



City Council Regular Meeting Agenda

February 3, 2026 at 6:30 PM

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

AGENDA REVISED 2-2-2026 AT 4:15 P.M. TO ADD ITEM 6.B.

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

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

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

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

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

All items included in the Consent Agenda have been provided to each member of the Kennewick City Council for review and consideration. These items are deemed routine and will be approved with a single motion from the Council, without any separate discussion. A Councilmember may remove an item for individual consideration.

- a. **Meeting Minutes: January 20, 2026, City Council Regular Meeting**
Motion to approve the minutes as presented.
- b. **Meeting Minutes: January 27, 2026, City Council Workshop**
Motion to approve the minutes as presented.
- c. **Board & Commission Vacancy: Arts Commission Appointment**
Motion to approve the Interview Committee's recommendation to reappoint Jessica Southard to Position 5, with a term expiring April 1, 2030.
- d. **Board & Commission Vacancy: Kennewick Public Facilities District (KPF) Appointment**
Motion to approve the Interview Committee's recommendation to reappoint Austin Crawford to Position 3, with a term expiring April 1, 2030.
- e. **Board & Commission Vacancy: Planning Commission Appointment**
Motion to approve the Interview Committee's recommendation to reappoint Tina Gregory to Position 4, with a term expiring April 1, 2030.

- f. **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 December 2025 in the amount of \$891,523.53 comprised of check numbers 28829-28915 in the amount of \$729,253.29 and electronic transfers in the amount of \$162,270.24.
- g. **Claims Roster: Columbia Park Golf Course Account**
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for December 2025 in the amount of \$33,065.38 consisting of check numbers 2990-3000 and 3029-3034 in the amount of \$8,838.33 and electronic transfers in the amount of \$24,227.05.
- h. **Payroll Roster: For the Pay Period Ending 1/15/2026**
Motion to approve the payroll roster for the pay period ending 1/15/2026.
- i. **Contract: City Hall Replacement Study**
Motion to approve the City Hall Replacement Study professional services agreement with Architects West as presented.

5. ORDINANCES

- a. Ordinance: Change of Zone from Residential, Suburban (RS) to Residential, Low Density (RL) at 3805 S Vancouver Street (COZ-2025-0005)

6. NEW BUSINESS

- a. Grants: New Parks and Recreation Special Events Grant Program
- b. Shoreline Reconveyance

7. COUNCIL COMMENTS & DISCUSSION

8. CONCLUSION

FOR CONSIDERATION FEBRUARY 3, 2026

**CITY OF KENNEWICK
CITY COUNCIL REGULAR MEETING
JANUARY 20, 2026**

CITY COUNCIL PRESENT:

Jason McShane, *Mayor (remote)*
Chuck Torelli, *Mayor Pro Tem*
Loren Anderson, *Councilmember*

Brad Klippert, *Councilmember*
Jim Millbauer, *Councilmember (remote)*
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*
Chad Crouch, *Executive Services Director*
Anthony Muai, *Planning Director*
Krystal Johnston, *City Clerk*
Heath Mellotte, *Design Services Manager*
Tyson Duerr, *Communications Specialist*

1. CALL TO ORDER

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

Ms. Johnston stated all councilmembers were in attendance with the exception of Councilmember Beauchamp, explained Mayor McShane and Councilmember Millbauer were joining via zoom, and affirmed a quorum was established.

Mayor Pro Tem Torelli stated Councilmember Beauchamp provided advanced notice of his absence and requested an excusal.

MOTION:	Councilmember Anderson moved to excuse the absence of Councilmember Beauchamp.
SECOND:	Councilmember Klippert
DISCUSSION:	None
VOTE:	The motion passed unanimously (6-0).

Councilmember Anderson led the Pledge of Allegiance. Tina Gregory provided the invocation.

2. VISITORS:

Mayor Pro Tem Torelli stated that the written comments submitted in advance of the meeting had been distributed to all Councilmembers for review before the meeting and would be included in the online meeting materials.

Ms. Erdman and Chief Guerrero provided a brief overview regarding the status of the Less Restrictive Alternative (LRA) home at 8th Avenue & Edison and explained the format for the visitor comment section to ensure participants had a better understanding of the rules and limitations. A town hall meeting was announced for Monday, January 26, at Highlands Middle School at 6:30 p.m. for a dialogue between the community, city leaders, the Department of Social and Health Services, state legislators, and others.

Thirteen residents spoke against the LRA at 8th Avenue & Edison. None spoke in favor.

MOTION:	Councilmember Klippert moved to allow Councilmembers to speak for 30 seconds or less.
SECOND:	Councilmember Trumbo
DISCUSSION:	Comments were made in support of, and against, the motion.
VOTE:	The motion failed (3-3); Mayor McShane, Councilmember Klippert, and Councilmember Trumbo voting for the motion and Mayor Pro Tem Torelli, Councilmember Anderson, and Councilmember Millbauer voting against.

3. APPROVAL OF AGENDA

MOTION:	Councilmember Anderson moved to approve the agenda as presented.
SECOND:	Councilmember Klippert
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0)

4. CONSENT AGENDA

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

- a. **Meeting Minutes: January 6, 2026, City Council Regular Meeting**
Motion to approve the minutes as presented.
- b. **Meeting Minutes: January 13, 2026, City Council Workshop**
Motion to approve the minutes as presented.
- c. **Claims Roster: December 2025**
Motion to approve the Claims Roster for December 2025 in the amount of \$11,171,034.77 comprised of electronic payments and check numbers 322145-322535.
- d. **Payroll Roster: For the Pay Period Ending 12/31/2025**
Motion to approve the payroll roster for the pay period ending 12/31/2025.
- e. **Claim Roster: Toyota Center Operations and Box Office Accounts**
Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for November 2025 in the amount of \$1,378,550.96 comprised of check numbers 28738-28828 in the amount of \$295,317.41 and electronic transfers in the amount of \$1,083,233.55
- f. **Boards and Commissions: Council's 2026 & 2027 Board and Committee Assignments**
Motion to approve the 2026 & 2027 Council board and committee assignments as presented.
- g. **Contract: Ratify Authorization to Award Toyota Center Marquee Sign Replacement Purchase Order to Daktronics Inc through KCDA Cooperative Contract**
Motion to ratify authorization of an agreement with Daktronics, Inc. for the replacement of the Toyota Center marquee sign.

5. NEW BUSINESS

- a. **Transportation Benefit District: 2025 Annual Report & 2026 Project List Approval**
Heath Mellotte, Design Services Manager, provided a staff report and answered Council's questions.

MOTION:	Councilmember Anderson moved to approve the Transportation Benefit District 2026 project list as presented.
SECOND:	Councilmember Klippert
DISCUSSION:	Council expressed appreciation for the work of staff.
VOTE:	The motion passed unanimously (6-0)

FOR CONSIDERATION FEBRUARY 3, 2026

6. COUNCIL COMMENTS/DISCUSSION:

Councilmembers spoke at length regarding the LRA housing at 8th & Edison and brief updates of a general nature.

7. CONCLUSION: Mayor Pro Tem Torelli concluded the meeting at 7:51 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/372667>

CITY OF KENNEWICK
CITY COUNCIL WORKSHOP
January 27, 2026

CITY COUNCIL PRESENT:

Jason McShane, *Mayor*
Chuck Torelli, *Mayor Pro Tem*
Loren Anderson, *Councilmember*
Brad Beauchamp, *Councilmember*

Brad Klippert, *Councilmember*
Jim Millbauer, *Councilmember*
John Trumbo, *Councilmember*

CITY STAFF PRESENT:

Lisa Beaton, *Deputy City Manager*
Cary Roe, *Deputy City Manager*
Laurencio Sanguino, *City Attorney*
Chris Guerrero, *Police Chief*
Michael Heffner, *Fire Chief*
Anthony Muai, *Planning Director*
Jessica Platt, *Finance Director*

Brandon Lange, *Recreation Supervisor*
Matt Halitsky, *Senior Planner*
Steve Donovan, *Planning Manager*
Chad Crouch, *Executive Services Director*
Dylan Doremus, *Deputy City Clerk*
Isaac Merkle, *Police Commander*

GUEST PRESENTERS:

McKenzie Kennedy-Slack, *Arts Commission Chair*
Ron Hue, *CBDG Committee Chair*
Jennifer Harper, *Historic Preservation Commission Chair*
Ken Hahn, *Parks & Recreation Commission Chair*

James Hempstead, *Planning Commission Chair*
Marcus Valentine, *Architects West Project Manager*
Lauren Loosveldt, *Architects West Programming Specialist*

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

Mayor McShane announced there were no citizen comments submitted.

1. Boards and Commissions: Presentation of 2025 Accomplishments and 2026 Annual Work Plans: Mr. Muai, Mr. Halitsky, and Mr. Lange introduced the five commission and committee chairs who in turn, provided the presentation. The chairs and staff responded to Council questions. No final action taken.

2. City Hall Replacement Study Request for Proposals (RFP): Mr. Roe, introduced guest panelists Mr. Valentine and Ms. Loosveldt. The panelists provided a comprehensive presentation and together with Mr. Roe, answered Council's questions. Mr. Roe described the next steps and will bring the scope of work and professional services agreement to an upcoming council meeting for further consideration. No final action taken.

Prior to concluding the meeting, Ms. Beaton described an email Ms. Erdman sent to Councilmembers earlier in the day to inform them of the need for federal lobbying/advocacy services. This time sensitive matter required Council consideration sooner than the February 3, 2026, regular council meeting.

DRAFT: Workshop Meeting Minutes – **January 27, 2026**

FOR CONSIDERATION February 3, 2026

Ms. Beaton reviewed the Scope of Services of a professional services agreement to assist the city with identifying grant opportunities, shoreline reconveyance legislation, and other important matters at the national level.

MOTION:	Mayor Pro Tem Torelli moved to grant the City Manager authority to enter into a federal advocacy services agreement with CFM Advocates at Level 2, utilizing general fund reserves.
SECOND:	Councilmember Trumbo
DISCUSSION:	Councilmembers questioned the use of the general fund budget, the length of the agreement, and debated the appropriate service level. Ms. Beaton and Ms. Platt responded to Council's concerns and provided clarification.
VOTE:	The motion passed unanimously (7-0).

CONCLUSION. Mayor McShane concluded the meeting at 07:48 p.m.

DRAFT

Dylan Doremus
Deputy City Clerk

At the time of publishing these minutes, the City Council meeting recording is available at:
<https://kennewickwa.new.swagit.com/videos/373395>

Print

Boards and Commissions Application - Submission #27909

Date Submitted: 1/14/2026

First Name*

Jessica

Last Name*

Southard

Date*

1/14/2026

Application Date

Address*

811 West 25th Avenue

City*

Kennewick

State*

WA

Zip Code*

99337

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

I am interested in serving on the following Commission*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Arts Commission | <input type="checkbox"/> Kennewick Public Facilities District |
| <input type="checkbox"/> Disability Board - At Large | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Kennewick Housing Authority | |

Describe your occupational status and background*

Unemployed. Current Arts Commissioner.

What unique qualities or attitudes will you bring to this position?*

Self-taught artist, former adult Arts & Crafts instructor.

Describe any community related activities and/or organizational affiliations*

Former volunteer for St. Joseph Art & Wine fundraiser.

Examples: Kiwanis, Eagles, Elks, Scouts, 4H, etc.

Describe your volunteer experience to include past or present service on a Kennewick board or commission.*

Current Arts Commissioner

What interests you about this particular board, commission, or committee?*

The opportunity to increase community engagement with the arts.

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

Current Arts Commissioner

Relevant personal or professional experience:*

Current Arts Commissioner

Why are you seeking appointment?*

To continue to expand the Arts in Kennewick.

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

No

Personal references (names and contact information required):*

Kaitlynn Murry [REDACTED]

Carol Smith [REDACTED]

Please list only those persons who have agreed to serve as a reference on your behalf for this application. Candidates who do not provided references may not advance in the recruitment process.

In-Person Interview Availability*

Available most times.

Please describe any times of day/week/month you are not available for in-person interviews. Interviews typically take no longer than 15 minutes and are conducted in-person at Kennewick City Hall. Interviews are tentatively scheduled for the week of March 2 during normal office hours.

Disclaimer and Electronic Signature Agreement*

By checking the "I Agree" box below, you agree and acknowledge that 1) you understand that this application and supporting documents may be made available for public inspection, including inspection by member of the press and media; 2) your application will not be signed in the sense of a traditional paper document; 3) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 4) you may still be required to provide a traditional signature at a later date.

I Agree

Electronic Signature

Jessica Southard



Print

Boards and Commissions Application - Submission #27979

Date Submitted: 1/21/2026

First Name*

Austin

Last Name*

Crawford

Date*

1/21/2026

Application Date

Address*

[REDACTED]

City*

Pasco

State*

WA

Zip Code*

99301

Phone Number*

[REDACTED]

Email Address*

[REDACTED]

I am interested in serving on the following Commission*

- | | |
|---|--|
| <input type="checkbox"/> Arts Commission | <input checked="" type="checkbox"/> Kennewick Public Facilities District |
| <input type="checkbox"/> Disability Board - At Large | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Kennewick Housing Authority | |

Describe your occupational status and background*

I am the Chief Development Officer for a regional Real-estate Development firm and General contractor.

What unique qualities or attitudes will you bring to this position?*

I have a unique perspective on real-estate development, construction and how community amenities and facilities can benefit the residents its built to serve and the communities that fund them.

Describe any community related activities and/or organizational affiliations*

Current board member of the KPFD - on the Construction and Arts Committee

Examples: Kiwanis, Eagles, Elks, Scouts, 4H, etc.

Describe your volunteer experience to include past or present service on a Kennewick board or commission.*

I have been on the KPF D board for the past two years and have assisted in the selection process of the Owners Representative and General Contractor overseeing the process.

What interests you about this particular board, commission, or committee?*

Its a great facility and great team that has so much to offer the city and the greater community. I believe the new addition will unlock a whole new realm of possibilities for what the convention center and KPF D can offer the community at large and want to continue my role to ensure that's achieved and hopefully continually expanded upon.

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

My previous tenure on the board, back ground knowledge and work experience.

Relevant personal or professional experience:*

I am the chief Development officer for a Construction and Development firm. I understand construction project scopes, timelines, budgets, and inherent operational risks.

Why are you seeking appointment?*

I enjoy being on the board now.

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

No.

Personal references (names and contact information required):*

Cory Pearson - Venue Works
Calvin Dudney - KPF D Board Chair

Please list only those persons who have agreed to serve as a reference on your behalf for this application. Candidates who do not provided references may not advance in the recruitment process.

In-Person Interview Availability*

I am pretty open. Just need to coordinate ahead of time.

Please describe any times of day/week/month you are not available for in-person interviews. Interviews typically take no longer than 15 minutes and are conducted in-person at Kennewick City Hall. Interviews are tentatively scheduled for the week of March 2 during normal office hours.

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I Agree

Electronic Signature

Austin J. Crawford



Print

Boards and Commissions Application - Submission #27946

Date Submitted: 1/19/2026

First Name*

Tina

Last Name*

Gregory

Date*

1/19/2026

Application Date

Address*

[Redacted Address]

City*

KENNEWICK

State*

WA

Zip Code*

99336

Phone Number*

[Redacted Phone Number]

Email Address*

[Redacted Email Address]

I am interested in serving on the following Commission*

- | | |
|---|---|
| <input type="checkbox"/> Arts Commission | <input type="checkbox"/> Kennewick Public Facilities District |
| <input type="checkbox"/> Disability Board - At Large | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Kennewick Housing Authority | |

Describe your occupational status and background*

30 years business owner, 45 years resident

What unique qualities or attitudes will you bring to this position?*

I love our community & am willing to serve in any way to help. I have been on planning & have enjoyed learning new laws & being part of future growth plans. It's vital for each of us to do our part.

Describe any community related activities and/or organizational affiliations*

I serve in many Christian community outreaches. I serve on the Planning commission at this time

Examples: Kiwanis, Eagles, Elks, Scouts, 4H, etc.

Describe your volunteer experience to include past or present service on a Kennewick board or commission.*

Planning commission, vice chair of a non profit organization & an overseer of another non profit organization

What interests you about this particular board, commission, or committee?*

I have enjoyed serving a term & want to continue

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

I love our community & am willing to serve in any way needed to keep it safe & inviting

Relevant personal or professional experience:*

Worked with planning for last 30 years on new housing development plans.

