, Moses Lake WA
187	1.71	Terry Huxter, Grand Forks BC
188	1.71	Elizabeth Huxter, Grand Forks BC
189	1.44	Joan Ball, Yakima WA
190	1.33	Michael Crowley, Kennewick WA
191	1.28	Sharon Warren, Kennewick WA
192	1.21	Maryon Evans, Nampa ID
193	1.21	Cheryl Maderazo, Boise ID
194	1.04	Sandy Schreck, Dayton WA
195	1.00	Norma Hols, Spokane WA
196	1.00	Lucie Fritz, Richland WA
197	1.00	Jon Hammett, Yakima WA
198	1.00	Brenda Simpson, Spokane WA
199	0.97	Gerald Bloom, Richland WA
200	0.93	Kalvin Garton, Pendleton OR
201	0.93	Clinton Bidwell, Walla Walla WA
202	0.91	Richard Daniel, Walla Walla WA
203	0.91	Donna Lasater, Walla Walla WA
204	0.86	Ron Seidl, West Richland WA
205	0.70	Laura Scott, Richland WA
206	0.42	Judi Terjeson, Kennewick WA
207	0.42	Frances Covington, Kennewick WA

LEAVENWORTH

Washington's Bavarian Village



REGIONAL

April 13 – 19 2026

Please: No Fragrances

OCEAN SHORES REGIONAL

NOVEMBER 4th - 10th 2024

SUPPORTING HOTELS

Westerly Motel
Phone: 360.940.9232

Days Inn
Phone: 360.289.9570
Breakfast, Pool, Spa
Ask for the Bridge Rate

Comfort Inn & Suites
Phone: 360.289.9000
Free Breakfast

Ocean Shores Inn & Suites
Phone: 360.940.7455
Indoor heated pool

Bayview Hotel
Phone: 360.289.4900
10% Discount to Bridge Players

Support from these hotels makes it possible to hold our tournament. Please give them every consideration before going elsewhere for your stay.

PLEASE, NO FRAGRANCES

Applicant Information **Organization/Individual** ■ **Public** ☐ **Other** ☐ **Non Profit** ☐ **Private** ☐ **Individual**			
Name City of Pasco			
Address 525 N. 3rd Ave.			
City Pasco	**State** WA	**Zip** 99301	**Email** kubalekb@pasco-wa.gov
Contact Person			
Name Ron Campton			
Title Recreation Specialist			**Phone** 509-543-5792

Project Information

Title and brief description of project:

FIFA Fan Zone:

This event will be series of six FIFA Fan Zone watch parties for the Fifa World Cup Games taking place in the US in 2026.

Dates will be: June 15, June 19, June 24, June 26, July 1, and July 6.

Each date will include live music, kids zone games and events, vendors and more.

Geographic area served by this project	**Number of people served by this project:**
SE Washington, NE Oregon, West Idaho	6000

	Amount requested from City of Kennewick	**Total project cost:**	**Date of project:**
2026	$7,000	$ 150,000	From 1/1/26 to 12/31/26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
City of Pasco General Fund	$95,000
Pasco Lodging Tax	$12,500

List any other sources of funding you have applied for:

Source	Amount	Status
Visit Tri-Cities	$30,000	Pending

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

Pendleton, OR
Moses Lake, WA
Boardman, OR
Walla Walla, WA
La Grande, OR
Pullman, WA
Boise, ID

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 25; and outside the City of Kennewick 100. How did you calculate these numbers?

Estimated Guess - As this event has never happened before

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): 1250. How did you calculate these numbers?

Estimated Guess - As this event has never happened before

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): 500
How did you estimate these numbers?

Estimated Guess - As this event has never happened before

4. An estimate of the number of people who will travel from another state or country: 500
How did you calculate these numbers?

Estimated Guess - As this event has never happened before

5. Is there any other information you wish to add:

None

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures

[signature]	Date 9/25/25
	Date

FIFA Fan Zones

EXPENSES (Per Day)	COST	DAYS	TOTAL
Video Board and Sound System	$4,500	6	$27,000
Security	$2,500	6	$15,000
Face Painting	$1,000	6	$6,000
Kids Zone	$2,500	6	$15,000
Equipment Rentals	$1,500	6	$9,000
Staffing	$1,000	6	$6,000
Event Supplies	$1,500	6	$9,000
Advertising	$6,000	6	$36,000
Bands	$4,500	6	$27,000
		TOTAL	$150,000

Applicant Information

Organization/Individual ☐ Public ☐ Other ☒ Non Profit ☐ Private ☐ Individual

Name Lakeside Gem & Mineral Club			
Address			
City Kennewick	**State** WA	**Zip**	**Email** lakesidegemandmineralclub.com

Contact Person

Name Larry Hulstrom	
Title Show Chairman	**Phone** 509 551 1202

Project Information

Title and brief description of project:

Lakeside Gem and Mineral Club has been meeting since the 1950's. We have been having an annual Rock and Gem Show since the 1980's in April of each year. We put on a 2 day show (Saturday and Sunday) that features displays by our club members that show what they collect and do with rocks, minerals and gems. We usually also have 10-15 dealers and vendors who sell rocks, minerals, gem stones and finished jewlry. In the past several years our past attendance averages around 2,100. We usually have "rockhounds" come to our show from Yakima, Spokane, Walla Walla, Hermiston and Pendleton. We are requesting $2,600, which is the number quoted to us by a local TV Station (Apple TV) that broadcasts in these areas for the advertising for a show of our size.

Geographic area served by this project Yakima Valley, Columbia Basin, NE Oregon	**Number of people served by this project:** 2,100

2026	**Amount requested from City of Kennewick** $ 2,600	**Total project cost:** $ 2,600	**Date of project:** From 1/1/26 to 12/31/26

RECEIVED 9/29/25

FUNDING SOURCES FOR THIS PROJECT	
List all firm commitments to date to fund this project:	
Source none, other than our clubs	**Amount**

List any other sources of funding you have applied for:		
Source none	**Amount**	**Status**

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

Yakima Valley, all cities
Columbia Basin, including Spokane
N.E. Oregon, - Pendleton, Hermiston area

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 5 to 10; and outside the City of Kennewick 0. How did you calculate these numbers?

Just an estimate. Our show is small enough so most people only go to it for one day.

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): 300. How did you calculate these numbers?

Rockhounds from surrounding ~~area~~ areas visit with us when they go to our show & this is an estimate of how many

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): 5-10

How did you estimate these numbers?

people who are involved in a regional Federation of Rock Clubs usually come & visit our show & club

4. An estimate of the number of people who will travel from another state or country: 400

How did you calculate these numbers?

estimate of how many people from Hermiston/NE. Oregon come.

5. Is there any other information you wish to add:

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures	
David Westland, president	Date 9/28/2025
	Date

Applicant Information

Organization/Individual ☐ Public ☐ Other ■ Non Profit ☐ Private ☐ Individual

Name Tri-City Quilters Guild			
Address PO Box 215			
City Richland	**State** WA	**Zip** 99352	**Email** NANCYJG@CHARTER.NET

Contact Person

Name Nancy Graves	
Title Treasurer	**Phone** (509) 628-8986

Project Information

Title and brief description of project:

The guild provides a community of quilters who generously share their craft with others. We have hosted quilt shows in the Tri-Cities over the past 41 years, sharing our art with the public. These shows have helped support the guild's Community Service program providing handmade quilts to other Tri-City nonprofits along with being able to bring in nationally known quilt instructors throughout the year for lectures and classes.

In recent years, quilt shows have been held at the Three Rivers Convention Center showcasing over 400 quilts and hosting over 35 vendors from all of Washington, Oregon, Idaho, Utah, Montana, Colorado, California, and Arizona.

The proceeds from these shows make it possible to continue our mission to educate the public about the art of quilting, and to provide community service quilts to other local non-profit agencies in the Tri-Cities.

Most of our vendors, and many of our visitors, stay and eat locally throughout the quilt show weekend and they continue to return each year.

Geographic area served by this project Washington, Idaho, Oregon, Montana		**Number of people served by this project:** 1,800	
2026	**Amount requested from City of Kennewick** $ 6,000	**Total project cost:** $ 38,200	**Date of project:** From 3/27/26 to 3/28/26

RECEIVED 9/29/25

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Acceptance of vendor applications begins in October 2025.	$15,000

List any other sources of funding you have applied for:

Source	Amount	Status
None		

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

Our target audience are quilters and those interested in the art of quilting and fiber arts. This art has changed in design, technology, and popularity in the past several years. The market shows an estimated $5 billion valuation projected for 2026-2027 with roughly 9-11 million active quilters in the U.S. and Canada.

Attendees and vendors come from all of Washington, Oregon, Idaho, Utah, Montana, Colorado, California, and Arizona.

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 400; and outside the City of Kennewick 50. How did you calculate these numbers?

   Based on conversations with the vendors and attendees who have attended our shows over the past 41 years.

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): 300. How did you calculate these numbers?

   Based on conversations with the vendors and attendees who have attended our shows over the past 41 years.

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): 400
   How did you estimate these numbers?

   Based on conversations with the vendors and attendees who have attended our shows over the past 41 years. On average 6 or our vendors are local. The remaining come from 50 miles and beyond. Vendors arrive on Thursday for set up, take-down is Saturday evening., and they return home on Sunday. They use local accommodations (hotels, B&B's, RV parks) and eateries during that time.

4. An estimate of the number of people who will travel from another state or country: 300

   How did you calculate these numbers?

   Based on conversations with the vendors and attendees who have attended our shows over the past 41 years.

5. Is there any other information you wish to add:

   The Tri-City Quilters Guild is known for putting on one of the two largest quilt shows in the tri state region. We have been successful in making people feel they are going to come and view some of the most diverse collections of artistic quilts available, and be able to shop our vendors for a wide variety of products.

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures

Renee Gealy	President	Date 9/15/25
Nancy Graves	Treasurer	Date 9/15/25

Tri-City Quilters Guild, 2026 Quilt Show - Proposed Budget

	Income	Expenses	Notes
Venue:			
Three Rivers Convention Center		$26,000.00	March 26-28, 2026
Publicity/Advertising			
Program Book ads	$1,800.00		
Program Book printing		$3,500.00	Full color book, 40 pages
Publicity/Advertising		$2,500.00	Flyers, advertising, TV ads, Country Register
Event Income:			
Admission Income	$19,000.00		~1,600 at $12 admission fee (paid admissions)
Members Market Commission	$300.00		
Merchant Mall	$15,000.00		Vendor fees
Fundraisers	$2,500.00		Raffle Quilts, potholders, placemats
Round Tuit Room	$16,000.00		Sale of donated goods
Event Expenses:			
Credit Card Processing Fees		$100.00	Credit card fees less service fees
Featured Artists		$2,000.00	Guest & member artists, harpist, lodging
Kennewick Bulk Business License		$300.00	
Printing		$1,200.00	
Properties & Equipment		$300.00	
Storage Facilities		$1,750.00	Storage of donations and show equipment
Transportation		$500.00	Moving property and donations to venue
	$54,600.00	$38,150.00	

7130 W. Grandridge Blvd., Suite B
Kennewick, WA 99336
509-735-8486
1-800-254-5824
www.VisitTRI-CITIES.com
info@VisitTRI-CITIES.com

September 30, 2025

Ms. Joyce Pascua
City of Kennewick
P.O. Box 6108
Kennewick, WA 99336

SUBJECT: Visit Tri-Cities 2026 Hotel/Motel Tax Fund Application

Dear Ms. Pascua:

We appreciate the opportunity to again submit an application for lodging tax to support our efforts to market Kennewick and the entire region as a premier travel destination. The City of Kennewick and Visit Tri-Cities have a signed agreement for the promotion of tourism that was approved by the Kennewick City Council and the Kennewick Lodging Tax Advisory Committee (LTAC). The agreement will go into effect on January 1, 2026 and will expire on December 31, 2030. The Cities of Pasco and Richland also have the same agreements established. In order to remain compliant with HB 1253, enclosed is Visit Tri-Cities' 2026 Hotel/Motel Tax Fund Application for the LTAC to review.

By investing lodging tax dollars with Visit Tri-Cities, the City of Kennewick receives a multi-faceted approach to marketing the city to visitors, business investors and those looking to relocate. The enclosed application outlines the deliverables and services provided as outlined in the contract.

If you would like any additional copies of the application or if I can answer any questions, please contact me.

Sincerely,

Kevin Lewis
President & CEO

Enclosures

Applicant Information

Organization/Individual ☐ Public ☐ Other ■ Non Profit ☐ Private ☐ Individual

Name Visit Tri-Cities			
Address 7130 W. Grandridge Blvd., Suite B			
City Kennewick	**State** WA	**Zip** 99336	**Email** Kevin@VisitTri-Cities.com

Contact Person

Name Kevin Lewis	
Title President & CEO	**Phone** 509-735-8486

Project Information

Title and brief description of project:

Visit Tri-Cities works to promote, market and sell the region as a preferred destination to visitors. The destination marketing organization develops incremental visitation by promoting destination products, programs and activities; the overall economic vitality of our communities and the quality of life of our citizens.

The organization is funded by private investors (Chairman's Circle Sponsorships, the hospitality community through a tourism promotion assessment, and by municipal support in the form of a portion of the hotel-motel taxes collected. This method of funding is optimal as it requires the cooperative support of the local business community, the industry itself and public funding through hotel taxes.

The City of Kennewick supports Visit Tri-Cities' marketing efforts by contributing half of the lodging tax (2%) collected on overnight guest stays. The lodging tax contributed to the TCVCB for 2026 is estimated at $352,328, and represents 9.5% of the overall annual budget of the organization.

Geographic area served by this project	**Number of people served by this project:**
Kennewick and the Greater Tri-Cities Region	

2026	**Amount requested from City of Kennewick** $352,328*	**Total project cost:** $ 3,693,833	**Date of project:** From 1/1/26 to 12/31/26

*Actual revenues to be calculated based on a five-year rolling average as outlined in the contract between the City of Kennewick and Visit Tri-Cities .

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Lodging Tax from Pasco and Richland*	$ 630,505
TPA Assessments	$2,400,000
Private Industry Investments**	$ 311,000
Kennewick Lodging Tax*	$ 352,328

*Actual revenues to be calculated using a 5-year average as per the contract.
**Estimated budget for 2024 which will be approved by the Visit Tri-Cities Board of Directors in December of 2025.

List any other sources of funding you have applied for:

Source	Amount	Status
see above		

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

Visit Tri-Cities targets leisure travelers (golfers, wine enthusiasts, etc.) promoting outdoor activities and taking advantage of the region's open spaces through digital and social media campaigns, digital and print advertisements, consumer newsletters, website, tradeshows, brochures, visitor guides and media outreach.

We target convention and sports delegates through direct sales, tradeshows, digital and print advertising, brochures, meeting planner's guides, and media outreach.

The Tri-Cities Visitor Guide, produced by Visit Tri-Cities in partnership with Saga City Media, is distributed throughout the year.

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates*. The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 51,637; and outside the City of Kennewick 79,204. How did you calculate these numbers?

The attendance above is for Conventions and Sports only and based on attendance for 2024 as reported in the 2024 Convention and Sports Digest. Leisure, Business and Individual Travel are not included.

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): NA. How did you calculate these numbers?

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): NA
How did you estimate these numbers?

Attached is the Visitor Spending Report for Benton County as provided by Tourism Economic 2024, an Oxford Economics Company.

4. An estimate of the number of people who will travel from another state or country: 5,177
How did you calculate these numbers?

The attendance above is for Conventions and Sports only and based on attendance for 2024 as reported in the 2024 Convention and Sports Digest. Leisure, Business and Individual Travel are not included.

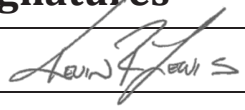
5. Is there any other information you wish to add:

See attachments; Visit Tri-Cities 2025 Forecast Lodging Tax Budget and 2024 Annual Report. Following are links to Visit Tri-Cities website, www.VisitTri-Cities.com, and Visitor Guide, https://www.visittri-cities.com/about-the-area/visitor-guide/

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures

	Date 09/30/25
	Date

2024 Visitor Spending
Benton County

Impact Type	Benton County ($millions)
Accommodations	$102.9
Food & Beverage	$94.3
Retail	$107.3
Recreation	$75.0
Transportation	$82.3
Total Visitor Spending	$461.8

Source: Tourism Economics
Published: May 2025

Visit Tri-Cities
2025 Lodging Tax Annual Budget

REVENUES		
3050	City of Kennewick	$297,739
3055	City of Pasco	$201,098
3060	City of Richland	$332,392
	CITY TOTALS	**$831,229**

EXPENSES		
5010	Salaries	$308,021
5012	401K	$15,401
5015	Health Insurance	$42,412
5030	Payroll Taxes	$33,000
5035	Accounting	$21,363
5050	Telephone	$7,200
5060	Office Expenses	$10,000
5070	Office Insurance	$4,020
5080	Postage	$1,700
5090	Equipment Upkeep	$8,000
5092	Vehicle Expense	$1,700
5095	Capital Exp.	$8,000
5105	Legal/Professional	$3,500
5110	Dues & Subscriptions	$31,424
5112	Platform Fees	$17,500
5115	Comp./Software Lic. Fee	$6,000
5185	Visitor Center	$2,000
5200	Tourism Development	$75,000
5220	Promotional Campaign	$7,500
5230	Staff Development/Training	$29,000
5290	Advertising	$178,988
5310	Bid Fees	$7,000
5313	Customer Events	$4,000
5315	Travel / Expenses	$8,500
	TOTAL EXPENSES	**$831,229**

VisitTri-Cities.com

ANNUAL REPORT
2024

Visit TRI-CITIES WASHINGTON

A MESSAGE FROM THE PRESIDENT & CEO AND THE CHAIR OF THE BOARD

Dear Tourism Partners,

2024 was a defining year for Visit Tri-Cities. Our dynamic team helped spark community vitality and fuel growth by collaborating with community leaders to host signature events, drive record-breaking media coverage, and strengthen partnerships across industries.

Among the most notable accomplishments was the successful debut of the inaugural IRONMAN 70.3 Washington Tri-Cities, an event that showcased the heart and spirit of our community to a global audience. With over **2,300 athletes**, thousands of spectators, and an economic impact of more than **$7 million**, the event earned a **93% satisfaction rate** from participants representing **45 states and 20 countries.** With a prestigious Net Promoter Score of 80, which is 28 points higher than the global average for IRONMAN events, the race produced remarkable branding for this area. Triathlete Magazine recognized our first-year race as one of the top races in North America solidifying its potential as a signature component of our destination for years to come.

Our convention and sports sales teams achieved an **80% increase in the number of events booked** and produced a 25% boost in the number of attendees. Among the **168 group events**, we welcomed the National Horseshoe Pitchers World Championship for the first time. The horseshoe championships generated close to $2 million in direct economic impact and introduced over 500 participants from across the country to the beauty of our region.

Booking events helped Tri-Cities maintain a modest 1.2% increase in hotel occupancy levels in 2024. Additional hotel rooms and vacation rental properties in the region caused some disbursing of visitors. National travel trends were relatively flat and regionally some southeastern Washington communities showed slight occupancy declines. Our key lodging metrics remain strong with Revenue Per Available Room (RevPAR) numbers growing 5.7%. Average Daily Rates grew 4.5% and total **hotel revenues rose 7%** - producing the highest increase in the southeast region.

Visit Tri-Cities strategic, data-driven media efforts were extremely impactful. Through targeted PR initiatives we expanded our media reach from 27.4 million in 2023 to an **astounding 3.59 billion** in 2024. Our team secured 146 pieces of focused media coverage – **a 161% increase** over 2023. Sophisticated tracking from outside data partners confirmed that our digital advertising campaigns directly contributed to over $16 million in hotel and local business revenue. For every dollar we spent in advertising visitors returned $37 to our hotels and spent $352 in our communities.

Through collaborative destination development efforts with the National Park Committee, we successfully advocated to reopen the B Reactor tours for the full 2024 season and with it, achieved **record-breaking tour attendance** despite a partial closure of tour activities. Our ongoing support for the Tri-Cities Rivershore Enhancement Council ensures sustained progress in recreational development.

Visit Tri-Cities holds the globally recognized Destination Marketing Accreditation Certificate ensuring quality performance standards in destination marketing and management. We remain committed to fostering collaboration, promoting our community's strengths, and creating opportunities that benefit residents and visitors alike. With a **$630 million annual economic impact** from visitor spending and more than **5,800 local jobs** directly supported by tourism, the work we do continues to be a powerful force for good.

Looking ahead to 2025, we are energized by the momentum generated this year. We are focused on inspiring discovery, creating memorable experiences, and working hand-in-hand with community leaders to build an even brighter future.

Thank you for being part of this incredible journey.

Kevin Lewis
President & CEO
Visit Tri-Cities

Buck Taft
Chair of the Board
Visit Tri-Cities

OUR VISION & MISSION

Visit Tri-Cities is a catalyst for success in our communities. With an over-arching purpose to help our communities achieve their goals, we leverage the power of destination marketing and promotion to fuel transformational growth. As the visitor economy churns it helps transform the Tri-Cities into a vibrant destination – a place where people want to visit, live, work, play, and invest.

OUR VISION
Inspire, reward, and celebrate the spirit of exploration and discovery.

OUR MISSION
Fuel transformational growth in the Tri-Cities through tourism.

OUR STRATEGIC PILLARS

STRATEGIC SALES

Primary Intent: Fill hotel rooms by increasing our share of convention and sports bookings.

EFFECTIVE MARKETING

Primary Intent: Increase overall tourism traffic to the destination by improving visitor awareness, understanding, and interest; streamlining and enriching communications; and enhancing the destination brand.

COLLABORATIVE DESTINATION DEVELOPMENT

Primary Intent: Support and advocate for the evolution and enhancement of destination attractions, infrastructure, and services to create enriched experiences for visitors and residents.

PROACTIVE COMMUNITY ENGAGEMENT

Primary Intent: Strengthen community awareness, appreciation, involvement, and support for tourism endeavors and leverage the power of destination marketing to help our communities achieve their goals.

INNOVATIVE AND MEANINGFUL OPERATIONS

Primary Intent: Establish an innovative culture where clear vision, efficient systems, and financial stability create a competitive advantage and foster an environment of engaging, meaningful, and rewarding work.

2024 KEY ACCOMPLISHMENTS

IRONMAN 70.3
- **$7M** Economic Impact
- **10K** Visitors from **45 states & 20 countries**
- **93%** Satisfaction Rate
- Net Promoter Score of **80** (28 points higher than the global average for IRONMAN)
- Recognized by Triathlete Magazines as **one of the top races in North America**

CONVENTION & SPORTS SALES
- **86%** Increase in Events Booked (170 events)
- **25%** Increase in Attendees

WORLD HORSESHOE PITCHING CHAMPIONSHIPS
- **$2M** Economic Impact
- **1,800** Visitors from **43 states & 4 countries**
- **73%** First-time Visitors

LODGING METRICS
- **7%** Increase in Hotel Revenues – the highest in southeastern Washington
- **1.2%** Increase in Hotel Occupancy
- **4.5%** Increase in Average Daily Rates
- **5.7%** Increase in RevPAR

Visitor Trips Made: **4.4 million**

Visitor Days Spent: **9.7 million**

POSITIVE MEDIA EXPOSURE
- Expanded Audience Reach from **27M to 3.59B**
- **161%** Increase in Media Coverage (146 articles)
- **$16M** in revenue generated from digital ads
- **$37 : $1** Return on Ad Spend directly to Hotels
- **$352 : $1** Return on Ad Spend to our Communities

We are proud to be awarded accreditation from the prestigious Destinations International.

TOURISM ECONOMIC IMPACT

Tourism in the Tri-Cities generates employment opportunities, visitor expenditures, and tax revenues that positively impact the city and its residents.

Visitor spending helps support local:

POLICE OFFICERS | FIREFIGHTERS | SCHOOLS & TEACHERS | SMALL BUSINESSES | PARKS | ROAD WORK

DIRECT SPENDING creates a positive economic cycle that begins as visitors bring money into the local economy from outside the area. Millions of dollars are infused into our communities directly through visitor spending. These dollars ignite a flame that fuels additional positive economic impacts.

INDIRECT IMPACTS come from labor income, suppliers and support businesses, construction, engineering, and other professional services that support the hospitality industry.

INDUCED IMPACTS are derived through employee spending, business output, new business development, and enhancements to the quality of life through development of visitor related attractions and services.

TAX REVENUES from each of these revenue sources support local services and provide tax relief to residents.

VISITOR SPENDING BREAKDOWN

Annual Tourism Benefits to the Tri-Cities

- **$629.8 million** in economic impact
- **$77.5 million** in state and local tax revenue
- **$63 million** in local sales tax revenue
- Employs **5,883 workers**

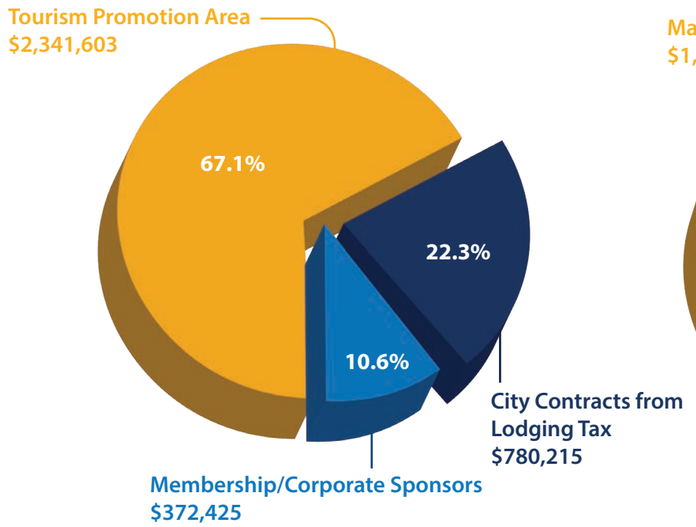
Tourism saved each household $602 in annual taxes

RETAIL	FOOD AND BEVERAGE	HOTELS	TRANSPORTATION	RECREATION
$144.2M	$143.7M	$130.6M	$114.0M	$97.4M
5.6% increase from previous year	7.1% increase from previous year	5.5% increase from previous year	0.8% increase from previous year	10.7% increase from previous year

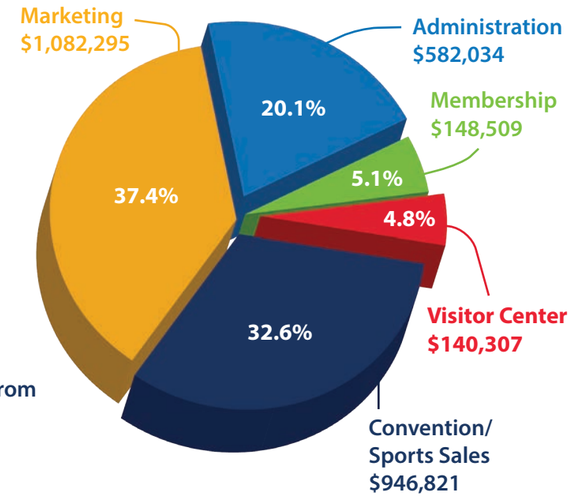
*Visitor Spending represented in this report reflect the economic impact of tourism in the Tri-Cities for the year of 2023. The economic impacts of tourism in our community for 2024 are not yet available. Percentage increase stated is based off of 2022 numbers. Source: Tourism Economics

FINANCIAL PICTURE

$3,494,243 Total Revenue



$2,899,966 Total Expenses



HOTELS

- Occupancy up 1.2%
- ADR up 4.4%
- RevPAR up 5.7%
- Hotel Revenue up $206,437

TOTAL HOTEL-MOTEL TAX REVENUE

	Kennewick	Pasco	Richland	Totals
2021	$502,862	$332,854	$581,566	$1,417,282
2022	$672,025	$440,350	$733,662	$1,846,037
2023	$714,098	$498,162	$795,213	$2,007,473
2024	$785,557	$541,555	$886,798	$2,213,910

*Visit Tri-Cities receives approximately 50% of the lodging tax.

3,796 Hotel guest rooms available

TRI-CITY REGIONAL HOTEL-MOTEL COMMISSION

KENNEWICK
- **Mike Brown,** Hampton Inn Kennewick at Southridge
- **Gabi Lopez Guerrera,** SpringHill Suites by Marriott Kennewick
- **Erin Erdman,** Ex Officio, City of Kennewick

PASCO
- **Monica Hammerberg,** Hampton Inn & Suites Pasco/Tri-Cities
- **Jerry Beach,** A-1 Hospitality
- **Adam Lincoln,** Ex Officio, City of Pasco

RICHLAND
- **Lacey Stephens,** Home2 Suites by Hilton
- **Yesenia Galvez,** LivAway Suites
- **Jon Amundson,** Ex Officio, City of Richland

STRATEGIC SALES

The sales department's primary focus is to market to convention, sports, and group meeting planners through direct sales contacts, targeted marketing, and attending industry events. Booking these events puts "heads in beds" that generate significant tax revenues for our community.

2024 PROGRAM HIGHLIGHTS

168 Conventions, sports & group activities hosted
↑ Up **7.7%** from previous year

132,501 Visitors attracted
↑ Up **9.5%** from previous year

$35,716,190 Convention and sports spending to region
↑ Up **33.3%** from previous year

2025 & BEYOND

- **118** Future conventions, meetings and sports events confirmed
- **134,998** Future visitors
- **$69,405,244** Future visitor spending

Coming in 2025

USA BMX

IRONMAN 70.3 WASHINGTON TRI-CITIES

Washington-Idaho International Order of the Rainbow for Girls

2024 HIGHLIGHTS

Sales & Client Relationship Building

- Hosted Spring Olympia Sales Blitz & Customer Appreciation Luncheon reaching 48 meeting planners, a 23% increase in planners reached over 2023
- Conducted 23 appointments at the Fall Sales Olympia Blitz, a 27% increase over 2023
- Hosted Sports Customer Appreciation Event in Portland during Sports ETA Symposium
- Hosted the WA Society of Association Excellence Annual Conference with an evening reception for key meeting and event planners
- Attended 8 industry-related conferences and events to meet with meetings and sports planning professionals

Secured Major Events

- 2025 WA & ID International Order of the Rainbow for Girls
- 2026-2030 WA & OR Potato Conference, WA State Potato Commission
- 2024 Latino State Softball Championships, United States Specialty Sports Association (USSSA)
- 2024 Latino World Series Softball, USSA
- 2024 Northwest Regional Floodplain Management Association Conference
- 2026 & 2027 Pacific Northwest Vegetable Association Annual Conference
- 2025 Convention of Jehovah's Witnesses – 4 weekends (June/July)
- 2025 U.S. Tennis Association PNW Adult 65 & Over Sectional Championships
- 2025 USA BMX Lumberjack Nationals
- 2025-2027 Northwest Athletic Conference (NWAC) Volleyball Championships
- 2026-2028 NWAC Men's & Women's Volleyball Championships

EFFECTIVE MARKETING

Each year, Visit Tri-Cities implements a comprehensive, **data-driven marketing strategy** designed to increase brand awareness, drive visitation, and maximize economic impact for the region. By leveraging a multi-channel approach—including digital advertising, media relations, social media, and public relations—Visit Tri-Cities successfully engages a broad audience and positions the destination as a must-visit location. The results from 2024 showcase the strength and effectiveness of these efforts.

2024 CAMPAIGN HIGHLIGHTS

446 million impressions achieved

$352 : $1 estimated total for return on ad spend

$37 : $1 hotel-specific estimated return on ad spend

$16.7 million generated revenue from ad inspired bookings

WEBSITE PERFORMANCE

460,000+ website visitors
↑ **11%** increase

950,000+ pageviews
↑ **15%** increase

SOCIAL MEDIA ENGAGEMENT

31,151 Facebook Followers
3% increase

16,894 Instagram Followers
17% increase

3,212 LinkedIn Followers
12% increase

Engagements increased 184% from 2,330 to 6,620.

HIGHLIGHTS

- Relaunched VTC website with enhanced navigation, destination-focused messaging, Spanish-language translations and 425 new content pages
- Published the new Visit Tri-Cities Brand Book for consistency and messaging clarity
- Recognized as Runner-up for "Best Marketing Program" awarded by State of Washington Tourism
- Targeted campaigns with Expedia resulted in 589 flight bookings
- Booked 122,181 room nights directly through ad campaigns
- Developed and distributed refreshed and impactful messaging through various multimedia assets, including:
  - 'Discover What's in You' Destination Sizzle Video
  - IRONMAN 70.3 Pre-Race Sizzle Video
  - IRONMAN 70.3 Race Day Video – amassed 45K+ views in one week
  - IRONMAN 70.3 Volunteer Highlight Video
  - IRONMAN 70.3 Community Benefits Documentary
  - Seven 90-second video vignettes showcasing the community benefits of IRONMAN 70.3
  - Twelve TV commercials emphasizing the positive impact of IRONMAN 70.3 on the community
  - 2-minute informational video highlighting the vision and accomplishments of the Tri-Cities Rivershore Enhancement Council (TREC)
  - 30-second signature sports highlight reel

MEDIA & PUBLIC RELATIONS

- Expanded audience reach through signature events from **27 million to 3.6 billion**
- Secured **146 pieces** of media coverage - a **161% increase** over 2023
- Hosted **16 media FAMs,** contributing to **33%** of total media coverage
- Achieved an estimated **9.4 million views,** a **4,000% increase** over 2023

COLLABORATIVE DESTINATION DEVELOPMENT

One of the ways we maximize the revenues generated by visitors is through Destination Development. Our goal is to create a superior experience for visitors and residents. Through the Tri-Cities Rivershore Enhancement Council (TREC), the National Park Committee and other organizations, we work with local jurisdictions and hospitality partners to enhance the attractions we have and develop additional experiences and recreation venues. This work serves the needs of visitors, improves the quality of life for residents, aids in workforce recruitment and generates economic growth.

HIGHLIGHTS

Tri-Cities Rivershore Enhancement Council (TREC) Initiatives

- Hosted U.S. Army Corps of Engineers newly appointed Walla Walla District Commander for meeting and field tour with partnering jurisdictions
- Created enhanced website showcasing the vision and accomplishments of TREC
- Cable Bridge Lighting Subcommittee – finalized Interlocal Agreement and initiated timeline for hiring Design Consultant to further the Cable Bridge Lighting initiative

Tri-Cities National Park Committee Initiatives

- Successfully advocated to re-open B-Reactor tours for the 2024 season
- Collaborative efforts helped achieve record breaking B-Reactor tour attendance despite partial closure of tour opportunities
- Led the Administrative Subcommittee in prioritizing projects to be funded by the Hanford Unit Funds
- Developed an outline and RFQ for a Park community vision project
- Facilitated collaborative efforts to establish a Friends of the Park group
- Issued letters of support to congressional delegates to expand Park boundaries and to the National Park Service outlining opportunities for collaboration

Support Workforce Development & Workforce Initiatives

- Partnered with WSU Tri-Cities to promote WSU Tri-Cities Workforce Training Scholarships
- Participation in Energy Communities Alliance (ECA) Workforce Roundtable and Forum, and Tri-Cities Workforce Roundtable

Development of Tourism Assets

- Visioning support for development of the Mid-Columbia Children's Museum
- Advocacy and support for the Three Rivers Convention Center expansion
- Active collaboration and involvement to support a Performing Arts Center initiative
- Collaborative efforts to facilitate improvements and upgrades at HAPO Center

Three Rivers Convention Center Expansion

VISIT TRI-CITIES COUNCILS

Tri-Cities Rivershore Enhancement Council

Tri-Cities Sports Council

Tri-Cities National Park Committee

PROACTIVE COMMUNITY ENGAGEMENT

HIGHLIGHTS

Annual Meeting & Tourism Showcase

*see back cover for more details

- Engaged hundreds of tourism partners and industry stakeholders by producing the "Discover What's in You" Tourism Showcase Tradeshow and Networking Event, featuring over 40 tourism businesses

Business Partner Development

- Secured Diamond Level Member, Alpine Roofing, as Signature Sports sponsor
- Implemented new Tri-IDEAs sponsor package for STCU and Bechtel
- Enrolled 130 tourism businesses as new VTC members – a 20% increase over 2023

IRONMAN 70.3 Washington Tri-Cities

- Secured over 1,100 volunteers to fill 1,300 volunteer positions
- Engaged dozens of local agencies and community leaders in planning and supporting the event
- Generated 23 local news stories and 17 local news features
- Delivered 5.8 million local ad impressions
- Hosted Tri-Cities information booth in the IRONMAN Village
- Hosted volunteer and community welcome / kick-off party
- Hosted IRONKIDS fun run for children
- Produced interactive "Traffic Impact Maps" and distributed traffic impact mailers to help locals understand and navigate race day impacts
- Outstanding community engagement helped the event achieve a Net Promoter Score of 80 from race participants which is 28 points higher than the global average for IRONMAN events

Manhattan Project National Historical Park (MAPR) and American WWII Heritage City Designation

- Supported the launch of 360 virtual tour and resources of B Reactor and T Plant tours
- Launched a new webpage highlighting information on community assets related to World War II and the Manhattan Project and continued the City Designation campaign
- Launched advertising campaign promoting MAPR tours generating more than 15-thousand tour visitors coming from all 50 states and 52 different countries
- VTC support of Ride with a Ranger events
- Coordination of the Tri-Cities National Park Committee (TCNPC) and related efforts

Legislative Initiatives

- Attended Tri-Cities Day in Olympia with the Tri-Cities Legislative Council to meet with legislators and promote a slate of community priorities
- Testified at Legislative Session on tourism initiatives
- Engaged with state representatives to support community initiatives
- Collaborated with Washington State Destination Marketing Organizations, State of Washington Tourism Office, Association of Washington Businesses and Washington Economic Development Association to secure and maintain favorable legislation for tourism businesses along with increased and ongoing funding to support tourism initiatives

INNOVATIVE & MEANINGFUL OPERATIONS

STRATEGIC VISION AND LEADERSHIP

- Strategic assessment to evaluate and enhance the organization's focus and approach
- Established new vision and mission for the organization
- Directed efforts on core strategies that boost visitation, enhance visitor experiences, and positively impact the Tri- Cities economy
- Established a clear foundation for our messaging strategy that provides focus and consistency for long-term success
- Implemented and enhanced existing programs, campaigns, and goals
- Streamlined leadership and organizational structure
- Streamlining asset management and distribution for marketers and creatives
- Hosted hospitality sales training for Convention Development team
- Submitted Destinations Marketing Accreditation Certification renewal with Destinations International
- Initiated new three-year strategic plan for 2025-2027
- Refined contracts with service providers

FINANCIAL STRENGTH

- Maintained robust fiscal stability with significant reserve balances and year-end revenues exceeding budget by nearly $250,000
- Secured $92,000 in grant funding including State of Washington Tourism grants for IRONMAN 70.3 and World Horseshoe Championships
- Fostered healthy relationships with key financial partners including city councils, TPA commissioners, and hotel partners
- Conducted Hospitality Benefits Study

VISIT TRI-CITIES AND STAFF HONORS

- Three team members achieved Professional Destination Management Certifications (PDM) from Destinations International
- Continuation of Certified Destination Marketing Executive (CDME) Program
- Leadership Tri-Cities Class XXVII Graduate
- Leadership Tri-Cities New Member Class XXVIII
- Tri-City Regional Chamber of Commerce Member of the Month Award

VISIT TRI-CITIES GOVERNANCE

2023 EXECUTIVE COMMITTEE

- Chair: **Buck Taft,** Tri-Cities Airport/Port of Pasco
- Past Chair: **Corey Pearson,** Three Rivers Campus
- First Vice Chair: **Trish Herron,** PNNL
- Vice Chair: **Vijay Patel,** A-1 Hospitality
- Vice Chair: **Brian Lubanski,** Ben Franklin Transit
- Vice Chair: **Amy Johnson,** Purple Star Winery
- Treasurer: **Ron Hue**
- Legal Counsel: **John Raschko**, Miller Mertens & Comfort, P.L.L.C.
- CPA: **Monte Nail**, CPA

VISIT TRI-CITIES STAFF

- **Kevin Lewis,** President & CEO
- **Gretchen Guerrero,** Vice President of Finance & Operations
- **Hector Cruz,** Vice President of Development & Community Relations
- **Julie Woodward,** Vice President of Marketing & Creative Services
- **Kirsten Finn,** Convention Development Manager Team Lead
- **Abby Hedges,** Visitor Services Specialist
- **Austin Wingle,** Advertising, Design, and Creative Analysis Manager
- **Alex Boecker,** Marketing Communication Manager
- **Jason Watson,** Website & Multi-Media Manager
- **Kaiya Bliss,** Convention Development Manager
- **Linda Tedone,** Sales Administrative Assistant
- **Michele York,** Business Development Manager
- **Natalie Clifton,** Sports Development Manager
- **Reagan Thompson,** Convention Development Manager
- **Samantha Galbraith,** Operations Manager/Executive Assistant

OVERVIEW

- **Founded:** 1969 as non-profit organization
- **Staff:** 15 full-time employees
- **Structure:** Governed by a 42 member Board of Directors
- **Members:** 467
- **Website:** VisitTri-Cities.com

2023 BOARD OF DIRECTORS

- **Tim Arntzen**, Port of Kennewick
- **Jerry Beach**, A-1 Hospitality
- **Troy Berglund**, West Richland Chamber of Commerce
- Council Member **Melissa Blasdel**, City of Pasco
- Washington State Senator **Matt Boehnke**
- **Angie Brotherton**, Bechtel
- **Phinney Brown**, Arts Center Task Force
- **Liza Clitar**, Clover Island Inn
- Washington State Representative **April Connors**
- **Jennifer Cunnington**, Q Home Loans
- **Karl Dye**, TRIDEC
- Councilmember **David Fetto**, City of West Richland
- **Robert Franklin**, B-Reactor Museum Association
- **Colleen French**, Department of Energy
- **Melody Goller**, Hampton Inn Richland
- **Brisa Guajardo**, Tri-Cities Hispanic Chamber of Commerce
- **Gabi Guerrera**, SpringHill Suites
- **Mike Hall**, Ice Harbor Brewing Company
- **Monica Hammerberg**, Hampton Inn & Suites Pasco
- **Colin Hastings**, Pasco Chamber of Commerce
- **Sandra Haynes**, WSU Tri-Cities
- Commissioner **Scott Keller**, Port of Benton
- Mayor Pro Tem **Sandra Kent**, City of Richland
- **Dave Marsh**, B Reactor Museum Association
- **Lori Mattson**, Tri-City Regional Chamber of Commerce
- **Mike McCall**, HAPO Center
- **David McClain**, TC Black
- Commissioner **Will McKay**, Benton County
- **Brent Miles**, Tri-City Dust Devils
- Council Member **Jim Millbauer**, City of Kennewick
- **Rocky Mullen**, Franklin County
- **Dara Quinn**, Emerald of Siam
- **Rob Roxburgh**, CPCCo
- **Gus Sako**, The Octopus' Garden
- **Rosana Sharpe**, The REACH Interpretive Center
- **Lacey Stephens**, Home2Suites
- **Vivian Terrell**, Honey Baked Hams Co.
- **Matt Watkins**, Pasco Public Facilities District
- **Rebekah Woods**, Columbia Basin College

OUR MEMBERSHIP

Visit Tri-Cities' ability to attract visitors to our region is made possible by the investment and support of our member organizations. Visit Tri-Cities members and partners provide unique and inclusive opportunities that are of interest to travelers and help build a better quality of life for residents. Their dedicated, unwavering support is the foundation of our work. In turn, it is our duty, obligation, and pleasure to continue the promotion and celebration of our members and our dynamic community through tourism marketing, high quality publications, destination advertising, educational forums, creative digital content, and destination development. In 2024, Visit Tri-Cities' membership total reached **467 tourism businesses.**

ECONOMIC DEVELOPMENT PARTNERS

City of Kennewick
City of Pasco
City of Richland
Tri-City Regional Hotel-Motel Commission

DIAMOND

Alpine Roofing
Bechtel National
Central Plateau Cleanup Company
Hanford Mission Integration Solutions
PNNL
Toyota Center
Three Rivers Convention Center
Washington River Protection Solutions

PLATINUM

Ben Franklin Transit
Benton County
Benton PUD
City of West Richland
Energy Northwest
Franklin County
Franklin PUD
Port of Benton
Port of Kennewick
Port of Pasco
STCU
The HAPO Center

GOLD

Best Western Premier Pasco Inn & Suites
Clover Island Inn
Comfort Suites Kennewick at Southridge
Courtyard by Marriott Richland Columbia Point
Hilton Garden Inn Kennewick
Holiday Inn Express & Suites Pasco Tri-Cities
Holiday Inn Richland on the River
Red Lion Hotel & Conference Center Pasco
Red Lion Hotel Kennewick Columbia Center
Richland Riverfront Collection by Ascend
SpringHill Suites by Marriott Kennewick

SILVER

Baymont Inn & Suites
Best Western Kennewick Tri-Cities Center Hotel
Best Western Plus Kennewick Inn
Comfort Inn
Courtyard by Marriott Pasco Tri-Cities Airport
Fairfield Inn
Hampton Inn & Suites Pasco/Tri-Cities
Hampton Inn Kennewick at Southridge
Hampton Inn Richland
Holiday Inn Express Hotel & Suites Richland
Home2 Suites by Hilton
Homewood Suites by Hilton - Richland
Kennewick Inn & Suites
La Quinta Inn & Suites
LivAway Suites
My Place Hotel-Pasco/Tri Cities, WA
Red Lion Inn & Suites Kennewick Tri-Cities
Sleep Inn Pasco Tri-Cities
Super 8 Kennewick
The Lodge at Columbia Point
TownePlace Suites by Marriott
Woodspring Suites

STANDARD MEMBERSHIP

14 Hands Winery
3 Eyed Fish Kitchen + Wine Bar
3 Rivers Folklife Society
4 Whistles Winery
A & A Motorcoach
Abair's
Above The Curve Vineyard
Academy of Children's Theatre
Ace Jewelry & Loan
Adore Formal Wear & Bridal Boutique
Adventures Underground
Ahava Coffee Co LLC
Airfield Estates
AJ's Edible Arts, Inc.
Alaska Airlines
Alexandria Nicole Cellars
Alexandria Nicole Cellars Destiny Ridge Tasting Room
Allied Arts Association - Gallery at the Park
Andy's North Restaurant & Lounge
Anelare Winery
Angel Brook Christmas Tree Jubilee
Angel Brook Farm Market and Produce Stands - Kennewick
Angel Brook Farm Market and Produce Stands - Richland
Angel Brook Ice Cream
Anthology Event Venue by Castle Event Catering
Anthony's at Columbia Point
Apollo Authentic Greek Restaurant
Ara Sushi & Grill
Arlene's Flowers & Gifts
Art on the Columbia
Art Work Northwest
Art YOUR Way
Arts Center Task Force
Aspen Limo Tours
At Michele's
Atomic Ale Brewpub & Eatery
Atomic Bowl & Jokers Lounge & Casino
Atomic Escape Rooms
Aub's Bananza Bread
Aub's Lounge
Avennia Red Mountain Tasting Room
AXE KPR Axe Throwing
Azteca
B Reactor Museum Association (BRMA)
Badger Mountain Vineyard/Powers Winery
Barnard Griffin Winery
Bartholomew Winery
Basil and Blush
Baum's
Baymont Inn & Suites
Bella Italia Restaurant
Bennett Rentals
Benton County Fairgrounds
Bergan's Timeless Treasures
Bergstrom Aircraft, Inc.
Big D's Powersports
Bingo Boulevard
Black Heron Spirits, LLC
Blackthorne Neighbourhood Pub
Blankslate
Bob's Burgers and Brew - Kennewick
Bob's Burgers and Brew - Richland
Boiada Brazilian Grill
Bombing Range Brewing Company
Bon Cafe Co
Bonefish Grill
Brady's Brats
Brainstorm Cellars
Brewminatti
Brick House Pizza
Bristle Art Gallery
Brother's Cheese Steaks
Budd's Broiler by Anthony's Restaurants
Buds and Blossoms too
Buffalo Wild Wings
Burger Ranch
Burger Ranch - Pasco
Cafe con Arte LLC
Caffeine Bar
Canyon Lakes Golf Course
Cardamom Indian Grill & Bar
Casa Pottery
Catering to You
CBC Arts Center
Cedars at Pier 1
CG Public House & Catering
Chandler Reach Vineyards
Chapala Express
Cherry Chalet Bed & Breakfast
Chic & Unique Furniture Kennewick
Chic & Unique Furniture Richland
Chicken & Bowl
Chills Fro Yo & Custard
Chuck E. Cheese
Chukar Cherries
Ciao Trattoria
Cigar Savvy Shop, LLC
Clover Island Inn
Clover Island Marina
Col Solare Winery
Columbia Basin BMX
Columbia Basin College
Columbia Basin Racquet Club
Columbia Center
Columbia Crest Winery
Columbia Park Golf Tri-Plex
Columbia Point Golf Course
Columbia River Mafia Guide Service
Columbia Sun RV Resort
Community Concerts of the Tri-Cities
Connell Heritage Museum
Convergence Zone Cellars
Copper Top Tap House
Cora's E-bike Shop
Cork and Taps by Domanico Cellars
Costa Vida - Duportail Street
Costa Vida - Gage Blvd
Costa Vida - Kennewick
Costa Vida - Pasco
Cougar Cave Expresso
Country Mercantile
Country Mercantile - Pasco
Coyote Bob's Roadhouse Casino
Coyote Canyon Mammoth Site
Coyote Canyon Winery
Crazy Moose Casino
Crepe Haus & El Compadre
Crepes and Rolls
Crowe Wines
Cupcakes Bakery & Deli
d. Iynne's boutique
D's Wicked Cider
Daisy Ranch Saloon
Dalset Wines
DavenLore Winery
D-Bat Columbia Basin
Del Sol Lavender Farm
DermaCare
Desert Food Mart (Conoco)
Desert Wind Winery
Details
Divots Golf
Dog Haus Biergarten Pasco
Don Rubio's
Dovetail Joint Restaurant
DownUnderSportFishing
DrewBoy Creative
Earth Spirit Shop
Eastern Washington Transportation
Elk Haven Winery
Emerald of Siam Thai Restaurant & Lounge
Ethos Bakery - Queensgate
Ethos Bakery - The Parkway
Europa Italian & Spanish Cuisine
Events at Sunset
Experience 46 Degrees
Fable Craft Bar-Wine Saloon-Food Joint
Farmhand Winery
Fast and Curryous
Fat Olives Restaurant & Catering
Fiction @ J. Bookwalter Winery
Fidélitas Wines
Fiiz
Fisher's Catch Outfitters
Five Guys Burgers & Fries
Fleet Feet
Float Euphoria
Foodies Kennewick
Foodies Richland
Franklin County RV Park
Free Culture Clothing
Fresh Leaf Co
FreshPicks WA Smoothies
Frichette Winery
Friends of Sacajawea State Park
Frost Me Sweet Bakery & Bistro
Fujiyama Japanese Steak House & Bar
Garden Hot Pot
Gesa Carousel of Dreams
Glass Studio at Barnard Griffin Winery
Gluten Not Included
Goose Ridge Estate Vineyard & Winery
Gordon Estate Winery
GRAZE - 'a place to eat'
Great Harvest Bread Company Kennewick
Greek Islands Cuisine
Greenies
Griggs Ace Hardware
Ground Support Coffee
Guadalajara Style Mexican Food LLC
Hae Ha Thai
Halo Fishing Adventures
Hedges Family Estate
Heron Bluff Vineyard & Winery
Hightower Cellars
Hill's Restaurant & Lounge
HoneyBaked Ham Café
HOOKED SEAFOOD BOIL & BAR
Hope Outfitters
Hops n Drops
Hops n Drops - Kennewick
Horn Rapids Golf Course
Horn Rapids RV Resort & Mini Mart
Hot Tamales, LLC
How Sweet It Is
I&M Rentals LLC
Ice Harbor Brewing Co.
Ice Harbor Brewing Company at the Marina
Iconic Brewing
IHOP Restaurants
Indaba Coffee
InterMountain Alpine Club
iplay Experience
J&S Dreamland Express
J. Bookwalter
Just Juice LLC
KayakBateman.com
Kestrel Vintners
Kickstand Tours
Kindred Spirits
Kiona Vineyards and Winery
Kitzke Cellars
Knots & Grounds Espresso
Kona Ice
La Bella Vita Kitchen and Bar
La Maison Dana French Café Restaurant & Bar
La Zeiba Events
Lakeside Gem and Mineral Club
Layered Cake Artistry
Lazy River Taphouse
Lemon Grass
Let's Glow Mini Golf
LIGO Hanford Observatory
Lil' Moon Diner
Longship Cellars
Love Curry Indian Cuisine
Lower Columbia Basin Audubon Society
LU LU Craft Bar + Kitchen
Lucky Flowers
Magills Restaurant & Catering
Market Vineyards
Martinez & Martinez Winery
Masala Indian Cuisine
Max Air Tri-Cities
McKinley Springs
Mercer Wine Estates
MEXA MexAmerican Kitchen
Mid-Columbia Ballet
Mid-Columbia Libraries
Mid-Columbia Mastersingers
Mid-Columbia Musical Theatre
Mid-Columbia Symphony
Middleton Farms
Milbrandt Vineyards/Ryan Patrick Wines
MillerTime Fishing
Miss Tamale
Mocha Express on Canal
Mocha Express TriCities
Monarcha Winery
Monterosso's Italian Restaurant
Moonshot Brewing
Moonshot Brewing Pub at the Park
Muret-Gaston Winery
Museum at Keewaydin
MyFroYo - Kennewick
MyFroYo - Pasco
MyFroYo - Richland
Nanis Bakery
National Charter Bus Richland
Nothing Bundt Cake
Nouveau Day Spa
Novel Coffee Co.
OATIS Outdoor Adventure Rentals
Octopus' Garden
OH SUSHI
Opportunity Kitchen - Federal Building
Opportunity Kitchen - Public Market at CRW
Pacific Shorz Powersports
Pasco Aviation Museum
Pasco Burger Company
Pasco Chamber of Commerce
Pasco Specialty Kitchen
Peacock Coffee Roasting Co
Pearl Coffee
Pedego Electric Bikes Tri-Cities
Perch Cantina

OUR MEMBERSHIP CONTINUED

Perfect Circle Brewing
Philocaly Lingerie Boutique
Picante Mexican Taqueria
Pie Sharks LLC
Pink Pearl
Pipsqueaks
Polka Dot Pottery
Popcorn Northwest
Porter's Real BBQ Kennewick
Porter's Real BBQ Pasco
Porter's Real BBQ Richland
Poutine, Eh?
Power Up Arcade Bar
Preszler's Guide Service, LLC
Pretty Gritty Tours
Price 4 Limo
Proof Gastropub
Public Market at Columbia River Warehouse (CRW)
Purple Star Wines
QUAKE Family Fun Center
Ranch & Home
Rattlesnake Mountain Brewing Company
Rattlesnake Mountain Harley - Davidson
REACH Museum
Reborn Bike Shop
Red Dot Paintball
Red Lobster
Red Mountain AVA Alliance
Red Mountain Event Center
Red Mountain Trails
Restaurante El Chapala
Rewster's Craft Bar & Grill - Horn Rapids Golf Course
Richland Players
RideNow Powersports Tri-Cities
Rise & Shine Bake Shop
Roads2 Travel Company
Rocco's Pizza Kennewick
Rocco's Pizza Pasco
Rock Shop
Rollarena Skating Center
Rolling Hills Chorus
ROMA House
Roscoe's Coffee
Round Table Pizza - Kennewick
Round Table Pizza - Leslie
Round Table Pizza - Pasco
Round Table Pizza - Richland
Runners of the Sage
SAAP Kitchen Lao-Thai
Sacajawea State Park
Sage Brewing Company
Sageland Center
Salon Remedi
Salud Bar and Kitchen
Sandollar Farms & Alpacas
Sandy's Fabrics & Machines
Seaductive Kayak Rentals
Seoul Fusion Korean Restaurant
Shade Cafe
Sharetea Tricities
Sheep's Clothing
Shelby's Floral & Gifts
Simplified Celebrations
Sister to Sister - on the Ave
Sister to Sister- Merlot
Skippers Seafood n' Chowder
Sleep Inn Pasco Tri-Cities
Sleeping Dog Wines
Smooth Swings
Soi 705
Solar Spirits Distillery
Some Bagels
Some Bagels Too
Somer Mediterranean Food and Bakery
Southern Cross Winery
Spare Time Lanes
Spencer Carlson Furniture & Design
Sporthaus
SpringHill Suites by Marriott Kennewick
Sterling's Restaurant - Clearwater
Sterling's Restaurant - Queensgate
Sterling's Restaurant On the River
Stone Ridge Estates
Stotts Fishing Adventures
Sub Zero Nitrogen Ice Cream
Summer's Hub of Kennewick
Sun Willows Golf Course
Sundance Aviation
Sunken Treasures Games
SunWest Sportswear
SuperMex El Pueblo Market
Swadee Thai Cuisine
Swampy's BBQ Sauce & Catering
Swampy's BBQ Sauce & Eatery
Swigg Coffee Bar
Tagaris Winery
Take a Break Tri-Cities
Tap & Barrel
Tapteal Greenway
TC Black
TC Cider House
Tee Time
Teriyaki Grill
Terra Blanca Winery & Estate Vineyard
Thai Elephant
The Bradley
The Bubbly Boba
The Crazy Crab Place
The Educated Cigar, LLC
The Endive Eatery
The Garden TriCities
The Grain Bin Flower Farm & Inn
The Human Bean
The Kozy Kup Coffee Co.
The Little Plant Shop
The Lodge at Columbia Point
The Medusa Tap House
The Moore Mansion
The Olive Garden
The Palm Bar and Grill
The Pizza Box
The Pub
The Rude Mechanicals
The Teal Box
The Tinte Red Mountain Retreat
The Underground Taphouse
Three Rivers Tackle
Thurston Wolfe Winery
Tip Pit BBQ
Tirriddis
Tomi Sushi and Ramen
Transient Coffee Company
Trejo's Mexican Restaurant
Trejo's Taco Factory
Trek Bikes Kennewick
Tri City Taps
Tri-City Regional Chamber of Commerce
Tri-Cities Afghan Food
Tri-Cities Hispanic Chamber of Commerce
Tri-Cities Newcomers Club
Tri-Cities Tackle
Tri-Cities Wine Society
Tri-City Americans Hockey
Tri-City Dust Devils
Tri-City Tappers
TRIDEC
Tsunami Catering
Tucannon Cellars
Tulipe Lifestyle Shop
Tumbleweeds Food Truck
Tumbleweeds Mexican Flair
Twigs Bistro & Martini Bar
Twist Clothing Co.
Uncle Sam's Saloon
Upchurch Vineyard
Uptown Antique Market
Urban Grounds LLC
US Army Corp of Engineers
Viera's Bakery - Burden St.
Viera's Bakery - Lewis St.
VISTA Event Space
Washington State University Tri-Cities
Water2Wine Cruises
Wautoma Springs
West Richland Chamber of Commerce
West Richland Golf Course
What's The Scoop
Wheat Head Brewing
Wheelhouse Community Bike Shop
White Bluffs Brewing
White Bluffs Quilt Museum
Wilco Farm Store
Wild Hare Lavender Farm
Wild Olive's Charcuterie Kingdom
Willow Run Vineyard
Wine Social
Wingstop Pasco
Wisdom Books LLC
WIT Cellars
Wright's Desert Gold Motel & RV Park
Xenophile Books
Yogurt Beach
Z Place Salon & Spa
Zintel Creek Golf Club
Zintel Creek Golf Club Restaurant and Lounge
Zullee Mediterranean Grill Richland

OUR SPONSORS

The **Media Outreach Sponsorship** is paramount to the success of Visit Tri-Cities' mission of driving visitor spending. The funds secured through the media relations sponsorship allows our organization to work in unison with outside public relations firms to bring in travel writers and national news organizations to provide the national media attention our great community deserves. Additionally, the sponsorship complements other marketing endeavors such as social media, digital, OTT, television, and print ads. In doing so, we bring value to our partners and community members while creating a positive image of our community for local employers recruiting efforts and employee retention.

The **Tri-Cities Rivershore Enhancement Council (TREC)** is a multi-jurisdictional program, coordinated by Visit Tri-Cities, which is helping the community rediscover its river shores and is working to emphasize restoration, development, and enhancement activities. The investment made by Bechtel ensures that the work being done by TREC's committees, the Strategic Committee and the Technical Committee, will continue. Contributions made, have a direct impact on the Rivershore Enhancement Council through the creation of the Rivershore Master Plan. These efforts continue to improve river shore experiences for all to enjoy.

Washington River Protection Solutions is the **Annual Meeting and Kris Watkins Tourism Champion Award Sponsor.** This sponsorship supports the communication of the Visit Tri-Cities mission with its VTC membership, VTC Board of Directors, and stakeholders; including presentations to city council members and elected officials.

The **Quality-of-Life Sponsorship** drives the success of the Visit Tri-Cities mission in developing programs, products, and activities that impact "the overall economic vitality of our communities and the quality of life for our citizens." This sponsorship provides an avenue to place in-market advertising, promoting the quality of life to local residents, those considering relocation, and visitors staying in the area. The funds secured through the Quality-of-Life Sponsorship allows our organization to market effectively in-region, highlight local tourism businesses, encourage the community to engage with local events and businesses, and inspire our local community members to bring their friends and family to the Tri-Cities; in turn positively impacting our local economy.

The Three Rivers Campus is the **Convention and Meeting Program Sponsor.** A pivotal hub for economic development in our community. The convention facilities are more than just event spaces, they are the engines that drive economic development. The sponsorship of the Three Rivers Campus directly contributes to the community's ability to host diverse and impactful events, creating a positive ripple effect throughout the community. The Three Rivers Campus creates opportunities for locals to engage, learn, and network. It is an investment in the economic and social fabric of our community.

Pacific Northwest National Laboratory (PNNL) is our **Excellence in Service Award/Eco-Tourism Sponsor.** This partnership is a vehicle for encouraging visitation and enjoyment of our outdoor recreational opportunities. PNNL also extends its support to the Excellence in Service Award, chairing the committee and overseeing the evaluation process. PNNL has made additional spotlights possible highlighting previous awardees. The Excellence in Service Award is presented by PNNL at the Visit Tri-Cities Annual Meeting.

The **Signature Sports Sponsorship** is crucial to the success of Visit Tri-Cities' mission to boost visitor spending. The funding secured through this sponsorship enables our organization to collaborate with the Tri-Cities Sports Council and local sports entities, enhancing community assets, infrastructure, and sports marketing initiatives. Furthermore, the Signature Sports Sponsorship offers our destination, the Sports Council, and its members the opportunity to present a unified front in attracting major sporting events, such as the IRONMAN 70.3 Washington Tri-Cities

Travel is transformative on multiple levels. Exploring new destinations exposes us to different ideas, cultures, history, heritages, and people. **The Tri-IDEAs sponsorship** amplifies our efforts in celebrating and showcasing our destination's diverse community, letting visitors and residents of all backgrounds, races, genders, cultures, and abilities know and feel that they are welcome here. This sponsorship further builds connections with local business owners, community leaders, event organizers, residents, and more by highlighting stories of diversity in the Tri-Cities.

DISCOVER WHAT'S IN YOU

The Visit Tri-Cities Annual Meeting and Tourism Showcase provided a glimpse into the dynamics that make living and visiting here so vibrant.

Discover What's In You Panel

The 2024 Annual Meeting celebrated the achievements and insights of five unique individuals from our community whose stories and wisdom reflect the process of discovery and demonstrate the meaningful action and opportunity flowing through our communities.

Pictured from left to right, our panelists were: José Iñiguez, Founder & Executive Director of Encanto Arts, Marisa Howard, 2024 Olympian, Christina Lomasney, Chief Commercialization Officer for PNNL, Adam J. Fyall, Sustainable Development Manager for Benton County, and Gabe Crowell, Co-Founder of Tirriddis Sparkling Wines

Award Winners

The First Responder teams throughout the Tri-Cities received the prestigious Kris Watkins Tourism Champion Award. These agencies took their champion-like commitment to a new level as we hosted a season of signature events that put our community on display like never before.

Frichette Winery earned the 2024 Excellence in Service Award for its exceptional guest experience. Their focus on creating memorable experiences is a testament to the quality of our local tourism partners.

Tourism Showcase

Hundreds of community and business leaders gathered to celebrate the vitality and opportunity our hospitality and tourism businesses generate for visitors and residents.

Thank you for helping us inspire, reward and celebrate the spirit of exploration and discovery.

Applicant Information

Organization/Individual ☐ Public ☐ Other ☐ Non Profit ☐ Private ☐ Individual

Name VenuWorks (manager of Toyota Center and Arena)			
Address 7016 W Grandridge Blvd			
City Kennewick	**State** WA	**Zip** 99336	**Email**

Contact Person

Name Corey Pearson	
Title Executive Director	**Phone** 509-737-3700

Project Information

Title and brief description of project:

The Toyota Center and Arena, city owned facilities, normally operate with a budgeted annual operating deficit. The city's budget currently includes a $200,000 subsidy from the General Fund toward the anticipated operating loss. Admissions taxes are used to offset the General Fund contribution. The subsidy required from Lodging Tax Funding is projected to be $600,000 in 2026.

The Toyota Center and Arena receives a regular allowance of $350,000 per year for ongoing capital needs in the buildings. Looking at 2026, just over $100,000 of this number is already appropriated for specific needs, leaving $250,000 for anything else that surfaces during the year.

The requested funds of $950,000 will be used for operations and improvements to the city-owned Toyota Center and Arena in the following manner:

Operating Subsidy: $600,000
Capital Improvements: $350,000

Total Requested $950,000

Geographic area served by this project City of Kennewick and surrounding areas		**Number of people served by this project:** 441,520	
2026	**Amount requested from City of Kennewick** $950,000	**Total project cost:** $ 4,565,000	**Date of project:** From 1/1/26 to 12/31/26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
City of Kennewick General Fund	$200,000

List any other sources of funding you have applied for:

Source	Amount	Status

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

Marketing for our events are typically event specific, but methods routinely used are television, terrestrial and satellite radio, and print. As the culture continues to change, we are exercising an increasing dependence on social media and targeted Internet-based approaches. Each show or tour that visits the region will incorporate a blend of marketing approaches depending on the target market and the proximity of other tour dates related to the Tri-Cities.

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 111,418; and outside the City of Kennewick 47,750. How did you calculate these numbers?

Total projected visits – 454,766 (based on 2024-2025 attendance. Historical % staying overnight is 35%. Of that number (159,168), 70% will stay in Kennewick and 30% in other local areas.

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): 34,107. How did you calculate these numbers?

Estimated travelers of 50+ miles is 170,537. Of that number, an expected 20% will return home (estimates based on ticketing maps).

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): 136,430
How did you estimate these numbers?

Estimated travelers of 50+ miles is 170,537. Of that number, an expected 80% will stay overnight somewhere locally (estimates based on ticketing maps).

4. An estimate of the number of people who will travel from another state or country: 90,953

How did you calculate these numbers?

Of the total projected visits, 20% are expected to come from out of the state or country.

5. Is there any other information you wish to add:

Data is based on historical trends and purchaser locations derived from our ticketing systems. Provisional estimates have been made to adjust for ongoing economic impacts and travel restrictions.

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures	
Corey Pearson	Date 9/30/25
	Date 9/30/25

Applicant Information

Organization/Individual ☐ Public ☐ Other ☐ Non Profit ☐ Private ☐ Individual

Name VenuWorks (manager of Toyota Center and Arena)			
Address 7016 W Grandridge Blvd			
City	**State**	**Zip**	**Email**

Contact Person

Name Corey Pearson	
Title Executive Director	**Phone** 509-737-3700

Project Information

Title and brief description of project:

The Toyota Center and Arena, city owned facilities, normally operate with a budgeted annual operating deficit. In 2024 this deficit was $769,901. The city initially funded $700,000 toward this amount. The requested funds of $69,900 will be used for operations and to restore the necessary cash flow to the Toyota Center and Arena.

In April 2025, the Toyota Center reached a post-audit settlement with the Department of Revenue on some prior year taxes due, resulting from changes in how event expenses were recorded. This unfunded payment was made in April 2025. The requested funds of $93,000 will be used for operational support and to restore the necessary cash flow to the Toyota Center and Arena.

Restore aggregate cash flow impacts for FY 2024-25: $162,900

Geographic area served by this project	**Number of people served by this project:**

2026	**Amount requested from City of Kennewick** $162,900	**Total project cost:** $ 4,565,000	**Date of project:** **From** 1/1/26 **to** 12/31/26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount

List any other sources of funding you have applied for:

Source	Amount	Status

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

Marketing for our events are typically event specific, but methods routinely used are television, terrestrial and satellite radio, and print. As the culture continues to change, we are exercising an increasing dependence on social media and targeted Internet-based approaches. Each show or tour that visits the region will incorporate a blend of marketing approaches depending on the target market and the proximity of other tour dates related to the Tri-Cities.

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1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 111,418; and outside the City of Kennewick 47,750. How did you calculate these numbers?

Total projected visits – 454,766 (based on 2024-2025 attendance. Historical % staying overnight is 35%. Of that number (159,168), 70% will stay in Kennewick and 30% in other local areas.

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): 34,107. How did you calculate these numbers?

Estimated travelers of 50+ miles is 170,537. Of that number, an expected 20% will return home (estimates based on ticketing maps).

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Estimated travelers of 50+ miles is 170,537. Of that number, an expected 80% will stay overnight somewhere locally (estimates based on ticketing maps).

4. An estimate of the number of people who will travel from another state or country: 90,953

How did you calculate these numbers?

Of the total projected visits, 20% are expected to come from out of the state or country.

5. Is there any other information you wish to add:

Data is based on historical trends and purchaser locations derived from our ticketing systems. Provisional estimates have been made to adjust for ongoing economic impacts and travel restrictions.

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The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures	
Corey Pearson	Date 9/30/25
	Date 9/30/25

Applicant Information

Organization/Individual ☒ **Public** ☐ **Other** ☐ **Non Profit** ☐ **Private** ☐ **Individual**

Name Emerald Spark Events			
Address 723 The Parkway			
City Richland	**State** WA	**Zip** 99352	**Email** alicia@emeraldsparkevents.com

Contact Person

Name Alicia Cullison	
Title Organizer	**Phone** 509-542-7765

Project Information

Title and brief description of project:

The Clover Island Concert Series takes place each summer on Clover Island in Kennewick, Washington. On Wednesday evenings, Thunder on the Island offers free concerts open to the public, drawing 700 to 1,000 attendees for local and regional bands. These mid-week shows create a relaxed, community-oriented atmosphere along the Columbia River. On select Sundays, the series also hosts ticketed performances by national touring acts, bringing larger audiences and expanding the variety of music offered. Food and beverages are available on site, and each event partners with a local nonprofit, providing both visibility and financial support for community organizations. The series has become a long-standing tradition in the Tri-Cities, combining live entertainment with community benefit and regional economic activity. It serves as both a cultural gathering place for residents and an attraction for visitors from May through August.

Geographic area served by this project Kennewick and surrounding areas		**Number of people served by this project:** 10,000+	
2026	**Amount requested from City of Kennewick** $25,000.00	**Total project cost:** $ 186,000.00	**Date of project:** From 5/20/26 to 09/6/26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Clover Island Inn	$5000.00
Balebreaker Brewing Company	$5000.00
Emerald of Siam	$5000.00
Musician's Launchpad	$5000.00
Port of Kennewick	$15,000.00

List any other sources of funding you have applied for:

Source	Amount	Status
There will be revenue from ticket sales and we are reaching out to local and regional		
businesses as part of 2026 Sponsorship Program including,car dealerships and automotive		
service providers, powersports dealerships, wineries, financial institutions, home services businesses,		
real estate professionals, healthcare providers, and any other relevant businesses.		

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

The Clover Island Concert Series' tourism market beyond 50 miles from Kennewick can be defined as follows:
- Yakima Valley visitors – ~75 miles away. These audiences often travel for weekend entertainment, wine tourism, and live music.
- Walla Walla region – ~55 miles away. Known for wine country and boutique lodging; visitors pair concerts with wine tourism.
- Pendleton, Oregon – ~60 miles away. Audience overlaps with Pendleton Round-Up, Whiskyfest, and other live music events.
- Seattle & Portland metro visitors – 200–225 miles away. While a smaller segment, certain national-touring Sunday acts draw fans who follow bands regionally and make a weekend of it.
- Boaters and yacht owners – Many come from marinas up and down the Columbia and Snake Rivers. The marina and Clover Island Inn create a built-in tourism experience that attracts out-of-town boating enthusiasts.

The Clover Island Concert Series is featured in the Visit Tri-cities Visitors Guide, as well as all other online event calendars and publicly distributed print publications. This past year, 14% of trackable ticket pre-sales came from markets beyond 50 miles away, including Scarborough, NY, and Philadelphia. Information was not gathered from attendees on Wednesdays, or people who bought tickets on-site (door sales), but anecdotally, organizers note that there were attendees from Canada, Michigan, and Ohio.

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 800; and outside the City of Kennewick 100. How did you calculate these numbers?

From Visit Tri-Cities statistical data, combined with general live event / tourism principles, plus NIVA's "State of Live" framework, which uses the IMPLAN economic impact model:
- A live event (concert series) typically draws both "local/regional" attendees (who do not stay overnight) and "destination" attendees (who travel and stay)
- The share of attendees who stay overnight depends heavily on: how far people travel (outside local radius), the day of week, the draw of the headliner, marketing to out-of-area fans, lodging cost & availability.