Why are you seeking appointment?*

I would like to continue supporting our city in this duty

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

No

Personal references (names and contact information required):*

Therees Chandler [redacted] Teresa Carson [redacted] Patty Hubbard [redacted] Mary Clonenger [redacted]
[redacted]

Please list only those persons who have agreed to serve as a reference on your behalf for this application. Candidates who do not provided references may not advance in the recruitment process.

In-Person Interview Availability*

open to any time

Please describe any times of day/week/month you are not available for in-person interviews. Interviews typically take no longer than 15 minutes and are conducted in-person at Kennewick City Hall. Interviews are tentatively scheduled for the week of March 2 during normal office hours.

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I Agree

Electronic Signature

Tina M. Gergory





Date	Check	Method	Name	Amount	Amount
<u>TOYO Sterling Operating Account</u>					
12/02/25	28829	Auto Check	Tri-City Americans (00000851)		85,218.01
12/02/25	102150	A/P Settlements	Ams v Wenatchee 10/4/25	Ams v Wenatchee 10/4/25	17,688.41
12/02/25	102150	A/P Settlements	Ams v Everett 10/5/25	Ams v Everett 10/5/25	4,846.90
12/02/25	102150	A/P Settlements	Ams v Prince George 10/18/25	Ams v Prince George 10/18/25	16,024.59
12/02/25	102150	A/P Settlements	Ams v Kelowna 10/19/25	Ams v Kelowna 10/19/25	3,704.31
12/02/25	102150	A/P Settlements	Ams v Victoria 10/24/25	Ams v Victoria 10/24/25	9,180.50
12/02/25	102150	A/P Settlements	Ams v Saskatoon 10/28/25	Ams v Saskatoon 10/28/25	2,984.20
12/02/25	102150	A/P Settlements	Ams v Vancouver 11/7/25	Ams v Vancouver 11/7/25	12,114.71
12/02/25	102150	A/P Settlements	Ams v Prince Albert 11/8/25	Ams v Prince Albert 11/8/25	18,674.39
12/03/25	28830	Auto Check	Abbott Michael (00002770)		444.00
12/03/25	107508	F&B Equipment Repairs & Maintenance	TC- Filta Fryer Service	TC- Filta Fryer Service	222.00
12/03/25	107508	F&B Equipment Repairs & Maintenance	TC- Filta Fryer Service	TC- Filta Fryer Service	222.00
12/03/25	28831	Auto Check	Advanced Protection Services, Inc. (00002751)		1,312.41
12/03/25	107209	Security & Fire Alarm System	P84955 Security Maintenance	Security Maintenance	579.36
12/03/25	107209	Security & Fire Alarm System	R167500 TC- Ammonia	TC- Ammonia 12/1-12/31	79.37
12/03/25	107209	Security & Fire Alarm System	R17503 TC- Temp	TC- Temp 12/1-12/25	43.47
12/03/25	107209	Security & Fire Alarm System	R167502 TC- Openeye	TC- Temp 12/1-12/31	418.88
12/03/25	107209	Security & Fire Alarm System	R167499 TC- Ice Rink	TC- Ice Rink 12/1-12/31	73.93
12/03/25	107209	Security & Fire Alarm System	R167501 TC- Main Facility	TC- Main Facility 12/1-12/31	73.93
12/03/25	107209	Security & Fire Alarm System	R167504 TC- Vault	TC- Vault 12/1-12/31	43.47
12/03/25	28832	Auto Check	Apollo Heating and Air Conditioning (00002933)		126.57
12/03/25	107210	HVAC Repairs & Maintenance	940069753 TC- HVAC Repairs	TC- HVAC Repairs	126.57
12/03/25	28833	Auto Check	Apple Valley Broadcasting Inc (00003532)		1,700.00
12/03/25	107402	Event Advertising	11213-1 Mannheim Steamroller 2025	Mannheim Steamroller 2025	1,700.00
12/03/25	28834	Auto Check	Baskin Robbins (00002754)		6,840.63
12/03/25	104690	Concession Sales - Third Party Expense	AMS VS KAMLOOPS	THIRD PARTY SALES	1,338.11
12/03/25	102160	Tips Payable	104690 Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KAMLOOPS	1,004.16
12/03/25	104690	Concession Sales - Third Party Expense	AMS VS REGINA	THIRD PARTY SALES	1,456.54
12/03/25	102160	Tips Payable	104690 Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS REGINA	1,323.52
12/03/25	104690	Concession Sales - Third Party Expense	AMS VS KELOWNA	THIRD PARTY SALES	1,778.63
12/03/25	102160	Tips Payable	104690 Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KELOWNA	1,594.24
12/03/25	102160	Tips Payable	AMS VS P. GEORGE	THIRD PARTY SALES	184.39

	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS P. GEORGE	1,545.60	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS P. GEORGE	160.07	
12/03/25	MANNHEIM STEAMROLLER	THIRD PARTY SALES			561.68
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES MANNHEIM STEAMROLLER	487.04	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES MANNHEIM STEAMROLLER	74.64	
12/03/25	28835	Auto Check Bobablastic (00003078)			4,476.27
12/03/25	AMS VS KAMLOOPS	THIRD PARTY SALES			756.35
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KAMLOOPS	564.48	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS KAMLOOPS	61.87	
	104690	• Concession Sales - Third Party Expense	THIRD PARTY VOUCHERS	130.00	
12/03/25	AMS VS REGINA	THIRD PARTY SALES			990.28
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS REGINA	895.23	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS REGINA	95.05	
12/03/25	AMS VS KELOWNA	THIRD PARTY SALES			1,003.76
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KELOWNA	904.05	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS KELOWNA	99.71	
12/03/25	AMS VS P. GEORGE	THIRD PARTY SALES			1,198.30
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS P. GEORGE	1,081.71	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS P. GEORGE	116.59	
12/03/25	MANNHEIM STEAMROLLER	THIRD PARTY SALES			527.58
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES MANNHEIM STEAMROLLER	464.31	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES MANNHEIM STEAMROLLER	63.27	
12/03/25	28836	Auto Check Brashear Electric, Inc. (00002756)			4,101.76
12/03/25	43811	CIP Production Office			3,204.16
	109010	• Capital Improvements	CIP Production Office PO 5396	3,204.16	
12/03/25	43837	Set Up- Zach Top			897.60
	107401	• Outside Event Expense	Set Up- Zach Top	897.60	
12/03/25	28837	Auto Check Chapala Express (00002758)			6,197.17
12/03/25	AMS VS KAMLOOPS	THIRD PARTY SALES			1,144.65
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KAMLOOPS	891.10	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS KAMLOOPS	173.55	
	104690	• Concession Sales - Third Party Expense	THIRD PARTY VOUCHERS	80.00	
12/03/25	AMS VS REGINA	THIRD PARTY SALES			1,690.49
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS REGINA	1,456.58	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS REGINA	233.91	
12/03/25	AMS VS KELOWNA	THIRD PARTY SALES			1,753.98
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KELOWNA	1,468.64	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS KELOWNA	285.34	
12/03/25	AMS VS P. GEORGE	THIRD PARTY SALES			1,608.05
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS P. GEORGE	1,386.23	
	102160	• Tips Payable	THRD PARTY TIPS FOR EMPLOYEES AMS VS P. GEORGE	221.82	
12/03/25	28838	Auto Check City of Kennewick - Misc (00002830)			9,880.00
12/03/25	17378	Security Services 10/01-10/31			9,880.00
	107404	• Event Contracted Labor	AMS vs Wenatchee 10.20 hrs	969.00	
	107404	• Event Contracted Labor	AMS vs Saskatoon 8 hrs	760.00	
	107404	• Event Contracted Labor	Stephen Wilson Jr. 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs Victoria 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs Kelowna 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs P. George 8hrs	760.00	
	107404	• Event Contracted Labor	Zach Williams 11 hrs	1,045.00	
	107404	• Event Contracted Labor	Cole Swindell 20 hrs	1,900.00	
	107404	• Event Contracted Labor	AMS vs Everett 6.8 hrs	646.00	
	107404	• Event Contracted Labor	Palomazo Norteno 16 hrs	1,520.00	
12/03/25	28839	Auto Check Coca-Cola (00000213)			15,286.25
12/03/25	177246	TC FOOD/ LIQUOR			13,758.25
	101411	• Inventory - Food	TC FOOD	13,345.00	
	101415	• Inventory - Liquor	TC LIQUOR	413.25	
12/03/25	1502336	TC BEER CREDIT			-100.00
	101413	• Inventory - Beer	TC BEER	-100.00	
12/03/25	177454	TC FOOD			1,628.00
	101411	• Inventory - Food	TC FOOD	1,628.00	

12/03/25	28840	Auto Check	Concessions Supply (00002860)				971.39
12/03/25	255689		TC FOOD				971.39
	101411	• Inventory - Food	TC FOOD			971.39	
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12/03/25	28841	Auto Check	Cougar Digital Marketing & Design (00002861)				607.84
12/03/25	16118		Monthly Maint/Concession shots				482.52
	107302	• Venue Marketing & Non-Event Advertising	TC-Monthly Maint/Concession shots			482.52	
12/03/25	16125		TC-Monthly Website Maint.				125.32
	107302	• Venue Marketing & Non-Event Advertising	TC-Monthly Website Maint.			125.32	
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12/03/25	28842	Auto Check	Dog Haus Biergarten Pasco (00004205)				4,661.83
12/03/25	AMS VS KAMLOOPS		THIRD PARTY SALES				1,100.93
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KAMLOOPS			853.80	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS KAMLOOPS			177.13	
	104690	• Concession Sales - Third Party Expense	THIRD PARTY VOUCHERS			70.00	
12/03/25	AMS VS REGINA		THIRD PARTY SALES				1,180.77
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS REGINA			988.80	
	102160	• Tips Payable	TIRD PART TIPS FOR EMPLOYEES AMS VS REGINA			191.97	
12/03/25	AMS VS KELOWNA		THIRD PARTY SALES				964.49
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KELOWNA			794.40	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS KELOWNA			170.09	
12/03/25	AMS VS P. GEORGE		THIRD PARTY SALES				1,415.64
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS P. GEORGE			1,203.60	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS P. GEORGE			212.04	
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12/03/25	28843	Auto Check	EZ Facility Inc. (00003329)				2,635.14
12/03/25	SUP090684		EZ Core Junior Package				2,635.14
	107103	• Computer Equipment & Software	EZ Core Junior Package			2,635.14	
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12/03/25	28844	Auto Check	Gamache Landscaping, Inc. (00002798)				2,062.85
12/03/25	2675		TC Monthly Lawn Maintenance				2,062.85
	107213	• Grounds Repairs & Maintenance	TC Monthly Lawn Maintenance			2,062.85	
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12/03/25	28845	Auto Check	Kendrick Equipment (USA) LLC (00003867)				1,285.41
12/03/25	U53142		U53142				1,285.41
	107211	• Equipment Repairs & Maintenance	KIT, VERT MOTOR FOR ZAMBONI PO 5402			1,285.41	
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12/03/25	28846	Auto Check	Kennewick Union Firefighters L-1296 (00003455)				8,287.50
12/03/25	NOV 2025		EMT Services November 2025				8,287.50
	107404	• Event Contracted Labor	Steamroller 8 hrs			600.00	
	107404	• Event Contracted Labor	AMS vs P. George 8 hrs			600.00	
	107404	• Event Contracted Labor	Zach Top 37 hrs			2,775.00	
	107404	• Event Contracted Labor	AMS vs Kelowna 8.5 hrs			637.50	
	107404	• Event Contracted Labor	AMS vs Regina 8 hrs			600.00	
	107404	• Event Contracted Labor	AMS vs Penticon 9 hrs			675.00	
	107404	• Event Contracted Labor	AMS vs Kamloops 8 hrs			600.00	
	107404	• Event Contracted Labor	AMS vs Everett 8 hrs			600.00	
	107404	• Event Contracted Labor	AMS vs Albert 8 hrs			600.00	
	107404	• Event Contracted Labor	AMS vs Vancouver 8 hrs			600.00	
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12/03/25	28847	Auto Check	KNDO/KNDU (00002825)				2,541.50
12/03/25	243248A-1		Mannheim Steamroller 2025				2,541.50
	107402	• Event Advertising	Mannheim Steamroller 2025			2,541.50	
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12/03/25	28848	Auto Check	Lowe's Commercial Services (00002776)				456.18
12/03/25	326021827		PO 5423				147.86
	107201	• Tools & Supplies	PO 5423 Adaptor/Impact Bit Set/ Light bulbs			147.86	
12/03/25	567577068		Tools and Supplies				190.68
	107201	• Tools & Supplies	Misc. Concert Tools/ Supplies PO 5421			190.68	
12/03/25	832686408		Tools and Supplies PO 5421				60.70
	107201	• Tools & Supplies	Tools and Supplies PO 5421			60.70	
12/03/25	391292324		Tools and Supplies PO 5421				56.94
	107201	• Tools & Supplies	PO 5421 Mannheim Steamroller chair set			56.94	
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12/03/25	28849	Auto Check	Oxarc (00002929)				62.11
12/03/25	0032463685		CO2- Mannheim				62.11
	107410	• Event Rental Equipment	CO2- Mannheim			62.11	
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12/03/25	28850	Auto Check	Pavement Surface Control (00003160)				765.00

12/03/25	16284	TC- Marquee			765.00	765.00
	107211	• Equipment Repairs & Maintenance	TC- Marquee Traffic Control		765.00	
12/03/25	28851	Auto Check	Performance Digital (00002778)			6,500.00
12/03/25	4747		RoF Advertising			2,000.00
	107402	• Event Advertising	RoF Advertising PO 5061		2,000.00	
12/03/25	4768		Mannheim Steamroller Advert.			4,500.00
	107402	• Event Advertising	Mannheim Steamroller Advert. PO 5094		4,500.00	
12/03/25	28852	Auto Check	Popcorn NW (00002773)			6,117.61
12/03/25	AMS VS KAMLOOPS		THIRD PARTY SALES			925.38
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KAMLOOPS		785.40	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS KAMLOOPS		89.98	
	104690	• Concession Sales - Third Party Expense	THIRD PARTY VOUCHERS		50.00	
12/03/25	AMS VS REGINA		THIRD PARTY SALES			1,987.83
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS REGINA		1,809.06	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS REGINA		178.77	
12/03/25	AMS VS KELOWNA		THIRD PARTY SALES			1,620.82
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS KELOWNA		1,478.40	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS KELOWNA		142.42	
12/03/25	AMS VS P. GEORGE		THIRD PARTY SALES			1,583.58
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AMS VS P. GEORGE		1,438.14	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES AMS VS P. GEORGE		145.44	
12/03/25	28853	Auto Check	Price Chopper Wristbands (00003215)			162.02
12/03/25	274401		PO- 5410 Wristbands			162.02
	107406	• Event Supplies	PO- 5410 Wristbands		162.02	
12/03/25	28854	Auto Check	Reign Drop LLC (00003211)			2,069.41
12/03/25	S4176-25-6481		TC FOOD			83.65
	101411	• Inventory - Food	TC FOOD		83.65	
12/03/25	S4176-25-6479		TC FOOD			83.65
	101411	• Inventory - Food	TC FOOD		83.65	
12/03/25	S4176-25-6478		TC FOOD			161.31
	101411	• Inventory - Food	TC FOOD		161.31	
12/03/25	S4176-25-6466		TC FOOD			205.62
	101411	• Inventory - Food	TC FOOD		205.62	
12/03/25	S4176-25-6467		TC FOOD			86.34
	101411	• Inventory - Food	TC FOOD		86.34	
12/03/25	S4176-25-6469		TC FOOD			243.01
	101411	• Inventory - Food	TC FOOD		243.01	
12/03/25	S4176-25-6468		TC FOOD			327.89
	101411	• Inventory - Food	TC FOOD		327.89	
12/03/25	S4176-25-6470		TC FOOD			327.89
	101411	• Inventory - Food	TC FOOD		327.89	
12/03/25	S4176-25-6840		TC FOOD			161.31
	101411	• Inventory - Food	TC FOOD		161.31	
12/03/25	S4176-25-6471		TC FOOD			243.01
	101411	• Inventory - Food	TC FOOD		243.01	
12/03/25	RD-1026-1		TC FOOD			145.73
	101411	• Inventory - Food	TC FOOD		145.73	
12/03/25	28855	Auto Check	Springhill Suites of Kennewick (00002726)			2,646.72
12/03/25	Folio 92605 Room 210		Folio 92605 Room 210			441.12
	107401	• Outside Event Expense	Folio 92605 Room 210 Zach Top Rigger		441.12	
12/03/25	Folio 92602 Room 212		Folio 92602 Room 212			441.12
	107401	• Outside Event Expense	Folio 92602 Room 212 Zach Top Rigger		441.12	
12/03/25	Folio 92603 Room 204		Folio 92603 Room 204			441.12
	107401	• Outside Event Expense	Folio 92603 Room 204 Zach Top Rigger		441.12	
12/03/25	Folio 92604 Room 305		Folio 92603 Room 204			441.12
	107401	• Outside Event Expense	Folio 92603 Room 204 Zach Top Rigger		441.12	
12/03/25	Folio 94405 Room 501		Folio 94405 Room 501			294.08
	107401	• Outside Event Expense	Folio 94405 Room 501 Mannheim Rigger		294.08	
12/03/25	Folio 87481 Room 505		Folio 87481 Room 505			294.08
	107401	• Outside Event Expense	Folio 87481 Room 505 Mannheim Rigger		294.08	
12/03/25	Folio 94404 Room 305		Folio 94404 Room 305			294.08
	107401	• Outside Event Expense	Folio 94404 Room 305 Mannheim Rigger		294.08	
12/03/25	28856	Auto Check	Stephens Media Group (00002844)			1,500.00
12/03/25	IN-1251116606		Mannheim Steamroller Advert.			1,500.00
	107402	• Event Advertising	Mannheim Steamroller Advert. PO 5100		1,500.00	

12/03/25	28857	Auto Check	Sunbelt Rentals, Inc. (00002783)				6,903.25
12/03/25	177209714-0003		Manlift Rental			1,168.14	1,168.14
107305	• General Rental Equipment		Manlift Rental for Sign		1,168.14		
12/03/25	177277329-0001		Zach Top Rental			2,693.75	2,693.75
107410	• Event Rental Equipment		Zach Top Rental		2,693.75		
12/03/25	166706805-0001		Manlift Maintenance			365.57	365.57
107211	• Equipment Repairs & Maintenance		Manlift Repairs		365.57		
12/03/25	177324736-0001		Mannheim Steamroller Rental			538.37	538.37
107410	• Event Rental Equipment		Mannheim Steamroller Rental		538.37		
12/03/25	177325065-0001		Mannheim Steamroller Rental			1,299.80	1,299.80
107410	• Event Rental Equipment		Mannheim Steamroller Rental		1,299.80		
12/03/25	177324736-0002		Mannheim Steamroller Rental			837.62	837.62
107410	• Event Rental Equipment		Mannheim Steamroller Rental		837.62		
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12/03/25	28858	Auto Check	Taco City (00003055)				4,075.88
12/03/25	AMS VS KAMLOOPS		THIRD PARTY SALES			1,084.07	1,084.07
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES AMS VS KAMLOOPS		762.13		
102160	• Tips Payable		THIRD PARTY TIPS FOR EMPLOYEES AMS VS KAMLOOPS		148.44		
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES AUGUA FRESCA AMS VS KAMLOOPS		5.50		
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES HORCHATA AMS VS KAMLOOPS		8.00		
104690	• Concession Sales - Third Party Expense		THIRD PARTY VOUCHERS		160.00		
12/03/25	AMS VS REGINA		THIRD PARTY SALES			1,057.79	1,057.79
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES MS VS REGINA		873.60		
102160	• Tips Payable		THIRD PARTY TIPS FOR EMPLOYEES AMS VS REGINA		133.19		
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES AUGUA FRESCA AMS VS REGINA		11.00		
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES HORCHATA AMS VS REGINA		40.00		
12/03/25	AMS V KELOWNA		THIRD PARTY SALES			945.62	945.62
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES AMSVS KELOWNA		735.48		
102160	• Tips Payable		THIRD PARTY TIPS FOR EMPLOYEES AMS V KELOWNA		156.64		
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES AUGUA FRESCA AMS VS KELOWNA		5.50		
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES HORCHATA AMS VS KELOWNA		48.00		
12/03/25	AMS VS P. GEORGE		THIRD PARTY SALES			988.40	988.40
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES AMS VS P. GEORGE		786.50		
102160	• Tips Payable		THIRD PARTY TIPS FOR EMPLOYEES AMS VS P. GEORGE		137.90		
104690	• Concession Sales - Third Party Expense		THIRD PARTY SALES HORCHATA AMS VS P. GEORGE		64.00		
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12/03/25	28859	Auto Check	Uline (00002785)				8,463.68
12/03/25	200612392		Dumping Hopper			8,463.68	8,463.68
109010	• Capital Improvements		Dumping Hopper PO 5404		8,463.68		
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12/03/25	28860	Auto Check	US Foods (00002786)				6,437.98
12/03/25	4218655		TC Food			22.38	22.38
101411	• Inventory - Food		TC Food		22.38		
12/03/25	5380562		TC FOOD			480.00	480.00
101411	• Inventory - Food		TC FOOD		480.00		
12/03/25	5465372		TC FOOD CREDIT			-385.24	-385.24
101411	• Inventory - Food		TC FOOD CREDIT		-385.24		
12/03/25	5465372		TC FOOD/ LIQUOR			3,999.35	3,999.35
101411	• Inventory - Food		TC FOOD		3,830.24		
101415	• Inventory - Liquor		TC LIQUOR		169.11		
12/03/25	5623237		TC Food			2,321.49	2,321.49
101411	• Inventory - Food		TC Food		2,321.49		
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12/03/25	28861	Auto Check	Vistar Corporation (00002787)				2,979.97
12/03/25	78657701		TC Food			2,979.97	2,979.97
101411	• Inventory - Food		TC Food		2,979.97		
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12/03/25	28862	Auto Check	WCP Solutions (00002788)				2,769.74
12/03/25	14286672		Janitorial Supplies			2,388.39	2,388.39
107203	• Janitorial Supplies		PO 5422		2,388.39		
12/03/25	14286674		Janitorial Supplies			299.31	299.31
107203	• Janitorial Supplies		PO 5422		299.31		
12/03/25	14286675		Janitorial Supplies			82.04	82.04
107203	• Janitorial Supplies		Janitorial Supplies		82.04		
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12/11/25		Wire Transfer	Backstage Entertainment Services LLC (00004419)				5,452.50
12/11/25	24 - Cirque					5,452.50	5,452.50

107404	• Event Contracted Labor	Stagehands for Cirque show 12/10	5,452.50	
12/11/25	Wire Transfer	Rocky Mountain Rigging (00002781)		4,995.60
12/11/25	Cirque Musica		4,995.60	
107404	• Event Contracted Labor	Riggers for Cirque 12/10	4,995.60	
12/09/25	Wire Transfer	Nederlander (00002659)		67,095.27
12/09/25	Mannheim Settlement 11/30		67,095.27	
102150	• A/P Settlements	Mannheim settlement 11/30	67,095.27	
12/08/25	Wire Transfer	King Beverage (00002731)		1,783.00
12/08/25	3215181	TC BEER	1,783.00	
101413	• Inventory - Beer	TC BEER	1,783.00	
12/10/25	28863 Auto Check	Ford Audio Service (00003049)		8,160.00
12/10/25	3852	Cirque 2025 Stacks & Racks Sys	8,160.00	
107401	• Outside Event Expense	TC-Cirque 2025 Stacks & Racks System	8,160.00	
12/10/25	28864 Auto Check	Virginia Duarte (00003960)		300.00
12/10/25	25-1210367	Runner -TC-Cirque 2025	300.00	
107404	• Event Contracted Labor	Runner -TC-Cirque 2025	300.00	
12/11/25	28865 Auto Check	Abbott Michael (00002770)		222.00
12/11/25	448-018441	FiltaFry Services	222.00	
107508	• F&B Equipment Repairs & Maintenance	FiltaFry Services	222.00	
12/11/25	28866 Auto Check	Advanced Protection Services, Inc. (00002751)		1,234.86
12/11/25	P84989	TC Annual Alarm Inspection	676.81	
107209	• Security & Fire Alarm System	TC Annual Alarm Inspection Main Facility	676.81	
12/11/25	P84988	TC Annual Alarm Inspection	345.89	
107209	• Security & Fire Alarm System	TC Annual Alarm Inspection Ice Rink	345.89	
12/11/25	P85011	Alarm Maintenance	212.16	
107209	• Security & Fire Alarm System	Alarm Maintenance Ticket# 24352	212.16	
12/11/25	28867 Auto Check	Apollo Heating and Air Conditioning (00002933)		3,587.24
12/11/25	940070102	TC HVAC Maintenance Dec 2025	3,587.24	
107210	• HVAC Repairs & Maintenance	TC HVAC Maintenance Dec 2025	3,587.24	
12/11/25	28868 Auto Check	Athletica Sport Systems Inc (00003517)		6,032.17
12/11/25	424843	TC Glass Replacements	6,032.17	
107601	• Ice-Related Expenses	TC Glass Replacements	6,032.17	
12/11/25	28869 Auto Check	Baskin Robbins (00002754)		3,907.55
12/11/25	AMS VS SWIFT CURRENT	THIRD PARTY SALES	850.10	
104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	788.48	
102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	61.62	
12/11/25	AMS VS EVERETT	THIRD PARTY SALES	2,283.16	
104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	2,065.92	
102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	217.24	
12/11/25	CIRQUE MUSICA	THIRD PARTY SALES	774.29	
104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	705.92	
102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	68.37	
12/11/25	28870 Auto Check	Bobablastic (00003078)		2,290.96
12/11/25	AMS VS SWIFT CURRENT	THIRD PARTY SALES	440.92	
104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	386.82	
102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	54.10	
12/11/25	AMS VS EVERETT	THIRD PARTY SALES	1,411.84	
104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	1,251.18	
102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	160.66	
12/11/25	CIRQUE MUSICA	THIRD PARTY SALES	438.20	
104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	387.45	
102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	50.75	
12/11/25	28871 Auto Check	Brashear Electric, Inc. (00002756)		689.08
12/11/25	43853	TC Electrical Repairs	689.08	
107212	• Building Repairs & Maintenance	TC Electrical Repairs	689.08	
12/11/25	28872 Auto Check	Chapala Express (00002758)		2,956.54
12/11/25	AMS VS SWIFT CURRENT	THIRD PARTY SALES	1,005.80	
104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	829.46	
102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	176.34	
12/11/25	AMS VS EVERETT	THIRD PARTY SALES	1,950.74	

	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	1,664.95	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	285.79	
12/11/25	28873	Auto Check	CI Information Management (00002840)		164.40
	12/11/25	0190890	Shred Contract		164.40
	107304	• Contracted Services	Shred Contract	164.40	
12/11/25	28874	Auto Check	City of Kennewick - Misc (00002830)		11,115.00
	12/11/25	17388	Security Services November		11,115.00
	107404	• Event Contracted Labor	Zach Top 53 hrs	5,035.00	
	107404	• Event Contracted Labor	AMS vs Kelowna 8hrs	760.00	
	107404	• Event Contracted Labor	AMS vs P. George 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs Regina 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs Kamloops 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs Penticton 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs Everett 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs P. Albert 8 hrs	760.00	
	107404	• Event Contracted Labor	AMS vs Vancouver 8 hrs	760.00	
12/11/25	28875	Auto Check	Coca-Cola (00000213)		1,643.00
	12/11/25	1502356	TC Beer Credit		-100.00
	101413	• Inventory - Beer	TC Beer Credit	-100.00	
	12/11/25	177687	TC Food/Beer		1,743.00
	101411	• Inventory - Food	TC Food	1,350.00	
	101413	• Inventory - Beer	TC Beer	393.00	
12/11/25	28876	Auto Check	Concessions Supply (00002860)		1,074.30
	12/11/25	255864	TC FOOD		1,074.30
	101411	• Inventory - Food	TC FOOD	1,074.30	
12/11/25	28877	Auto Check	Cougar Digital Marketing & Design (00002861)		1,521.02
	12/11/25	16145	ADA Compliance TC		760.51
	107302	• Venue Marketing & Non-Event Advertising	ADA Compliance TC	760.51	
	12/11/25	16146	ADA Compliance TC		760.51
	107302	• Venue Marketing & Non-Event Advertising	ADA Compliance Toyota Arena	760.51	
12/11/25	28878	Auto Check	Daktronics (00002737)		1,750.32
	12/11/25	7178359	IT Services		1,750.32
	107211	• Equipment Repairs & Maintenance	IT Services GP4	1,750.32	
12/11/25	28879	Auto Check	Dog Haus Tri-Cities (00004205)		1,862.13
	12/11/25	AMS VS SWIFT CURRENT	THIRD PARTY SALES		362.82
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	310.80	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	52.02	
	12/11/25	AMS VS EVERETT	THIRD PARTY SALES		1,499.31
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES	1,292.40	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES	206.91	
12/11/25	28880	Auto Check	Enterprise Rent A Car (00002931)		479.65
	12/11/25	2020-0263-4942	Agreement 1H1TMZ		212.87
	107410	• Event Rental Equipment	Agreement 1H1TMZ Zach Top	212.87	
	12/11/25	2020-0263-4944	Agreement L45E028		266.78
	107402	• Event Advertising	Agreement L45E028 Zach Top	266.78	
12/11/25	28881	Auto Check	Jet Ice (00002982)		1,692.15
	12/11/25	135330	CLEARCOAT PACKAGE		1,692.15
	107601	• Ice-Related Expenses	CLEARCOAT PACKAGE PO 5425	1,692.15	
12/11/25	28882	Auto Check	KIMA-TV - KEPR-TV (00002775)		2,550.00
	12/11/25	R2447092-1	Mannheim Advertising		2,125.00
	107402	• Event Advertising	Mannheim Advertising PO 5089	2,125.00	
	12/11/25	R2445678-1	Cirque Advertising		425.00
	107402	• Event Advertising	Wine Fest Advertising PO 5084	425.00	
12/11/25	28883	Auto Check	Lowe's Commercial Services (00002776)		380.96
	12/11/25	563167787	Tools and Supplies PO 5429		36.15
	107201	• Tools & Supplies	Tools and Supplies PO 5429 Shower Hose	36.15	
	12/11/25	174099349	Tools and Supplies		19.62
	107201	• Tools & Supplies	Handheld Shower Arm PO 5463	19.62	
	12/11/25	909676504	Batteries PO 5468		211.56
	107201	• Tools & Supplies	Batteries/ Carabiner PO 5468	211.56	
	12/11/25	907686440	Tide Pods PO 5465		113.63
	107203	• Janitorial Supplies	Tide Pods PO 5465	113.63	