In many regional concert or festival settings, the overnight lodging share might be somewhere between 10 % and 30 % of total attendees. If the event is more "local," the lodging share might be toward the lower end; if the lineup or marketing draws people from farther away (overnight travel), meaning that for an event of N attendees, you might expect 0.1 N to 0.3 N overnight stays. Since the CICS is staged on hotel property, we are able to market "hotel w/tickets" packages, and many locals view Clover Island as a getaway/staycation destination, increasing the amount of attendees likely to be staying overnight, in Kennewick. So if we use a conservative estimate of 0.1N, and base it on last year's approximate season-long attendance (9000+).

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): 1500. How did you calculate these numbers?

Assumptions:
- Regional radius (50–75 mi): Walla Walla, Yakima, Pendleton, Hermiston. Some may drive back same night.
- Extended radius (75+ mi): Spokane, Portland, Seattle, Boise. Most will stay overnight.

Using a catchment mix of 70% / 25% / 5% (Local / Regional / Extended), we can estimate that 0.2N = regional attendees who do not stay overnight.

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): 2100
How did you estimate these numbers?

Using the same assumptions as above, we can use a reasonable estimate of 0.25N.

4. An estimate of the number of people who will travel from another state or country: 1200
How did you calculate these numbers?

Using the same assumptions as above, taking into account the proximity to other states and historical data.

5. Is there any other information you wish to add:

Why Clover Island Concert Series matters:
- 9000+ attendees enjoyed 25 shows last season.
- $219,000+ in direct on-site spending (tickets, food, beverage, and merch).
- Generated $351K–$439K in total economic impact across the Tri-Cities economy.*

*using IMPLAN economic impact modeling

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures

Alicia Cullison	Date 9/30/2025
	Date

Expenses	
Ticketing and booking platforms	10000
Artist Fees and Hospitality	30000
Staffing (ticket/security/setup/teardov	30000
Venue Fees	7000
Insurance	4000
Port a Potties	6400
Tents, barriers, furniture etc	10000
Stage, Sound and Backline support	30000
Marketing	60000
Taxes	
Total	**187400**

Revenue	
Tickets (based on 2025 sales)	85000
Sponsorships (pending)	40000
Partnerships (pending)	15000
Concessions Commission	20000
	160000

EMERALD SPARK EVENTS PRESENTS
2026
CLOVER ISLAND CONCERT SERIES
SPONSORSHIP OPPORTUNITIES
MAY - AUGUST 2026
CLOVER ISLAND INN
KENNEWICK, WA
THUNDERONTHEISLAND.COM

CLOVER ISLAND CONCERT SERIES

20 YEARS OF WATERFRONT MUSIC

For two decades, the Clover Island Concert Series has been a Tri-Cities summer music tradition. Located at the Port of Kennewick's Clover Island on the Columbia River, this waterfront venue combines live music with dining and community connection.

Clover Island serves as a year-round recreation hub with marina access, boat launches, restaurants, lodging, and scenic trails. The concert series enhances this active setting with national and regional touring acts performing against stunning river views.

Emerald Spark Events is excited to announce the return of the Clover Island Concert Series–also known as "Thunder on the Island"–for Summer 2026. Following our most successful season to date in 2025, we're committed to delivering another unforgettable summer of entertainment that continues to position the Tri-Cities as a premier destination for touring acts while showcasing local talent and creating valuable employment opportunities for our community.

In 2025, the Clover Island Concert Series made history with <u>each</u> of the 25 concerts partnered with a different local nonprofit to generate both funding and visibility for <u>25 different community causes</u>!

THE CLOVER ISLAND ADVANTAGE

CONNECTING BUSINESS WITH COMMUNITY THROUGH MUSIC

MARKET REACH THAT MATTERS

- 30,000+ targeted consumer touchpoints across a full season of engaged audiences
- $390,000 direct economic impact flowing through local businesses and vendors
- 4.2x stronger brand retention compared to traditional advertising channels (event marketing industry standard)

YOUR INVESTMENT WORKS HARDER

- Exceptional cost efficiency: $0.007 per impression ($7 CPM) versus $12-20 for radio or $5-10 for digital advertising
- Premium audience quality: Affluent local families and professionals with proven spending power
- Authentic brand alignment: Connect with a 20-year community tradition that audiences trust and love
- Integrated marketing platform: Seamless brand presence across radio partnerships, digital channels, print materials, and live event experiences

UNIQUE SETTING BENEFITS

- Waterfront location creates memorable brand association
- Multi-use destination extends audience beyond concert-goers
- Photo-worthy backdrop amplifies social media exposure
- Marina/hotel proximity attracts regional visitors

ADVANTAGES OVER OTHER MARKETING CHANNELS

- Captive audience vs. interruptible digital/radio ads
- Positive brand association vs. neutral advertising placement
- Extended exposure time vs. brief commercial spots
- Multi-generational reach vs. age-segmented media

INVESTMENT LEVELS & BENEFITS

DIAMOND $5,000

- Prime stage signage (seen by every attendee)
- Season table package (10 seats, any shows) - Value: $4000+
- 500+ radio mentions across 8 stations
- Logo integration in ALL marketing materials
- On-site promotional activation at every event
- Dedicated social media campaign
- Exclusive benefit: VIP artist meet-and-greets (when available)

PLATINUM $2,500

- Prominent stage banner placement
- Reserved table package (10 seats, 6 shows) - Value: $3000
- 250+ radio mentions
- Logo in email blasts, website, print materials
- Entry/exit promotional space option
- Regular social media mentions

GOLD $1000

- Event signage inclusion
- Reserved table (10 seats, all Wednesday shows) - Value: $1000
- Website and email logo placement
- 4 complimentary tickets to any Sunday show
- Social media recognition

SILVER $500

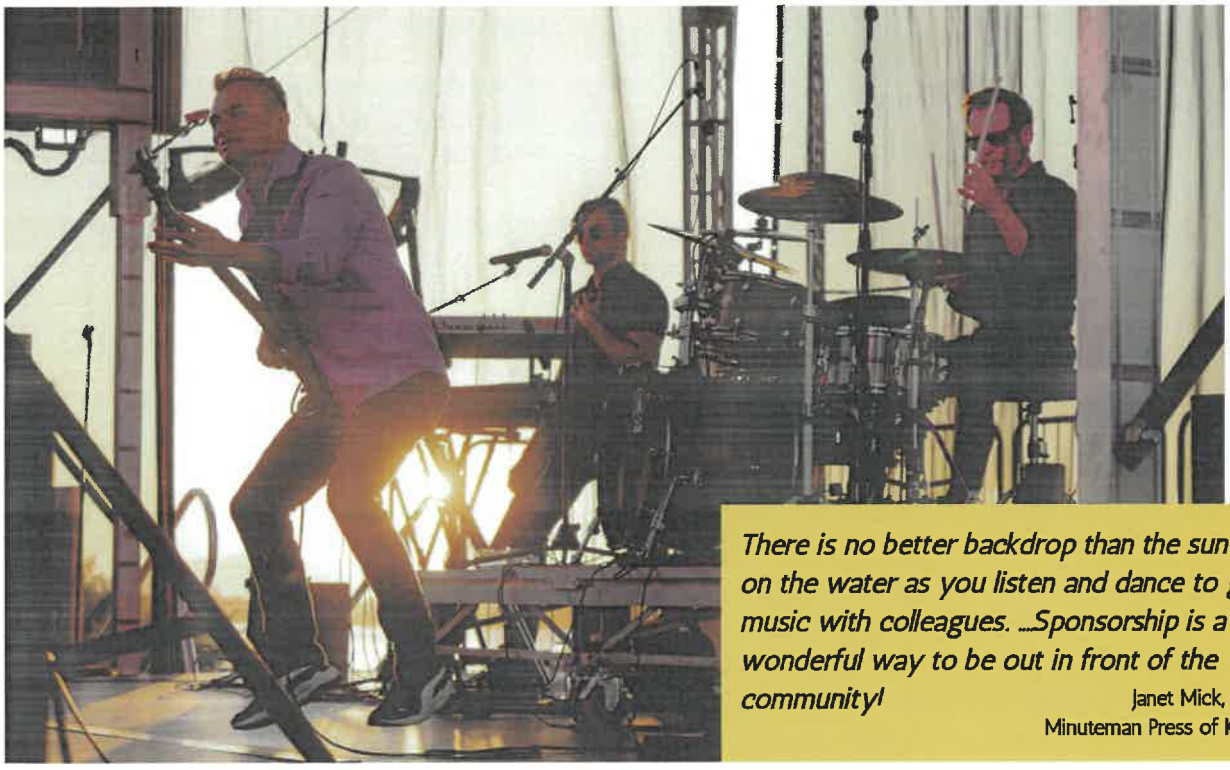
- Logo on event signage and website
- 20 general admission vouchers - Value: $300
- Social media community support highlight
- One promotional activation opportunity

ISLAND CLUB MEMBERSHIP $100

- Open to anyone!
- Early access to 2026 ticket sales and table reservations
- Exclusive Island Club swag
- Private invitation to our 2026 season kick-off party
- Year-round discounts and special perks

SPECIALTY PARTNERSHIP OPPORTUNITIES

Wine	• Category exclusivity • Bar branding, sampling opportunities • Perfect for: Wineries, distributors, retailers
Tech	• AV equipment branding, digital integration • Perfect for: IT companies, telecommunications, electronics retailers
Automotive	• VIP parking, display opportunities • Perfect for: Dealerships, service centers, automotive services
Title Show Sponsorships	"[YOUR COMPANY] PRESENTS [ARTIST NAME]" • Exclusive show branding and naming rights • Artist-specific marketing opportunities • Perfect for: product launches, anniversary celebrations
Custom Activation Packages	• Employee appreciation events • Customer entertainment packages • Product launch tie-ins • Recruitment and networking events
Industry-Specific	• Do you have the best product in your industry? • Co-promotion opportunities • Perfect for portable restrooms, printing services, spirits, food products, storage boxes, and so much more!



There is no better backdrop than the sun setting on the water as you listen and dance to great music with colleagues. ...Sponsorship is a wonderful way to be out in front of the community!

Janet Mick,
Minuteman Press of Kennewick

REACH THE CUSTOMERS YOU WANT

CONNECT WITH YOUR IDEAL CUSTOMER BASE

THE LOCAL MARKET YOU WANT TO REACH

CICS attracts exactly the demographic profile that grows local businesses:

- Spending power: $75,000+ median income with 82% homeownership–consumers with discretionary income
- Decision-making capability: 68% college-educated professionals (45% professional/managerial roles) who influence household and business purchases
- Community stability: Median age 45 with deep local roots–long-term customers

CONSUMER BEHAVIOR PROFILE: BUILT FOR BUSINESS SUCCESS

- Pre-purchase research: 73% actively seek local business information before buying
- Community support priority: 89% choose businesses that demonstrate local event and community investment
- Digital engagement: 78% follow and interact with brands on social platforms
- Quality-focused spending: Proven willingness to invest in experiences, services, and local businesses

GEOGRAPHIC MARKET PENETRATION

Ticket data confirms comprehensive Tri-Cities coverage plus regional draw:

- Local market dominance: 82% attendance from across Kennewick, Pasco, Richland, and West Richland
- Regional expansion opportunity: 18% attendees from outside the Tri-Cities bring external spending into our economy
- Translation for your business: Reach established local customers while attracting new prospects from surrounding areas

EVENT-SPECIFIC TARGETING OPPORTUNITIES

- Midweek Reach (Wed-350-500): Broad demographic exposure, family-focused, casual engagement perfect for awareness campaigns
- Premium Targeting (Sun-250-700): Higher-income, committed fans ideal for product launches, premium services, and loyalty building

MARKETING & MEDIA REACH

YOUR MESSAGE, AMPLIFIED.

RADIO PARTNERSHIPS

- 8+ radio stations + their online counterparts (KXRX-FM, KORD-FM, KONA-FM, KEYW-FM, KKSR-FM, KUJ-FM, KEGX-FM, KIOK-FM, 1340-AM)
- Sponsor mentions in concert promotions
- Cross-promotional opportunities
- Morning show features and interviews

DIGITAL PRESENCE

Websites:

- 25,000+ unique visitors in less than a year
- Sponsor directory with clickable links
- Event calendars and artist information

Social Media Reach:

- Facebook & Instagram: 8,656+ followers with 12.7% engagement rate and 5.3% click-thru rate (higher than average)
- Email list: 2000+ subscribers

PRINT & OUTDOOR

- Event coverage and advertising in Tri-City Herald, Tumbleweird, TC Area Journal of Business, The Entertainer
- Event posters in 75+ local businesses
- On-site banners visible to river traffic
- Physical tickets available
- T-shirts and other merch worn by staff and available for sale to all attendees

PUBLIC RELATIONS

- Press releases for major announcements
- Media interviews including TV news
- 3CMxtp podcast coverage of artists, performances and sponsors
- Community calendar listings
- Award and recognition opportunities

EMERALD SPARK EVENTS

Emerald Spark Events,
founded by Dara Quinn and Alicia Cullison
in 2024, is an event production company
focused on live music and entertainment in
the Tri-Cities area and beyond.
With a commitment to community and
creativity, we create memorable experiences
that bring people together.

DARA QUINN & ALICIA CULLISON
EMERALD SPARK EVENTS

Proven Success, Measurable Impact: The 2025 season demonstrated that the Clover Island Concert Series has evolved into more than just a summer entertainment venue–it's now an established brand with deep community roots and significant growth potential.

Our track record speaks directly to the value we deliver for our sponsors and community partners:

- **6,900+ attendees engaged across 24 concerts throughout the season**
- **$219,000+ in direct on-site revenue generated through ticket sales, concessions, and merchandise**
- **$351,000-$439,000 in total economic impact delivered to the Tri-Cities region through ripple effects including hospitality, dining, retail, and other local spending**

As a sponsor, your brand gets to share the spotlight while connecting with audiences in a unique setting where people are relaxed, engaged, and creating lasting memories!

Your investment supports not just entertainment, but genuine community development and regional economic growth.

Clover Island Concert Series
SPONSORSHIP AGREEMENT

SPONSOR COMPANY _____

CONTACT NAME _____

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____

E-MAIL _____

DAY OF EVENT CONTACT _____

DAY OF EVENT PHONE _____ DAY OF EVENT E-MAIL _____

LEVEL OF SPONSORSHIP

- ☐ Diamond
- ☐ Platinum
- ☐ Gold
- ☐ Silver

SPECIALTY PACKAGES

- ☐ **Wine**
- ☐ **Tech**
- ☐ **Automotive**
- ☐ **Title Show Sponsorships**
- ☐ **Other:** _____

COMMENTS: _____

_____

MAIL FORMS AND CHECK TO: Emerald Spark Events 723 The Parkway, Richland WA 99352

PLEASE READ, SIGN, AND SEND ATTACHED TERMS & CONDITIONS ALONG WITH PAYMENT & THIS FORM

OR SCAN HERE TO ACCESS ONLINE FORMS:

Important Dates

- Priority Sponsorship Deadline: November 1, 2025
- Final Sponsorship Deadline: March 1, 2026
- Season Dates: late May - late August 2026

CICS SPONSORSHIP TERMS & CONDITIONS

Pursuant to the terms described below, you, ("Sponsor"), agree to enter into a sponsorship agreement with Emerald Spark Events LLC ("Organizer") for the Clover Island Concert Series("CICS"), occuring on various dates between May 25, 2026 and September 1, 2026.
In consideration of the agreements, representations and obligations stated here, including those in the CICS sponsorship opportunities brochure, which is part of this agreement (collectively the "Sponsorship Agreement")-- and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged-each of us intending to be legally bound, have entered into this Sponsorship Agreement.

1. TERM: The term of the Sponsorship Agreement commences on the date signed by Sponsor (the "effective date") and shall expire on September 1, 2026 (the "Term").
2. SPONSORSHIP FEE: As a Clover Island Concert Series sponsor at the _____ level, or as a Specialty Sponsor for _____, the Sponsor shall pay to Emerald Spark Events a non-refundable sponsorship fee of $_____, payable upon signing of this agreement, unless other arrangements are made with Organizer, in writing, prior to signing this agreement. Payments shall be made in US dollars, by check made payable to "Emerald Spark Events" or credit card using the Sponsorship Agreement form mailed and delivered to 723 The Parkway, Richland, WA 99352. Sponsors may request an invoice and pay online through the link on the invoice, if preferred.
3. ADVERTISING AND SPONSORSHiP BENEFITS: The Sponsor will receive the benefits attributable to chosen sponsorship level, as set forth in the Sponsorship brochure.
4. SIGNAGE: Except as otherwise agreed by the parties, Sponsor shall be responsible for any and all expenses, including those directly or indirectly related to the installation, fabrication, erection, development and/or installation of any signage at the CICS. Emerald Spark Events may reject, in its reasonable discretion, any signage or element thereof that it deems unsuitable in content or format for the space designated to Sponsor.
5. SPONSOR MATERIALS: Sponsor is responsible, at its sole cost and expense, for securing any consents, licenses, waivers or any other third-party copyrights, trademarks, service marks, publicity, or privacy rights in connection with any images, art files, music, video or other materials used or provided by sponsor in connection with this Sponsorship Agreement (e.g. any signage, logos, website branding, etc).
6. SPONSOR PERSONNEL: Sponsor shall ensure that all Sponsor personnel will follow the rules and instructions provided by representatives of Emerald Spark Events, on site at the CICS or otherwise, in connection with this Sponsorship Agreement (e.g. safety, ingress and egress, scheduling, etc.).
7. FORCE MAJEURE: Sponsor acknowledges and agrees that the CICS is subject to cancellation in the event of inclement weather, or other force majeure event as determined in the reasonable discretion of Emerald Spark Events, or municipal authorities. Accordingly, any sponsorship benefits to be provided on the day of an event may be withdrawn in the event that the planned event is canceled. Emerald Spark Events shall have no liability to Sponsor in the event of such cancellation and no portion of the Sponsorship Fee shall be refunded.
8. INDEMNIFICATION: Sponsor agrees to indemnify, defend and hold harmless Emerald Spark Events and its directors, officers, employees, agents and representatives from and against any claim, suit or proceeding arising from following: (A) Any breach or alleged breach of this Agreement by Sponsor; (B) Any personal injuries or property damage caused or allegedly caused by the negligence or intentional acts of the Sponsor, its personnel or persons under their control; and (C) Any alleged or actual false advertising, fraud, misrepresentation, libel or slander; illegal competition or trade practice; infringement of trademarks, trade names or titles; violations of rights of privacy or publicity; or infringement of copyrights or proprietary and intellectual property rights arising in connection with the use or display of any sponsor materials or signage. Sponsor further agrees to reimburse any Emerald Spark Events indemnitee for any and all losses, damages, liabilities, costs or expenses (including reasonable attorneys' and professionals' fees and disbursements) incurred in connection with investigating, preparing, pursuing or defending any third-party action, claim, suit, investigation or proceeding arising from any of the above (whether or not pending or threatened, and whether or not any Emerald Spark Events Indemnitee is a party).
9. INSURANCE: [Applies ONLY to sponsors that will have a display or booth at the CICS site. Disregard this section if it does not apply.] Sponsor warrants and represents that it has (or will secure prior to the CICS) and will maintain at its sole cost and expense, effective as of the date hereof and continuing for at least one year after the end of the Term: (a) Workers' compensation insurance in compliance with statutory laws. (b) Commercial general liability insurance, including contractual liability and personal injury liability, with minimum limits of $1 million per occurrence and $2 million general aggregate. (c) Umbrella liability insurance, in excess of (b) above, with minimum limits of: $2 million per occurrence and $2 million general aggregate.
10. MISCELLANEOUS. In case any provision contained in this Agreement, or any application thereof, shall be deemed invalid, illegal or unenforceable, the affected provisions shall be construed and deemed rewritten so as to be enforceable to the maximum extent permitted by law, thereby implementing to the maximum extent possible the intent of the parties hereto. The validity, legality and enforceability of the remaining provisions contained in this Agreement shall not in any way be affected or impaired thereby. This Agreement constitutes the entire agreement and understanding between the parties hereto and supersedes all prior agreements and understandings, both written and oral, of the parties hereto regarding the subject matter of this Agreement. The parties agree that all indemnities, representations and warranties contained in this Agreement will survive the termination and/or expiration of this Agreement. This Agreement may be executed in one or more counterparts, and by the different parties in separate counterparts. When executed, each counterpart will be an original and taken together will constitute one and the same agreement. This Agreement may be executed and delivered via email or fax, which shall be deemed for all purposes as an original.

ACCEPTED FOR THE SPONSOR

Signature: _____
Name: _____
Title: _____
Date: _____
Address: _____
Telephone: _____
E-mail: _____

ACCEPTED FOR Emerald Spark Events

Signature: _____
Name: _____
Title: _____
Date: _____
Address: _____
Telephone: _____
E-mail: _____

Three Rivers Conv Ctr

Applicant Information			
Organization/Individual ☐ **Public** ☐ **Other** ☐ **Non Profit** ☐ **Private** ☐ **Individual**			
Name City of Kennewick			
Address 210 W. 6th Avenue			
City Kennewick	**State** WA	**Zip** 99336	**Email**
Contact Person			
Name Lisa Beaton			
Title Deputy City Manager			**Phone** 509-585-4265

Project Information

Title and brief description of project:

The Three Rivers Convention Center (TRCC) opened in 2004 and since this time has generated a substantial increase in tourism and commerce that has resulted in a positive economic impact to the City of Kennewick and the Tri-Cities region. The Kennewick Public Facilities District (KPFD) and City of Kennewick are expanding the existing convention center. In January 2025, the KPFD approved issuance of a Limited Sales Tax Obligation Improvement and Refunding Bonds, Series 2025 of approximately $50.3M for the purpose of providing funds to pay or reimburse for the payment of the cost of acquiring, constructing, and equipping an expansion of the TRCC. In February 2025, the City of Kennewick approved a second amendment to Amended and Restated Regional Center Annual Contribution Agreement to include the amount the City will contribute to the new debt service for the convention center expansion.

In the spring of 2025, construction began on the $71.3M expansion which will add approximately 115,000 square feet, featuring a 60,000 square foot exhibit hall, 20,000 square foot lobby and concourse area, and 35,000 square feet of new support and back-of-house space. The expansion will provide significant new event opportunities to the growing sports industry and allow conventions and trade shows that have previously outgrown the convention center to host events in the area. The TRCC is expected to attract over 500,000 visitors each year, boosting business for local restaurants, shops, and hotels.

The annual debt service payment on the KPFD's expansion bonds, including the refunding portion, is $3.6M in 2025 and $4M in 2026. The City's contribution for the debt service is $3.6M in the 25/26 biennium. The City requests $1.6M in lodging tax funds to pay a portion of the $3.6M city contribution on the debt service for the convention center expansion bonds.

Geographic area served by this project	**Number of people served by this project:**
City of Kennewick and surrounding areas	155,090

	Amount requested from City of Kennewick	**Total project cost:**	**Date of project:**
2026	$1,600,000	$ 71,300,000	From 2024 to 2026

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
For Project:	
Bond Funds	$50.3M
Rural County Capital Funds	$7M
City Contribution	$14M

List any other sources of funding you have applied for:

Source	Amount	Status
Rural County Capital Funds - City portion of the debt service for the convention center expansion bonds	$1M (approx.annual)	Pending

Identify the specific tourism audience/market located more than 50 miles from Kennewick that your organization will target with these funds.

The TRCC expansion project will draw sporting competitions, as well as agricultural and other various industry specific trade shows and conferences from all across the pacific northwest.

State law RCW 67.28 requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

1. An estimate of the number of people who will stay overnight in paid accommodations (hotels, motels and retreat centers) in the City of Kennewick 99,258; and outside the City of Kennewick 24,814. How did you calculate these numbers?

Total projected visits – 155,090 (based on 2024-2025 attendance. Historical % staying overnight is 80%. Of that number (124,072), 70% will stay in Kennewick and 30% in other local areas.

2. An estimate of the number of people who will travel 50 miles or more for the day (not staying overnight): 11,632. How did you calculate these numbers?

Estimated travelers of 50+ miles is 116,318. Of that number, an expected 10% will return home (estimates based on historical event data and attendance).

3. An estimate of the number of people who will travel 50 miles or more and stay overnight (whether in paid accommodations or not): 104,686
How did you estimate these numbers?

Estimated travelers of 50+ miles is 116,318. Of that number, an expected 90% will stay overnight somewhere locally (estimates based on historical event data and attendance).

4. An estimate of the number of people who will travel from another state or country: 62,036
How did you calculate these numbers?

Of the total projected visits, 40% are expected to come from out of the state or country.

5. Is there any other information you wish to add:

Data is based on historical trends and event calendars showing regional impacts of groups booking the Center.

Certification: The applicant hereby certifies and affirms that, during the performance of any event/activity/project arising from this application, he/she will provide equal opportunity and access regardless of race, religion, creed, color, national origin, age, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability and further certifies and affirms that he/she will abide by all applicable local, State of Washington and federal laws and regulations.

The applicant agrees to provide updated post-event information originally estimated on this page within 30 days after the event/activity/project has occurred.

Signatures

Tina Beaver	Date 10/03/2025
	Date

Council Agenda Coversheet	Item Number:	4.g.	Date:	12/2/2025	Category: Consent Agenda
	Item Type:	Contract/Agreement/Lease			
	Subject:	**Contract: AXON Contract Amendment Approval and Budget Authority**			
	Department:	Police			

Recommendation

Staff suggests approving the amendment to the current AXON contract as outlined during the workshop on November 25 and funding the enhanced services through the optional sales tax derived from the Capital Improvement Program (CIP). In 2024, the Council approved greater flexibility regarding the use of the optional sales tax within the CIP, allowing for a partial reallocation of funds to support technology services in the Operating Fund. With the establishment of the new Transportation Benefit District, this also enables the partial reallocation of funds that were initially designated in the CIP for pavement preservation.

Motion for Consideration

Motion to approve the contract amendment as presented and authorize funding.

Summary

Chief Guerrero delivered an in-depth presentation during the workshop on November 25, 2025, detailing the advantages of the expanded AXON contract amendment. City Manager Erdman also discussed the costs associated with the amendment and proposed budget authority.

The expanded contract offers significant tools to improve the public safety landscape, including essential components such as:

- De-escalation and less-lethal options
- Public safety
- Officer safety
- Transparency and public trust
- Recruitment, retention, and officer wellness
- Advanced technology tools, featuring real-time crime centers and drones as first responders

The contract amendment utilizes bundled pricing alongside records stability. Enhancements to the video redaction software are vital for ensuring comprehensive access to public records while safeguarding confidential information. As public records request activity is anticipated to increase, the redaction tools and video storage included in the contract amendment will directly assist our public records personnel in fulfilling the requirements of the Public Records Act and enable them to respond to requests more efficiently.

Alternatives

The alternative is to deny the contract amendment. This alternative is not recommended.

Fiscal Impact

The overall expense of the contract amounts to $10,679,322. By utilizing this bundled agreement, the City will achieve a cost savings of $7,547,862 over a 10-year period compared to the current contract model, along with a credit of $149,396.

Attachments:

1. Amended Contract

Amendment 1 Master Services and Purchasing Agreement between Axon and Agency

This First Amendment ("**Amendment**") is between Axon Enterprise, Inc., a Delaware corporation ("**Axon**"), and the City of Kennewick, ("**Agency**" or "**Customer**"). This Amendment is effective as of the last signature date on this Amendment ("**Effective Date**"). Axon and Agency are each a "**Party**" and collectively "**Parties**".

Axon and Agency are parties to Master Services and Purchasing Agreement between Axon and Agency executed September 09, 2021, and as amended ("**Agreement**").

The Parties wish to incorporate further changes into the Agreement in order to renew the current contract and add new products and services.

The Parties therefore agree as follows:

1. The attached documents are hereby incorporated into the Agreement:
    a. TASER Device Appendix
    b. Axon Investigate Appendix
    c. My90 Appendix
    d. Dedrone Appendix
    e. Axon ALPR Appendix
    f. Skydio Terms of Use
    g. Skydio Care Terms of Use
    h. Fusus Statement of Work
    i. Dedrone Statement of Work
    j. Skydio Statement of Work
    k. Axon Standards Statement of Work
    l. Quote Q-753565

2. The following is added to Axon Cloud Services Terms of Use Appendix:
    "**Provided Data**" means de-identified, de-personalized, data derived from Customer's TASER energy weapon deployment reports, related TASER energy weapon logs, body-worn camera footage, and incident reports.
    "**Transformed Data**" means the Provided Data used for the purpose of quantitative evaluation of the performance and effectiveness of TASER energy weapons in the field across a variety of circumstances.
    TASER Data Science Program. Axon will provide a quantitative evaluation on the performance and effectiveness of TASER energy weapons in the field across a variety of circumstances.
    If Customer purchases the TASER Data Science Program, Customer grants Axon, its affiliates, and assignees an irrevocable, perpetual, fully paid, royalty-free, and worldwide right and license to use Provided Data solely for the purposes of this Agreement and to create Transformed Data. Customer shall own all rights and title to Provided Data. Axon shall own all rights and title to Transformed Data and any derivatives of Transformed Data.
    Axon grants to Customer an irrevocable, perpetual, fully paid, royalty-free, license to use to TASER Data Science report provided to Customer for its own internal purposes. **The Data Science report is provided "as is" and without any warranty of any kind.**

In the event Customer seeks Axon's deletion of Provided Data, it may submit a request to privacy@axon.com. Where reasonably capable of doing so, Axon will implement the request but at a minimum will not continue to collect Provided Data from Customer.

3. The following is added to the Axon Cloud Services Terms of Use Appendix:
Third-Party Unlimited Storage. For Third-Party Unlimited Storage the following restrictions apply: (i) it may only be used in conjunction with a valid Axon Evidence user license; (ii) is limited to data of the law enforcement Customer that purchased the Third-Party Unlimited Storage and the Axon Evidence End User; (iii) Customer is prohibited from storing data for other customers or law enforcement agencies; and (iv) Customer may only upload and store data that is directly related to (1) the investigation of, or the prosecution or defense of a crime, (2) common law enforcement activities, or (3) any Customer Content created by Axon Devices or Axon Evidence.

4. The following is added to Axon Cloud Services Terms of Use Appendix:

FUSUS. If Customer purchases a subscription to FUSUS, the following terms apply:

a. **License and Storage.** The specific license number(s) and associated data storage terms for FUSUS subscription and Axon Devices shall be set forth in the applicable Quote provided by Axon.

b. **Third party Components.** Customer is responsible for use of any internet access devices and/or all third-party hardware, software, services, telecommunication services (including Internet connectivity), or other items used by Customer to access the service ("Third-Party Components") are the sole and exclusive responsibility of Customer, and Axon has no responsibility for such Third-party Components, or Customer relationships with such third parties. Customer agrees to at all times comply with the lawful terms and conditions of agreements with such third parties. Axon does not represent or warrant that the FUSUS cloud services and the Customer Content are compatible with any specific third-party hardware or software or any other Third-Party Components. Customer is responsible for providing and maintaining an operating environment as reasonably necessary to accommodate and access the FUSUS cloud services.

c. **Data Privacy.** Axon may collect, use, transfer, disclose and otherwise process Customer Content in the context of facilitating communication of data with Customer through their use of FUSUS cloud services FUSUS app (iOS or Android interface), complying with legal requirements, monitoring the Customer's use of FUSUS systems, and undertaking data analytics.

5. The following is added to the Professional Services Appendix**:**

VR Services Package. VR Service includes advance remote project planning and configuration support and one (1) day of on-site service and a professional services manager to work with Customer to assess Customer's deployment and determine which Services are appropriate. The VR Service training options include:

System set up and configuration (Remote Support)
• Instructor-led setup of Axon VR headset content • Configure Customer settings based on Customer need • Troubleshoot IT issues with Axon VR headset

Axon instructor training (Train the Trainer) Training for up to five (5) Customer's in-house instructors who can support Customer's Axon VR CET and SIM training needs after Axon's has fulfilled its contracted on-site obligations
Classroom and practical training sessions Step-by-step explanation and assistance for Customer's configuration of Axon VR CET and SIM functionality, basic operation, and best practices

6.

7. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

Each representative identified below declares that the representative is authorized to execute this Amendment as of the date of signature.

Axon Enterprise, Inc.	**Customer**
Signature: _____	Signature: _____
Name: _____	Name: Erin Erdman
Title: _____	Title: City Manager
Date: _____	Date: _____

TASER Device Appendix

This TASER Device Appendix applies to Customer's TASER 7/ 10, OSP 7/10, OSP Plus, or OSP 7/10 Plus Premium purchase from Axon, if applicable.

1. **Duty Cartridge Replenishment Plan**. If the Quote includes "**Duty Cartridge Replenishment Plan**", Customer must purchase the plan for each CEW user. A CEW user includes officers that use a CEW in the line of duty and those that only use a CEW for training. Customer may not resell cartridges received. Axon will only replace cartridges used in the line of duty.

2. **Training**. If the Quote includes a TASER On Demand Certification subscription, Customer will have on-demand access to TASER Instructor and TASER Master Instructor courses only for the duration of the TASER Subscription Term. Axon will issue a maximum of ten (10) TASER Instructor vouchers and ten (10) TASER Master Instructor vouchers for every thousand TASER Subscriptions purchased. Customer shall utilize vouchers to register for TASER courses at their discretion; however, Customer may incur a fee for cancellations less than 10 business days prior to a course date or failure to appear to a registered course. The voucher has no cash value. Customer cannot exchange voucher for any other Device or Service. Any unused vouchers at the end of the Term will be forfeited. A voucher does not include any travel or other expenses that might be incurred related to attending a course.

3. **Limited Warranty**.
   - 3.1. **"Deployment**" means use of the TASER weapon resulting in the discharge of the conducted energy weapon ("**CEW**") cartridge probe. For TASER 10 each probe discharged is consider one Deployment and for TASER 7 the dual probe discharged is considered one Deployment.
   - 3.2. **Single User Warranty**. If the TASER Device is assigned and used by a single user, Axon warrants that Axon-manufactured TASER Device is free from defects in workmanship and materials for the earlier of: (i) one (1) year from the date of Customer's receipt or (ii) 100 Deployments per year or a total of 500 Deployments over 5 years.
   - 3.3. **Pooled User Warranty**. If the TASER Device is assigned and used by multiple users, Axon warrants that Axon-manufactured TASER Device is free from defects in workmanship and materials for the earlier of: (i) one (1) year from the date of Customer's receipt or (ii) 100 Deployments per year or a total of 500 Deployments over 5 years.
   - 3.4. **Training User Devices**. If the TASER Device is used for training, Axon warrants that Axon-manufactured TASER Device is free from defects in workmanship and materials for the earlier of: (i) one (1) year from the date of Customer's receipt or (ii) 100 Deployments per year or a total of 500 Deployments over 5 years.
   - 3.5. **CEW Cartridges**. Used CEW cartridges are deemed to have operated properly.
   - 3.6. **Miscellaneous**. The following sections the Warranty Section in the MSPA shall apply to the TASER Devices: Disclaimer, Claims, Spare Axon Devices and Limitations.
   - 3.7. **Registration**. Prior to use of the TASER Device, Customer must register each TASER Device in TASER Device Axon Evidence tenancy as a single user, pooled or training device. Failure to properly register the TASER Device prior to its use may void the warranty at Axon's sole discretion.

4. **Extended Warranty**. If the Quote includes an extended warranty, the extended warranty coverage period begins upon the expiration of the Limited Warranty. Each additional year of the warranty purchased will be in accordance with the applicable Limited Warranty category above. The maximum warranty period for an individual TASER Device will be five (5) years including the initial Limited Warranty.

5. **Trade-in**. If the Quote contains a discount on CEW-related line items and that discount is contingent upon the trade-in of hardware, Customer must return used hardware and accessories associated with the discount ("**Trade-In Units**") to Axon within the below prescribed timeline. Customer must ship batteries via ground shipping. Axon will provide Customer with a pre-paid shipping label for the return of the Trade-In Units. If Axon does not receive Trade-In Units within the timeframe below, Axon will invoice Customer the value of the trade-in credit. Customer may not destroy Trade-In Units and receive a trade-in credit.

Customer Size	**Days to Return from Start Date of TASER 10 Subscription**
Less than 100 officers	60 days
100 to 499 officers	90 days
500+ officers	180 days

6. **TASER Device Subscription Term**. The TASER Device Subscription Term for a standalone TASER Device purchase begins on shipment of the TASER Device. The TASER Device Subscription Term for OSP 7/10 begins on the OSP 7/10 start date.
7. **Access Rights**. Upon Axon granting Customer a TASER Device Axon Evidence subscription, Customer may access and use Axon Evidence for the storage and management of data from TASER Devices during the TASER Device Subscription Term. Customer may not exceed the number of End Users the Quote specifies.
8. **Customer Warranty.** If Customer is located in the US, Customer warrants and acknowledges that TASER 10 is classified as a firearm and is being acquired for official Customer use pursuant to a law enforcement agency transfer under the Gun Control Act of 1968.
9. **Purchase Order.** To comply with applicable laws and regulations, Customer must provide a purchase order to Axon prior to shipment of TASER 10.
10. **Apollo Grant (US only).** If Customer has received an Apollo Grant from Axon, Customer must pay all fees in the Quote prior to upgrading to any new TASER Device offered by Axon.

11. **Termination**. If payment for TASER Device is more than thirty (30) days past due, Axon may terminate Customer's TASER Device plan by notifying Customer. Upon termination for any reason, then as of the date of termination:

    11.1. TASER Device extended warranties and access to Training Content will terminate. No refunds will be given.
    11.2. Customer will be responsible for payment of any missed payments due to the termination before being allowed to purchase any future TASER Device plan.
    11.3. Axon will invoice Customer the remaining MSRP for TASER Devices received before termination. If terminating for non-appropriation, Axon will not invoice Customer if Customer returns the TASER Device, rechargeable battery, holster, dock, core, training suits, and unused cartridges to Axon within thirty (30) days of the date of termination.

Axon Investigate Appendix

If the Quote includes Axon's On Prem Video Suite known as Axon Investigate or Third Party Video Support License, the following appendix shall apply.

1. **License Grant**. Subject to the terms and conditions specified below and upon payment of the applicable fees set forth in the Quote, Axon grants to Customer a nonexclusive, nontransferable license to install, use, and display the Axon Investigate software ("**Software**") solely for its own internal use only and for no other purpose, for the duration of subscription term set forth in the Quote. This Agreement does not grant Customer any right to enhancements or updates, but if such are made available to Customer and obtained by Customer they shall become part of the Software and governed by the terms of this Agreement.

2. **Third-Party Licenses**. Axon licenses several third-party codecs and applications that are integrated into the Software. Users with an active support contract with Axon are granted access to these additional features. By accepting this agreement, Customer agrees to and understands that an active support contract is required for all of the following features: DNxHD output formats, decoding files via the "fast indexing" method, proprietary file metadata, telephone and email support, and all future updates to the software. If Customer terminates the annual support contract with Axon, the features listed above will be disabled within the Software. It is recommended that users remain on an active support contract to maintain the full functionality of the Software.

3. **Restrictions on Use**. Customer may not permit any other person to use the Software unless such use is in accordance with the terms of this Agreement. Customer may not modify, translate, reverse engineer, reverse compile, decompile, disassemble or create derivative works with respect to the Software, except to the extent applicable laws specifically prohibit such restrictions. Customer may not rent, lease, sublicense, grant a security interest in or otherwise transfer Customer's rights to or to use the Software. Any rights not granted are reserved to Axon.

4. **Term**. For purchased perpetual Licenses only—excluding Licenses leased for a pre-determined period, evaluation licenses, companion licenses, as well as temporary licenses--the license shall be perpetual unless Customer fails to observe any of its terms, in which case it shall terminate immediately, and without additional prior notice. The terms of Paragraphs 1, 2, 3, 5, 6, 8 and 9 shall survive termination of this Agreement. For licenses leased for a pre-determined period, for evaluation licenses, companion licenses, as well as temporary licenses, the license is granted for a period beginning at the installation date and for the duration of the evaluation period or temporary period as agreed between Axon and Customer.

5. **Title**. Axon and its licensors shall have sole and exclusive ownership of all right, title, and interest in and to the Software and all changes, modifications, and enhancements thereof (including ownership of all trade secrets and copyrights pertaining thereto), regardless of the form or media in which the original or copies may exist, subject only to the rights and privileges expressly granted by Axon. This Agreement does not provide Customer with title or ownership of the Software, but only a right of limited use.

6. **Copies**. The Software is copyrighted under the laws of the United States and international treaty provisions. Customer may not copy the Software except for backup or archival purposes, and all such copies shall contain all Axon's notices regarding proprietary rights as contained in the Software as originally provided to Customer. If Customer receives one copy electronically and another copy on media, the copy on media may be used only for archival purposes and this license does not authorize Customer to use the copy of media on an additional server.

7. **Actions Required Upon Termination**. Upon termination of the license associated with this Agreement, Customer agrees to destroy all copies of the Software and other text and/or graphical documentation, whether in electronic or printed format, that describe the features, functions and operation of the Software that are provided by Axon to Customer ("**Software Documentation**") or return such copies to Axon. Regarding any copies of media containing regular backups of Customer's computer or computer system, Customer agrees not to access such media for the purpose of recovering the Software or online Software Documentation.

8. **Export Controls**. None of the Software, Software Documentation or underlying information may be downloaded or otherwise exported, directly or indirectly, without the prior written consent, if required, of the office of Export Administration of the United States, Department of Commerce, nor to any country to which the U.S. has embargoed goods, to any person on the U.S. Treasury Department's list of Specially Designated Nations, or the U.S. Department of Commerce's Table of Denials.

9. **U.S. Government Restricted Rights**. The Software and Software Documentation are Commercial Computer Software provided with Restricted Rights under Federal Acquisition Regulations and Customer supplements to them. Use, duplication or disclosure by the U.S. Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFAR 255.227-7013 et. Seq. or 252.211-7015, or subparagraphs (a) through (d) of the Commercial Computer Software Restricted Rights at FAR 52.227-19, as applicable, or similar clauses in the NASA FAR Supplement. Contractor/manufacturer is Axon Enterprise, Inc., 17800 North 85th Street, Scottsdale, Arizona 85255.

My90 Terms of Use Appendix

Definitions.

1.1. "**My90**" means Axon's proprietary platform and methodology to obtain and analyze feedback, and other related offerings, including, without limitation, interactions between My90 and Axon products.

1.2. "**Recipient Contact Information**" means contact information, as applicable, including phone number or email address (if available) of the individual whom Customer would like to obtain feedback.

1.3. "**Customer Data**" means

1.3.1. "My90 Customer Content" which means data, including Recipient Contact Information, provided to My90 directly by Customer or at their direction, or by permitting My90 to access or connect to an information system or similar technology. My90 Customer Content does not include My90 Non-Content Data.

1.3.2. "My90 Non-Content Data" which means data, configuration, and usage information about Customer's My90 tenant, and client software, users, and survey recipients that is Processed (as defined in Section 1.6 of this Appendix) when using My90 or responding to a My90 Survey. My90 Non-Content Data includes data about users and survey recipients captured during account management and customer support activities. My90 Non-Content Data does not include My90 Customer Content.

1.3.3. "Survey Response" which means survey recipients' response to My90 Survey.

1.4. "**My90 Data**" means

1.4.1. "My90 Survey" which means surveys, material(s) or content(s) made available by Axon to Customer and survey recipients within My90.

1.4.2. "Aggregated Survey Response" which means Survey Response that has been de-identified and aggregated or transformed so that it is no longer reasonably capable of being associated with, or could reasonably be linked directly or indirectly to, a particular individual.

1.5. "**Personal Data**" means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

1.6. "**Processing**" means any operation or set of operations which is performed on data or on sets of data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction.

1.7. "**Sensitive Personal Data**" means Personal Data that reveals an individual's health, racial or ethnic origin, sexual orientation, disability, religious or philosophical beliefs, or trade union membership.

2. **Access**. Upon Axon granting Customer a subscription to My90, Customer may access and use My90 to store and manage My90 Customer Content, and applicable My90 Surveys and Aggregated Survey Responses. This Appendix is subject to the Terms and Conditions of Axon's Master Service and Purchasing Agreement or in the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern.

3. **IP address**. Axon will not store survey respondents' IP address.

4. **Customer Owns My90 Customer Content**. Customer controls or owns all right, title, and interest in My90 Customer Content. Except as outlined herein, Axon obtains no interest in My90 Customer Content, and My90 Customer Content is not Axon's business records. Except as set forth in this Agreement, Customer is responsible for uploading, sharing, managing, and deleting My90 Customer Content. Axon will only have access to My90 Customer Content for the limited purposes set forth herein. Customer agrees to allow Axon access to My90 Customer Content to (a) perform troubleshooting, maintenance, or diagnostic screenings; and (b) enforce this Agreement or policies governing use of My90 and other Axon products.

5. **Details of the Processing**. The nature and purpose of the Processing under this Appendix are further specified in Schedule 1 Details of the Processing, to this Appendix.

6. **Security**. Axon will implement commercially reasonable and appropriate measures to secure Customer Data against accidental or unlawful loss, access, or disclosure. Axon will maintain a comprehensive information security program to protect Customer Data including logical, physical access, vulnerability, risk, and configuration management; incident monitoring and response; security education; and data protection. Axon will not treat Customer Data in accordance with FBI CJIS Security Policy requirements and does not agree to the CJIS Security Addendum for this engagement or any other security or privacy related commitments that have been established between Axon and Customer, such as ISO 27001 certification or SOC 2 Reporting.

7. **Privacy**. Customer use of My90 is subject to the My90 Privacy Policy, a current version of which is available at https://www.axon.com/legal/my90privacypolicy. Customer agrees to allow Axon access to My90 Non-Content Data from Customer to (a) perform troubleshooting, maintenance, or diagnostic screenings; (b) provide, develop, improve, and support current and future Axon products including My90 and related services; and (c) enforce this Agreement or policies governing the use of My90 or other Axon products.

8. **Location of Storage**. Axon may transfer Customer Data to third-party subcontractors for Processing. Axon will determine the locations for Processing of Customer Data. For all Customer, Axon will Process and store Customer Data within the country in which Customer is located. Ownership of My90 Customer Content remains with Customer.

9. **Required Disclosures**. Axon will not disclose Customer Data that Customer shares with Axon except as compelled by a court or administrative body or required by any law or regulation. Axon will notify Customer if any disclosure request is received for Customer Data so Customer may file an objection with the court or administrative body, unless prohibited by law.

10. **Data Sharing**. Axon may share data only with entities that control or are controlled by or under common control of Axon, and as described below:

    10.1. Axon may share Customer Data with third parties it employs to perform tasks on Axon's behalf to provide products or services to Customer.

    10.2. Axon may share Aggregated Survey Response with third parties, such as other Axon customers, local city agencies, private companies, or members of the public that are seeking a way to collect analysis on general policing and community trends. Aggregated Survey Response will not be reasonably capable of being associated with or reasonably be linked directly or indirectly to a particular individual.

11. **License and Intellectual Property**. Customer grants Axon, its affiliates, and assignees the irrevocable, perpetual, fully paid, royalty-free, and worldwide right and license to use Customer Data for internal use including but not limited to analysis and creation of derivatives. Axon may not release Customer Data to any third party under this right that is not aggregated and de-identified. Customer acknowledges that Customer will have no intellectual property right in any media, good or service developed or improved by Axon. Customer acknowledges that Axon may make any lawful use of My90 Data and any derivative of Customer Data including, without limitation, the right to monetize, redistribute, make modification of, and make derivatives of the surveys, survey responses and associated data, and Customer will have no

intellectual property right in any good, service, media, or other product that uses My90 Data.

12. **Customer Use of Aggregated Survey Response**. Axon will make available to Customer Aggregated Survey Response and rights to use for any Customer purpose.

13. **Data Subject Rights**. Taking into account the nature of the Processing, Axon shall assist Customer by appropriate technical and organizational measures, insofar as this is reasonable, for the fulfilment of Customer's obligation to respond to a Data Subject Request regarding any Personal Data contained within My90 Customer Content. If in regard to My90 Customer Content, Axon receives a Data Subject Request from Customer's data subject to exercise one or more of its rights under applicable Data Protection Law, Axon will redirect the data subject within seventy-two (72) hours, to make its request directly to Customer. Customer will be responsible for responding to any such request.

14. **Assistance with Requests Related to My90 Customer Content**. With regard to the processing of My90 Customer Content, Axon shall, if not prohibited by applicable law, notify Customer without delay after receipt, if Axon: (a) receives a request for information from the Supervisory Authority or any other competent authority regarding My90 Customer Content; (b) receives a complaint or request from a third party regarding the obligations of Customer or Axon under applicable Data Protection Law; or (c) receives any other communication which directly or indirectly pertains to My90 Customer Content or the Processing or protection of My90 Customer Content. Axon shall not respond to such requests, complaints, or communications, unless Customer has given Axon written instructions to that effect or if such is required under a statutory provision. In the latter case, prior to responding to the request, Axon shall notify Customer of the relevant statutory provision and Axon shall limit its response to what is necessary to comply with the request.

15. **Axon Evidence Partner Sharing**. If Axon Evidence partner sharing is used to share My90 Customer Content, Customer will manage the data sharing partnership with Axon and access to allow only for authorized data sharing with Axon. Customer acknowledges that any applicable audit trail on the original source data will not include activities and processing performed against the instances, copies or clips that has been shared with Axon. Customer also acknowledges that the retention policy from the original source data is not applied to any data shared with Axon. Except as provided herein, data shared with Axon may be retained indefinitely by Axon.

16. **Data Retention**. Phone numbers provided to Axon directly by Customer or at their direction, or by permitting My90 to access or connect to an information system or similar technology will be retained for twenty-four (24) hours. Axon will not delete Aggregated Survey Response for four (4) years following termination of this Agreement. There will be no functionality of My90 during these four (4) years other than the ability to submit a request to retrieve Aggregated Survey Response. Axon has no obligation to maintain or provide Aggregated Survey Response after these four years and may thereafter, unless legally prohibited, delete all Aggregated Survey Response.

17. **Termination**. Termination of an My90 Agreement will not result in the removal or modification of previously shared My90 Customer Content or the potential monetization of Survey Response and Aggregated Survey Response.

18. **Managing Data Shared**. Customer is responsible for:

    18.1. Ensuring My90 Customer Content is appropriate for use in My90. This includes, prior to sharing: (a) applying any and all required redactions, clipping, removal of metadata, logs, etc. and (b) coordination with applicable public disclosure officers and related legal teams;

    18.2. Ensuring that only My90 Customer Content that is authorized to be shared for the purposes outlined is shared with Axon. Customer will periodically monitor or audit this shared data;

    18.3. Using an appropriately secure data transfer mechanism to provide My90 Customer Content to Axon;

18.4. Immediately notifying Axon if My90 Customer Content that is not authorized for sharing has been shared. Axon may not be able to immediately retrieve or locate all instances, copies or clips of My90 Customer Content in the event Customer requests to un-share previously shared My90 Customer Content;

19. **Prior to enrollment in My90**. Prior to enrolling in My90, Customer will:

19.1. determine how to use My90 in accordance with applicable laws and regulations including but not limited to consents, use of info or other legal considerations;

19.2. develop a set of default qualification criteria of what My90 Customer Content may be shared with Axon; and

19.3. assign responsibilities for managing what My90 Customer Content is shared with Axon and educate users on what data may or not be shared with Axon.

20. **Customer Responsibilities**. Customer is responsible for:

20.1. ensuring no My90 Customer Content or Customer End User's use of My90 Customer Content or My90 violates this Agreement or applicable laws;

20.2. providing, and will continue to provide, all notices and has obtained, and will continue to obtain, all consents and rights necessary under applicable laws for Axon to process Customer Data in accordance with this Agreement; and

20.3. maintaining necessary computer equipment and Internet connections for use of My90. If Customer becomes aware of any violation of this Agreement by an End User, Customer will immediately terminate that End User's access to My90. Customer will also maintain the security of End User's usernames and passwords and security and access by End Users to My90 Customer Content. Customer is responsible for ensuring the configuration and utilization of My90 meets applicable Customer regulations and standards. Customer may not sell, transfer, or sublicense access to any other entity or person. Customer shall contact Axon immediately if an unauthorized party may be using Customer's account or My90 Customer Content or if account information is lost or stolen.

21. **Suspension**. Axon may temporarily suspend Customer's or any End User's right to access or use any portion or all of My90 immediately upon notice, if Customer or End User's use of or registration for My90 may (a) pose a security risk to Axon products including My90, or any third-party; (b) adversely impact My90, the systems, or content of any other customer; (c) subject Axon, Axon's affiliates, or any third-party to liability; or (d) be fraudulent. Customer remains responsible for all fees, if applicable, incurred through suspension. Axon will not delete My90 Customer Content or Aggregated Survey Response because of suspension, except as specified in this Agreement.

22. **My90 Restrictions.** Customer and Customer End Users , may not, or may not attempt to:

22.1. copy, modify, tamper with, repair, or create derivative works of any part of My90;

22.2. reverse engineer, disassemble, or decompile My90 or apply any process to derive any source code included in My90, or allow others to do the same;

22.3. access or use My90 with the intent to gain unauthorized access, avoid incurring fees or exceeding usage limits or quotas;

22.4. use trade secret information contained in My90, except as expressly permitted in this Agreement;

22.5. access My90 to build a competitive product or service or copy any features, functions, or graphics of My90;

22.6. remove, alter, or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon's or Axon's licensors on or within My90; or

22.7. use My90 to store or transmit infringing, libelous, or other unlawful or tortious material; to store or transmit material in violation of third-party privacy rights; or to store or transmit malicious code.

Schedule 1- Details of the Processing

1. **Nature and Purpose of the Processing.** To help Customer obtain feedback from individuals, such as members of their community, staff, or officers. Features of My90 may include:

   1.1 Survey Tool where Customer may create, distribute, and analyze feedback from individuals it designates. Customer may designate members of the community, staff or officers from whom they would like to obtain feedback;

   1.2 Creation of custom forms for surveys. Customer may select questions from a list of pre-drafted questions or create their own;

   1.3 Distribution of survey via multiple distribution channels such as text message;

   1.4 Ability to access and analyze Survey Response. Axon may also provide Customer Aggregated Survey Responses which contain analysis and insights from the Survey Response;

   1.5 Direct integrations into information systems including Computer Aided Dispatch ("**CAD**"). This will enable Customer to share contact information easily and quickly with Axon of any individuals from whom it wishes to obtain feedback, enabling Axon to communicate directly with these individuals;

   1.6 Data Dashboard Beta Test ("**Data Dashboard**") where Survey Response and Aggregated Survey Response will be displayed for Customer use. Customer will be able to analyze, interpret, and share results of the Survey Response. My90 may provide beta versions of the Data Dashboard that are specifically designed for Customer to test before they are publicly available;

   1.7 Survey Responses will be aggregated and de-identified and may be subsequently distributed and disclosed through various mediums to: (1) Customer; (2) other Axon Customer; (3) private companies; and (4) members of the public. The purpose of disclosure is to provide ongoing insights and comparisons on general policing and community trends. Prior to disclosing this information, Axon will ensure that the Survey Response has been de-identified and aggregated or transformed so that it is no longer reasonably capable of being associated with, or could reasonably be linked directly or indirectly to a particular individual; and

   1.8 Provide services and materials to engage Customer stakeholders, market the partnership to the public, and facilitate training.

Dedrone Product Appendix

If the Quote includes Dedrone Hardware, Dedrone Software, and/or Airspace Security as a Service (collectively "Dedrone Products"), this appendix and the following additional terms shall apply.

1. **Definitions**

1.1 **"Dedrone Data"** means data that Axon maintains regarding a wide variety of drone models and manufacturers in the marketplace ("DedroneDNA", formerly "DroneDNA"), as well as usability information that Axon collects regarding the performance of the Dedrone Software and Dedrone Hardware, aggregate or de-identified Collected Data compiled or used by Axon in accordance with Section 4.2, and any other information that Axon makes available to Customer by means of the Dedrone Software

1.2 **"Dedrone Hardware**" means the Axon drone detection hardware sensor or mitigation products set forth on a Quote and does not include any Third-Party Hardware.

1.3 **"Sensor"** means a radio frequency, video, radar or other hardware sensor for drone detection purchased by Customer from Axon or obtained from any third-party vendor.

1.4 **"Dedrone Software**" means (i) Axon's proprietary drone-tracking software, known as DedroneTracker (formerly DroneTracker), whether deployed on-premise or hosted by Axon as a cloud-based solution, (ii) Axon's video analytics software (currently known as Analytics Server), and/or (iii) software and/or firmware deployed or installed on the Dedrone Hardware or available for download and installation onto Customer's Third-Party Hardware.

1.5 **"Third-Party Hardware"** means hardware products owned by Customer or purchased by Customer from third parties that are used by Customer in conjunction with the Software.

2. **Customer License**

2.1 **Software License.** Subject to the terms of this Agreement, Axon grants Customer a royalty-free, nonexclusive, nontransferable, worldwide right during each Quote Term to use the Dedrone Software, including the Dedrone Data and Collected Data, subject to the terms of the Agreement and this Appendix (the "License"). Customer must purchase a License to the Software for each unit of Dedrone Hardware and/or Third-Party Hardware using Dedrone Software. Accordingly, Customer may only use the Software quantity and type of Hardware and/or Third-Party Hardware units specified on the applicable Quote. If Customer purchases additional Licenses during a current Term, the Term of the new License(s) will be pro-rated to terminate at the end of the then-current License Term. Use of the Dedrone Software is subject to the terms of the Agreement between the parties

2.2 **Restrictions.** Customer will not: (i) use (or allow a third party to use) the Dedrone Products in order to monitor the availability, security, performance, or functionality of the Dedrone Products, or for any other benchmarking or competitive purposes; (ii) market, sublicense, resell, lease, loan, transfer, or otherwise commercially exploit the Dedrone Products; (iii) modify, create derivative works, decompile, reverse engineer, attempt to gain access to the source code, or copy the Dedrone Products or any of their components; (iv) use the Dedrone Products to conduct any fraudulent, malicious, or illegal activities; or (v) use the Dedrone Products in contravention of any applicable laws or regulations (each of (i) through (v), a ("Prohibited Use").

3. **Customer Obligations**

3.1 **Compliance.** Customer will use the Dedrone Products only in accordance with applicable specifications (the "Specifications") and in compliance with all applicable laws, including all applicable export laws and regulations of the United States or any other country. Customer acknowledges that due to the nascent nature of drone detection and mitigation technologies applicable laws and regulations may be changing or emerging over time, and agrees that it is Customer's responsibility to keep itself aware and remain compliant with the current laws and regulations that may apply, including but not limited to those that may apply to advanced features available at Customer's option in the Dedrone Software. Customer will ensure that none of the Dedrone Products are directly or indirectly exported, re-exported, or used to provide services in violation of such export laws and regulations. Axon reserves the right to suspend use of any Dedrone Products operating in violation of such laws, following written notice to Customer. If Customer uses a radio jammer, or any other controlled device, in connection with the Dedrone Software, Customer represents to Axon that it is authorized to do so by the relevant authorities, that it will do so only in accordance with such authorization, and it will provide supporting documentation regarding such authorization upon request. Customer may be required to obtain legal authorization before any purchase or use of hardware sold by third parties. Axon shall not be liable if any government export authorization is delayed, denied, revoked, restricted or not renewed, nor shall any such delay, denial, revocation, restriction or non-renewal shall not constitute a breach of the Agreement by Axon.

3.2 **Computing Environment.** Customer is responsible for the maintenance and security of its own network and computing environment that it uses to host and/or access the Dedrone Products and for ensuring that any Third-Party Hardware meets the necessary specifications for use with the Dedrone Software.

4. **Data Protection**

4.1 **Data.** If Customer licenses Dedrone Software, as part of its operation, the Dedrone Software may collect and send to servers owned, operated or controlled by Axon data or other information regarding Customer's use of the Dedrone Software, which may include (i) information generated by each Sensor deployed by Customer, including information related to the date, time, and duration of the detection of the drone, as well as the locations of the detected drones and remote controls and of the Sensor itself (collectively, "Sensor Data"), and (ii) video recording of the detected drones, including flight path ("Video Data") (Sensor Data and Video Data are collectively referred to as "Collected Data").

4.2 **Use of Collected Data**. Axon has the right to use Collected Data for any purpose, including: (i) improving any Dedrone Product; (ii) analyzing any Dedrone Product or the performance of any Dedrone Product; or (iii) compiling or using aggregate or de-identified Collected Data with other customers, or government and law enforcement entities, with or without compensation. Customer acknowledges that Axon may learn from the performance or use of any Dedrone Product, and Axon shall have the sole right to exploit any modification, enhancement or improvement of any Dedrone Product resulting from such learning.

4.3 **User Data**. To the extent Axon uses User login information, including name, email, username, and password (collectively, "User Data") for any purpose other than to provide services to the Customer, such User Data will be deidentified and anonymized, and will not be identified as having come from Customer, except that Axon may disclose User Data where Axon, in good faith, believes that the law or legal process (such as a court order, search warrant or subpoena) requires Axon to do so.

4.4 **Security**. Axon maintains industry standard physical, technical, and administrative safeguards (the "Security Measures") to protect Collected Data.

Axon ALPR Appendix

If Axon Outpost or Axon Lightpost (collectively all “ALPR Products”) is included on the Quote, this Appendix applies.

1. **Customer Responsibilities.**

   1.1. Customer must ensure its infrastructure and vehicles adhere to the minimum requirements to operate Axon ALPR Products as established by Axon during the qualifier call and on-site assessment at Customer and in any technical qualifying questions. If Customer’s representations are inaccurate, the Quote is subject to change.

   1.2. Customer is responsible for providing a suitable work area for Axon or Axon third-party providers to install Axon ALPR Products into Customer vehicles and/or at designated installation location(s).s Customer is responsible for making available all vehicles for which installation services were purchased and preparing all installation sites, during the agreed upon onsite installation dates, Failure to make vehicles available or prepare installation sites may require an equitable adjustment in fees or schedule

2. **Third-party Installer.** Axon will not be liable for the failure of Axon Outpost, or Axon Lightpost hardware to operate per specifications if such failure results from installation not performed by, or as directed by Axon.

3. **Upgrade.** If Customer has no outstanding payment obligations and has purchased the “Outpost Technology Assurance Plan” (Outpost TAP) or any lightpost extended warranty or refresh, Axon will provide Customer with the same or like model of applicable Axon Devices included in the applicable TAP ("Axon Upgrade") as scheduled on the Quote.

   3.1. If Customer would like to change models for the Axon Upgrade, Customer must pay the difference between the MSRP for the offered Axon Upgrade and the MSRP for the model desired. The MSRP is the MSRP in effect at the time of the upgrade. Customer is responsible for the removal of previously installed hardware and installation of the Axon Upgrade.

   3.2. Within thirty (30) days of receiving the Axon Upgrade, Customer must return the original Axon Devices to Axon or destroy the Axon Devices and provide a certificate of destruction to Axon, including serial numbers of the destroyed Axon Devices. If Customer does not destroy or return the Axon Devices to Axon, Axon will deactivate the serial numbers for the Axon Devices received by Customer.

4. **Axon Outpost Specific Terms.**

   4.1. **Outpost License and Permits**. Customers will obtain, maintain all legally required permits, authorizations, and/or licensing in order to place, maintain, and/or remove the Axon Outpost device at the installation location including licenses or permits for fixed installation of poles. If mutually agreed by the parties, Axon or an Axon authorized subcontractor may assist with obtaining the necessary local, state, or Federal approvals before installing Axon Outpost.

   4.2. **Installation.** Customer will adhere to the installation requirements as agreed in the Outpost SOW.

5. **Axon Lightpost Specific Terms.**

   5.1. **Ubicquia.** If Customer purchases Lightpost hardware and installation services, any warranties for the hardware are provided exclusively by the third-party manufacturer Ubicquia. All hardware-related support or warranty claims must be directed to the respective third-party provider. Axon is not responsible for servicing or replacing hardware. Axon will provide and support software components in accordance with the applicable Quote.

   5.2. **Installation.** Installation of Axon Lightpost equipment will be performed by a third-party service provider authorized by Axon. Axon does not directly perform installation services.

5.3. **Power.** Customer agrees to supply a power source, in compliance with Lightpost requirements, at each site where a Lightpost device is installed. The power must be available on a 24-hour, 7 days per week (24/7) basis.

6. **Wireless Offload Server**

7.1 **License Grant.** Axon grants Customer a non-exclusive, royalty-free, worldwide, perpetual license to use Wireless Offload Server ("**WOS**"). "Use" means storing, loading, installing, or executing WOS solely for data communication with Axon Devices for the number of licenses purchased. The WOS term begins upon the start of the Axon Evidence Subscription.

7.2 **Restrictions.** Customer may not: (a) modify, alter, tamper with, repair, or create derivative works of WOS; (b) reverse engineer, disassemble, or decompile WOS, apply any process to derive the source code of WOS, or allow others to do so; (c) access or use WOS to avoid incurring fees or exceeding usage limits; (d) copy WOS in whole or part; (e) use trade secret information contained in WOS; (f) resell, rent, loan or sublicense WOS; (g) access WOS to build a competitive device or service or copy any features, functions or graphics of WOS; or (h) remove, alter or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon or Axon's licensors on or within WOS.

7.3 **Updates.** If Customer purchases WOS maintenance, Axon will make updates and error corrections to WOS ("**WOS Updates**") available electronically via the Internet or media as determined by Axon. Customer is responsible for establishing and maintaining adequate Internet access to receive WOS Updates and maintaining computer equipment necessary for use of WOS. The Quote will detail the maintenance term.

7.4 **WOS Support.** Upon request by Axon, Customer will provide Axon with access to Customer's store and forward servers solely for troubleshooting and maintenance.

7. **Acceptance Checklist.** If Axon provides Services to Customer pursuant to any statement of work in connection with Axon ALPR Products, within seven (7) days of the date on which Customer retrieves Customer's vehicle(s) from the Axon installer or Axon Outpost or Axon Lightpost installation is complete, said ALPR Products having been installed and configured with tested and fully and properly operational hardware and software identified above, Customer will receive a Professional Services Acceptance Checklist to submit to Axon indicating acceptance or denial of said deliverables. In the event Customer does not respond to the Professional Services Acceptance Checklist within seven (7) business days, the installation of the ALPR Products and services shall be deemed accepted.

Skydio Terms of Use

These Skydio Terms of Use (the “Terms of Use”) govern the use of Products and Services by you (“Customer” or “Customer's”). By using or accessing, or by acquiring the Products or Services (“Offerings”), Customer and Customer’s Authorized Users accept and agree to these Terms of Use and all other applicable terms and conditions, policies, or disclaimers found referenced in these Terms of Use (collectively the "Terms of Use"). Skydio encourages Customer to read these Terms of Use incorporated by reference herein, carefully.
BY USING ANY OF THE OFFERINGS, CUSTOMER AGREES TO THESE TERMS OF USE; IF CUSTOMER DOES NOT AGREE, IT SHALL IMMEDIATELY CEASE ITS USE OF THE OFFERINGS.
Skydio reserves the right to make changes to these Terms of Use at any time and at Skydio’s sole discretion. If Customer does not agree with such changes, Customer should cease using the Offerings. Customer’s continued use of the Offerings after any such changes to the Terms of Use shall be deemed acceptance of any such new or modified terms. These Terms of Use do not grant any license rights or entitlements to the Offerings, which must be purchased separately pursuant to an Order Form. Customer’s license rights to Software (if any) are provided subject to Skydio’s End User License Agreement (“EULA”).
All capitalized terms used in this agreement have the same meaning in these Terms of Use as in the EULA, unless expressly defined otherwise in these Terms of Use.

1. Use of Offering.

1.1 Account. To access and use the Offerings, the Authorized User must provide certain information required in order for Skydio to create and administer their Account, including name, email address, and billing information (“Account Data”). Customer is responsible for maintaining the confidentiality of the Account, including any API tokens Skydio provides that enable Authorized Users to send data to Offerings or access the Account (collectively, “Credentials”). Customer is solely responsible for all activities that occur under Customer's Account. Customer is responsible for all Authorized Users’ login credentials. Customer must promptly notify Skydio of any unauthorized use of or access to Offerings or if any Credentials are lost, stolen, or disclosed to an unauthorized third party, or otherwise compromised. Skydio may suspend or terminate Customer's Account if any information provided during the registration process or thereafter is or becomes inaccurate, false, or misleading. Thereafter, Customer may be unable to use the Offerings that Customer purchased. Skydio may also temporarily suspend Customer’s account if Skydio reasonably suspects that Customer’s Credentials have been compromised for as long as is reasonably necessary to issue new Credentials and restore access to Customer’s Account.

1.2 Authorized Users. Only Authorized Users may access and use the Offerings. Employees and contractors working on behalf of and authorized by Customer or a Customer Affiliate (each an “Authorized User”) may access and use the Offerings. Customer will (i) inform Authorized Users of all of Customer’s own policies and practices that are relevant to the Authorized Users’ use of the Offerings; and (ii) obtain all rights, permissions and consents from Authorized Users and other Customer personnel or contractors that are necessary (x) to grant the rights and licenses set forth in this agreement, and (y) for the lawful use and operation of the Offerings.

1.3 Conditions of Use. Except for duly authorized governmental actions, Customer will use Offerings only in accordance with these Terms of Use, the Skydio End User License Agreement, and (any applicable) Order Form, including any usage parameters, limitations, or restrictions. Customer agrees to use Offerings solely for Customer’s own personal or internal business use within the Authorized Territory and in accordance with applicable law. Customer may only permit Authorized Users working for its organization to use the Offerings.

1.4 Usage Limits and Overage Charges. Customer agrees that Authorized Users will not use Services beyond the Capacity that Customer has purchased for such Services and that Skydio may impose limits on usage of Services beyond that Capacity. If Customer exceeds its Capacity, Skydio may bill Customer in arrears at the then-current monthly rate for the Subscription plan with Capacity that is commensurate with the usage of the Service.

1.5 License to Host Customer Data.

Note: This Section, License to Host Customer Data, does not apply to Skydio X2D® or any other Products designated by Skydio as “offline.”

(a) Customer Media. Customer retains all ownership and other rights in any media that it captures using

the Offerings or that Customer transmits to, uploads to, processes on, or stores in its instance of the SaaS Services or on its Account, including images, audio, text, and other works of authorship ("Customer Media"). Nothing in this agreement will be deemed to restrict any rights that Customer may have to use and exploit Customer Media. If Customer purchases SaaS Services or otherwise uploads Customer Media to Skydio, Customer represents and warrants that it or its licensors own all right, title, and interest in and to Customer Media and have all rights in the Customer Media necessary and sufficient to transmit to, upload to, run on, process on, or store in the SaaS Service, and to grant the rights to Skydio contemplated by this agreement. Customer is solely responsible for all Customer Media, including but not limited to the development, operation, maintenance, and use of all Customer Media and the results it obtains using Customer Media.

(b) Metadata. Customer's use of the Offerings may also generate device and network information including application telemetry, temperature profiles, battery status, IP addresses or configurations, stored sessions, open ports, account credentials, network metadata, network connectivity, device operating system, status, version, and configuration information, and other system-level information that is not accessible in the ordinary course of use to end users of Skydio Offerings (collectively "Metadata").

(c) License Grant. Customer's Account Data, Customer Media, and Metadata are collectively referred to as "Customer Data." Customer hereby grants to Skydio a non-exclusive, worldwide, royalty-free, fully-paid and transferable license to collect, access, process, reproduce, modify, transmit, store, and otherwise use any Customer Data provided by Customer to Skydio (i) to administer, develop, improve and support Customer's use of the Offerings and (ii) in support of Skydio's development of related technologies, solutions and devices in accordance with Skydio's standard data retention policies and procedures, and these Terms of Use.

(d) FERPA. IF CUSTOMER IS A SCHOOL OR EDUCATOR IN THE UNITED STATES AND SEEKS TO ALLOW ITS STUDENTS TO USE THE OFFERINGS IN A MANNER SUBJECT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA") OR ANY SUBSTANTIALLY SIMILAR STATE OR LOCAL LAW RELATING TO STUDENT PRIVACY, CUSTOMER HEREBY DESIGNATES SKYDIO AS A SCHOOL OFFICIAL WITH A LEGITIMATE EDUCATIONAL INTEREST IN ANY EDUCATION RECORDS (AS DEFINED IN FERPA) THAT SKYDIO IS REQUIRED TO CREATE, ACCESS, RECEIVE, OR MAINTAIN IN ORDER TO FULFILL ITS OBLIGATIONS UNDER THIS AGREEMENT. SKYDIO SHALL COMPLY WITH FERPA AS TO ANY SUCH EDUCATION RECORDS AND IS PROHIBITED FROM REDISCLOSURE OF THE EDUCATION RECORDS EXCEPT AS PROVIDED FOR IN THIS AGREEMENT OR OTHERWISE AUTHORIZED BY FERPA OR CUSTOMER IN WRITING.

1.6 Data Privacy and Security. The security of Customer Data is very important to Skydio. Skydio takes commercially reasonable technical and organizational measures designed to protect the confidentiality, integrity, and availability of Customer Data in accordance with the best practices recommended by our cloud storage and computing providers and their respective shared responsibility models. Please take advantage of the security features provided within the Offerings, safeguard Customer's credentials, and report any suspected security incidents to us. In order to provide the Offerings, Skydio may process technical and related personal information related to Customer's use of the Offerings, which may include application telemetry, internet protocol address and configurations, stored sessions, open ports, account credentials, hardware identification numbers or other factors, system status, information identifying operating systems, application software, and peripheral hardware, and other non-personally identifiable data. Such data will be used to facilitate the provisioning of Updates, Software, Services, and invoicing. Skydio may transfer such information to its processors, suppliers, or affiliates as reasonably necessary in order to provide the Offerings.

Skydio's collection, use, and sharing of personal information are governed by its Privacy Policy. Skydio will, at all times, process any personal information shared by Customer as a "service provider" within the meaning of the California Consumer Privacy Act ("CCPA"). Skydio will not further collect, sell, or use any such personal information except as necessary in order to provide the Offering, which may include disclosures to our own service providers or contractors.

1.7 Modifications. Skydio may change the Offerings and associated content, interfaces, and features from time to time, without prior notice to Customer.

1.8 End of Life. Skydio may discontinue the provision of any Offerings (or portion thereof) in its sole discretion in accordance with the Skydio Product End of Life Policy, which is available at https://www.skydio.com/legal and which is incorporated by reference herein.

2. Services.

Customer's access and use rights to Services will be set forth in an Order Form. Services are subject to the

following terms and conditions in addition to those non-conflicting provisions set forth in the Order Form:
2.1 Subscription Term Duration. Unless otherwise specified on the Order Form, each Subscription Term begins with the initiation of the applicable Services and shall initially continue for the period specified in the applicable Order Form, or if no such period is specified, then for one (1) year.
2.2 Provision of Services. Skydio will render Services in accordance with this agreement and each Order Form, so long as Customer timely pays all amounts owed hereunder. Support Services will be rendered during the applicable Support Terms purchased by Customer. Skydio has no obligation to provide any service other than SaaS Services, Professional Services, Support Services, and Training Services that are purchased by Customer pursuant to an Order Form.
2.3 Capacity. Offerings are sold with the Capacity specified in the Order Form or, if not so specified, with the applicable default Capacity specified in the Product Guide. Skydio will credit any unused Capacity under a previous Subscription to an upgraded Subscription. Customer may downgrade a Subscription at any time to provide less Capacity, but any such downgrade (and any applicable reduction in the Fees payable) will only take effect upon renewal of the then-current Subscription Term. Capacity applicable to a particular Advanced Software Package or Subscription must be consumed during the current License Term or Subscription Term, and unused Capacity will not be carried forward after renewal.
2.4 SaaS Services. SaaS Services consist of making specified software available to Customer online as a service during the applicable Subscription Term, as set forth in any applicable Order Form. Each SaaS Service will include at least the functionality described for that service in the Order Form or in the Product Guide in effect at the time the particular SaaS Services are purchased. Skydio may update the Product Guide (and the functionality of the applicable SaaS Services) at its sole discretion.
2.5 Professional Services. The scope of Professional Services will be set forth in the applicable Order Form or statement of work (collectively, "SOW") specifying the Professional Services to be provided, the deliverables to be provided, a schedule for delivery, and payment arrangements.
2.6 Support Services. Support Services consist of: (i) providing Customer's named Administrators (as defined below) with consultation in English, via telephone, chat, and email, during Skydio's normal business hours to assist with any Errors encountered by Customer in using the supported Offering; and (ii) making reasonable efforts to correct any Error in supported Offerings, all in accordance with Skydio's support policies published on its website, as updated from time to time. Errors do not include, and Skydio has no obligation to correct, malfunctions caused in whole or in part by the operation of unsupported third-party products or the integration of any Offerings with or into unsupported third-party products, or the use of Offerings other than in accordance with the applicable documentation provided by Skydio. Skydio may in some cases provide Updates to Customers who have purchased Support Services, on a when-and-if-available basis, as specified in the EULA. No other Support Services are included under these Terms, including correction of Errors in or affecting any Offerings other than those for which Support Services have been purchased, as set forth on the Order Form. Upon request from Skydio, Customer will designate up to three (3) of its employees to assist with the administration of the Services on its behalf and serve as points of contact in communicating with Skydio ("Administrators").
2.7 Training Services. Skydio will provide Training Services remotely or at the location set forth in the applicable Order Form. If no location is specified in the Order Form, the training will be provided at a mutually agreed upon location to be determined and confirmed in writing. Unless otherwise specified in the Order Form, for onsite, virtual and e-learning training, Customer is responsible for testing all necessary facilities and systems prior to the scheduled training to enable Skydio to provide the training.
Training dates must be confirmed two or more weeks in advance of the training date. Skydio may re-schedule training at any time prior to the training start date without liability. If Skydio is aware that there is a need to reschedule, then Skydio will make a reasonable effort to notify the Customer at least one week in advance. In-person training must be initiated within nine months of the Order Form date and completed within one year of the Order Form date, provided however that if in-person training is not completed within one year due to rescheduling by Skydio, the time for completion will be extended for a time period commensurate with the Skydio-initiated delay.

Onsite, virtual and e-learning training is only valid for the number of courses, dates and times (including the start and end date), locations, delivery mechanisms (i.e., onsite, virtual or other), and number of students (participants) specified in the Order Form. Training content will be substantially in line with the relevant training

description set forth in the Order Form. Ownership of all copyright and other intellectual property rights in any training course material or other documentation, technical information, and know-how (together "Skydio Proprietary Information") provided to training participants or otherwise to Customer remains the sole property of Skydio.

2.8 SaaS Service Level Agreement. Skydio offers the following 99.9% uptime Service Level Agreement ("SLA") with respect to the SaaS Services.

(a) Definitions

For purposes of this SLA, the following terms have the meaning ascribed to each term below:

"Downtime" means the cumulative time period during which Customer is unable to log into the SaaS Services due to failure(s) in the SaaS Services, as timely reported by Customer and verified by Skydio, as provided below. Hardware failures are not Downtime, but may be covered under Skydio's Limited Warranty.

"Monthly Uptime Percentage" means the total number of minutes in a calendar month (excluding Scheduled Maintenance) minus the number of minutes of Downtime suffered in a calendar month, and minus initiated operations such as restart, stop, start, failover, scale compute, and scale storage, divided by the total number of minutes in a calendar month.

"Scheduled Maintenance" means the time period during which Skydio intentionally takes the SaaS Services offline to perform maintenance or upgrades. Scheduled Downtime will be communicated to Customer not less than 48 hours in advance via the SaaS Services.

"Service Credit" means days of Service added to the end of the Service term, at no charge to Customer as follows:

Uptime	Days Credited
< 99.9% - ≥ 99.0%	3
< 99.0% - ≥ 95.0%	7
< 95.0%	15

Service credits (i) are not refunds; (ii) can't be exchanged for a cash amount; (iii) are capped at a maximum of 30 days of paid service; (iv) require Customer to have paid any outstanding invoices; and (v) expire upon termination of the applicable Subscription.

(b) Service Level and Claims Process

Skydio's will maintain at least 99.9% Monthly Uptime Percentage (the "Service Level"). If Customer's Monthly Uptime Percentage falls below the Service Level in a given month, Customer may request a Service Credit by contacting Skydio Customer Service. Claims may be made on a calendar-month basis only and must be submitted within 15 calendar days after the end of the applicable month, except where a Subscription ends on a date other than the last day of a calendar month, in which case any claim related to that Subscription must be submitted within 15 calendar days after the Subscription end date. All claims will be verified against Skydio's system records. If Skydio and Customer disagree in good faith as to whether the SaaS Services fell below the Service Level in a given month, Skydio will provide to Customer a record of the availability for the applicable period upon request.

(c) Maximum Service Credit

The aggregate maximum amount of Service Credit to be issued by Skydio to Customer for all Downtime that occurs in a single calendar month will not exceed 30 days.

(d) Exclusions

The SLA does not apply to any SaaS Services offered to Customer on a Trial or Beta basis, any SaaS Services that expressly exclude this SLA (as stated in the documentation for such services), or any outages or performance issues caused by; (iii) resulting from Customer's violation of the restrictions or Customer responsibilities set forth in the TOU;

1 ● Any SaaS Services that expressly exclude this SLA (as provided in the Agreement or documentation for such SaaS Services).

2 ● Beta Services or Features;

3 ● Onboard Software;

4 ● Any Hardware, Software or Service that has been discontinued pursuant to Skydio's End of Life Policy.

5 ● Performance issues caused by or resulting from:

6 ○ Factors described in the "Force Majeure" section of the Agreement;
7 ○ Customer's equipment or third party equipment, or both (not within the primary control of Skydio);
8 ○ Customer's failure to adequately safeguard Customer's Credentials;
9 ○ Customer's failure to adhere to any required configurations, use supported platforms, or follow any policies for acceptable use,
10 ○ Customer's use of the Products or Services in a manner inconsistent with the features and functionality of the Products or Services as provided in the Product Guide or our published guidance;
11 ○ Faulty input, instructions, or arguments; or
● Use of services, hardware, or software not provided by Skydio, including, but not limited to, issues resulting from inadequate bandwidth or related to third-party software or services.

(e) Exclusive Remedy

This SLA states Customer's sole and exclusive remedy for any failure by Skydio to meet the Service Level.

2.9 Skydio Care. If Customer purchases Skydio Care service from Skydio, then, in addition to these Terms of Use, Customer's Skydio Care service is also governed by the Skydio Care Terms of Service. The Skydio Care Terms of Service will govern to the extent of any express conflict with these Terms of Use.

2.10 Website Terms of Use. Customer's use of Skydio website services shall be subject the Skydio's Website Terms of Use, which shall be in addition to these Terms of Use.

3. Intellectual Property.

3.1 Intellectual Property of Customer. If Customer purchases Professional Services, Customer hereby grants to Skydio a non-exclusive, royalty-free right and license during the term of this agreement to use Customer-provided intellectual property, information, software, content, or other materials ("Customer Property") for the sole purpose of performing the Professional Services. Nothing in this agreement conveys to Skydio any title or interest in or to Customer Property. In performing Professional Services for Customer, Skydio may use graphics, data, application program interfaces, database structures, diagrams, images, tables, sounds, video, computer programs, scripts, methodologies, documentation, computer code, or algorithms created, licensed, or otherwise acquired by Skydio before the Effective Date or independently of providing Professional Services to Customer (collectively, "Skydio Tools"). Unless otherwise specified in the applicable Order Form, Skydio and its licensors retain all intellectual property and other rights to Skydio Tools and any inventions, works of authorship, trade secrets, know-how or subject matter that Skydio makes or creates while providing Professional Services.

3.2 Software License. Customer agrees that all worldwide patent, copyright and other intellectual property rights in the Offerings, and all copies of the software however made (including copies pre-installed on the hardware purchased by Customer) are the exclusive property of Skydio and its suppliers. All Software is licensed to Customer subject to the EULA, not sold. Customer will not circumvent any technological measure that controls access to Software or Services. Skydio reserves all rights not expressly granted in this agreement, and no rights or licenses shall be deemed or interpreted to be granted or transferred hereunder, whether by implication, estoppel, or otherwise.

3.3 Reservation of Rights. Customer acknowledges and agrees that: (a) the Offerings, and Skydio Tools contain Skydio's valuable intellectual property and are subject to and protected by patents, copyrights, trade secrets, and other intellectual property rights, throughout the world, of Skydio and its licensors; (b) such intellectual property rights shall continue to be exclusively owned by Skydio and its licensors; and (c) nothing in this agreement shall effect a transfer of such intellectual property rights to Customer.

3.4 Feedback. Customer may provide Skydio with any suggestions, comments, or other feedback regarding the Offerings ("Feedback"). Customer's decision to provide Feedback is entirely voluntary. By providing Feedback, Customer assigns to Skydio all right, title, and interest (including any intellectual property rights) that Customer may have in such Feedback and acknowledges that Skydio may use (or not use) any such Feedback in any manner and for any purpose, without compensation to Customer and without implying or creating any interest on Customer's part in any of Skydio's Offerings.

4. Mobile Apps.

If Customer installs and accesses any of the Mobile Apps that can be downloaded from an app store or app distribution platform, such as the Apple App Store® or Google Play™, (the "App Provider"), Customer acknowledges and agrees that: (a) these Terms of Use are concluded between Customer and Skydio only, and not with the App Provider, and that Skydio, not the App Provider, are responsible for the Mobile Apps; (b) the Mobile Apps are licensed to Customer on a limited, non-exclusive, non-transferable basis, and without the

right to sublicense, solely to be used in connection with the Offerings unless otherwise agreed to in a separate agreement between Customer and Skydio; (c) Customer will only use the Mobile Apps in connection with a Product that Customer owns or controls; (d) Customer acknowledges and agrees that the App Provider has no obligation whatsoever to furnish any maintenance and support services with respect to the Mobile Apps; (e) in the event of any failure of the Mobile Apps to conform to any applicable warranty, including those implied by law, Customer may notify the App Provider of such failure; upon notification, the App Provider's sole warranty obligation to Customer will be to refund to Customer the purchase price, if any, of the Mobile App; (f) Customer acknowledges and agrees that Skydio, and not the App Provider, is responsible for addressing any claims that Customer may have in relation to the Mobile Apps including, but not limited to: (i) product liability claims, (ii) any claim that the Mobile Apps fail to conform to any applicable legal or regulatory requirement, and (iii) claims arising under consumer protection or similar legislation; (g) Customer acknowledges and agrees that, in the event of any third party claim that the Mobile Apps or Customer's possession and use of the Mobile Apps infringe that third party's intellectual property rights, Skydio, and not the App Provider, will be responsible for the investigation, defense, settlement and discharge of any such infringement claim to the extent required by these Terms of Use; (h) Customer represents and warrants that Customer is not located in a country subject to a U.S. Government embargo, or that has been designated by the U.S. Government as a "terrorist supporting" country, and that Customer is not listed on any U.S. Government list of prohibited or restricted parties; (i) both Customer and Skydio acknowledge and agree that, in Customer's use of the Mobile Apps, Customer will comply with any applicable third-party terms of agreement which may affect or be affected by such use; (j) both Customer and Skydio acknowledge and agree that the App Provider and its subsidiaries are third party beneficiaries of these Terms of Use, and that upon Customer's acceptance of these Terms of Use, the App Provider will have the right (and will be deemed to have accepted the right) to enforce these Terms of Use against Customer as the third party beneficiary hereof; (k) Customer may not use the Mobile Apps in any manner in violation of or inconsistent with the usage rules for Mobile Apps in, or otherwise be in conflict with, the App Provider terms and conditions or any other applicable third-party terms and conditions; and (l) Customer shall direct any questions, complaints or claims with respect to the Mobile Apps to help@skydio.com.

12 5. Terms for Early Access, Test / Evaluation Units, Product Trials and Beta Services or Features.

13 5.1 Early Access Product. Skydio may in its sole discretion provide Customer certain Offerings that are not yet generally available including but not limited to Early Access Program products, Test Units, Evaluation Units, Product Trials, and Beta Services or Features ("Early Access Product") for use and/or evaluation during a limited time period ("Trial Period"). At the conclusion of the Trial Period, Customer shall return the Early Access Product at Customer's own cost. The Trial Period shall be thirty (30) days unless otherwise stated in writing by Skydio. Skydio may terminate a Trial Period for any reason and without advanced notice. Use of an Early Access Product under a Trial Period will be subject to the EULA and Skydio Enterprise Terms of Use. Customer may be required to accept additional terms prior to receipt of the Early Access Product. If Customer does not wish to accept these additional terms, Customer must not initiate the Trial Period. Notwithstanding any contrary provision in the EULA or applicable Order Form, Customer acknowledges and agrees that Early Access Product may not be fully functional or reliable. SKYDIO SHALL HAVE NO ANY LIABILITY WHATSOEVER ARISING OUT OF OR RELATING TO CUSTOMER'S USE OF ANY EARLY ACCESS PRODUCT.

14 5.2 Data. Notwithstanding any terms to the contrary in any agreement, Customer agrees that Skydio may make use of Customer Data related to Early Access Product in accord with section 1.5 of Skydio's Terms of Use.

15 5.3 DISCLAIMER OF WARRANTY AND LIABILITY. USE OF EARLY ACCESS PRODUCT IS ENTIRELY AT CUSTOMER'S OWN RISK, AND NOTWITHSTANDING ANY CONTRARY PROVISION IN THESE TERMS OR APPLICABLE ORDER FORM, SUCH EARLY ACCESS PRODUCT IS PROVIDED ON A TRIAL BASIS, AS-IS, WHERE IS AND WITH NO WARRANTY WHATSOEVER.

6. Safety and Compliance.

6.1 Safety and Operating Guide. Customer acknowledges that improper operation of unmanned aircraft systems may cause injury to persons or property. Customer covenants and warrants that it and its authorized users will at all times: (a) exercise reasonable care in using Offerings; (b) use Offerings only in accordance with the information and warnings set forth in the Safety and Operating Guide and any other published product materials, technical specifications, user manuals, maintenance guidelines, and support communications

provided by Skydio from time to time; (c) use Offerings in full compliance with all applicable local, state, national and international laws and regulations related to the operation of unmanned aircraft systems in any territory of operation, including any applicable laws and orders with regard to privacy, pilot licensure, operating within visual line of sight (unless the Customer has received proper approval from a civil aviation authority waiving such limitation), detecting and avoiding other aircraft, and airspace restrictions (such as temporary flight restrictions issued by Federal Aviation Administration (FAA), the Civil Aviation Safety authority (CASA), the European Union Aviation Safety Agency (EASA), the International Civil Aviation Organization (ICAO), or other government agencies or other authorities); (d) obtain and maintain all licenses, consents, clearances, and authorizations required to operate unmanned aircraft systems before using Offerings; and (e) comply with all relevant flight limitations and restrictions that may be imposed during flights by any government agency or other authority.

6.2 Installation and Procedures. Customer acknowledges that improper installation of aircraft docking systems may cause significant bodily injury or death to persons or significant property damage. In addition to representations concerning use of the Offerings above, Customer covenants and warrants that it and its authorized users will at all times: (a) use its best judgment, which will be no less than commercially reasonable judgment, in installing and operating the aircraft docking system, (b) maintain the aircraft docking system, including but not limited to maintaining the integrity of its mounting, door and locking mechanisms, (c) enact sufficient safety procedures to prevent employee, contractor or bystander interference or injury, (d) ensure installation and use will only occur in environments consistent with all applicable laws including those pertaining to safety and employee and bystander well being, and (e) complete any and all safety procedures recommended by Skydio or that are commercially reasonable.

6.3 Use Restrictions. Customer covenants and warrants that neither Customer nor any person using Offerings on behalf of or as authorized by Customer will use Offerings: (a) outside of the Authorized Territory; (b) for any illegal purpose; (c) as a weapon or part of a weapons system, including for purposes of targeting a weapon, but excepting duly authorized governmental actions or (d) in any hazardous activity likely to result in death or injury to persons or injury to property.

6.4 Customer Responsibility. If Customer is a non-governmental entity, Customer will indemnify and hold harmless Skydio against any damages, losses, liabilities, settlements, and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged breach of this Section.

7. Other Limitations and Restrictions.

Customer shall not do (and shall not permit others to do) any of the following: (a) license, sublicense, sell, resell, rent, lease, transfer, or distribute Offerings to others, redistribute the Offerings to third parties as a service bureau, or allow third parties (other than Customer's employees and individual contractors) to access the Offerings; (b) disassemble, reverse engineer, or decompile Software or the systems used by Skydio to render SaaS Services, or otherwise attempt to derive the source code of such Software or systems, except solely to the extent such activity is permitted under applicable law or this agreement; (c) modify SaaS Services; (d) remove or modify a copyright, trademark, logo or other proprietary rights notice or brand labeling on or in Offerings; (e) use Offerings to reproduce, distribute, display, transmit, or use material protected by copyright or other intellectual property right (including the rights of publicity or privacy) without first obtaining the permission of the owner; (f) use Offerings to create, use, send, store or run viruses or other harmful computer code, files, scripts, agents or other programs or otherwise engage, in a malicious or criminal act or disrupt the security, integrity or operation of any computer system; (g) use Offerings other than as expressly permitted in these Terms of Use and the Order Form, including without limitation using the Offerings in excess of the limitations or restrictions specified in the applicable Order Form or in a manner that would violate the EULA; (h) use Offerings to develop a competing product or service; (i) disable, jailbreak, or otherwise circumvent any technological measures in Offerings that limit access or use of Services; (j) unlock, activate, access, or use any feature of Offerings for which Customer has not purchased a Subscription authorizing Customer to do so; (k) use offerings with any third-party products not expressly authorized by Skydio; (l) house, install, or otherwise locate offerings in locations constituting a hazard; or (m) abuse or harass Skydio personnel. Any breach of the foregoing obligations shall be deemed a material breach of the agreement. If Customer is a non-governmental entity, Customer will indemnify and hold harmless Skydio against any damages, losses, liabilities, settlements, and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged breach of this Section. Use of Offerings for flight covered by 14 CFR Part 107 requires

visual line of sight. Skydio does not represent, and does not include, unless specified in writing, the regulatory approvals necessary to obtain relevant waivers or authorizations for flight beyond visual line of sight with any of its Products.

8. Benchmarking.

Customer will not publish or release any benchmarking or performance data applicable to Offerings, except to the minimum extent such publication or release is permitted under applicable law notwithstanding this restriction and then only with advance notice to Skydio including an explanation of the test procedures used to generate the benchmarking or performance data, which explanation is sufficiently detailed to reasonably permit Skydio to reproduce such tests.

9. Third-Party Technology and Services.

Each of the Offerings may be compatible with third-party plugins, services, and other technology, including any service that uses Customer's API token(s) to access Customer's Skydio account ("Third-Party Technology"). Skydio may also make available, for purposes of convenience, links to third-party websites or applications that enable the download or use of Third-Party Technology. Skydio does not endorse and is not responsible or liable for the operation or functionality of the Offerings with, such Third-Party Technology. Customer is solely responsible for such use of any Third-Party Technology, including compliance with the terms and conditions governing the use of such Third-Party Technology. Customer enables, uses, or accesses them at Customer's own risk. ANY THIRD-PARTY TECHNOLOGY DOWNLOADED BY CUSTOMER OR OTHERWISE OBTAINED OR USED IN CONNECTION WITH THE OFFERINGS IS DONE SO AT CUSTOMER'S DISCRETION AND RISK, AND CUSTOMER AND CUSTOMER'S AUTHORIZED USERS WILL BE SOLELY RESPONSIBLE FOR AND HEREBY WAIVE ALL CLAIMS AND CAUSES OF ACTION AGAINST SKYDIO WITH RESPECT TO SUCH USE, INCLUDING ANY DAMAGE TO COMPUTER SYSTEMS OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OR USE OF ANY SUCH THIRD-PARTY TECHNOLOGY.

10. Limited Warranty.

The only warranties that Skydio provides with respect to any of the Offerings are (i) the Limited Warranty or (ii) Skydio's warranty that the Hardware will arrive in an operational state (the "DOA Warranty"). Unless otherwise specified on the Order Form, (a) the Limited Warranty is only applicable for Offerings that are purchased and used within the United States; (b) the DOA Warranty is applicable for Offerings that are purchased and used within Australia, Canada, Japan, and New Zealand; and (c) no warranty is provided (and the Offerings are sold "AS-IS") for Offerings that are purchased or used outside of the Authorized Territory. In order to make a valid claim under the DOA warranty that the Hardware arrived in a non-operational state ("Dead-on-Arrival Hardware"), Customer must report to Skydio within thirty (30) days of the original delivery date of such Dead-on-Arrival Hardware and return such Dead-on-Arrival Hardware in accordance with Skydio instructions at Customer's expense. Within fourteen (14) business days of Skydio's confirmation that the Dead-on-Arrival Hardware is non-operational, Skydio shall reimburse Customer for Customer's shipping costs and ship, at Skydio's sole expense, a replacement Product to Customer. The Limited Warranty is subject to the Skydio Product End of Life Policy which is available at https://www.skydio.com/legal. Neither the Limited Warranty nor the DOA Warranty applies to any Offering provided under a Trial Period or on any other trial or evaluation basis, including any Beta Services or Features (as each is defined in these Terms of Use).

11. Disclaimer of Warranty.

EXCEPT FOR THE LIMITED WARRANTY (WHERE APPLICABLE), OFFERINGS PROVIDED HEREUNDER ARE "AS IS" AND WITHOUT WARRANTY OF ANY KIND. SKYDIO HEREBY EXCLUDES AND DISCLAIMS ALL IMPLIED OR STATUTORY WARRANTIES, INCLUDING (WITHOUT LIMITATION) ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, NON-INFRINGEMENT, TITLE, RESULTS, EFFORTS, OR QUIET ENJOYMENT. THERE IS NO WARRANTY THAT OFFERINGS ARE ERROR-FREE OR WILL FUNCTION WITHOUT INTERRUPTION OR ACHIEVE ANY PARTICULAR RESULT. CUSTOMER ASSUMES THE ENTIRE RISK ARISING OUT OF THE PERFORMANCE OR USE OF OFFERINGS AND ANY THIRD-PARTY TECHNOLOGY, INCLUDING RELIANCE ON ANY INFORMATION GENERATED THROUGH USE OF OFFERINGS. TO THE EXTENT THAT SKYDIO MAY NOT DISCLAIM ANY WARRANTY AS A MATTER OF LAW, THE SCOPE AND DURATION OF SUCH WARRANTY SHALL BE THE MINIMUM PERMITTED UNDER SUCH LAW.

12. Term and Termination.

12.1 Term. This agreement is effective upon Customer's first purchase of Offerings and shall continue until terminated pursuant to this Section, Term and Termination.

12.2 Termination for Cause. If Customer breaches this agreement (including by failing to pay amounts owed when due) Skydio may, in addition to its other rights and remedies hereunder or at law: (i) terminate this agreement for cause in its entirety, or (ii) terminate for cause one or more Order Forms, Subscriptions, Advanced Software Packages, Capacities, or SOWs related to the breach only. Customer may terminate this agreement in its entirety for cause upon thirty (30) days written notice to Skydio of a material breach of this agreement if such breach remains uncured at the expiration of such period.
12.3 Termination for Convenience. Either party may terminate this agreement for convenience upon thirty (30) days' notice if at the time of such notice there are no Order Forms, Subscriptions, Advanced Software Packages, or SOWs in effect.
12.4 Suspension. Skydio may suspend or limit Customer's Account and use of Offerings as it deems reasonably necessary to prevent, investigate, or otherwise address any suspected breach of this agreement including these Terms of Use.
12.5 Effect of Termination.
(a) Upon expiration or termination of this Agreement for any reason: (i) all Order Forms, Subscriptions, Advanced Software Packages subject to a non-perpetual License Term, and SOWs shall immediately terminate; (ii) Skydio will have no further obligation to provide Services; (iii) if Skydio terminates this agreement for cause, then the EULA and all licenses granted to Customer (whether or not perpetual) shall immediately terminate and Customer shall immediately stop using (and Skydio may deactivate) the applicable Software; otherwise, the EULA (together with any provisions of this agreement required to give the EULA effect) will remain in effect after expiration or termination of this agreement, solely with respect to perpetual licenses previously granted; (iv) Customer shall not under any circumstances be entitled to a refund of any Fees paid, except as otherwise expressly provided herein; and (v) any section of this agreement which by its nature should survive termination shall so survive.
(b) Upon expiration or termination of a Subscription for any reason, Skydio will have no further obligation to provide Services under the Subscription and Customer will promptly pay Fees and other charges accruing under the Subscription prior to expiration or termination. Customer acknowledges that some features of Advanced Software may not operate upon termination of SaaS Services. Additionally, if Skydio terminates a Subscription for cause, then Customer must pay to Skydio all unpaid Fees that were to have been paid for the remainder of the Subscription Term had it not been terminated, in addition to Skydio's other rights and remedies. Skydio will not delete Customer Data for thirty (30) days following termination of the Subscription to SaaS Services. There will be no functionality of SaaS Services during these thirty (30) days other than the ability to retrieve Customer Data. Customer will not incur additional fees if Customer downloads Customer Data from SaaS Services during this time. Skydio has no obligation to maintain or provide Customer Data after thirty (30) days and may thereafter, unless legally prohibited, delete all Customer Data. Upon request, Skydio will provide written certification to Customer that Skydio has deleted all Customer Data from Skydio's systems.
(c) Upon expiration or termination of an Advanced Software License for any reason, (i) all rights and other licenses granted to Customer under that Advanced Software Package shall terminate and Customer shall immediately stop using (and Skydio may disable) Advanced Software that was provisioned thereunder; and (ii) Customer will promptly pay all Fees and other charges accruing under the Advanced Software License prior to expiration or termination. Additionally, if Skydio terminates an Advanced Software License for cause, then Customer must pay to Skydio all unpaid Fees that were to have been paid for the remainder of the applicable License Term had it not terminated, in addition to Skydio's other rights and remedies.
(d) Upon expiration or termination of an SOW for any reason, Skydio will have no further obligation to provide Services under the SOW (including any delivery due after termination, whether or not such delivery is in process at the time of expiration or termination) and Customer shall promptly pay Skydio a portion of the Fees that would have been due upon future attainment of delivery or other milestones ("Goals") computed on a prorated basis equal to the number of days that Skydio worked towards the attainment of such Goals prior to termination relative to the number of days specified in the SOW for attainment of such Goals.
(e) Upon expiration or termination of an Order Form for any reason, and without limiting the application of the preceding clauses in this Section, Skydio will have no further obligation to deliver any unfulfilled quantities of Hardware, grant any license or other rights, or perform any Services under the Order Form; (ii) Customer will promptly pay any outstanding Fees for Hardware that was delivered before expiration or termination of the Order Form; and (iii) if Skydio terminates the Order Form for cause, then Skydio may at its election either require Customer to take delivery of and pay for unfilled quantities of Hardware or recover

damages in accordance with §2708 of the California Commercial Code, notwithstanding any provision herein to the contrary and in addition to Skydio's other rights and remedies.

(f) Customer acknowledges that the Software is programmed with technological controls that communicate with Skydio and that permit Skydio to deactivate software if Customer's license to use such Software expires, terminates, or is suspended in accordance with this Agreement. IF A LICENSE TO SOFTWARE HAS EXPIRED, BEEN TERMINATED, OR HAS BEEN SUSPENDED, OR IF SOFTWARE IS USED IN VIOLATION OF THIS EULA, THEN SKYDIO MAY DEACTIVATE THE SOFTWARE AND CUSTOMER MAY THEREAFTER BE UNABLE TO USE SOFTWARE AND HARDWARE WHICH SOFTWARE CONTROLS. SKYDIO SHALL REACTIVATE SOFTWARE PROMPTLY IF AND WHEN THE SUBJECT LICENSE IS REINSTATED.

13. Indemnification and Limitation of Liability.

13.1 Indemnification by Skydio. Skydio at its expense will defend and settle any claim to the extent alleging that Customer's use of the Offerings, as permitted under this agreement, directly infringes any U.S. patent or U.S. copyright, and will pay any settlement or judgment to the extent based on such allegation, including payment of reasonable attorney fees and other costs of defense.

(a) In order to make a claim under this Section, Customer must: (i) promptly notify Skydio in writing of the claim; (ii) grant Skydio sole control of the defense and settlement of the claim; and (iii) provide Skydio, at Customer's expense, with all assistance, information and authority reasonably required for the defense and settlement of the claim.

(b) If in Skydio's reasonable judgment a claim appears likely, then Skydio may at its own election and expense: (i) procure for Customer the right to continue using the Offerings; (ii) modify the Offerings to avoid the claim, including by removing allegedly infringing functionality; or (iii) if procurement of the right of continued use or modifications to avoid infringement are not feasible without materially impairing the operation of the Offerings, either: (A) terminate any affected Subscription and refund on a pro rata basis Fees (if any) prepaid for same based on the portion of the Subscription Term remaining at the time of such termination; and/or (B) terminate Customer's right to use any affected Products and (solely in the case of Hardware or perpetually-licensed Software) refund an amount equal to the any paid Fees reduced by straight-line amortization over three (3) years from the date of invoice.

(c) The remedy in this Section is Skydio's sole obligation and liability and Customer's exclusive remedy relating to any claim or allegation against Customer or others asserting intellectual property infringement or misappropriation. Skydio will have no obligation under this Section to defend or settle any claim to the extent: (i) the alleged infringement is based upon the combination of Offerings with third-party products, services, or data; (ii) based upon modifications of Offerings made at the request of Customer or by a party other than Skydio; (iii) misuse of the Offerings; (iv) Customer's failure to use the most recent version of Software provided by Skydio; or (v) in the case of an assertion of patent infringement, Skydio itself is not directly or indirectly infringing the patent through its sale to Customer of the accused Offerings.

13.2 LIMITATION OF LIABILITY. NEITHER PARTY NOR ANY OF ITS LICENSORS OR INFORMATION PROVIDERS AND OTHER SUPPLIERS AND THEIR OFFICERS, DIRECTORS, EMPLOYEES, CONSULTANTS, AFFILIATES, AND AGENTS SHALL HAVE ANY LIABILITY TO THE OTHER PARTY OR ANY OTHER PERSON FOR ANY SPECIAL, PUNITIVE, INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES OR FOR LOSS OF PROFITS, REVENUE, USE, OR DATA, ARISING FROM OR RELATING TO THIS AGREEMENT OR CUSTOMER'S USE OF OR INABILITY TO USE THE OFFERINGS, WHETHER IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE), OR ARISING UNDER ANY OTHER LEGAL THEORY, EVEN IF THE FIRST PARTY IS AWARE OF OR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

SUBJECT TO THE FOREGOING, EACH PARTY'S AGGREGATE, CUMULATIVE LIABILITY TO THE OTHER PARTY FOR ANY AND ALL CLAIMS ARISING UNDER OR RELATING TO THIS AGREEMENT OR THE OTHER PARTY'S USE OF OR INABILITY TO USE THE OFFERINGS, WHETHER IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE), OR ARISING UNDER ANY OTHER LEGAL THEORY, SHALL NOT EXCEED THE AMOUNTS PAID BY CUSTOMER TO SKYDIO UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE DATE OF THE FIRST EVENT THAT GIVES RISE TO LIABILITY FOR ANY DAMAGES CLAIMED BY EITHER PARTY. THE EXISTENCE OF MULTIPLE CLAIMS SHALL NOT EXPAND THESE LIMITS. CUSTOMER ACKNOWLEDGES THAT THE FEES CHARGED BY SKYDIO REFLECT THE ALLOCATION OF RISK SET FORTH IN THIS AGREEMENT AND THAT SKYDIO

WOULD NOT ENTER INTO THIS AGREEMENT WITHOUT THESE LIMITATIONS ON ITS LIABILITY. THE FOREGOING LIMITATIONS APPLY, EVEN IF THE REMEDY FAILS OF ITS ESSENTIAL PURPOSE.

14. Confidentiality.

14.1 Confidential Information. A party receiving Confidential Information ("Receiving Party") from the other party ("Disclosing Party") will: (a) protect the Disclosing Party's Confidential Information using the same degree of care, and in no event less that reasonable care, that it uses to protect its own Confidential Information, (b) use the Disclosing Party's Confidential Information only for purposes consistent with this agreement, and (c) limit access to Disclosing Party's Confidential Information to its employees, contractors, or agents who are involved in performing this agreement, have a "need to know," and have signed a non-disclosure agreement with terms no less restrictive than those herein. Customer shall treat the terms of this agreement as Confidential Information of Skydio.

14.2 Compelled Disclosure. If the Receiving Party is compelled to disclose by law, order issued by a court of competent jurisdiction, regulatory agency, or other governmental body (each, an "Order") any Confidential Information, the Receiving Party will, if legally permissible, promptly give the Disclosing Party written notice of the Order and reasonable assistance to the Disclosing Party prior to disclosure to provide the Disclosing Party with the opportunity to interpose any and all objections it may have to disclosure of the information required by the Order and seek a protective order or other appropriate relief.

14.3 State Customers. Skydio acknowledges and agrees that State Customers are subject to applicable state or local public information acts, and that governmental expenditures are generally considered public information and are subject to disclosure to the public.

15. Miscellaneous

15.1 Amendment of the Terms of Use. Skydio may amend these Terms of Use effective upon publication to its website or by giving notice to Customer. Such amendments will not apply to any perpetual license granted prior to amendment or to any Advanced Software Package for the remainder of the then-current License Term but shall apply to any subsequent License Term upon renewal.

15.2 Electronic Communications. By using the Offerings, Customer explicitly consents (to the fullest extent permitted by applicable law) to receive all notices and information relating to use and operation of the Offerings via emails, push notifications, and other similar means, and Customer agrees that all agreements, notices, disclosures and other communications that Skydio provides to Customer electronically satisfy any legal requirement that such communications be in writing.

15.3 Compliance with Laws. The Offerings have been designed, marketed, and sold for use solely within the Authorized Territory. All safety warnings, information, instructions, packaging, in-box materials, Mobile Apps, and support services will only be provided in English, except where translation is required by applicable laws or regulations within the Authorized Territory.

15.4 Breach. Any breach of these Terms shall be deemed a material breach of the agreement.

15.5 Violations and Complaints. Without limiting Skydio's rights or remedies under the Terms or at law or in equity, Skydio may investigate complaints or evidenced violations related to Customer's use of the Offerings and alleged violations of these Terms and take any action Skydio deems necessary and appropriate in connection with such complaints and violations.

15.6 Choice of Law and Venue.

(a) If Customer is a non-governmental entity, this agreement will be interpreted under California state law without giving effect to any choice of law principles that would require the application of the laws of a different country or state, and any claim by a party may be brought in any state or federal court of competent jurisdiction located in San Francisco, California.

(b) If Customer is a state or local governmental entity ("State Customer"), then Customer's state law will apply and any claim arising under this agreement may be brought in the state or federal courts located in Customer's state.

(c) If Customer is a federal governmental entity ("Federal Customer"), United States federal law will apply and any claim may be brought in any federal court.

(d) The United Nations Convention on Contracts for the International Sale of Goods does not apply to this agreement.

15.7 Export Control. Customer acknowledges that certain of Skydio's Offerings, or Confidential Information may be subject to US export control laws and regulations, which include, but are not limited to, the Export Administration Regulations. Customer represents that: (a) Customer is and has always been in compliance with

all Laws administered by the U.S. Department of the Treasury's Office of Foreign Assets Control imposing economic sanctions and trade embargoes ("Economic Sanctions Laws") against designated countries, regimes, entities, and persons (collectively, "Embargoed Party"); and (b) Customer is not an Embargoed Party or otherwise subject to any Economic Sanctions Law. Customer agrees: (c) not to violate any applicable Economic Sanctions Laws during the term of this agreement; and (d) not to, without limitation, disclose, transfer, or export Skydio's Products, Services, or Confidential Information to an Embargoed Party or other third parties, including foreign persons or entities wherever located, whether or not related to or affiliated with Customer, without first obtaining the appropriate US government authorization if required, and receiving express written consent from Skydio. If Customer is a non-governmental entity, Customer shall defend, indemnify, and hold harmless Skydio and its suppliers from and against any claim arising from Customer's violation of such laws or regulations.

15.8 Construction. In constructing the terms of this agreement, no presumption shall operate in favor of or against any party because of its counsel's role in drafting the terms and provisions hereof. If the terms of this agreement conflict with a Skydio Order Form, then the terms of this agreement shall control unless the Skydio Order Form is signed by both parties and expressly identifies the modified provision of the agreement. This agreement is in the English language and its English language version shall be controlling over any other translation, except as otherwise required by applicable law. The parties to this agreement have expressly required that the present agreement be drawn up in the English language. Excluding this sentence, which shall control in all cases, the order of precedence in construction of this agreement shall be (in order of most controlling to least controlling): End User License Agreement, Limited Warranty, Skydio Care Terms of Service, Terms of Use, and (the applicable) Terms and Conditions of Sale. As between Skydio and the Customer, Skydio terms shall control over any terms agreed between the Customer and any reseller.

15.9 Force Majeure. No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this agreement, for any reasonable delay in fulfilling or performing any obligation under this agreement (other than the obligation to pay money), when and to the extent such delay is directly caused by acts of God, epidemics or pandemics, quarantines, export bans, sanctions and other government actions, war, terrorism, riot, civil commotion, interference by civil or military authorities, national or international calamity, armed conflict, nuclear, chemical or biological contamination, explosions, collapse of building structures, fires, floods, storms, earthquakes, natural disasters, extreme adverse weather, stability or availability of the internet; the elements; telecommunication system failure; technology attacks, embargoes; strikes; lockouts; disputes with workmen or other labor disturbances; total or partial failure of transportation, utilities, delivery facilities, or supplies; or acts or requests of any governmental authority.

15.10 Notice. Except as otherwise expressly provided herein, all notices shall be in writing and deemed delivered the earlier of: (a) actual receipt; (b) upon delivery by a nationally recognized overnight courier (receipt requested) to the receiving party's address as specified herein or updated by written notice; or (c) when received via electronic communications as evidenced by either party's contemporaneously created computer records. The parties' addresses for notice are set forth above. Either party may change its address of record by giving the other ten (10) days' notice. Notwithstanding the foregoing, Skydio may give notice of prospective changes to its schedule of Fees by reasonably conspicuous display on the user interface for SaaS Services or Customer's Account.

15.11 Relationship Between the Parties. The parties are independent contractors. Neither party is the agent, partner, employee, fiduciary, or joint venturer of the other party under this agreement. There are no third-party beneficiaries under this agreement.

15.12 Remedies. Except as otherwise provided herein, the parties' rights and remedies under this agreement are cumulative and non-exclusive. No single right or remedy shall be exclusive of any other which is consistent with the former. Customer acknowledges that the Offerings contain valuable trade secrets and proprietary information of Skydio and its suppliers, that any actual or threatened breach of this agreement by Customer would constitute immediate, irreparable harm for which monetary damages would be an inadequate remedy, and that injunctive relief is an appropriate remedy for such breach.

15.13 Waivers. All waivers must be in writing. Any waiver or failure to enforce any provision of this agreement on one occasion shall not be deemed a waiver of any other provision or of such provision on any other occasion.

15.14 Severability. If any provision of this agreement is held unenforceable by a court, such provision may be changed and interpreted by the court to accomplish the objectives of such provision to the greatest extent

possible under applicable law and the remaining provisions shall continue in full force and effect.

15.15 Assignment. Skydio may assign this agreement, without restriction, upon notice to Customer. Except as otherwise provided herein, Customer may not assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior express written consent of Skydio; provided, however, Customer may assign this agreement in its entirety, together with all rights and obligations hereunder, to any party that is not an Embargoed Party in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets related to this agreement, and Customer shall provide Skydio with prior written notice of such assignment.

1. 15.16 Entire Agreement. The parties may during the course of performance repetitively indicate their assent to this form of agreement, the EULA, or the Terms of Use, such as by clicking an “Accept” icon on Skydio’s website; the parties agree that once they have entered into this agreement, such subsequent manifestations of assent shall be treated as an affirmation or amendment of the contract that they have formed under these terms, and not as a series of separate contracts. In no event shall any clauses, terms, or conditions of a governmental entity customer flow-down to Skydio, or into this agreement, or otherwise be deemed to be included or apply to this agreement, without Skydio’s prior and express written consent.

Skydio

Skydio Care Terms of Service

These Skydio Care Terms of Service ("Agreement") govern Skydio Care services for Skydio devices sold by Skydio or by an authorized reseller. By purchasing Skydio Care from Skydio or from an authorized Skydio reseller, the purchaser hereby agrees to be bound by this Agreement. This Agreement incorporates by reference the Skydio End User License Agreement, Skydio Terms of Sale,, Skydio Terms of Service and your original Purchase Order, Order Form, sales receipts and/or purchase confirmations for Skydio device for which you have elected to purchase Care coverage ("Covered Devices").

Skydio Care may only be purchased on the same Purchase Order for the purchase of Covered Device(s) and must cover all drones purchased on the Order Form. Each Skydio device can only be registered once for coverage under Skydio Care as a "Covered Device." You agree to permit Skydio to track your Covered Device for purposes of providing the Services, using such methods and identifying information that are available to Skydio. The term Available Care services for Covered Devices are itemized in Table 1 and on applicable Purchase Orders that define the purchased Care term and coverage. "Covered Device" does not extend to the charger, controller, propellers, any accessory not listed in Table 1, or any software that is provided with the drone or that is made available for separate purchase by Skydio or any third-party.

The benefits provided to you under Skydio Care are additional to, and separate from, your rights under applicable laws and under the Skydio One (1) Year Limited Warranty ("Limited Warranty"). The terms and conditions in this Terms of Service for Skydio Care, including the Exclusions as described below, also differ from the terms and conditions of the Limited Warranty. You hereby agree to review the Limited Warranty and this Terms of Service for a description of their respective terms, conditions and Exclusions.

1. General Description of the Services.

1.1 The Services cover the replacement of Covered Devices, as described in, and subject to the terms and conditions set out in this Agreement. The replacement for a Covered Device ("Replacement Device") will be a Skydio device of the same or similar make/model as the Covered Device. "Similar make/model" includes versions of the Device being replaced that are either the same version or a version with enhanced features and functionality, as determined in the sole discretion of Skydio. Replacement Devices provided under this Agreement will at a minimum have the same or substantially similar features (e.g., a different model with the same features, or the same model in a different color) as the original product. Nothing in this Agreement shall be read to entitle you to a Replacement Device with enhanced features and functionality.

1.2 If Skydio replaces the Covered Device, the Covered Device shall become Skydio's sole property and the Replacement Device shall become your property, with Service coverage effective for the remainder of the Coverage Period (as described below). Replacement Devices may be, in whole or in part, demos, floor models, or used items, and may include blemishes or other visual differences from new hardware that do not materially impact the device's functionality. Skydio reserves the right to uniquely mark, identify, and monitor all Replacement Devices in the same manner it does to other devices. To the extent that the Services have not terminated, the Replacement Device may become a Covered Device within the meaning of this Agreement as described below.

1.3 In rare instances, and at the sole discretion of Skydio, the Services may also include the "Repair" of Covered Devices. Repair means the fixing or replacing of one or more components to restore the Covered Device's functionality, without regard to cosmetic or other impacts on the Covered Device which are immaterial to the device's functionality.

2. Scope.

Skydio Care provides additional coverage beyond coverage that is provided by the Limited Warranty, by allowing you to purchase Replacement Devices ("Additional Coverage"). This Additional Coverage is strictly limited to cases of a) accidental damage from an unexpected and unintentional collision, crash, water damage, or liquid damage, and b) irrecoverable or devices ("Lost Devices", collectively, "Covered Events").

The Coverage Period for Skydio Care will begin on the shipping date of the Covered Device(s) and will end on the date computed by adding the purchased plan term to the shipping date of the Covered Device(s).

3. Number and Cost of Replacements Provided By the Services.

Table 1 itemizes Care coverage, including costs for Replacement Devices and Replacement Limits. To identify your category of coverage, refer to your Purchase Order-defined Covered Device(s) and Care Term(s):

TABLE 1 - Care Coverage

Plan and Term	Replacement Limits	First Replacement Cost	Second Replacement Cost	Third Replacement Cost	Lost Device Cost
S2+ 1-year	Two replacements, including up to one Lost Device.	$150	$200	N/A	$550
S2+ 2-year	Three replacements, including up to one Lost Device.	$150	$200	$250	$550
S2+ Enterprise 2-year	Three replacements, including up to one Lost Device.	Free of charge	$450	$450	$550
X2E Color Enterprise 1-year	One replacement, including up to one Lost Device.	Free of charge	N/A	N/A	$1199
X2E Enterprise Color 3-year	Three replacements, including up to one Lost Device.	Free of charge	$799	$999	$1199
X2E Color-Thermal Enterprise 1-year	One replacement, including up to one Lost Device.	Free of charge	N/A	N/A	$1,499
X2E Color-Thermal Enterprise 3-year	Three replacements, including up to one Lost Device.	Free of charge	$1,099	$1,299	$1,499
X10 Sensor Package VT300-L 1-year	One replacement, including up to one lost sensor package.	Free of charge	N/A	N/A	$2637
X10 Sensor Package VT300-Z 1-year	One replacement, including up to one lost sensor package.	Free of charge	N/A	N/A	$2975
X10 Sensor Package V100-L 1-year	One replacement, including up to one lost sensor package.	Free of charge	N/A	N/A	$605
X10 Airframe with Pine DB 1-year	One replacement, including up to one lost airframe.	Free of charge	N/A	N/A	$2748
X10 Airframe with Pine DB + LTE 1-year	One replacement, including up to one lost airframe.	Free of charge	N/A	N/A	$2956

X10 Sensor Package VT300-L 3-year	Three replacements, including up to one lost sensor package.	Free of charge	$899	$1439	$2637
X10 Sensor Package VT300-Z 3-year	Three replacements, including up to one lost sensor package.	Free of charge	$974	$1559	$2975
X10 Sensor Package V100-L 3-year	One replacement, including up to one lost sensor package.	Free of charge	$240	$368	$605
X10 Airframe with Pine DB 3-year	Three replacements, including up to one lost airframe.	Free of charge	$1549	$2479	$2748
X10 Airframe with Pine DB+LTE 3-year	Three replacements, including up to one lost airframe.	Free of charge	$1650	$2640	$2956

4. Limited Warranty Extension.

If the term of the Skydio Care package you purchased is greater than 12 months, you will receive a device-specific Limited Warranty extension period equal to the number of months in addition to 12 months, the “Coverage Period” (e.g., for 3-year Care, your covered device will receive a 24-month Limited Warranty extension, such that its full Limited Warranty term is 36 months). You may submit a claim for the specific Covered Device under the Limited Warranty Extension for the term of your Coverage Period, even if you have received the maximum number of Replacement Devices permitted under your Skydio Care package prior to the end of the thirty-six (36) month Coverage Period.

Any Replacement Device that has been repaired or replaced under a Skydio Care package will be covered by the terms and conditions of the Limited Warranty for the longer of (i) ninety (90) days from your receipt of the Replacement Device that has either been repaired or replaced or (ii) the remaining time left in the Limited Warranty, including any Limited Warranty Extension.

5. Exclusions.

Skydio Care does not apply to, and Skydio has no obligation to deliver a Replacement Device for claims resulting from the following:

- Unauthorized disassembly, attempts to open the casing, taking apart or removing components from the Covered Device except as expressly authorized in writing by Skydio;
- Damage caused by reckless, abusive, willful or intentional conduct;

- Damage caused by or as a consequence of engaging in illegal activities;
- Direct or indirect loss caused by force majeure including but not limited to acts of God, pandemic, war, military action, riot, coup, and terrorist activities;
- Software or hardware updates or modifications to the Covered Device(s) obtained from a third-party;
- Modification or repair at a repair center not operated by or approved in writing by Skydio except where state laws allow otherwise;
- Unauthorized disassembly, attempts to open the casing, taking apart or removing components from the Covered Device except as expressly authorized in writing by Skydio;
- Any Covered Device or component thereof if the corresponding serial number or other identifying marks are removed or altered;
- Normal wear and tear, including cosmetic damage such as scratches, dents or chips; and
- Failure to replace consumable parts such as propellers or batteries in accordance with Skydio guidelines.

Note that the exclusions for Skydio Care differ from the exclusions for the Limited Warranty. If you submit a claim under the Limited Warranty, the exclusions for the Limited Warranty will apply. If you submit a claim under Skydio Care, the above exclusions will apply.

Skydio reserves the right to deny any of the Services in cases where its products, including but not limited to the Covered Device(s), are used in a manner to intentionally or recklessly harm or injure persons, animals, property, or against the interests of the United States, its citizens, and its government.

Skydio reserves the right to deny any of the Services when you are verbally abusive, abusive in writing, and/or physically abusive towards any Skydio employees and representatives.

6. Service Process.

6.1 To submit a claim under Skydio Care, email us at help@skydio.com or submit a claim via our Skydio Care Submission Form. Your initial claim submission must specify the following information: your name, your Purchase Order, original sales receipt or order number for your purchase of your Skydio Device and Skydio Care, and whether or not your claim is being made under Skydio Care or the Limited Warranty. Skydio reserves the sole right to make a determination regarding whether your claim qualifies under Skydio Care and/or the Limited Warranty, or whether your claim does not qualify under either. Our Customer Success team will be in touch with you within a few business days of your claim submission to further discuss your claim with you and process next steps including but not limited to processing your Replacement Device or Lost Device payment in the amount specified in your Skydio Care package, as applicable. In order to process your claim, Skydio may require that you submit certain information, including but not limited to product serial number, product log files, flight logs, flight operations data, flight

environment and location data. Your failure to submit requested information may result in denial of your claim.

6.2 After receipt of a claim submission from you, Skydio will, subject to availability, promptly provide you with a Replacement Device. Skydio will also provide you with packaging and shipping instructions to return the Covered Device to Skydio and make any required payments to Skydio within fourteen (14) days of your claim submission. It is your obligation to package and ship the Covered Device safely and in accordance with Skydio's instructions as well as applicable laws and regulations. If the Covered Device is not shipped back to Skydio and/or the required payment is not received within fourteen (14) days of your claim submission, Skydio reserves the right to bill you for the full cost of the Replacement Device and/or to terminate your coverage under Skydio Care. After receiving the Covered Device from you, Skydio may determine that the Covered Device did not suffer damage that is covered by Skydio Care and reserves the right to require you to ship the Replacement Device back to Skydio in exchange for the Covered Device or to charge you the full cost of the Replacement Device as well as shipping and restocking fees.

6.3 Regardless of your Skydio Care package, before sending a Covered Device to Skydio in accordance with the Skydio Care service process, you must remove the media card and make a backup of all media content from the device, if applicable. When Skydio receives the Covered Device from you, the content or data on the media card in the Covered Device will be uploaded to Skydio's servers and the media card will be reformatted such that your data will no longer be accessible to you. Skydio is not responsible for any loss of content or data, and will not return the media card to you. Please do not send any accessories with your Covered Device. Skydio is not responsible for any damage to or loss of these accessories.

(a) If your Covered Device has been exposed to any toxic, radioactive, or other harmful materials, DO NOT send your Covered Device to Skydio under any circumstances whatsoever until Skydio specifically requests in writing that you do so or provides other instructions for handling of the Covered Device. Skydio reserves the right to bill you for any costs associated with the handling of Covered Device(s) that have been exposed to any toxic, radioactive, or other harmful materials.

(b) Before submitting a claim under Skydio Care, please read the Skydio Privacy Policy ("Privacy Policy"). By submitting a claim for the Services provided under Skydio Care, you acknowledge that you have read, agree to and abide by this Privacy Policy, authorize Skydio to store, process, use and copy your personal and product information that you submit, and authorize Skydio to use such information while providing the Services to you, including diagnosis, verification and processing purposes. Product information includes but is not limited to product serial number, product log files, flight logs, flight

operations data, flight environment and location data. Personal information includes but is not limited to name, contact information, email, address and location data. Skydio may further use and disclose this information in accordance with our Privacy Policy.

6.4 Service Pooling Provisions:

(a) Skydio Care benefits are pooled for Covered Devices of the same type that are purchased on the same Order Form ("Skydio Care Pooling") subject to identical Skydio Care coverage.

(b) Devices of the same "type" means device of the same model and material capabilities. "Identical Skydio Care coverage" means the same type of care package with the same duration. A Covered Device that qualifies for Skydio Care Pooling is referred to as a "Qualified Pooling Device", and two or more Covered Devices that qualify together for Skydio Care Pooling are referred to as a "Fleet of Qualified Pooling Devices" or a "Fleet".

(c) A single Order Form may establish more than one Fleet, if that Order Form contains orders for multiple, different sets of Qualified Pooling Devices.

(d) Skydio Care Pooling enables a Fleet of Qualified Pooling Devices to benefit from an aggregate number of Replacement Devices (inclusive of the limitations on the number of Lost Devices) for that Fleet, based on the corresponding Skydio Care packages purchased. For the avoidance of doubt, no additions to a Qualified Pooling Devices Fleet will be permitted, and devices acquired through subsequent purchases cannot be pooled with an existing Fleet.

(e) Skydio will track Replacement Devices against limits for the entire fleet, as opposed to tracking entitlements against individual drones in the Fleet, according to the terms of the relevant Skydio Care package. These entitlements will be exhausted in order, i.e., all first Replacement Devices, then all second Replacement Devices where applicable, and so on. Lost Devices will be counted in the order that they are turned in against the type of replacement that would have been provided.

(f) Except as provided in this Section, Skydio Care Pooling creates no additional rights, remedies or privileges beyond those in the relevant Skydio Care package.

7. General Service Provisions

All claims under Skydio Care for Replacement Devices must be submitted by you and received by Skydio no later than the earlier of: (a) thirty (30) days after the expiration date of your Coverage Period, or (b)

thirty (30) days from the date of the Covered Event. Any claims submitted after such date will be barred, void and of no effect.

8. Special Procedures For Lost Devices

Skydio reserves the right to lock down, render inoperable and monitor any Lost Devices that are claimed as lost prior or subsequently to providing a Replacement Device to you.

9. Limitations Of Liability.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, SKYDIO AND ITS EMPLOYEES AND AGENTS WILL NOT BE LIABLE TO YOU OR ANY OTHER SUBSEQUENT OWNER OF THE COVERED DEVICE OR THE REPLACEMENT DEVICE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, FUTURE COLLISIONS OR MALFUNCTIONS OF HARDWARE, RECOVERY OR REPLACEMENT COSTS ASSOCIATED WITH ANY PROGRAM OR DATA, FAILURES ASSOCIATED WITH DATA CONFIDENTIALITY, OR ANY MONETARY LOSS, RESULTING FROM SKYDIO'S OBLIGATIONS UNDER SKYDIO CARE. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE LIMIT OF SKYDIO AND ITS EMPLOYEES' AND AGENTS' AGGREGATE TOTAL LIABILITY TO YOU AND ANY SUBSEQUENT OWNER ARISING UNDER SKYDIO CARE SHALL NOT EXCEED THE AMOUNT YOU PAID FOR SKYDIO CARE.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW: (A) SKYDIO DISCLAIMS ALL STATUTORY AND IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES AGAINST HIDDEN OR LATENT DEFECTS; AND (B) THE REMEDIES IN THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE REMEDIES AND IN LIEU OF ALL OTHER RIGHTS, REMEDIES OR WARRANTIES THAT MAY APPLY, WHETHER ORAL, WRITTEN, STATUTORY, EXPRESS OR IMPLIED.

SPECIFICALLY, SKYDIO DOES NOT WARRANT THAT (i) THE COVERED DEVICE CAN BE REPLACED OR REPAIRED WITHOUT RISK TO OR LOSS OF ACCESSORIES, PROGRAMS, SKILLS, INFORMATION, OR DATA, (ii) CONFIDENTIALITY OF DATA WILL BE MAINTAINED, OR (iii) PRODUCT OPERATION WILL BE UNINTERRUPTED OR ERROR-FREE.

SKYDIO CARE BENEFITS ARE IN ADDITION TO ANY RIGHTS AND REMEDIES PROVIDED UNDER APPLICABLE CONSUMER LAWS AND REGULATIONS. TO THE EXTENT THAT LIABILITY UNDER SUCH LAWS AND REGULATIONS MAY BE LIMITED, SKYDIO'S LIABILITY IS LIMITED, AT ITS SOLE OPTION, TO REPLACEMENT OR REPAIR OF THE COVERED DEVICE. SOME STATES DO NOT

DISALLOW OR LIMIT THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO SOME OR ALL OF THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. THIS AGREEMENT GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE OR FROM COUNTRY TO COUNTRY.

10. Refusal of Service and Termination.

Skydio reserves the right to refuse Skydio Care coverage and the corresponding Services under any of the following conditions:

- The device was purchased from a channel that is not authorized by Skydio;
- The device and Skydio Care were not purchased from the same country or region;
- Your claim is submitted from outside the Coverage Areas;
- Your claim is submitted outside of the Coverage Period;
- Your claim does not constitute a Covered Event;
- You fail to submit information or payment required by Skydio in connection with your claim;
- You make false or misleading statements in connection with your Skydio Care claim; or
- You fail to follow any instructions associated with the Skydio Care claim process.

Skydio Care coverage is automatically terminated under any of the following conditions:

- The Coverage Period has expired;
- The maximum number of Replacement or Lost Devices corresponding to the Skydio Care package you purchased has been reached;
- You request in writing to Skydio that your Skydio Care coverage be terminated;
- You have violated or breached any terms of this Agreement; or
- You purport to transfer or assign Skydio Care and/or this Agreement.

11. Return and Transfer.

(a) Skydio Care packages, or any bundle that contains Skydio Care packages, may not be returned.

(b) Skydio Care and this Agreement cannot be assigned or otherwise transferred by you to any third party under any condition, including but not limited to your transfer of the Covered Device, without written consent from Skydio. Any such purported assignment or transfer without such written consent is void and automatically terminates the Skydio Care coverage.

12. Indemnification.

To the fullest extent permitted by applicable law, you agree to defend, indemnify, and hold Skydio harmless from and against any claims, actions or demands, including, without limitation, reasonable legal and accounting fees, arising from, relating to or resulting from (a) your breach or alleged breach of the Agreement; or (b) your violation of any law or the rights of a third party. Skydio will provide notice to you of any such claim, suit, or proceeding and will assist you as we deem reasonable, at your expense, in defending any such claim, suit or proceeding. We reserve the right to assume the exclusive defense and control of any matter that is subject to indemnification under this section, and in such case, you agree to cooperate with any reasonable requests assisting our defense of such matter.

13. Miscellaneous Terms.

(a) Skydio is not responsible for any failures or delays in providing any of the benefits of Skydio Care including the performance of the Services that result from events outside of Skydio's reasonable control.

(b) You agree that any information or data disclosed to Skydio under Skydio Care or stored in, or in the systems of, a returned Covered Device is not confidential or proprietary to you and that Skydio will not be responsible for any damage or loss to this disclosed information or data. Furthermore, you agree that Skydio may collect and process data on your behalf and in accordance with our Privacy Policy when it provides the Services to you under Skydio Care.

(c) You agree that any accessories or additional components Covered Device itself that you send back to Skydio under Skydio Care claim submission process may be damaged or lost and will not be replaced and/or covered by Skydio.

(d) This Agreement shall prevail over any conflicting terms or other terms associated with any other document, and constitutes your and Skydio's entire understanding with respect to Skydio Care. This Agreement can only be amended with the written consent of Skydio.

(e) If any provision of this Agreement is found to be invalid by any court having competent jurisdiction, the invalidity of such provision shall not affect the validity of any other provision of the Agreement, which shall remain in full force and effect unless such deletion materially frustrates the intent of the parties, in which case this Agreement will terminate.

(f) Skydio's failure to act on or enforce any provision of this Agreement shall not be construed as a waiver of that provision or any other provision in this Agreement. No waiver shall be effective against Skydio unless made in writing, and no such waiver shall be construed as a waiver in any other or subsequent instance.

(g) This Agreement shall be construed and governed by the laws of the State of California, without regard to the principles of conflict of laws thereof, whether Skydio Care is purchased in the United States. Disputes arising from this Agreement shall be resolved in accordance with the relevant Terms of Use for the Covered Device. You waive your right to a jury trial in proceedings arising out of or relating to this Agreement. All claims must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class or representative proceeding, and, unless Skydio agrees otherwise, the court will not consolidate more than one person's claims. Both parties acknowledge that each party is waiving the right to participate in a class action.

(h) Skydio reserves the right to authorize a third-party service provider to provide any of the Services under this Agreement. Skydio will not provide any refund or compensation for any expense incurred due to request for services from any unauthorized third-party service provider.

(i) Contact Skydio customer support at 855-GOFLY02 (855-463-5902) or contact us via email at help@skydio.com.

Quote Appendix

See next page

Axon Fusus Pro + Template

Submitted By:

Axon Enterprise, Inc. (Axon)

17800 North 85th Street

Scottsdale, AZ 85255

1.0 PROJECT OVERVIEW 1

1.1 DEFINITIONS 1

2.0 SCOPE OF WORK 3

2.1 FUSUS PLATFORM CAPABILITIES 3
2.2 VIDEO INTEGRATION 3
2.3 MOBILE 4
2.4 OTHER INTEGRATIONS 5
2.5 COMMUNITY ENGAGEMENT 5
2.6 USER MANAGEMENT 6

3.0IMPLEMENTATION APPROACH 7

3.1 EXECUTION AND DEPLOYMENT 7
3.2 PHASED DEPLOYMENT 9
3.3 ACCEPTANCE CRITERIA 12

4.0 IMPLEMENTATION TEAM 13

5.0 TECHNICAL SUPPORT 16

TERMS AND CONDITIONS 17

ATTACHMENT A – PROJECT CHANGE ORDER 18

ATTACHMENT B – MILESTONE COMPLETION REPORT (MCR) 19

ATTACHMENT C – FINAL MILESTONE COMPLETION REPORT (MCR) 20

1.0 PROJECT OVERVIEW

This Statement of Work outlines the services that Axon will perform for the Kennewick Police Department. The objective of this project is to successfully deploy and implement the selected Axon Modules, included in the Axon Fusus PRO + package, to enhance operational efficiency, improve data management, and support the agency's public safety initiatives.

1.1 DEFINITIONS

TERM	DEFINITION
PARTIES	
Agency, Customer, You	Refers to the agency or organization that is engaging Axon to provide the services and solutions outlined herein. The Customer is responsible for providing access, information, and the support necessary for the successful execution of the project. Hereafter, the standard term Agency refers to, **Kennewick Police Department**
End-Users	Specific Agency groups that will use the system.
Professional Services Organization, PSO	The dedicated Axon team partnering with public safety agencies to ensure the successful implementation, integration, and adoption of Axon's technology solutions. PSO provides guidance, project management, technical services, and training to help agencies maximize the value of their Axon products and achieve their operational goals.
We, Us, Axon	Referring to the vendor "Axon" who is responsible for the implementation of the software outlined within the SOW.
Fusus	Referring to the Fusus product line.
SYSTEMS	
Axon Systems	Software solutions and Agency specific integrations developed by Axon.
Product	The software solutions being implemented as part of this SOW
Production Environment	The production environment is the live, operational setting where software, systems, or services are fully deployed and used by end users. It is the final stage in the development lifecycle, where real-time data is processed, and performance, reliability, and security are critical.
Service Portal	An online portal provided by Axon where issues identified are entered and triaged.
PROJECT & MILESTONES	
Project	Scope of this SOW as defined by the work to be completed described herein.

Project Change Order (PCO)	A formal document used to modify the original terms, scope, timeline, or cost of a project as outlined in this Statement of Work (SOW). It is mutually agreed upon by both parties and ensures that any changes to the project are documented, approved, and implemented in an organized and controlled manner. An example of this documentation can be found as Attachment A to the SOW.
Milestone	Event that constitutes completion of work as listed in Attachment B.
Milestone Completion Report	The formal document verifying the completion of a specific project milestone as defined in the Statement of Work (SOW). It is submitted by the service provider and must be reviewed and approved by the Customer to confirm that the agreed-upon deliverables or outcomes for that milestone have been successfully achieved. An example of this report can be found as Attachment B.
ACCEPTANCE	
Blocker	Issue impacting 50% or more users.
Integration Acceptance Testing	Scheduled events for testing each integration point and associated functionality in collaboration with Agency and Agency's vendors.
Functional Acceptance Testing	Testing the functionality of the system as configured for Agency.

2.0 SCOPE OF WORK

2.1 FUSUS PLATFORM CAPABILITIES

Fusus is a map-based real-time operations platform incorporating a myriad of Customer and Non-Customer owned assets into a single pane of glass to optimize incident response and investigation. The Agency contract for Fusus Pro+ includes the following platform features:

2.1.a Axon Devices – Access to real-time locations, real-time alerts, and livestreaming in Fusus from any connected Axon device (may require hardware-specific connectivity license), including Axon Body cameras, Fleet 3, and Axon Air drones or counter-drones.

2.1.b Mutual Aid – Ability to share CCTV Camera streams and team Chat between AGENCY and other connected Fusus agencies based on mutual aid agreements between the agencies.

2.1.c Floor Plans – Self-serve capability for the upload, editing, placement and orientation of floor plan images at locations on the Fusus map for increased situational awareness relating to internal and external video. PSO will support the placement of up to 50 Floor Plans as included with the Pro+ Software Implementation package.

2.1.d Incident Management – Real-time dynamic map overlays to keep your team informed during critical incidents. Incidents can be shared with customizable permissions for editing and viewing and can include a room-clearing feature integrated with Floor Plans to support coordinated response efforts.

2.1.e Overwatch – Ability to locate vehicles and people from one camera to another by identifying cameras in proximity to the current camera view and updating the live view and surrounding cameras as new camera views are selected.

2.1.f Artificial Intelligence Sentry & Search – Object and behavior detections for any cameras connected to Fusus Core AI capable appliances. Object detection includes people and vehicle classifications, and behavior detections includes crowd detection (object counting), and object intrusion detection.

2.2 VIDEO INTEGRATION

Fusus is offering the following plan and hardware package based on the video stream counts, network requirements, and AI usage outlined in Attachment D.

2.2.a Camera Streams – Axon will implement all available streams, up to 5000 total streams. Streams will be configured for live view and tactical recordings.

- ❑ Axon will implement the number of camera streams and locations as outlined in Attachment D. These streams will be ingested from agency owned assets and other entities such as Department of Transportation (DOT), and/or Schools as an example.

- ❑ Axon will implement up to 5 separate camera networks, which may be managed by different teams, departments, or partner organizations. This includes networks not directly controlled by the Agency but made available through interdepartmental collaboration. Each will be approached with an understanding of its unique setup to support effective planning and coordination.
- ❑ Agency to provide camera geo-location information and Axon will support map placement of all available cameras, up to a maximum of 5000 during the implementation period. If no geo-location information is available, Axon will provide training to Agency how to perform camera placement and orientation within Fusus.

2.2.b AI Camera Streams – Axon will implement AI camera streams in accordance with the configurations defined in Attachment D (Hardware Specification Sheet) and the accompanying quote. Up to the number of AI-capable streams supported by the purchased hardware will be eligible for AI object detection configuration. The Customer is responsible for identifying which of these streams should be configured. The actual number of AI streams available is contingent on the hardware's capabilities, as not all CORES support AI analytics. Supported AI functionality may vary by configuration type, including crowd detection, zone detection, or wrong-way detection.

2.2.c Remote Configuration of Fusus Core(s) – Axon will provide a trusted sites list to be implemented by the Customer networking team which will allow the Fusus Core Video devices to communicate to our cloud environments for self-management and video streaming.

- ❑ Axon will provide remote support for the installation and setup of Fusus Core hardware devices as outlined in Attachment D.

2.2.d Integration of video feeds – Axon supports direct integration of IP cameras to Fusus Core Devices using industry standard RTSP and OnVIF. Connecting cameras to a Fusus Core through a video management system (VMS) risks limiting functionality.

2.3 MOBILE

Activation is not required to utilize the features outlined below. The Customer only needs to download and install the application on a supported device. Upon installation, the features will be available and functional without the need for additional configuration or manual activation steps for authenticated users. .

2.3.a FususOPS™ - Enable users to view live camera feeds, communicate via chat, receive alerts, and access geolocation and agency-configured data to support situational awareness and incident response.

2.3.b Emergency and Cross-organizational Chat – Enable internal and external public and private chat channels. Chat is used for sharing incident related data including video clips, screenshots, and telestration.

2.3.c Fusus Alert – Enable trusted external users to submit alerts to Fusus, enabling alert geolocation and automatic docking of nearby camera assets.

2.4 OTHER INTEGRATIONS

Axon PSO will support implementation of up to 7 integrations, including CAD, from the Fusus Vendor Product List as part of the Pro Software Implementation package, unless otherwise agreed to in writing.

2.4.a Computer-Aided Dispatch (CAD) – Fusus integrates your active calls for service into a single pane of glass, map-based platform to quickly identify and populate live stream video from multiple data sources (mutual-aid, Axon Body and Fleet, and Axon Air if connected) for improved situational awareness, coordination of resources, and monitoring of incidents in real-time.

Axon will integrate with the Agency's CAD as outlined in Section 5.2 of Attachment D.

CAD Integration Methodology:

Fusus CAD integration includes deployment of fully managed on-premise equipment, connecting to a local production or replication database with a read-only SQL user accessing custom tables or views for obtaining incident number, incident type, incident priority, incident status, address, latitude, longitude, caller name, caller phone, assigned units, received time, dispatched time, arrival time, and narrative (optional) OR an existing third-party API integration.

2.4.b Open Ecosystem (3rd Party) - Integrated Devices & Sensors – Axon PSO will support 6 additional standard integrations, outside of the CAD integration, from the Fusus Vendor Product List. Any self-service integrations managed by the Agency without Axon PSO support are excluded from the scope of this implementation. These specific integrations are referenced in Attachment D to this SOW.

2.5 COMMUNITY ENGAGEMENT

2.5.a Fusus Registry – Fusus Registry saves time and enables investigations by creating a map of all the public and private security cameras in a location. When an incident occurs, investigators can use the Fusus Registry to easily locate and reach out to all the camera owners in the vicinity to request video footage. Axon will create and configure a camera registry website for the Agency to share with the community with Customer provided logo, background image, and memorandum of understanding.

2.5.b Fusus Connect Microsite – Development of an Agency specific website landing page to assist with building camera registration and integration of community video assets.

2.5.c Fusus Connect Caller (price per caller/month) - Axon will provide a dedicated Community Connect Program Advocate (Sales Development Representative) to support the adoption of the Fusus Connect Program. The advocate will conduct outbound phone outreach to businesses within the Agency's jurisdiction, promoting the program, assisting with voluntary camera registration, and supporting integration efforts as needed. This service includes six (6) months of outreach and will be provided at no additional cost based on the Agency's selected Axon Fusus package.

2.5.d Community Engagement Materials – Provision of Agency-branded marketing materials and templates designed for community engagement. These resources will be supplied to the Agency for distribution within the community, ensuring a consistent and professional presentation of the Community Connect Program and enhancing public awareness and participation.