12/11/25	28884	Auto Check	Overton Safety Training, Inc. (00004510)				1,690.00
	12/11/25	25-2177	Forklift Training			1,690.00	1,690.00
	107107	• Employee Training	Forklift Training PO 5419			1,690.00	
12/11/25	28885	Auto Check	Pacific Breeze (00003739)				359.88
	12/11/25	33836645	Diffuser Service				359.88
	107304	• Contracted Services	Diffuser Service			359.88	
12/11/25	28886	Auto Check	Popcorn NW (00002773)				2,519.16
	12/11/25	AMS VS SWIFT CURRENT	THIRD PARTY SALES				664.67
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES			587.40	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			77.27	
	12/11/25	AMS VS EVERETT	THIRD PARTY SALES				1,854.49
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES			1,657.26	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			197.23	
12/11/25	28887	Auto Check	Reign Drop LLC (00003211)				886.24
	12/11/25	S4176-25-6555	TC FOOD				216.22
	101411	• Inventory - Food	TC FOOD			216.22	
	12/11/25	S4176-25-6556	TC FOOD				101.49
	101411	• Inventory - Food	TC FOOD			101.49	
	12/11/25	S4176-25-6617	TC FOOD				185.56
	101411	• Inventory - Food	TC FOOD			185.56	
	12/11/25	S4176-25-6616	TC FOOD				382.97
	101411	• Inventory - Food	TC FOOD			382.97	
12/11/25	28888	Auto Check	Springhill Suites of Kennewick (00002726)				588.16
	12/11/25	Folio 94736 Room 312 Gordon	Folio 94736 Room 312 Gordon				294.08
	107401	• Outside Event Expense	Folio 94736 Room 312 Gordon-Rigger for Cirque 2025			294.08	
	12/11/25	Folio 94737 Room 512 Issel	Folio 94737 Room 512 Issel				294.08
	107401	• Outside Event Expense	Folio 94737 Room 512 Issel-Rigger for Cirque 2025			294.08	
12/11/25	28889	Auto Check	Stephens Media Group (00002844)				2,188.75
	12/11/25	MC-1205715957	PBR Advertising				2,188.75
	107402	• Event Advertising	PBR Advertising PO 5430			2,188.75	
12/11/25	28890	Auto Check	Taco City (00003055)				2,050.92
	12/11/25	AMS VS SWIFT CURRENT	THIRD PARTY SALES				715.04
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES			557.70	
	102160	• Tips Payable	THIRD PARTY TIPS EMPLOYEES			100.84	
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES- AGUA FRESCA 3			16.50	
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES- HORCHATA 5			40.00	
	12/11/25	AMS VS EVERETT	THIRD PARTY SALES				1,335.88
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES			1,061.45	
	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			175.43	
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES AGUA FRESCA 2			11.00	
	104690	• Concession Sales - Third Party Expense	THIRD PARTY SALES HORCHATA 11			88.00	
12/11/25	28891	Auto Check	Tri-City Americans (00000851)				71,814.03
	12/11/25	Ams v Everett 11/14/25					12,400.61
	102150	• A/P Settlements	Ams v Everett 11/14/25			12,400.61	
	12/11/25	Ams v Penticton 11/15/25					15,685.40
	102150	• A/P Settlements	Ams v Penticton 11/15/25			15,685.40	
	12/11/25	Ams v Kamloops 11/18/25					1,394.62
	102150	• A/P Settlements	Ams v Kamloops 11/18/25			1,394.62	
	12/11/25	Ams v Regina 11/21/25					11,347.23
	102150	• A/P Settlements	Ams v Regina 11/21/25			11,347.23	
	12/11/25	Ams v Kelowna 11/28/25					18,448.90
	102150	• A/P Settlements	Ams v Kelowna 11/28/25			18,448.90	
	12/11/25	Amvs v Prince Geo 11/29/25					12,537.27
	102150	• A/P Settlements	Amvs v Prince Geo 11/29/25			12,537.27	
12/11/25	28892	Auto Check	US Foods (00002786)				3,878.32
	12/11/25	5692573	TC Food/Beer/Liquor				3,878.32
	101411	• Inventory - Food	TC Food			3,683.29	
	101413	• Inventory - Beer	TC Beer			165.98	
	101415	• Inventory - Liquor	TC Liquor			29.05	
12/11/25	28893	Auto Check	West Coast Screen Printing & Embroidery Tri-Cities (00004506)				743.51
	12/11/25	8336	TC Advertising and Signage				743.51
	107314	• Signage Expense	TC Advertising and Signage			743.51	

12/12/25	28894	Auto Check	Springhill Suites of Kennewick (00002726)				294.08
12/12/25	107401	Folio 94735 Room 324 Marino • Outside Event Expense	Folio 94735 Room 324 Marino Folio 94735 Room 324 Marino- Rigger for Cirque			294.08	294.08
12/15/25		Wire Transfer	King Beverage (00002731)				743.00
12/15/25	101413	3217680 • Inventory - Beer	TC Beer TC Beer			743.00	743.00
12/19/25		Wire Transfer	The Odom Corporation (00002856)				1,503.80
12/19/25	101413	10750703 • Inventory - Beer	TC Beer TC Beer			1,593.80	1,593.80
12/19/25	101413	304500035 • Inventory - Beer	TC Beer Credit TC Beer Credit			-90.00	-90.00
12/19/25		Wire Transfer	King Beverage (00002731)				4,062.60
12/19/25	101413	3221561 • Inventory - Beer	TC Beer TC Beer			4,062.60	4,062.60
12/16/25	28895	Auto Check	Baskin Robbins (00002754)				3,324.74
12/16/25	104690	AMS VS WENATCHEE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			1,597.07	1,597.07
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			173.07	
12/16/25	104690	AMS VS SEATTLE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			1,727.67	1,727.67
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			159.67	
12/16/25	28896	Auto Check	Benton PUD (00000121)				20,348.88
12/16/25	107216	12/16/25 4438000 • Electricity	12/16/25 4438000 11/08/25-12/08/25			263.39	263.39
12/16/25	107216	12/16/25 49072001 • Electricity	12/16/25 49072001 49072001 11/08/25-12/08/25			20,085.49	20,085.49
12/16/25	107216	• Electricity	49072002 11/08/25-12/08/25			9,374.93	
12/16/25	28897	Auto Check	Bobablastic (00003078)				2,023.04
12/16/25	104690	AMS VS WENATCHEE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			973.88	973.88
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			114.56	
12/16/25	104690	AMS VS SEATTLE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			1,049.16	1,049.16
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			114.87	
12/16/25	28898	Auto Check	Cascade Natural Gas (00000161)				845.02
12/16/25	107217	11/8/25-12/10/25 • Natural Gas	TC 444 661 0000 3 TRCC Natural Gas 11/8/25-12/10/25			845.02	845.02
12/16/25	28899	Auto Check	Cascade Natural Gas (00000161)				4,088.71
12/16/25	107217	11/8/25 12/10/25 • Natural Gas	TC 634 661 0000 3 TC Natural Gas 11/8/25-12/10/25			4,088.71	4,088.71
12/16/25	28900	Auto Check	Chapala Express (00002758)				3,862.57
12/16/25	104690	AMS VS WENATCHEE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			1,854.38	1,854.38
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			248.39	
12/16/25	104690	AMS VS SEATTLE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			2,008.19	2,008.19
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			291.65	
12/16/25	28901	Auto Check	Dog Haus Tri-Cities (00004205)				3,861.72
12/16/25	104690	AMS VS WENATCHEE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			2,205.25	2,205.25
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			211.95	
12/16/25	104690	• Concession Sales - Third Party Expense	THIRD PARTY VOUCHERS			482.50	
12/16/25	104690	AMS VS SEATTLE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			1,656.47	1,656.47
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			215.87	
12/16/25	28902	Auto Check	Popcorn NW (00002773)				2,813.87
12/16/25	104690	AMS VS WENATCHEE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			1,307.18	1,307.18
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			133.70	
12/16/25	104690	AMS VS SEATTLE • Concession Sales - Third Party Expense	THIRD PARTY SALES THIRD PARTY SALES			1,506.69	1,506.69
12/16/25	102160	• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			189.33	

12/16/25	28903	Auto Check	Springhill Suites of Kennewick (00002726)			VOID	0.00
12/16/25	28904	Auto Check	Taco City (00003055)				2,130.06
12/16/25		AMS VS WENATCHEE	THIRD PARTY SALES				983.38
104690		• Concession Sales - Third Party Expense	THIRD PARTY SALES			780.00	
102160		• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			121.38	
104690		• Concession Sales - Third Party Expense	THIRD PARTY SALES AGUA FRESCA 3			16.50	
104690		• Concession Sales - Third Party Expense	THIRD PARTY SALES HORCHATA 4			24.00	
104690		• Concession Sales - Third Party Expense	THIRD PARTY VOUCHERS			41.50	
12/16/25		AMS VS SEATTLE	THIRD PARTY SALES				1,146.68
104690		• Concession Sales - Third Party Expense	THIRD PARTY SALES			962.65	
102160		• Tips Payable	THIRD PARTY TIPS FOR EMPLOYEES			152.03	
104690		• Concession Sales - Third Party Expense	THIRD PARTY SALES HORCHATA 4			32.00	
12/16/25	28905	Auto Check	Adamson Janine (00002809)				456.00
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				80.00
107304		• Contracted Services	Nov 2025 LTS Coaching			80.00	
12/16/25		LTS0551533	LTS Reimbursement				376.00
107403		• Event Insurance	LTS Reimbursement			376.00	
12/16/25	28906	Auto Check	ADAMSON LIVIAN (00004259)				54.00
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				54.00
107304		• Contracted Services	Nov 2025 LTS Coaching			54.00	
12/16/25	28907	Auto Check	Bond Craig (00002810)				612.50
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				612.50
107304		• Contracted Services	Nov 2025 LTS Coaching			612.50	
12/16/25	28908	Auto Check	Bond Jennifer (00002941)				1,612.50
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				612.50
107304		• Contracted Services	Nov 2025 LTS Coaching			612.50	
12/16/25		December 2025 LTS Admin	December 2025 LTS Admin				1,000.00
107304		• Contracted Services	December 2025 LTS Admin			1,000.00	
12/16/25	28909	Auto Check	Kaur Genna (00004198)				102.00
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				102.00
107304		• Contracted Services	Nov 2025 LTS Coaching			102.00	
12/16/25	28910	Auto Check	Lily Davidson (00004444)				126.00
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				126.00
107304		• Contracted Services	Nov 2025 LTS Coaching			126.00	
12/16/25	28911	Auto Check	Skylar Rain Questal (00004369)				108.00
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				108.00
107304		• Contracted Services	Nov 2025 LTS Coaching			108.00	
12/16/25	28912	Auto Check	Stafford Laura Alice (00004199)				68.00
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				68.00
107304		• Contracted Services	Nov 2025 LTS Coaching			68.00	
12/16/25	28913	Auto Check	Tim Berry (00002808)				220.50
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				220.50
107304		• Contracted Services	Nov 2025 LTS Coaching			220.50	
12/16/25	28914	Auto Check	Volz, Madeline (00004258)				126.00
12/16/25		Nov 2025 LTS Coaching	Nov 2025 LTS Coaching				126.00
107304		• Contracted Services	Nov 2025 LTS Coaching			126.00	
12/22/25		Wire Transfer	Washington State Department of Revenue (00002989)				75,693.48
12/22/25		TOYO B&O for Nov 2025					75,693.48
102325		• B&O Tax Payable	TOYO B&O for Nov 2025			19,760.08	
102310		• Sales Tax Payable - State	TOYO B&O for Nov 2025			49,749.56	
107603		• B&O Taxes	TOYO B&O for Nov 2025			6,183.84	
12/23/25		Wire Transfer	King Beverage (00002731)				414.15
12/23/25		3222277	TC Beer				414.15
101413		• Inventory - Beer	TC Beer			414.15	

12/22/25	28915	Auto Check	City of Kennewick - Misc (00002830)			331,296.72
12/22/25		Ad Tax Due 2024			18,310.47	
102320		• Admissions Tax Payable	Ad taxes accrued Dec 2024	18,310.47		
12/22/25		Ad Tax Due 2025			312,986.25	
102320		• Admissions Tax Payable	Ad taxes accrued through 11/30/25	312,986.25		
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12/31/25		Wire Transfer	American Payment Solutions - APS (00002969)			447.95
12/31/25		TOYO Dec 2025 CC fees			447.95	
107310		• Credit Card Fees	TOYO Dec 2025 CC fees	447.95		
<hr/>						
12/31/25		Wire Transfer	Fintech (00003296)			26.47
12/31/25		16531872			26.47	
107514		• F&B Credit Card & Banking Fees	Liquor payment fees TOYO	26.47		
				Total Paid Toyota Center Operating:		<u>891,471.11</u>

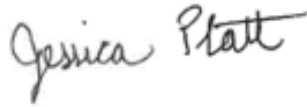
TOYO Sterling Box Office Account

12/31/25	Wire Transfer AMERICAN EXPRESS (00003298)	52.42
12/31/25	Box Office CC fees Dec 2025	52.42
107310	• Credit Card Fees	
	Box Office CC fees Dec 2025	

Total Paid Toyota Center Box Office: 52.42

Total Paid Toyota Center COMBINED: 891,523.53

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



Jessica Platt, Finance Director

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


Check numbers 28829-28915	\$	729,253.29
Electronic transfers - Operations		162,217.82
Electronic transfers - Box Office		52.42
Total	\$	<u>891,523.53</u>

Exceptions:

**COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
DECEMBER 2025**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>	<u>Type</u>
2990	NATIONAL GOLF FOUNDATION	12/1/2025	\$319.00	Check
2991	TOTAL E INTEGRATED INC.	12/1/2025	\$438.00	Check
2992	YELP	12/1/2025	\$40.00	Check
2993	KENNEWICK GOLF CORPORATION	12/1/2025	\$5,417.33	Check
2994	CASTLE ROCK SOLUTIONS, INC.	12/16/2025	\$167.90	Check
2995	COLUMBIA POINT GOLF COURSE	12/16/2025	\$384.60	Check
2996	COLUMBIA POINT GOLF COURSE	12/17/2026	\$384.60	Check
2997	CINTAS CORPORATION	12/31/2026	\$142.86	Check
2998	CITY OF KENNEWICK	12/31/2026	\$358.05	Check
2999	PEPSI-COLA BOTTLING OF PASCO	12/31/2026	\$64.80	Check
3000	WAMBEKE WINDOW WASHING	12/31/2026	\$125.00	Check
A00003029	ACUSHNET COMPANY, INC.	12/1/2025	\$375.01	Check
A00003030	CINTAS CORPORATION	12/1/2025	\$71.43	Check
A00003031	COLEMAN OIL COMPANY	12/1/2025	343.25	Check
A00003033	PEPSI-COLA BOTTLING OF PASCO	12/1/2025	81.50	Check
A00003034	WAMBEKE WINDOW WASHING	12/1/2025	125.00	Check
NATIONWIDE 1225	NATIONWIDE INSURANCE	12/1/2025	\$515.58	EFT
WA DOR 0049976325	DEPARTMENT OF REVENUE	12/26/2025	\$3,521.93	EFT
5100432	ADP TOTAL SOURCE (AUTOPAY)	12/2/2025	\$2,258.07	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	12/11/2026	5,567.34	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	12/24/2026	5,360.39	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	12/31/2026	6,237.66	EFT
Bank Deduction	MERCHANT SERVICES	12/1/2026	732.93	EFT
Bank Deduction	US Bank	12/12/2026	33.15	EFT
			<u>\$33,065.38</u>	

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



Jessica Platt, Finance Director


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

Check numbers: 2990-3000 and 3029-3034	\$ 8,838.33
Electronic transfers	\$ 24,227.05
Total	<u>\$ 33,065.38</u>

Exceptions:

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Dated</u>	<u>Amount</u>	<u>Debit</u>	<u>Credit</u>
2990	NATIONAL GOLF FOUNDATION PAY PURCH	12/1/2025 20005-000-244-00 47150-050-244-00	ACCOUNTS PAYABLE - GP COGS MERCHANDISE	\$319.00 \$319.00	\$319.00
2991	TOTAL E INTEGRATED INC. PAY PURCH	12/1/2025 20005-000-244-00 51900-050-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$438.00 \$438.00	\$438.00
2992	YELP PAY PURCH	12/1/2025 20005-000-244-00 53100-080-244-00	ACCOUNTS PAYABLE - GP ADVERTISING & MARKETING	\$40.00 \$40.00	\$40.00
2993	KENNEWICK GOLF CORPORATION PAY PURCH PURCH	12/1/2025 20005-000-244-00 59600-080-244-00 59610-080-244-00	ACCOUNTS PAYABLE - GP ACCOUNTING FEES MANAGEMENT FEE	\$5,417.33 \$1,355.00 \$4,062.33	\$5,417.33
2994	CASTLE ROCK PAY PURCH	12/16/2025 20005-000-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$167.90 \$167.90	\$167.90
2995	COLUMBIA POINT GOLF COURSE PAY PURCH PURCH	12/16/2025 20005-000-244-00 50100-080-244-00 50100-060-244-00	ACCOUNTS PAYABLE - GP SALARIES SALARIES	\$384.60 \$192.30 \$192.30	\$384.60
2996	COLUMBIA POINT GOLF COURSE PAY PURCH PURCH	12/16/2025 20005-000-244-00 50100-080-244-00 50100-060-244-00	ACCOUNTS PAYABLE - GP SALARIES SALARIES	\$384.60 \$192.30 \$192.30	\$384.60
2997	CINTAS PAY PURCH PURCH	12/31/2025 20005-000-244-00 51900-060-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES CONTRACT SERVICES	\$142.86 	\$142.86
2998	CITY OF KENNEWICK PAY PURCH PURCH	12/31/2025 20005-000-244-00 52210-060-244-00 52200-060-244-00	ACCOUNTS PAYABLE - GP IRRIGATION ELECTRICITY UTILITIES - GAS & ELECTRIC	\$358.05 \$249.56 \$108.49	\$358.05
2999	PEPSI-COLA BOTTLING OF PASCO PAY PURCH PURCH	12/31/2025 20005-000-244-00 49200-070-244-00 49150-070-244-00	ACCOUNTS PAYABLE - GP COGS - SOFT BEVERAGE COGS - PACKAGED FOOD	\$64.80 \$57.80 \$7.00	\$64.80
3000	WAMBEKE WINDOW WASHING PAY PURCH	12/31/2025 20005-000-244-00 51400-060-244-00	ACCOUNTS PAYABLE - GP PROFESSIONAL DUES & FEES	\$125.00 \$125.00	\$125.00
A00003029	ACUSHNET COMPANY, INC. PAY PURCH	12/1/2025 20005-000-244-00 58100-060-244-00	ACCOUNTS PAYABLE - GP EQUIPMENT PARTS	\$375.01 \$467.79	\$375.01
A00003030	CINTAS PAY PURCH PURCH	12/1/2025 20005-000-244-00 51900-060-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES CONTRACT SERVICES	\$71.43 \$74.13 \$99.37	\$71.43
A00003031	COLEMAN OIL COMPANY PAY PURCH	12/1/2025 20005-000-244-00 58300-060-244-00	ACCOUNTS PAYABLE - GP FUEL & OIL MAINTENANCE	\$343.25 \$343.25	\$343.25
A00003033	PEPSI-COLA BOTTLING OF PASCO PAY PURCH PURCH	12/1/2025 20005-000-244-00 49200-070-244-00 49150-070-244-00	ACCOUNTS PAYABLE - GP COGS - SOFT BEVERAGE COGS - PACKAGED FOOD	\$81.50 \$73.30 \$8.20	\$81.50
A00003034	WAMBEKE WINDOW WASHING PAY PURCH	12/1/2025 20005-000-244-00 51400-060-244-00	ACCOUNTS PAYABLE - GP PROFESSIONAL DUES & FEES	\$125.00 \$125.00	\$125.00
50008762	ADP TOTAL SOURCE (AUTOPAY) PAY PURCH PURCH	12/2/2025 20005-000-244-00 50800-050-244-00 50800-060-244-00	ACCOUNTS PAYABLE - GP HEALTH BENEFITS HEALTH BENEFITS	\$2,258.07 \$685.57 \$1,572.50	\$2,258.07

WA DOR 0049551748	WASHINGTON STATE DEPARTMENT OF REVENUE	12/26/2025		\$3,521.93	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$3,521.93
	PURCH	20300-000-244-00	SALES TAX PAYABLE		
NATIONWIDE 1225	NATIONWIDE	12/1/2025		\$515.58	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$515.58
	PURCH	18400-000-244-00	PREPAID GEN LIAB INS	\$515.58	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	12/12/2025		\$5,567.34	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$5,567.34
	PURCH	48100-050-244-00	INSTRUCTION	\$40.00	
	PURCH	50200-050-244-00	HOURLY WAGES	\$3,262.78	
	PURCH	50200-060-244-00	HOURLY WAGES	\$1,777.68	
	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	\$549.70	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$254.76	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$22.11	
	PURCH	52100-050-244-00	CELL PHONE	\$27.69	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	12/26/2025		\$5,360.39	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$5,360.39
	PURCH	48100-050-244-00	INSTRUCTION		
	PURCH	50200-050-244-00	HOURLY WAGES	\$2,807.36	
	PURCH	50200-060-244-00	HOURLY WAGES	\$2,068.79	
	PURCH	50400-050-244-00	SALES COMMISSIONS		
	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	\$484.70	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$315.76	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$23.47	
	PURCH	52100-050-244-00	CELL PHONE	\$27.69	
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHARGES)	12/31/2025		\$6,237.66	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$6,237.66
	PURCH	51300-060-244-00	EDUCATION & TRAINING	\$120.00	
	PURCH	51800-060-244-00	PROFESSIONAL SERVICES	\$4,959.08	
	PURCH	52100-060-244-00	TELECOMMUNICATIONS	\$130.16	
	PURCH	52150-080-244-00	INTERNET/CABLE	\$61.60	
	PURCH	52300-060-244-00	GARBAGE & DEBRIS REMOVAL	\$126.50	
	PURCH	52500-080-244-00	OFFICE SUPPLIES	\$92.92	
	PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS	\$9.34	
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$267.29	
	PURCH	53200-080-244-00	PROMO & ENTERTAINMENT	\$19.17	
	PURCH	55300-050-244-00	RANGE SUPPLIES	\$27.20	
	PURCH	58100-060-244-00	EQUIPMENT PARTS	\$424.40	
Bank Deduction	MERCHANT SERVICES	12/1/2025		\$732.93	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$732.93
	PURCH	54000-080-244-00	BANK CHARGES	\$732.93	
Bank Deduction	US Bank	12/12/2025		\$33.15	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$33.15
	PURCH	54000-080-244-00	BANK CHARGES	\$33.15	

Council Agenda Coversheet	Item Number: 4.h. Date: 2/3/2026 Item Type: General Business Item	Category: Consent Agenda
	Subject: Payroll Roster: For the Pay Period Ending 1/15/2026 Department: Finance	
<p><u>Recommendation</u> Staff recommends that Council approve the payroll roster as presented.</p> <p><u>Motion for Consideration</u> Motion to approve the payroll roster for the pay period ending 1/15/2026.</p> <p><u>Summary</u> None.</p> <p><u>Alternatives</u> None.</p> <p><u>Fiscal Impact</u> 1/15/2026 Total: \$3,032,943.61</p>		
<p><u>Attachments:</u> 1. Roster</p>		

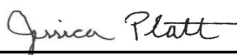
Payroll Roster for Pay Period Ending 01/15/2026

All Departments:

	89,403.81
Building Safety	7,671.03
City Attorney	31,881.19
City Council	5,316.00
City Manager	13,516.08
Community Planning	20,983.07
Engineering	66,197.42
Finance	64,015.38
Fire	124,601.83
Management Services	81,148.02
Non-Departmental	2,728.47
Parks, Recreation & Facilities	88,171.78
Police	574,671.41
	<hr/>
Subtotal - General Fund	1,170,305.49
	3,248.50
BI-PIN	21,848.18
Building Safety	57,056.33
Criminal Justice	84,618.53
Equipment Rental	17,018.31
Management Services	4,141.39
Medical Services	513,517.42
Stormwater	29,169.44
Street	48,983.44
Water & Sewer	194,574.60
	<hr/>
Subtotal - Other Funds	974,176.14
Total Salaries and Wages	2,144,481.63
<u>Benefits</u>	
Dental Insurance	27,373.46
DRS Retirement	114,745.28
Employee Assistance Program	28.85
Life Insurance	5,701.00
Long-Term Disability Insurance	7,470.06
Medical Expense Reimbursement Plan	3,450.00
Medical Insurance	413,661.90
Medicare	30,551.23
MissionSquare Deferred Compensation	97,593.26
Social Security (OASDI)	94,866.12
Vision Insurance	3,677.46
WA Paid Family & Medical Leave	6,715.85
Worker's Compensation Insurance	82,627.51
	<hr/>
Total Benefits	888,461.98
Grand Total	\$3,032,943.61
	<hr/>

I, Jessica Platt, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$3,032,943.61 comprised of check numbers 78395 through 78417 and direct deposit numbers 243159 through 243626.

Approved for payment:



Jessica Platt, Finance Director



CITY HALL
 210 W 6th Avenue
 PO Box 6108
 Kennewick, WA 99336
www.go2Kennewick.com

**PROFESSIONAL SERVICES AGREEMENT
 FOR
 CITY HALL REPLACEMENT STUDY**

This Professional Services Agreement (“Agreement”) is made between the City of Kennewick, a Washington municipal corporation (“City”), and Architects West, Inc., a Washington State Corporation (“Consultant”). The City and Consultant are individually referred to as a “Party” and collectively referred to as the “Parties.”

The Parties shall produce all communications regarding this Agreement in writing and send them to the representatives and addresses provided below.

CONSULTANT	CITY OF KENNEWICK
Architects West, Inc. 210 E. Lakeside Ave. Coeur d’Alene, ID 83814 (208)667-9402 (telephone) Marcusv@architectswest.com	Cary Roe PO Box 6108 Kennewick, WA 99336 (509) 585-4292 (telephone) Cary.roe@ci.kennewick.wa.us

The Parties agree as follows:

1. TERM

This Agreement shall commence on the date of the last signature execution hereon and remain in effect through July 31, 2026 (“Term”). The Agreement may be renewed by written mutual agreement.

2. WORK

A. Scope

The Consultant shall provide the labor, materials, supplies, and equipment to perform and complete the work, more specifically described in Exhibit A (“Scope of Work”). The Consultant shall comply with all federal, state, and local statutes, rules, regulations, and ordinances at all times while performing such work.

B. Warranties

The Consultant warrants that he/she has the requisite training, skill, and experience necessary to perform and complete the work, is appropriately accredited and licensed by all applicable governmental agencies and entities, possesses a valid City of Kennewick business license, and shall maintain a valid City of Kennewick business license until he/she completes, and the City accepts, the work. The Consultant warrants that he/she shall perform and complete the work competently and diligently in accordance with the care, conduct, skill, and standards ordinarily used by members of the same profession practicing under similar conditions at the same time and in the same locality. The Consultant agrees that all services performed under this Agreement shall be conducted solely for the benefit of the City and shall not be used for any other purpose without a properly acknowledged, executed, signed, and recorded writing from the City.

C. Contents

This Agreement consists of this Agreement; Exhibits A (“Scope of Work”), Exhibit B (“Request for Proposals [RFP]”), Exhibit C (“Consultant’s RFP Response”), and Exhibit D (“Consultant’s Insurance



Certificates and Endorsements”), all of which are attached hereto and incorporated herein by reference; and all properly acknowledged, executed, signed, and recorded change orders and modifications from the City. The Parties agree that these documents form the entire Agreement; no oral or written agreements, representations, or understandings exist outside of this Agreement; and any and all prior agreements, representations, or understandings are terminated upon execution of this Agreement. If a conflict regarding this Agreement arises, the Parties agree that the order of precedence is (i) this Agreement, (ii) Exhibit A, (iii) Exhibit B, (iv) Exhibit C, and (v) Exhibit D in that order

D. Debarment Certification

The Consultant certifies that neither he/she nor his/her principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal or state department or agency. The Consultant agrees not to enter into any arrangements or agreements related to completion of the work or services contemplated under this Agreement with any party that is on the “General Service Administration List of Parties Excluded from Federal Procurement or Non-Procurement Programs,” located at www.sam.gov and

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

E. Safety

The Consultant shall take all necessary precautions and be responsible for the safety of his/her employees, volunteers, agents, subcontractors, and persons engaged in any of the work performed or services rendered under this Agreement. The Consultant shall comply with all Occupational Safety and Health Administration (OSHA); Washington State Department of Labor and Industries (L&I) Division of Occupational Safety and Health (DOSH); and Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 Revised Code of Washington (RCW), requirements. The Consultant shall also comply with all General Safety and Health, Chapter 296-24 Washington Administrative Code (WAC); and General Occupational Health, Chapter 296-62 WAC, standards.

F. Satisfactory Work

The Consultant shall redo previously satisfactorily completed work or replace satisfactorily installed parts as directed by the City. This work shall be additional work and compensated as such.

G. Unsatisfactory Work

The Consultant shall redo previously unsatisfactorily completed work or replace unsatisfactorily installed parts as directed by the City. This work shall be within the Scope of Work and uncompensated.

H. Additional Work

The City may request that the Consultant perform work or render services excluded from the original Scope of Work. This work shall be additional work and addressed in a written supplement to this Agreement identifying the scope, schedule, and compensation of the additional work. The Consultant shall not commence additional work without a properly acknowledged, executed, signed, and recorded writing from the City.

3. COMPENSATION



A. Total

The City shall pay the Consultant an amount not to exceed three hundred fourteen thousand nine hundred fifteen dollars (\$314,915) to complete the work described in Section 2, Subsection A or Exhibit A, including the sales tax. Payment shall be made on a “time and materials basis. Payment as identified in this Section shall be full compensation for all work performed or services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Section 2, Subsection A or Exhibit A.

B. Invoices

The Consultant shall produce all invoices for work completed or services rendered under this Agreement in writing and send them to both representatives and addresses provided below:

City of Kennewick Finance Department
Attn: Accounts Payable
PO Box 6108
Kennewick, WA 99336
(509) 585-4266 (telephone)
ap@ci.kennewick.wa.us

City of Kennewick City Manager Office
Attn: Cary Roe
PO Box 6108
Kennewick, WA 99336
(509) 585-4292
Cary.Roe@ci.kennewick.wa.us

C. Payments

The City shall pay the Consultant for work performed or services rendered after receipt of a detailed invoice. Invoices not in dispute by the City shall be paid net thirty (30) days and shall reference the Agreement number. The invoice shall provide sufficient detail on the work billed and include detailed receipts.

D. Partial Payments

The Consultant may request one (1) partial payment for the percentage of work completed or services rendered per month.

E. Reimbursable Expenses

Preapproved travel, meals, and lodging shall be reimbursed at cost when the Consultant travels at least one hundred fifty (150) miles per one-way trip. Reimbursable expenses are limited to coach airfare, ground transportation (taxi, shuttle, or car rental), hotel accommodations at the government rate, personal or company vehicle use at the then-current federal mileage rate, and meals at the current federal per-diem meal allowance.

F. Non-Reimbursable Expenses

Unapproved travel, meals, lodging, work, or services shall not be reimbursed under this Agreement unless identified in Exhibit A or agreed upon in a properly acknowledged, executed, signed, and recorded change order or modification from the City.

G. Records

The Consultant shall provide the City, State of Washington, Federal Grantor Agency, Comptroller General of the United States, or any of their duly authorized representatives access to any books, documents, papers, and records relating to this Agreement for auditing, examination, excerpt, or transcription purposes. The Consultant shall retain said records for three (3) years from the date of receipt of final payment. If any litigation, claim, or audit arising out of or resulting from this



Agreement is initiated before the expiration of the three (3)-year period, the Consultant shall retain the records until such litigation, claim, or audit is completed.

4. COMMUNICATION

The Parties shall produce all communications regarding this Agreement in writing and send them to the representatives and addresses provided above, including, but not limited to, change orders, confirmations, modifications, supplements, requests, approvals, denials, and notices.

5. AMENDMENT

The Parties may mutually amend this Agreement, or any section or subsection thereof, in a properly acknowledged, executed, signed, and recorded writing from the Parties.

6. ASSIGNMENT

All of the terms, conditions and provisions hereof shall inure to the benefit of, and be binding upon, the Parties, their respective successors, and their respective assigns. However, a Party shall not assign any right or obligation under this Agreement to a third party without a properly acknowledged, executed, signed, and recorded writing from the Parties.

7. TERMINATION

The Parties may terminate this Agreement upon thirty (30) days' written notice. If the Consultant terminates the Agreement, the City shall be entitled to reimbursement of costs occasioned by such termination by the Consultant. If the City terminates it, the City shall pay the Consultant for the work performed or services rendered, which shall be an amount equal to the percentage of completion of the work as mutually agreed between the Parties.

8. INDEPENDENCE

The Consultant, his/her employees, volunteers, agents, and persons engaged in any of the work performed or services rendered under this Agreement are independent Consultants and shall not be considered City employees. Any and all Workers' Compensation Act claims on behalf of said employees or persons while so engaged, and any and all claims made by third parties arising out of or resulting from any act or omission on the part of the Consultant's employees or persons engaged in any of the work performed or services rendered under this Agreement, shall be the sole obligation and responsibility of the Consultant.

9. DOCUMENT OWNERSHIP

All designs, drawings, specifications, documents, reports and other work products prepared pursuant to this Agreement, shall become City property upon payment to the Consultant of the fees set forth in this Agreement. The City acknowledges the Consultant's plans and specifications, including all documents on electronic media, as instruments of professional services. The plans and specifications prepared under this Agreement shall become City property upon completion of the services and payment in full of all payment due to the Consultant from the City. The City may modify the plans and specifications without the prior written authorization of the Consultant.

10. GENERAL REQUIREMENTS

A. Meetings

The Consultant shall attend status, progress, and coordination meetings with the designated City of Kennewick representative(s) or such community groups or members identified by the City. If



the City requests the Consultant's participation at additional meetings, the City shall provide the Consultant with notice prior to those meetings. Up to five (5) in-person meetings are to be anticipated which include: Council workshop presentation (1/27/26), Council meeting (2/3/26), kickoff meeting, condition assessments (including consultants), and final deliverable Council workshop. There is a potential for one additional Council meeting following the workshop presentation in June, TBD as needed. During the course of the services, meetings are intended to be virtual, held on a monthly basis. Additional virtual or in-person meetings will be scheduled as needed.

B. Progress Reports

If the City requests monthly progress reports, the Consultant shall prepare detailed reports outlining in written and/or graphical form the phases and work performed in a form approved by the City.

11. INSURANCE

A. Procurement and Maintenance

The Consultant shall procure and maintain insurance for the duration of this Agreement against bodily injury and property damage claims arising out of or resulting from any of the work performed or services rendered under this Agreement by the Consultant, his/her employees, volunteers, and agents.

B. No Limitation

The Consultant's procurement and maintenance of insurance under this Agreement shall not be construed to limit the Consultant's liability to the coverage provided by such insurance or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Insurance Policies

The Consultant shall procure and maintain the insurance policies identified below:

i. Commercial General Liability

- a. Insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from premises, operations, stopgap, personal injury, and advertising injury.
- b. The Consultant shall name the City as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed or services rendered for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
- c. The Consultant shall name its subcontractor as additional insureds under the Consultant's Commercial General Liability insurance policy with respect to the work performed or services rendered for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26 or the Consultant shall provide the City with insurance certificates and endorsements for each subcontractor.

ii. Workers' Compensation

Insurance required by Washington's Industrial Insurance laws.



iii. Professional Liability

Insurance appropriate to the Consultant's profession.

D. Minimum Coverage Limits

The Consultant shall procure and maintain the coverage limits identified below:

i. Commercial General Liability

Insurance with a minimum limit of two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate.

ii. Professional Liability

Insurance with a minimum limit of two million dollars (\$2,000,000) per claim and two million dollars (\$2,000,000) policy aggregate.

E. Primary Insurance

The Consultant's Commercial General Liability insurance policies shall contain, or be endorsed to contain, references or statements identifying them as primary insurance with respect to the City. Any insurance, self-insurance, or self-insurance pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.

F. Insurer Rating

The Consultant shall procure and maintain insurance from insurers with a current A.M. best rating of A:VII or higher.

G. Coverage Verification

The Consultant shall provide the City with original certificates and copies of any and all insurance certificates and endorsements before commencement of the work or services, including additional insured endorsements.

H. Cancelation Notice

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

I. Failure to Procure or Maintain Insurance

If the Consultant fails to procure or maintain the insurance policies or coverage limits identified above, his/her failure shall constitute a material breach of this Agreement, upon which the City may, after providing the Consultant with five (5) business days' notice to correct the breach, immediately terminate this Agreement or procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against payments due to the Consultant from the City.

J. Full Availability of Coverage Limits

If the Consultant procures or maintains coverage limits exceeding those required above, the City shall be insured for the full available limits of the Consultant's Commercial General and Excess or Umbrella Liability insurance policies regardless of whether the Consultant provided the City with insurance certificates identifying lower coverage limits.



12. INDEMNIFICATION

A. Indemnification and Hold Harmless

The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, volunteers, and agents harmless from any and all claims, injuries, damages, losses, or suits, including attorneys' fees, arising out of or resulting from the negligent acts, errors, or omissions of the Consultant, his/her employees, volunteers, agents, and persons engaged in any of the work performed or services rendered under this Agreement, excluding injuries and damages caused by the sole negligence of the City.

B. Concurrent Negligence

If any court of competent jurisdiction determines that this Agreement is subject to RCW 4.24.115, then liability for damages arising out of bodily injury or property damage caused by or resulting from the concurrent negligence of the Parties, their officers, officials, employees, volunteers, or agents, the Consultant's liability, including the duty to defend and corresponding costs, shall only be to the extent of the Consultant's negligence.

C. Industrial Insurance Act Waiver

It is specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. The Parties mutually negotiated this waiver and agreed that Section 12 shall survive the expiration or termination of this Agreement.

13. NONDISCRIMINATION

A. Policy

The Consultant agrees not to discriminate against any employee, applicant for employment, or person engaged in any of the work performed or services rendered under this Agreement based on the employee, applicant, or person's race, nationality, ethnicity, sexual orientation, sex, marital status, disability, age, or protected status.

B. Violation

If the Consultant fails to comply with the nondiscrimination policy identified above, his/her failure shall constitute a material breach of this Agreement, upon which the City may, after providing the Consultant with five (5) business days' notice to correct the breach, immediately terminate this Agreement.

14. ADVERSE CHANGE IN LAW

If a federal, state, or local statute, rule, regulation, ordinance, or court decision renders performance of the work impossible, impractical, or illegal or materially and adversely affects the ability of either Party to fulfill the obligations or receive the benefits of this Agreement (collectively referred to as an "Adverse Change in Law"), the Parties agree to meet within fourteen (14) days following written notice of an Adverse Change in Law to negotiate an amendment in good faith which carries out the Parties' original intent. If the Parties do not reach an agreement within sixty (60) days after commencement of the negotiation despite their good faith efforts, either Party may terminate this Agreement on the earlier of the effective date of the Adverse Change in Law or expiration of the sixty (60)-day period following written notice of termination provided by one (1) Party to the other.



15. CONFIDENTIALITY

The Consultant, his/her employees, volunteers, and agents may receive, be exposed to, or acquire confidential information while completing work or rendering services under this Agreement, including, but not limited to, Agreement terms, City employee information, oral or written communications, and proprietary data. The Consultant shall (i) not disclose confidential information unless expressly permitted in this Agreement; (ii) only permit use of such confidential information by employees, volunteers, and agents needing to know to perform under this Agreement; and (iii) advise each of his/her employees, volunteers, and agents of their obligations to maintain such information confidential.

16. DISPUTE RESOLUTION

A. Good Faith

The Parties agree to negotiate in good faith for a period of thirty (30) days from the date of notice of all disputes between them prior to exercising their rights under this Agreement or under law.

B. Arbitration

All unresolved disputes between the Parties may only be arbitrated by mutual agreement of the Parties. If a mutual agreement is not reached, the claim shall be resolved by legal action.

C. Venue, Law, and Jurisdiction

If either Party initiates legal action to enforce any right or obligation under this Agreement, the Parties agree that such action shall be initiated in Benton County Superior Court, located in Benton County, Washington. The Parties also agree that all questions shall be resolved by application of Washington law and the Parties to such action shall have the right to appeal Benton County Superior Court's decision in accordance with Washington law. The Consultant hereby consents to the personal jurisdiction of Benton County Superior Court.

D. Attorneys' Fees

If either Party initiates legal action to enforce any right or obligation under this Agreement, the Parties agree that the prevailing Party shall be awarded its reasonable attorneys' fees, including appeal costs and fees.

17. SEVERABILITY

If any court of competent jurisdiction renders any of the terms, rights, obligations, or conditions contained in this Agreement unenforceable or sections, subsections, provisions, paragraphs, sentences, or phrases invalid, it shall not affect the enforceability of the remaining terms, rights, obligations, or conditions or validity of the remaining sections, subsections, provisions, paragraphs, sentences, or phrases contained therein.

18. SURVIVABILITY

If the Parties amend or terminate this Agreement, it shall not affect the survivability of any of the terms, rights, obligations, or conditions contained in this Agreement or exercise of any of the rights associated therewith.

19. WAIVER

Any Party's failure to request strict performance of this Agreement, or any section or subsection thereof, or failure to exercise any right associated therewith shall not constitute a waiver of any right.



CITY HALL
210 W 6th Avenue
PO Box 6108
Kennewick, WA 99336
www.go2Kennewick.com

20. PUBLIC DISCLOSURE

The Parties recognize that City is governed by the Public Records Act, Chapter 42.56 RCW. This Act mandates that agencies offer the public maximum assistance, including timely access to records, unless those records are exempt or potentially exempt. All contracts are public record and will be released upon request.

[Signature Page Follows]



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PO Box 6108
Kennewick, WA 99336
www.go2Kennewick.com

This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which shall constitute one (1) and the same instrument. This Agreement may be delivered by facsimile, electronic mail, or other means and those signatures shall be treated as original signatures for all applicable purposes. The persons signing this Agreement represent that they are authorized to sign on behalf of their respective Parties and bind them.

IN WITNESS WHEREOF, the Parties hereto enter this Agreement on the date of the last signature execution hereon.

CITY OF KENNEWICK

Erin Erdman
City Manager

Date

ATTEST:

Krystal Johnston
City Clerk

Date

APPROVED AS TO FORM:

Laurencio Sanguino
City Attorney

Date

CONSULTANT

Marcus Valentine
Principal
Architects West

Date



EXHIBIT A

SCOPE OF WORK

1. The Consultant shall be responsible for overall administration of the provision of services by the Consultant under this Agreement and for coordination with the City.

2. Consultant shall complete the following services:

Services, including, but not limited to:

- a. Meet with City of Kennewick project team to refine a list of guiding goals and objectives. It is anticipated that the initial kickoff meeting will be mid-February, assuming approval of the contract on February 3.
- b. Review previous programming findings with department staff. Update space needs and growth projections to create an updated program document.
- c. Right-sizing exercise: Review requirements, looking for efficiencies and overlap. Create overall program document to serve as the basis for new development and existing building overlays.
- d. Review building and planning codes/ordinances for opportunities and constraints.
- e. Create concept-level diagrams to explore adjacencies and departmental organization.
- f. Create site studies to test fit concept options and determine compatibility with civic campus long range plan.
- g. Develop scoring rubric to weigh various approaches in terms of meeting City functional, growth and revitalization goals.
- h. Create presentation graphics to clearly demonstrate options for both renovation and new construction options.
- i. Develop order-of-magnitude cost estimates to assist in project feasibility analysis.

The services provided are a combination of programming, conceptual and schematic design for the three (3) project options.

3. The City Manager, or his or her designee, shall have administrative responsibility for the City's performance under this Agreement and shall review and approve all statements and invoices submitted by the Consultant to the City for payments under this Agreement. The Consultant shall be responsible for managing the work/services under this Agreement and coordinating with the City.

January 9, 2026

City of Kennewick
Attn: Cary Roe, Deputy City Manager
210 W. 6th Ave.
Kennewick, WA 99336

Re: Architectural Scope of Services Proposal - Revised
City Hall Replacement Study

Dear Mr. Roe,

Thank you again for the opportunity to provide a scope and services proposal for the proposed project! Our team looks forward to a productive process that will assist the City of Kennewick in making data-based informed decisions about the future of the civic center. It is our understanding that the project has three primary components, which are described herein. The focus of the study will be to develop actionable data and options to assist the City of Kennewick in planning future capital projects within the civic campus.

Per the Request for Proposals and subsequent discussion with you, the following scope of services is proposed.

Project Description:

There are three primary components to the project: Existing building assessment, new construction option, and civic campus master plan review. These components are further expanded as follows:

Existing City Hall comprehensive renovation feasibility (20-25 year)

1. Analyze the existing City Hall systems and structure for condition and remaining life.
2. Review and incorporate findings from previous facility studies.
3. Develop a plan approach to full modernization and code compliance under the *International Building Code*.
4. Assess replacement of major building systems.
5. Review required upgrades to building structure for current seismic requirements.
6. Develop concepts to update and reorganize building interior for optimal workflow and space utilization.
7. Provide cost opinion for proposed renovation(s), and high level life-cycle impact.
8. Create exterior character renderings.

Deliverables include condition assessments, code analysis, concept graphics and narratives in support of systems replacement, floor plan overlays to show building (re)organization, concept-level exterior rendering(s), and cost estimates.

Existing City Hall minimal life extension (3-5 year)

1. Analyze the existing City Hall systems and structure for condition and remaining life.
2. Assess essential repairs necessary to safely maintain operations.
3. Develop five-year essential systems repairs approach and estimated cost.

Deliverables will overlap with the building condition assessment and comprehensive remodel approach, and will include code analysis, narratives for short term systems upgrades, and floor plan overlays to show critical areas of renovation. This component of the study is meant to be minimal – only identifying those items essential to the short term continued use of the existing building. Aside from identifying deficiencies in existing systems, code compliance and accessibility as part of the condition assessment, no building renovation elements will be included in the minimal life extension study.

New City Hall

1. Create program document based on current and projected staff and support needs.
2. Develop conceptual architectural approach to plan, elevations, massing, and site placement for a replacement City Hall.
3. Develop site plan approach to identify requirements. Coordinate with master plan.
4. Develop concept cost op and timeline for new construction.

Deliverables include program document, conceptual plans, elevations, building massing and site plan, cost estimates and potential construction timeline for a new facility.

Civic Campus Master Plan

1. Review prior studies and planning goals for the civic campus.
2. Develop unified civic campus masterplan update to incorporate potential new City Hall, updates related to the twenty-year existing facility continued use option, and potential use of the existing facility site.
3. Master plan to consider future expansion, economic development, planning requirements, and connection to other core city amenities.

Deliverables include a masterplan graphic showing the above components, with narrative support.

The updated program of departments and staff, with growth projections, will be utilized to inform the approach to both the new construction and comprehensive remodel options. The process will include right-sizing of the proposed facilities to eliminate redundancies and improve operational efficiency.

Process for Project Development

The service would include, but not necessarily be limited to the following primary components:

- Meet with City of Kennewick project team to refine a list of guiding goals and objectives. It is anticipated that the initial kickoff meeting will be mid-February, assuming approval of the contract on February 3.
- Review previous programming findings with department staff. Update space needs and growth projections to create an updated program document.
- Right-sizing exercise: Review requirements, looking for efficiencies and overlap. Create overall program document to serve as the basis for new development and existing building overlays.
- Review building and planning codes/ordinances for opportunities and constraints.
- Create concept-level diagrams to explore adjacencies and departmental organization.
- Create site studies to test fit concept options and determine compatibility with civic campus long range plan.
- Develop scoring rubric to weigh various approaches in terms of meeting City functional, growth and revitalization goals.
- Create presentation graphics to clearly demonstrate options for both renovation and new construction options.
- Develop order-of-magnitude cost estimates to assist in project feasibility analysis.

The services provided are a combination of programming, conceptual and schematic design for the three (3) project options.

Schedule:

The proposed process is generally not linear, as the various components are not necessarily precursors to subsequent tasks. The existing building condition assessments will occur first, concurrently with the building program update. Condition reports and program will inform the approaches to the existing building and the new construction, which will proceed concurrently with the objective of completion before the June 2026 financial planning kickoff. The general sequence is proposed to be:

Start of services/Kickoff	February 5, 2026
Condition Assessments	February 2026
Program Discussions	February 2026
Concept Design	February – March 2026
50% Review	April 8, 2026
Concept Design	March – June 2026
100% Deliverable	June 10, 2026

We anticipate up to five (5) in-person meetings: Council workshop presentation (1/27), Council meeting (2/3), kickoff meeting, condition assessments (including consultants), and final deliverable Council workshop. There is potential for one additional Council meeting following the workshop presentation in June, TBD as needed. During the course of the services, meetings are intended to be virtual, held on a monthly basis with the City of Kennewick team. Additional virtual or in-person meetings will be scheduled as needed.

Exclusions:

Proposed services do not include hazardous materials surveys or abatement plans. It is understood surveys have previously been performed, and results are available. Services do not include topographic or boundary surveying, or geotechnical evaluations. Services do not include engineering design of systems or utilities. Full architectural design of facilities is not included. Public involvement processes to gather community input on options are not included. Assessments are not included for any existing structures apart from the existing City Hall building. Any services identified as excluded, or otherwise not specifically described as included, may be added at City request with appropriate fee modification.

Fee:

Architects West proposes to provide the services described above for a lump sum fee of \$314,915, plus reimbursable expenses as described herein. Services may also be provided on a time and materials basis with the proposed lump sum as the estimated total. Reimbursable Expenses include actual expenditures made by the Architect in the direct interest of the Project. These include printing and reprographics, mileage, meals and lodging (if required). Reimbursable expenses include a 10% administration fee to cover internal processing. Based on the estimated trip costs, reimbursable expenses are anticipated to be in the range of \$5000-\$6000. The proposed fee is further broken down by anticipated staff and consultants in the spreadsheet appended to this proposal. (Note: Where hourly rates vary between Architects West and Opsi Architecture, an average value has been used.)