2.5.e Fusus Tips - Implementation, including a local exchange number with %TIPS%, of the Fusus SMS service that provides text communications of pictures, audio and video directly into the Fusus Vault.

2.5.f Fusus Notify - Implementation, including a local exchange number with %NTFY%, of the Fusus SMS text service that provides mass text notifications to community members.

2.6 USER MANAGEMENT

Axon provides an integrated user experience with basic permissions mapping through integration between Axon Evidence.com and Axon Fusus. Additional permission groups can be configured and assigned to users within the Fusus User Management interface.

3.0 IMPLEMENTATION APPROACH

At Axon, we believe in bringing our customers value on the products they purchase as soon and as efficiently as possible. To do that, we resource our teams with individuals experienced in law enforcement, as well as software implementations. The extensive experience of our Professional Services Organization (PSO) has led us to develop Axon's Project Management Methodology (PMM). PMM provides a series of roadmaps for personnel to navigate toward a common set of goals as well as project tracking, risk, problem, communication, quality, and change management processes and tools that are foundational to the successful management of information technology projects.

At project kick-off, the Axon project coordinator will support tailoring the methodology to align with the specific objectives and requirements of the Agency. The resulting concepts, tools, and techniques will be shared with each member of the team. This provides the structure, focus, and discipline to successfully deliver a project of this size and complexity.

The key to the PMM's success is its use of continuous quality management, which includes two levels of quality assurance throughout the project. First is the quality assurance of project deliverables.

Our project leaders are responsible for verifying each project deliverable meets the requirements of the contract and that the appropriate reviews/inspections are performed by the Agency. Most importantly, our project leader will confirm that any issues are addressed in a timely and appropriate manner.

3.1 EXECUTION AND DEPLOYMENT

3.1.a Project Kickoff – After contract execution and a signed SOW, the Axon project coordinator will schedule a kickoff to introduce the implementation approach and key members to the Agency's project team.

3.1.b Project Discovery – This post sale action is where Axon collaborates with the Customer to gather detailed requirements, confirm project scope, and assess the current environment. This phase ensures alignment of goals, identifies potential risks or constraints, and lays the foundation for a successful software deployment by defining a clear implementation plan tailored to the Agency's needs.

3.1.c Business Process Review - Axon will assign a solution architect (SA) to the Agency's project who will ensure the project has all the specified data elements accounted for and understood.

3.1.d Process Assessment and Workflow Analysis - Axon's SA will review workflows with key Agency stakeholders and Axon project team to ensure the Statement of Work (SOW) and intended software workflows support and help improve the Agency's business processes.

3.1.e System Build – Configuration of the Agency environment with necessary integrations, hardware, and software for development and testing. This phase includes database and server setup to support subsequent Test and Training phases.

3.1.f Test – Axon will collaborate with the Agency to develop and refine an agreed upon Acceptance Test Plan (ATP). The joint project teams will conduct functional, interface, integration, and Final Acceptance Testing. Test phases and details will be finalized during the deployment process.

In addition to Functional Testing, Acceptance Testing may include the following:

- ❑ Test Plan and Test Script Development
- ❑ Interface Testing
- ❑ Integration Testing
- ❑ Final Acceptance Testing

3.1.g Training – The Fusus Training process was developed to build solid foundations and promote effective system adoption. Training will take place at various points throughout the deployment in your Fusus environment; this aims to support interactive learning. Please see the below for specific modules:

3.1.g.1. Foundational Knowledge Development (User Management & Basic Training)

- ❑ Objective: Equip the core project team with essential skills in user management and basic system functionality to establish a solid understanding of the platform.
- ❑ Modules:
    1. System Orientation: Overview of the platform, navigation basics, and understanding core features.
    2. User Management: Training in creating, editing, and maintaining user accounts, including assigning roles and profiles.
    3. Basic User Training: Introduction to day-to-day system use, troubleshooting common issues, and promoting self-sufficiency.
- ❑ Outcome: Core team members develop confidence in using the platform and supporting basic user needs.

3.1.g.2. Advanced Training (Administrative Maintenance and Permissions)

- ❑ Objective: Deepen the core team's knowledge, focusing on system administration, maintaining data integrity, and managing access controls.
- ❑ Modules:
    1. System Administration Basics: Overview of backend functionalities, including system updates and reporting tools.
    2. Permissions Management: Detailed training on role-based access controls, auditing user permissions, and compliance best practices.
    3. Maintenance Protocols: Establishing routines for system monitoring, troubleshooting, and escalation pathways.

- ❑ Outcome: Core team is empowered to manage and administer the system effectively, ensuring alignment with Agency policies and security protocols.

3.1.g.3. Agency-Wide Basic User Training

- ❑ Objective: End user-focused e-learning training accessible across the organization, ensuring all staff are comfortable with day-to-day platform usage.
- ❑ Training Modules:
    1. Introduction to the System: General overview tailored to basic users, emphasizing ease of use and key features.
    2. Role-Specific Functionality Tutorials: Custom training aligned to job functions, ensuring relevance and immediate applicability.
    3. Complimenting the Axon Family of Devices: Familiarization with how your Axon devices can be leveraged in the real-time operations center.
    4. Support Resources: Familiarization with helpdesk workflows, knowledge bases, and escalation paths for unresolved issues.
- ❑ Outcome: A well-trained workforce capable of utilizing the system efficiently in their daily roles, supported by a skilled core project team.

3.1.h Go-Live – After completing all project phases, Axon and the Agency will agree on a go-live date.

3.2 PHASED DEPLOYMENT

We will deploy Fusus in two phases, allowing the Agency to establish its system, refine its standard operating procedures, and gain hands-on experience for a smooth transition. The table below outlines our best practices for deployment.

TOPIC	SIGNIFICANCE
PHASE 1: ACTIVATE FUSUS AND CONNECT FIRST CAMERAS	
Project Kickoff	Confirmation of Agency's Strategic Objectives; establishment of the Fusus instance and critical Axon family of devices integrations.
Community Engagement	Community Engagement is the bedrock of a successful RTCC. The Axon Connect Team will provide best practices and the essential support to establish a successful community network, increasing an Agency's ability to solve crimes expediently.
Hardware	Ability to support connecting to critical camera streams managed by inter-Agency IT, Agency resources, or donor sites. When the Agency can proactively provide all camera connectivity details prior to deployment (make/model, password, etc.) we can establish connectivity, displaying up to 100 video streams into your single pane of glass. Allowing you to have "eyes on" without requiring an in-person officer.

Mutual Aid	Establishing mutual aid agreements enhances capabilities by providing access to additional resources and personnel during emergencies, improving response times and officer safety. It promotes cost efficiency through resource sharing and ensuring operational continuity during high-demand situations. Additionally, mutual aid fosters inter-Agency collaboration, strengthens community trust, and enables a unified approach to regional crime prevention.
User Management	Increases adoption, efficiency, and security by ensuring users understand platform capabilities, best practices, and compliance requirements. This leads to improved productivity, reduced support costs, and maximized ROI.

PHASE 2: COMPLETE FUSUS DEPLOYMENT	
Single Sign On	SSO enhances security, user convenience, and operational efficiency by allowing users to access multiple systems with a single set of credentials. Additionally, SSO strengthens compliance by providing centralized access control and audit capabilities.
CAD Integration	Integrating a Computer-Aided Dispatch (CAD) system into Fusus provides law enforcement agencies with real-time situational awareness by combining live dispatch data with video and other intelligence sources. This integration enhances operational efficiency by enabling faster, data-driven decision-making, improving response times, and optimizing resource allocation. Additionally, it strengthens officer safety and community security by providing a unified view of incidents, ensuring better coordination and proactive policing.
Remaining Hardware	Integrate and aggregate video and data feeds from various sources, such as security cameras, sensors, and other digital assets, into your Fusus platform. Enable real-time situational awareness by securely collecting, processing, and transmitting critical information to command centers and field personnel.
Deeper Integration	Connecting 3P systems to Fusus increases situational awareness and reduces the need to monitor multiple platforms.
Connect Program	Delivery of a public facing portal allows the average citizen to efficiently join your community engagement initiative and provide access to their camera feeds. This further strengthens community network.
Agency Wide Training	We leverage the power of e-learning to deliver timely, engaging training directly to users, empowering officers to train on demand and at their convenience. This flexibility enables them to retain critical content more effectively, improving readiness and performance while aligning with their operational schedules
Basic User Training	We leverage the power of e-learning to deliver timely, engaging training directly to users, empowering officers to train on demand and at their convenience. This flexibility enables them to retain critical content more effectively, improving readiness and performance while aligning with their operational schedules.

3.3 ACCEPTANCE CRITERIA

Our flexible subscription plans enable Customers to purchase their software suite now and implement over an extended period. This promotes continuous improvement and provides agencies with the ability to align resources with their operational needs, facilitating a seamless transition while maximizing system adoption. As a result, implementation of the following will define deployment completion for a Fusus Pro+ subscription:

Total Number of Integrations	# of Floor plans included	# of cameras oriented/placed	Axon Core Installations	Training
- (7) total Integrations to include CAD from the Axon Fusus catalog of supported integrations. This does not include self-serve integrations deployed by the Customer. - Non-Standard integrations are those not currently supported in the Axon Fusus integrations catalog and require add-on services be purchased, if mutually agreed upon.	- Axon will complete up to, but not to exceed, 50 floor plans as included in the scope of this package. - Any floor plans needed above and beyond the 50 will need to be completed utilizing the self-service functionality.	- Axon will support the placement of up to two-thirds (2/3) of the total number of camera streams purchased, not to exceed 5,000 cameras, as included in the scope of this package. - Additional camera placements and orientations will need to be completed utilizing the self-service functionality. **Requires Agency to provide camera map or lat/long locations*	- Purchase of Axon Fusus PSO Hardware Deployment SKU - The qty of this SKU entitles the Agency to equal onsite core installation(s). **Example: if (3) SKUs purchased, Axon will install (3) Cores for Customer* ** Upon installation of cores, no formal acceptance will be sent, however, it will be construed as the core being installed and camera feeds visible online in Axon Fusus.*	- Required – Standard Offering (Virtual)

Necessary SKUs to support a Fusus Pro+ Implementation:

- ❑ Standard Fusus PSO
- ❑ Ala carte Integration - opt. add on *
- ❑ Ala carte stream count & floor plans *
- ❑ Advanced onsite training - opt. add on for 300+ officers*

*Note: * Denotes optional SKUs if Agency requires additional support*

4.0 IMPLEMENTATION TEAM

Axon's project team will include an executive sponsor, a project coordinator, a technical project manager, a business analyst, a solution architect, and a customer success manager.

AXON TEAM

- Executive Sponsor: Oversees implementation and reports progress to Axon executives.
- Project Coordinator: Serves as the primary point of contact, during the Fusus activation.
  - ❑ Leads the Fusus activation and supports the Agency in connecting ≤ 100 CCTV streams under pre-defined conditions.
  - ❑ Facilitates Agency engagement with FususCONNECT program Coordinators to share RTCC best practices.
  - ❑ Manages project transition to Customer Success and Tech Support post core functionality establishment.
- Technical Project Manager: Oversees the successful completion of the Fusus deployment.
  - ❑ Manages all aspects of complex enterprise SaaS deployments, ensuring milestones, deadlines, and documentation align with Customer acceptance.
  - ❑ Responsibilities:
    - Develop customized deployment and go-live project plan.
    - Ensure the project stays on schedule, holding Axon and Agency resources accountable.
    - Maintain clear expectations throughout the deployment.
    - Contribute to program scope and objectives alignment.
    - Oversee change management activities with Customer and internal teams.
    - Execute deployment plan and lead discussions on new requests or changes
    - Support quality assurance and testing of the Fusus environment.
    - Address training questions and troubleshooting of Fusus features.
    - Manage user permissions and provide virtual training.
    - Facilitate transition to Customer Success and Tech Support post go-live.
- Business Analyst: Responsible for supporting the project deployment.
  - ❑ Will lead aspects of the deployment and is responsible for timely execution to support the overall project schedule.
  - ❑ Responsibilities:

- Execute to the established deployment plan.
- Ensure the project remains on schedule, supporting the timely configuration of the Fusus system.
- Lead/ support trade-off discussions when new requests or changes arise.
- Support and/ or lead user management, permissions, and virtual training as necessary.
- Support quality assurance, testing, and troubleshooting of Fusus environment.

- Solution Architect: Technical lead on the project and responsible for the development and execution of technical initiatives affecting other teams.
  - ❑ Responsibilities:
    - Confirm SOW scope and timeline estimates.
    - Create the project plan.
    - Refine the requirements and approach for all integrations and data conversions.
    - Agency liaison to troubleshoot with product and tech support.
    - Ensure Axon tech support has all needed project information.
- Fusus Connect Program Coordinator: Axon-dedicated point of contact responsible for collaborating with the Customer to design, implement, and promote a community safety initiative, fostering mutually beneficial partnerships within the private sector.
  - ❑ Drives the sustainable growth and scalability of the FususCONNECT program, equipping the Agency to independently manage and expand the initiative across its jurisdiction.
  - ❑ Responsibilities:
    - Collaborate with the Agency to define and implement a tailored community safety initiative, ensuring alignment with Agency priorities, optimizing available resources, and addressing operational requirements to guarantee long-term effectiveness and scalability.
    - Serve as the primary liaison between the Agency and private sector partners, facilitating the seamless integration of compatible camera systems into the Fusus instance.
    - Oversee the deployment of third-party resources, coordinating with tech support to ensure the successful installation and configuration of core devices at private sector locations.
    - Guide the Agency in the creation of a customized, Agency-branded microsite to drive program participation and community engagement.

- Partner with internal Axon teams to develop and execute targeted promotional strategies designed to engage the community and accelerate program adoption.
- Educate the Agency on industry best practices, providing the tools, resources, and knowledge required to independently manage, scale, and sustain the program with long-term success.

- Customer Success Manager – Serve as the Agency's advocate and champion post-implementation assisting with any ongoing strategic needs

5.0 TECHNICAL SUPPORT

Axon has a full customer support division; live phone support is available 24 hours a day, seven days a week. For technical or Customer Support assistance, you may contact a customer service representative at 844.226.9226 (option 2), or via email at helpdesk@Fusus.com. Online, email -based support and remote-location troubleshooting are included on an ongoing basis as part of your investment in the Axon Ecosystem.

Upon project completion, the Technical Project Manager (TPM) will lead a formal handoff to the Customer Success Manager (CSM) with the Customer present. This ensures all stakeholders are aligned on the project's current state and establishes a clear plan for ongoing support and success.

TERMS AND CONDITIONS

This SOW is governed by the Master Services and Purchasing Agreement executed by the Parties.

AXON:	CUSTOMER:
Axon Enterprise, Inc.	**Kennewick Police Department**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

ATTACHMENT A – PROJECT CHANGE ORDER

Date:
Description of change to Axon product or service:
Change Order Details:

AXON:

Axon Enterprise, Inc.

By: _____

Name: _____

Title: _____

Date: _____

CUSTOMER:

Kennewick Police Department

By: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT B – MILESTONE COMPLETION REPORT (MCR)

By signing for the items in this Milestone Completion Report, I agree that Axon's Professional Services Organization has reached the following milestone(s) for the project agreed upon in the SOW between Axon and **Kennewick Police Department:**

- ❑ User Acceptance Testing (UAT) 1
- ❑ Activation Complete
- ❑ User Acceptance Testing (UAT) 2
- ❑ Fusus Deployment Complete

Date services were completed on:

_____ day of _____ , 20 ___

Today's date: _____

Agency name: _____

Signature: _____

Printed name: _____

Title: _____

Email: _____

Version 1.1

ATTACHMENT C – FINAL MILESTONE COMPLETION REPORT (MCR)

For in-flight Fusus customers only (prior to 6/1)

By signing for the items in this Milestone Completion Report, I agree that Axon's Professional Services Organization has reached the following milestone(s) for the Fusus project between by Axon and Kennewick Police Department:

- ❑ Final Acceptance

Date services were completed on:

_____ day of _____ , 20 ___

Today's date: _____

Agency name: _____

Signature: _____

Printed name: _____

Title: _____

Email: _____

Version 1.1

ATTACHMENT D – FUSUS QUALIFIER SUMMARY – Kennewick Police Department

This document outlines the agency-specific requirements and expectations for the Fusus implementation at Kennewick Police Department. It serves as a foundational reference for scoping, solution alignment, and execution planning. The details captured herein reflect the agency's current technology environment, intended use of Fusus capabilities, integration needs, and deployment considerations. This Qualifier ensures that all stakeholders have a clear, shared understanding of the operational and technical context prior to formalizing the Statement of Work.

1. Basic Agency Information

a. Customer State: Washington
a. Current Axon Technology: Yes- AB4 + Fleet
b. Current Respond Status: Yes- Respond
c. Agency Tier: 1-122

2. Fusus Subscription Overview

a. Package Level: Fusus PRO+
b. Fusus Licenses (PUPM): 105
c. Streams Included with Tier: 225
d. Streams Added A La Carte: 0
e. Total Streams Purchased: 225

3. Phase 1 – Video Integration

a. Agency-Controlled Networks:
    - Facilities Network: Not Specified
    - Streets Network:
b. Agency-Sponsored Donor Sites: Port of Kennewick - less than 10 cameras

4. Phase 2 – Video Integration

a. Agency-Controlled Networks:
    a. Facilities Network (Remaining): School District
b. Additional Controlled Networks: Not Specified

5. Technology Stack & Integration Expectations

1. Mutual Aid Agencies: None
2. Computer-Aided Dispatch (CAD):
    a. Vendor: Hexagon Intergraph
    b. Deployment: BCS - Benton County Emergency Services, Servers are installed within a regional 3rd Party's controlled/owned buildings.
3. Automatic Vehicle Location (AVL):

a. Provider: Not Specified

4. Expected ALPR Integrations:
   a. Flock ALPR
5. Expected Drone Integrations:
   a. Skydio (not via DroneSense/AIR)
   b. DJI (not via Dronesense/AIR)
6. Standard Integrations Expected:
   a. Not Specified
7. Additional Promised Integrations:
   a. Not Specified

AXON:	**CUSTOMER:**
Axon Enterprise, Inc.	Kennewick Police Department
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

AXON_ENTERPRISE_

Scope of Work – Dedrone Solutions for Kennewick PD

1. Overview

This Scope of Work outlines the deployment, delivery, and operational framework for two Dedrone solutions provided to Kennewick PD:

- **Dedrone Rapid Response Trailer** (DRR) – a mobile counter-UAS platform equipped with RF sensors and PTZ camera systems for flexible airspace monitoring and event response.
- **DedroneBeyond Node** – enabling Beyond Visual Line of Sight (BVLOS) operations in support of drone as first responder and persistent monitoring missions.

The purpose of this scope is to define deliverables, timelines, responsibilities, and regulatory considerations to ensure a smooth deployment and operational adoption.

2. Deliverables

Dedrone Rapid Response Trailer

- Hardware: fully integrated trailer with RF sensors, PTZ camera, integrated generator, LTE/Starlink backhaul, and telescoping mast.
- Safety & Training: deployment and operations checklist covering decoupling, tower tilt, telescoping, retraction, and transport.
- Setup support: estimated deployment time is <20 minutes once on site.

DedroneBeyond Node

- Hardware: node to enable BVLOS operations and extended detection range.
- Integration: designed to operate alongside DedroneTracker.AI software and existing Dedrone infrastructure.
- Use case: supports “drone as first responder” operations in coordination with FAA-approved waivers.

3. Fulfillment & Implementation Timeline

Milestone	Estimated Timeframe	Notes
Hardware delivery (Trailer & Beyond Node)	4–6 weeks from order	Subject to logistics and procurement schedules

FAA BVLOS waiver approval	~30 days from Kennewick PD submission	Dedrone to provide supporting documentation
FCC license approval (Beyond Node)	45–60 days	Required for radar-based detection, may extend beyond hardware delivery
Operator training & acceptance	Within 1 week of hardware delivery	Training materials, checklists, and tutorials provided by Dedrone

4. Roles & Responsibilities

Dedrone / Axon

- Deliver hardware, accessories, and documentation.
- Provide training materials and operational checklists.
- Support Kennewick PD with FAA and FCC paperwork templates.
- Coordinate with Axon PM for scheduling and project oversight.

Kennewick PD

- Submit FAA BVLOS waiver application with Dedrone's guidance.
- Apply for FCC radar licensing with Dedrone's support.
- Ensure operational staff complete required training prior to deployment.
- Provide appropriate deployment sites, storage, and vehicle towing capacity (Class III hitch, 5,750 lb trailer rating).

5. Dependencies & Risks

- Regulatory approvals (FAA/FCC) are outside of Dedrone's direct control and may extend beyond hardware delivery timelines.
- Severe weather may impact trailer operations (tower max wind rating ~30 mph).
- Kennewick PD must ensure local site readiness (flat terrain, 30x55 ft clearance for trailer deployment).

6. Acceptance Criteria

- Trailer is delivered, deployed, and operational per manufacturer specifications.
- Beyond node is delivered, installed, and integrated into DedroneTracker.AI.
- Kennewick PD operators demonstrate ability to deploy trailer safely and initiate detection operations.
- Regulatory approvals secured for BVLOS operations.

Skydio Professional Services

Statement of Work for
Kennewick Police Department
Skydio Dock Deployment

Effective Date: 10-13-25
SOW Version: 1.0
Revision: 1.0
Drafted by: Sean O'Grady

Introduction

This Statement of Work (“SOW”) is made and entered into by and between Kennewick PD (“Customer”) and Skydio, Inc. (“Skydio”) and is subject to the Skydio Enterprise Terms and Conditions of Sale between the parties. This SOW defines the services, deliverables, and mutual responsibilities for the deployment of Skydio Dock system.

Project Summary

Skydio will provide the implementation and configuration of the Skydio Dock. This includes the setup of hardware, software, and network integration to ensure secure and reliable remote operation via Skydio Cloud and Skydio Remote Flight Deck.

Description of Services

Project Readiness Services

Skydio will provide a dedicated Operations Specialist to manage the following:

- Conduct a project kickoff to review objectives and responsibilities.
- Share and update a detailed deployment project plan.
- Coordinate technical review meetings with Customer IT and networking teams.
- Evaluate and confirm network readiness per Skydio’s Dock for X10 standards.
- Document final go/no-go approval for installation.

Configuration and Validation

Skydio will provide:

- Dock installation and system pairing with the assigned X10 drone.
- Remote Flight Deck (RFD) interface configuration.
- Validation of connectivity to Skydio Cloud.
- Verification of video streaming, telemetry, and remote command functionality.
- Quality assurance check for bandwidth, latency, and firewall compliance.

Customer Responsibilities (Pre-Deployment)

To ensure a successful installation, Customer agrees to provide the following:

- Ethernet cable installed and terminated to installation site (5.3mm–6.5mm OD).
- Low-profile strain relief connector (weather-sealed).
- Surge protection in line with local electrical policy (recommended).
- Available upload/download bandwidth (see section below).
- Firewall rules configured per Skydio's network specification:
    - Allow *.skydio.com over TCP 443.
    - Allow WebRTC ports: 322, 7881 TCP, 443 UDP/QUIC.
    - Permit NTP (UDP 123) and DNS (UDP 53) outbound.
    - AWS S3 (TCP 443) for OTA updates.
- DNS, DHCP, and NTP support per Skydio spec.
- Latency testing to cloud.skydio.com (<50ms preferred).
- IT point of contact available for remote coordination.

Network Bandwidth Requirements

Minimum sustained bandwidth must be provisioned for each site based on dock and pilot count. Sample (1 Dock + 1 RFD Pilot):

- **Dock**: 20 Mbps upload, 80 Mbps download
- **Remote Flight Deck**: 7 Mbps upload, 30 Mbps download

Note: Shared network usage must account for combined traffic.

Project Conditions

- Skydio must receive complete network readiness confirmation before hardware shipment.
- Skydio is not responsible for delays resulting from customer infrastructure readiness or misconfiguration.
- Any required deviation from standard network requirements will require written approval from Skydio Engineering.

Out of Scope

- Physical trenching or network cable installation.
- Non-Skydio device integration.
- VPN configuration or local network rearchitecture.
- Custom firewall configurations outside Skydio standard domains/ports.

Acknowledgement and Approvals

By signing below, the parties agree to the terms of this Statement of Work:

Skydio, Inc.
Name:
Title:
Signature:
Date:

Customer
Name:
Title:
Signature:
Date:

STATEMENT OF WORK FOR THE IMPLEMENTATION OF AXON STANDARDS FOR KENNEWICK, WA PD ("SOW")

Submitted By:

Axon Enterprise, Inc. (Axon)

17800 North 85th Street

Scottsdale, AZ 85255

1. PROJECT OVERVIEW 1
1.1 SOFTWARE 1
1.2 DEFINITIONS 1
1.3 OUT OF PROJECT SCOPE 3
2. PROFESSIONAL SERVICES 4
2.1 GENERAL 4
2.2 REPORTING AND DATASTORE 4
2.3 READINESS 4
2.4 TRAINING 4
2.5 GO-LIVE 5
3. PROJECT MANAGEMENT 6
3.1 MANAGEMENT RESOURCES 6
3.2 REQUIREMENTS PLANNING 6
3.3 CHANGE CONTROL 6
3.4 PROJECT METHODOLOGY 6
3.5 MILESTONE COMPLETION REPORT (MCR) 6
4. AGENCY COMMITMENTS 8
5. SUPPORT 9
6. TERMS AND CONDITIONS 10
ATTACHMENT A – MILESTONE COMPLETION REPORT (MCR) 11
ATTACHMENT B – PROJECT CHANGE ORDER 12

1. PROJECT OVERVIEW

Axon Standards is a cloud-native software solution provided as a SaaS subscription.

1.1 SOFTWARE

The software detailed in this SOW includes, but is not limited to, the listed functionality:

AXON STANDARDS	▸ Attachments ▸ Citizen Compliant ▸ Configurable Forms and Fields ▸ Early Intervention (EIS) ▸ Early Intervention (EIS) Analytics ▸ Internal Affairs Investigative Case Management ▸ Internal Complaint ▸ Redaction ▸ Restrictions ▸ Use of Force ▸ Use of Force Analytics ▸ Vehicle Collision ▸ Vehicle Pursuit ▸ State Mandatory Reporting Fields ▸ State Reporting Analytical Dashboard

1.2 DEFINITIONS

TERM	DEFINITION
PARTIES	
Agency	Kennewick, WA PD who is identified within this SOW
End-Users	Specific agency groups using the system
Professional Services	The services that Axon provides within the scope of this SOW
SYSTEMS	
Axon Systems	Software solutions and agency-specific interfaces developed by Axon
CJIS	The Federal Bureau of Investigation's criminal justice information system
MDC	Mobile data computer – a device associated within a vehicle or other mobile unit
DataStore	The database Axon provides allowing the agency to query data
Product	The software solution being implemented as part of this SOW
Production Environment	The operational environment where the product is accessed

Training Environment	The pre-production environment where all Axon-specific development, configuration, functional acceptance testing, user acceptance testing, and training take place
Service Portal	An online portal provided by Axon where issues identified are entered and triaged
PROJECT & MILESTONES	
Project	Scope of this SOW as defined by the work to be completed described herein
Project Change Order (PCO)	Change order form outlined in Attachment B to be executed between Axon and the agency if a material change in scope is required for this SOW
Milestone	Event that constitutes completion of work as listed in Attachment A
Milestone Completion Report	The report outlined in Attachment A to be executed at key milestones between agency and Axon to approve completion of project phases
Discovery Phase	Requirements gathering and confirmation occurs during this phase. Confirmed requirements feed the sprint phase, and sprints are designed around what can and cannot be accomplished given time and resource constraints on both Axon and the agency's sides.
Design|Build Phase	Project phase encompassing iterative development through sprints. Integrations and workflows are developed and deployed during this phase. The agency forms are also configured during this phase.
Sprint	A period during the configuration phase of the project (typically 2-3 weeks) where specific pieces of functionality are built, configured, and delivered.
Sprint Review	Signifies the end of the sprint where Axon showcases what was built, configured, and delivered. These items are then deemed ready for functional acceptance testing and user acceptance testing.
Go-Live	End-users are activated, and the agency is actively using the product
Cutover	Successful implementation of interfaces, data conversion, and NIBRS state and federal certification
Third-Party Products and Services	Software, hardware, and services that are not owned by Axon but are being provided by Axon for this project as listed in Attachment C
ACCEPTANCE	
Blocker	Issue impacting 50% or more users
Functional Acceptance Testing (FAT)	Testing the functionality of the system as configured for the agency
Integration Acceptance Testing	Scheduled events for testing of each integration point and associated functionality in collaboration with the agency and the agency's vendors
User Acceptance Testing (UAT)	Testing the functionality of the system as configured for the agency from an end-user's perspective

1.3 OUT OF PROJECT SCOPE

Axon is only responsible for performing the professional services described within this SOW. Any additional professional services that are not defined explicitly by this SOW shall be done so through a Project Change Order. The following are considered outside the scope of this project:

- Administration, management, or support of any internal city, county, state, federal, or agency IT network or infrastructure
- Changes made by the agency or the agency's vendors after the Interface Requirements Documentation has been accepted
- Third-party products and services costs related to the vendors or agency's side of the integration
- Changes made by the agency after configuration is complete

2. PROFESSIONAL SERVICES

2.1 GENERAL

The agency provides a master charge table that Axon loads. Axon provides the appropriate structure to the agency.

2.2 REPORTING AND DATASTORE

- The access to the DataStore includes read-only access to prescribed views of data which are made available from the entry of data using the Axon Records User Interface.
- Axon provides the agency with a data dictionary and/or other appropriate documentation.
- Axon provides the following analytics reports as part of the Standards system: Use of Force, Early Intervention (EIS)
- If Axon provides reports for specific purposes as indicated, it is the responsibility of the agency to maintain them after Go-Live.

2.3 READINESS

- Axon works in partnership with the agency to determine readiness by conducting functional testing and an end-to-end system review. The Axon program manager and the agency project manager work closely together to plan and execute readiness scenarios.
- Axon conducts user acceptance testing via use cases approved by Axon and the agency.
- All issues discovered during and after training are entered into the service portal for triage and follow-up.

2.4 TRAINING

Axon works with the agency to identify the agency trainers receiving instruction on the Axon Records, Standards, and/or Dispatch products. Axon provides a training guide that outlines the covered topics, intended audience, facility needs, and duration of the training.

FORMAT

Axon provides the agency with all the necessary training materials and digital assets to facilitate any of the training formats listed below. Training sessions are conducted in an environment containing necessary configurations, forms, and workflows. Any additional training beyond the method described below is subject to adjustments in pricing. Contact your sales representative for more information.

It is the responsibility of the agency to deliver and update the training materials to include agency policies and procedures.

TRAIN THE TRAINER

Axon trains the agency's recommended users (no more than 12 depending on the size of the agency) in full system functionality. This is typically the agency's trainers, or training academy/FTO staff. The agency's trainers are responsible for training all agency end users. Axon provides all training materials for successful training and assists the agency's trainers in creating the course and training schedule.

SCHEDULE:

The training plan contains an agreed-upon schedule that makes efficient use of time and resources to avoid undue staffing impacts on the agency. Training sessions occur after the User Acceptance Testing has been successfully completed and documented.

- Training sessions provided by Axon are conducted on consecutive weekdays (Tuesday-Friday) during normal business hours (9am-6pm with an hour break in between sessions).
- Training sessions required past the agreed-upon schedule in the training plan, regardless of delivery method, are the responsibility of the agency, unless agreed upon previously by the project team and training team management.

2.5 GO-LIVE

Axon works in partnership with the agency to build, coordinate, and execute a Go-Live plan to ensure successful system acceptance. Axon coordinates the Go-Live event.

3. PROJECT MANAGEMENT

3.1 MANAGEMENT RESOURCES

Both parties assign a project manager to ensure completion of deliverables.

Axon's project manager ensures all team members from Axon and the agency are continually updated on the status of the project.

3.2 REQUIREMENTS PLANNING

All project requirements are documented during the kick-off and discovery phases of the project.

Once the agency and Axon agree on all requirements, Axon's project manager works with the agency's project manager to develop a project plan for Axon's implementation.

3.3 CHANGE CONTROL

If any changes in the project cause a material increase or decrease in fees, as determined by Axon, an adjustment in the fees will be agreed upon between the agency and Axon. All PCO forms must be approved and signed by the agency authority (Attachment B).

The agency acknowledges a proposed change request might have an impact on both scheduling and cost for the project that will be outlined in the PCO form.

3.4 PROJECT METHODOLOGY

Axon utilizes a hybrid approach to project management, utilizing aspects of both Agile and Waterfall methodologies. We use Waterfall for the overall project, with respect to major milestones. We utilize Agile during the configuration and build phases of the project.

3.5 MILESTONE COMPLETION REPORT (MCR)

Axon will submit an MCR to the agency for approval upon completion of a milestone. Milestone Completion Report included (Attachment A).

Upon receiving an MCR, the agency has 7 calendar days to approve the milestone completion. If the agency reasonably believes Axon did not complete the milestone in substantial conformance with this SoW, the agency must notify Axon in writing of the specific reasons for rejection

within seven (7) calendar days from delivery of the MCR. Axon will address the issues and re-present the MCR for signature. If Axon does not receive the signed MCR or written notification of reasons for rejection within seven (7) calendar days of delivery of the MCR, Axon will deem the agency to have accepted the milestone.

4. AGENCY COMMITMENTS

- Ensure the reasonable availability for meetings, phone or email of knowledgeable staff and personnel to provide timely and accurate documentation and information to Axon.
- Identify holidays, non-workdays, or major events that may impact the project.
- Ensure agency desktop, mobile systems, and devices can access the product.
- Make available relevant systems if needed for assessment by Axon (including making these systems available to Axon via remote access, if possible).
- Provide Axon with remote access to the agency's Axon Evidence account when required.
- Provide Axon with all CJIS background check requirements at project initiation.
- The agency agrees to pay for licenses upon completion of Go-Live.

5. SUPPORT

- Axon provides updates and enhancements to the product, which the agency automatically receives. Some features require the agency to notify support, so please review our monthly release notes.
- Axon provides the agency's end users with access to the help.axon.com support portal for self-service support.
- Following final acceptance, the agency utilizes Axon support via my.axon.com and the support portal for any further modifications to the product.
- For urgent technical support assistance, the agency may contact a technical support representative at 800-978-2737. Phone support is available 24/7.

6. TERMS AND CONDITIONS

This SOW is governed by the master services and purchasing agreement executed by the parties:

AXON ENTERPRISE, INC.		AGENCY	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____
		Agency Name:	_____

ATTACHMENT A – MILESTONE COMPLETION REPORT (MCR)

By signing for the items in this Milestone Completion Report, I agree that Axon's Professional Services Organization has reached the following milestone(s) for the project agreed upon in the SOW between Axon and Kennewick, WA PD:

- ☐ Project kick-off
- ☐ Requirements completion
- ☐ Functional review and completion of configuration
- ☐ User acceptance testing
- ☐ Integrations completion
- ☐ Completion of agency training
- ☐ Go-Live
- ☐ Final acceptance

Date services were completed on: _____ day of _____, 20___

Signature: _____

Signature Date: _____

Printed Name: _____

Title: _____

Email: _____

Agency Name: _____

SAMPLE

ATTACHMENT B – PROJECT CHANGE ORDER

Date:	
Description of change to Axon product or service:	
Justification for change:	
Effects on schedule:	
Effect on project pricing (attach quote for reduction or increase in costs):	
AXON ENTERPRISE, INC. Signature: _____ Name: _____ Title: _____ Date: _____	AGENCY Signature: _____ Name: _____ Title: _____ Date: _____ Agency Name: _____

SAMPLE

Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic:(800) 978-2737
International: +1.800.978.2737

Q-753565-45981CN

Issued: 11/20/2025

Quote Expiration: 12/15/2025

Estimated Contract Start Date: 01/15/2026

Account Number: 133616

Payment Terms: N30

Mode of Delivery: UPS-GND

Credit/Debit Amount: $0.00

SHIP TO	BILL TO
Kennewick Police Dept. - WA 211 W 6th Ave Kennewick, WA 99336-5649 USA	Kennewick Police Dept. - WA 210 W 6th Ave Kennewick WA 99336-5649 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Chris Neubeck Phone: +1 6027080074 Email: cneubeck@axon.com Fax: (480) 658-0629	Chris Guerrero Phone: (509) 582-1340 Email: chris.guerrero@ci.kennewick.wa.us Fax: (509) 582-9528

Quote Summary

Program Length	120 Months
TOTAL COST	$9,994,555.70
ESTIMATED TOTAL W/ TAX	$10,828,910.86

Discount Summary

Average Savings Per Year	$758,814.00
TOTAL SAVINGS	$7,588,140.02

Payment Summary

Date	Subtotal	Tax	Total
Dec 2025	$833,035.15	$69,099.53	$902,134.68
Dec 2026	$865,699.49	$72,311.37	$938,010.86
Dec 2027	$900,327.48	$75,203.75	$975,531.23
Dec 2028	$936,340.58	$78,211.89	$1,014,552.47
Dec 2029	$973,794.20	$81,340.30	$1,055,134.50
Dec 2030	$1,012,745.97	$84,593.97	$1,097,339.94
Dec 2031	$1,053,255.80	$87,977.73	$1,141,233.53
Dec 2032	$1,095,386.03	$91,496.86	$1,186,882.89
Dec 2033	$1,139,201.47	$95,156.81	$1,234,358.28
Dec 2034	$1,184,769.53	$98,962.95	$1,283,732.48
Total	**$9,994,555.70**	**$834,355.16**	**$10,828,910.86**

Quote Unbundled Price:	**$17,581,987.80**
Quote List Price:	**$11,805,587.40**
Quote Subtotal:	**$9,994,555.70**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100553	TRANSFER BALANCE - SOFTWARE AND SERVICES	1			$1.00	($98,354.43)	($98,354.43)	($8,655.19)	($107,009.62)
100552	TRANSFER BALANCE - GOODS	1			$1.00	($38,958.22)	($38,958.22)	($3,428.32)	($42,386.54)
102182	OUTPOST BUNDLE TRUE-UP	40	6		$43.00	$0.00	$0.00	$0.00	$0.00
Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	120	$295.52	$248.53	$248.53	$1,431,532.80	$107,687.83	$1,539,220.63
M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	120	$776.30	$420.21	$407.93	$5,139,918.00	$425,789.61	$5,565,707.61
Fleet3ARe	Fleet 3 Advanced Renewal	1	60	$203.01	$189.57	$206.74	$12,404.40	$902.27	$13,306.67
Fleet3ARe	Fleet 3 Advanced Renewal	1	60	$231.35	$189.57	$189.57	$11,374.20	$834.77	$12,208.97
S00016	AXON AI - AI ERA	105	120	$302.89	$238.92	$238.92	$3,010,392.00	$264,914.49	$3,275,306.49
B00063	BUNDLE - OUTPOST WITH TAP 10YR	40	114	$311.72	$265.74	$0.00	$0.00	$0.00	$0.00
A la Carte Hardware									
101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4			$600.00	$0.00	$0.00	$0.00	$0.00
101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1			$5,000.00	$0.00	$0.00	$0.00	$0.00
101408	AXON FUSUS - CORE - CAD	1			$600.00	$0.00	$0.00	$0.00	$0.00
101924	AXON FLEET - TAOGLAS ANT - 7-IN-1 4CELL 2WIFI 1GNSS INT	1			$149.00	$149.00	$149.00	$13.10	$162.10
101675	AXON FLEET - ERICSSON CRADLEPOINT R980-5GD-A+5YR NETCLOUD	1			$1,899.00	$1,899.00	$1,899.00	$167.10	$2,066.10
101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3			$4,000.00	$4,000.00	$12,000.00	$1,056.00	$13,056.00
101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3			$4,000.00	$4,000.00	$12,000.00	$1,056.00	$13,056.00
101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3			$28,268.00	$28,268.00	$84,804.00	$7,462.74	$92,266.74
H00002	AB4 Multi Bay Dock Bundle	12			$1,638.90	$0.00	$0.00	$0.00	$0.00
H00001	AB4 Camera Bundle	101			$899.00	$0.00	$0.00	$0.00	$0.00
H00001	AB4 Camera Bundle	4			$899.00	$0.00	$0.00	$0.00	$0.00
H00002	AB4 Multi Bay Dock Bundle	2			$1,638.90	$0.00	$0.00	$0.00	$0.00
A la Carte Software									
11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	120		$213.00	$0.00	$0.00	$0.00	$0.00
11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	120		$213.00	$0.00	$0.00	$0.00	$0.00
11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	120		$213.00	$0.00	$0.00	$0.00	$0.00
11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	120		$213.00	$0.00	$0.00	$0.00	$0.00
BasicLicense	Basic License Bundle	12	120		$18.17	$18.01	$25,934.40	$2,282.23	$28,216.63
ProLicense	Pro License Bundle	13	120		$54.52	$54.03	$84,286.80	$7,417.24	$91,704.04
A la Carte Services									
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5			$899.00	$0.00	$0.00	$0.00	$0.00
101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6			$425.00	$0.00	$0.00	$0.00	$0.00
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5			$899.00	$0.00	$0.00	$0.00	$0.00
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5			$899.00	$0.00	$0.00	$0.00	$0.00

99901	AXON ACCELERATE CONFERENCE REGISTRATION	5		$899.00	$0.00	$0.00	$0.00	$0.00
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5		$899.00	$0.00	$0.00	$0.00	$0.00
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5		$899.00	$0.00	$0.00	$0.00	$0.00
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5		$899.00	$0.00	$0.00	$0.00	$0.00
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5		$899.00	$0.00	$0.00	$0.00	$0.00
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5		$899.00	$0.00	$0.00	$0.00	$0.00
85147	AXON TASER - PSO - STARTER	1		$14,000.00	$0.00	$0.00	$0.00	$0.00
101267	AXON VR - PSO - FULL INSTALLATION	1		$12,000.00	$0.00	$0.00	$0.00	$0.00
99901	AXON ACCELERATE CONFERENCE REGISTRATION	5		$899.00	$0.00	$0.00	$0.00	$0.00
85055	AXON BODY - PSO - FULL SERVICE	1		$40,000.00	$0.00	$0.00	$0.00	$0.00
85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1		$6,786.00	$0.00	$0.00	$0.00	$0.00
101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1		$11,000.00	$11,000.00	$11,000.00	$968.00	$11,968.00
73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1		$30,000.00	$27,176.75	$27,176.75	$2,391.56	$29,568.31
101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1		$35,250.00	$35,250.00	$35,250.00	$3,102.00	$38,352.00
102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	60	$1,350.00	$1,200.00	$216,000.00	$19,008.00	$235,008.00
A la Carte Warranties								
101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	109	$0.00	$0.00	$0.00	$0.00	$0.00
101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	109	$0.00	$0.00	$0.00	$0.00	$0.00
101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	109	$0.00	$0.00	$0.00	$0.00	$0.00
73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	45	$0.00	$0.00	$0.00	$0.00	$0.00
73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	35	$0.00	$0.00	$0.00	$0.00	$0.00
73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	9	$0.00	$0.00	$0.00	$0.00	$0.00
80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	120	$1.51	$0.00	$0.00	$0.00	$0.00
73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	58	$0.00	$0.00	$0.00	$0.00	$0.00
101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3		$5,249.00	$5,249.00	$15,747.00	$1,385.73	$17,132.73
Total						**$9,994,555.70**	**$834,355.16**	**$10,828,910.86**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	3	1	12/15/2025
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	4	1	12/15/2025
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	101	1	12/15/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	5	1	12/15/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	112	1	12/15/2025
AB4 Camera Bundle	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	5	1	12/15/2025
AB4 Camera Bundle	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	112	1	12/15/2025
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	112	1	12/15/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	5	1	12/15/2025
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	2	1	12/15/2025
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	12	1	12/15/2025
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	12	1	12/15/2025
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	2	1	12/15/2025
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	2	1	12/15/2025
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	12	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100126	AXON VR - TACTICAL BAG	5	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	105	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	3	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	8	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100396	AXON TASER 10 - MAGAZINE - INERT RED	4	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	2100	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	1050	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100401	AXON TASER 10 - CARTRIDGE - INERT	30	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100591	AXON TASER - CLEANING KIT	2	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	95	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100613	AXON TASER 10 - SAFARILAND HOLSTER - LH	10	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	2	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100748	AXON VR - CONTROLLER - TASER 10	5	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100832	AXON VR - CONTROLLER - HANDGUN VR19H	5	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	3	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101123	AXON VR - HOLSTER - T10 SAFARILAND GRAY - LH	2	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101294	AXON VR - TABLET	5	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101300	AXON VR - TABLET CASE	5	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	2	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	2	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101747	AXON AIR - SKYDIO DOCK-BASED DFR FOR OSP HW KIT	1	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101751	AXON VR - HEADSET - HTC FOCUS VISION	5	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	105	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	3	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101757	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE V2	6	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	102050	AXON DEDRONEBEYOND RADAR LRR HW KIT (US)	1	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	102054	AXON DEDRONERAPIDRESPONSE RF PLUS OPTICAL	1	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20018	AXON TASER - BATTERY PACK - TACTICAL	21	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20018	AXON TASER - BATTERY PACK - TACTICAL	3	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20018	AXON TASER - BATTERY PACK - TACTICAL	105	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	2	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	2	1	12/15/2025
A la Carte	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	1	12/15/2025
A la Carte	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	1	12/15/2025
A la Carte	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	1	12/15/2025
A la Carte	101408	AXON FUSUS - CORE - CAD	1	1	12/15/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101886	SIGNAL SENSOR	105	1	02/01/2026
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101889	AXON SIGNAL - BATTERY - CR2032	105	1	02/01/2026
BUNDLE - OUTPOST WITH TAP 10YR	102032	AXON OUTPOST - CAMERA	1	1	06/15/2026
BUNDLE - OUTPOST WITH TAP 10YR	102032	AXON OUTPOST - CAMERA	40	1	06/15/2026

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - OUTPOST WITH TAP 10YR	102487	AXON OUTPOST - SOLAR PANEL - 50W	40	1	06/15/2026
BUNDLE - OUTPOST WITH TAP 10YR	102538	AXON OUTPOST - TOP MOUNT END CAP - STANDARD	40	1	06/15/2026
BUNDLE - OUTPOST WITH TAP 10YR	102543	AXON OUTPOST - BATTERY & CHARGER ENCLOSURE - EXTENDED	40	1	06/15/2026
Fleet 3 Advanced 10 Year	101675	AXON FLEET - ERICSSON CRADLEPOINT R980-5GD-A+5YR NETCLOUD	48	1	10/15/2026
Fleet 3 Advanced 10 Year	101924	AXON FLEET - TAOGLAS ANT - 7-IN-1 4CELL 2WIFI 1GNSS INT	48	1	10/15/2026
Fleet 3 Advanced 10 Year	70112	AXON SIGNAL - VEHICLE	48	1	10/15/2026
Fleet 3 Advanced 10 Year	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	48	1	10/15/2026
Fleet 3 Advanced 10 Year	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	1	1	10/15/2026
A la Carte	101675	AXON FLEET - ERICSSON CRADLEPOINT R980-5GD-A+5YR NETCLOUD	1	1	10/15/2026
A la Carte	101924	AXON FLEET - TAOGLAS ANT - 7-IN-1 4CELL 2WIFI 1GNSS INT	1	1	10/15/2026
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	320	1	12/15/2026
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	840	1	12/15/2026
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	310	1	12/15/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	840	1	12/15/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100210	AXON VR - TAP REFRESH 1 - TABLET	5	1	06/15/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101009	AXON VR - TAP REFRESH 1 - SIDEARM CONTROLLER	5	1	06/15/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	5	1	06/15/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20373	AXON VR - TAP REFRESH 1 - HEADSET	5	1	06/15/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73309	AXON BODY - TAP REFRESH 1 - CAMERA	108	1	06/15/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	14	1	06/15/2028
A la Carte	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	1	06/15/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	320	1	12/15/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	840	1	12/15/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	310	1	12/15/2029
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	840	1	12/15/2029
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100211	AXON VR - TAP REFRESH 2 - TABLET	5	1	12/15/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101010	AXON VR - TAP REFRESH 2 - SIDEARM CONTROLLER	5	1	12/15/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101013	AXON VR - TAP REFRESH 2 - CONTROLLER	5	1	12/15/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20374	AXON VR - TAP REFRESH 2 - HEADSET	5	1	12/15/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73310	AXON BODY - TAP REFRESH 2 - CAMERA	108	1	12/15/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	14	1	12/15/2030
Fleet 3 Advanced 10 Year	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	1	1	12/15/2030
Fleet 3 Advanced 10 Year	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	48	1	12/15/2030
Fleet 3 Advanced Renewal	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	1	1	12/15/2030
A la Carte	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	1	12/15/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20242	AXON TASER - CERTIFICATION PROGRAM YEAR 6-10 HARDWARE	105	1	06/15/2031
BUNDLE - OUTPOST WITH TAP 10YR	102144	AXON OUTPOST - TAP REFRESH ONE - CAMERA	1	1	06/15/2031
BUNDLE - OUTPOST WITH TAP 10YR	102144	AXON OUTPOST - TAP REFRESH ONE - CAMERA	40	1	06/15/2031
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100212	AXON VR - TAP REFRESH 3 - TABLET	5	1	06/15/2033
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101011	AXON VR - TAP REFRESH 3 - SIDEARM CONTROLLER	5	1	06/15/2033
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101014	AXON VR - TAP REFRESH 3 - CONTROLLER	5	1	06/15/2033
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20375	AXON VR - TAP REFRESH 3 - HEADSET	5	1	06/15/2033
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73345	AXON BODY - TAP REFRESH 3 - CAMERA	108	1	06/15/2033
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73347	AXON BODY - TAP REFRESH 3 - DOCK MULTI BAY	14	1	06/15/2033
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73346	AXON BODY - TAP REFRESH 4 - CAMERA	108	1	12/15/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73348	AXON BODY - TAP REFRESH 4 - DOCK MULTI BAY	14	1	12/15/2035
BUNDLE - OUTPOST WITH TAP 10YR	102145	AXON OUTPOST - TAP REFRESH TWO - CAMERA	1	1	12/15/2035
BUNDLE - OUTPOST WITH TAP 10YR	102145	AXON OUTPOST - TAP REFRESH TWO - CAMERA	40	1	12/15/2035

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
Fleet 3 Advanced 10 Year	100092	AXON FLEET - TAP REFRESH 2 - 2 CAMERA KIT	1	1	12/15/2035
Fleet 3 Advanced 10 Year	100092	AXON FLEET - TAP REFRESH 2 - 2 CAMERA KIT	48	1	12/15/2035
Fleet 3 Advanced Renewal	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	1	1	12/15/2035

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
AXON AI - AI ERA	101740	AXON - AI SOFTWARE LICENSE	105	01/15/2026	01/14/2036
Basic License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	12	01/15/2026	01/14/2036
Basic License Bundle	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	12	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	3	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100590	AXON MY90 - LICENSE	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100801	AXON RECORDS - OSP LICENSE	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101180	AXON TASER - DATA SCIENCE PROGRAM	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101706	AXON FUSUS - LICENSE - PRO+ USER	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101711	AXON FUSUS - LICENSE - ADDITIONAL CCTV STREAMS	225	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101879	AXON AIR - SKYDIO DFR COMMAND FOR OSP	1	01/15/2026	01/14/2031
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	102202	AXON DEDRONE - DEDRONETRACKER.AI CAM & RADAR SOFTWARE HOSTED	2	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	102205	AXON DEDRONE - DEDRONETRACKER.AI RF SOFTWARE HOSTED	4	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	102207	AXON DEDRONE BEYOND RADAR - LONG RANGE SOFTWARE	1	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20248	AXON TASER - EVIDENCE.COM LICENSE	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20248	AXON TASER - EVIDENCE.COM LICENSE	2	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20370	AXON VR - USER ACCESS - FULL VR	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73449	AXON BODY - LICENSE - DEVICE CONNECTIVITY	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73618	AXON COMMUNITY REQUEST	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73638	AXON STANDARDS - LICENSE	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73739	AXON PERFORMANCE - LICENSE	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73746	AXON EVIDENCE - ECOM LICENSE - PRO	105	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73746	AXON EVIDENCE - ECOM LICENSE - PRO	1	01/15/2026	01/14/2036
Fleet 3 Advanced 10 Year	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	48	01/15/2026	01/14/2036
Fleet 3 Advanced 10 Year	80401	AXON FLEET 3 - ALPR LICENSE - 1 CAMERA	48	01/15/2026	01/14/2036
Fleet 3 Advanced 10 Year	80402	AXON FLEET - LICENSE - REAL-TIME LOCATION, ALERTS, & LIVESTREAM	48	01/15/2026	01/14/2036
Fleet 3 Advanced 10 Year	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	96	01/15/2026	01/14/2036
Fleet 3 Advanced Renewal	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	1	01/15/2026	01/14/2031
Fleet 3 Advanced Renewal	80401	AXON FLEET 3 - ALPR LICENSE - 1 CAMERA	1	01/15/2026	01/14/2031
Fleet 3 Advanced Renewal	80402	AXON FLEET - LICENSE - REAL-TIME LOCATION, ALERTS, & LIVESTREAM	1	01/15/2026	01/14/2031
Fleet 3 Advanced Renewal	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	2	01/15/2026	01/14/2031
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	39	01/15/2026	01/14/2036
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	13	01/15/2026	01/14/2036
A la Carte	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	01/15/2026	01/14/2036
A la Carte	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	01/15/2026	01/14/2036
A la Carte	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS	49	01/15/2026	01/14/2036

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
		RENEWAL - 1YR			
A la Carte	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	01/15/2026	01/14/2036
BUNDLE - OUTPOST WITH TAP 10YR	102142	AXON VEHICLE INTELLIGENCE - ALPR LICENSE	40	07/15/2026	01/14/2036
Fleet 3 Advanced Renewal	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	1	01/15/2031	01/14/2036
Fleet 3 Advanced Renewal	80401	AXON FLEET 3 - ALPR LICENSE - 1 CAMERA	1	01/15/2031	01/14/2036
Fleet 3 Advanced Renewal	80402	AXON FLEET - LICENSE - REAL-TIME LOCATION, ALERTS, & LIVESTREAM	1	01/15/2031	01/14/2036
Fleet 3 Advanced Renewal	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	2	01/15/2031	01/14/2036

Services

Bundle	Item	Description	QTY
AXON AI - AI ERA	101741	AXON - AI PROFESSIONAL SERVICES	105
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100105	COMMUNITY LINK/PRO PSO SETUP	1
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	105
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101184	AXON INVESTIGATE - TRAINING - OPERATOR AND EXAMINER	7
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101193	AXON TASER - ON DEMAND CERTIFICATION	105
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101743	AXON AIR - SKYDIO REGULATORY SUPPORT - AXON OSP	1
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101781	AXON FUSUS - PSO - SW IMPLEMENTATION - PRO+	1
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	102201	AXON DEDRONE - INSTALL SERVICES	2
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	102201	AXON DEDRONE - INSTALL SERVICES	2
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	11642	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	105
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1
BUNDLE - OUTPOST WITH TAP 10YR	102136	AXON OUTPOST - STANDARD INSTALLATION	40
BUNDLE - OUTPOST WITH TAP 10YR	102143	AXON OUTPOST - UPGRADE INSTALLATION	80
Fleet 3 Advanced 10 Year	100738	AXON FLEET 3 - SIM INSERTION - VZW 4FF	48
Fleet 3 Advanced 10 Year	73391	AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED	48
Fleet 3 Advanced 10 Year	73392	AXON FLEET 3 - INSTALLATION - UPGRADE (PER VEHICLE)	48
Fleet 3 Advanced Renewal	73392	AXON FLEET 3 - INSTALLATION - UPGRADE (PER VEHICLE)	1
A la Carte	101267	AXON VR - PSO - FULL INSTALLATION	1
A la Carte	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6
A la Carte	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1
A la Carte	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1
A la Carte	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3
A la Carte	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1
A la Carte	85055	AXON BODY - PSO - FULL SERVICE	1
A la Carte	85147	AXON TASER - PSO - STARTER	1
A la Carte	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Advanced 10 Year	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	48	01/15/2026	01/14/2036
Fleet 3 Advanced 10 Year	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	1	01/15/2026	01/14/2036
Fleet 3 Advanced 10 Year	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	48	01/15/2026	01/14/2036
Fleet 3 Advanced Renewal	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	1	01/15/2026	01/14/2031
A la Carte	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3		
A la Carte	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	01/15/2026	10/14/2029
A la Carte	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	01/15/2026	11/14/2030
A la Carte	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	01/15/2026	10/14/2026
A la Carte	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	01/15/2026	11/30/2028
A la Carte	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	01/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100197	AXON VR - EXT WARRANTY - HEADSET	5	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100213	AXON VR - EXT WARRANTY - TABLET	5	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	105	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	3	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101007	AXON VR - EXT WARRANTY - CONTROLLER	5	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101008	AXON VR - EXT WARRANTY - HANDGUN CONTROLLER	5	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	102228	AXON DEDRONE - DEDRONE BEYOND LONG RANGE EXT WARRANTY	3	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	21	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	3	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	105	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80464	AXON BODY - TAP WARRANTY - CAMERA	3	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80464	AXON BODY - TAP WARRANTY - CAMERA	105	12/15/2026	01/14/2036
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	14	12/15/2026	01/14/2036
A la Carte	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	12/15/2026	01/14/2036
A la Carte	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	12/15/2026	01/14/2036
A la Carte	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	12/15/2026	01/14/2036
BUNDLE - OUTPOST WITH TAP 10YR	102135	AXON OUTPOST - EXT WARRANTY - CAMERA	40	06/15/2027	01/14/2036
BUNDLE - OUTPOST WITH TAP 10YR	102135	AXON OUTPOST - EXT WARRANTY - CAMERA	1	06/15/2027	01/14/2036
BUNDLE - OUTPOST WITH TAP 10YR	102137	AXON OUTPOST - MAINTENANCE	40	06/15/2027	01/14/2036
Fleet 3 Advanced Renewal	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	1	01/15/2031	01/14/2036

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	211 W 6th Ave	Kennewick	WA	99336-5649	USA
1	211 W 6th Ave	Kennewick	WA	99336-5649	USA

Payment Details

Dec 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,117.87	$98.37	$1,216.24
Annual Payment 1	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 1	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 1	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 1	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 1	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 1	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 1	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 1	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$1,024.72	$90.18	$1,114.90
Annual Payment 1	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,283.75	$288.97	$3,572.72
Annual Payment 1	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,466.93	$129.09	$1,596.02
Annual Payment 1	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,117.87	$98.37	$1,216.24
Annual Payment 1	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$7,900.01	$695.20	$8,595.21
Annual Payment 1	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$20,121.72	$1,770.71	$21,892.43
Annual Payment 1	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 1	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 1	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 1	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 1	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 1	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 1	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 1	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 1	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 1	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 1	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 1	BasicLicense	Basic License Bundle	12	$2,415.95	$212.60	$2,628.55
Annual Payment 1	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$133,356.06	$10,031.76	$143,387.82
Annual Payment 1	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,059.58	$77.77	$1,137.35
Annual Payment 1	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,155.55	$84.05	$1,239.60
Annual Payment 1	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$478,814.85	$39,664.84	$518,479.69
Annual Payment 1	ProLicense	Pro License Bundle	13	$7,851.83	$690.96	$8,542.79
Annual Payment 1	S00016	AXON AI - AI ERA	105	$280,436.36	$24,678.41	$305,114.77
Transfer Value	100552	TRANSFER BALANCE - GOODS	1	($38,958.22)	($3,428.32)	($42,386.54)
Transfer Value	100553	TRANSFER BALANCE - SOFTWARE AND SERVICES	1	($98,354.43)	($8,655.19)	($107,009.62)
Upfront Hardware and Services	101267	AXON VR - PSO - FULL INSTALLATION	1	$0.00	$0.00	$0.00
Upfront Hardware and Services	101675	AXON FLEET - ERICSSON CRADLEPOINT R980-5GD-A+5YR NETCLOUD	1	$1,899.00	$167.10	$2,066.10
Upfront Hardware and Services	101924	AXON FLEET - TAOGLAS ANT - 7-IN-1 4CELL 2WIFI 1GNSS INT	1	$149.00	$13.10	$162.10
Upfront Hardware and Services	102182	OUTPOST BUNDLE TRUE-UP	40	$0.00	$0.00	$0.00
Upfront Hardware and Services	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1	$27,176.75	$2,391.56	$29,568.31

Dec 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Upfront Hardware and Services	85147	AXON TASER - PSO - STARTER	1	$0.00	$0.00	$0.00
Upfront Hardware and Services	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Upfront Hardware and Services	B00063	BUNDLE - OUTPOST WITH TAP 10YR	40	$0.00	$0.00	$0.00
Upfront Hardware and Services	H00001	AB4 Camera Bundle	4	$0.00	$0.00	$0.00
Upfront Hardware and Services	H00001	AB4 Camera Bundle	101	$0.00	$0.00	$0.00
Upfront Hardware and Services	H00002	AB4 Multi Bay Dock Bundle	12	$0.00	$0.00	$0.00
Upfront Hardware and Services	H00002	AB4 Multi Bay Dock Bundle	2	$0.00	$0.00	$0.00
Total				**$833,035.15**	**$69,099.53**	**$902,134.68**

Jan 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	99901	AXON ACCELERATE CONFERENCE REGISTRATION	5	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	Fleet3ARe	Fleet 3 Advanced Renewal	1	$0.00	$0.00	$0.00
Invoice Upon Fulfillment	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$0.00	$0.00	$0.00
Total				**$0.00**	**$0.00**	**$0.00**

Jul 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	B00063	BUNDLE - OUTPOST WITH TAP 10YR	40	$0.00	$0.00	$0.00
Total				**$0.00**	**$0.00**	**$0.00**

Dec 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,028.28	$90.49	$1,118.77
Annual Payment 2	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 2	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 2	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 2	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 2	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 2	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 2	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 2	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$942.59	$82.95	$1,025.54
Annual Payment 2	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,020.59	$265.81	$3,286.40
Annual Payment 2	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,349.37	$118.74	$1,468.11
Annual Payment 2	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,028.28	$90.49	$1,118.77
Annual Payment 2	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$7,266.89	$639.49	$7,906.38
Annual Payment 2	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$18,509.12	$1,628.80	$20,137.92
Annual Payment 2	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 2	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 2	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 2	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 2	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00

Dec 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 2	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 2	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 2	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 2	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 2	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 2	BasicLicense	Basic License Bundle	12	$2,222.33	$195.57	$2,417.90
Annual Payment 2	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$122,668.61	$9,227.82	$131,896.43
Annual Payment 2	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,062.94	$77.31	$1,140.25
Annual Payment 2	Fleet3ARe	Fleet 3 Advanced Renewal	1	$974.66	$71.53	$1,046.19
Annual Payment 2	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$440,441.60	$36,486.15	$476,927.75
Annual Payment 2	ProLicense	Pro License Bundle	13	$7,222.57	$635.59	$7,858.16
Annual Payment 2	S00016	AXON AI - AI ERA	105	$257,961.66	$22,700.63	$280,662.29
Total				**$865,699.49**	**$72,311.37**	**$938,010.86**

Dec 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,069.42	$94.11	$1,163.53
Annual Payment 3	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 3	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 3	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 3	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 3	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 3	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 3	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 3	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$980.30	$86.27	$1,066.57
Annual Payment 3	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,141.41	$276.44	$3,417.85
Annual Payment 3	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,403.34	$123.49	$1,526.83
Annual Payment 3	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,069.42	$94.11	$1,163.53
Annual Payment 3	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$7,557.56	$665.06	$8,222.62
Annual Payment 3	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$19,249.49	$1,693.96	$20,943.45
Annual Payment 3	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 3	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 3	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 3	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 3	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 3	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 3	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 3	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 3	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 3	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 3	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 3	BasicLicense	Basic License Bundle	12	$2,311.22	$203.39	$2,514.61
Annual Payment 3	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$127,575.36	$9,596.94	$137,172.30
Annual Payment 3	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,013.65	$74.38	$1,088.03
Annual Payment 3	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,105.46	$80.42	$1,185.88
Annual Payment 3	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$458,059.32	$37,945.52	$496,004.84
Annual Payment 3	ProLicense	Pro License Bundle	13	$7,511.47	$661.01	$8,172.48
Annual Payment 3	S00016	AXON AI - AI ERA	105	$268,280.06	$23,608.65	$291,888.71
Total				**$900,327.48**	**$75,203.75**	**$975,531.23**

Dec 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,112.19	$97.87	$1,210.06
Annual Payment 4	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 4	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 4	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 4	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 4	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 4	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 4	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 4	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$1,019.51	$89.72	$1,109.23
Annual Payment 4	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,267.07	$287.50	$3,554.57
Annual Payment 4	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,459.47	$128.43	$1,587.90
Annual Payment 4	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,112.19	$97.87	$1,210.06
Annual Payment 4	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$7,859.87	$691.67	$8,551.54
Annual Payment 4	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$20,019.47	$1,761.71	$21,781.18
Annual Payment 4	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 4	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 4	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 4	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 4	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 4	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 4	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 4	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 4	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 4	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 4	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 4	BasicLicense	Basic License Bundle	12	$2,403.67	$211.52	$2,615.19
Annual Payment 4	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$132,678.39	$9,980.83	$142,659.22
Annual Payment 4	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,054.19	$77.37	$1,131.56
Annual Payment 4	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,149.68	$83.61	$1,233.29
Annual Payment 4	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$476,381.68	$39,463.34	$515,845.02
Annual Payment 4	ProLicense	Pro License Bundle	13	$7,811.93	$687.45	$8,499.38
Annual Payment 4	S00016	AXON AI - AI ERA	105	$279,011.27	$24,553.00	$303,564.27
Total				**$936,340.58**	**$78,211.89**	**$1,014,552.47**

Dec 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,156.68	$101.79	$1,258.47
Annual Payment 5	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 5	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 5	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 5	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 5	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 5	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 5	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 5	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$1,060.29	$93.31	$1,153.60
Annual Payment 5	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,397.75	$299.00	$3,696.75
Annual Payment 5	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,517.85	$133.57	$1,651.42
Annual Payment 5	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,156.68	$101.79	$1,258.47
Annual Payment 5	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$8,174.26	$719.33	$8,893.59
Annual Payment 5	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$20,820.25	$1,832.18	$22,652.43
Annual Payment 5	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 5	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00

Dec 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 5	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 5	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 5	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 5	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 5	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 5	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 5	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 5	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 5	BasicLicense	Basic License Bundle	12	$2,499.82	$219.98	$2,719.80
Annual Payment 5	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$137,985.49	$10,380.01	$148,365.50
Annual Payment 5	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,096.36	$80.46	$1,176.82
Annual Payment 5	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,195.65	$86.97	$1,282.62
Annual Payment 5	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$495,436.92	$41,041.84	$536,478.76
Annual Payment 5	ProLicense	Pro License Bundle	13	$8,124.41	$714.95	$8,839.36
Annual Payment 5	S00016	AXON AI - AI ERA	105	$290,171.79	$25,535.12	$315,706.91
Total				**$973,794.20**	**$81,340.30**	**$1,055,134.50**

Dec 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 6	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,202.95	$105.86	$1,308.81
Annual Payment 6	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 6	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 6	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 6	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 6	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 6	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 6	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 6	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$1,102.70	$97.04	$1,199.74
Annual Payment 6	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,533.66	$310.96	$3,844.62
Annual Payment 6	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,578.57	$138.91	$1,717.48
Annual Payment 6	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,202.95	$105.86	$1,308.81
Annual Payment 6	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$8,501.23	$748.11	$9,249.34
Annual Payment 6	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$21,653.06	$1,905.47	$23,558.53
Annual Payment 6	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 6	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 6	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 6	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 6	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 6	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 6	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 6	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 6	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 6	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 6	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 6	BasicLicense	Basic License Bundle	12	$2,599.81	$228.78	$2,828.59
Annual Payment 6	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$143,504.94	$10,795.25	$154,300.19
Annual Payment 6	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,243.49	$90.45	$1,333.94
Annual Payment 6	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,140.21	$83.69	$1,223.90
Annual Payment 6	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$515,254.30	$42,683.52	$557,937.82
Annual Payment 6	ProLicense	Pro License Bundle	13	$8,449.38	$743.55	$9,192.93
Annual Payment 6	S00016	AXON AI - AI ERA	105	$301,778.72	$26,556.52	$328,335.24

Dec 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Total				**$1,012,745.97**	**$84,593.97**	**$1,097,339.94**

Dec 2031

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 7	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,251.07	$110.09	$1,361.16
Annual Payment 7	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 7	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 7	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 7	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 7	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 7	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 7	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 7	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$1,146.81	$100.92	$1,247.73
Annual Payment 7	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,675.01	$323.40	$3,998.41
Annual Payment 7	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,641.71	$144.47	$1,786.18
Annual Payment 7	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,251.07	$110.09	$1,361.16
Annual Payment 7	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$8,841.28	$778.03	$9,619.31
Annual Payment 7	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$22,519.18	$1,981.69	$24,500.87
Annual Payment 7	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 7	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 7	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 7	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 7	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 7	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 7	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 7	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 7	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 7	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 7	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 7	BasicLicense	Basic License Bundle	12	$2,703.80	$237.93	$2,941.73
Annual Payment 7	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$149,245.10	$11,227.04	$160,472.14
Annual Payment 7	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,293.24	$94.06	$1,387.30
Annual Payment 7	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,185.82	$87.02	$1,272.84
Annual Payment 7	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$535,864.52	$44,390.92	$580,255.44
Annual Payment 7	ProLicense	Pro License Bundle	13	$8,787.36	$773.29	$9,560.65
Annual Payment 7	S00016	AXON AI - AI ERA	105	$313,849.83	$27,618.78	$341,468.61
Total				**$1,053,255.80**	**$87,977.73**	**$1,141,233.53**

Dec 2032

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 8	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,301.11	$114.50	$1,415.61
Annual Payment 8	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 8	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 8	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 8	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 8	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 8	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 8	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 8	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$1,192.68	$104.96	$1,297.64
Annual Payment 8	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,822.01	$336.34	$4,158.35
Annual Payment 8	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,707.38	$150.25	$1,857.63

Dec 2032

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 8	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,301.11	$114.50	$1,415.61
Annual Payment 8	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$9,194.93	$809.15	$10,004.08
Annual Payment 8	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$23,419.95	$2,060.96	$25,480.91
Annual Payment 8	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 8	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 8	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 8	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 8	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 8	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 8	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 8	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 8	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 8	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 8	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 8	BasicLicense	Basic License Bundle	12	$2,811.96	$247.45	$3,059.41
Annual Payment 8	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$155,214.93	$11,676.15	$166,891.08
Annual Payment 8	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,233.26	$90.52	$1,323.78
Annual Payment 8	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,344.96	$97.84	$1,442.80
Annual Payment 8	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$557,299.12	$46,166.49	$603,465.61
Annual Payment 8	ProLicense	Pro License Bundle	13	$9,138.85	$804.22	$9,943.07
Annual Payment 8	S00016	AXON AI - AI ERA	105	$326,403.78	$28,723.53	$355,127.31
Total				**$1,095,386.03**	**$91,496.86**	**$1,186,882.89**

Dec 2033

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 9	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,353.15	$119.08	$1,472.23
Annual Payment 9	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 9	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 9	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 9	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 9	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 9	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 9	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 9	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$1,240.39	$109.15	$1,349.54
Annual Payment 9	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$3,974.89	$349.79	$4,324.68
Annual Payment 9	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,775.67	$156.26	$1,931.93
Annual Payment 9	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,353.15	$119.08	$1,472.23
Annual Payment 9	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$9,562.73	$841.52	$10,404.25
Annual Payment 9	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$24,356.75	$2,143.39	$26,500.14
Annual Payment 9	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 9	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 9	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 9	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 9	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 9	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 9	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 9	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 9	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 9	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 9	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 9	BasicLicense	Basic License Bundle	12	$2,924.43	$257.35	$3,181.78
Annual Payment 9	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$161,423.52	$12,143.19	$173,566.71

Dec 2033

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 9	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,398.75	$101.75	$1,500.50
Annual Payment 9	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,282.59	$94.13	$1,376.72
Annual Payment 9	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$579,591.05	$48,013.25	$627,604.30
Annual Payment 9	ProLicense	Pro License Bundle	13	$9,504.41	$836.39	$10,340.80
Annual Payment 9	S00016	AXON AI - AI ERA	105	$339,459.99	$29,872.48	$369,332.47
Total				**$1,139,201.47**	**$95,156.81**	**$1,234,358.28**

Dec 2034

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 10	101250	AXON AIR - SKYDIO PARACHUTE FOR X10	3	$1,407.28	$123.84	$1,531.12
Annual Payment 10	101386	AXON FUSUS - CORE - PRO 2.0 4TB HDD	4	$0.00	$0.00	$0.00
Annual Payment 10	101391	AXON FUSUS - CORE - ELITE AI 2.0 44TB HDD	1	$0.00	$0.00	$0.00
Annual Payment 10	101408	AXON FUSUS - CORE - CAD	1	$0.00	$0.00	$0.00
Annual Payment 10	101422	AXON FUSUS - PSO - CORE DEPLOYMENT	6	$0.00	$0.00	$0.00
Annual Payment 10	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	4	$0.00	$0.00	$0.00
Annual Payment 10	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 10	101424	AXON FUSUS - CORE - EXTENDED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 10	101498	AXON AIR - SKYDIO - IN-PERSON TRAINING - DOCK FOR X10	1	$1,290.01	$113.50	$1,403.51
Annual Payment 10	101499	AXON AIR - SKYDIO X10 DOCK COMMISSIONING	1	$4,133.88	$363.79	$4,497.67
Annual Payment 10	101508	AXON AIR - SKYDIO - CARE FOR X10 CELLULAR 5G + VT300-Z 3YR	3	$1,846.70	$162.52	$2,009.22
Annual Payment 10	101526	AXON AIR - SKYDIO - ASSURED FUTURE EQPMNT PARACHUTE REFRESH	3	$1,407.28	$123.84	$1,531.12
Annual Payment 10	101968	AXON AIR - SKYDIO ASSURED FUTURE EQUIPMENT DFR KIT	3	$9,945.24	$875.18	$10,820.42
Annual Payment 10	102294	AXON AIR - SKYDIO DOCK FOR X10 - MAINT. AND REPAIR - PREMIUM	3	$25,331.02	$2,229.13	$27,560.15
Annual Payment 10	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 10	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	1	$0.00	$0.00	$0.00
Annual Payment 10	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 10	11641	AXON FLEET - CRADLEPOINT NETCLOUD ESSENTIALS RENEWAL - 1YR	49	$0.00	$0.00	$0.00
Annual Payment 10	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	2	$0.00	$0.00	$0.00
Annual Payment 10	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	5	$0.00	$0.00	$0.00
Annual Payment 10	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	42	$0.00	$0.00	$0.00
Annual Payment 10	73390	AXON FLEET - CRADLEPOINT ROUTER TRANSFERRED WARRANTY	1	$0.00	$0.00	$0.00
Annual Payment 10	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	1	$0.00	$0.00	$0.00
Annual Payment 10	85055	AXON BODY - PSO - FULL SERVICE	1	$0.00	$0.00	$0.00
Annual Payment 10	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$0.00	$0.00	$0.00
Annual Payment 10	BasicLicense	Basic License Bundle	12	$3,041.41	$267.66	$3,309.07
Annual Payment 10	Fleet3A10Yr	Fleet 3 Advanced 10 Year	48	$167,880.45	$12,628.84	$180,509.29
Annual Payment 10	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,333.90	$97.90	$1,431.80
Annual Payment 10	Fleet3ARe	Fleet 3 Advanced Renewal	1	$1,454.71	$105.81	$1,560.52
Annual Payment 10	M00036	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	105	$602,774.71	$49,933.74	$652,708.45
Annual Payment 10	ProLicense	Pro License Bundle	13	$9,884.58	$869.83	$10,754.41
Annual Payment 10	S00016	AXON AI - AI ERA	105	$353,038.36	$31,067.37	$384,105.73
Total				**$1,184,769.53**	**$98,962.95**	**$1,283,732.48**

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

Q-322704, Q-396449, Q-529418, Q-537106, Q-555810, Q-568036, Q-729724, Q-756928

Agency is terminating those contracts effective 1/15/2026. Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Transfer Balance of -$137,312.65

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing quotes aforementioned above. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Any credits contained in this quote are contingent upon payment in full of the following amounts:

Pending Billing - Q-756928 - 10/15/2025 - $5,516.00

Outstanding Invoice - INUS378080 - 9/15/2025 - $292,873.41

Outstanding Invoice - INUS378291 - 9/15/2025 - $7,725.66

Outstanding Invoice - INUS378158 - 9/15/2025 - $1,418.53

Outstanding Invoice - INUS378196 - 9/15/2025 - $17,471.02

Council Agenda Coversheet	Item Number:	5.a.	Date:	12/2/2025	Category: Ordinance
	Item Type:	Ordinance			
	Subject:	Ordinance Docket: Housekeeping Code Updates Pertaining to Citywide Fee Schedules			
	Department:	Community Planning			
	Ordinance #:	*A sequential number will be assigned to each adopted ordinance.*			

Recommendation

Staff recommends Council adopt each of the ordinances submitted as companion ordinances below in order to ensure consistency citywide.

Motion for Consideration

Motion to approve the housekeeping fee update ordinance docket as presented (docket items 5.a.1 through 5.a.7).

Summary

Background

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 were integrated throughout the separate titles and chapters of the Kennewick Municipal Code (KMC).

In August, the City Council adopted a Master Fee Schedule under Resolution 25-12. 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.

Housekeeping Code Updates

After the adoption of the Master Fee Schedule in August, additional references to fees were found located in the Kennewick Municipal Code; this ordinance docket will incorporate those outliers into the Master Fee Schedule. In order to remove these fees and charges in the KMC and incorporate these into a Master Fee Schedule, staff is recommending Council amend the KMC sections by ordinance to remove fees and charges and replace them with a reference to the Kennewick Master Fee Schedule. The Master Fee Schedule is available on the City's website for the public to view and will be updated as necessary. For simplicity, Council can approve the docket of ordinances under one motion. A Councilmember may remove one or more ordinances from the docket for individual consideration and vote.

Alternatives

The alternative is to deny approval of the ordinances. This alternative is not recommended.

Fiscal Impact

No Fiscal Impact.

Attachments:
None

Council Agenda Coversheet					Category: Ordinance
	Item Number:	5.a.1.	**Date:**	12/2/2025	
	Item Type:	Ordinance			
	Subject:	Ordinance: Updating Latecomers Reimbursement Agreement Processing Fees, Amending KMC 5.60.060			
	Department:	Finance			
	Ordinance #:				

Recommendation

Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

The recommended ordinance amends KMC Section 5.60.060 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.

Alternatives

The alternative is to deny approval of the ordinance. This alternative is not recommended.

Fiscal Impact

No fiscal impact.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO LATECOMERS REIMBURSEMENT AGREEMENTS AND AMENDING SECTION 5.60.060 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 5.60.060 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

5.60.060: - Application Requirements—Fee.

(1) All applications for a latecomers reimbursement agreement shall be on forms approved and established by the Director and shall be accompanied by a nonrefundable processing fee.

(2) Property owners requesting a latecomers reimbursement agreement shall submit, along with the application, a nonrefundable payment processing fee for each separate utility system (water, sewer, storm) improvement and a fee for a street system improvement project shall be determined by City Council and located in the Master Fee Schedule. Further, for every separate parcel of property within the applicant's proposed assessment reimbursement area, a fee, that is decided by City Council and located in the Master Fee Schedule, shall be added to the base fee in the proposed benefited area. These fees are the minimum processing fee, to be applied to the City's legal, engineering, and administrative costs (including, but not limited to, staff time, and costs for title reports, appraisers, or other costs) associated with preparing the latecomers agreement, which costs shall be included as reimbursable costs in the latecomers agreement; provided, that whenever city engineering, legal, and administrative costs exceed the minimum payment required herein, the City shall not process the application until such costs have been paid in full.

(3) The latecomer processing and parcel fee shall be paid to the City upon application for a latecomers reimbursement agreement with any remaining fees paid prior to mailing the preliminary determination notices.

(4) The minimum processing fee and the parcel fee shall be adjusted annually from the date of this ordinance, to reflect inflationary cost increases. The adjusted fees shall be calculated by adjusting the fee in accordance with the change in the ENR Construction Cost Index for Seattle, Washington. The fees established by this formula shall be rounded up to the next $10.00.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5508 Sec. 4, 2013; Ord. 5209 Sec. 1, 2007)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: GRETL 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 LATECOMERS REIMBURSEMENT AGREEMENTS AND AMENDING SECTION 5.60.060 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 5.60.060 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

5.60.060: - Application Requirements—Fee.

(1) All applications for a latecomers reimbursement agreement shall be on forms approved and established by the Director and shall be accompanied by a nonrefundable processing fee.

(2) Property owners requesting a latecomers reimbursement agreement shall submit, along with the application, a nonrefundable payment processing fee ~~in the amount of $500.00~~ for each separate utility system (water, sewer, storm) improvement and ~~$1,000.00~~a fee for a street system improvement project shall be determined by City Council and located in the Master Fee Schedule. Further, for every separate parcel of property within the applicant's proposed assessment reimbursement area, ~~$200.00~~a fee, that is decided by City Council and located in the Master Fee Schedule, shall be added to the base fee in the proposed benefited area. These fees are the minimum processing fee, to be applied to the City's legal, engineering, and administrative costs (including, but not limited to, staff time, and costs for title reports, appraisers, or other costs) associated with preparing the latecomers agreement, which costs shall be included as reimbursable costs in the latecomers agreement; provided, that whenever city engineering, legal, and administrative costs exceed the minimum payment required herein, the City shall not process the application until such costs have been paid in full.

(3) The latecomer processing and parcel fee shall be paid to the City upon application for a latecomers reimbursement agreement with any remaining fees paid prior to mailing the preliminary determination notices.

(4) The minimum processing fee and the parcel fee shall be adjusted annually from the date of this ordinance, to reflect inflationary cost increases. The adjusted fees shall be calculated by adjusting the fee in accordance with the change in the ENR Construction Cost Index for Seattle, Washington. The fees established by this formula shall be rounded up to the next $10.00.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5508 Sec. 4, 2013; Ord. 5209 Sec. 1, 2007)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: GRETL J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet				Category: Ordinance
	Item Number:	5.a.2.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Updating Sewer Area Charge Processing Fees Relating to Latecomers Reimbursement Agreements, Amending KMC 5.64.070		
	Department:	Finance		
	Ordinance #:			

Recommendation

Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

The recommended ordinance amends KMC Section 5.64.070 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.

Alternatives

The alternative is to deny approval of the ordinance. This alternative is not recommended.

Fiscal Impact

No fiscal impact.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO LATECOMERS REIMBURSEMENT AGREEMENT FOR LOTS DEVELOPED PRIOR TO 1995 AND AMENDING SECTION 5.64.070 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 5.64.070 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

5.64.070: - Sewer Area Charge.

(1) City standard sewer area charges (buy into the city sewer treatment facility) at the time of the connection to the sewer, will be paid to the City by each property owner and will be in addition to and not be part of, or included in, the latecomers reimbursement agreement.

(2) Property owners requesting a latecomers reimbursement agreement shall submit, along with the application, there is a nonrefundable payment processing fee for the first five lots in the reimbursement area, plus a fee for each additional participating lot in the service area. The fee is to be applied to the City's legal, engineering, and administrative costs associated with preparing the latecomers reimbursement agreement. These fees are determined by City Council and can be located in the City of Kennewick Master Fee Schedule.

(3) The latecomer processing fee shall be paid to the City upon application for a latecomers reimbursement agreement.

(4) The base processing fee for each additional participating lot shall be adjusted annually to reflect inflationary and other related costs on January one of each new year to the nearest half dollar. The inflationary costs shall be calculated by adjusting the fee in accordance with the change in the ENR Construction Cost Index for Seattle, Washington. The nonrefundable base processing fee shall be increased by $10.00, for each new year after the Council approval of this Chapter 5.64.These fees are set by City Council and located in the City of Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5209 Sec. 2, 2007)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: GRETL 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 LATECOMERS REIMBURSEMENT AGREEMENT FOR LOTS DEVELOPED PRIOR TO 1995 AND AMENDING SECTION 5.64.070 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 5.64.070 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

5.64.070: - Sewer Area Charge.

(1) City standard sewer area charges (buy into the city sewer treatment facility) at the time of the connection to the sewer, will be paid to the City by each property owner and will be in addition to and not be part of, or included in, the latecomers reimbursement agreement.

(2) Property owners requesting a latecomers reimbursement agreement shall submit, along with the application, there is a nonrefundable payment processing fee ~~in the amount of $100.00~~ for the first five lots in the reimbursement area, plus ~~$50.00~~a fee for each additional participating lot in the service area. The fee is to be applied to the City's legal, engineering, and administrative costs associated with preparing the latecomers reimbursement agreement. These fees are determined by City Council and can be located in the City of Kennewick Master Fee Schedule.

(3) The latecomer processing fee shall be paid to the City upon application for a latecomers reimbursement agreement.

(4) The base processing fee for each additional participating lot shall be adjusted annually to reflect inflationary and other related costs on January one of each new year to the nearest half dollar. The inflationary costs shall be calculated by adjusting the fee in accordance with the change in the ENR Construction Cost Index for Seattle, Washington. The nonrefundable ~~$100.00~~ base processing fee shall be increased by $10.00, for each new year after the Council approval of this Chapter 5.64.These fees are set by City Council and located in the City of Kennewick Master Fee Schedule.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5209 Sec. 2, 2007)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: GRETL J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet					Category: Ordinance
	Item Number:	5.a.3.	**Date:**	12/2/2025	
	Item Type:	Ordinance			
	Subject:	Ordinance: Updating Fees Relating to Massage and Reflexology Services, Amending KMC 6.37.050			
	Department:	Finance			
	Ordinance #:				

Recommendation

Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

The recommended ordinance amends KMC Section 6.37.050 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.

Alternatives

The alternative is to deny approval of the ordinance. This alternative is not recommended.

Fiscal Impact

No fiscal impact.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO MASSAGE AND REFLEXOLOGY SERVICES AND AMENDING SECTION 6.37.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.37.050 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

6.37.050 - Fee.

1. The annual fee for the business license issued hereunder is determined by City Council and located in the Kennewick 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, 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 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. 6026 Sec. 1, 2023)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 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 MASSAGE AND REFLEXOLOGY SERVICES AND AMENDING SECTION 6.37.050 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.37.050 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

6.37.050 - Fee.

1. The annual fee for the business license issued hereunder is ~~the sum of $55.00 plus $5.00 for each employe~~determined by City Council and located in the Kennewick Master Fee Schedule~~e~~. 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, located in the Kennewick Master Fee Schedule ~~of $100.00~~ 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 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. 6026 Sec. 1, 2023)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 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				Category: Ordinance
	Item Number:	5.a.4.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Updating Fees Relating to Security Systems, Amending KMC 6.60.042		
	Department:	Finance		
	Ordinance:			

Recommendation

Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

The recommended ordinance amends KMC Section 6.60.042 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.

Alternatives

The alternative is to deny approval of the ordinance. This alternative is not recommended.

Fiscal Impact

No fiscal impact.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO SECURITY SYSTEMS AND AMENDING SECTION 6.60.042 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.60.042 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

6.60.042: - Identification Required.

(1) All persons who install, service, or maintain alarm systems must possess an identification card supplied by the License Officer. Such individuals shall display this identification card to persons lawfully on the premises where the alarm is located or upon request by any police officer.

(2) Any card issued pursuant to this Section may be revoked or suspended by the Police Chief upon conviction of any of the above offenses, after the card holder is given notice and an opportunity to show cause why the revocation or suspension should not occur.

(3) The License Officer shall collect a fee determined by City Council and located in the Kennewick Master Fee Schedule for each identification card renewal. The Card shall be good for two years from the date of application, barring any cause for revocation or suspension that may arise after issuance.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5681, Sec 1, 2016; Ord. 5008 Sec. 24, 2003)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: GRETL 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 SECURITY SYSTEMS AND AMENDING SECTION 6.60.042 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 6.60.042 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

6.60.042: - Identification Required.

(1) All persons who install, service, or maintain alarm systems must possess an identification card supplied by the License Officer. Such individuals shall display this identification card to persons lawfully on the premises where the alarm is located or upon request by any police officer.

(2) Any card issued pursuant to this Section may be revoked or suspended by the Police Chief upon conviction of any of the above offenses, after the card holder is given notice and an opportunity to show cause why the revocation or suspension should not occur.

(3) The License Officer shall collect a ~~$125.00~~ fee determined by City Council and located in the Kennewick Master Fee Schedule for each identification card renewal. The Card shall be good for two years from the date of application, barring any cause for revocation or suspension that may arise after issuance.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5681, Sec 1, 2016; Ord. 5008 Sec. 24, 2003)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: _____
GRETL J. CRAWFORD, Mayor

_____
KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet				Category: Ordinance
	Item Number:	5.a.5.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Updating Fees Relating to Use of Public Water Systems, Amending KMC 14.03.090		
	Department:	Finance		
	Ordinance #:			

Recommendation

Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

The recommended ordinance amends KMC Section 14.03.090 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.

Alternatives

The alternative is to deny approval of the ordinance. This alternative is not recommended.

Fiscal Impact

No fiscal impact.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO USE OF PUBLIC WATER SYSTEMS AND AMENDING SECTION 14.03.090 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.03.090 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.03.090: - Existing Service Connect or Disconnect.

If, at the customer's request, the water is disconnected and connected, or vice versa, there will be a charge as set by City Council and located in the Master Fee Schedule for the labor involved, except that this shall not apply to change of occupancy of tenants.

(Ord. 25-_____ Sec. 1, 2025; Ord. 2481 Sec. 2(part), 1980; Ord. 1870 Sec. 1(part), 1975; Ord. 843 Sec. 11, 1955)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: GRETL 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 USE OF PUBLIC WATER SYSTEMS AND AMENDING SECTION 14.03.090 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.03.090 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.03.090: - Existing Service Connect or Disconnect.

If, at the customer's request, the water is disconnected and connected, or vice versa, ~~more than one time in a month,~~ there will be a ~~minimum~~ charge ~~of $10.00 will be charged~~ as set by City Council and located in the Master Fee Schedule for the labor involved ~~by servicemen and office clerks~~, except that this shall not apply to change of occupancy of tenants.

(Ord. 25-_____ Sec. 1, 2025; Ord. 2481 Sec. 2(part), 1980; Ord. 1870 Sec. 1(part), 1975; Ord. 843 Sec. 11, 1955)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: _____
GRETL J. CRAWFORD, Mayor

_____
KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet				Category: Ordinance
	Item Number:	5.a.6.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Updating Fees Relating to Water Meters, Amending KMC 14.12.040		
	Department:	Finance		
	Ordinance #:			

Recommendation

Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

The recommended ordinance amends KMC Section 14.12.040 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.

Alternatives

The alternative is to deny approval of the ordinance. This alternative is not recommended.

Fiscal Impact

No fiscal impact.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO WATER METERS AND AMENDING SECTION 14.12.040 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.12.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.12.040: - Deposit for Testing Meter.

(1) The Water Department will, upon written request, test any customer's meter, and where excessive errors are shown to exist, adjust for wrong charges for a period not to exceed one year previous.

(2) When a customer requests a meter test, a deposit to cover the costs of the test shall be required. The amount deposited shall be charged per inch and can be found in the City of Kennewick Master Fee Schedule. The deposit will be returned to the customer if the meter is found, upon test, to over-register more than two percent under the conditions of normal operation.

(3) A customer shall have the right to require the Water Department to conduct the test in his presence, or if he so desires, in the presence of an expert or other representative appointed by him.

(4) All meters will be tested before installation, and no meter will be placed in service or allowed to remain in service which is known to have an error in registration in excess of two percent under normal operation.

(Ord. 25-_____ Sec. 1, 2025; Ord. 2481 Sec. 3(part), 1980; Ord. 2286 Sec. 1, 1979; Ord. 843 Sec. 7(part), 1955)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: GRETL 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 WATER METERS AND AMENDING SECTION 14.12.040 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.12.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.12.040: - Deposit for Testing Meter.

(1) The Water Department will, upon written request, test any customer's meter, and where excessive errors are shown to exist, adjust for wrong charges for a period not to exceed one year previous.

(2) When a customer requests a meter test, a deposit to cover the costs of the test shall be required. The amount deposited shall be ~~$16.00~~charged per inch and can be found in the City of Kennewick Master Fee Schedule. The deposit will be returned to the customer if the meter is found, upon test, to over-register more than two percent under the conditions of normal operation.

(3) A customer shall have the right to require the Water Department to conduct the test in his presence, or if he so desires, in the presence of an expert or other representative appointed by him.

(4) All meters will be tested before installation, and no meter will be placed in service or allowed to remain in service which is known to have an error in registration in excess of two percent under normal operation.

(Ord. 25-_____ Sec. 1, 2025; Ord. 2481 Sec. 3(part), 1980; Ord. 2286 Sec. 1, 1979; Ord. 843 Sec. 7(part), 1955)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 2025.

Attest: GRETL J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet				Category: Ordinance
	Item Number:	5.a.7.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Updating Fees Relating to Kennewick Pretreatment Act, Amending KMC 14.23.140		
	Department:	Finance		
	Ordinance #:			

Recommendation

Staff recommends Council adopt this housekeeping ordinance to ensure consistency of fees citywide.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

The recommended ordinance amends KMC Section 14.23.140 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.

Alternatives

The alternative is to deny approval of the ordinance. This alternative is not recommended.

Fiscal Impact

No fiscal impact.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO KENNEWICK PRETREATMENT ACT AND AMENDING SECTION 14.23.140 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.23.140 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.23.140: - Miscellaneous Provisions.

(1) Pretreatment Charges and Fees. The City may adopt reasonable fees for reimbursement of costs of setting up and operating the City's pretreatment program which may include:

(a) Fees for wastewater discharge permit applications including the cost of processing such applications.

(b) Fees for monitoring, inspection and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users.

(c) Fees for reviewing and responding to accidental discharge procedures and construction.

(d) Fees for filing appeals.

(e) Other fees as the City may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this chapter and are separate from all other fees, fines and penalties chargeable by the City.

(f) Annual Permit Fees. Permitted significant industrial users shall be charged 70 percent of the annual permit fee charged by the State of Washington for permitting industrial facilities per Chapter 173-224 WAC.

(g) Sampling Fees.

(i) The expenses for annual sample analysis required by the user's permit will be charged to the user. For analyses conducted by a third party commercial laboratory, the permittee will be charged the actual fees charged by the laboratory. For analyses conducted by the City laboratory, the permittee will be charged the actual cost of the analyses, not to exceed fees established by locally available commercial laboratories.

(ii) Any user establishing a pattern of noncompliance, or having a

history of noncompliance, or suspected of being in noncompliance, may require additional monitoring visits as deemed appropriate by the Public Works Director. Any additional analysis performed which detects noncompliance will be billed directly to the user.

(h) A discharge authorization shall be assessed according to the Kennewick Master Fee Schedule for a one-time batch discharge.

(i) Permit Transfer Fee: Refer to Kennewick Master Fee Schedule.

(j) Permit Modification Fee: Refer to Kennewick Master Fee Schedule. Permit modification fees will only be charged in a case where changes in the user's operation require the modification, or when the user requests a modification.

(k) High Strength Waste Fees.

(i) Users having effluent concentrations of Biochemical Oxygen Demand (BOD) in excess of 240 mg/l and/or Total Suspended Solids (TSS) in excess of 250 mg/l, shall be subject to a high strength waste fee. The rates for high strength waste are based on cost of treatment in the Publicly Owned Treatment Works (POTW).

(A) For current costs for treatment of one pound of BOD and TSS, refer to the Kennewick Master Fee Schedule. Fees are subject to change to comply with the actual cost of treatment as directed by the Public Works Director.

(ii) Calculation of Fees. High strength waste fees are based upon pollutants in excess of thresholds established by the Public Works Director and adopted by the City Council. The fees shall be based upon the total metered water supplied to the premises. The high strength waste fees may be reduced where commercial or industrial wastewater is discharged separately from domestic sanitary wastes or cooling waters and the user provides a meter or other measurement method acceptable to the Public Works Director. For multiple tenant buildings with shared water service, high strength waste fees will be apportioned by class of individual tenants with an estimated volume as a portion of the total sewer bill.

(iii) Methodologies for Calculating High Strength Waste Fees. Composite samplers shall be placed at each high strength discharge site and a rolling average shall be developed using concentrations of the ten most recent monthly samples collected. Rolling averages shall be initiated with samples taken over a 30-day period at not less than one sample per week unless otherwise specified by the Public Works Director.

(iv) Composite Samplers. All high strength waste dischargers shall be required to provide a secure space for and install a composite sampler provided by the City that will be used for random sampling and development of the high strength waste fees. The composite samplers shall be located in an area accessible by the City during regular business hours and shall be locked to prevent access by anyone except City authorized staff.

(v) All fees or charges will be collected by direct billing and are payable within 30 days of billing. Fees past due will be considered a violation of this chapter. Users not paying fees within 60 days of the billing period will be subject to termination of service.

(vi) The fees and charges for high strength waste outlined within this subsection (k) shall be indexed annually by the Treasurer to reflect 100 percent of any change from the Consumer Price Index (U.S. Cities - Urban Wage Earners and Clerical Workers - CPI-W) for October, or other comparable index if not published. The Treasurer shall adjust the fees and publish them each December to take effect on all goods and services delivered or contracted after the beginning of each year and all utility bills mailed after the first of each year. In no event shall the cumulative change in rates be less than zero percent nor more than four percent per year. Unit prices shall be to the nearest 1/10¢ and all other charges to the nearest cent.

(l) RV Dumping Discharge Fee. Users with City approved RV dumping discharge authorization shall be billed annually based on the Kennewick Master Fee Schedule and reviewed on an annual basis to assure the cost of maintenance and treatment is being recovered.

(m) Inspection Fees. Users may be required to pay an annual inspection fee to pay for inspections made by the pretreatment inspector to ensure compliance is being maintained. Refer to Kennewick Master Fee Schedule for current rates.

(2) Severability. If any provision of this chapter is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

(3) Conflicts. All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this chapter are hereby repealed to the extent of the inconsistency or conflict.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5703 Sec. 1, 2017; Ord. 5420 Sec. 1(part), 2012)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 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 KENNEWICK PRETREATMENT ACT AND AMENDING SECTION 14.23.140 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 14.23.140 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

14.23.140: - Miscellaneous Provisions.

(1) Pretreatment Charges and Fees. The City may adopt reasonable fees for reimbursement of costs of setting up and operating the City's pretreatment program which may include:

(a) Fees for wastewater discharge permit applications including the cost of processing such applications.

(b) Fees for monitoring, inspection and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users.

(c) Fees for reviewing and responding to accidental discharge procedures and construction.

(d) Fees for filing appeals.

(e) Other fees as the City may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this chapter and are separate from all other fees, fines and penalties chargeable by the City.

(f) Annual Permit Fees. Permitted significant industrial users shall be charged 70 percent of the annual permit fee charged by the State of Washington for permitting industrial facilities per Chapter 173-224 WAC.

(g) Sampling Fees.

(i) The expenses for annual sample analysis required by the user's permit will be charged to the user. For analyses conducted by a third party commercial laboratory, the permittee will be charged the actual fees charged by the laboratory. For analyses conducted by the City laboratory, the permittee will be charged the actual cost of the analyses, not to exceed fees established by locally available commercial laboratories.

(ii) Any user establishing a pattern of noncompliance, or having a

history of noncompliance, or suspected of being in noncompliance, may require additional monitoring visits as deemed appropriate by the Public Works Director. Any additional analysis performed which detects noncompliance will be billed directly to the user.

(h) A discharge authorization shall be assessed according to the Kennewick Master Fee Schedule ~~$250.00~~ for a one-time batch discharge.

(i) Permit Transfer Fee: Refer to Kennewick Master Fee Schedule ~~$250.00.~~

(j) Permit Modification Fee: Refer to Kennewick Master Fee Schedule ~~$500.00~~. Permit modification fees will only be charged in a case where changes in the user's operation require the modification, or when the user requests a modification.

(k) High Strength Waste Fees.

(i) Users having effluent concentrations of Biochemical Oxygen Demand (BOD) in excess of 240 mg/l and/or Total Suspended Solids (TSS) in excess of 250 mg/l, shall be subject to a high strength waste fee. The rates for high strength waste are based on cost of treatment in the Publicly Owned Treatment Works (POTW).

(A) For c~~C~~urrent costs for treatment of one pound of BOD and TSS, refer to the Kennewick Master Fee Schedule. ~~is $0.38 and $0.33, respectively,~~ Fees~~and~~ are subject to change to comply with the actual cost of treatment as directed by the Public Works Director.

(ii) Calculation of Fees. High strength waste fees are based upon pollutants in excess of thresholds established by the Public Works Director and adopted by the City Council. The fees shall be based upon the total metered water supplied to the premises. The high strength waste fees may be reduced where commercial or industrial wastewater is discharged separately from domestic sanitary wastes or cooling waters and the user provides a meter or other measurement method acceptable to the Public Works Director. For multiple tenant buildings with shared water service, high strength waste fees will be apportioned by class of individual tenants with an estimated volume as a portion of the total sewer bill.

(iii) Methodologies for Calculating High Strength Waste Fees. Composite samplers shall be placed at each high strength discharge site and a rolling average shall be developed using concentrations of the ten most recent monthly samples collected. Rolling averages shall be initiated with samples taken over a 30-day period at not less than one sample per week unless otherwise specified by the Public Works Director.

(iv) Composite Samplers. All high strength waste dischargers shall be required to provide a secure space for and install a composite sampler provided by the City that will be used for random sampling and development of the high strength waste fees. The composite samplers shall be located in an area accessible by the City during regular business hours and shall be locked to prevent access by anyone except City authorized staff.

(v) All fees or charges will be collected by direct billing and are payable within 30 days of billing. Fees past due will be considered a violation of this chapter. Users not paying fees within 60 days of the billing period will be subject to termination of service.

(vi) The fees and charges for high strength waste outlined within this subsection (k) shall be indexed annually by the Treasurer to reflect 100 percent of any change from the Consumer Price Index (U.S. Cities - Urban Wage Earners and Clerical Workers - CPI-W) for October, or other comparable index if not published. The Treasurer shall adjust the fees and publish them each December to take effect on all goods and services delivered or contracted after the beginning of each year and all utility bills mailed after the first of each year. In no event shall the cumulative change in rates be less than zero percent nor more than four percent per year. Unit prices shall be to the nearest 1/10¢ and all other charges to the nearest cent.

(l) RV Dumping Discharge Fee. Users with City approved RV dumping discharge authorization shall be billed annually based on the Kennewick Master Fee Schedule ~~$600.00 per year~~ and reviewed on an annual basis to assure the cost of maintenance and treatment is being recovered.

(m) Inspection Fees. Users may be required to pay an annual ~~$600.00 per year~~ inspection fee to pay for inspections made by the pretreatment inspector to ensure compliance is being maintained. Refer to Kennewick Master Fee Schedule for current rates.

(2) Severability. If any provision of this chapter is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

(3) Conflicts. All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this chapter are hereby repealed to the extent of the inconsistency or conflict.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5703 Sec. 1, 2017; Ord. 5420 Sec. 1(part), 2012)

Section 2. This ordinance shall be in full force and effect January 1, 2026 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 2nd day of December, 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.b.	Date:	12/2/2025	Category: Resolution
	Item Type:	Resolution			
	Subject:	Resolution: 2026 Master Fee Schedule Updates			
	Department:	Finance			
	Resolution #:				

Recommendation

Staff recommends Council approve the updates to the Master Fee Schedule.

Motion for Consideration

Motion to adopt the resolution as presented.

Summary

Background

City Council adopted the Master Fee Schedule in August 2025 under Resolution 25-12. The Master Fee Schedule was developed as a comprehensive document that lists or provides references to fees charged and serves as a transparent and standardized document for Kennewick residents and businesses. The Master Fee Schedule is available on the City's website for the public to view.

Master Fee Schedule Update

Staff recommends modifying the Master Fee Schedule by approving the resolution as proposed, which encompasses the following:

1. Adding new sections to incorporate the ordinances adopted through the docket presented under Item 5.a. *(see Figures 1, 2, and 3 in Exhibit A)*; and
2. Amending existing sections to incorporate the ordinances adopted through the docket presented under Item 5.a. *(see Figures 5 and 6 in Exhibit A)*; and
3. Increasing the fire hydrant meter deposit fee from $400 to $1,400 to ensure appropriate cost recovery in the event of meter damage *(see "Meter Deposit" from Figure 1 in Exhibit A); and*
4. Correcting the public works license agreement fees *(see Figure 4 in Exhibit A); and*
5. Correcting an error in the amount charged for Lock Replacement *(see Figure 6 in Exhibit A).*

No other changes to the fee schedule shall be made under this resolution. If adopted, the resolution will go into effect on January 1, 2026.

Alternatives

The alternative is to deny the updates to the Master Fee Schedule or to amend the proposed fire hydrant meter deposit. These alternatives are not recommended.

Fiscal Impact

There is no fiscal impact.

Attachments:

1. Resolution

CITY OF KENNEWICK
RESOLUTION NO. 25-_____

A RESOLUTION RELATING TO THE AMENDMENT OF THE MASTER FEE SCHEDULE TO UPDATE CERTAIN FEES AND CHARGES.

WHEREAS, the City of Kennewick maintains a Master Fee Schedule consolidating all City fees into a single reference document; and

WHEREAS, periodic amendments to the Master Fee Schedule are necessary to ensure that fees reflect the true cost of services provided, maintain consistency with state law, and align with City Council policy direction; and

WHEREAS, the City Council finds it in the best interest of the City and the public to adopt the recommended updates to the Master Fee Schedule as described in Exhibit A; and

WHEREAS, the Master Fee Schedule remains unchanged except for the revisions described in Exhibit A;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF KENNEWICK hereby amends the City of Kennewick Master Fee Schedule as set forth in Exhibit A, attached hereto and incorporated by reference, and authorizes City staff to implement the fees and charges as listed therein effective January 1, 2026.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 2nd day of December 2025.

Attest: GRETL J. CRAWFORD, Mayor

KRYSTAL JOHNSTON, City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

EXHIBIT A

NEW SECTIONS:

Utility Fees – Water

Fire Hydrant Meter – KMC 14.13.090	
Description	**Fee**
Permit Fee	$90
Meter Deposit	$1,400
Consumption Fee*	$1.837/per 100 cubic ft.
Monthly Water Service Fee*	$166.15
Replacement Parts	
Description	**Fee**
Meter	$1,400
Gate Valve	$380
2 1/2" Female x 3" Male Swivel Adapter	$280
3" Brass Nipple	$80
Locking Devices	$25
3" x 2 1/2" Double Male Hax Nipple	$150
***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.	

[Figure 1]

Utility Fees – Sewer

Pretreatment – KMC 14.23.140		
Description	**Fee**	**Notes**
One-time Batch Discharge	$250	For one time discharge of treated industrial wastewater
Permit Transfer	$250	Formal transfer of the permit from one party to another
Permit Modification	$500	Modification to the industrial user's operation
High Strength BOD	$0.38	Per lb of BOD discharged in wastewater over 240 mg/l
High Strength TSS	$0.33	Per lb of TSS discharged in wastewater over 250 mg/l
RV Dumping Permit	$600	Annual fee for approved RV dumping discharge stations
Pretreatment Inspections	$600	Annual fee for industrial users with pretreatment devices

[Figure 2]

Public Works – Latecomer Reimbursement Agreement

Application Requirements & Processing Fees - *KMC 5.60.060*	
Description	Fee
Utility System Processing Fee (Water, Sewer, Stormwater)	$910
Street System Improvement Fee	$1,810
Parcel Fee	$360
Sewer Area Charge – *KMC 5.64.070*	
Description	Fee
Base Processing Fee (First 5 Parcels)	$180
Per Parcel Fee (Each Additional Parcel Over 5)	$ 210
- These fees are adjusted in accordance with ENR Construction Index for Seattle WA.	

[Figure 3]

AMENDED SECTIONS:

Public Works – License Agreement Fees

License Agreement Fees	
Description	**Fee**
Commercial License Agreement Application Review Fee	$700
Residential (HOA) License Agreement Application Review Fee	$700
Residential (Single) License Agreement Application Review Fee	$450

[Figure 4]

Redline **Public Works – License Agreement Fees**

License Agreement Fees	
Description	**Fee**
Commercial License Agreement Application Review Fee	$~~600~~ $700
Residential (HOA) License Agreement Application Review Fee	$~~600~~ $700
Residential (Single) License Agreement Application Review Fee	$~~350~~ $450

[Figure 4]

Public Safety & Enforcement - Police

Administrative Police Services	
Type	**Fee**
Fingerprints	$21 first 2 sets/$5 per additional set
Alarm Installers License – *KMC 6.60.025*	$125 (2 year)
Alarm Dealer/Monitoring Company – *KMC 6.60.025*	$250
Alarm License (at Time of Installation) – *KMC 6.60.025*	$40
Firearms Dealer License	$125
Alarm Technician Identification Card Renewal (2-year) – KMC 6.60.042	$125
Tow Release Fee (DWLS) – *KMC 11.90.635*	$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

[Figure 5]

Redline **Public Safety & Enforcement – Police**

Administrative Police Services	
Type	**Fee**
Fingerprints	$21 first 2 sets/$5 per additional set
Alarm Installers License – *KMC 6.60.025*	$125 (2 year)
Alarm Dealer/Monitoring Company – *KMC 6.60.025*	$250
Alarm License (at Time of Installation) – *KMC 6.60.025*	$40
Firearms Dealer License	$125
Alarm Technician Identification Card Renewal (2-year) – KMC 6.60.042	$125
Tow Release Fee (DWLS) – *KMC 11.90.635*	$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

[Figure 5]

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*	$30
Pull Meter*	$110
Closing Meter Read	$35
Special Water Meter Reading Fee – KMC 14.07.110	$35
- Meter Testing Deposit – KMC 14.12.040	$80
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.	

[Figure 6]

Redline **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~~30
Pull Meter*	$110
Closing Meter Read	$35
Special Water Meter Reading Fee – KMC 14.07.110	$35
- Meter Testing Deposit - KMC 14.12.040	$80
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.	

[Figure 6]

Council Agenda Coversheet				Category: Ordinance
	Item Number:	5.c.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance Docket: Community Planning KMC Updates Pertaining to Titles 17 and 18 for Co-Living Housing		
	Department:	Community Planning		
	Ordinance #:	*A sequential number will be assigned to each adopted ordinance.*		
	Permit #:	DCA-2025-0005		

Recommendation

The Planning Commission recommends Council adopt each of the ordinances submitted under this docket.

Motion for Consideration

Motion to approve the Co-Living Housing ordinance docket as presented (docket items 5.c.1 through 5.c.11).

Summary

The Washington Legislature passed Engrossed 2nd Substitute House Bill 1998 (E2SHB 1998), in 2024. The bill requires cities and counties planning under the Growth Management Act to adopt development regulations that allow co-living housing as a permitted use. Revised Code of Washington (RCW) 36.70A.535 codifies E2SHB 1998. The city is required to have co-living housing regulations adopted by December 31, 2025.

The proposed code amendments either repeal sections of outdated housing types or establish definitions and regulations for co-living housing.

The Planning Commission held a public hearing on November 17, 2025, for all the proposed code amendments. No public testimony/comments were submitted in person or in writing for the proposed amendments. The Planning Commission voted unanimously to recommend approval of all amendments to Council.

For simplicity, Council can approve the docket of ordinances under one motion. A Councilmember may remove one or more ordinances from the docket for individual consideration and vote.

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Presentation
2. PC Action Summary
3. Staff Report

City Council Meeting

Development Code Amendment
DCA-2025-0005

December 2, 2025

Application Summary

Applicant(s): City of Kennewick

Background: The Washington Legislature passed Engrossed 2nd Substitute House Bill 1998 (E2SHB 1998), in 2024. The bill requires cities and counties planning under the Growth Management Act to adopt development regulations that allow co-living housing as a permitted use. Revised Code of Washington (RCW) 36.70A.535 codifies E2SHB 1998. The city is required to have co-living housing regulations adopted by December 31, 2025.

RCW 36.70A.535(11)(a) Co-Living Housing Definition: "Co-living housing" means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other rented sleeping units in the building. Local governments may use other names to refer to co-living housing including, but not limited to, congregate living facilities, single room occupancy, rooming house, boarding house, lodging house, and residential suites.

Application Summary

Proposal: To amend the following Kennewick Municipal Code (KMC) Sections:

- 17.20.010(4)(e): Remove the reference to the rowhouses.
- 18.09.260: Eliminate the section that defines boarding house.
- 18.09.415: Establish a new section that defines co-living housing.
- 18.09.1350: Amend the definition of multi-family residential development by removing the references boarding and lodging houses.
- 18.09.1860: Eliminate the section that defines rooming house.
- 18.09.1865: Eliminate the section that defines rowhouses.
- 18.09.2085: Amend the definition of a townhouse.
- 18.12.010 A.1: Establish the zones that co-living housing is permitted in and remove references to rooming and boarding houses, see table on next slide.
- 18.12.010 A.2: Remove the reference to rowhouses.
- 18.12.190: Remove development specifications for rooming houses and boarding houses.
- 18.36.060: Establish off-street parking requirements at .25 stalls per sleeping unit.

Hearing Summary

- The Planning Commission held a public hearing for the proposed amendments on November 17, 2025.
- No public testimony, for or against, was provided at the hearing.
- The Planning Commission voted 7 to 0 to recommend approval of the amendments.

Recommendation

The Planning Commission recommends approval of Development Code Amendment DCA-2025-0005 to City Council.

Planning Commission Action Summary
DCA-2025-0005 – City of Kennewick

The Kennewick Planning Commission conducted a public hearing on November 17, 2025. All interested parties were invited to come before the Commission and be heard. After reviewing the staff report and all oral and written facts and opinions, the Commission passed a motion on the proposed Development Code Amendment, concurring with the findings and conclusions in Staff Report DCA-2025-0005 and recommends approval of the proposed Development Code Amendments to City Council.

Findings of Fact:

1. The applicant is the City of Kennewick, Community Development, 210 W 6th Avenue, Kennewick, WA 99336.
2. The application was submitted on September 29, 2025.
3. Notice of the proposed code revision was sent to the Washington State Department of Commerce on September 29, 2025, consistent with the requirements of RCW 36.70A.106.
4. The City received confirmation of starting the 60-day/Expedited review period and notice that the City has met the Growth Management Act notice to state agency requirements from the Washington State Department of Commerce on September 29, 2025.
5. The Department of Commerce granted expedited review on October 14, 2025.
6. The City is required to comply with RCW 36.70A.535 by December 31, 2025.
7. A Determination of Non-Significance was issued on October 15, 2025.
8. The Notice of Public Hearing was published in the Tri City Herald on October 19, 2025.

Conclusion of Law:

1. The proposed amendments will provide additional housing options for the residents of Kennewick.
2. The proposed amendments comply with RCW 36.70A.535.

The motion to recommend approval to City Council was moved by Commissioner Gregory and seconded by Commissioner Arneson. The motion was passed unanimously, with Commissioners Perez, Rahimlou, Arneson, Barger, Morales, Vice Chair Gregory and Chairman Hempstead all in favor.

COMMUNITY PLANNING DEPARTMENT

STAFF REPORT AND RECOMMENDATION TO
THE PLANNING COMMISSION

FILE NO: DCA-2025-0005

Public Hearing Date: November 17, 2025

Proposal: Amendments to Kennewick Municipal Code (KMC) Sections 17.20.010, 18.09.260, 18.09.1350, 18.09.1860, 18.09.1865, 18.12.010 A.1, 18.12.010 A.2 18.12.190, 18.36.060 and creating a new code section, 18.09.415.

Applicant: City of Kennewick

Staff Contact: Steve Donovan, Planning Manager

Background:

The Washington Legislature passed Engrossed 2nd Substitute House Bill 1998 (E2SHB 1998), in 2024. The bill requires cities and counties planning under the Growth Management Act to adopt development regulations that allow co-living housing as a permitted use. Revised Code of Washington (RCW) 36.70A.535 codifies E2SHB 1998. The city is required to have co-living housing regulations adopted by December 31, 2025.

Proposal and Analysis:

Staff propose the following amendments: all changes are in red and either underlined or strike-through:

Proposed amendment to 17.20.010(4)(e):

(4) Lots:

(a) Residential lots having more than one abutting street shall be ten percent larger in area and wider than the minimum required by the zoning district in which located to allow for adequate setbacks;

(b) Side lines of lots should be approximately at right angles or radial to the street.

(c) Lots with double frontage, with the exception of corner lots, shall be avoided wherever possible;

(d) Lots shall not have direct driveway access onto arterial or collector streets unless approved by the Traffic Engineer;

(e) All residential lots shall abut a dedicated street for at least 30 feet unless developed with townhomes ~~or rowhouses~~, then 20 feet, however, lots developed in accord with applicable sections of Chapter 18.75 or abutting a frontage road as indicated in Section 17.20.010(2)(l) need not abut a dedicated street;

(f) Prior to division approval, all lot corners shall be marked by a five-eighths inch diameter iron rod firmly driven into the ground to a depth of at least 24 inches. The land surveyor shall certify on the plat that the corners have been staked. Where lot corner markers are not evident, and prior to issuance of any building permit for construction within the division, a

certified statement from a professional land surveyor must be submitted to the Building Inspector, stating that all corners of the property proposed for construction are marked by an iron pin firmly driven into the ground to a depth of at least 24 inches.

Staff Analysis: Eliminate the reference to rowhouses since the definition is being entirely removed. The proposed definition of co-living housing addresses rowhouses, duplication is not necessary.

Proposed amendment to 18.09.260:

~~**18.09.260: Boarding House.**~~

~~*Boarding House* means an establishment with lodging for five or more persons where meals are regularly prepared and served for compensation and where food is placed on the table family style, without service or ordering of individual portions from a menu.~~

~~(Ord. 5180 Sec. 1, 2007)~~

Staff Analysis: Eliminate the section entirely, the proposed definition of co-living housing addresses Boarding Houses, duplication is not necessary.

Proposed 18.09.415:

18.09.415: Co-Living Housing.

Co-living housing means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building.

Staff Analysis: Establish a definition for co-living housing. The proposed definition is the same as what is established in RCW 36.70A.535(11)(a).

Proposed amendments to 18.09.1350:

18.09.1350: Multi-Family Residential Development.

Multi-Family Residential Development means developments containing buildings with two or more residential dwelling units on one lot. Multi-family residential developments are those that are designed and intended for residential occupancy in multi-family structures regardless of the type of building or ownership in which such use occurs. Examples include, but are not limited to, townhouses, duplexes, multiplexes, condominiums, and apartment houses~~, boarding houses, and lodging houses~~. Accessory dwelling units shall not be considered multi-family residences.
(Ord. 5180 Sec. 1, 2007)

Staff Analysis: Remove the reference to boarding houses and lodging houses since the definitions of each are proposed to be removed from the KMC.

Proposed amendment to 18.09.1860:

~~**18.09.1860: Rooming House.**~~

~~*Rooming House* means a building that is the primary residence of the owner and in which rooms are provided, by the owner, for compensation, to three or more adult persons not related by blood, marriage, or adoption to the owner.~~

~~(Ord. 5180 Sec. 1, 2007)~~

Staff Analysis: Eliminate the section entirely, the proposed definition of co-living housing addresses rooming houses, duplication is not necessary.

Proposed amendment to 18.09.1865:

~~**18.09.1865: Rowhouses.**~~

~~*Rowhouse* means a single-family dwelling on its own lot, in a series of three or more similar dwellings in one structure but on separate lots, with interior units sharing~~

~~common walls along both side property lines and end units sharing a common wall on one side property line, where parking is not incorporated within the dwelling unit.~~ ~~(Ord. 5365 Sec. 8, 2011)~~

Staff Analysis: Eliminate the section entirely, the proposed definition of co-living housing addresses rowhouses, duplication is not necessary.

Proposed amendments to 18.09.2085:

18.09.2085: Townhouse.

Townhouse means a single-family dwelling on its own lot, in a series of three or more similar dwellings in one structure but on separate lots, with interior units sharing common walls along both side property lines and end units sharing a common wall on one side property line~~, and with parking incorporated within each dwelling unit~~.

(Ord. 5365 Sec. 9, 2011)

Staff Analysis: Remove the reference to having garages with each townhouse unit. Parking requirements do not mandate garages, and some townhouse developers are proposing to not have garages to keep construction costs down.

Proposed amendments to 18.12.010 A.1:

Establish zones that co-living housing is permitted in, see Exhibit 3.

Staff Analysis: RCW 36.70A.535 mandates that the city adopt development regulations by 12/31/25. Staff propose that co-living housing units be permitted in many of the residential and commercial zones that rooming and boarding houses were permitted in and eliminate references to rooming and boarding houses.

Proposed amendments to 18.12.010 A.2:

Remove references to rowhouses, see Exhibit 4.

Staff Analysis: Remove the reference to rowhouses since the definition of a rowhouse is being removed from the development regulations.

Proposed amendments to 18.12.190:

~~**18.12.190: Rooming Houses and Boarding Houses.**~~

~~(1) A rooming house or boarding house must have at least one and one-half off-street parking spaces for each individual unit bedroom.~~

~~(2) Only one sign not exceeding six square feet, indicating the name of the establishment, and a one square foot sign indicating room for rent are permitted.~~

~~(3) Cooking and sanitary facilities for all rooming houses and boarding houses must be in accord with regulations of the Benton-Franklin District Health Department.~~

~~(Ord. 5180 Sec. 1, 2007)~~

Staff Analysis: Eliminate the section entirely, the proposed definition of co-living housing addresses rooming houses and boarding houses, duplication is not necessary.

Proposed amendments to 18.36.060:

Establish parking requirements for co-living housing, see Exhibit 5.

Staff Analysis: RCW 36.70A.535(3)(ii) requires no more than .25 off-street parking spaces be provided per sleeping unit. Co-living housing is very similar to congregate care housing. Therefore, staff propose that both uses be subject to the .25 off street parking spaces per sleeping unit.

It is staff's opinion that the proposed amendments will provide clarity of the code for both staff and the public. Additionally, the amendments will ensure that the KMC follows RCW 36.70A.535.

Regulatory Controls and Policies:

- Kennewick Municipal Code Title 18
- Kennewick Comprehensive Plan

Findings of Fact:

1. The applicant is the City of Kennewick, Community Development, 210 W 6th Avenue, Kennewick, WA 99336.
2. The application was submitted on September 29, 2025.
3. Notice of the proposed code revision was sent to the Washington State Department of Commerce on September 29, 2025, consistent with the requirements of RCW 36.70A.106.
4. The City received confirmation of starting the 60-day/Expedited review period and notice that the City has met the Growth Management Act notice to state agency requirements from the Washington State Department of Commerce on September 29, 2025.
5. The Department of Commerce granted expedited review on October 14, 2025.
6. The City is required to comply with RCW 36.70A.535 by December 31, 2025.
7. A Determination of Non-Significance was issued on October 15, 2025.
8. The Notice of Public Hearing was published in the Tri City Herald on October 19, 2025.

Conclusion of Law:

1. The proposed amendments will provide additional housing options for the residents of Kennewick.
2. The proposed amendments comply with RCW 36.70A.535.

Staff Recommendation:

Based on the above analysis, staff recommend the Planning Commission forward a recommendation of APPROVAL to City Council for the following motion.

Motion:

I move that the Planning Commission concur with the findings and conclusions in the staff report DCA-2025-0005 and recommend approval of the amendments to KMC Sections 17.20.010(4)(e), 18.09.260, 18.09.415, 18.09.1350, 18.09.1860, 18.09.1865, 18.12.010 A.1, 18.12.010 A.2, 18.12.190 and 18.36.060.

Exhibits:

1. Staff Report
2. RCW 36.70A.535
3. KMC 18.12.010 A.1
4. KMC 18.12.010 A.2
5. KMC 18.36.060

RCW 36.70A.535

Co-living housing.

(1) Cities and counties planning under this chapter must allow co-living housing as a permitted use on any lot located within an urban growth area that allows at least six multifamily residential units, including on a lot zoned for mixed-use development.

(2) A city or county subject to the provisions of this section may not require co-living housing to:

(a) Contain room dimensional standards larger than that required by the state building code, including dwelling unit size, sleeping unit size, room area, and habitable space;

(b) Provide a mix of unit sizes or number of bedrooms; or

(c) Include other uses.

(3)(a) A city or county subject to the provisions of this section also may not require co-living housing to:

(i) Provide off-street parking within one-half mile walking distance of a major transit stop; or

(ii) Provide more than 0.25 off-street parking spaces per sleeping unit.

(b) The provisions of (a) of this subsection do not apply:

(i) If a city or county submits to the department an empirical study prepared by a credentialed transportation or land use planning expert that clearly demonstrates, and the department finds and certifies, that the application of the parking limitations of (a) of this subsection will be significantly less safe for vehicle drivers or passengers, pedestrians, or bicyclists than if the jurisdiction's parking requirements were applied to the same location. The department must develop guidance to assist cities and counties on items to include in the study; or

(ii) To portions of cities within a one-mile radius of a commercial airport in Washington with at least 9,000,000 annual enplanements.

(4) A city or county may not require through development regulations any standards for co-living housing that are more restrictive than those that are required for other types of multifamily residential uses in the same zone.

(5) A city or county may only require a review, notice, or public meeting for co-living housing that is required for other types of residential uses in the same location, unless otherwise required by state law including, but not limited to, shoreline regulations under chapter **90.58** RCW.

(6) A city or county may not exclude co-living housing from participating in affordable housing incentive programs under RCW **36.70A.540**.

(7) A city or county may not treat a sleeping unit in co-living housing as more than one-quarter of a dwelling unit for purposes of calculating dwelling unit density.

(8) A city or county may not treat a sleeping unit in co-living housing as more than one-half of a dwelling unit for purposes of calculating fees for sewer connections, unless the city or county makes a finding, based on facts, that the connection fees should exceed the one-half threshold.

(9)(a) A city or county subject to the requirements of this section must adopt or amend by ordinance and incorporate into their development regulations, zoning regulations, and other official controls the requirements of this section to take effect no later than December 31, 2025.

(b) In any city or county that has not adopted or amended ordinances, regulations, or other official controls as required under this section, the requirements of this section supersede, preempt, and invalidate any conflicting local development regulations.

(10) Any action taken by a city or county to comply with the requirements of this section is not subject to legal challenge under this chapter or chapter **43.21C** RCW.

(11) For the purposes of this section, the following definitions apply:

(a) "Co-living housing" means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building. Local governments may use other names to refer to co-living housing including,

but not limited to, congregate living facilities, single room occupancy, rooming house, boarding house, lodging house, and residential suites.

(b) "Major transit stop" means:

(i) A stop on a high capacity transportation system funded or expanded under the provisions of chapter **81.104** RCW;

(ii) Commuter rail stops;

(iii) Stops on rail or fixed guideway systems, including transitways;

(iv) Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or

(v) Stops for a bus or other transit mode providing actual fixed route service at intervals of at least 15 minutes for at least five hours during the peak hours of operation on weekdays.

[**2024 c 180 s 2**.]

NOTES:

Intent—Findings—2024 c 180: "(1) The legislature makes the following findings:

(a) Washington state is experiencing a housing affordability crisis;

(b) Co-living housing is a type of housing that can provide rental homes affordable to people with moderate to low incomes without requiring any public funding, and rents in newly constructed, market-rate co-living housing in the Puget Sound region can be affordable to people with incomes as low as 50 percent of area median income;

(c) Co-living housing is a residential development with sleeping units that are independently rented and provide living and sleeping space, in which residents share kitchen facilities with residents of other units in the building;

(d) Co-living housing historically provided a healthy inventory of rental homes on the lowest rung of the private housing market, comprising up to 10 percent of housing in some cities;

(e) Starting in the mid-20th century, local governments began adopting restrictive zoning and other rules that increasingly prohibited co-living housing, or made it impractical to build or operate, and its numbers plummeted;

(f) Today, many cities and counties outright prohibit co-living housing on most of their residential land, or they enforce any number of restrictions that make it effectively impossible to build new co-living housing or to convert existing buildings into co-living housing;

(g) Co-living housing provides options for people who:

(i) Wish to lower their housing expenses by paying less for a smaller home;

(ii) Prefer a living arrangement with shared community spaces that facilitate social connections;

(iii) Wish to trade off location for space and, by living in a small home, also get to live in a high opportunity neighborhood they could not otherwise afford; or

(iv) Want a low-cost, more private alternative to having a roommate in a traditional rental;

(h) Many communities throughout Washington face a severe shortage of workforce housing, and co-living housing provides housing affordable to that income range and below, without public funding;

(i) Co-living housing reduces pressure on the limited amount of publicly funded affordable housing by providing housing that is affordable to lower income residents who might otherwise wait years for subsidized housing;

(j) Co-living housing works best for single-person households, but the housing for singles that it provides reduces demand for family-sized rentals from singles who would otherwise group together to rent large homes;

(k) Co-living housing provides a good option for seniors, especially those who want to downsize, or those who desire a living arrangement that is more social than a standard apartment. When located in walkable neighborhoods, co-living housing gives mobility options to seniors who can no longer drive;

Exhibit 2

(l) Co-living housing is well-suited for the conversion of office buildings to housing, because it typically requires less plumbing and fixtures for kitchens and bathrooms;

(m) Co-living housing is well-suited for very low-income people, supportive and recovery housing, and "housing first" homes for the formerly homeless;

(n) State building codes have established minimum sizes and other standards to ensure that co-living housing meets modern health and safety standards;

(o) Creating co-living housing near transit hubs, employment centers, and public amenities can help the state achieve its greenhouse gas reduction goals by increasing walkability, shortening household commutes, curtailing sprawl, and reducing the pressure to develop natural and working lands; and

(p) Co-living housing, because the units are small, is inherently more energy efficient than standard apartments, both saving residents money and reducing the state's energy demand.

(2) Therefore, the legislature intends to allow the creation of co-living housing as a means to address the need for additional affordable housing options for a diversity of Washington residents." [**2024 c 180 s 1**.]

18.12.010 A.1: Residential Use Table.

The following table lists uses allowed by zone and the applicable City review process as follows: Review Process I = Staff review, Review Process II = Conditional Use Permit, Review Process III = Temporary Homeless Encampment Permit. If a use is listed with a blank, it shall be prohibited in that zone. For certain categories of uses, additional requirements are also noted:

Residential Use Table	RMH	RS	RL	RM	RH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Accessory Dwelling Units (See Title 18.12.020)	I	I	I	I	I		I			I						I							
Accessory uses and structures	I	I	I	I	I	I	I	I	I	I	I	I		I	I	I	I	I	I	I	I	I	I
Animal Keeping (See Title 18.12.040)	I	I	I	I	I	I										I							
Bed and breakfast inns (5 guest rooms or less)	I	I	I	I	I		I			II						I							
Co-Living Housing	I	I	I	I	I		I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)							I(2)	
Churches or religious places of worship	II	II	II	II	II	II	II		I		I	I		I	I	II							
Day Care Centers (See Section 18.12.060)				II	I		I	I	I		I	I		I		I	I	I	I	I		I	I

Family Day Care Home (see Section 18.12.070 and footnotes)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)		(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Farm Animals (see footnote 9)		I																					
Group Living I (See footnote 5)	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I					I(2)	
Group Living II (See footnote 6)				I	I				I		I	I		I								I(2)	
Home occupation	I	I	I	I	I	I	I	I	I	I	I	I		I	I	I							
Mini-Day Care Center (Located in Family Abode - Section 18.12.060)	II	II	II	I	I	II	I	I	I	I	I	I		I	I	I	I	I	I	I	I	I	I
Mini-Day Care Center (Not located in Family Abode - See 18.12.060)				I	I		I	I	I		I	I		I	I	I	I					I	I
Mini Storage (See 18.12.130)					I						I	I		I					I	I			
Motels (See Title 18.12.140)					II					I	I	I		I	I								
Nursing homes and congregate				II	II				I		I	I		I									

care facilities (over 10 residents)																							
Nursing homes and congregate care facilities (up to 10 residents)	II	II	II	II	II		I		I		I	I		I		I							
Recreational vehicle park, transient (up to 30-day stay) (See Title 18.12.170, 180) (see also, footnote 7)																						I	I
Residences, Middle Housing	I	I	I	I	I																		
Residences, multi-family				I	I		I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)	I(8)						I(2)	
Residences, single-family	I	I	I	I	I	I	I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)	I(8)						I(2)	
~~Rooming Houses and Boardinghouses (See Title 18.12.190)~~				~~II~~	~~II~~		~~I~~																
Swimming Pools (See Title							I															I	I

18.12.240) (see footnote 10)																							
Temporary Homeless Encampments (See Title 18.12.255)	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III
Trailers, Boats, Camper Tops, Travel Trailers, Recreational Vehicles (See Title 18.12.260)	I	I	I	I	I																		

FOOTNOTES for Table 18.12.010 A-1 Residential Use Table:

(1) No permit required for a family day care home (up to six charges). Per 18.12.070, if alterations are made a building permit will be required. A state license and city business license is required.

(2) Residential development is permitted in the PF zone when the land will be owned and/or operated by the Kennewick Housing Authority or other public or governmental agency. Residential developments in the PF zone shall meet all requirements of this title as though it were developed in the RH zone.

(3) Not used.

(4) Not used.

(5) Residential Care Homes, state or federally approved, with six or fewer residents and any required on-site residential staff permitted by right; all larger group living uses prohibited.

(6) Residential Care Centers are permitted outright, subject to all of the applicable provisions of this title.

(7) Recreational vehicle storage in R districts shall refer to Title 18.12.180 and shall be subject to special provisions applicable to Master Planned subdivisions.

(8) Subject to KMC 18.42.140 and KMC 18.78.

(9) In "RS" zones, agriculture and animal husbandry are permitted including keeping of farm animals such as horses, cows, and sheep, but maintained only on lots of at least 30,000 square feet. The keeping of farm animals must not exceed one animal per half acre.

(10) Swimming pools considered an accessory use.

(Ord. 25-6110 Sec. 1, 2025; Ord. 25-6102 Sec. 1, 2025; Ord. 6007, Sec. 1, 2023; Ord. 5748 Sec. 1, 2018; Ord. 5729 Sec. 1, 2017; Ord. 5712 Sec. 1, 2017; Ord. 5558 Sec. 2, 2014; Ord. 5528 Sec. 2, 2013; Ord. 5462 Sec. 3, 2012; Ord. 5434 Sec. 4, 2012; Ord. 5309 Sec. 8, 2010; Ord. 5262 Sec. 2, 2009; Ord. 5204 Sec. 5, 2007; Ord. 5180 Sec. 1, 2007)

18.12.010 A.2: Table of Residential Site Development Standards.

Minimum and maximum residential standards are identified in the following table.

	RS[5,8,9]	RL[5,8,9]	RM[3, 4, 5, 6,8,9]	RH[3, 4, 5, 6,8,9]	RTP[3, 4, 5]	RMH[6,8,9]	UMU[3, 7]
Max. Density[1]	N/A	N/A	13	27	13	4	N/A
Unit Density[1a]	6	6	6	6	N/A	6	N/A
Min. Lot Size	8,000 sf	5,500 sf	4,000 sf	3,500 sf	1 acre	5,500 sf	N/A
Min. Lot Size ~~(Rowhouse/~~ Townhouse~~)~~	1,800 sf	1,800 sf	1,800 sf	1,600 sf	N/A	1,800 sf	N/A
Min. Lot Width[2]	50'	45'	35'	N/A	N/A	45'	N/A
Min. Lot Width[2] ~~(Rowhouse/~~ Townhouse~~)~~	24'	24'	20'	20'	N/A	24'	N/A
Min. Front Yard/ Street Setback[2]	15'	15'	15'	15'	15'	15'	See KMC 18.80
Min. Garage Setback[2]	20'	20'	20'	20'	20'	20'	N/A
Min. Side Yard Setback[2]	5'	5'	5'	5'	5'	5'	0'
Min. Rear Yard Setback[2]	15'	15'	15'	15'	15'	15'	5'
Max. Height	35' or 2.5 stories, whichever is less	35' or 2.5 stories, whichever is less	35'	45'	N/A	35' or 2.5 stories, whichever is less	N/A
Min. Lot Frontage[2]	30'	30'	30'	30'	30'	30'	20'
Min. Lot Frontage[2] ~~(Rowhouse/~~ Townhouse~~)~~	N/A	N/A	20'	20'	N/A	N/A	N/A

FOOTNOTES for Table 18.12.010 A.2 Residential Standards Table:

(1) Maximum Density - The maximum permitted number of lots/units in the RM and RH zone is determined by dividing the gross area of the parcel in square feet by 43,560 square feet, multiplied by the allowed maximum density under table 18.12.010. The closest whole number is the permitted maximum number of lots/units. If the unit density is greater than the maximum density as calculated, then unit density will be used to determine the maximum number of middle housing units permitted on the lot.

(a) Unit density for RS, RL, RMH, RM, and RH zones is four middle housing units unless the lot is less than 1,000 square feet in size.

(i) Accessory Dwelling Units, as permitted in KMC 18.12.020, apply towards the total number of units permitted.

(ii) Six middle housing units per lot may be approved if at least two of those units are affordable housing meeting the following requirements, unless zoning permitting higher densities or intensities applies:

(A) Dwelling units that qualify as affordable housing shall have costs, including utilities other than telephone, that do not exceed 30 percent of the monthly income of a household whose income does not exceed the following percentages of median household income adjusted for household size, for the county where the household is located, as reported by the United States Department of Housing and Urban Development:

(I) Rental housing: 60 percent.

(II) Owner-occupied housing: 80 percent.

(B) The units shall be maintained as affordable for a term of at least 50 years, and the property shall satisfy that commitment and all required affordability and income eligibility conditions.

(C) The applicant shall record a covenant or deed restriction that ensures the continuing rental or ownership of units subject to these affordability requirements consistent with the conditions in chapter 84.14 RCW for a period of no less than 50 years.

(D) The covenant or deed restriction shall address criteria and policies to maintain public benefit if the property is converted to a use other than that which continues to provide for permanently affordable housing.

(E) The units dedicated as affordable housing shall:

(I) Be provided in a range of sizes comparable to other units in the development.

(II) The number of bedrooms in affordable units shall be in the same proportion as the number of bedrooms in units within the entire development.

(III) Generally, be distributed throughout the development and have substantially the same functionality as the other units in the development.

(b) Where maximum density exceeds unit density, maximum density will [be] used to determine the number of units permitted on a lot.

(2) Yards:

(a) Street: Building setback lines will be measured from the back of the sidewalk. Where no sidewalk exists and in the UMU district, building setback lines will be measured from the right-of-way line. (See fig. 1a-b)

(i) For garages that face a no-street abutting property line (side-entry garages,) the garage setback may be reduced to 15 feet from the back of the sidewalk. The street facing façade of the garage shall be treated with windows, modulations and/or architectural design elements and features that mimic the remainder of the house. Landscaping shall also be required along the street-facing façade. (See fig. 2a-b)

(ii) In no instance shall a vehicle or any other object be allowed to obstruct a pedestrian walkway/sidewalk.

(b) Rear: As measured from an existing lot line or alleyway.

(c) Side: Shall be five feet from the nearest side yard property line.

(i) Single-family attached and zero-lot line housing shall have no setback on the side where the property line follows a common or zero-lot line wall.

(ii) End units shall have a five-foot setback from the nearest side yard property line and no setback on the common wall side.

(d) Lot Frontage: Lot frontage lines will be measured from the right-of-way line.

(e) Where no street frontage exists, building setback and lot frontage lines will be addressed during the site plan or plat review process and must be approved by the Planning Director.

Fig. 1.a.

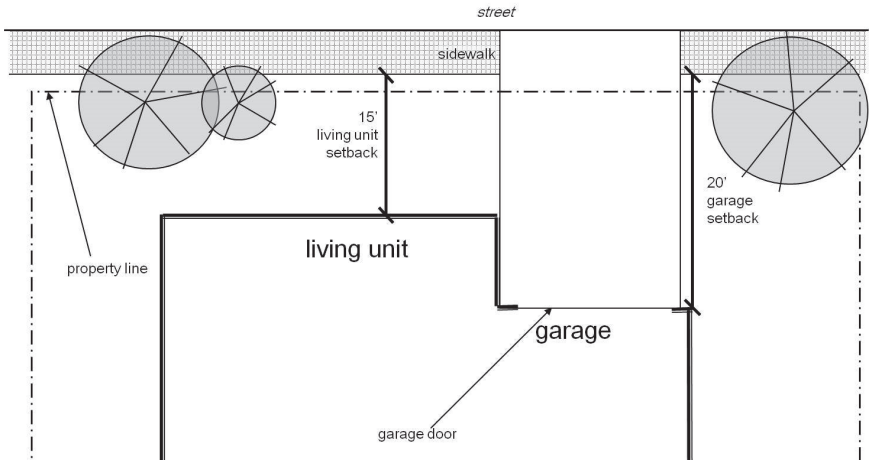


Fig. 2.a.

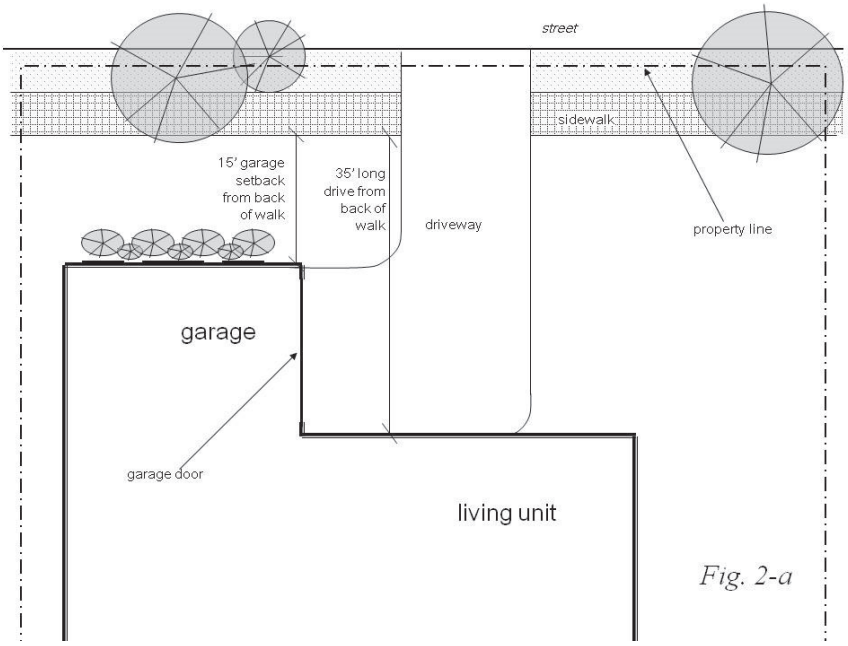
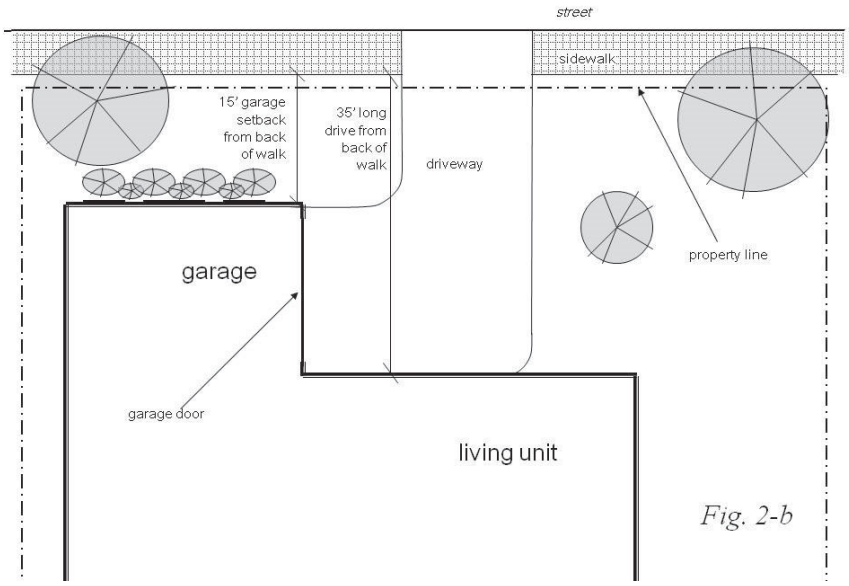


Fig. 2.b.



(3) Open space calculations.

(a) In multi-family developments, where the density exceeds seven units per acre and more than six units are proposed, the amount of required common open space shall equal or be greater than the minimum aggregate area of provided bedrooms based on the following formula: 300 square feet for the first bedroom and 200 square feet for each additional bedroom; exclusive of required street frontage setbacks and required parking areas. "Open area" is an area with average dimensions of not less than 15 feet by not less than 500 square feet. More than one open area may be provided in a given development. Any interpretation of this Section will be made by the Director.

(b) Within the UMU district, new developments with a lot area of more than 20,000 square feet shall provide a pedestrian-oriented space (plaza, courtyard or similar space) of at least one percent of the site area as described below. Buildings that front on a public sidewalk and have a pedestrian-oriented commercial use facing that sidewalk are exempt from this open space requirement.

(i) Pedestrian-oriented space must include:

(A) Visual and pedestrian access including barrier-free access) to the abutting structures from the public right-of-way or a non-vehicular courtyard.

(B) Paved walking surfaces of either concrete or approved unit paving in areas intended for foot traffic.

(C) On-site or building mounted lighting providing at least 0.6 foot-candles (average) on the ground.

(D) At least three feet of seating area (bench, ledge, etc.) or one individual seat per 60 square feet of plaza area or open space.

(E) Landscaping to enhance the area.

(F) At least 25 percent of the plaza or courtyard must be shaded by structure or tree canopy (at least ten years after planting).

(ii) Outdoor pedestrian-oriented space shall not include:

(A) Asphalt or gravel pavement (Exception: decomposed granite and other architectural surface treatments).

(B) Adjacent unscreened parking lots.

(C) Adjacent chain link fences.

(D) Adjacent "blank walls".

(E) Adjacent dumpsters or service areas.

(F) Outdoor storage or retail sales (shopping carts, potting soil bags, firewood, etc.) that do not contribute to the pedestrian environment.

(iii) In-Lieu Provisions—Pedestrian-Oriented Space Requirement in Urban Mixed Use (UMU) District: Provided all of the following requirements are met, required publicly accessible open space in the Urban Mixed Use (UMU) District will be provided on the site containing the permitted land use.

(A) The proposing owner or developer shall improve and may, at their and the city's discretion, dedicate land to provide the pedestrian-oriented space requirement in accordance with the approval of the planning official, or shall pay a fee in lieu of such improvement and dedication if the planning official determines that the dedication and improvement of land is not feasible or desirable due to the physical characteristics of the site.