If the scope and fee presented meets with your approval, please forward the preferred form of agreement for review and signature. Please let me know if you have any questions or require clarification regarding any aspect of this proposal.

Sincerely,

ARCHITECTS WEST, INC.



Marcus E. Valentine, AIA
 Principal

ARCHITECTS WEST, INC.
HOURLY RATE SCHEDULE
May 1, 2025

Principal	\$230.00
Senior Architect	\$190.00
Architect I	\$170.00
Architect II	\$150.00
Architect III	\$130.00
Architect Intern I	\$125.00
Architect Intern II	\$110.00
Senior Interior Designer	\$160.00
Interior Designer I	\$130.00
Interior Designer II	\$95.00
Senior Landscape Architect	\$185.00
Landscape Architect I	\$130.00
Landscape Architect II	\$110.00
Landscape Designer	\$95.00
Draftsperson I	\$130.00
Draftsperson II	\$105.00
Draftsperson III	\$80.00
Administrative I	\$130.00
Administrative II	\$95.00
Administrative III	\$75.00
WEB/Graphics/Drafting	\$140.00

Proposal For Services

WORK PHASE	Projected Hours	Cost Per Hour (In Dollars)	Phase Total	Phase Percentage of Fee
1. Program Verification	70.0		\$15,200.00	4.83%
Programming, Coordination Meetings				
Principal Architect	30.0	\$240.00	\$7,200.00	
Project Architect	40.0	\$200.00	\$8,000.00	
2. Existing City Hall	199.0		\$62,360.00	19.80%
Building Condition Assessments				
3-5 Year Improvement Options				
Structural Engineer	1.0	\$7,000.00	\$7,000.00	
Mechanical Engineer	1.0	\$8,000.00	\$8,000.00	
Electrical Engineer	1.0	\$8,000.00	\$8,000.00	
Principal Architect	50.0	\$240.00	\$12,000.00	
Project Architect	80.0	\$200.00	\$16,000.00	
Drafter	60.0	\$110.00	\$6,600.00	
Cost Estimator	1.0	\$4,000.00	\$4,000.00	
3-D Modeler	0.0		\$0.00	
Administrative	8.0	\$95.00	\$760.00	
3. Existing City Hall - 20 year option	438.0		\$121,325.00	38.53%
Comprehensive renovation study, conceptual design, International Building Code				
Structural Engineer	1.0	\$18,000.00	\$18,000.00	
Mechanical Engineer	1.0	\$7,500.00	\$7,500.00	
Electrical Engineer	1.0	\$8,000.00	\$8,000.00	
Principal Architect	110.0	\$240.00	\$26,400.00	
Project Architect	110.0	\$200.00	\$22,000.00	
Drafter	200.0	\$110.00	\$22,000.00	
Cost Estimator	1.0	\$6,500.00	\$6,500.00	
Historic Preservation	0.0	\$0.00	\$0.00	
3-D Modeler	1.0	\$6,000.00	\$6,000.00	
Administrative	15.0	\$95.00	\$1,425.00	
Constructability	1.0	\$3,500.00	\$3,500.00	
4. New City Hall	405.0		\$85,640.00	27.19%
New Construction Feasibility, conceptual design				
Principal Architect	120.0	\$240.00	\$28,800.00	
Project Architect	150.0	\$200.00	\$30,000.00	
Drafter	120.0	\$110.00	\$13,200.00	
Cost Estimator	1.0	\$6,000.00	\$6,000.00	
Historic Preservation	0.0	\$0.00	\$0.00	
3-D Modeler	1.0	\$6,500.00	\$6,500.00	
Administrative	12.0	\$95.00	\$1,140.00	

Constructability	1.0	\$3,500.00	\$3,500.00
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5. Master Plan update

New structures, core connections and development

182.0

\$30,390.00

9.65%

Principal Architect	20.0	\$240.00	\$4,800.00
Project Architect	20.0	\$200.00	\$4,000.00
Landscape Architect	80.0	\$185.00	\$14,800.00
Drafter	60.0	\$110.00	\$6,600.00
Cost Estimator	0.0	\$8,000.00	\$0.00
3-D Modeler	0.0		\$0.00
Administrative	2.0	\$95.00	\$190.00

\$314,915.00



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EXHIBIT B

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS

Architectural and Master Planning Services for:

City Hall Replacement Study



Proposals Due Date: Wednesday, October 29th, 2025, by 2:00 PM

Proposals shall be submitted via e-mail (in the form of PDF) or other electronic file transfer to:

Sandra Quandt
Contracts/ Office Administrator
City of Kennewick
1010 E. Chemical Dr., PO Box 6108
Kennewick, WA 99336-0108
Sandra.Quandt@ci.kennewick.wa.us
509-585-4283

REQUEST FOR PROPOSALS

The CITY OF KENNEWICK is requesting proposals for the **City Hall Replacement Study**. Proposals will be accepted until 2:00 p.m., Wednesday, October 29, 2025, from qualified firms with expertise in evaluating and designing public facilities, feasibility studies, and facility planning.

The work to be performed by the CONSULTANT will include a City Hall Feasibility Study, Civic Campus Master Planning, and an Existing City Hall Renovation Analysis. The study will involve an assessment of staffing needs, building size and configuration, design concepts, site requirements, construction costs and timelines to determine the optimal specification for a new City Hall. The consultant will also create a comprehensive master plan that addresses placement, expansion, parking landscaping, accessibility, connectivity, and integration with existing facilities. Lastly, the consultant will assess the feasibility of two scenarios: full modernization with system replacements and ADA upgrades to extend the facility's life, or minimal improvements focused on essential repairs to extend usability for about five years.

The CITY OF KENNEWICK reserves the right to amend terms of this "Request for Proposal" (RFP) to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses.

Full notice and complete details of the RFP are available on the City of Kennewick's designated webpage with Public Purchase. Please follow the link below:

<https://www.go2kennewick.com/300/Bid-Opportunities>

The City will post any addenda and bidder questions & answers solely through Public Purchase. The City cannot guarantee receipt of all bidder documentation to outside third-party plan centers.

Contact Public Purchase directly if unable to access documents online at support@publicpurchase.com. Online Chat is available from 7:00 a.m. to 4:00 p.m. MT at www.publicpurchase.com top left corner. If unable to reach Public Purchase, contact the City Public Works Department at 509-585-4283.

The City of Kennewick reserves the right to waive any informalities or to reject any or all RFPs.

For questions or additional information, please call 509-585-4283.



Cary M. Roe, P.E.
Deputy City Manager

Publish: October 8, 2025
 October 15, 2025

I. PROJECT DESCRIPTION

The City of Kennewick (City) is seeking proposals from qualified architectural firms to perform a **City Hall Replacement Study**, encompassing:

- New construction feasibility
- Civic campus master planning
- Evaluation of the existing facility

The purpose is to provide City Council with data-driven analyses for informed decision-making regarding improvements to the City Hall facility.

Interested firms must demonstrate experience in:

- Planning and design of new City Halls
- Civic campus master planning
- Rehabilitation/remodel of existing municipal facilities

Informational Meeting:

The City will hold an informational meeting with all interested parties on Wednesday, October 15th, 2025 at 2:00 pm in City Hall Council Chambers. Attendance at this meeting is not mandatory.

The purpose of the meeting is to:

- Cover availability and access to City Reference Materials and Studies
- Provide for tour of City Hall
- Opportunity for question and answer session

II. QUESTIONS, INFORMATION, CITY RESERVATION OF RIGHTS

All questions shall be submitted by **2:00 pm, Thursday, October 23, 2025**. Please allow a minimum response time of 2 business days. The City reserves the right, at its sole discretion, not to respond to questions submitted after the deadline above.

Proposers are advised to monitor the City's website, <https://www.go2kennewick.com/300/Bid-Opportunities> for further information, including possible amendments to this RFP. The City of Kennewick in its sole discretion reserves the right to terminate this RFP process, elect not to award a contract, enter into an agreement with a firm that did not respond to the RFP, or modify the terms of this RFP at any time. The City reserves the right to ask for clarification of a proposal. The also City reserves the right to accept or reject any or all proposals, waive all minor technicalities and informalities, and accept the proposal or proposals determined to be most advantageous to the City. In no event will the City or any of its officers, officials, or employees be liable for or otherwise obligated to reimburse Proposer for any costs incurred in preparation of a submittal. By responding to this RFP, Proposer is certifying that they have read, understand, and agree that Proposer is able to competently perform work in accordance with the scope. All submittals received become the property of the City of Kennewick. All City records may be subject to public disclosure unless they fall under a recognized exemption.

III. CONSULTANT SCOPE OF WORK

NOTE: The City reserves the right to select any combination of the following components (1. City Hall Feasibility Study, 2. Civic Campus Master Planning and 3. Existing City Hall Renovation Analysis) based on budget considerations and Council direction.

1. City Hall Feasibility Study

Objective: Determine optimal specifications and costs for new construction

Scope of Work

- Conduct needs assessment based on current and projected staffing levels
- Determine optimal building size and configuration
- Develop preliminary design concepts
- Provide construction cost estimates (including site preparation, utilities, and infrastructure)
- Identify site requirements
- Assess timeline for new construction

Deliverables

- Preliminary architectural concepts
- Cost estimates with contingencies
- Construction timeline

2. Civic Campus Master Planning

Objective: Integrated New City Hall into comprehensive Civic Campus Vision

Scope of Work:

- The selected architect must thoroughly review and integrate findings from existing studies to avoid duplication and ensure continuity with long-term planning goals (See Reference Study section)
- Develop unified design concept for civic campus
- Plan for optimal placement of new City Hall within campus
- Consider future expansion possibilities
- Address parking, landscaping, accessibility, and connectivity

Deliverables:

- Comprehensive civic campus master plan
- Integration strategy with existing facilities
- Visual renderings and conceptual drawings

3. Existing City Hall Renovation Analysis

Objective: Evaluate viability of improvement Scenario 1 & 2 for the existing facility

The City requests analysis of two distinct renovation scenarios:

Scenario 1 – Comprehensive Full renovation

- Complete modernization and upgrade of existing facility
- Full code compliance updates and ADA accessibility improvements
- Major systems replacement (HVAC, electrical, plumbing)
- Interior reconfiguration to optimize workflow and space utilization
- Exterior improvements and structural upgrades as needed
- Solutions designed for 20+ year facility lifespan

Scenario 2 – Minimal Life Extension Improvements:

- Essential repairs and improvements necessary to maintain facility operations
- Critical code compliance issues only
- Minimum ADA accessibility requirements
- Basic systems maintenance and repairs (not full replacement)
- Solutions designed to extend facility life by approximately 5 years
- Cost-effective approach focusing on immediate operational needs

Scope of Work:

- Conduct comprehensive building condition assessment
- Analyze structural integrity and systems (HVAC, electrical, plumbing)
- Evaluate ADA compliance requirements and modification costs
- Assess potential for expansion or reconfiguration
- Determine code compliance issues and upgrade requirements
- Conduct needs assessment based on current and projected staffing levels
- Identify which improvements can be completed while facility remains occupied vs. requiring temporary relocation

Deliverables:

- Building condition report
- **Scenario 1 Deliverables:**
 - Full renovation feasibility analysis and design concepts
 - Detailed cost estimates with contingencies
 - Construction timeline (full renovation)
 - Disruption impact assessment and phasing recommendations
- **Scenario 2 Deliverables:**
 - Minimal improvement feasibility analysis
 - Detailed cost estimates with contingencies for essential repairs only
 - Construction timeline (minimal improvements)
 - Priority ranking of improvements by urgency and cost

IV. PREPARATION OF REQUEST FOR PROPOSAL

General Guidelines

- Maximum 12 single-sided pages (excluding covers)

- Include resumes of key personnel
- Minimum 11-point font and single-spacing or greater

Proposal Organization

1. Cover Letter (1 page)
2. Project Understanding and Approach
 - Describe overall understanding of the project intent
 - Identify key issues, scope, and schedule approach
3. Project Team, Experience, and References
 - List team members and their roles and qualifications/time commitment
 - Describe organization and project management structure
 - Provide examples of similar projects from the last 5 years
 - Include a minimum of three (3) references:
 - Client name
 - Address and phone number
 - Work performed
 - Construction cost
 - Year completed
4. Completed and Signed Appendix A – Certifications and Assurances

V. TIMELINE

This is to provide interested firms information about the schedule by the City. This is an estimate only and may be subject to change.

- RFP Issued Date: Wednesday, October 8, 2025
- Information Meeting at City Hall: Wednesday, October 15, 2025
- Questions due: Thursday, October 23, 2025
- RFP Submittal Date: Wednesday, October 29, 2025 at 2:00 pm
- Review of RFP Submittals: Thursday, October 30, 2025
- Interview of RFP Finalist: Monday, November 10, 2025
- Announce Selected Consultant Based on Qualifications: Wednesday, November 12, 2025

VI. SELECTION CRITERIA

Evaluation Factor	Points
RFP Submittal Requirements	10
Proposed Project Team Experience	15
Project Understanding and Approach	30
Similar Projects (last 5 years)	30
Minimum of 3 References for Similar Projects	15

VII. NONDISCRIMINATION AND EQUAL OPPORTUNITY

The City complies with state and federal laws prohibiting discrimination on the basis of any protected status.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the City commits to nondiscrimination on the basis of disability in all of its programs and activities.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, the City will affirmatively ensure that in this RFP process and in any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Women and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.

VIII. REFERENCE MATERIALS AND STUDIES

- 2014 Facilities Assessment & Master Plan Volume 1
- 2014 Facilities Assessment & Master Plan Volume 2
- 2022 Update Facilities Assessment & Master Plan
- 2024 Feasibility Study for Recreation Facilities
- City Hall Building Plans

IX. TERMS AND CONDITIONS

Any firm may withdraw their proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of the proposal.

The City of Kennewick reserves the right to reject any and all proposals received, to waive any informality or irregularity in the proposal, to request additional information from any proposer, or to accept any that it deems to be the most favorable to the interest of the City.

The City shall not be responsible for any costs incurred by proposer in preparing, submitting or presenting its response to the RFP.

A selection committee of City will conduct interviews with top-ranked firms or may select the most qualified firm based solely on written submissions.

Appendix "A"

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of _____ days following receipt, and it may be accepted by the City without further negotiation at any time within the _-day period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of the City whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I understand that the City will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.
5. I/we warrant that, in connection with this procurement:
 - (a) The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - (b) Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Consultant/Vendor and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor.
 - (c) No attempt has been made or will be made by the Consultant/vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. The Consultant/Vendor certifies that neither the Consultant/Vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal or State department or agency. Further, the Consultant agrees not to enter into any arrangements or contracts related to this proposal with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at:

<https://www.sam.gov/> and

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

Signature

Date



CITY HALL
210 W 6th Avenue
PO Box 6108
Kennewick, WA 99336
www.go2Kennewick.com

EXHIBIT C

CONSULTANT'S REQUEST FOR PROPOSAL RESPONSE

October 29, 2025



Architectural and Master Planning Services for
City Hall Replacement Study

October 29, 2025

RE: Architectural
and Master Planning
Services for the
City Hall Replacement
Study

Sandra Quandt
Contracts/ Office
Administrator
City of Kennewick
1010 E. Chemical Dr.,
PO Box 6108
Kennewick, WA
99336-0108
Sandra.Quandt@
ci.kennewick.wa.us

Architects West
Architecture, Landscape
Architecture &
Interior Design

210 East Lakeside Avenue
Coeur d'Alene, ID 83814
208.667.9402

850 E Spokane
Falls Blvd, Ste 200
Spokane, WA 99202
509.209.8820

www.architectswest.com

Opsis Architecture LLP
Architecture, Interiors
& Planning

975 SE Main Street,
Portland, OR 97214
o 503.525.9511
e info@opsisarch.com
www.opsisarch.com

Dear Members of the Selection Committee,

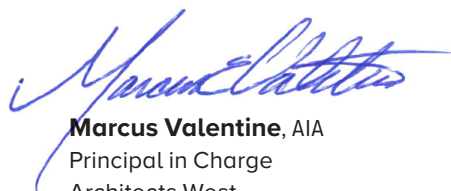
The City Hall Replacement Study represents a key moment to evaluate how the City's primary civic facility can best support current and future community needs. Our team is prepared to equip the Kennewick City Council with clear, data-driven and defensible options that enable confident decision-making. This includes evaluating renovation and life-extension scenarios for the existing building, testing new construction alternatives and clearly outlining the operational and financial implications of each approach.