(B) The property owner or developer shall either:

(I) Provide and construct (and optionally dedicate) the on-site pedestrian-oriented space requirement to city design and construction standards subject to city approval or:

(II) Enter a voluntary agreement with the city to pay an amount equal to the city's cost of acquiring and constructing the pedestrian-oriented space requirement in another location within the same UMU District as identified and approved by the planning official.

(4) Mobile Home Park Requirements:

(a) New Mobile Home Parks: For Residential Trailer Parks developed after January 1, 1998, the following spacing standards may be utilized:

(i) When each primary structure has a 20-foot front and rear yard (18.09.1950) or open space, the following spacing standards apply: side-by-side, end-to-end and parallel - ten feet between each primary structure; accessory structures that meet provisions of the International Building Code must have a minimum four-foot setback between the primary structure unless attached to the primary structure, and must have a minimum six-foot setback between adjacent primary and accessory structures.

(b) Ten feet setback from all property lines; 20 feet from an existing right-of-way line or proposed right-of-way line whichever is greater.

(c) Spacing: 20 feet between mobile homes located side-by-side, end-to-end and parallel. End-to-end, ten feet if the extended outside edge does not project beyond the extended centerline of the adjacent unit. There must be 20 feet between any mobile home and any permanent structure; ten feet between any mobile home and any accessory structure unless attached to the mobile home in accord with the State of Washington and the International Building Code; ten

feet between any occupied travel trailer and any mobile home, accessory structure or permanent building. The average distance between adjacent, angular mobile homes must not be less than 20 feet with the closest point no less than ten feet.

(d) Mobile Home Roadways: Each manufactured home must be served by at least one 30-foot-wide roadway for two moving lanes of traffic and a three-foot delineated, pedestrian walkway. If on-roadway parking is allowed, the roadway width must be increased accordingly. All roadways must be improved with asphalt, bituminous surface treatment or an equivalent.

(5) Single-Family Homes (attached and detached); Manufactured Homes; Middle Housing:

(a) Intent: It is the intent of the section to set forth the terms and conditions under which single-family homes (which includes manufactured homes) and middle housing may be sited.

(b) Minimum siting standards: The following standards apply to the siting of all single-family homes and middle housing, whether site-built homes or manufactured homes. Where any conflict arises between these regulations and the adopted building code, the stricter standard shall apply.

(i) Foundation: All dwellings shall be placed on permanent foundations;

(ii) Minimum width: A dwelling shall not be less than 14 feet in width at the narrowest point of its first story;

(iii) Age of dwelling (for manufactured homes only): no manufactured home more than three years old on the date of installation or previously lived in shall be permitted on any lot.

(6) Townhouse~~/Rowhouse~~ Development:

(a) There must be at least ten feet on end between groups. This space may either be end unit lots or common open space, and, if so, there may be openings in the end units;

(b) The number of connected units may not exceed eight;

(c) All units with a common wall must be constructed concurrently and be under the same ownership at the time of initial construction;

(d) Common walls must follow property lines and have no openings.

(7) Urban Mixed Use District:

(a) Legal lots of record existing as of June 1, 2017, shall be deemed to be in compliance with the lot size restrictions, however after June 1, 2017, no lot intended for single-family use shall be created in excess of 5,000 square feet.

(b) Setbacks for all residential uses shall be measured from property lines.

(c) Building setback from front and side property lines are not required, except as mandated by the applicable local, state and federal codes.

(8) Cottage Housing:

(a) Open Space. Open space shall be provide equal to a minimum 20 percent of the lot size. This may include common open space, private open space, setbacks, critical areas, and other open space.

(b) Common Open Space.

(i) At least one outdoor common open space is required.

(ii) Common open space shall be provided equal to a minimum of 300 square feet per cottage. Each common open space shall have a minimum dimension of 15 feet on any side.

(iii) Orientation. Common open space shall be bordered by cottages on at least two sides. At least half of cottage units in the development shall abut a common open space and have the primary entrance facing the common open space.

(iv) Parking areas and vehicular areas shall not qualify as common open space.

(v) Critical areas and their buffers, including steep slopes, shall not qualify as common open space.

(c) Entries. All cottages shall feature a roofed porch at least 60 square feet in size with a minimum dimension of five feet on any side facing the street and/or common open space.

(d) Community Building.

(i) A cottage housing development shall contain no more than one community building.

(ii) A community building shall have no more than 2,400 square feet of net floor area, excluding attached garages.

(iii) A community building shall have no minimum off-street parking requirement.

(9) Courtyard Apartments.

(a) Yard or Court.

(i) At least one yard or court is required.

(ii) The yard or court shall be bordered by attached dwelling units on two or three sides.

(iii) The yard or court shall be a minimum dimension of 15 feet on any side.

(iv) Parking areas and vehicular areas do not qualify as a yard or court.

(b) Entries. Ground-related courtyard apartments shall feature a covered pedestrian entry, such as a covered porch or recessed entry, with minimum weather protection of three feet by three feet, facing the street or yard or court.

(Ord. 25-6102 Sec. 2, 2025; Ord. 24-6074 Sec. 1, 2024; Ord. 5764 Sec. 1, 2018; Ord. 5743 Sec. 2, 2018; Ord. 5712 Sec. 2, 2017; Ord. 5647 Sec. 1, 2016; Ord. 5542 Sec. 1, 2014; Ord. 5504 Sec. 1, 2013; Ord. 5407 Sec. 4, 2012; Ord. 5365 Sec. 3, 2011; Ord. 5309 Sec. 9, 2010; Ord. 5204 Sec. 6, 2007; Ord. 5180 Sec. 1, 2007)

18.36.060: Specific Parking Requirements.

Except for the CBD zoning district, off-street parking is as follows for the uses indicated in the following table:

Uses	Required Parking
Agricultural processing plant, warehouse	1 per employee
Ambulance service	1 per ambulance plus 1 per employee on the largest shift
Animal clinic/veterinary	1 per 250 square feet of gross indoor floor area
Animal processing facility	1 per employee
Appliance and furniture sales/service	1 per 1,000 square feet of display area
Assisted living facility	1 per 4 residents plus 1 per staff on largest shift
Auction yard (excluding livestock)	1 per 300 gross square feet
Auditoria, theatres, stadia (including religious sanctuaries)	1 per 4 fixed seats or 1 per 150 square feet of floor area
Automobile impound yard	1 per 500 gross square feet of building area plus 1 per 5,000 gross square feet of outdoor storage area
Automobile sales/rental	1 per 400 gross square feet of inside display area, 1 per 2,000 gross square feet of outside display area
Automobile/truck/RV/motor-cycle service, painting, repair, body and fender works	1 per 300 gross square feet plus 2 per service bay (each space in a service bay counts as a parking space)
Bank, savings/loan and other financial institutions	1 per 300 gross square feet; if a drive-through window is provided may be reduced to 1 per 400 gross square feet
Barber/beauty shop	1 per chair and 1 per employee
Bed and breakfast	1 per guest room
Bowling alley	4 per lane plus additional required spaces for other uses
Brewery, winery and/or distillery	1 per each employee on the maximum shift plus 1 space per 4 seats in any tasting room or other visitor facility
Building supply and home improvement	1 per 300 gross square feet of retail area, 1 per 1,000 gross square feet of warehouse area, 1 per 600 gross square feet of assembly or light manufacturing area
Call center, telephone	1 per employee
Carnival, circus	1 per 400 gross square feet lot area
Carpenter shop	1 per 600 gross square feet
Carwash, self-service	2 spaces for drying and cleaning purposes per stall, plus 3 reservoir spaces in front of each stall
Casino	1 per 50 gross square feet of dining, bar, gaming and dance space, plus 1 per 2 employees
Church or other place of worship	1 per 4 seats or 8 lineal feet of bench seating; plus additional required spaces for other uses
College or university	1 per 600 gross square feet of classroom and 1 per 5 seats in principal assembly room
Community hall, club or lodge	1 per 200 gross square feet
Community recreational facility	1 per 200 gross square feet
Community residential facility	2 plus 1 per employee on maximum shift

Composting storage/ processing, commercial	3 plus 1 per employee
Contractor's yard	1 per employee
Convalescent home, nursing home	1 per 2 beds
Convenience store	1 per 350 gross square feet, plus 2 for every 2.5 seats of on-site seating, but not less than 10. Service area at gas pumps shall not be counted as parking spaces
Dance, exhibition and assembly halls	1 per 75 square feet of gross floor area of main assembly room
Day care, child and adult	1 per employee, plus 1 per 10 children or adults
Dry cleaning, retail	The greater of 3 spaces or 1 per 300 square feet except where located in a shopping center.
Dry cleaning, laundry, linen supply plant, commercial	1 per 600 gross square feet
Dwelling, accessory apartments	1 per dwelling unit
Dwelling, congregate/co-living housing	~~1~~ .25 per sleeping room
Dwelling, elderly or handicapped (two or more units)	1 per 1.5 units; a reduction of the number of parking to 1 per 2 units allowed if: a) Public transportation directly available; and b) Essential services, specifically shopping, is available within ½ mile of site; and c) A notarized agreement to provide additional off-street parking in conformance with applicable regulations if all or portion of complex converts to complex not restricted to elderly or handicapped
Dwelling, middle housing See (4) below	1 per dwelling unit on lots no greater than 6,000 square feet before subdivisions or lot splits; and 2 per dwelling unit on lots greater than 6,000 square feet before subdivisions or lot splits
Dwelling, multifamily	
Studio and 1 bedroom	1 per dwelling unit, plus 5% of total for guests
Two or more bedrooms	1.5 per dwelling unit, plus 5% of total for guests
Dwelling, single-family	2 per dwelling unit
Electrical/electronic/computer component and system manufacturing/assembly	1 per 600 gross square feet
Entertainment/recreation facilities, indoor	1 per 250 gross square feet for areas not covered below, except when located in a shopping center
Skating rink	1 per 200 gross square feet
Swimming pool/jacuzzi	1 per 100 gross square feet of water surface area
Tennis, racquetball and similar courts	2 per court
Entertainment/recreation facilities, outdoor	
Golf course	4 per hole
Golf driving range/ training center	2 per designated driving station on driving range and 1 per 500 square feet of putting/chipping green
Skating rink	1 per 200 gross square feet

Sports field	20 per acre of site
Swimming pool/jacuzzi	1 per 100 gross square feet of water surface area
Tennis, racquetball and similar courts	2 per court
Equipment rental shop	1 per 300 gross square feet of retail, office or shop use, 1 per 1,000 gross square feet of outdoor storage or display area
Equipment sales, repair, and maintenance	3 plus 1 per employee
Espresso/latte stand (no seating)	1 plus 1 per employee
Exercise facility/gym athletic club	1 per 100 gross square feet
Fire station	1 space per employee on the maximum shift
Freight forwarding	1 per 2,000 square feet
Fueling station	1 per 4 pumps
Funeral home	1 per 4 seats or 8 feet of lineal bench in chapel area
Greenhouse/nursery, commercial	1 per 400 gross square feet of indoor retail, 1 per 1,000 gross square feet of outdoor display or storage area
Hospital	1 per 4 patient beds; plus one space per doctor; plus 1 per each 3 additional employees
Hotel/motel	1 per guest room; plus additional required spaces for other uses
Kennel/animal boarding/shelter	3 plus 1 per each employee
Laboratories	1 per 600 gross square feet of office, 1 per 600 gross square feet of laboratory or shop area
Landscape materials sales	3 plus 1 per employee
Laundromat	1 per 250 square feet
Manufactured (mobile) home park	2 per dwelling unit plus 5% total for guest parking
Manufacturing	1 per employee on the maximum shift
Medical/dental clinic	5 per each doctor or dentist
Model home sales	1 per 2,000 gross square feet of sales area
Motor vehicle parts sales/service	1 per 300 square feet
Museum, libraries	1 per 800 gross square feet
Office, professional and general	1 per 250 gross square feet
Office, professional and general with drive-thru window service	3 stacking stall spaces plus 1 per 250 gross square feet
Post office, postal center	1 per 200 gross square feet of floor area plus 1 employee
Print shop	1 per 400 gross square feet
Racetrack	1 per each 4 fixed seats
Recreational vehicle park/campground	1 per RV park/campsite
Recreational vehicle sales and service	1 per 3,000 gross square feet of display area
Restaurant	1 per 4 seats, except when located in a shopping center
Restaurants with drive-in facilities	1 for each auto serving space plus 1 for every 4 seats outside the vehicle
Restaurant with drive-through window service	6 stacking stall spaces plus 1 for every 4 seats outside the vehicle
Retail sales, indoor	1 per 200 gross square feet, except when located in a shopping center

Retail sales, outdoor	1 per 5,000 gross square feet of retail sales area in addition to any parking requirements for buildings, except when located in a shopping center
Schools, professional, vocational and trade	1 per each 3.5 seats in classroom area
Schools, public and private, 7 through 12	1 per teacher; plus 1 per each other employee; plus 1 per 6 students
Schools, public and private, K through 7	1 per teacher; plus 1 per other employee
Services, retail	1 per 250 square feet except when located in a shopping center
Shopping centers	4.5 per 1,000 square feet of gross leasable area (GLA) for centers having GLA less than 400,000 gross square feet, and 5 per 1,000 gross square feet of GLA for centers having a GLA of over 400,000 gross square feet
Showroom, industrial	1 per 500 gross square feet of display area
Solid waste recycling/transfer site	3 plus 1 per each employee
Specialized training/learning schools or studios	1 per 300 gross square feet
Storage, general - indoors, warehousing	1 per each 3,500 gross square feet
Storage, general - outdoors, display	3 plus 1 per each employee
Personal services	1 per 250 square feet
Tavern	1 per 4 seats, except when located in a shopping center
Transit center	1 per each 200 gross square feet
Warehousing	1 per each 3,500 gross square feet
Wrecking, recycling, junk and salvage yards	1 per each employee plus 3 visitor spaces

(1) Unlisted uses: The Planning Director shall determine parking requirements for any use not specifically included in the table above based on similarities with listed uses.

(2) Single- and multi-family developments must conform to the applicable provisions of Chapter 18.75 KMC.

(3) Commercial developments must conform to the applicable provisions of Chapter 18.78 KMC.

(4) Middle housing parking requirements in portions of the City for which the Department of Commerce has certified a parking study in accordance with RCW 36.70A.365(7)(a), shall comply with the off-street parking requirement provided in the certification from the Department of Commerce.

(Ord. 25-6104 Sec. 1, 2025; Ord. 5854 Sec. 1, 2020; Ord. 5716 Sec. 1, 2017; Ord. 5434 Sec. 10, 2012; Ord. 5359 Sec. 2, 2011; Ord. 5180 Sec. 1, 2007)

Council Agenda Coversheet				Category: Ordinance
	Item Number:	5.c.1.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Add Section 18.09.415 - Co-Living Housing to the KMC		
	Department:	Community Planning		
	Ordinance #:		**Permit #:** DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance adding Section 18.09.415 - Co-Living Housing to the KMC.

Motion for Consideration

Motion to adopt the ordiance as presented.

Summary

Establish a definition for co-living housing. The proposed definition is the same as what is established in RCW 36.70A.535(11)(a).

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Ordinance

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DEFINITIONS AND ADDING SECTION 18.09.415 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.415 of the Kennewick Municipal Code, be, and the same hereby is, added to read as follows:

18.09.415: Co-Living Housing.

Co-Living Housing means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building.

(Ord. 25-_____ Sec. 1, 2025)

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 2025.

Attest: GRETL J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet				Category: Ordinance
	Item Number:	5.c.2.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Remove the Reference to Rowhouses in KMC 17.20.010(4)(e).		
	Department:	Community Planning		
	Ordinance #:		**Permit #:** DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance amendending KMC 17.20.010(4)(e)

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

Eliminate the reference to rowhouses since the definition is being entirely removed. The proposed definition of co-living housing addresses rowhouses, duplication is not necessary.

Alternatives

None proposed.

Fiscal Impact

None known

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DESIGN AND CONSTRUCTION AND AMENDING SECTION 17.20.010 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 17.20.010 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

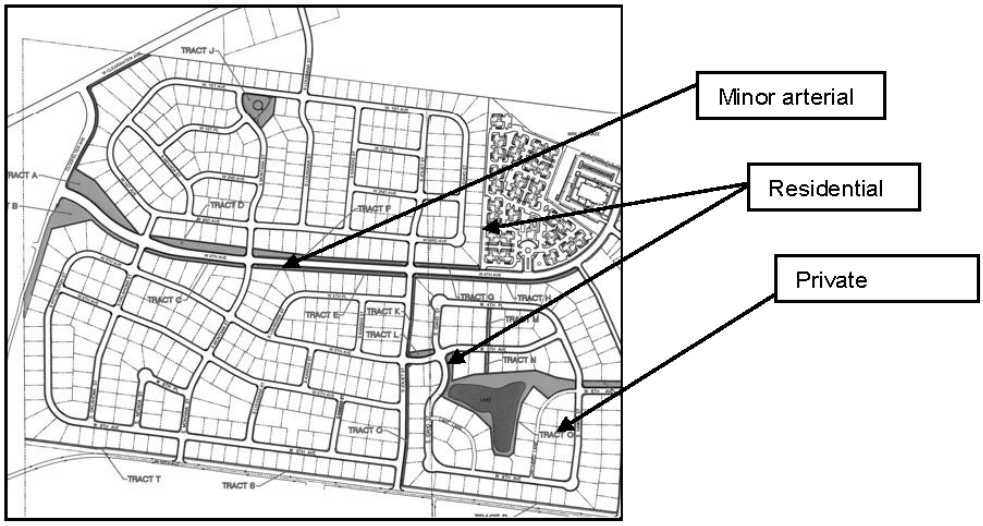
17.20.010: Design and Construction Standards.

(1) Overall Design Aspects.

(a) Single-family platting and design must be in conformance with Chapter 18.75; commercial land platting and design must be in conformance with Chapter 18.78;

(b) The layout of a subdivision should be responsive to the topography and other natural features existing on site. It should cause as minimum an impact as possible in terms of grading and removal of existing mature vegetation.

(2) Streets. The street layout in a subdivision shall have a hierarchical design and efficient circulation system. Street layout in a subdivision must be designed for "street connectivity between neighborhoods," be "pedestrian friendly," and "promote function, safety and aesthetics with minimum adverse environmental impact" as stated in the City of Kennewick Comprehensive Plan.



(a) Residential streets should be less than 1,200 feet in continuous uninterrupted length and shall be designed with curves and changes in alignment as measures for traffic calming. Street network design shall be considered in such a way as to discourage cut-through traffic. Other traffic calming measures may be required or approved by the Traffic Engineer;

(b) The arrangement of streets in a division must conform, as nearly as possible, to the adopted Comprehensive Plan, or to any adopted street plan for the City;

(c) Streets shall normally continue as an extension of existing streets, unless good site planning dictates a different solution. Street patterns must take into consideration access to adjacent properties. Sketches of a proposed street system for adjoining properties may be required if owned by the subdivider, or if the arrangements of the large tracts make it necessary to provide future access through the property under consideration.

(i) A residential development that is served by a single city standard street over 600 feet in length (as measured from the point where two required access streets are not present) must have a second city standard street.

(ii) All developments shall include street connections to any streets that abut, are adjacent to, or terminate at the development site.

(iii) When feasible, developments should include streets that extend to undeveloped or partially developed land that is adjacent to the development site, unless separated from the development site by an irrigation canal, easement, or other site condition. The streets should be in locations that will enable adjoining properties to connect to the proposed development's street system.

(d) Preliminary plats may be applied for with only one entry for infill projects if they contain 50 dwelling units or less and it is not physically possible to have a second city standard street due to topographic or adjacent land ownership; however, final plats will be approved only if:

(i) Each dwelling unit within the subdivision is equipped with an International Fire Code (IFC) or equivalent approved sprinkler system that is installed and operable prior to final occupancy of said dwelling unit.

(e) Temporary dead-end streets in excess of 600 feet shall be permitted in a phased development in which by the completion of the preliminary plat and subsequent filing of the final plat will provide a second permanent access. The acceptance of a temporary dead-end street in a phased development will require the development of an approved secondary emergency vehicle access (SEVA) constructed to a standard approved by the City Engineer and shall be a part of the final plat of the first phase. In lieu of constructing a SEVA, each dwelling within the final plat shall be equipped with an

International Fire Code (IFC) or equivalent approved sprinkler system that is installed and operable prior to final occupancy to said dwelling;

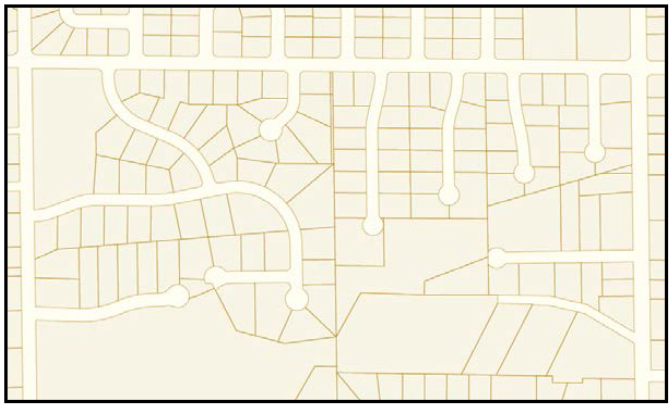
(f) Dead-end streets and cul-de-sacs shall be permitted only where topography or other site conditions justify their use;

(i) Dead-end streets and cul-de-sacs shall not exceed 600 feet in length.

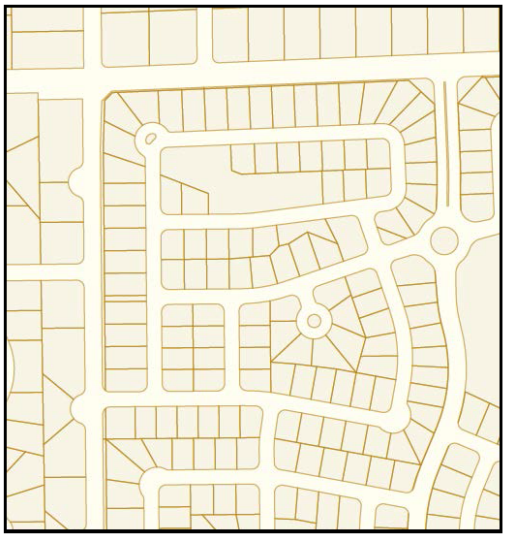
(ii) If a dead-end street is permitted, a turnaround shall be provided if required by the City Engineer or Fire Marshal. If the turnaround includes some private property, the turnaround right-of-way shall be protected by an easement, until the street is extended;

(iii) Clearly defined and identifiable pedestrian connections shall be provided from all dead-end streets and cul-de-sacs to the nearest existing or proposed public way;

Undesired layout with cul-de-sacs



Preferred layout with street connectivity



(g) Half Streets: Streets lying along the boundary of a division may be one-half the required width, if it is practicable to require the dedication of the other half when the adjoining property is subdivided; and, wherever there exists a dedicated half street of an adjoining division, the other half must be dedicated on the proposed division;

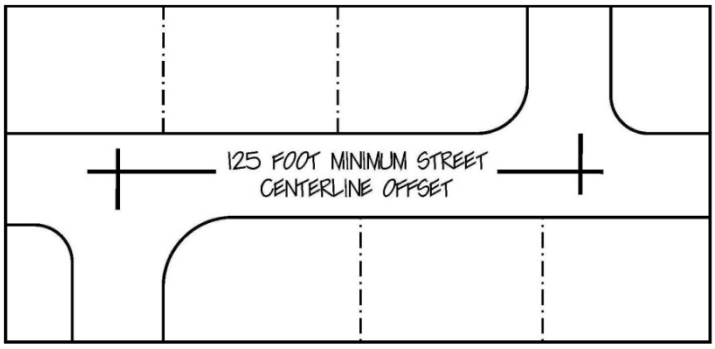
(h) If determined by the City Engineer, half street improvements will be required on existing streets where the subdivision abuts such existing street(s). Half street improvements shall be constructed per the latest City of Kennewick Standards and will include Streetlight(s), Storm System, and Traffic Control.

(i) Sidewalks shall be provided according to the applicable City Standards. Walkways and sidewalks shall create a network of connections with nearby open space, parks, schools, and other civic and retail amenities;

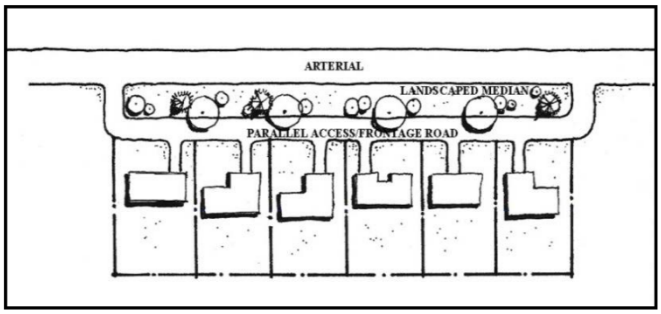
(j) Street names shall be assigned by the City in accordance with KMC 13.08 and KAC 13-56;

(k) Under normal conditions, streets must intersect, as nearly as possible, at right angles. The minimum angle of intersection is 80 degrees unless specifically allowed by the Traffic Engineer;

(l) Residential streets shall be aligned at the centerline or be offset a minimum of 125 feet while intersections with arterial or collector streets shall have a minimum centerline offset of 300 feet, unless specifically waived by the City Traffic Engineer;



(m) Whenever the proposed division contains, or is adjacent to, a railroad right-of-way, or the right-of-way of a limited access highway, freeway, arterial, or collector street, a frontage road at a distance appropriate for the proposed use of land between the right-of-way and the frontage road may be required. The distance shall be determined with due consideration for future grade separations and required lot depths. This frontage road needs not be a public street but must contain adequate drainage and lighting, and must be constructed to acceptable industry standards. Lots must abut and face this frontage road. An access easement may be required for the frontage road;



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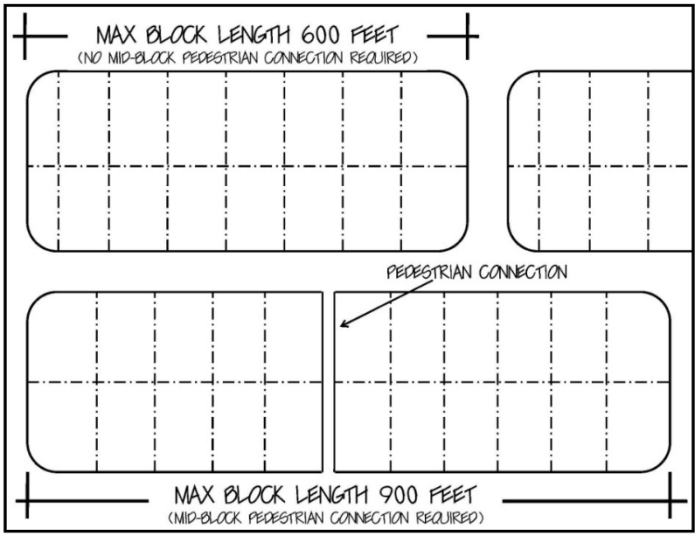
(n) City standard monuments shall be installed and permanently marked with the land surveyors registration number at all street centerline intersections and at all points of curvature tangency and centerline deflection, unless otherwise determined by the City Engineer.

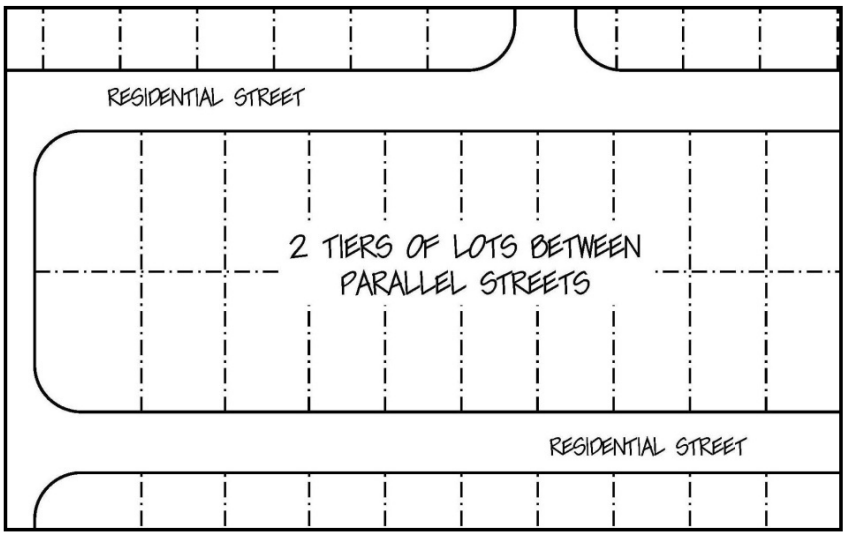
(3) Blocks:

(a) Blocks shall be no longer than 900 feet unless topography, abutting development, existence of irrigation canals, critical areas, or other site features prohibit such or the block abuts an arterial or collector street. In such cases, the proposed layout must be approved by the City;

(b) Clearly defined and identifiable pedestrian connections shall be provided within blocks when the length of a block is more than 600 feet. Alternative designs that provide pedestrian connectivity within the subdivision may be permitted by the Plat Administrator (Administrator);



(c) Blocks shall allow for two tiers of lots between parallel streets unless abutting an arterial or collector street. Exceptions may be allowed if site features dictate their necessity. All exceptions shall be reviewed and approved by the Administrator and Traffic Engineer.



(4) Lots:

(a) Residential lots having more than one abutting street shall be ten percent larger in area and wider than the minimum required by the zoning district in which located to allow for adequate setbacks;

(b) Side lines of lots should be approximately at right angles or radial to the street.

(c) Lots with double frontage, with the exception of corner lots, shall be avoided wherever possible;

(d) Lots shall not have direct driveway access onto arterial or collector streets unless approved by the Traffic Engineer;

(e) All residential lots shall abut a dedicated street for at least 30 feet unless developed with townhomes, then 20 feet, however, lots developed in accord with applicable sections of Chapter 18.75 or abutting a frontage road as indicated in Section 17.20.010(2)(l) need not abut a dedicated street;

(f) Prior to division approval, all lot corners shall be marked by a five-eighths inch diameter iron rod firmly driven into the ground to a depth of at least 24 inches. The land surveyor shall certify on the plat that the corners have been staked. Where lot corner markers are not evident, and prior to issuance of any building permit for construction within the division, a certified statement from a professional land surveyor must be submitted to the Building Inspector, stating that all corners of the property proposed for construction are marked by an iron pin firmly driven into the ground to a depth of at least 24 inches.

(5) Tracts:

(a) Tracts shall be called out on the face of the plat with notes indicating their intended use and whether said tracts are to be dedicated to a municipal corporation or school;

(b) Tracts may be used to preserve open space and environmentally sensitive areas per KMC Chapter 17.24;

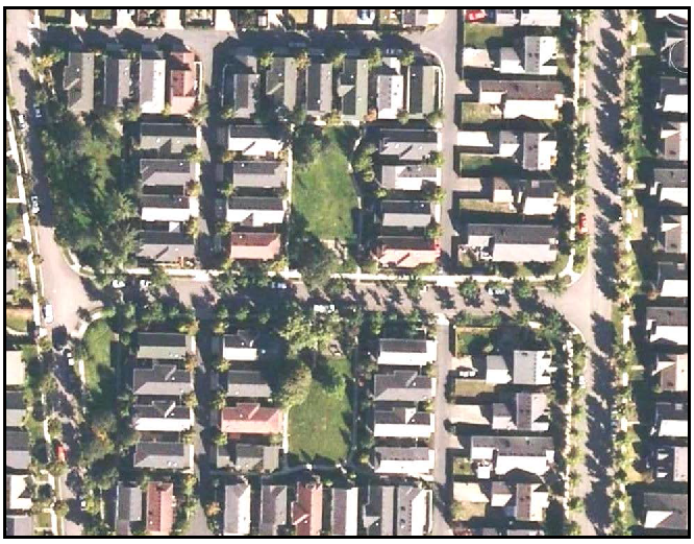
(c) When a tract is to be subdivided into larger than normal lots or parcels, the parcels shall be so arranged as to permit the logical re-subdivision and opening of future streets with provision for adequate utility connections.

(6) Parks and Open Space:

(a) Subdivisions that abut public or private parks or usable public open spaces shall have the frontage of the lots facing the park or open space. The Administrator may approve deviations from this standard if it can be shown that a different design can better promote the safety and welfare of the community;

Lots facing open space

Lots fronting open space. Vehicular access from alleys



(b) Private parks and open spaces shall have physical and/or visual access from the public right-of-way unless restricted by the specific subdivision conditions. The Administrator may approve deviations from this standard if it can be shown that a different design can better promote the safety and welfare of the community;

(c) Existing private and public easements of significant size and location shall be integrated into subdivisions as appropriate open space where possible. Subdivisions containing or abutting natural open spaces shall provide visual, and in some cases, pedestrian access to the natural open space area. Specific standards applicable to natural resource areas can be found in KMC 17.24.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5646 Sec 1, 2016; Ord. 5539 Sec. 1, 2014; Ord. 5415 Sec. 40, 2012; Ord. 5365 Sec. 1, 2011; Ord. 5280 Sec. 1, 2010)

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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 DESIGN AND CONSTRUCTION AND AMENDING SECTION 17.20.010 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 17.20.010 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

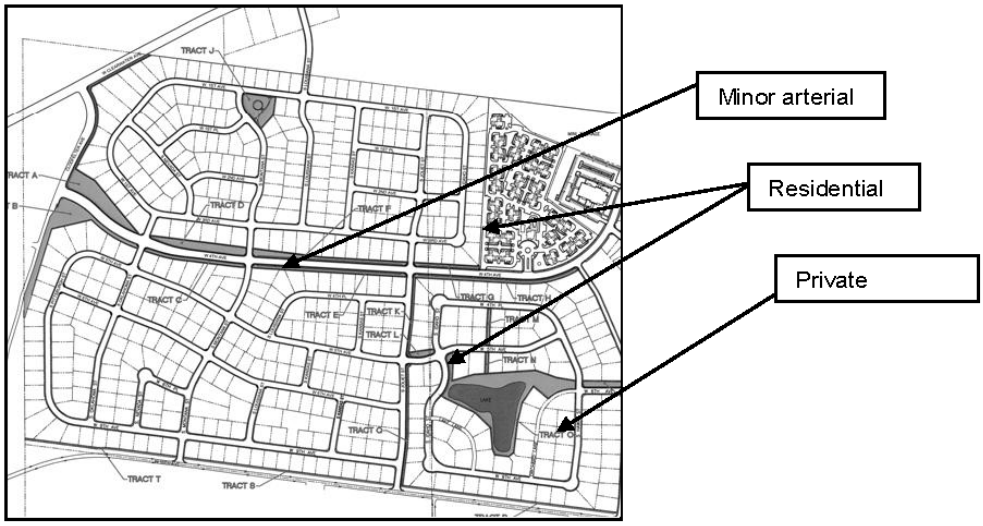
17.20.010: Design and Construction Standards.

(1) Overall Design Aspects.

(a) Single-family platting and design must be in conformance with Chapter 18.75; commercial land platting and design must be in conformance with Chapter 18.78;

(b) The layout of a subdivision should be responsive to the topography and other natural features existing on site. It should cause as minimum an impact as possible in terms of grading and removal of existing mature vegetation.

(2) Streets. The street layout in a subdivision shall have a hierarchical design and efficient circulation system. Street layout in a subdivision must be designed for "street connectivity between neighborhoods," be "pedestrian friendly," and "promote function, safety and aesthetics with minimum adverse environmental impact" as stated in the City of Kennewick Comprehensive Plan.



(a) Residential streets should be less than 1,200 feet in continuous uninterrupted length and shall be designed with curves and changes in alignment as measures for traffic calming. Street network design shall be considered in such a way as to discourage cut-through traffic. Other traffic calming measures may be required or approved by the Traffic Engineer;

(b) The arrangement of streets in a division must conform, as nearly as possible, to the adopted Comprehensive Plan, or to any adopted street plan for the City;

(c) Streets shall normally continue as an extension of existing streets, unless good site planning dictates a different solution. Street patterns must take into consideration access to adjacent properties. Sketches of a proposed street system for adjoining properties may be required if owned by the subdivider, or if the arrangements of the large tracts make it necessary to provide future access through the property under consideration.

(i) A residential development that is served by a single city standard street over 600 feet in length (as measured from the point where two required access streets are not present) must have a second city standard street.

(ii) All developments shall include street connections to any streets that abut, are adjacent to, or terminate at the development site.

(iii) When feasible, developments should include streets that extend to undeveloped or partially developed land that is adjacent to the development site, unless separated from the development site by an irrigation canal, easement, or other site condition. The streets should be in locations that will enable adjoining properties to connect to the proposed development's street system.

(d) Preliminary plats may be applied for with only one entry for infill projects if they contain 50 dwelling units or less and it is not physically possible to have a second city standard street due to topographic or adjacent land ownership; however, final plats will be approved only if:

(i) Each dwelling unit within the subdivision is equipped with an International Fire Code (IFC) or equivalent approved sprinkler system that is installed and operable prior to final occupancy of said dwelling unit.

(e) Temporary dead-end streets in excess of 600 feet shall be permitted in a phased development in which by the completion of the preliminary plat and subsequent filing of the final plat will provide a second permanent access. The acceptance of a temporary dead-end street in a phased development will require the development of an approved secondary emergency vehicle access (SEVA) constructed to a standard approved by the City Engineer and shall be a part of the final plat of the first phase. In lieu of constructing a SEVA, each dwelling within the final plat shall be equipped with an

International Fire Code (IFC) or equivalent approved sprinkler system that is installed and operable prior to final occupancy to said dwelling;

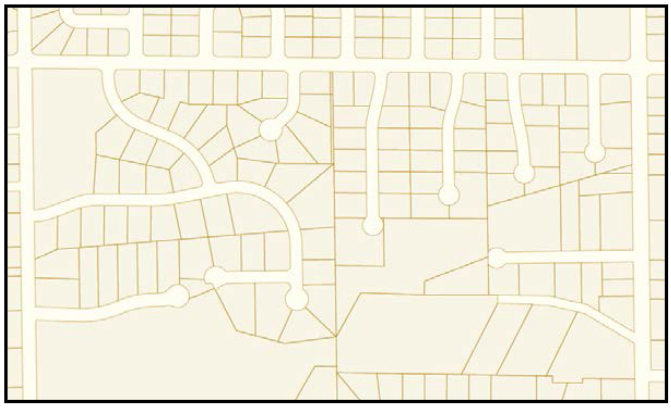
(f) Dead-end streets and cul-de-sacs shall be permitted only where topography or other site conditions justify their use;

(i) Dead-end streets and cul-de-sacs shall not exceed 600 feet in length.

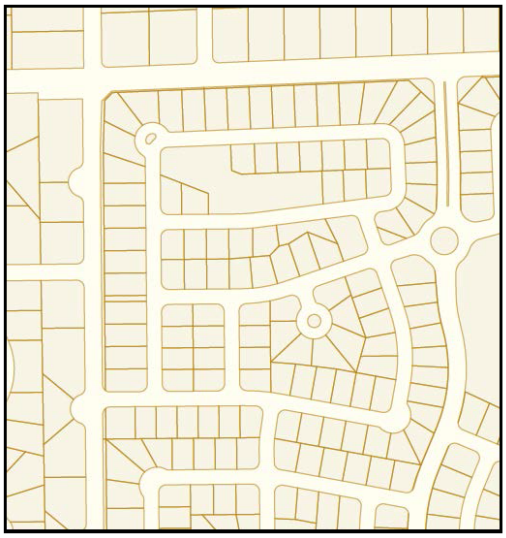
(ii) If a dead-end street is permitted, a turnaround shall be provided if required by the City Engineer or Fire Marshal. If the turnaround includes some private property, the turnaround right-of-way shall be protected by an easement, until the street is extended;

(iii) Clearly defined and identifiable pedestrian connections shall be provided from all dead-end streets and cul-de-sacs to the nearest existing or proposed public way;

Undesired layout with cul-de-sacs



Preferred layout with street connectivity



(g) Half Streets: Streets lying along the boundary of a division may be one-half the required width, if it is practicable to require the dedication of the other half when the adjoining property is subdivided; and, wherever there exists a dedicated half street of an adjoining division, the other half must be dedicated on the proposed division;

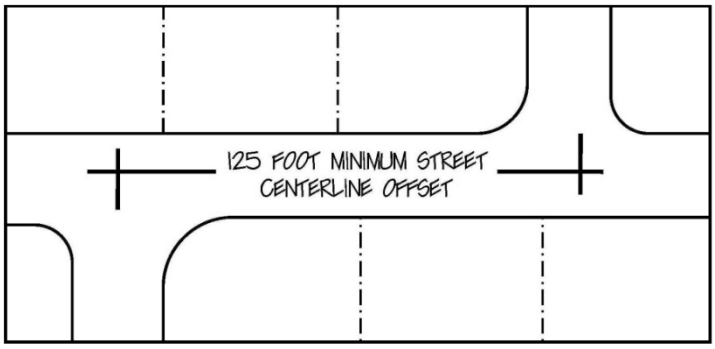
(h) If determined by the City Engineer, half street improvements will be required on existing streets where the subdivision abuts such existing street(s). Half street improvements shall be constructed per the latest City of Kennewick Standards and will include Streetlight(s), Storm System, and Traffic Control.

(i) Sidewalks shall be provided according to the applicable City Standards. Walkways and sidewalks shall create a network of connections with nearby open space, parks, schools, and other civic and retail amenities;

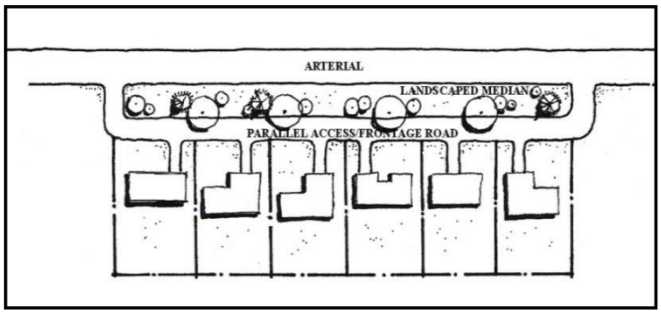
(j) Street names shall be assigned by the City in accordance with KMC 13.08 and KAC 13-56;

(k) Under normal conditions, streets must intersect, as nearly as possible, at right angles. The minimum angle of intersection is 80 degrees unless specifically allowed by the Traffic Engineer;

(l) Residential streets shall be aligned at the centerline or be offset a minimum of 125 feet while intersections with arterial or collector streets shall have a minimum centerline offset of 300 feet, unless specifically waived by the City Traffic Engineer;



(m) Whenever the proposed division contains, or is adjacent to, a railroad right-of-way, or the right-of-way of a limited access highway, freeway, arterial, or collector street, a frontage road at a distance appropriate for the proposed use of land between the right-of-way and the frontage road may be required. The distance shall be determined with due consideration for future grade separations and required lot depths. This frontage road needs not be a public street but must contain adequate drainage and lighting, and must be constructed to acceptable industry standards. Lots must abut and face this frontage road. An access easement may be required for the frontage road;



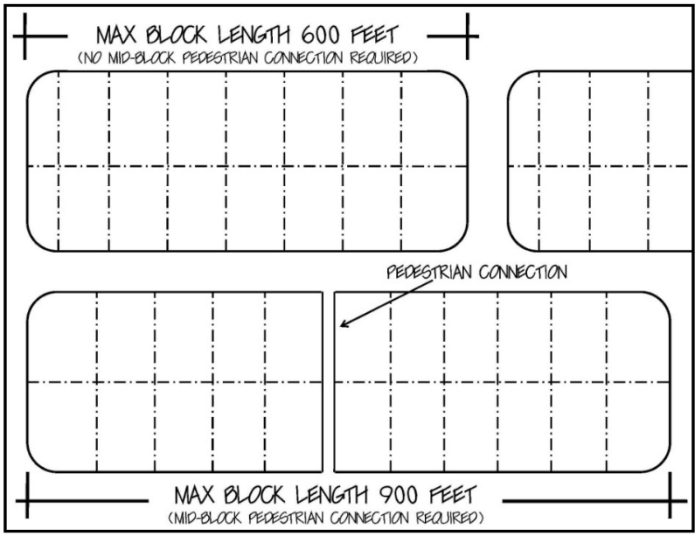
Source: web

(n) City standard monuments shall be installed and permanently marked with the land surveyors registration number at all street centerline intersections and at all points of curvature tangency and centerline deflection, unless otherwise determined by the City Engineer.

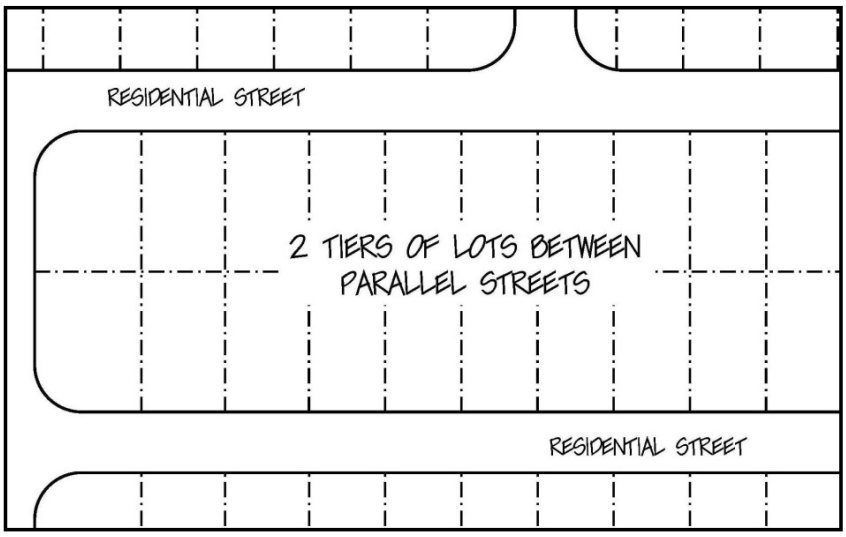
(3) Blocks:

(a) Blocks shall be no longer than 900 feet unless topography, abutting development, existence of irrigation canals, critical areas, or other site features prohibit such or the block abuts an arterial or collector street. In such cases, the proposed layout must be approved by the City;

(b) Clearly defined and identifiable pedestrian connections shall be provided within blocks when the length of a block is more than 600 feet. Alternative designs that provide pedestrian connectivity within the subdivision may be permitted by the Plat Administrator (Administrator);



(c) Blocks shall allow for two tiers of lots between parallel streets unless abutting an arterial or collector street. Exceptions may be allowed if site features dictate their necessity. All exceptions shall be reviewed and approved by the Administrator and Traffic Engineer.



(4) Lots:

(a) Residential lots having more than one abutting street shall be ten percent larger in area and wider than the minimum required by the zoning district in which located to allow for adequate setbacks;

(b) Side lines of lots should be approximately at right angles or radial to the street.

(c) Lots with double frontage, with the exception of corner lots, shall be avoided wherever possible;

(d) Lots shall not have direct driveway access onto arterial or collector streets unless approved by the Traffic Engineer;

(e) All residential lots shall abut a dedicated street for at least 30 feet unless developed with townhomes ~~or rowhouses~~, then 20 feet, however, lots developed in accord with applicable sections of Chapter 18.75 or abutting a frontage road as indicated in Section 17.20.010(2)(l) need not abut a dedicated street;

(f) Prior to division approval, all lot corners shall be marked by a five-eighths inch diameter iron rod firmly driven into the ground to a depth of at least 24 inches. The land surveyor shall certify on the plat that the corners have been staked. Where lot corner markers are not evident, and prior to issuance of any building permit for construction within the division, a certified statement from a professional land surveyor must be submitted to the Building Inspector, stating that all corners of the property proposed for construction are marked by an iron pin firmly driven into the ground to a depth of at least 24 inches.

(5) Tracts:

(a) Tracts shall be called out on the face of the plat with notes indicating their intended use and whether said tracts are to be dedicated to a municipal corporation or school;

(b) Tracts may be used to preserve open space and environmentally sensitive areas per KMC Chapter 17.24;

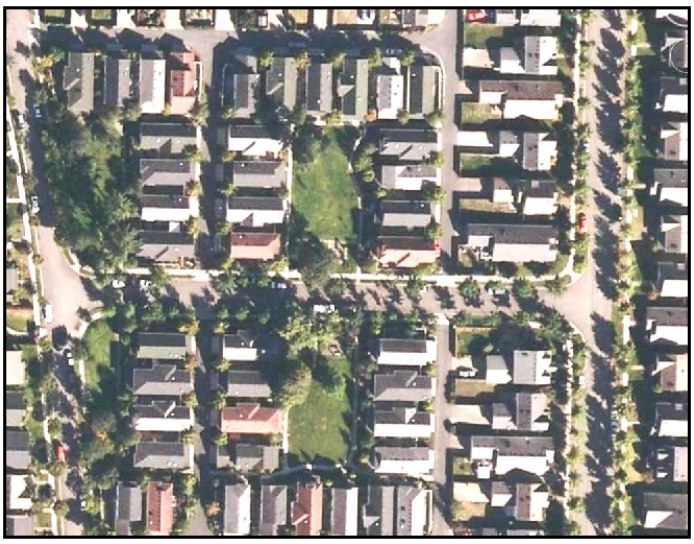
(c) When a tract is to be subdivided into larger than normal lots or parcels, the parcels shall be so arranged as to permit the logical re-subdivision and opening of future streets with provision for adequate utility connections.

(6) Parks and Open Space:

(a) Subdivisions that abut public or private parks or usable public open spaces shall have the frontage of the lots facing the park or open space. The Administrator may approve deviations from this standard if it can be shown that a different design can better promote the safety and welfare of the community;

Lots facing open space

Lots fronting open space. Vehicular access from alleys



(b) Private parks and open spaces shall have physical and/or visual access from the public right-of-way unless restricted by the specific subdivision conditions. The Administrator may approve deviations from this standard if it can be shown that a different design can better promote the safety and welfare of the community;

(c) Existing private and public easements of significant size and location shall be integrated into subdivisions as appropriate open space where possible. Subdivisions containing or abutting natural open spaces shall provide visual, and in some cases, pedestrian access to the natural open space area. Specific standards applicable to natural resource areas can be found in KMC 17.24.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5646 Sec 1, 2016; Ord. 5539 Sec. 1, 2014; Ord. 5415 Sec. 40, 2012; Ord. 5365 Sec. 1, 2011; Ord. 5280 Sec. 1, 2010)

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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				Category: Ordinance
	Item Number:	5.c.3.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Repeal KMC Section 18.09.260 - Boarding House		
	Department:	Community Planning		
	Ordinance #:		**Permit #:** DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance removing KMC Section 18.09.260.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

Repeal the section entirely; the proposed definition of co-living housing addresses Boarding Houses, duplication is not necessary.

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DEFINITIONS AND REPEALING SECTION 18.09.260 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.260 of the Kennewick Municipal Code, be, and the same hereby is, repealed.

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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 DEFINITIONS AND REPEALING SECTION 18.09.260 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.260 of the Kennewick Municipal Code, be, and the same hereby is, repealed:.

~~**18.09.260: Boarding House.**~~

~~*Boarding House* means an establishment with lodging for five or more persons where meals are regularly prepared and served for compensation and where food is placed on the table family style, without service or ordering of individual portions from a menu.~~

~~(Ord. 5180 Sec. 1, 2007)~~

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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				Category: Ordinance
	Item Number:	5.c.4.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Amend KMC Section 18.09.1350 - Multi-Family Residential Development		
	Department:	Community Planning		
	Ordinance #:		**Permit #:** DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance amending KMC Section 18.09.1350 - Multi-Family Residential.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

Remove the reference to boarding houses and lodging houses since the definitions of each are proposed to be removed from the KMC.

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DEFINITIONS AND AMENDING SECTION 18.09.1350 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.1350 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.09.1350: Multi-Family Residential Development.

Multi-Family Residential Development means developments containing buildings with two or more residential dwelling units on one lot. Multi-family residential developments are those that are designed and intended for residential occupancy in multi-family structures regardless of the type of building or ownership in which such use occurs. Examples include, but are not limited to, townhouses, duplexes, multiplexes, condominiums, and apartment houses. Accessory dwelling units shall not be considered multi-family residences.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5180 Sec. 1, 2007)

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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 DEFINITIONS AND AMENDING SECTION 18.09.1350 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.1350 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.09.1350: Multi-Family Residential Development.

Multi-Family Residential Development means developments containing buildings with two or more residential dwelling units on one lot. Multi-family residential developments are those that are designed and intended for residential occupancy in multi-family structures regardless of the type of building or ownership in which such use occurs. Examples include, but are not limited to, townhouses, duplexes, multiplexes, condominiums, and apartment houses~~, boarding houses, and lodging houses~~. Accessory dwelling units shall not be considered multi-family residences.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5180 Sec. 1, 2007)

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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.5.	Date: 12/2/2025	Category: Ordinance
	Item Type: Ordinance		
	Subject: Ordinance: Repeal KMC Section 18.09.1860 - Rooming House		
	Department: Community Planning		
	Ordinance #:	Permit #: DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance repealing KMC Section 18.09.1860 - Rooming House.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

Repeal the section entirely; the proposed definition of co-living housing addresses rooming houses, duplication is not necessary.

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DEFINITIONS AND REPEALING SECTION 18.09.1860 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.1860 of the Kennewick Municipal Code, be, and the same hereby is, repealed.

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 2025.

Attest: GRETL 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 DEFINITIONS AND REPEALING SECTION 18.09.1860 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.1860 of the Kennewick Municipal Code, be, and the same hereby is, repealed:.

~~**18.09.1860: Rooming House.**~~

~~*Rooming House* means a building that is the primary residence of the owner and in which rooms are provided, by the owner, for compensation, to three or more adult persons not related by blood, marriage, or adoption to the owner.~~

~~(Ord. 5180 Sec. 1, 2007)~~

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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.6.	Date:	12/2/2025	Category:
	Item Type:	Ordinance			
	Subject:	Ordinance: Repeal KMC Section 18.09.1865 Rowhouse			
	Department:	Community Planning			
	Ordinance #:		Permit #: DCA-2025-0005		

Recommendation

The Planning Commission recommends Council adopt the ordinance repealing KMC Section 18.09.1865 - Rowhouse.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

Repeal the section entirely, the proposed definition of co-living housing addresses rowhouses; duplication is not necessary.

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DEFINITIONS AND REPEALING SECTION 18.09.1865 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.1865 of the Kennewick Municipal Code, be, and the same hereby is, repealed.

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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 DEFINITIONS AND REPEALING SECTION 18.09.1865 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.1865 of the Kennewick Municipal Code, be, and the same hereby is, repealed:.

~~**18.09.1865: Rowhouses.**~~

~~*Rowhouse* means a single-family dwelling on its own lot, in a series of three or more similar dwellings in one structure but on separate lots, with interior units sharing common walls along both side property lines and end units sharing a common wall on one side property line, where parking is not incorporated within the dwelling unit.~~

~~(Ord. 5365 Sec. 8, 2011)~~

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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				Category: Ordinance
	Item Number:	5.c.7.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Amend KMC Section 18.09.2085 - Townhouse		
	Department:	Community Planning		
	Ordinance #:		**Permit #:** DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance amending KMC Section 18.09.2085 - Townhouse

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

Remove the reference to having garages with each townhouse unit. Parking requirements do not mandate garages, and some townhouse developers are proposing do not have garages, to keep construction costs down.

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO DEFINITIONS AND AMENDING SECTION 18.09.2085 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.2085 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.09.2085: Townhouse.

Townhouse means a single-family dwelling on its own lot, in a series of three or more similar dwellings in one structure but on separate lots, with interior units sharing common walls along both side property lines and end units sharing a common wall on one side property line.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5365 Sec. 9, 2011)

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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 DEFINITIONS AND AMENDING SECTION 18.09.2085 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.09.2085 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.09.2085: Townhouse.

Townhouse means a single-family dwelling on its own lot, in a series of three or more similar dwellings in one structure but on separate lots, with interior units sharing common walls along both side property lines and end units sharing a common wall on one side property line~~, and with parking incorporated within each dwelling unit~~.

(Ord. 25-_____ Sec. 1, 2025; Ord. 5365 Sec. 9, 2011)

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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				Category: Ordinance
	Item Number:	5.c.8.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Amend KMC Section 18.12.010 A.1 - Residential Use Table		
	Department:	Community Planning		
	Ordinance #:		**Permit #:** DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance amending KMC Section 18.12.010 A.1 - Residential Use Table

Motion for Consideration

Motion to adopt the ordinance as presented

Summary

Staff propose that co-living housing units be permitted in many of the residential and commercial zones that rooming and boarding houses were permitted in and eliminate references to rooming and boarding houses.

Alternatives

None propopsed.

Fiscal Impact

None known.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

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

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

Section 1. Section 18.12.010 A.1 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.12.010 A.1: Residential Use Table.

The following table lists uses allowed by zone and the applicable City review process as follows: Review Process I = Staff review, Review Process II = Conditional Use Permit, Review Process III = Temporary Homeless Encampment Permit. If a use is listed with a blank, it shall be prohibited in that zone. For certain categories of uses, additional requirements are also noted:

Residential Use Table	RMH	RS	RL	RM	RH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Accessory Dwelling Units (See Title 18.12.020)	I	I	I	I	I		I			I						I							
Accessory uses and structures	I	I	I	I	I	I	I	I	I	I	I	I		I	I	I	I	I	I	I	I	I	I
Animal Keeping (See Title 18.12.040)	I	I	I	I	I	I										I							
Bed and breakfast inns (5 guest rooms or less)	I	I	I	I	I		I			II						I							
Co-Living Housing	I	I	I	I	I		I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)							I(2)	
Churches or religious places of worship	II	II	II	II	II	II	II		I		I	I		I	I	II							
Day Care Centers (See				II	I		I	I	I		I	I		I		I	I	I	I	I		I	I

Section 18.12.060)																							
Family Day Care Home (see Section 18.12.070 and footnotes)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)		(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Farm Animals (see footnote 9)		I																					
Group Living I (See footnote 5)	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I					I(2)	
Group Living II (See footnote 6)				I	I				I		I	I		I								I(2)	
Home occupation	I	I	I	I	I	I	I	I	I	I	I	I		I	I	I							
Mini-Day Care Center (Located in Family Abode - Section 18.12.060)	II	II	II	I	I	II	I	I	I	I	I	I		I	I	I	I	I	I	I	I	I	I
Mini-Day Care Center (Not located in Family Abode - See 18.12.060)				I	I		I	I	I		I	I		I	I	I	I					I	I

Mini Storage (See 18.12.130)					I						I	I		I					I	I			
Motels (See Title 18.12.140)					II					I	I	I		I	I								
Nursing homes and congregate care facilities (over 10 residents)				II	II				I		I	I		I									
Nursing homes and congregate care facilities (up to 10 residents)	II	II	II	II	II		I		I		I	I		I		I							
Recreational vehicle park, transient (up to 30-day stay) (See Title 18.12.170, 180) (see also, footnote 7)																						I	I
Residences, Middle Housing	I	I	I	I	I																		
Residences, multi-family				I	I		I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)	I(8)						I(2)	

Residences, single-family	I	I	I	I	I	I	I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)	I(8)						I(2)	
Swimming Pools (See Title 18.12.240) (see footnote 10)							I															I	I
Temporary Homeless Encampments (See Title 18.12.255)	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III
Trailers, Boats, Camper Tops, Travel Trailers, Recreational Vehicles (See Title 18.12.260)	I	I	I	I	I																		

FOOTNOTES for Table 18.12.010 A-1 Residential Use Table:

(1) No permit required for a family day care home (up to six charges). Per 18.12.070, if alterations are made a building permit will be required. A state license and city business license is required.

(2) Residential development is permitted in the PF zone when the land will be owned and/or operated by the Kennewick Housing Authority or other public or governmental agency. Residential developments in the PF zone shall meet all requirements of this title as though it were developed in the RH zone.

(3) Not used.

(4) Not used.

(5) Residential Care Homes, state or federally approved, with six or fewer residents and any required on-site residential staff permitted by right; all larger group living uses prohibited.

(6) Residential Care Centers are permitted outright, subject to all of the applicable provisions of this title.

(7) Recreational vehicle storage in R districts shall refer to Title 18.12.180 and shall be subject to special provisions applicable to Master Planned subdivisions.

(8) Subject to KMC 18.42.140 and KMC 18.78.

(9) In "RS" zones, agriculture and animal husbandry are permitted including keeping of farm animals such as horses, cows, and sheep, but maintained only on lots of at least 30,000 square feet. The keeping of farm animals must not exceed one animal per half acre.

(10) Swimming pools considered an accessory use.

(Ord. 25-_____, Sec. 1, 2025; Ord. 25-6110, Sec. 1, 2025; Ord. 25-6102, Sec. 1, 2025; Ord. 6007, Sec. 1, 2023; Ord. 5748 Sec. 1, 2018; Ord. 5729 Sec. 1, 2017; Ord. 5712 Sec. 1, 2017; Ord. 5558 Sec. 2, 2014; Ord. 5528 Sec. 2, 2013; Ord. 5462 Sec. 3, 2012; Ord. 5434 Sec. 4, 2012; Ord. 5309 Sec. 8, 2010; Ord. 5262 Sec. 2, 2009; Ord. 5204 Sec. 5, 2007; Ord. 5180 Sec. 1, 2007)

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 2nd day of December, 2025.

Attest: GRETL 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 ZONE DISTRICTS AND STANDARDS AND AMENDING SECTION 18.12.010 A.1 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.12.010 A.1 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.12.010 A.1: Residential Use Table.

The following table lists uses allowed by zone and the applicable City review process as follows: Review Process I = Staff review, Review Process II = Conditional Use Permit, Review Process III = Temporary Homeless Encampment Permit. If a use is listed with a blank, it shall be prohibited in that zone. For certain categories of uses, additional requirements are also noted:

Residential Use Table	RMH	RS	RL	RM	RH	RTP	UMU	CN	CO	CBD	CC	CR	CAR	CG	CM	HMU	BP	IP	IL	IH	JF	PF	OS
Accessory Dwelling Units (See Title 18.12.020)	I	I	I	I	I		I			I						I							
Accessory uses and structures	I	I	I	I	I	I	I	I	I	I	I	I		I	I	I	I	I	I	I	I	I	I
Animal Keeping (See Title 18.12.040)	I	I	I	I	I	I										I							
Bed and breakfast inns (5 guest rooms or less)	I	I	I	I	I		I			II						I							
Co-Living Housing	I	I	I	I	I		I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)							I(2)	
Churches or religious places of worship	II	II	II	II	II	II	II		I		I	I		I	I	II							
Day Care Centers (See				II	I		I	I	I		I	I		I		I	I	I	I	I		I	I

Section 18.12.060)																							
Family Day Care Home (see Section 18.12.070 and footnotes)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)		(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Farm Animals (see footnote 9)		I																					
Group Living I (See footnote 5)	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I					I(2)	
Group Living II (See footnote 6)				I	I				I		I	I		I								I(2)	
Home occupation	I	I	I	I	I	I	I	I	I	I	I	I		I	I	I							
Mini-Day Care Center (Located in Family Abode - Section 18.12.060)	II	II	II	I	I	II	I	I	I	I	I	I		I	I	I	I	I	I	I	I	I	I
Mini-Day Care Center (Not located in Family Abode - See 18.12.060)				I	I		I	I	I		I	I		I	I	I	I					I	I

Mini Storage (See 18.12.130)					I						I	I		I					I	I			
Motels (See Title 18.12.140)					II					I	I	I		I	I								
Nursing homes and congregate care facilities (over 10 residents)				II	II				I		I	I		I									
Nursing homes and congregate care facilities (up to 10 residents)	II	II	II	II	II		I		I		I	I		I		I							
Recreational vehicle park, transient (up to 30-day stay) (See Title 18.12.170, 180) (see also, footnote 7)																						I	I
Residences, Middle Housing	I	I	I	I	I																		
Residences, multi-family				I	I		I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)	I(8)						I(2)	

Residences, single-family	I	I	I	I	I	I	I	I(8)	I(8)	I(8)	I(8)	I(8)		I(8)	I(8)	I(8)						I(2)	
~~Rooming Houses and Boardinghouses (See Title 18.12.190)~~				~~II~~	~~II~~		~~I~~																
Swimming Pools (See Title 18.12.240) (see footnote 10)							I															I	I
Temporary Homeless Encampments (See Title 18.12.255)	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III	III
Trailers, Boats, Camper Tops, Travel Trailers, Recreational Vehicles (See Title 18.12.260)	I	I	I	I	I																		

FOOTNOTES for Table 18.12.010 A-1 Residential Use Table:

(1) No permit required for a family day care home (up to six charges). Per 18.12.070, if alterations are made a building permit will be required. A state license and city business license is required.

(2) Residential development is permitted in the PF zone when the land will be owned and/or operated by the Kennewick Housing Authority or other public or governmental agency. Residential developments in the PF zone shall meet all requirements of this title as though it were developed in the RH zone.

(3) Not used.

(4) Not used.

(5) Residential Care Homes, state or federally approved, with six or fewer residents and any required on-site residential staff permitted by right; all larger group living uses prohibited.

(6) Residential Care Centers are permitted outright, subject to all of the applicable provisions of this title.

(7) Recreational vehicle storage in R districts shall refer to Title 18.12.180 and shall be subject to special provisions applicable to Master Planned subdivisions.

(8) Subject to KMC 18.42.140 and KMC 18.78.

(9) In "RS" zones, agriculture and animal husbandry are permitted including keeping of farm animals such as horses, cows, and sheep, but maintained only on lots of at least 30,000 square feet. The keeping of farm animals must not exceed one animal per half acre.

(10) Swimming pools considered an accessory use.

(Ord. 25-_____, Sec. 1, 2025; Ord. 25-6110, Sec. 1, 2025; Ord. 25-6102, Sec. 1, 2025; Ord. 6007, Sec. 1, 2023; Ord. 5748 Sec. 1, 2018; Ord. 5729 Sec. 1, 2017; Ord. 5712 Sec. 1, 2017; Ord. 5558 Sec. 2, 2014; Ord. 5528 Sec. 2, 2013; Ord. 5462 Sec. 3, 2012; Ord. 5434 Sec. 4, 2012; Ord. 5309 Sec. 8, 2010; Ord. 5262 Sec. 2, 2009; Ord. 5204 Sec. 5, 2007; Ord. 5180 Sec. 1, 2007)

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 2nd day of December, 2025.

Attest: GRETL J. CRAWFORD, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: _____

ORDINANCE EFFECTIVE DATE: _____

Council Agenda Coversheet				Category: Ordinance
	Item Number:	5.c.9.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Amend KMC Section 18.12.010 A.2 - Table of Residential Site Development Standards		
	Department:	Community Planning		
	Ordinance #:		**Permit #:** DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance approving amendments to KMC Section 18.12.010 A.2 - Table of Residential Site Development Standards.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

Remove the reference to rowhouses since the definition of a rowhouse is being removed from the other section of the KMC.

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO ZONE DISTRICTS AND STANDARDS AND AMENDING SECTION 18.12.010 A.2 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.12.010 A.2 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.12.010 A.2: Table of Residential Site Development Standards.

Minimum and maximum residential standards are identified in the following table.

	RS[5, 8, 9]	RL[5, 8, 9]	RM[3, 4, 5, 6, 8, 9]	RH[3, 4, 5, 6, 8, 9]	RTP[3, 4, 5]	RMH[6, 8, 9]	UMU[3, 7]
Max. Density[1]	N/A	N/A	13	27	13	4	N/A
Unit Density[1a]	6	6	6	6	N/A	6	N/A
Min. Lot Size	8,000 sf	5,500 sf	4,000 sf	3,500 sf	1 acre	5,500 sf	N/A
Min. Lot Size (Townhouse)	1,800 sf	1,800 sf	1,800 sf	1,600 sf	N/A	1,800 sf	N/A
Min. Lot Width[2]	50’	45’	35’	N/A	N/A	45’	N/A
Min. Lot Width[2] (Townhouse)	24’	24’	20'	20'	N/A	24’	N/A
Min. Front Yard/ Street Setback[2]	15'	15'	15'	15'	15'	15’	See KMC 18.80
Min. Garage Setback[2]	20'	20'	20'	20'	20'	20'	N/A
Min. Side Yard Setback[2]	5'	5'	5'	5'	5'	5'	0'
Min. Rear Yard Setback[2]	15'	15'	15'	15'	15'	15'	5'
Max. Height	35' or 2.5 stories, whichever is less	35' or 2.5 stories, whichever is less	35'	45'	N/A	35’ or 2.5 stories, whichever is less	N/A
Min. Lot Frontage[2]	30'	30'	30'	30'	30'	30'	20'
Min. Lot Frontage[2] (Townhouse)	N/A	N/A	20'	20'	N/A	N/A	N/A

FOOTNOTES for Table 18.12.010 A.2 Residential Standards Table:

(1) Maximum Density - The maximum permitted number of lots/units in the RM and RH zone is determined by dividing the gross area of the parcel in square feet by 43,560 square feet, multiplied by the allowed maximum density under table 18.12.010. The closest whole number is the permitted maximum number of lots/units. If the unit density is greater than the maximum density as calculated, then

unit density will be used to determine the maximum number of middle housing units permitted on the lot.

(a) Unit density for RS, RL, RMH, RM and RH zones is 4 middle housing units unless the lot is less than 1,000 square feet in size.

(i) Accessory Dwelling Units, as permitted in KMC 18.12.020, apply towards the total number of units permitted.

(ii) 6 middle housing units per lot may be approved if at least two of those units are affordable housing meeting the following requirements, unless zoning permitting higher densities or intensities applies:

(A) Dwelling units that qualify as affordable housing shall have costs, including utilities other than telephone, that do not exceed 30 percent of the monthly income of a household whose income does not exceed the following percentages of median household income adjusted for household size, for the county where the household is located, as reported by the United States Department of Housing and Urban Development:

(I) Rental housing: 60 percent.

(II) Owner-occupied housing: 80 percent.

(B) The units shall be maintained as affordable for a term of at least 50 years, and the property shall satisfy that commitment and all required affordability and income eligibility conditions.

(C) The applicant shall record a covenant or deed restriction that ensures the continuing rental or ownership of units subject to these affordability requirements consistent with the conditions in chapter 84.14 RCW for a period of no less than 50 years.

(D) The covenant or deed restriction shall address criteria and policies to maintain public benefit if the property is converted to a use other than that which continues to provide for permanently affordable housing.

(E) The units dedicated as affordable housing shall:

(I) Be provided in a range of sizes comparable to other units in the development.

(II) The number of bedrooms in affordable units shall be in the same proportion as the number of bedrooms in units within the entire development.

(III) Generally, be distributed throughout the development and have substantially the same functionality as the other units in the development.

(b) Where maximum density exceeds unit density, maximum density will used to determine the number of units permitted on a lot.

(2) Yards:

(a) Street: Building setback lines will be measured from the back of the sidewalk. Where no sidewalk exists and in the UMU district, building setback lines will be measured from the right-of-way line. (See fig.1a-b)

(i) For garages that face a no-street abutting property line (side-entry garages,) the garage setback may be reduced to 15' from the back of the sidewalk. The street facing façade of the garage shall be treated with windows, modulations and/or architectural design elements and features that mimic the remainder of the house. Landscaping shall also be required along the street-facing façade. (See fig. 2a-b)

(ii) In no instance shall a vehicle or any other object be allowed to obstruct a pedestrian walkway/sidewalk.

(b) Rear: As measured from an existing lot line or alleyway.

(c) Side: Shall be five feet from the nearest side yard property line.

(i) Single-family attached and zero-lot line housing shall have no setback on the side where the property line follows a common or zero-lot line wall.

(ii) End units shall have a five-foot setback from the nearest side yard property line and no setback on the common wall side.

(d) Lot Frontage: Lot frontage lines will be measured from the right-of-way line.

(e) Where no street frontage exists, building setback and lot frontage lines will be addressed during the site plan or plat review process and must be approved by the Planning Director.

Fig. 1.a.

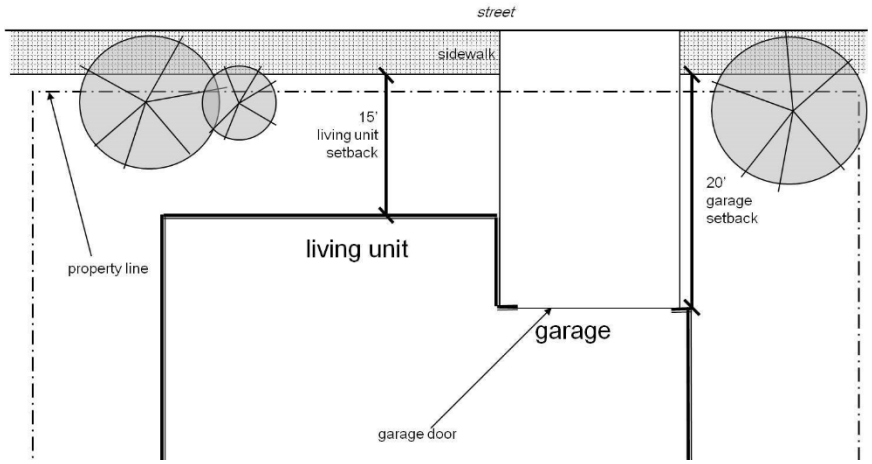

street
sidewalk
15'
living unit
setback
20'
garage
setback
property line
living unit
garage
garage door

Fig. 2.a.

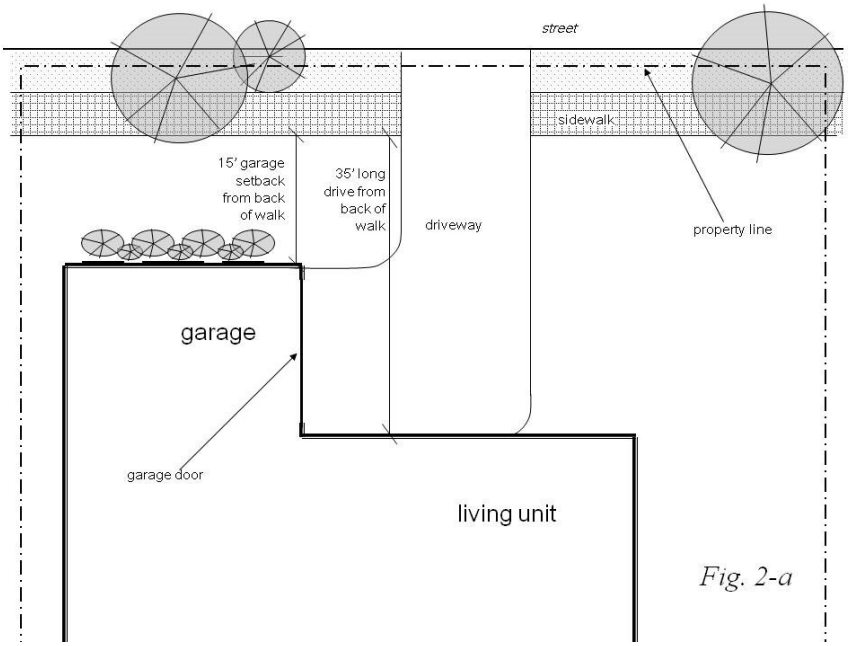
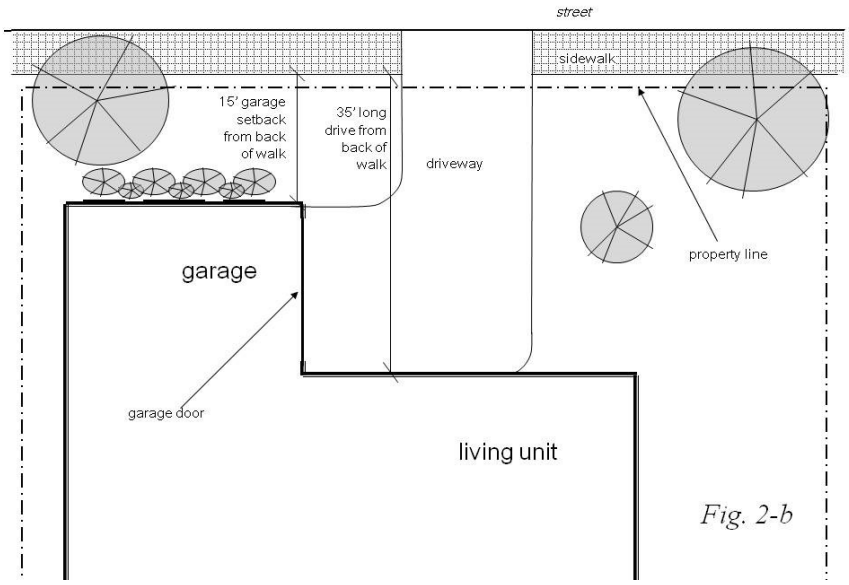

street
sidewalk
15' garage
setback
from back
of walk
35' long
drive from
back of
walk
driveway
property line
garage
garage door
living unit
Fig. 2-a

Fig. 2.b.



(3) Open space calculations.

(a) In multi-family developments, where the density exceeds seven units per acre and more than six units are proposed, the amount of required common open space shall equal or be greater than the minimum aggregate area of provided bedrooms based on the following formula: 300 square feet for the first bedroom and 200 square feet for each additional bedroom; exclusive of required street frontage setbacks and required parking areas. "Open area" is an area with average dimensions of not less than 15 feet by not less than 500 square feet. More than one open area may be provided in a given development. Any interpretation of this Section will be made by the Director.

(b) Within the UMU district, new developments with a lot area of more than 20,000 square feet shall provide a pedestrian-oriented space (plaza, courtyard or similar space) of at least one percent of the site area as described below. Buildings that front on a public sidewalk and have a pedestrian-oriented commercial use facing that sidewalk are exempt from this open space requirement.

(i) Pedestrian-oriented space must include:

(A) Visual and pedestrian access including barrier-free access) to the abutting structures from the public right-of-way or a non-vehicular courtyard.

(B) Paved walking surfaces of either concrete or approved unit paving in areas intended for foot traffic.

(C) On-site or building mounted lighting providing at least 0.6 foot-candles (average) on the ground.
(D) At least three feet of seating area (bench, ledge, etc.) or one individual seat per 60 square feet of plaza area or open space.
(E) Landscaping to enhance the area.
(F) At least 25 percent of the plaza or courtyard must be shaded by structure or tree canopy (at least ten years after planting).

(ii) Outdoor pedestrian-oriented space shall not include:
(A) Asphalt or gravel pavement (Exception: decomposed granite and other architectural surface treatments).
(B) Adjacent unscreened parking lots.
(C) Adjacent chain link fences.
(D) Adjacent "blank walls".
(E) Adjacent dumpsters or service areas.
(F) Outdoor storage or retail sales (shopping carts, potting soil bags, firewood, etc.) that do not contribute to the pedestrian environment.

(iii) In-Lieu Provisions—Pedestrian-Oriented Space Requirement in Urban Mixed Use (UMU) District: Provided all of the following requirements are met, required publicly accessible open space in the Urban Mixed Use (UMU) District will be provided on the site containing the permitted land use.
(A) The proposing owner or developer shall improve and may, at their and the city's discretion, dedicate land to provide the pedestrian-oriented space requirement in accordance with the approval of the planning official, or shall pay a fee in lieu of such improvement and dedication if the planning official determines that the dedication and improvement of land is not feasible or desirable due to the physical characteristics of the site.
(B) The property owner or developer shall either:
(I) Provide and construct (and optionally dedicate) the on-site pedestrian-oriented space requirement to city design and construction standards subject to city approval or:
(II) Enter a voluntary agreement with the city to pay an amount equal to the city's cost of acquiring and constructing the pedestrian-oriented space requirement in another location within the same UMU District as identified and approved by the planning official.

(4) Mobile Home Park Requirements:

(a) New Mobile Home Parks: For Residential Trailer Parks developed after January 1, 1998, the following spacing standards may be utilized:

(i) When each primary structure has a 20-foot front and rear yard (18.09.1950) or open space, the following spacing standards apply: side-by-side, end-to-end and parallel - ten feet between each primary structure; accessory structures that meet provisions of the International Building Code must have a minimum four-foot setback between the primary structure unless attached to the primary structure, and must have a minimum six-foot setback between adjacent primary and accessory structures.

(b) Ten feet setback from all property lines; 20 feet from an existing right-of-way line or proposed right-of-way line whichever is greater.

(c) Spacing: 20 feet between mobile homes located side-by-side, end-to-end and parallel. End-to-end, ten feet if the extended outside edge does not project beyond the extended centerline of the adjacent unit. There must be 20 feet between any mobile home and any permanent structure; ten feet between any mobile home and any accessory structure unless attached to the mobile home in accord with the State of Washington and the International Building Code; ten feet between any occupied travel trailer and any mobile home, accessory structure or permanent building. The average distance between adjacent, angular mobile homes must not be less than 20 feet with the closest point no less than ten feet.

(d) Mobile Home Roadways: Each manufactured home must be served by at least one 30-foot wide roadway for two moving lanes of traffic and a three-foot delineated, pedestrian walkway. If on-roadway parking is allowed, the roadway width must be increased accordingly. All roadways must be improved with asphalt, bituminous surface treatment or an equivalent.

(5) Single-Family Homes (attached and detached); Manufactured Homes; Middle Housing:

(a) Intent: It is the intent of the section to set forth the terms and conditions under which single-family homes (which includes manufactured homes) and middle housing may be sited.

(b) Minimum siting standards: The following standards apply to the siting of all single-family homes and middle housing, whether site-built homes or manufactured homes. Where any conflict arises between these regulations and the adopted building code, the stricter standard shall apply.

(i) Foundation: All dwellings shall be placed on permanent foundations;

(ii) Minimum width: A dwelling shall not be less than 14 feet in width at the narrowest point of its first story;

(iii) Age of dwelling (for manufactured homes only): no manufactured home more than three years old on the date of installation or previously lived in shall be permitted on any lot;

(6) Townhouse Development:

(a) There must be at least ten feet on end between groups. This space may either be end unit lots or common open space, and, if so, there may be openings in the end units;

(b) The number of connected units may not exceed eight;

(c) All units with a common wall must be constructed concurrently and be under the same ownership at the time of initial construction;

(d) Common walls must follow property lines and have no openings.

(7) Urban Mixed Use District:

(a) Legal lots of record existing as of June 1, 2017, shall be deemed to be in compliance with the lot size restrictions, however after June 1, 2017, no lot intended for single-family use shall be created in excess of 5,000 square feet.

(b) Setbacks for all residential uses shall be measured from property lines.

(c) Building setback from front and side property lines are not required, except as mandated by the applicable local, state and federal codes.

(8) Cottage Housing:

(a) Open space. Open space shall be provided equal to a minimum 20 percent of the lot size. This may include common open space, private open space, setbacks, critical areas, and other open space.

(b) Common open space.

(i) At least one outdoor common open space is required.

(ii) Common open space shall be provided equal to a minimum of 300 square feet per cottage. Each common open space shall have a minimum dimension of 15 feet on any side.

(iii) Orientation. Common open space shall be bordered by cottages on at least two sides. At least half of cottage units in the development shall abut a common open space and have the primary entrance facing the common open space.

(iv) Parking areas and vehicular areas shall not qualify as common open space.

(v) Critical areas and their buffers, including steep slopes, shall not qualify as common open space.

(c) Entries. All cottages shall feature a roofed porch at least 60 square feet in size with a minimum dimension of five feet on any side facing the street and/or common open space.

(d) Community building.

(i) A cottage housing development shall contain no more than one community building.
(ii) A community building shall have no more than 2,400 square feet of net floor area, excluding attached garages.
(iii) A community building shall have no minimum off-street parking requirement.

(9) Courtyard apartments.

(a) Yard or court.

(i) At least one yard or court is required.
(ii) The yard or court shall be bordered by attached dwelling units on two or three sides.
(iii) The yard or court shall be a minimum dimension of 15 feet on any side.
(iv) Parking areas and vehicular areas do not qualify as a yard or court.

(b) Entries. Ground-related courtyard apartments shall feature a covered pedestrian entry, such as a covered porch or recessed entry, with minimum weather protection of three feet by three feet, facing the street or yard or court.

(Ord. 25_____ Sec. 1, 2025; Ord. 25-6102 Sec. 2, 2025; Ord. No. 24-6074 Sec. 1, 2024; Ord. 5764 Sec. 1, 2018; Ord. 5743 Sec. 2, 2018; Ord. 5712 Sec. 2, 2017; Ord. 5647 Sec. 1, 2016; Ord. 5542 Sec. 1, 2014; Ord. 5504 Sec. 1, 2013; Ord. 5407 Sec. 4, 2012; Ord. 5365 Sec. 3, 2011; Ord. 5309 Sec. 9, 2010; Ord. 5204 Sec. 6, 2007; Ord. 5180 Sec. 1, 2007)

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 2nd day of December, 2025.

Attest: GRETL 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 ZONE DISTRICTS AND STANDARDS AND AMENDING SECTION 18.12.010 A.2 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.12.010 A.2 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.12.010 A.2: Table of Residential Site Development Standards.

Minimum and maximum residential standards are identified in the following table.

	RS[5, 8, 9]	RL[5, 8, 9]	RM[3, 4, 5, 6, 8, 9]	RH[3, 4, 5, 6, 8, 9]	RTP[3, 4, 5]	RMH[6, 8, 9]	UMU[3, 7]
Max. Density[1]	N/A	N/A	13	27	13	4	N/A
Unit Density[1a]	6	6	6	6	N/A	6	N/A
Min. Lot Size	8,000 sf	5,500 sf	4,000 sf	3,500 sf	1 acre	5,500 sf	N/A
Min. Lot Size (~~Rowhouse/~~ Townhouse)	1,800 sf	1,800 sf	1,800 sf	1,600 sf	N/A	1,800 sf	N/A
Min. Lot Width[2]	50’	45’	35’	N/A	N/A	45’	N/A
Min. Lot Width[2] (~~Rowhouse/~~ Townhouse)	24’	24’	20'	20'	N/A	24’	N/A
Min. Front Yard/ Street Setback[2]	15'	15'	15'	15'	15'	15’	See KMC 18.80
Min. Garage Setback[2]	20'	20'	20'	20'	20'	20'	N/A
Min. Side Yard Setback[2]	5'	5'	5'	5'	5'	5'	0'
Min. Rear Yard Setback[2]	15'	15'	15'	15'	15'	15'	5'
Max. Height	35' or 2.5 stories, whichever is less	35' or 2.5 stories, whichever is less	35'	45'	N/A	35’ or 2.5 stories, whichever is less	N/A
Min. Lot Frontage[2]	30'	30'	30'	30'	30'	30'	20'
Min. Lot Frontage[2] (~~Rowhouse/~~ Townhouse)	N/A	N/A	20'	20'	N/A	N/A	N/A

FOOTNOTES for Table 18.12.010 A.2 Residential Standards Table:

(1) Maximum Density - The maximum permitted number of lots/units in the RM and RH zone is determined by dividing the gross area of the parcel in square feet by

43,560 square feet, multiplied by the allowed maximum density under table 18.12.010. The closest whole number is the permitted maximum number of lots/units. If the unit density is greater than the maximum density as calculated, then unit density will be used to determine the maximum number of middle housing units permitted on the lot.

(a) Unit density for RS, RL, RMH, RM and RH zones is 4 middle housing units unless the lot is less than 1,000 square feet in size.

(i) Accessory Dwelling Units, as permitted in KMC 18.12.020, apply towards the total number of units permitted.

(ii) 6 middle housing units per lot may be approved if at least two of those units are affordable housing meeting the following requirements, unless zoning permitting higher densities or intensities applies:

(A) Dwelling units that qualify as affordable housing shall have costs, including utilities other than telephone, that do not exceed 30 percent of the monthly income of a household whose income does not exceed the following percentages of median household income adjusted for household size, for the county where the household is located, as reported by the United States Department of Housing and Urban Development:

(I) Rental housing: 60 percent.

(II) Owner-occupied housing: 80 percent.

(B) The units shall be maintained as affordable for a term of at least 50 years, and the property shall satisfy that commitment and all required affordability and income eligibility conditions.

(C) The applicant shall record a covenant or deed restriction that ensures the continuing rental or ownership of units subject to these affordability requirements consistent with the conditions in chapter 84.14 RCW for a period of no less than 50 years.

(D) The covenant or deed restriction shall address criteria and policies to maintain public benefit if the property is converted to a use other than that which continues to provide for permanently affordable housing.

(E) The units dedicated as affordable housing shall:

(I) Be provided in a range of sizes comparable to other units in the development.

(II) The number of bedrooms in affordable units shall be in the same proportion as the number of bedrooms in units within the entire development.

(III) Generally, be distributed throughout the development and have substantially the same functionality as the other units in the development.

(b) Where maximum density exceeds unit density, maximum density will used to determine the number of units permitted on a lot.

(2) Yards:

(a) Street: Building setback lines will be measured from the back of the sidewalk. Where no sidewalk exists and in the UMU district, building setback lines will be measured from the right-of-way line. (See fig.1a-b)

(i) For garages that face a no-street abutting property line (side-entry garages,) the garage setback may be reduced to 15' from the back of the sidewalk. The street facing façade of the garage shall be treated with windows, modulations and/or architectural design elements and features that mimic the remainder of the house. Landscaping shall also be required along the street-facing façade. (See fig. 2a-b)

(ii) In no instance shall a vehicle or any other object be allowed to obstruct a pedestrian walkway/sidewalk.

(b) Rear: As measured from an existing lot line or alleyway.

(c) Side: Shall be five feet from the nearest side yard property line.

(i) Single-family attached and zero-lot line housing shall have no setback on the side where the property line follows a common or zero-lot line wall.

(ii) End units shall have a five-foot setback from the nearest side yard property line and no setback on the common wall side.

(d) Lot Frontage: Lot frontage lines will be measured from the right-of-way line.

(e) Where no street frontage exists, building setback and lot frontage lines will be addressed during the site plan or plat review process and must be approved by the Planning Director.

Fig. 1.a.

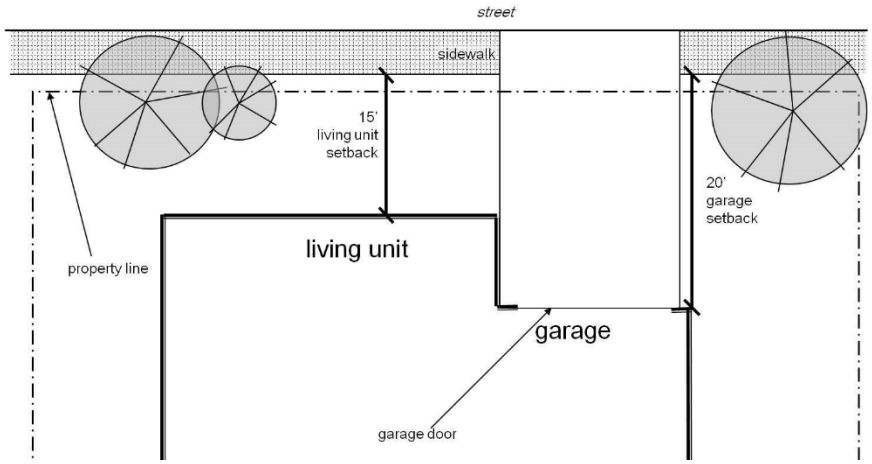

street
sidewalk
15'
living unit
setback
20'
garage
setback
property line
living unit
garage
garage door

Fig. 2.a.

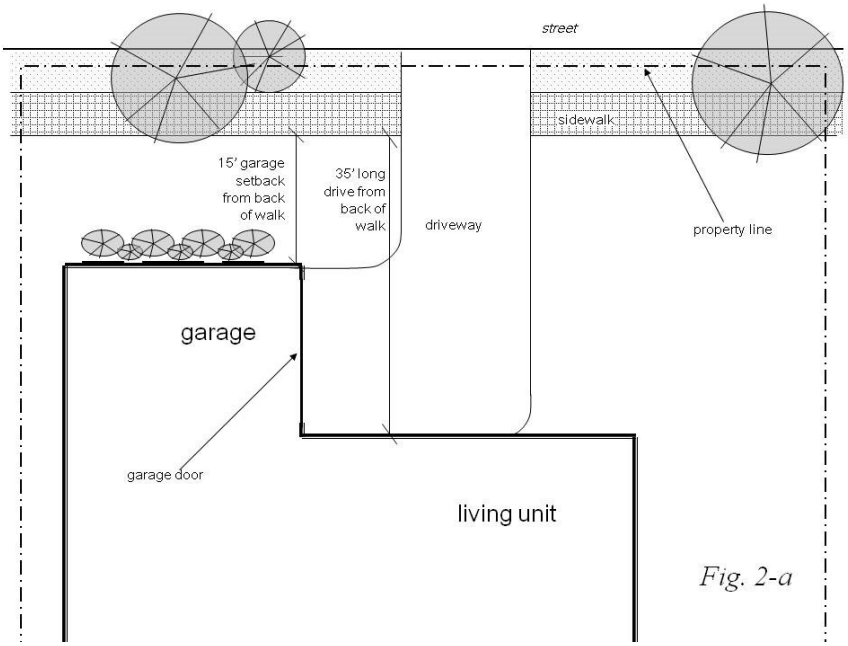
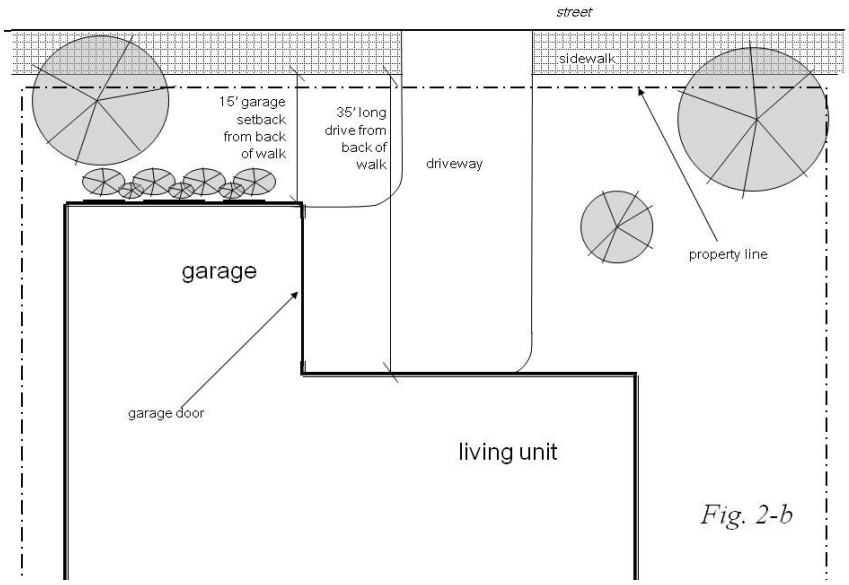

street
sidewalk
15' garage
setback
from back
of walk
35' long
drive from
back of
walk
driveway
property line
garage
garage door
living unit
Fig. 2-a

Fig. 2.b.



(3) Open space calculations.

(a) In multi-family developments, where the density exceeds seven units per acre and more than six units are proposed, the amount of required common open space shall equal or be greater than the minimum aggregate area of provided bedrooms based on the following formula: 300 square feet for the first bedroom and 200 square feet for each additional bedroom; exclusive of required street frontage setbacks and required parking areas. "Open area" is an area with average dimensions of not less than 15 feet by not less than 500 square feet. More than one open area may be provided in a given development. Any interpretation of this Section will be made by the Director.

(b) Within the UMU district, new developments with a lot area of more than 20,000 square feet shall provide a pedestrian-oriented space (plaza, courtyard or similar space) of at least one percent of the site area as described below. Buildings that front on a public sidewalk and have a pedestrian-oriented commercial use facing that sidewalk are exempt from this open space requirement.

(i) Pedestrian-oriented space must include:

(A) Visual and pedestrian access including barrier-free access) to the abutting structures from the public right-of-way or a non-vehicular courtyard.

(B) Paved walking surfaces of either concrete or approved unit paving in areas intended for foot traffic.

(C) On-site or building mounted lighting providing at least 0.6 foot-candles (average) on the ground.
(D) At least three feet of seating area (bench, ledge, etc.) or one individual seat per 60 square feet of plaza area or open space.
(E) Landscaping to enhance the area.
(F) At least 25 percent of the plaza or courtyard must be shaded by structure or tree canopy (at least ten years after planting).

(ii) Outdoor pedestrian-oriented space shall not include:
(A) Asphalt or gravel pavement (Exception: decomposed granite and other architectural surface treatments).
(B) Adjacent unscreened parking lots.
(C) Adjacent chain link fences.
(D) Adjacent "blank walls".
(E) Adjacent dumpsters or service areas.
(F) Outdoor storage or retail sales (shopping carts, potting soil bags, firewood, etc.) that do not contribute to the pedestrian environment.

(iii) In-Lieu Provisions—Pedestrian-Oriented Space Requirement in Urban Mixed Use (UMU) District: Provided all of the following requirements are met, required publicly accessible open space in the Urban Mixed Use (UMU) District will be provided on the site containing the permitted land use.
(A) The proposing owner or developer shall improve and may, at their and the city's discretion, dedicate land to provide the pedestrian-oriented space requirement in accordance with the approval of the planning official, or shall pay a fee in lieu of such improvement and dedication if the planning official determines that the dedication and improvement of land is not feasible or desirable due to the physical characteristics of the site.
(B) The property owner or developer shall either:
(I) Provide and construct (and optionally dedicate) the on-site pedestrian-oriented space requirement to city design and construction standards subject to city approval or:
(II) Enter a voluntary agreement with the city to pay an amount equal to the city's cost of acquiring and constructing the pedestrian-oriented space requirement in another location within the same UMU District as identified and approved by the planning official.

(4) Mobile Home Park Requirements:

(a) New Mobile Home Parks: For Residential Trailer Parks developed after January 1, 1998, the following spacing standards may be utilized:

(i) When each primary structure has a 20-foot front and rear yard (18.09.1950) or open space, the following spacing standards apply: side-by-side, end-to-end and parallel - ten feet between each primary structure; accessory structures that meet provisions of the International Building Code must have a minimum four-foot setback between the primary structure unless attached to the primary structure, and must have a minimum six-foot setback between adjacent primary and accessory structures.

(b) Ten feet setback from all property lines; 20 feet from an existing right-of-way line or proposed right-of-way line whichever is greater.

(c) Spacing: 20 feet between mobile homes located side-by-side, end-to-end and parallel. End-to-end, ten feet if the extended outside edge does not project beyond the extended centerline of the adjacent unit. There must be 20 feet between any mobile home and any permanent structure; ten feet between any mobile home and any accessory structure unless attached to the mobile home in accord with the State of Washington and the International Building Code; ten feet between any occupied travel trailer and any mobile home, accessory structure or permanent building. The average distance between adjacent, angular mobile homes must not be less than 20 feet with the closest point no less than ten feet.

(d) Mobile Home Roadways: Each manufactured home must be served by at least one 30-foot wide roadway for two moving lanes of traffic and a three-foot delineated, pedestrian walkway. If on-roadway parking is allowed, the roadway width must be increased accordingly. All roadways must be improved with asphalt, bituminous surface treatment or an equivalent.

(5) Single-Family Homes (attached and detached); Manufactured Homes; Middle Housing:

(a) Intent: It is the intent of the section to set forth the terms and conditions under which single-family homes (which includes manufactured homes) and middle housing may be sited.

(b) Minimum siting standards: The following standards apply to the siting of all single-family homes and middle housing, whether site-built homes or manufactured homes. Where any conflict arises between these regulations and the adopted building code, the stricter standard shall apply.

(i) Foundation: All dwellings shall be placed on permanent foundations;

(ii) Minimum width: A dwelling shall not be less than 14 feet in width at the narrowest point of its first story;

(iii) Age of dwelling (for manufactured homes only): no manufactured home more than three years old on the date of installation or previously lived in shall be permitted on any lot;

(6) Townhouse~~/Rowhouse~~ Development:

(a) There must be at least ten feet on end between groups. This space may either be end unit lots or common open space, and, if so, there may be openings in the end units;

(b) The number of connected units may not exceed eight;

(c) All units with a common wall must be constructed concurrently and be under the same ownership at the time of initial construction;

(d) Common walls must follow property lines and have no openings.

(7) Urban Mixed Use District:

(a) Legal lots of record existing as of June 1, 2017, shall be deemed to be in compliance with the lot size restrictions, however after June 1, 2017, no lot intended for single-family use shall be created in excess of 5,000 square feet.

(b) Setbacks for all residential uses shall be measured from property lines.

(c) Building setback from front and side property lines are not required, except as mandated by the applicable local, state and federal codes.

(8) Cottage Housing:

(a) Open space. Open space shall be provided equal to a minimum 20 percent of the lot size. This may include common open space, private open space, setbacks, critical areas, and other open space.

(b) Common open space.

(i) At least one outdoor common open space is required.

(ii) Common open space shall be provided equal to a minimum of 300 square feet per cottage. Each common open space shall have a minimum dimension of 15 feet on any side.

(iii) Orientation. Common open space shall be bordered by cottages on at least two sides. At least half of cottage units in the development shall abut a common open space and have the primary entrance facing the common open space.

(iv) Parking areas and vehicular areas shall not qualify as common open space.

(v) Critical areas and their buffers, including steep slopes, shall not qualify as common open space.

(c) Entries. All cottages shall feature a roofed porch at least 60 square feet in size with a minimum dimension of five feet on any side facing the street and/or common open space.

(d) Community building.

(i) A cottage housing development shall contain no more than one community building.
(ii) A community building shall have no more than 2,400 square feet of net floor area, excluding attached garages.
(iii) A community building shall have no minimum off-street parking requirement.

(9) Courtyard apartments.

(a) Yard or court.

(i) At least one yard or court is required.
(ii) The yard or court shall be bordered by attached dwelling units on two or three sides.
(iii) The yard or court shall be a minimum dimension of 15 feet on any side.
(iv) Parking areas and vehicular areas do not qualify as a yard or court.

(b) Entries. Ground-related courtyard apartments shall feature a covered pedestrian entry, such as a covered porch or recessed entry, with minimum weather protection of three feet by three feet, facing the street or yard or court.

(Ord. 25_____ Sec. 1, 2025; Ord. 25-6102 Sec. 2, 2025; Ord. No. 24-6074 Sec. 1, 2024; Ord. 5764 Sec. 1, 2018; Ord. 5743 Sec. 2, 2018; Ord. 5712 Sec. 2, 2017; Ord. 5647 Sec. 1, 2016; Ord. 5542 Sec. 1, 2014; Ord. 5504 Sec. 1, 2013; Ord. 5407 Sec. 4, 2012; Ord. 5365 Sec. 3, 2011; Ord. 5309 Sec. 9, 2010; Ord. 5204 Sec. 6, 2007; Ord. 5180 Sec. 1, 2007)

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 2nd day of December, 2025.

Attest: GRETL 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.c.10.	Date: 12/2/2025	Category: Ordinance
	Item Type: Ordinance		
	Subject: Ordinance: Repeal KMC Section 18.12.190 - Rooming Houses and Boarding Houses		
	Department: Community Planning		
	Ordinance #:	Permit #: DCA-2025-0005	

Recommendation

The Planning Commission recommends Council adopt the ordinance that repeals KMC Section 18.12.190 - Rooming Houses and Boarding Houses.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

Repeal the section entirely; the proposed definition of co-living housing addresses rooming houses and boarding houses; duplication is not necessary.

Alternatives

None proposed.

Fiscal Impact

None known

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO ZONE DISTRICTS AND STANDARDS AND REPEALING SECTION 18.12.190 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.12.190 of the Kennewick Municipal Code, be, and the same hereby is, repealed.

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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 ZONE DISTRICTS AND STANDARDS AND REPEALING SECTION 18.12.190 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.12.190 of the Kennewick Municipal Code, be, and the same hereby is, repealed:.

~~**18.12.190: Rooming Houses and Boarding Houses.**~~

~~(1) A rooming house or boarding house must have at least one and one-half off-street parking spaces for each individual unit bedroom.~~

~~(2) Only one sign not exceeding six square feet, indicating the name of the establishment, and a one square foot sign indicating room for rent are permitted.~~

~~(3) Cooking and sanitary facilities for all rooming houses and boarding houses must be in accord with regulations of the Benton-Franklin District Health Department.~~

~~(Ord. 5180 Sec. 1, 2007)~~

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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				Category: Ordinance
	Item Number:	5.c.11.	**Date:** 12/2/2025	
	Item Type:	Ordinance		
	Subject:	Ordinance: Amend KMC Section 18.36.060 - Specific Parking Requirements		
	Department:	Community Planning		
	Ordinance #:		**Permit #:** DCA-2025-0005	

Recommendation

The Planning Commission recommends adopting the ordianance that amends KMC Section 18.36.060 - Specific Parking Requirements

Motion for Consideration

Motion to adopt the ordinance as presented

Summary

RCW 36.70A.535(3)(ii) requires no more than .25 off-street parking spaces be provided per sleeping unit. Co-living housing is very similar to congregate care housing. Therefore, staff propose that both uses be subject to the .25 off-street parking spaces per sleeping unit.

Alternatives

None proposed.

Fiscal Impact

None known.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO OFF-STREET PARKING AND AMENDING SECTION 18.36.060 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.36.060 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.36.060: Specific Parking Requirements.

Except for the CBD zoning district, off-street parking is as follows for the uses indicated in the following table:

Uses	Required Parking
Agricultural processing plant, warehouse	1 per employee
Ambulance service	1 per ambulance plus 1 per employee on the largest shift
Animal clinic/veterinary	1 per 250 square feet of gross indoor floor area
Animal processing facility	1 per employee
Appliance and furniture sales/service	1 per 1,000 square feet of display area
Assisted living facility	1 per 4 residents plus 1 per staff on largest shift
Auction yard (excluding livestock)	1 per 300 gross square feet
Auditoria, theatres, stadia (including religious sanctuaries)	1 per 4 fixed seats or 1 per 150 square feet of floor area
Automobile impound yard	1 per 500 gross square feet of building area plus 1 per 5,000 gross square feet of outdoor storage area
Automobile sales/rental	1 per 400 gross square feet of inside display area, 1 per 2,000 gross square feet of outside display area
Automobile/truck/RV/motor-cycle service, painting, repair, body and fender works	1 per 300 gross square feet plus 2 per service bay (each space in a service bay counts as a parking space)

Bank, savings/loan and other financial institutions	1 per 300 gross square feet; if a drive-through window is provided may be reduced to 1 per 400 gross square feet
Barber/beauty shop	1 per chair and 1 per employee
Bed and breakfast	1 per guest room
Bowling alley	4 per lane plus additional required spaces for other uses
Brewery, winery and/or distillery	1 per each employee on the maximum shift plus 1 space per 4 seats in any tasting room or other visitor facility
Building supply and home improvement	1 per 300 gross square feet of retail area, 1 per 1,000 gross square feet of warehouse area, 1 per 600 gross square feet of assembly or light manufacturing area
Call center, telephone	1 per employee
Carnival, circus	1 per 400 gross square feet lot area
Carpenter shop	1 per 600 gross square feet
Carwash, self-service	2 spaces for drying and cleaning purposes per stall, plus 3 reservoir spaces in front of each stall
Casino	1 per 50 gross square feet of dining, bar, gaming and dance space, plus 1 per 2 employees
Church or other place of worship	1 per 4 seats or 8 lineal feet of bench seating; plus additional required spaces for other uses
College or university	1 per 600 gross square feet of classroom and 1 per 5 seats in principal assembly room
Community hall, club or lodge	1 per 200 gross square feet
Community recreational facility	1 per 200 gross square feet
Community residential facility	2 plus 1 per employee on maximum shift
Composting storage/ processing, commercial	3 plus 1 per employee
Contractor's yard	1 per employee
Convalescent home, nursing home	1 per 2 beds

Convenience store	1 per 350 gross square feet, plus 2 for every 2.5 seats of on-site seating, but not less than 10. Service area at gas pumps shall not be counted as parking spaces
Dance, exhibition and assembly halls	1 per 75 square feet of gross floor area of main assembly room
Day care, child and adult	1 per employee, plus 1 per 10 children or adults
Dry cleaning, retail	The greater of 3 spaces or 1 per 300 square feet except where located in a shopping center.
Dry cleaning, laundry, linen supply plant, commercial	1 per 600 gross square feet
Dwelling, accessory apartments	1 per dwelling unit
Dwelling, congregate/co-living housing	.25 per sleeping room
Dwelling, elderly or handicapped (two or more units)	1 per 1.5 units; a reduction of the number of parking to 1 per 2 units allowed if: a) Public transportation directly available; and b) Essential services, specifically shopping, is available within ½ mile of site; and c) A notarized agreement to provide additional off-street parking in conformance with applicable regulations if all or portion of complex converts to complex not restricted to elderly or handicapped
Dwelling, middle housing See (4) below	1 per dwelling unit on lots no greater than 6,000 square feet before subdivisions or lot splits; and 2 per dwelling unit on lots greater than 6,000 square feet before subdivisions or lot splits
Dwelling, multifamily	
Studio and 1 bedroom	1 per dwelling unit, plus 5% of total for guests
Two or more bedrooms	1.5 per dwelling unit, plus 5% of total for guests
Dwelling, single-family	2 per dwelling unit
Electrical/electronic/computer component and system manufacturing/assembly	1 per 600 gross square feet

Entertainment/recreation facilities, indoor	1 per 250 gross square feet for areas not covered below, except when located in a shopping center
Skating rink	1 per 200 gross square feet
Swimming pool/jacuzzi	1 per 100 gross square feet of water surface area
Tennis, racquetball and similar courts	2 per court
Entertainment/recreation facilities, outdoor	
Golf course	4 per hole
Golf driving range/ training center	2 per designated driving station on driving range and 1 per 500 square feet of putting/chipping green
Skating rink	1 per 200 gross square feet
Sports field	20 per acre of site
Swimming pool/jacuzzi	1 per 100 gross square feet of water surface area
Tennis, racquetball and similar courts	2 per court
Equipment rental shop	1 per 300 gross square feet of retail, office or shop use, 1 per 1,000 gross square feet of outdoor storage or display area
Equipment sales, repair, and maintenance	3 plus 1 per employee
Espresso/latte stand (no seating)	1 plus 1 per employee
Exercise facility/gym athletic club	1 per 100 gross square feet
Fire station	1 space per employee on the maximum shift
Freight forwarding	1 per 2,000 square feet
Fueling station	1 per 4 pumps
Funeral home	1 per 4 seats or 8 feet of lineal bench in chapel area
Greenhouse/nursery, commercial	1 per 400 gross square feet of indoor retail, 1 per 1,000 gross square feet of outdoor display or storage area

Hospital	1 per 4 patient beds; plus one space per doctor; plus 1 per each 3 additional employees
Hotel/motel	1 per guest room; plus additional required spaces for other uses
Kennel/animal boarding/shelter	3 plus 1 per each employee
Laboratories	1 per 600 gross square feet of office, 1 per 600 gross square feet of laboratory or shop area
Landscape materials sales	3 plus 1 per employee
Laundromat	1 per 250 square feet
Manufactured (mobile) home park	2 per dwelling unit plus 5% total for guest parking
Manufacturing	1 per employee on the maximum shift
Medical/dental clinic	5 per each doctor or dentist
Model home sales	1 per 2,000 gross square feet of sales area
Motor vehicle parts sales/service	1 per 300 square feet
Museum, libraries	1 per 800 gross square feet
Office, professional and general	1 per 250 gross square feet
Office, professional and general with drive-thru window service	3 stacking stall spaces plus 1 per 250 gross square feet
Post office, postal center	1 per 200 gross square feet of floor area plus 1 employee
Print shop	1 per 400 gross square feet
Racetrack	1 per each 4 fixed seats
Recreational vehicle park/campground	1 per RV park/campsite
Recreational vehicle sales and service	1 per 3,000 gross square feet of display area
Restaurant	1 per 4 seats, except when located in a shopping center
Restaurants with drive-in facilities	1 for each auto serving space plus 1 for every 4 seats outside the vehicle

Restaurant with drive-through window service	6 stacking stall spaces plus 1 for every 4 seats outside the vehicle
Retail sales, indoor	1 per 200 gross square feet, except when located in a shopping center
Retail sales, outdoor	1 per 5,000 gross square feet of retail sales area in addition to any parking requirements for buildings, except when located in a shopping center
Schools, professional, vocational and trade	1 per each 3.5 seats in classroom area
Schools, public and private, 7 through 12	1 per teacher; plus 1 per each other employee; plus 1 per 6 students
Schools, public and private, K through 7	1 per teacher; plus 1 per other employee
Services, retail	1 per 250 square feet except when located in a shopping center
Shopping centers	4.5 per 1,000 square feet of gross leasable area (GLA) for centers having GLA less than 400,000 gross square feet, and 5 per 1,000 gross square feet of GLA for centers having a GLA of over 400,000 gross square feet
Showroom, industrial	1 per 500 gross square feet of display area
Solid waste recycling/transfer site	3 plus 1 per each employee
Specialized training/learning schools or studios	1 per 300 gross square feet
Storage, general - indoors, warehousing	1 per each 3,500 gross square feet
Storage, general - outdoors, display	3 plus 1 per each employee
Personal services	1 per 250 square feet
Tavern	1 per 4 seats, except when located in a shopping center
Transit center	1 per each 200 gross square feet
Warehousing	1 per each 3,500 gross square feet

Wrecking, recycling, junk and salvage yards	1 per each employee plus 3 visitor spaces

(1) Unlisted uses: The Planning Director shall determine parking requirements for any use not specifically included in the table above based on similarities with listed uses.

(2) Single- and multi-family developments must conform to the applicable provisions of Chapter 18.75 KMC.

(3) Commercial developments must conform to the applicable provisions of Chapter 18.78 KMC.

(4) Middle housing parking requirements in portions of the city for which the Department of Commerce has certified a parking study in accordance with RCW 36.70A.635(7)(a), shall comply with the off-street parking requirement provided in the certification from the Department of Commerce.

(Ord. 25-_____ Sec. 1, 2025; Ord. 25-6104 Sec. 1, 2025; Ord. 5854 Sec. 1, 2020; Ord. 5716 Sec. 1, 2017; Ord. 5434 Sec. 10, 2012; Ord. 5359 Sec. 2, 2011; Ord. 5180 Sec. 1, 2007)

Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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 OFF-STREET PARKING AND AMENDING SECTION 18.36.060 OF THE KENNEWICK MUNICIPAL CODE

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

Section 1. Section 18.36.060 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

18.36.060: Specific Parking Requirements.

Except for the CBD zoning district, off-street parking is as follows for the uses indicated in the following table:

Uses	Required Parking
Agricultural processing plant, warehouse	1 per employee
Ambulance service	1 per ambulance plus 1 per employee on the largest shift
Animal clinic/veterinary	1 per 250 square feet of gross indoor floor area
Animal processing facility	1 per employee
Appliance and furniture sales/service	1 per 1,000 square feet of display area
Assisted living facility	1 per 4 residents plus 1 per staff on largest shift
Auction yard (excluding livestock)	1 per 300 gross square feet
Auditoria, theatres, stadia (including religious sanctuaries)	1 per 4 fixed seats or 1 per 150 square feet of floor area
Automobile impound yard	1 per 500 gross square feet of building area plus 1 per 5,000 gross square feet of outdoor storage area
Automobile sales/rental	1 per 400 gross square feet of inside display area, 1 per 2,000 gross square feet of outside display area
Automobile/truck/RV/motor-cycle service, painting, repair, body and fender works	1 per 300 gross square feet plus 2 per service bay (each space in a service bay counts as a parking space)

Bank, savings/loan and other financial institutions	1 per 300 gross square feet; if a drive-through window is provided may be reduced to 1 per 400 gross square feet
Barber/beauty shop	1 per chair and 1 per employee
Bed and breakfast	1 per guest room
Bowling alley	4 per lane plus additional required spaces for other uses
Brewery, winery and/or distillery	1 per each employee on the maximum shift plus 1 space per 4 seats in any tasting room or other visitor facility
Building supply and home improvement	1 per 300 gross square feet of retail area, 1 per 1,000 gross square feet of warehouse area, 1 per 600 gross square feet of assembly or light manufacturing area
Call center, telephone	1 per employee
Carnival, circus	1 per 400 gross square feet lot area
Carpenter shop	1 per 600 gross square feet
Carwash, self-service	2 spaces for drying and cleaning purposes per stall, plus 3 reservoir spaces in front of each stall
Casino	1 per 50 gross square feet of dining, bar, gaming and dance space, plus 1 per 2 employees
Church or other place of worship	1 per 4 seats or 8 lineal feet of bench seating; plus additional required spaces for other uses
College or university	1 per 600 gross square feet of classroom and 1 per 5 seats in principal assembly room
Community hall, club or lodge	1 per 200 gross square feet
Community recreational facility	1 per 200 gross square feet
Community residential facility	2 plus 1 per employee on maximum shift
Composting storage/ processing, commercial	3 plus 1 per employee
Contractor's yard	1 per employee
Convalescent home, nursing home	1 per 2 beds

Convenience store	1 per 350 gross square feet, plus 2 for every 2.5 seats of on-site seating, but not less than 10. Service area at gas pumps shall not be counted as parking spaces
Dance, exhibition and assembly halls	1 per 75 square feet of gross floor area of main assembly room
Day care, child and adult	1 per employee, plus 1 per 10 children or adults
Dry cleaning, retail	The greater of 3 spaces or 1 per 300 square feet except where located in a shopping center.
Dry cleaning, laundry, linen supply plant, commercial	1 per 600 gross square feet
Dwelling, accessory apartments	1 per dwelling unit
Dwelling, congregate/co-living housing	~~1~~ .25 per sleeping room
Dwelling, elderly or handicapped (two or more units)	1 per 1.5 units; a reduction of the number of parking to 1 per 2 units allowed if: a) Public transportation directly available; and b) Essential services, specifically shopping, is available within ½ mile of site; and c) A notarized agreement to provide additional off-street parking in conformance with applicable regulations if all or portion of complex converts to complex not restricted to elderly or handicapped
Dwelling, middle housing See (4) below	1 per dwelling unit on lots no greater than 6,000 square feet before subdivisions or lot splits; and 2 per dwelling unit on lots greater than 6,000 square feet before subdivisions or lot splits
Dwelling, multifamily	
Studio and 1 bedroom	1 per dwelling unit, plus 5% of total for guests
Two or more bedrooms	1.5 per dwelling unit, plus 5% of total for guests
Dwelling, single-family	2 per dwelling unit
Electrical/electronic/computer component and system manufacturing/assembly	1 per 600 gross square feet

Entertainment/recreation facilities, indoor	1 per 250 gross square feet for areas not covered below, except when located in a shopping center
Skating rink	1 per 200 gross square feet
Swimming pool/jacuzzi	1 per 100 gross square feet of water surface area
Tennis, racquetball and similar courts	2 per court
Entertainment/recreation facilities, outdoor	
Golf course	4 per hole
Golf driving range/ training center	2 per designated driving station on driving range and 1 per 500 square feet of putting/chipping green
Skating rink	1 per 200 gross square feet
Sports field	20 per acre of site
Swimming pool/jacuzzi	1 per 100 gross square feet of water surface area
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Equipment sales, repair, and maintenance	3 plus 1 per employee
Espresso/latte stand (no seating)	1 plus 1 per employee
Exercise facility/gym athletic club	1 per 100 gross square feet
Fire station	1 space per employee on the maximum shift
Freight forwarding	1 per 2,000 square feet
Fueling station	1 per 4 pumps
Funeral home	1 per 4 seats or 8 feet of lineal bench in chapel area
Greenhouse/nursery, commercial	1 per 400 gross square feet of indoor retail, 1 per 1,000 gross square feet of outdoor display or storage area

Hospital	1 per 4 patient beds; plus one space per doctor; plus 1 per each 3 additional employees
Hotel/motel	1 per guest room; plus additional required spaces for other uses
Kennel/animal boarding/shelter	3 plus 1 per each employee
Laboratories	1 per 600 gross square feet of office, 1 per 600 gross square feet of laboratory or shop area
Landscape materials sales	3 plus 1 per employee
Laundromat	1 per 250 square feet
Manufactured (mobile) home park	2 per dwelling unit plus 5% total for guest parking
Manufacturing	1 per employee on the maximum shift
Medical/dental clinic	5 per each doctor or dentist
Model home sales	1 per 2,000 gross square feet of sales area
Motor vehicle parts sales/service	1 per 300 square feet
Museum, libraries	1 per 800 gross square feet
Office, professional and general	1 per 250 gross square feet
Office, professional and general with drive-thru window service	3 stacking stall spaces plus 1 per 250 gross square feet
Post office, postal center	1 per 200 gross square feet of floor area plus 1 employee
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Retail sales, outdoor	1 per 5,000 gross square feet of retail sales area in addition to any parking requirements for buildings, except when located in a shopping center
Schools, professional, vocational and trade	1 per each 3.5 seats in classroom area
Schools, public and private, 7 through 12	1 per teacher; plus 1 per each other employee; plus 1 per 6 students
Schools, public and private, K through 7	1 per teacher; plus 1 per other employee
Services, retail	1 per 250 square feet except when located in a shopping center
Shopping centers	4.5 per 1,000 square feet of gross leasable area (GLA) for centers having GLA less than 400,000 gross square feet, and 5 per 1,000 gross square feet of GLA for centers having a GLA of over 400,000 gross square feet
Showroom, industrial	1 per 500 gross square feet of display area
Solid waste recycling/transfer site	3 plus 1 per each employee
Specialized training/learning schools or studios	1 per 300 gross square feet
Storage, general - indoors, warehousing	1 per each 3,500 gross square feet
Storage, general - outdoors, display	3 plus 1 per each employee
Personal services	1 per 250 square feet
Tavern	1 per 4 seats, except when located in a shopping center
Transit center	1 per each 200 gross square feet
Warehousing	1 per each 3,500 gross square feet

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Section 2. This ordinance shall be in full force and effect five (5) 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 2nd day of December, 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:	6.a.	Date:	12/2/2025	Category: Other
	Item Type:	Presentation			
	Subject:	Presentation: 2026 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan			
	Department:	City Manager			

Recommendation

Staff recommends approval of the 2025 marketing plan and budget.

Motion for Consideration

Motion to approve the 2026 Tri-City Regional Hotel-Motel Commission budget and Marketing Plan as presented.

Summary

Kevin Lewis, President and CEO of Visit Tri-Cities, will detail the objectives, strategies, and funding requirements for 2026.

Visit Tri-Cities is the regional Destination Marketing Organization for the Greater Tri-Cities, Washington Area, comprising Benton and Franklin Counties. Its Board of Directors comprises professionals from across segments of local industry who work to support tourism and improve the economy of our community. They contract directly with the City of Kennewick under one contract and jointly with all three cities under another.

Alternatives

No recommended alternatives have been identified

Fiscal Impact

Attachments:

1. VTC Cover Letter
2. Presentation
3. Budget & Marketing Plan
4. TPA Reserve Request
5. Work Plan

7130 W. Grandridge Blvd. Suite B
Kennewick, WA 99336
509-735-8486
1-800-254-5824
www.VisitTRI-CITIES.com
info@VisitTRI-CITIES.com

September 29, 2025

Ms. Erin Erdman
City of Kennewick
P.O. Box 6108
Kennewick, WA 99336

Dear Ms. Erdman,

On behalf of the Tri-City Regional Hotel-Motel Commission, we are pleased to present the 2026 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan for approval by the Kennewick City Council. We appreciate the opportunity to have face-to-face time with city leaders and look forward to our scheduled presentation for the City Council this year.

Enclosed with this letter is a full copy of the report, with an executive summary on the next page outlining the purpose, timeline, and key components. Please feel free to reach out if you have any questions or need further clarification on any part of the report.

Thank you for your ongoing support of the Tri-City Regional Tourism Promotion Area. It has been an extremely successful regional collaboration that has greatly enhanced the destination marketing impact for the Tri-Cities.

Sincerely,

Kevin Lewis
President & CEO

Enclosures

Executive Summary

2026 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan

Purpose

- As outlined in the *Interlocal Cooperation Agreement for Establishment of the Tri-City Regional Tourism Promotion Area,* Visit Tri-Cities presents a Budget & Marketing Plan to the Tri-City Regional Hotel-Motel Commission, detailing projected revenues and expenses for the programs supported by the funds collected from the Tourism Promotion Assessment (TPA).

Timeline

- The enclosed 2026 Budget and Marketing Plan received the unanimous support from the Commissioners present at the September 18, 2025 commission meeting. The plan recommended by the Commission is due to the each of the cities by no later than October 1st of each year. City Councils must review and approve the plan by December 31, 2025.

Background

- Visit Tri-Cities is a 501c6 organization whose contracted purpose is to foster tourism, support local businesses, and promote economic growth within the Tri-Cities region. Our mission is to "Fuel transformational growth in the Tri-Cities through tourism."
- VTC utilizes TPA revenues to promote the destination and ensure that visitors experience the best our cities have to offer while also bolstering the overall prosperity of the community.

2026 Forecast

- TPA revenues are projected to reach approximately $2.4 million
- Nationally travel and hotel occupancy levels are projected to decrease slightly
- 2025 began with local occupancy and RevPAR outpacing state averages before mid-year softening indicates shifting market conditions
- Ongoing marketing and sales efforts, combined with group bookings for both amateur and signature events continue to drive demand and position the region for long-term growth
- Major developments including the expanded Three Rivers Convention Center, new hotels, The Flying Pickle facility and Pasco's Aquatic Center, will enhance capacity and visitor experience

Meeting & Convention Projections

- 21,000 Room Nights
- $7.3m Economic Impact
- $2.8m Direct Hotel Spending
- $110,119 Program Budget

Sports & Tournament Projections

- 22,000 Room Nights
- $12.7m Economic Impact
- $3.5m Direct Hotel Spending
- $186,480 Program Budget

Tourism Development & Marketing Programs

- Targeted Multi-channel Campaigns & Seasonal Promotions
- Advanced Digital Strategy with Geofencing & Retargeting
- Data-Driven Insights to Optimize Reach & Reporting
- Visitor Guide Distribution & Expanded Interactive Content
- Enhanced Website Storytelling & Planning Tools
- $637,232 Program Budget

2025 – 2026 Report

Presented to the City of Kennewick

Visit Tri-Cities

- **501c6 Destination Marketing Organization**

- Funded By
  - Lodging Tax
  - Tourism Performance Assessments
  - Partners, Sponsors, Members

Vision

Inspire, reward, and celebrate the spirit of exploration and discovery.

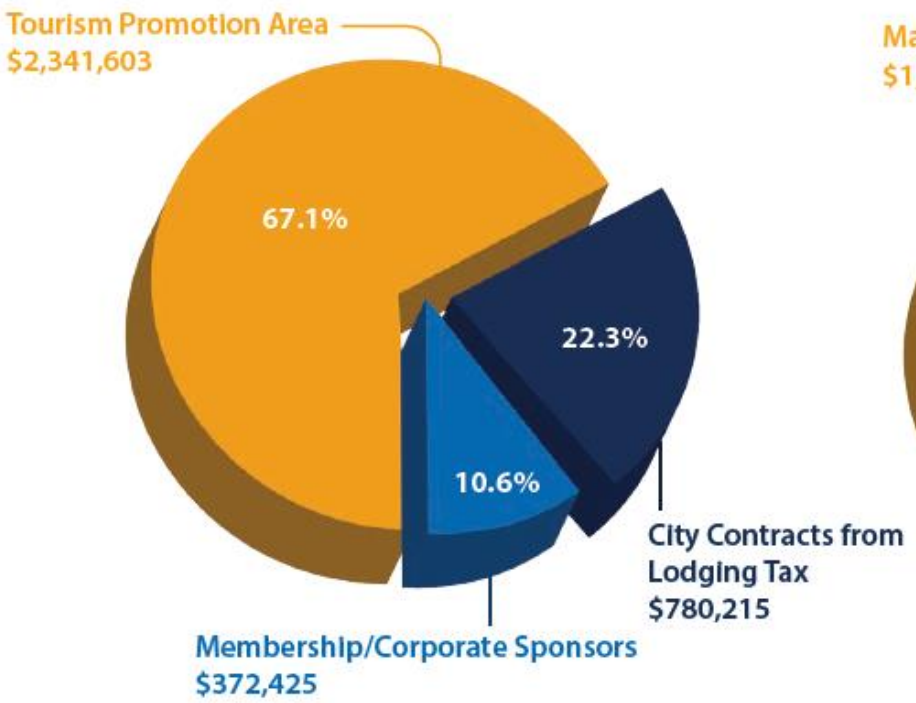
Mission

Fuel transformational growth in the Tri-Cities through tourism.

Visit TRI-CITIES WASHINGTON

Financial Picture

$3,494,243
Total Revenue



$2,899,966
Total Expenses

Visit TRI-CITIES WASHINGTON

Forecast

TPA Revenues projected to reach $2.4 million

Guarded outlook for National Travel

Expect lower occupancy locally

Inflation. Uncertainty. Restrictive Travel Policies.

Lodging revenues expected to be flat.

Tri-Cities remains a strong travel destination relative to other regions in the state.

Venue improvements are increasing interest

Signature Events boost media exposure, occupancy, and rate.

Visit TRI-CITIES WASHINGTON

Catalyst for Community Success

STRATEGIC SALES

Fill hotel rooms with group business

EFFECTIVE MARKETING

Increase visitation & enhance the destination brand

COLLABORATIVE DESTINATION DEVELOPMENT

Advocate for enhancement of destination attractions

PROACTIVE COMMUNITY ENGAGEMENT

Strengthen community involvement & support

INNOVATIVE AND MEANINGFUL OPERATIONS

Clear vision, efficient systems & financial stability

Visit
Live
Work
Invest

Visit TRI-CITIES WASHINGTON

Tri-Cities Visitor Economy

*Source: Tourism Economics 2023

Visitor Spending	Tax Revenues	Visitor Trips	Tourism Jobs
$630 Million	$77.5 Million	4.4 Million	5,900

- Direct Spending
- Indirect Impact
- Induced Impacts
- Tax Revenues

Visit TRI-CITIES WASHINGTON

Visitor Economy – Kennewick 2025

- **Visit Tri-Cities facilitated 61 tourism events in Kennewick (Sports, Meetings, Conferences)**
  - **79,625 visitors**
  - **$19.8m visitor spending**

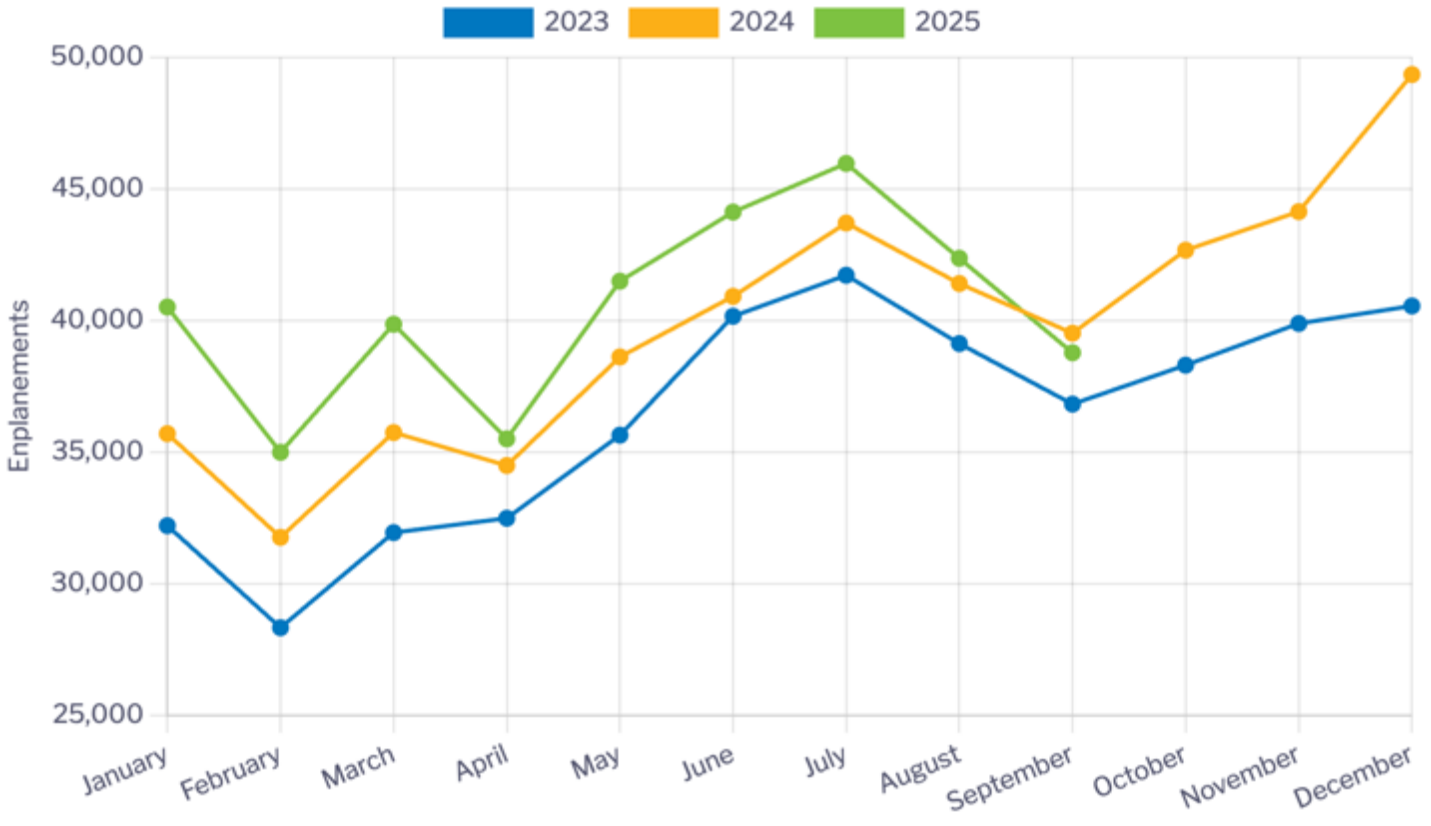
More than 53% of sports tourism takes place in Kennewick

IRONMAN 70.3 WASHINGTON TRI-CITIES

- $7.5m Visitor Spending
- 2k athletes, 10k visitors
- 43 states & 14 countries
- 3.4 nights average length of stay
- 93% plan to return

Visit TRI-CITIES WASHINGTON

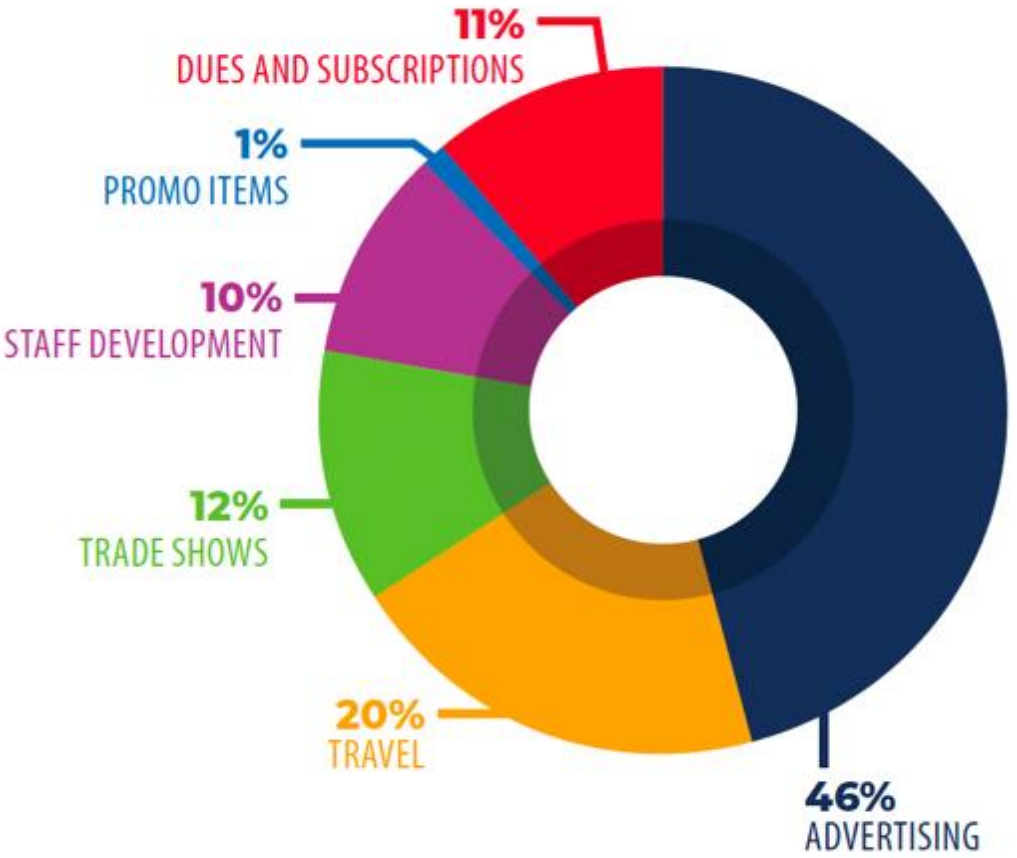
TRI-CITIES AIRPORT • PSC



- **2024: 478,016**
- **2025: 363,591** (Thru Sept.)

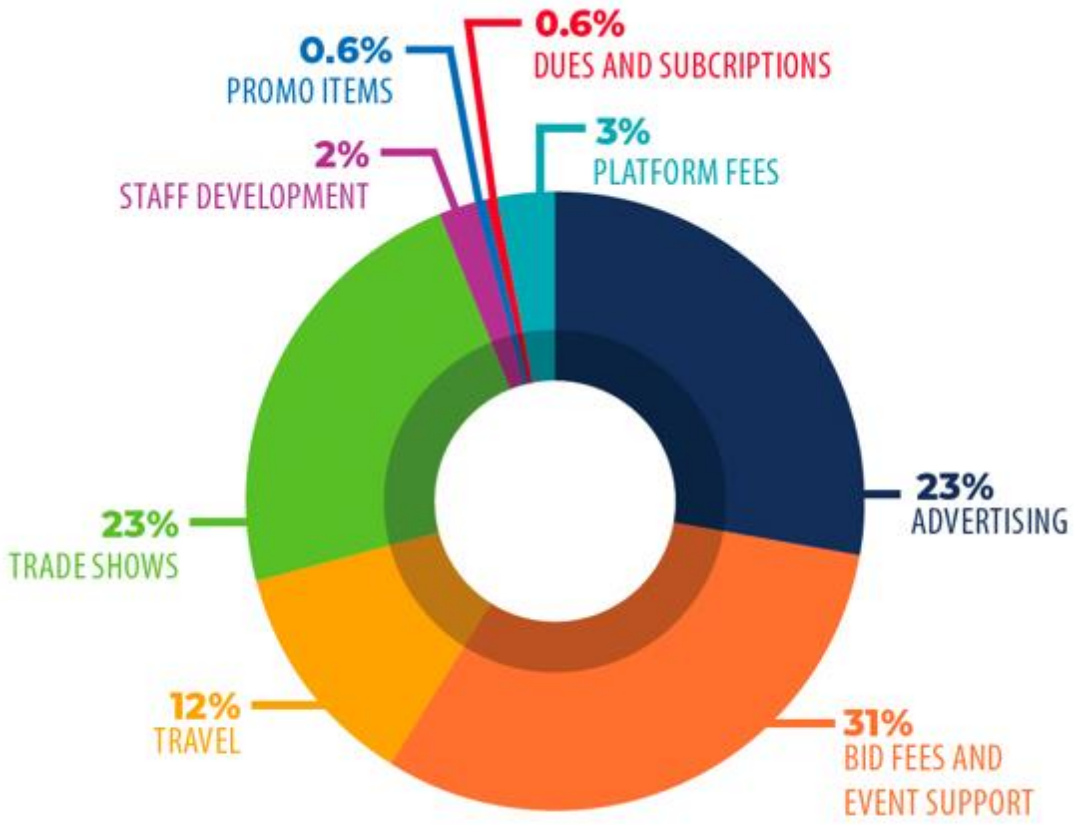
Visit TRI-CITIES WASHINGTON

Meetings & Conventions



- **Marketing Budget: $110,119**

Sports & Tournaments



22,000
PROJECTED GUEST ROOMS

$12,682,169
ESTIMATED ECONOMIC IMPACT*

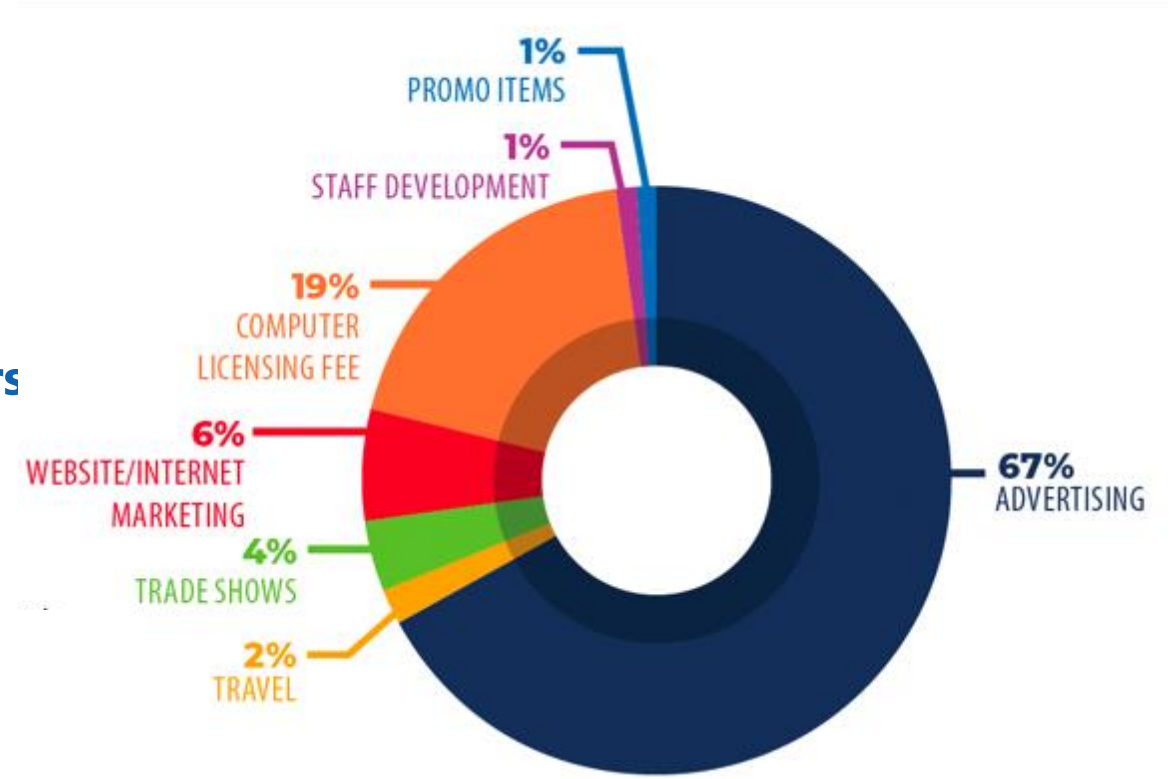
$3,540,719
ESTIMATED DIRECT
HOTEL SPENDING*

- **Marketing Budget: $186,480**

Visit TRI-CITIES WASHINGTON

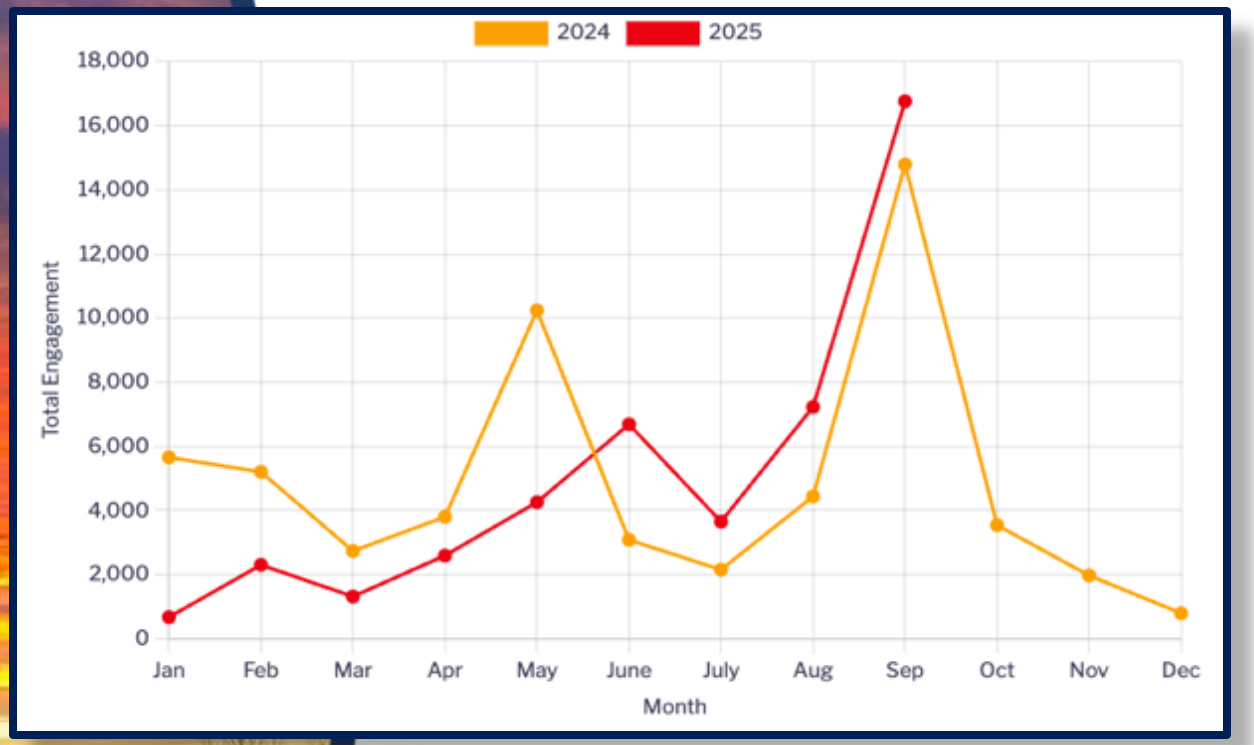
Tourism Development

- **Budget: $637,232**
  - **Advertising**
    - **Digital Ads**
    - **PR / Media Relations**
    - **Social Media Influencers**
    - **Website**
    - **Print**
    - **Traditional TV**
  - **Computer Licensing Fee**
  - **Travel / Trade Shows**
  - **Promotion**
  - **Dues & Subscription**
  - **Staff Development**



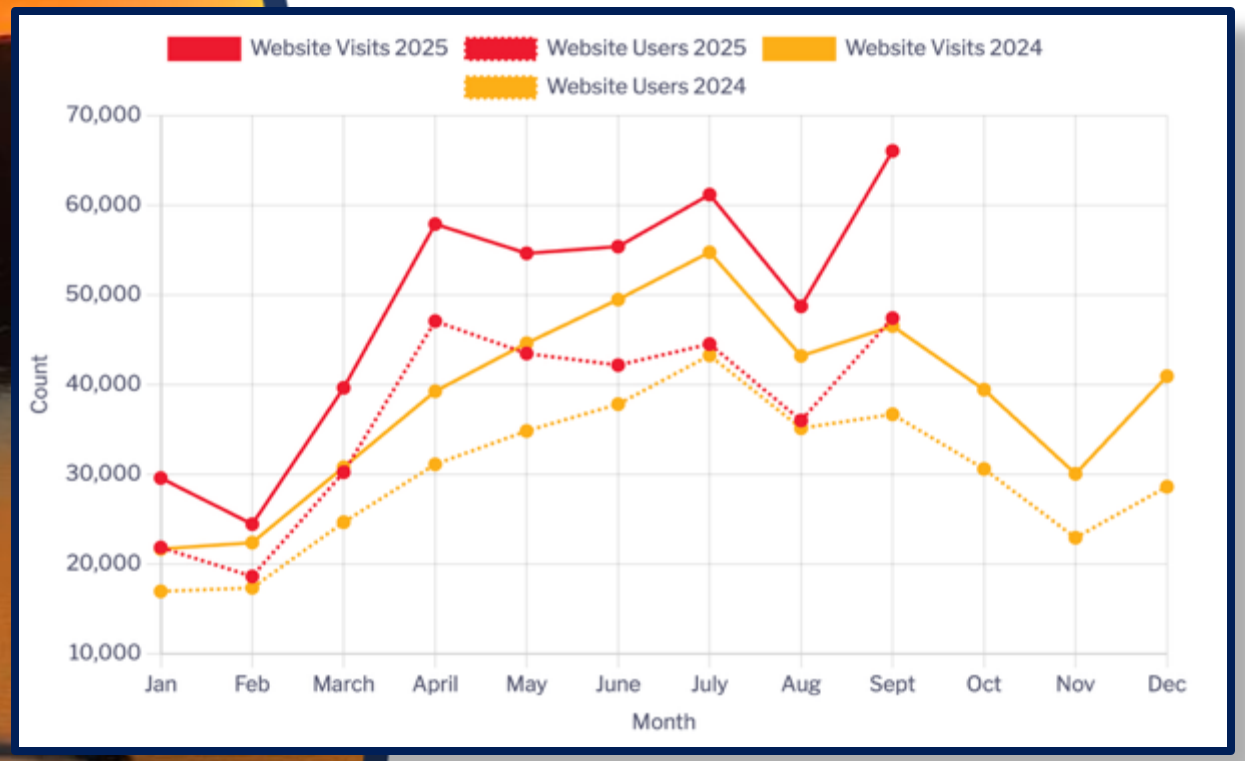
Visit TRI-CITIES WASHINGTON

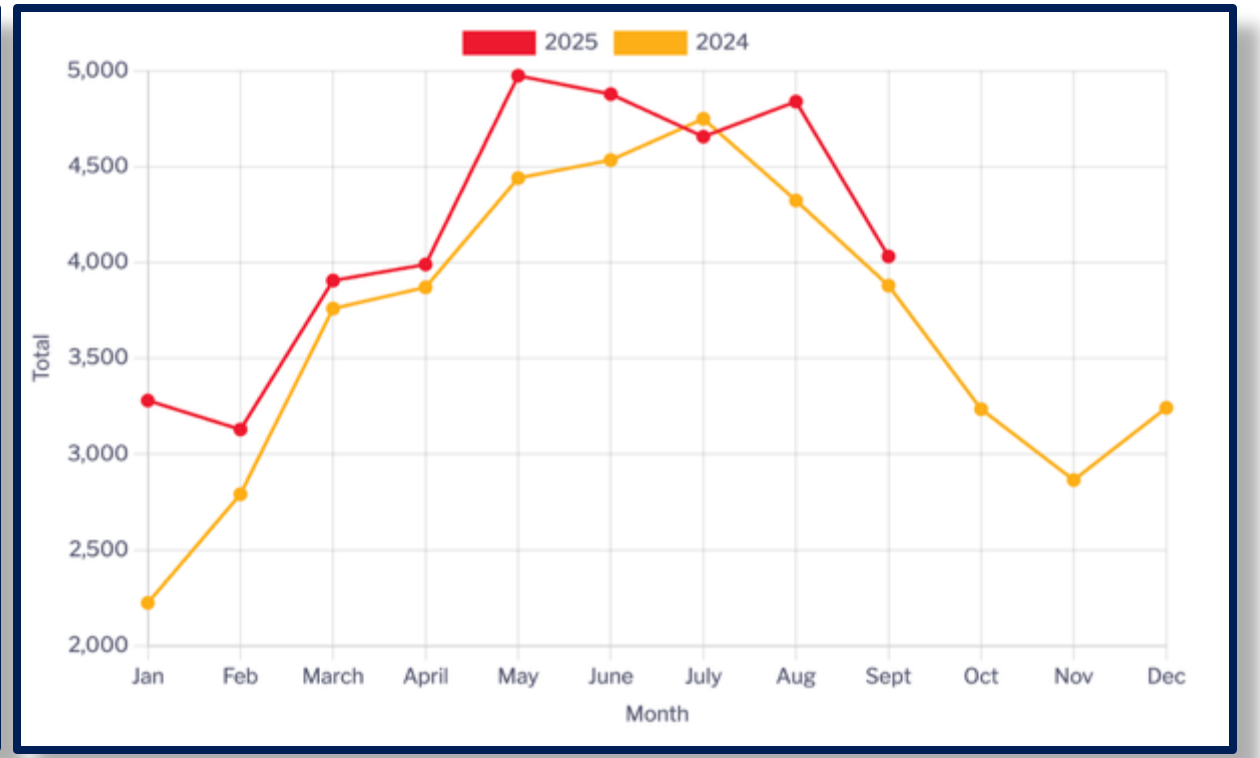
Social Media



Engagement

Website Metrics





Visits & Users

Partner Referrals

VTC Community Engagement

- **Three Rivers Convention Center Advocacy**
- **KPFD Board**
- **Water Follies Board**
- **Arts Commission**
- **Bike Tri-Cities**
- **Rivershore Enhancement Council**

2026 Work Plan

TPA Reserve Request

- **Reserve Fund Investment Ba** **$1.3m**

New Project Requests	Amount
Sports Facilities Market Analysis & Feasibility Study	$75,000
Northwest Event Show	$15,000
Convention Center Expansion Marketing Campaign	$15,000
Washington Wine Campaign	$30,000
Digital Advertising Tax Compliance	$50,000
Ambassador Influencer Program	$18,000
Media Fam Tours	$20,000
509 FAM Tour & Seattle Market Activation	$30,000

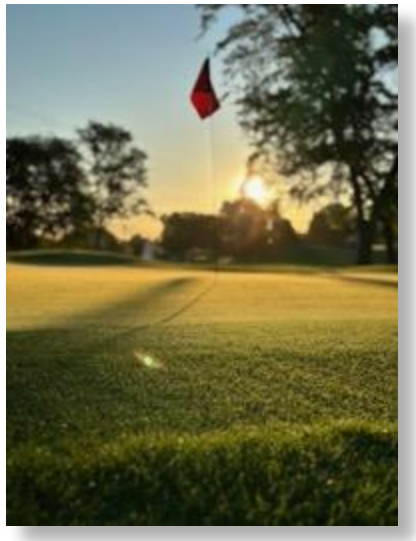
TOTAL REQUEST
$253,000

Visit TRI-CITIES WASHINGTON

HORSE HEAVEN ROUND-UP
KENNEWICK, WASH.

TRI-CITY Water Follies

Thanks!



IRONMAN 70.3 WASHINGTON TRI-CITIES

Visit TRI-CITIES WASHINGTON

Visit TRI-CITIES WASHINGTON

Tri-City Regional Hotel-Motel Commission

2026 BUDGET AND MARKETING PLAN

TABLE OF CONTENTS

Introduction	3
Acknowledgments	4
Tourism Outlook	5-6
Competitive Situation Analysis	7-8
2026 Group Sales Initiatives	8
Meetings and Conventions	9-10
Sports and Tournaments	11-12
Tourism Development	13-14
DMO Funding Comparative	15-17
Visit Tri-Cities TPA Budget	18

INTRODUCTION

Tourism Promotion Area Marketing Plan

prepared by Visit Tri-Cities for:

CITY OF KENNEWICK
CITY OF PASCO
CITY OF RICHLAND

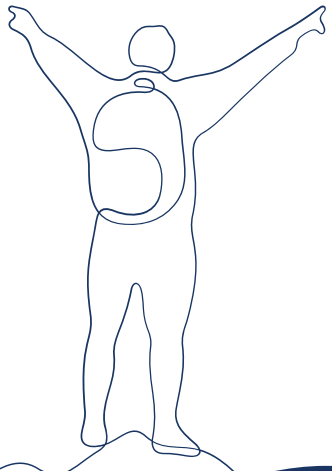
Please Note: The attached document reflects only those programs and costs associated with Tourism Promotion Area (TPA) funding. Visit Tri-Cities manages many other aspects of tourism development, which are funded by hotel and lodging taxes and membership investment. Such programs include, Rivershore Enhancement, Media Outreach, Visitor Services and Member Development.

Vision

Inspire, reward, and celebrate the spirit of exploration and discovery.

Mission

Fuel transformational growth in the Tri-Cities through tourism.



Visit Tri-Cities is a 501(c)(6) organization whose contracted purpose is to foster tourism, support local businesses, and promote economic growth within the Tri-Cities region. Visit Tri-Cities (VTC) is supported by the Tri-City Regional Hotel-Motel Commission which was created in 2004. Through an interlocal agreement between the Cities of Kennewick, Pasco, and Richland, and the lodging properties within those cities, VTC was designated as the unified authority to strategically coordinate promotion and development of the destination. Funding is provided through a Tourism Promotion Assessment (TPA) which currently collects $3 for each night a guest stays in a hotel. As detailed in the agreement, TPA funds are designed to supplement, not replace other VTC funding sources such as lodging tax and membership dues.

As a crucial player in economic development, VTC utilizes TPA revenues to promote the destination and ensure that visitors experience the best our cities have to offer while also bolstering the overall prosperity of the community. By bringing together resources from the three cities, VTC creates a strong collaborative platform, allowing us to brand and market the region effectively and attract a diverse range of tourists.

In 2026, TPA revenues are projected to reach approximately $2.4 million. These funds are put to judicious use to fuel transformational growth in the Tri-Cities. Five strategic pillars guide the work of the organization: Strategic Sales, Effective Marketing, Collaborative Destination Development, Proactive Community Engagement, and Innovative and Meaningful Operations. These pillars encompass a wide array of endeavors including group sales initiatives, destination marketing and public relation campaigns, infrastructure development, hospitality training programs, and collaborative efforts to facilitate meetings, sports, and events that draw tourists throughout the year. Within the annual TPA budget, a Tourism Opportunity Fund has been established to ensure funds are available to support and incentivize key events to book their business here. Before being granted, recommended incentives are reviewed and approved by the Hotel-Motel Commissioners based on the number of hotel rooms each event books in the area. Incentive funds are paid out after successful completion of each event. Additional TPA revenues are allocated to conduct research and collect valuable data to better understand visitor trends and preferences, enabling VTC to make informed decisions for the continuous improvement in our promotional efforts and tourism offerings.

The Tri-City Regional Hotel-Motel Commission stands as a vital force in enhancing the economic viability of our communities. Driving our region's tourism sector forward yields numerous benefits for residents, businesses, and visitors alike. The following pages outline the TPA budget and marketing plan to demonstrate how these funds will be utilized in 2026.

ACKNOWLEDGMENTS

We greatly appreciate the time and dedication of our city partners and hoteliers who meet monthly to provide Visit Tri-Cities with support and direction on how to invest the proceeds from the tourism promotion assessments collected in Kennewick, Pasco, and Richland.

Tri-City Regional Hotel-Motel Commission

KENNEWICK

Mike Brown, Hampton Inn Kennewick at Southridge
Michael Garza, Hilton Garden Inn Kennewick
Erin Erdman, Ex Officio, City of Kennewick

PASCO

Monica Hammerberg, Hampton Inn & Suites Pasco/Tri-Cities
Jerry Beach, A1-Hospitality
Harold Stewart, Ex Officio, City of Pasco

RICHLAND

Yesenia Galvez, LivAway Suites
Lacey Stephens, Home2 Suites by Hilton
Jon Amundson, Ex Officio, City of Richland

The Tourism Promotion Area is Managed by Visit Tri-Cities.

NATIONAL OUTLOOK

The U.S. travel and hotel industry faces a more guarded outlook for 2026 amid persistent inflation, softening demand, and international headwinds. STR and Tourism Economics revised national forecasts, with expectations of reduced occupancy and RevPAR and modest growth in ADR.

OCCUPANCY LEVELS

Occupancy is expected to decrease slightly to around 62.3% in 2026, reflecting softer demand in cost-sensitive segments and slower recovery in some leisure and group markets. Growth in higher-rated segments and select urban destinations will help offset broader market declines.

AVERAGE DAILY RATES (ADR):

ADR is projected to rise about 1.0% in 2026, with gains concentrated in markets benefiting from strong event calendars, limited new supply, and higher-spending travelers. Competitive pricing pressure will keep rate growth below inflation in many areas.

REVENUE PER AVAILABLE ROOM (REVPAR):

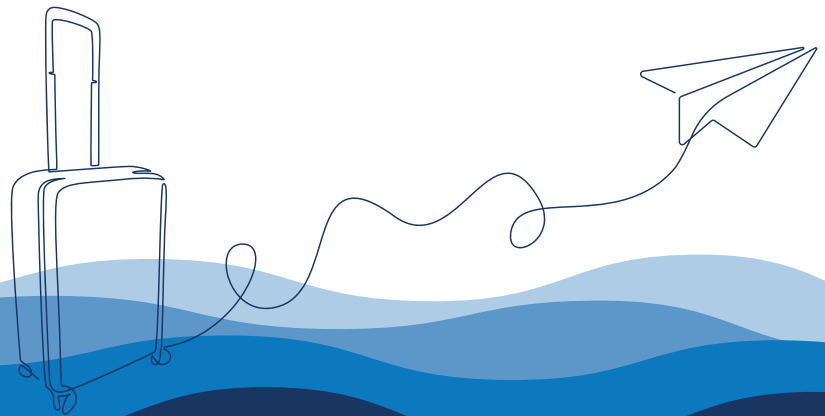
RevPAR is expected to grow by approximately 0.8% in 2026, driven almost entirely by rate increases rather than occupancy gains. This modest growth reflects a maturing recovery cycle and the impact of ongoing economic and geopolitical headwinds.

Ongoing inflation, geopolitical uncertainty, and restrictive visa and travel policies have weakened inbound international travel, with analysts estimating the U.S. could lose up to $29 billion in visitor spending in 2025. Despite these headwinds, demand is expected to be supported in 2026 by recovering group and business travel and strong event calendars. Amanda Hite, President of STR, commented that "unrelenting uncertainty and inflation, coupled with tough calendar comps and changing travel patterns, have caused lower demand," but remains cautiously optimistic that once trade talks conclude and legislation takes effect, hotel performance could begin to recover. Overall, growth is expected to continue in 2026, though more tempered and uneven, with gains driven primarily by rate increases rather than occupancy recovery.

Projected U.S. Hotel Key Performance Metrics*

	2023 Actual	2024 Actual	2025 Forecast	2026 Forecast
Occupancy	63.0%	63.0%	62.5%	62.3%
ADR	$155.46	$158.26	$159.53	$161.13
RevPAR	$99.72	$99.72	$99.62	$100.42

**STR August 2025 Forecast*



LOCAL OUTLOOK

Despite national headwinds, the Tri-Cities tourism market remains relatively strong. Key performance indicators such as occupancy and RevPAR were up through mid-2025, with Tri-Cities among the top-performing destinations in the state. After a good start, the pace of convention and sports bookings has flattened and signs of the softening market hit home as occupancy levels decreased significantly in July. On the positive front, several new developments are poised to elevate the visitor experience in 2026 and beyond.

Construction is underway on the $71 million expansion of the Three Rivers Convention Center, which will add 60,000 square feet of column-free exhibit space, and is set to be completed in Fall of 2026. The adjacent AC Marriott hotel also broke ground and will include 156 rooms, meeting space, and a rooftop bar/restaurant, and is set to be complete Winter 2026. Additional hotel projects include the 126-room LivAway Suites completed last fall, the 107-room Home2Suites by Hilton Pasco Airport to be completed Spring 2026, and the renovation of the Clover Island Inn into a Hilton Spark property.

On the recreation side, The Flying Pickle—a 50,000-square-foot indoor pickleball and entertainment facility—is under development in Badger Canyon and is expected to open in early 2026. It will feature 18–20 indoor courts, a restaurant, bar, lounge, and retail space, adding a new sports and leisure attraction to the region.

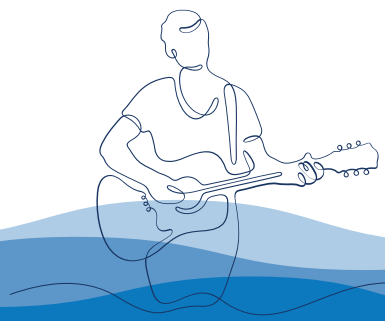
The Pasco Public Facilities District is well underway on a new regional Aquatic Center, marking the commencement of a multi-phase development designed to enhance the region's recreational infrastructure. Phase One of the project will include indoor pools, interactive water features, competition lanes, and multi-use community space. The facility is intended to serve both local residents and draw regional visitation through event-based and leisure travel. Construction is currently underway, with Phase One scheduled for completion in early 2026.

Tri-Cities expects continued demand for amateur and signature sports events. With substantial investment in meeting space, lodging, and recreation, the region is positioning itself for future tourism growth in 2026.

2025 Performance January - June*

	OCC	ADR	RevPar	RevPar vs Prior Year
SEATTLE	68.7%	$195.24	$134.16	-1.6%
SPOKANE	60.4%	$141.90	$85.70	+0.4%
TACOMA	60.7%	$142.07	$86.22	+9.2%
TRI-CITIES	68.1%	$127.14	$86.52	+3.9%
VANCOUVER	66.4%	$132.37	$88.14	-2.8%
YAKIMA	52.0%	$112.87	$58.87	-9.1%
WALLA WALLA	53.0%	$141.12	$74.72	+2.0%

**STR Data January - June 2025*



COMPETITIVE SITUATION ANALYSIS

In order to promote the Tri-Cities as a preferred destination for group, business and leisure travelers, it is important to recognize both the strengths and challenges within our community and to set sales strategies accordingly.

Convention and Sports

Destination Strengths

- Variety of hotels and brands
- Positive relationship between Visit Tri-Cities, hotels, and meeting venues
- Three Rivers Convention Center and HAPO Center
- Unique offsite event venues (i.e., wineries, museums, etc.)
- Ample complimentary parking available
- Sports facility infrastructure
- Strong Sports Council
- Opportunity funds available
- Amenities and attractions that appeal to convention groups (i.e., wine experiences, outdoor recreation, etc.)
- Centrally located in the Pacific Northwest and favorable weather conditions

Destination Challenges

- Lack of hotels capable of 150+ room block
- Lack of resort-style hotels with ample meeting space
- Meeting venues with larger meeting space in competing locations
- Limited number of meeting rooms and exhibit space available under one roof
- Number of hotel rooms within walking distance of Convention Center/large facilities
- The number of hotel rooms available to groups due to inventory
- Competing locations have expanded or have plans to expand their Convention Centers
- Lack of sports officials
- Lack of family friendly attractions pending the opening of the Pasco Aquatics Center
- Competing locations have newly developed indoor/outdoor multi-use sports facilities with state-of-the-art amenities
- Distance from I-5 corridor vs. competition
- Lack of restaurants within walking distance of meeting venues

Leisure Travel

Destination Strengths

- Tri-Cities Airport offers direct flights to 10+ major hubs
- Centrally located within a few hours' drive of Seattle, Portland, and Spokane
- Washington's largest wine region
- Over 200 wineries within a one-hour drive
- Cultivating 99% of Washington's wine grapes
- Award-winning and prestigious wineries
- Year-round wine experiences, plus growing craft brewery and cider experiences
- Home to the cutting-edge Wine Science Center
- Watersports like boating, fishing, swimming, and paddle sports on the Columbia, Yakima, and Snake rivers
- Seven scenic riverfront parks
- Riverside dining and leisure cruises
- Annual Tri-City Water Follies event
- Miles of riverfront paths and trails for biking, running, and walking
- Official American World War II Heritage City
- Manhattan Project National Historic Park
- CPCCo Planetarium
- REACH Museum
- Groundbreaking science at the Laser Interferometer Gravitational-Wave Observatory (LIGO)
- Pasco Aquatics Center (Opening Summer 2026)
- Annual Art in the Park Festival
- Professional baseball and hockey games
- Annual Benton-Franklin Fair & Rodeo
- Tri-City Raceway
- Farmers' markets in every city, u-pick farms, and lavender fields
- Nearly 300 days of sunshine each year
- Ten golf courses
- 30 hiking and mountain bike trails
- 21 recreational parks
- 67 miles of paved pedestrian and bike trails
- Strong partnerships with local governments and businesses to enhance tourism assets
- Growing tourism infrastructure

Destination Challenges

- Lower national visibility compared to other Pacific Northwest destinations
- Heavy weekend traffic on I-90
- Drivers may encounter snowy winter conditions from key driving routes
- Airfare can be pricey, with challenges in air travel
- Summer temperatures can reach triple digits
- Summer wildfire smoke can reduce air quality and impact outdoor activities
- Seasonal high winds are common
- Cold temperatures in December and January may limit outdoor activities
- Perceived lack of family activities
- Area's reputation as a wine destination is weaker compared to Walla Walla
- Limited late-night dining and entertainment options, nightlife is perceived as limited
- Transportation challenges with spread-out communities and attractions
- Limited walkable districts
- Some attractions have limited accessibility
- Lack of central gathering places
- Many businesses are closed on Sundays and Mondays
- No defined "downtown" or entertainment district
- Shopping options are limited
- B Reactor closed for tours pending structural updates
- Lingering negative perceptions about Hanford exist
- Lack of a major performing arts center or large indoor cultural venue
- The area is seen as unsophisticated
- The desert landscape is perceived as lacking greenery or trees

COMPETITIVE SITUATION ANALYSIS

Business Travel

Destination Strengths

- Less price sensitive for airfare and hotels
- Mid-week demand complements weekend and convention groups
- Recently expanded Tri-Cities Airport
- Direct flights from Denver, Salt Lake City, Seattle, Phoenix, San Francisco, Las Vegas, Minneapolis, Los Angeles, and Burbank

Destination Challenges

- Destination choice not influenced by sales and marketing efforts
- Mostly mid-week travel
- Government budget cuts on travel spending

Guestroom Productivity

	2024 Actual	2025 Forecast*	2026 Goals
Convention Bookings	20,343	17,000	21,000
Sports Bookings	18,601	19,000	22,000
TOTAL	38,944	36,000	43,000

**Estimated Production*

RFP Productivity

LEADS ISSUED	2024	2025	2026
QTR 1	49	46	45*
QTR 2	39	32	45*
QTR 3	42	50*	55*
QTR 4	50	55*	60*
TOTAL	180	178*	205*

**Estimated Production*

2026 GROUP SALES INITIATIVES

Quarter 1
January - March

- Host Sports Planner Customer Event in Portland
- Launch ad campaign on PlayEasy
- Customer Event in Olympia
- Olympia Sales Blitz
- MPI Cascadia Conference
- Professional Convention Management Association Convening Leaders
- Northwest Event Show
- Launch digital ads targeting MPI attendees
- Launch meeting planner incentive package

Quarter 2
April - June

- Sports ETA Event Symposium
- E-Sports Conference
- Washington Society for Association Excellence Convention
- Ad campaign targeting WSAE Members
- Launch first time sports event incentive
- Sports Relationship Invitational

Quarter 3
July - September

- Sports Relationship Conference
- Publish Sports Facilities Map
- Host Customer Event for Tri-Cities Sports Council
- Bring Your Meeting Home campaign
- Cvent retargeting campaign

Quarter 4
October - December

- TEAMS Conference
- Launch digital ads targeted at TEAMS attendees
- Direct mail "Remember Tri-Cities" gift
- Olympia Sales Blitz

MEETINGS & CONVENTIONS

21,000
PROJECTED GUEST ROOMS

$7,310,350
ESTIMATED ECONOMIC IMPACT*

$2,848,014
ESTIMATED DIRECT HOTEL SPENDING*

**Revenue impacts are calculated using Destination International's Event Impact Calculator, an industry-wide standard tool.*

2026 Actions

SALES BLITZES
Develop two separate multi-day sales blitzes in Spring (Olympia) and Fall (Olympia).

CUSTOMER EVENTS
Organize meeting planner customer luncheon in the spring to promote the Tri-Cities as a destination. Event to be held in conjunction with Spring Sales Blitz.

MEETING PLANNER FAM TOURS
Host qualified meeting planners for individual and group, customized FAM tours.

RELATIONSHIPS
Continue staff attendance at Washington Society for Association Excellence (WSAE), Meeting Professionals International (MPI) Washington Chapter and Professional Convention Management Association (PCMA) meetings to strengthen relationships with key meeting planners. Staff will continue to serve on industry boards and committees such as WSAE.

ADVERTISING
Digital campaigns of industry tradeshows and site campaigns of meeting professionals by geographic location.

MEETING INCENTIVES
Utilize the opportunity fund specifically to offset costs for new group business and groups that block more than 300 rooms per night city-wide. Create meeting planner incentives and develop a "deals" page outlining any hotel sponsored incentives.

REGIONAL/STATE/NATIONAL CONFERENCES AND TRADESHOWS
Attend the WSAE Conference. In addition, attend MPI Cascadia Annual Conferences, Professional Convention Management Association Convening Leaders, and the Northwest Event Show. Participate in additional sponsorship opportunities at each of these events for increased exposure.

SKYNAV AND KUULA
Convention sales department will leverage the SkyNAV and Kuula platforms to promote Tri-Cities and meeting venues to convention professionals. The interactive tour highlights points of interest and will be included with all electronic proposal packets, digital Meeting Planner Guide as well as communications to meeting groups.

CONVENTION CENTER EXPANSION AND MEETING SPACE RENOVATIONS
As meeting venues expand and receive renovations, staff will focus on pursuing new business opportunities to maximize the enhanced meeting spaces.

MEETINGS & CONVENTIONS
PROGRAM TOTAL

$110,119

ADVERTISING

- MPI site retargeting campaign: $9,350 (Jan)
- Cvent Diamond Listing: $13,000 (Sept)
- Digital targeting campaigns of industry tradeshows: $6,000 ($500 per month)
- Cvent retargeting campaigns: $12,000 (April)
- Meeting News NW: $5,000 (March)
- Meeting Planner Guide: $5,000 (March)

Total: $50,350

TRAVEL

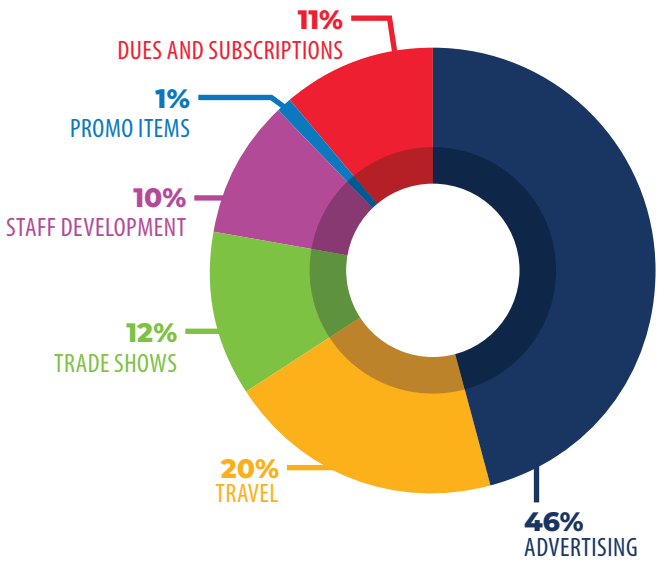
- Washington Society of Association Excellence, attend one association meeting: $500 (Sept)
- Washington Society of Association Excellence Conference: $1,400 (May) ($700 per staff x 2)
- Meeting Planners International Annual Convention: $1,100 (March)
- Meeting Planners International, association meeting: $500 (May)
- Olympia Spring Sales Blitz: $2,500 (March) ($500 per staff x 5)
- Fall Sales Blitz: $2,000 (Oct) ($500 per staff x 4)
- Sales Education and Training Conferences: $8,000 (March and July) (hotels, meals, flight at $2,000 per session per staff member x 4)
- National Meeting Professionals Tradeshow: $1,500 (Aug)
- Northwest Event Show: $2,300 (Jan) ($1,150 per staff x 2)
- Professional Convention Management Association Convention: $2,000 (Jan)
- Mileage for site inspections: $480 ($40 per month)

Total: $22,280

TRADE SHOWS

- Meeting Planners International (MPI) registration for hosted buyer program: $2,000 (Jan)
- Washington Society for Association Excellence Conference Registration: $450 (May)
- WSAE Conference Sponsorship: $1,775 (May)
- National trade show targeted at meeting planners, travel media and travel advisors: $2,000 (March)
- Northwest Event Show booth registration: $4,000 (Sept)
- Professional Convention Management Association Convening Leaders: $2,000 (Dec)
- Association meetings: $500 (Feb, May, Sept)

Total: $12,725



STAFF DEVELOPMENT

- Sales Education and Training Conferences: $6,000 (Feb, March, July) ($1,000 registration per staff x 4)
- Sales Team Training: $4,000
- Destinations International Professional Management Certifications: $1,190 ($595 registration per staff x 2)

Total: $11,190

PROMO ITEMS

- Amenities: $800 (Feb: $400, Aug: $400)
- Logo'd items: $700 (Feb: $350, Aug: $350)

Total: $1,500

DUES AND SUBSCRIPTIONS

- WSAE Gems sponsorship: $3,700 (Nov)
- Meeting Planners International: $495 (Dec)
- Professional Conference Management Association: $485 (Nov)
- National Tour Association: $700 (Feb)
- Religious Conference Management Association Dues : $195 (July)
- Military Reunion Network: $699 (May)
- DI MINT subscription: $5,800 (Jan)

Total: $12,074

SPORTS & TOURNAMENTS

22,000
PROJECTED GUEST ROOMS

$12,682,169
ESTIMATED ECONOMIC IMPACT*

$3,540,719
ESTIMATED DIRECT HOTEL SPENDING*

2026 Actions

SPORTS COUNCIL
Organize and administer activities for the Tri-Cities Sports Council.

ADVERTISING
Place print and digital advertising as appropriate in publications such as: Playeasy, Sports Events, Sports Destination Management, and Sports Planning Guide.

SALES BLITZ
Sales calls in the Portland or Seattle metropolitan areas in Q1.

PROMOTE RESOURCES
Update the sports facilities guide, provide e-version, and QR code links for consumer access.

VIRTUAL TOURS
SkyNav and Kuula tour links will be promoted in our communications to sports groups. SkyNav and Kuula allows tournament directors to experience the Tri-Cities virtually and the ability to see first-hand the venues, amenities, attractions, and accommodations that would be available to their teams. The interactive tours highlight points of interest with image galleries, videos, and information to aid tournament directors in understanding the advantages of selecting the Tri-Cities.

OPPORTUNITY FUND
Utilize the opportunity fund specifically to offset tournament costs for groups that block more than 300 rooms per night city-wide.

TRADESHOWS
Promote the Tri-Cities as a premier sports destination at national tradeshow events such as TEAMS, S.P.O.R.T.S. Relationship, S.P.O.R.T.S. Invitational, and Sports ETA.

CUSTOMER EVENTS
Sponsor event at annual national sports tradeshows, such as TEAMS and Sports ETA Symposium. In addition, host customer event luncheon in conjunction with the Sales Blitz .

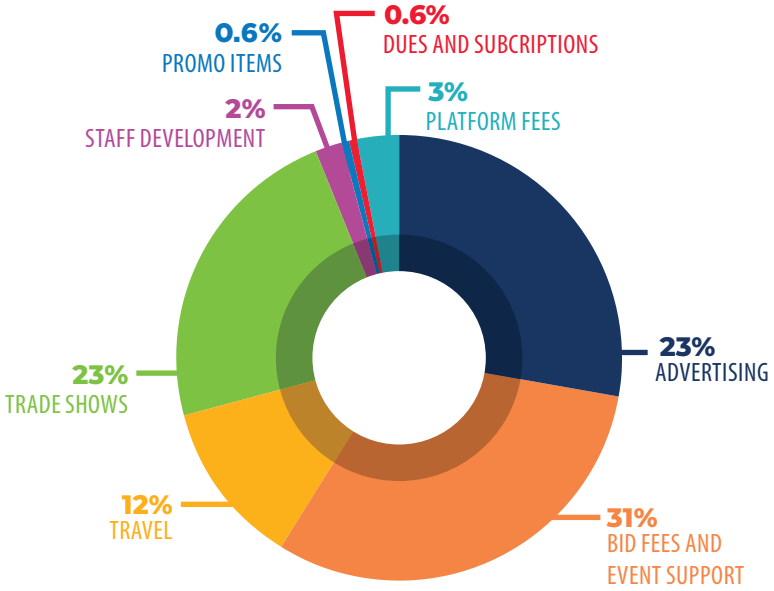
BIDDING FEES
Bid on new regional/national level tournaments that demand bidding fees to host events.

NEW BUSINESS
As expansion of convention center meeting space progresses, staff will pursue indoor tournaments held during the shoulder season. In addition, after hosting two years of the IRONMAN triathlon, staff will pursue more outdoor endurance race events.

**Revenue impacts are calculated using Destination International's Event Impact Calculator, an industry-wide standard tool.*

SPORTS & TOURNAMENTS
PROGRAM TOTAL

$186,480



ADVERTISING

- Ads to support tournaments: $925 (Jan: $100, March: $150, May: $325, Nov: $200, Dec: $150)
- Sports Events: $40,000
- Sports Events Magazine featured listing: $6,000 (Oct: $3,000 & Dec: $3,000)
- Sports Planning Guide site inspection feature: $2,000 (July)
- Playeasy platform destination spotlight: $3,250
- Printed Sports Facilities Map: $600 (Jun)

Total: $52,775

BID FEES AND EVENT SUPPORT

- Parallex Soccer: $10,000 (June)
- National Softball Association Ice Breaker: $3,000 (Apr)
- National Softball Association State Championships: $4,000 (July)
- IRONMAN: $14,000 (Oct)
- WIAA State Fall Championships: $5,000 (Nov)
- WIAA State Spring Championships: $5,000 (Jun)
- NWAC Championships: $2,000 (Mar)
- Tri-City Water Follies: $10,000 (Aug)
- USA BMX Championships: $5,000 (Sept)

Total: $58,000

TRAVEL

- Sports ETA Symposium: $4,875 (May) ($1,625 per staff x 3; hotel: $200 x 4 = $800, airfare:$700, meals: $125)
- TEAMS Conference: $5,235 (Oct) ($1,745 per staff x 3)
- S.P.O.R.T.S Relationship Conference: $1,745 (Sept)
- S.P.O.R.T.S Invitational: $1,800 (June)
- EsportsTravel Summit: $1,490 (June)
- Sports Sales Blitz/Customer Event: $1,680 ($560 per staff x 3)
- Sales Education and Training Conferences: $6,000 (May and July) ($2,000 per staff x 3)
- Mileage for site inspections: $300

Total: $23,125

TRADE SHOWS

- TEAMS Conference: $15,000 (Feb) (two staff members: $3,750, TEAMS Conference sponsorship: $11,250)
- EsportsTravel Summit registration: $3,000 (Feb)
- S.P.O.R.T.S Relationship Conference: $8,000 (Mar) (registration: $1,500, sponsorship: $6,500)
- Sports ETA Symposium: $14,185 (Dec) (three staff members: $4,185, sponsorship: $10,000)
- S.P.O.R.T.S. Invitational registration: $2,000 (Apr)

Total: $42,185

STAFF DEVELOPMENT

- Sales Education and Training Conferences: $3,000 (May and July) ($1,000 registration per staff x 3)

Total: $3,000

PROMO ITEMS

- Sports Amenities: $1,200 (April: $600 and Sept: $600)

Total: $1,200

DUES AND SUBSCRIPTIONS

- Sports ETA Membership: $1,195 (Dec)

Total: $1,195

PLATFORM FEES

- Playeasy Digital Platform: $5,000 (March)

Total: $5,000

TOURISM DEVELOPMENT

2026 Actions

PROMOTE THE DESINATION

- Continue refining five experience categories: Wineries & Vineyards, River Recreation, History & Science, Events & Entertainment, Sunshine & Open Spaces.
- Add seasonal/niche campaigns:
  - Shoulder-season wine events
  - Agritourism experiences
  - Heritage tourism packages
- Target drive markets while expanding fly markets to align with new hotels and convention expansion.

ADVERTISING

- 2026 mix: Majority digital with select traditional (e.g. print) where they complement strategy.
- Digital focus: Geofencing, retargeting, lookalike audiences, pixel tracking.
- Traditional support: Signature event promotions in lifestyle/travel magazines.
- Benchmarks:
  - 446M impressions achieved in 2024
  - $16.7M revenue from ad-driven bookings
  - ROI: $37 to hotels / $352 to community per $1 ad spend

DATA-DRIVEN MARKETING

- Leverage Datafy partnership to layer geolocation and event audience insights.
- Use visitor data for:
  - Smarter retargeting
  - Expanded reporting
- 2025 Performance (as of June):
  - Display CTR: 0.30% (industry avg: 0.12–0.18%)
  - Native ads CTR: 0.72% (industry avg: 0.14–0.25%)
  - Video/audio completion rate: 83.44% (benchmark 75%)

PRINT & DIGITAL COLLATERAL

- Enhance website usage and visitor decision making with rich content and interactive tools, including:
  - Official Tri-Cities Visitor Guide (print and digital).
  - Digital content expansion: itineraries, interactive maps, and video vignettes.

PUBLIC & MEDIA RELATIONS

- Expand influencer campaigns with measurable KPIs (engagement, conversions, content use).
- Proactively pitch stories on new developments:
  - AC Marriott Hotel opening
  - Convention Center expansion
  - Pasco Aquatics Center
- Leverage earned media: 2024 results showed a 161% increase in placements and 3.6B audience reach.

SOCIAL MEDIA

- Boost top-performing content with Sprout Social.
- Evaluate Threads and niche online travel communities.
- Focus on user-generated content and branded hashtags to amplify authentic voices.

STORYTELLING

- Strengthen destination perception through storytelling and thought leadership.
- Content streams:
  - Official Visitor Guide
  - Blog features
  - Social media stories
  - Enhanced website storytelling

TECHNOLOGY

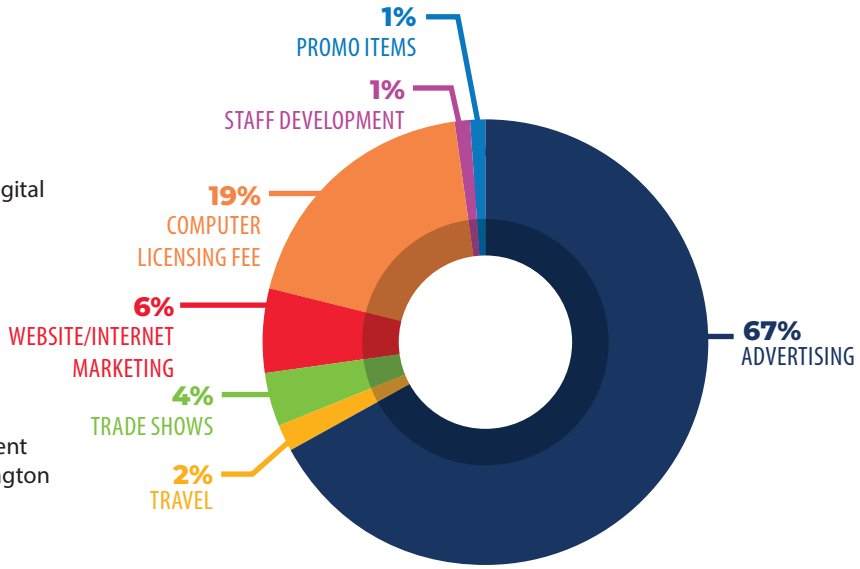
- Improve visitor experience, strengthen marketing, and guide strategic decision-making through continued use of platforms supporting:
  - Itinerary planning
  - Immersive digital experiences
  - Interactive mapping
  - Efficient asset management

WEBSITE

- 2024 relaunch highlights:
  - English–Spanish translation
  - Intuitive navigation funnel
  - Hero imagery for emotional connection
  - Clearer presentation of experience categories
- 2026 Focus:
  - Ongoing analysis of user behavior
  - Interactive maps, curated itineraries
  - Video and testimonial integration

TOURISM DEVELOPMENT
PROGRAM TOTAL

$637,232



ADVERTISING

- Cohesive multi-channel campaign to include a mix of digital ads targeting leisure travelers in strategically selected geographic markets: $335,000
- Social Media Advertising and Management: $11,900
- Visit Tri-Cities Visitor Guide Enhancements: $40,000
- Washington State Official Visitor Guide: $7,500 (Jan) (*Remainder Paid by Hotel-Motel Tax)
- Wine specific digital advertising campaign to complement presence at Taste Washington targeting western Washington leisure travelers: $10,000
- Creative Multi-Channel Campaign Production: $25,000

Total: $429,400

TRAVEL

- Tri-Cities Wine Tourism Council – Taste Washington: $1,900 ($950 per staff x 2)
- Consumer Travel Show: $1,600 (Oct) ($800 per staff x2)
- Marketing, Technology and PR Training: $8,000 (Feb, Mar, May and Jun) ($2,000 per staff x4)

Total: $11,500

TRADE SHOWS

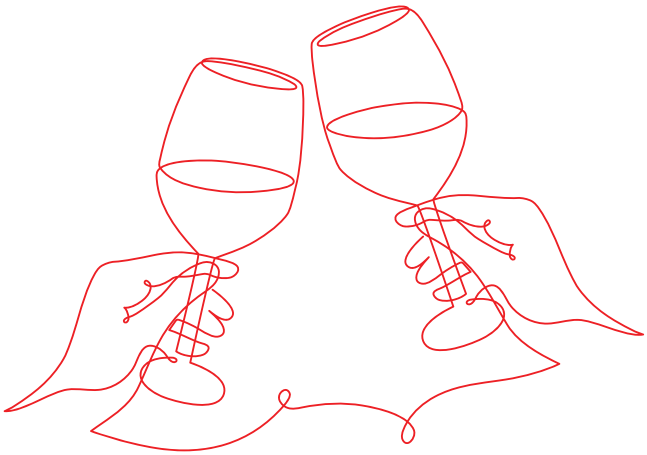
- Taste Washington: $20,000
- Consumer Travel Show: $2,500

Total: $22,500

WEBSITE/INTERNET MARKETING

- Invest in Search Engine Optimization for website: $36,000 ($3,000 monthly)

Total: $36,000



COMPUTER LICENSING FEE

- Website Hosting Fee: $20,400 ($1,700 monthly)
- iDSS: $14,000 ($3,500 per quarter – Mar, Jun, Sept, Dec)
- Proposal Path/Blue Buzzard: $1,560 ($130 monthly)
- Management of Digital Assets: $15,015 (June)
- Marketing and Creative Platforms: $9,790 ($814 monthly)
- Visitor Kiosks and Information Platforms: $30,000
- Destination Visitation Data & Research: $32,177 ($2,681 monthly)

Total: $122,942

STAFF DEVELOPMENT

- Marketing, Technology and PR Training: $8,000 (Jan, Feb, May, June, July, Sept) ($1,500 per registration x6)
- Destinations International Professional Management Certifications: $1,190 ($595 registration per staff x 2)

Total: $9,190

PROMO ITEMS

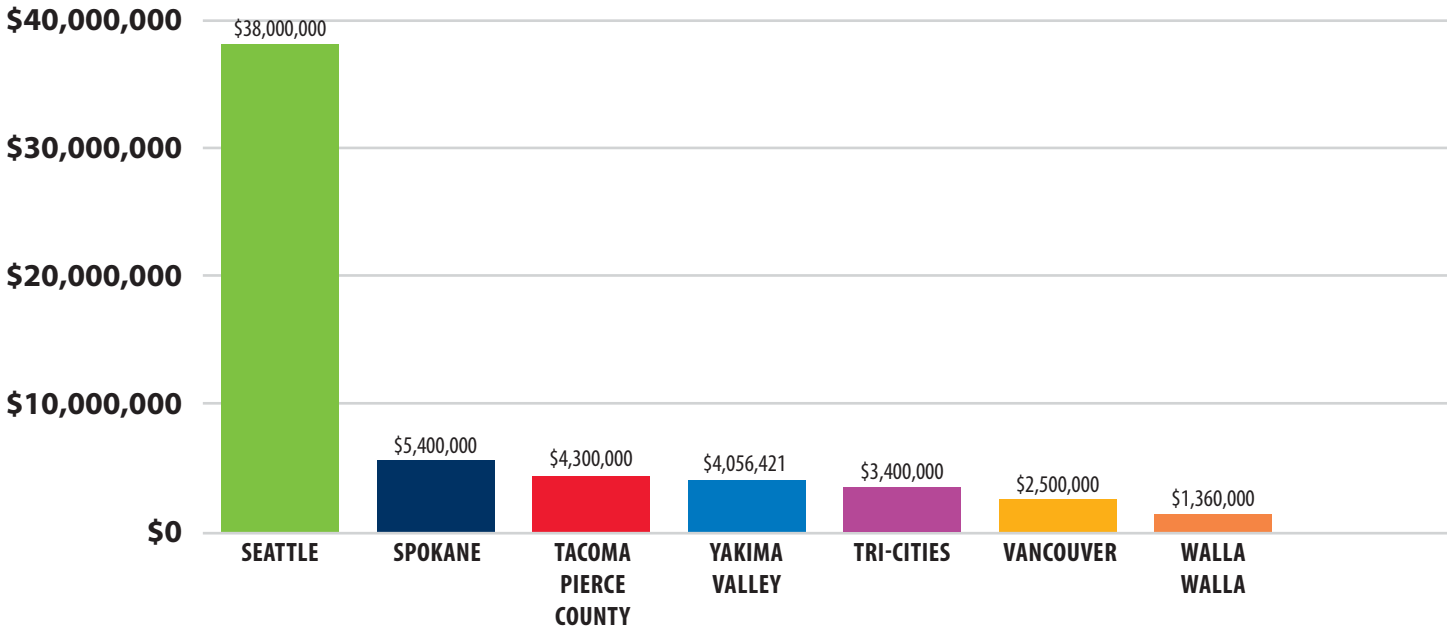
- Registration Bags: $3,700 (Feb and Aug)
- Logo'd Swag: $2,000 (Apr and Aug)

Total: $5,700

DESTINATION MARKETING ORGANIZATION (DMO) FUNDING COMPARATIVE

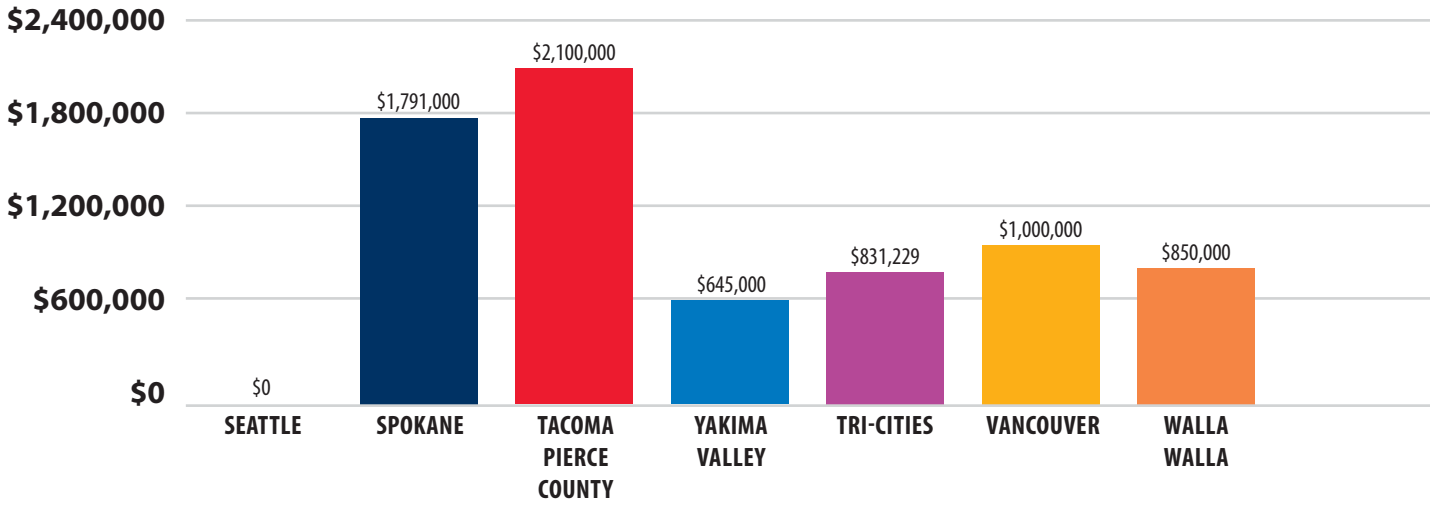
Overall Budget

The following chart provides historical look at a total budget comparative (including Hotel Motel Tax, Membership Investments and Tourism Promotion Assessment) in key competitive markets.



Hotel-Motel Tax Investments

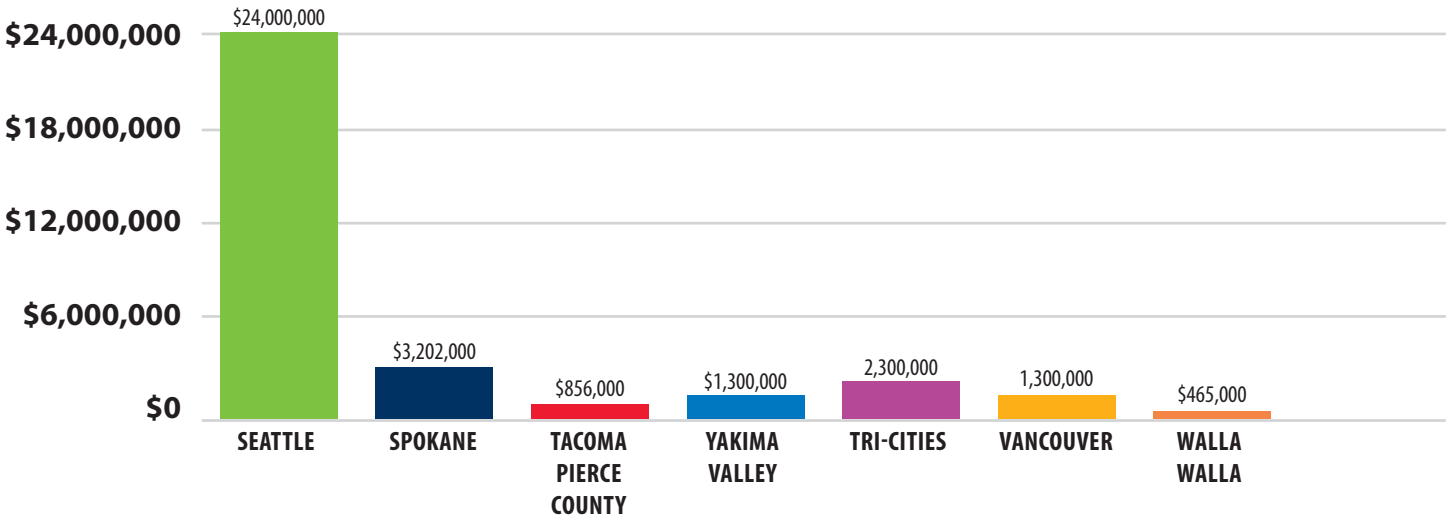
The following chart provides historical look at hotel-motel tax investments in key competitive markets.



DESTINATION MARKETING ORGANIZATION (DMO) FUNDING COMPARATIVE

TPA Budget

The following chart provides historical look at a tourism promotion assessments in key competitive markets.



DESTINATION MARKETING ORGANIZATION (DMO) FUNDING COMPARATIVE

The following chart provides historical look at a total budget comparative (including Hotel Motel Tax, Membership Investments and Tourism Promotion Assessment) in key competitive markets.

COMPETING CITY	DMO BUDGET	NUMBER OF HOTEL ROOMS	$ SPENT PER ROOM
Visit Seattle	$38,000,000	15,662	$2,426.25
Visit Spokane	$5,400,000	5,774	$935.23
Visit Tacoma Pierce County	$4,300,000	6,524	$659.10
Yakima Valley Tourism	$4,056,421	3,301	$1,228.85
Visit Tri-Cities	$3,400,000	3,670	$926.43
Visit Vancouver	$2,500,000	3,065	$815.66
Visit Walla Walla	$1,360,000	991	$1,372.35

The following chart provides historical look at hotel-motel tax investments in key competitive markets.

COMPETING CITY	HOTEL/MOTEL TAX	NUMBER OF HOTEL ROOMS	$ SPENT PER ROOM
Visit Tacoma Pierce County	$2,100,000	6,524	$321.88
Visit Spokane	$1,791,000	5,774	$310.18
Visit Vancouver	$1,000,000	3,065	$326.26
Visit Walla Walla	$850,000	991	$857.72
Visit Tri-Cities	$831,229	3,670	$226.50
Yakima Valley Tourism	$645,000	3,301	$195.40
Visit Seattle	$-	15,662	$-

The following chart provides historical look at a tourism promotion assessments in key competitive markets.

COMPETING CITY	TPA	NUMBER OF HOTEL ROOMS	$ SPENT PER ROOM
Visit Seattle	$24,000,000	15,662	$1,532.37
Visit Spokane	$3,202,000	5,774	$554.55
Visit Tri-Cities	$2,300,000	3,670	$626.70
Yakima Valley Tourism	$1,300,000	3,301	$393.82
Visit Vancouver	$1,300,000	3,065	$424.14
Visit Tacoma Pierce County	$856,000	6,524	$131.21
Visit Walla Walla	$465,000	991	$469.22

VISIT TRI-CITIES 2026 TPA BUDGET

	REVENUES	2025 BUDGET	2025 FORECAST	2026 PROJECTED BUDGET	2026 BUDGET VARIANCE TO 2025 BUDGET	2026 BUDGET VARIANCE TO 2025 FORECAST
	City of Kennewick	$920,000	$996,517	$980,000	60,000	$(16,517)
	City of Richland	$812,000	$854,489	$862,000	50,000	$7,511
	City of Pasco	$568,000	$569,820	$558,000	-10,000	$(11,820)
1000	Total Revenues	$2,300,000	$2,420,826	$2,400,000	100,000	$(20,826)

	EXPENSES	2025 BUDGET	2025 FORECAST	2026 PROJECTED BUDGET	2026 BUDGET VARIANCE TO 2025 BUDGET	2026 BUDGET VARIANCE TO 2025 FORECAST
5010	Salaries	$851,000	$847,605	$905,000	$54,000	$57,395
5012	401k	$43,700	$38,500	$45,250	$1,550	$6,750
5015	Health Insurance	$146,580	$134,553	$156,792	$10,212	$22,239
5030	Payroll Taxes	$86,000	$76,220	$88,000	$2,000	$11,780
5035	Accounting Services	$25,747	$25,745	$25,740	$(7)	$(5)
5050	Telephone & Toll free	$7,200	$6,579	$7,200	$-	$621
5060	Office Expense	$9,000	$7,131	$9,000	$-	$1,869
5070	Office Insurance	$7,140	$5,650	$7,140	$-	$1,490
5080	Postage	$6,500	$4,603	$6,500	$-	$1,897
5090	Equipment Upkeep	$20,000	$18,597	$25,020	$5,020	$6,423
5092	Vehicle Expenses	$6,000	$5,800	$9,000	$3,000	$3,200
5095	Capital Expenditures	$15,000	$13,140	$15,000	$-	$1,860
5100	Building Expenses	$45,000	$44,268	$52,000	$7,000	$7,732
5105	Legal/Professional	$3,500	$3,100	$4,000	$500	$900
5110	Dues & Subscriptions	$13,409	$11,148	$14,070	$661	$2,922
5112	Platform Fees	$87,000	$87,319	$95,000	$8,000	$7,681
5115	Computer Licensing Fee	$37,000	$35,132	$37,000	$-	$1,868
5225	Website Maintenance	$38,000	$36,831	$38,000	$-	$1,169
5230	Training	$17,500	$17,500	$25,880	$8,380	$8,380
5290	Advertising/Marketing	$531,304	$513,000	$533,693	$2,389	$20,693
5300	Promo Items	$8,400	$7,500	$8,400	$-	$900
5310	Bid Fees & Event Support	$58,000	$47,416	$58,000	$-	$10,584
5315	Travel	$53,760	$43,225	$56,905	$3,145	$13,680
5317	Trade Shows	$73,260	$65,450	$77,410	$4,150	$11,960
5500	Opportunity Fund	$110,000	$64,905	$100,000	$(10,000)	$35,095
Total Expenses		$2,300,000	$2,160,917	$2,400,000	$100,000	$239,083

Visit TRI-CITIES WASHINGTON

7130 W. Grandridge Blvd., Ste. B
Kennewick, WA 99336
(509) 735-8486 | (800) 254-5824
VisitTri-Cities.com

TPA Reserve Funding Request Packet

This packet is presented on behalf of the Tri-City Regional Hotel-Motel Commissioners whose members are appointed by the City Councils to provide recommendations on the proposed use of Tourism Promotion Area (TPA) funds which are managed by Visit Tri-Cities.

At its October 2025 meeting, the Hotel-Motel Commissioners unanimously approved the transfer of $253,000 from TPA reserve funds to be utilized for the projects specified in this packet and incorporated in the Visit Tri-Cities 2026 Work Plan. This packet provides background information as stated below and a summary of the proposed projects to fund utilizing resources from TPA Reserve Account for reinvestment.

Background

The TPA Reserve Account has a required minimum reserve balance of $650,000 which includes an operating balance of $150,000. These balance requirements are determined by the City Managers who participate at Commission meetings as Ex-Officios. It is the Commission's position that additional funds above $650,000 should actively be used to promote the Tri-Cities as a destination, creating increased visitor spending in the community. In addition, reserve funding considerations are also made for capital investments and destination development.

As a result of careful resource management and conservative budgeting, the TPA Reserve Account currently has a balance of $1,339,233 available for reinvestment in additional projects.

Earlier this year, the Commissioners of the Tri-City Regional Hotel-Motel Commission unanimously voted to re-invest $253,000 of the surplus revenues toward projects that include: funds to secure and support new conventions and sports tournaments, tourism research and education, and promotions to increase and enhance leisure travel stays.

Included in this packet is the list of new projects recommended by the Commission to support the 2026 Visit Tri-Cities Work Plan.

Thank you for your consideration and support with this request. We appreciate the opportunity to collaborate with the City of Kennewick and the Tri-City Regional Hotel-Motel Commission as we help fuel transformational growth through tourism. Please reach out with any questions or comments you may have as you review the documents.

Sincerely,

Kevin Lewis
President and CEO

Proposed TPA Reserve Reinvestments

Tri-Cities Sports Facilities Market Analysis & Feasibility Study $75,000

Visit Tri-Cities conducted a Sports Facilities Market Analysis & Feasibility Study in 2019 to assess the region's need for multi-use sports facilities. Given the continued growth in the community, infrastructure and sports tourism trends, an updated study is essential. A comprehensive update to the 2019 study will provide critical data to guide investment, generate economic impact and strengthen the Tri-Cities' position as a premier sports destination.

Northwest Event Show $15,000

Visit Tri-Cities is attending the Northwest Event Show (NWES), in Seattle, WA. This show is the largest event industry tradeshow in the Pacific Northwest. The show brings together more than 2,400 attendees, 200 exhibitors and 1,200 businesses representing 26 states. Staff is seeking to expand Visit Tri-Cities' presence at the show with a larger booth space, updated materials and enhanced visual elements to increase visibility and engagement. A larger presence at NWES will strengthen Visit Tri-Cities' ability to generate new leads, attract high-value meetings and events and build relationships with larger corporate businesses considering destinations for future programs. Additionally, Visit Tri-Cities is exploring the opportunity for community and hospitality partners to attend alongside staff, further developing brand exposure and showcasing the region's venues and capabilities.

Convention Center Expansion Marketing Campaign $15,000

With the expansion of the Three Rivers Convention Center, the Tri-Cities has gained new opportunities to attract first-time events and grow existing ones. To maximize the impact of this investment, a marketing campaign targeting qualified sports event organizers and meeting planners will be led by the Convention and Sports Development departments. This campaign will include targeted promotional mailers and digital outreach that highlights the Convention Center's new features, and increased capacity and flexibility. These efforts will help generate new leads, re-engage past clients and position the region as a competitive destination for regional and national events.

Washington Wine Campaign: Taste Washington Media Dinner, Immersive Wine FAM tour & Digital Activation $30,000

Visit Tri-Cities is requesting $30,000 in TPA Reserve funds to execute a two-part wine tourism marketing activation that builds on the region's participation in Taste Washington. The project includes an intimate media dinner in Seattle for up to 15 travel, food, and lifestyle journalists and influencers, followed by an immersive wine FAM tour in the Tri-Cities in late spring. Together, these activations will showcase the Tri-Cities as the Heart of Washington Wine Country®, strengthen relationships with key media, and generate high-value coverage and social storytelling. To extend the impact beyond the table, a digital ad buy will geofence Taste Washington venues and serve targeted ads to attendees before,

during, and after the event, promoting Tri-Cities wineries, itineraries, and wine experiences. The investment includes creating a cohesive earned-and-paid strategy that elevates brand awareness, drives measurable engagement, and inspires visitation from key wine and culinary audiences.

Digital Advertising Tax Compliance $50,000

Visit Tri-Cities is requesting $50,000 in TPA Reserve funds to offset unbudgeted costs associated with Washington State's newly imposed sales tax on digital advertising. The new legislation affects a broad range of digital marketing activities across multiple platforms and vendors, but there is currently no clear guidance on how the tax will be applied (e.g. whether by the purchaser's location or the markets where ads are served). This funding will ensure Visit Tri-Cities remains compliant with state regulations while maintaining the reach and performance of its marketing campaigns in key feeder markets, preventing reductions in visibility and protecting tourism-driven economic impact.

Tri-Cities Ambassador Influencer Program $18,000

The proposed $18,000 budget supports influencer recruitment, branded materials, and content amplification for the Tri-Cities Ambassadors campaign. Funds will provide modest stipends for five to six local influencers to curate and share itineraries, cover the production of branded Visit Tri-Cities ambassador kits, and support photography, video, and paid social promotion to extend reach. This investment ensures high-quality, authentic content creation and consistent visual representation of the destination across multiple audience segments. By leveraging trusted local voices, the program will deliver measurable returns in awareness, engagement, and visitation while producing a reusable library of assets for future marketing use.

Media FAM Tours $20,000

Visit Tri-Cities is requesting $20,000 in TPA Reserve funds to host media familiarization (FAM) tours that generate earned media coverage and elevate awareness of the Tri-Cities as the Heart of Washington Wine Country®. These curated tours will bring select travel, lifestyle, and wine journalists and influencers to the region for immersive experiences highlighting local attractions, wineries, recreation, and community stories. Funding will cover lodging, meals, transportation, and hosting expenses for visiting media, as well as itinerary coordination and content support. The investment will result in high-value editorial coverage and social content that inspire visitation, strengthen community partnerships, and deliver lasting visibility for the destination across regional and national audiences.

509 FAM Tour & Seattle Market Activation $30,000

Visit Tri-Cities is requesting $30,000 in TPA Reserve funds to support participation in a joint "509 FAM Tour & Seattle Market Activation" in partnership with Visit Spokane, Visit Walla Walla, and potentially Visit Yakima. The campaign will showcase Eastern Washington's

destinations to key travel, food, and lifestyle media from fly markets with direct air service to both Spokane and the Tri-Cities, followed by a 509 Pop-Up experiential activation in Seattle—our largest shared feeder market. This collaboration will position the Tri-Cities as a central hub within the 509 region, expand media exposure, and inspire itineraries that connect visitors across multiple Eastern Washington destinations. Funding will support media hosting, transportation, content creation, and participation in the Seattle activation, resulting in shared earned media coverage and long-term visibility for the Tri-Cities brand.

Total All Requests: $253,000

Requests submitted for TPA Commissioners approval in October 2025

Work Plan 2026

Visit TRI-CITIES WASHINGTON

THE FOLLOWING IS A SUMMARY OF VISIT TRI-CITIES ACTIVITIES TO SUPPORT TOURISM.

STRATEGIC SALES

- Develop and launch incentive package for event organizers and meeting planners.
- Successfully host and leverage success of IRONMAN® 70.3®, American Cornhole League, and Tri-City Raceway events to grow signature sports market.
- Develop and implement strategies to increase attendance and visibility at 2027 NHPA event.
- Achieve 43,000 room nights booked.
- Generate and submit 205 sales leads (Request for Proposals) to industry partners.
- Host three sales missions featuring customer appreciation events and appointments with planners.
- Attend eight lead-producing conferences to meet with decision makers and promote the Tri-Cities as a destination of choice for conventions and sports events. Conferences include TEAMS, Sports ETA, S.P.O.R.T.S. Relationship Conference, S.P.O.R.T.S. Invitational, EsportsTravel Summit, WSAE, Meeting Planners International, and Northwest Event Show.
- Host three appreciation events for meeting planners and sports events organizers.
- Utilize contracted platforms and tools to full potential.
- Conduct Director of Sales meetings with local tourism related businesses to support and coordinate efforts.
- Develop training program for hotel and venue staff.
- Work with Tri-Cities Sports Council members, including athletic directors, sports venue directors, and community leaders to create attractive proposals for high school athletic district and state-wide championships.
- Coordinate venue costs and accommodation pricing for tournament directors and meeting planners.
- Secure hotel room blocks and complimentary rooms as needed to secure events.
- Develop and implement convention center expansion marketing and sales strategy to grow markets.

EFFECTIVE MARKETING

- Develop a 2026 campaign refresh focused on "Heart of Washington Wine Country®" storytelling to align with the reestablished Three Rivers Wine Collective.
- Build awareness for the convention center expansion through website, targeted mail and ad campaigns, and PR initiatives.
- Build the meetings and conventions client network through the 'Bring Your Meeting Home' campaign, quarterly e-newsletters, and digital ad campaigns targeted at WSAE members.
- Update sales collateral to align with the Brand Book.
- Use LinkedIn to stay connected with meeting planners and the sports community.
- Enhance digital engagement by producing destination blogs and a video series featuring local creators, community leaders, chefs, historians, and innovators.
- Expand influencer and content collaborations featuring emerging diverse voices who reflect the inclusive Everyman brand archetype.
- Refresh and enhance Your Weekend Starts Here to increase reader engagement through stronger visuals, seasonal themes, and links to blogs and events that drive visitation.
- Launch multi-platform, data-driven creative ad campaigns.
- Optimize data integration and reporting.
- Utilize advanced digital targeting methods, including website pixeling, geofencing, retargeting, and lookalike audiences to drive repeat visitation and secure new bookings.
- Leverage advanced research and reporting services to strengthen data-driven decision-making.
- Continue digital advertising into fly markets by rolling out market-specific ads for Phoenix, Salt Lake City, and Los Angeles, using retargeting and geofencing tactics.
- Promote signature events with integrated campaigns.
- Leverage geofencing around major events (IRONMAN® 70.3®, Water Follies, Tri-Cities Wine Festival) to retarget attendees with future travel inspiration.
- Organize the digital asset library by establishing quality standards, archiving outdated content, capturing new targeted visuals, transferring legacy assets to a dedicated platform, and removing duplicates for efficient access.
- Enhance website engagement by developing interactive digital maps and curated itineraries.
- Support promotional efforts for key community events.
- Support VTC sponsorships by identifying additional advertising opportunities to create new revenue streams.
- Boost engagement on social media with seasonal stories and posts that invite people to share their Tri-Cities experiences using our destination hashtags.

COLLABORATIVE DESTINATION DEVELOPMENT

- Successfully leverage and advance the region through signature events such as IRONMAN® 70.3®, USSSA Latino State and World Softball Championships, American Cornhole League, and Seattle FWC26 Fan Zone.
- Coordinate and manage efforts of the Tri-Cities Rivershore Enhancement Council (TREC), including advancing the Cable Bridge Lighting Project and maintaining a webpage to track and report all TREC related projects and developments.
- Provide direction and guidance for recommendations outlined in the Rivershore Master Plan II as well as the issues and priorities as strategically identified by members of TREC.
- Support and advocate for development and enhancement of tourism infrastructure and services.
- Coordinate efforts of the Tri-Cities National Park Committee and collaborate with partner agencies to develop a roadmap to establishing a community vision for the Manhattan Park National Historical Park (MAPR) and related assets, support establishing a friends group entity, and support Park related initiatives.

Work Plan 2026

Visit TRI-CITIES WASHINGTON

THE FOLLOWING IS A SUMMARY OF VISIT TRI-CITIES ACTIVITIES TO SUPPORT TOURISM.

- Promote the National Park Service American WWII Heritage City designation and implement signage plan, B Reactor virtual tours, and "Science and Technology" season of podcasts.
- Engage in the first strategic phase of facilitating a tourism market analysis.
- Advocate for expansion and improvements at area sports complexes by providing direction and guidance for recommendations outlined in the Sports Facilities Market Analysis and Feasibility Study.
- Continue to re-establish the cooperative efforts of the Three Rivers Wine Collective (previously the Wine Tourism Council) serving wineries, wine-related venues, hotels, restaurants, and transportation providers in Benton and Franklin counties.
- Support initiatives to expand or enhance critical convention facilities and event venues.
- Engage in tourism-related initiatives with the Tri-Cities Strategic Alliance (TRIDEC, the Tri-City Regional Chamber and the Benton-Franklin Council of Governments) to facilitate action on regional projects that will help shape the future of our region.
- Work with TRIDEC and local chambers of commerce to support business and economic development initiatives.
- Participate and provide leadership in tourism industry organizations such as Washington State Destination Marketing Organization (WSDMO), State of Washington Tourism, One West Tourism Alliance (OWTA), and Destinations International (DI).
- Collaborate with Federal and State Legislators on tourism related priorities.

PROACTIVE COMMUNITY ENGAGEMENT

- Successfully engage community in hosting signature events such as IRONMAN® 70.3®, USSSA Latino State and World Softball Championships, and American Cornhole League.
- Establish and maintain an engaging and meaningful membership program to recognize, support, and promote tourism related businesses and the partner organizations that support the mission and strategic pillars of our organization.
- Produce a sponsorship guide outlining sponsorship purposes, opportunities, tiers, and suggested benefits to utilize as a foundation to secure new sponsors.
- Host the 2026 Annual Meeting to provide inspiration, education, tourism reports, and outlook to our stakeholders and partners.
- Promote local tourism businesses and attractions through VisitTri-Cities.com.
- Provide key data to keep members up to date on industry trends, opportunities, and events through regular newsletter communications.
- Promote local businesses to convention and sports participants through the "Show Your Badge" program.
- Engage tourism partners, leaders, and residents creating tourism advocates through participation in community events and showcasing the Tri-Cities Visitor Center.
- Create member benefit programs to support tourism employment, recruiting, and workforce development.
- Provide materials to local companies to enhance their recruitment and employee relocation efforts.
- Enhance Excellence in Service Award program creating year-round attention and engage local tourism businesses.
- Host education training programs for tourism partners focusing on hospitality and customer service, enhancing visitor experiences, and increasing awareness of Tri-Cities attractions and activities.
- Manage the cooperative efforts of the Tri-Cities Sports Council serving high school athletic directors, municipal recreation departments, local sports clubs, and sports officials.
- Recruit volunteers for signature events taking place in the Tri-Cities.

INNOVATIVE & MEANINGFUL OPERATIONS

- Maintain efficient and healthy fiscal stability and manage over a $3.6 million budget for tourism promotion and economic development.
- Enhance and diversify financial growth by securing, renewing, and expanding revenue sources.
- Operate and perform as a globally accredited organization as recognized by Destinations International and the Destination Marketing Accreditation Program (DMAP).
- Manage and operate the Tri-Cities Visitor Center, providing an engaging experience for visitors and residents to gather information on local attractions, services, and tourism-related businesses.
- Promote the Visitor Guide and other publications highlighting the community, attractions, and activities to promote the Tri-Cities as a preferred travel destination.
- Support and interact with an estimated 5,000 written and telephone requests for information on the Tri-Cities.
- Produce and manage the Tri-Cities Calendar of Events.
- Offer a "Hot Dates" program to assist visitors in finding accommodations during high-demand dates.
- Maintain the Satellite Visitor Centers with visitor information, maps, and brochures.
- Provide visitor services and maintain the interactive Tri-Cities kiosks at the Tri-Cities Airport, Three Rivers Convention Center, and HAPO Center.
- Promote and manage the Tri-Cities Excellence in Service Award program to inspire customer service region-wide.
- Produce sustained and consistent tourism growth by preserving our position as an employer of choice through energizing work, professional growth, and thoughtful adoption of effective employee retention initiatives.
- Foster an organizational culture of collaboration, innovation, and education.
- Maintain effective leadership and positive team culture through training and coaching.