- **Our team's role is to quickly equip Kennewick City Council with multiple study results so they can confidently set a vision for the future.** We understand this study is not about pursuing a single predetermined direction. It is about helping you move forward confidently and responsibly to meet community needs today while aligning with long-term goals for service delivery, accessibility and stewardship of public resources.
- **Architects West and Opsis bring deep experience leading feasibility studies for city halls** and municipal facilities across the region, consistently balancing vision with fiscal practicality. Our collaboration on the new Richland City Hall demonstrates our team's strong working relationship and shared commitment to delivering thoughtful civic spaces. We are eager to bring that same trusted partnership to Kennewick, tailored to the unique needs and aspirations of this community.
- **We've assembled a team that matches the study's needs.** Architects West and Opsis will jointly lead planning and design analysis. Marcus Valentine will serve as your primary point of contact, ensuring clarity, responsiveness and continuity throughout. MSI and Coffman will provide building systems evaluations and modernization strategies focused on lifecycle value and operational performance. MACC Estimating Consultants will provide independent cost validation to ensure that every scenario is both accurate and dependable. Together, we provide the expertise needed to move efficiently while ensuring the City avoids surprises later.

Our team brings a direct connection to Kennewick. Programming Specialist Lauren Loosveldt is a Kennewick native with a deep understanding of the City's history, community values and future aspirations. This personal connection reinforces the philosophy we consistently bring to our work: projects are about more than buildings—it's about strengthening the services that support the community every day.

The Architects West + Opsis team is ready to partner with you to deliver clarity, creativity, and the technical rigor necessary to guide your next steps.

Sincerely,



Marcus Valentine, AIA
Principal in Charge
Architects West
208.667.9402
marcusv@architectswest.com
Primary Point of Contact



Paul Kinley, AIA, LEED AP BD+C, NCARB, DBIA
Lead Designer
Opsis Architecture
503.525.9511
paul@opsisarch.com

2. PROJECT UNDERSTANDING AND APPROACH

Our approach is **rooted in stewardship, accountability and long-term partnerships**. Every decision will seek to honor community trust, maximize taxpayer investment, and deliver **a defensible recommendation to City staff and the community**.

PROJECT UNDERSTANDING

The City of Kennewick is looking for a team to effectively guide City Council members through the process of analyzing and validating options for the City Hall - including replacement, renovation, and the incorporation of options into a coherent Civic Campus Master Plan. The proposed study will seek to establish defensible parameters and criteria for long-term solutions to house City services and bring currently isolated departments into the civic center, while emphasizing the city's unique identity in the master plan and through design expression.

Starting with the background of multiple recent program studies for new City Hall facilities, our team will take a deep dive into the existing reports to coordinate with current vision and validate growth projections. One advantage of reports that date back a decade or more is the ability to measure the previous projections against current reality, and adjust future projections accordingly. Input from stakeholders within the departments will be a valuable resource in validating prior and current projections.

The new City Hall and Civic Campus Master Plan affords the opportunity to provide for improved community interaction and efficient delivery of services. Our proposed approach brings together a highly effective team prepared to listen, analyze, and build a vision with City leadership. We have developed an initial project schedule which details a focus on development of parallel feasibility components, with an eventual recommendation made to Council by early Spring.



Our approach to providing analysis of renovation costs includes long-term operational cost considerations. Identifying potential reuse options for the existing facility is an aspect of the new construction approach, given that the existing building is an asset that may be partially captured for another use.

Key Issue #1 – Renovation Versus New Construction – A Life Cycle Cost Analysis

The decision to renovate versus build new can be a difficult one to navigate. Our team recommends a robust life cycle cost analysis (LCCA) to help guide decisions toward long-term value.

The LCCA process is a decision-making-support tool that ensures capital investments are smart and defensible. With the underlay of the existing 2022 conditions assessment, we propose using LCCA to compare development options including a five year and 20 year renovation, and new construction, against a 30 and 50 year life cycle. Using this tool, City Council members will be informed by factors including energy use, maintenance and replacement.

Key Issue 1 - Action Plan

- Thoroughly understand and validate with current leadership, prior reporting from 2022 and 2014 Facilities Assessments
- Review with City personnel the budget and staffing forecast to inform development options
- Present outcomes of the 30- and 50-year life cycle for each option and make clear recommendations to City Council based on defined City goals

Critical Team Members: AW+ Opsis, LSB (Structural), MSI (Mechanical/Plumbing), Coffman (Electrical)



Lead Designer Paul Kinley in a "Big Room" discussion with clients and consultants

Key Issue #2 – Creating Tomorrow’s History

Whether City Council determines the future of the City Hall facility is a new structure or a renovated facility, defining a holistic campus vision that represents Kennewick and elevates economic development potential is key to success.

Our team recognizes that Kennewick has its own distinct identity and history. The AW + Opsis team has initially collaborated with Kennewick resident and Vice Chair of the Kennewick Historic Preservation Commission, KariAnne Clark. KariAnne believes a City Hall should be an expression of civic and community identity. Both the City Hall project and Civic Camps Master Plan will be opportunities to define a vision and set the next step of Kennewick’s future in motion.

KariAnne’s knowledge and resources will help inform the Design Team to create a concept informed by Kennewick’s rich history and great potential.

Key Issue #2 - Our Action Plan

- Confirm valuable historic references such as Historic Downtown Kennewick’s architectural history
- Identify any historic elements which should be preserved or salvaged within the existing facility
- Collaborate with Lead Designer, Paul Kinley on elements of Kennewick’s history which could positively inform the form (or look), materiality and function of a newly constructed City Hall

Critical Team Members: AW + Opsis, KariAnne Clark



Kennewick’s distinct identity and history can be an important reference for City Hall’s design.

Key Issue #3 – Renovating for Flexibility, Modernization & Safety

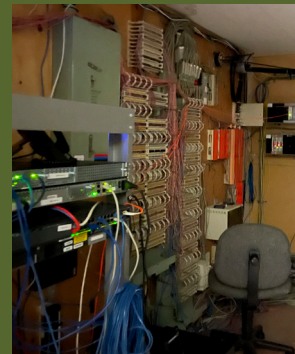
Modernizing the existing City Hall for improved public interface, safety, IT infrastructure, office space layout, accessibility and co-location of remote departments are just a few of the stated needs and a critical aspect of validating prior assessments. During our Kickoff Meeting, our team will listen first, confirming current City priorities and goals. Meanwhile, we will dive deeply into existing conditions analysis to understand the opportunity and constraints of modernizing to maximize programmatic outcomes. With code compliance, for example, our assessment will include the impact of additional occupant loading, head heights in the basement space and the impact of a potential for change of occupancy. We will analyze opportunities to apply code requirements in an integrated and efficient way to maximize success for the future.

Key Issue #3 - Our Action Plan

- Understand existing facilities building systems including mechanical, plumbing, fire protection, plumbing and electrical capacity and code compliance
- Provide due diligence on existing conditions to understand triggers for upgrades (seismic, energy, accessibility, safety and technology infrastructure)
- Evaluate programmatic requirements against existing building limitations
- Minimize spatial impact of building systems to leverage existing first floor and basement for maximum flexibility
- Guide City officials to prioritize needs versus wants and balance overall long-term value

Critical Team Members: AW + Opsis, LSB (Structural), MSI (Mechanical/Plumbing), Coffman (Electrical)

The existing facility is in urgent need of technology infrastructure upgrades for code compliant server rooms, security systems and in order to protect and preserve the City’s critical information and services.



Key Issue #4 – Cost Confidence and Forecasting

Ensuring that cost data is actionable and reliable is critical to building a defensible study. We see two essential approaches to cost data represented in the project phases. For the feasibility of both short and long-term renovations to the existing facility, the ability to assess life cycle cost impact for short-term improvements could be critical to the decision-making process. Because of this, we have included MACC Estimating Group to review prior cost data and provide this additional analysis if desired. In addition to MACC Estimating Group, our team also includes advisory member Bouten Construction to offer experienced local insight into current construction costs and market conditions.

Key Issue #4 - Our Action Plan

- Immediately understand parameters and assumptions built into prior cost studies
- Develop a cost estimate with valid historic data and improved current understanding and approach
- Work through cost estimates for identified option studies in parallel to inform the process and conversation
- Include Constructability Advisor, Bouten Construction for best construction methods and local market trends for cost analysis

Critical Team Members: AW + Opsis, MACC (Cost Estimating), Bouten Construction (Constructability Advisor)

MANAGEMENT AND COMMUNICATION

Our work process begins with a Kickoff Meeting with your staff to build a project schedule in alignment with the City Council's schedule and desired presentation dates, collect all relevant documentation, establish review cycles for deliverables, create communication protocols for ongoing work and identify stakeholders. This workplan becomes the shared tool for all work going forward and provides a transparent resource for understanding progress.

Marcus Valentine will serve as the day-to-day project liaison, coordinating the design team, City staff and stakeholders. Our team will use collaborative

communication tools like Smartsheet, Miro (a collaborative, online whiteboard tool) and Bluebeam Studio to provide a holistic management system that supports clarity and transparency, tracking decisions, deliverables, schedules and engagement outcomes in real time.

We propose weekly coordination meetings with the City's Project Manager. These will align with key project milestones, giving each project contributor the context and documentation needed to keep the study moving forward.

SCHEDULE

City leaders are looking for an expeditious timeline with clearly defined deliverable. **The AW + Opsis team has developed an initial project schedule which outlines a path toward early Spring for final recommendations to Council.** We look forward to the opportunity to review our proposed schedule with you.

A strong start builds momentum for the entire feasibility process. We recommend planning a half day Kickoff Meeting in person, bringing together City Project Manager, key stakeholders, design team members in order to set expectation, schedule, establish priorities and define success.

Our Kickoff Meeting Agenda includes:

Introductions & Team Building – Early collaboration builds trust and sets the stage for a productive process.

Guiding Principles – A shared set of priorities and goals will shape decision-making throughout design.

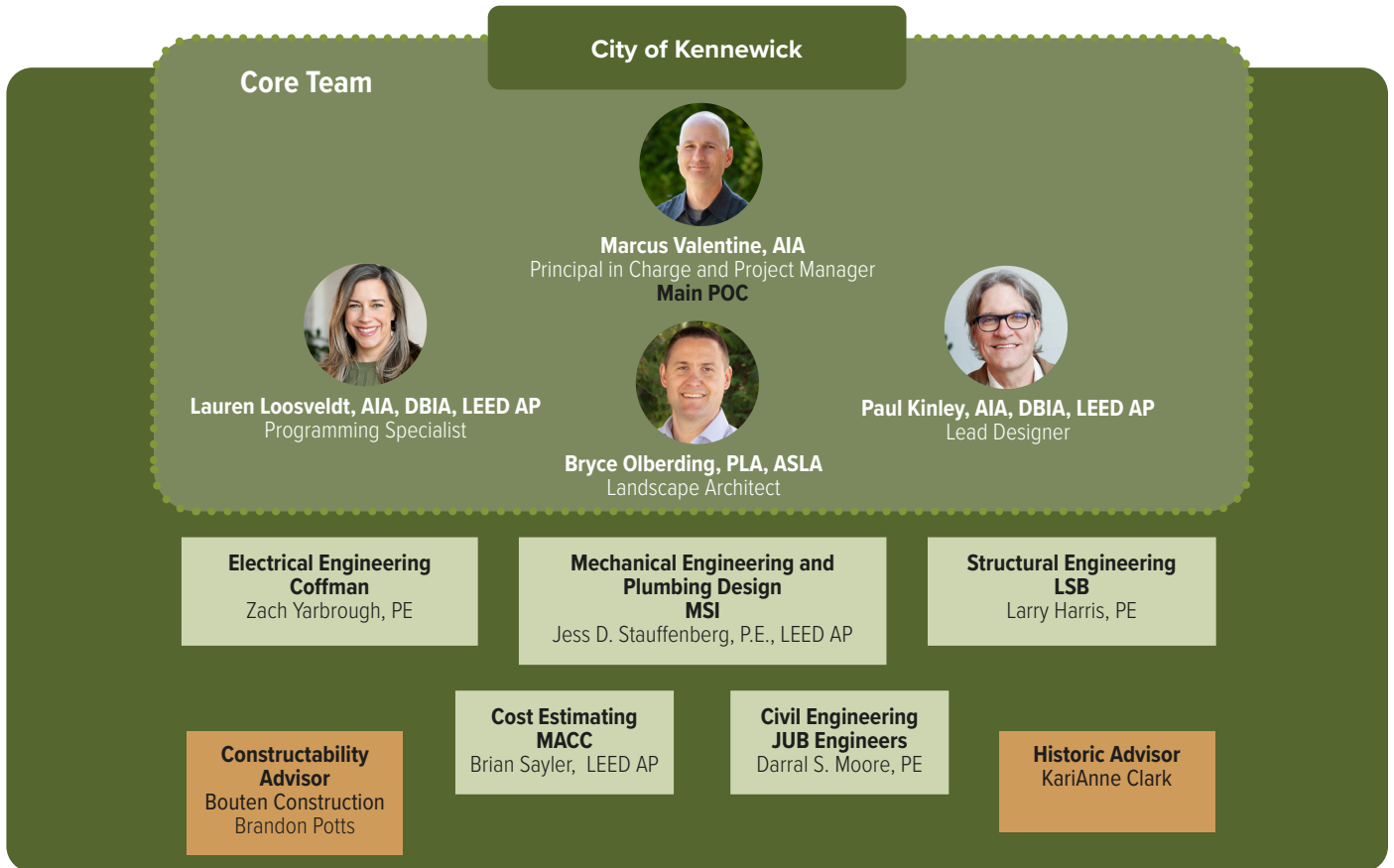
Project Schedule & Milestones – Workshops, presentations, jurisdictional reviews, report deliverables and Kennewick's reviews will be identified.

Site Walk – A walk of the existing and potential City Hall sites with the team to understand existing natural and man-made conditions and stakeholder priorities firsthand.

Our most important task in the Project Kickoff Meeting will be to listen first and record diligently, as we learn and understand the project from your perspective.

3. PROJECT TEAM, EXPERIENCE AND REFERENCES

Our team brings proven experience delivering feasibility studies for municipal and public clients across the Pacific Northwest. From major replacements to modernizations and upgrades, we have supported communities with data-driven solutions, allowing them to make the best choice for the community - **always with an emphasis on wise decision making and accountability.**



OUR TEAM

AW + Opsis have joined to provide the City of Kennewick with an experienced and nimble team that can efficiently execute on all scopes of work envisioned to inform your next steps on the City Hall project.

Our core leadership team includes **Principal in Charge and Project Manager Marcus Valentine, Programming Specialist Lauren Loosveldt and Lead Designer Paul Kinley.** They will jointly oversee all components of the work to provide continuity and a clear path of communication for you and for our subconsultant team. Together, they bring proven leadership and the capacity to manage multiple concurrent scopes to inform your decision making.

We bring a full team of specialized consultants to inform the study and analysis work. Their depth of expertise will be key to identifying issues related to site development, operational expenses and detailed consideration of renovation alternatives.



In addition to Richland City Hall, Architects West and Opsis partnered on The Confederated Tribes of the Colville Reservation, Lucy F. Covington Tribal Government Center, which brought 52 agencies into a single 160,000 sf building.



B Arch: *University of Idaho*
 License: *WA, ID, MT, OR*
 Experience: *28 years*
 Availability: *40%*

Marcus Valentine, AIA | Principal in Charge, Project Manager **Main Point of Contact**

Marcus will serve as the principal in charge and will be involved in all aspects of the City Hall Replacement Study from day one. Having provided multiple similar feasibility and program studies, as well as capital projects for new city hall structures for regional municipalities, Marcus brings a familiarity with the project type for both renovation and new construction. He embraces architecture as a profession of creative problem-solving, seeking an appropriate balance between aesthetics, function and resource stewardship, and is motivated by design challenges with complex constraints. He will take the lead in program review and assessment of renovation options.

Select Relevant Experience:

- City of Richland City Hall Feasibility Study, Richland, WA
- City of Richland New City Hall, Richland, WA
- Rathdrum City Hall, Police Department, and Campus Plan, Rathdrum, ID
- City of Quincy City Hall Feasibility Study, Quincy, WA
- City of Quincy City Hall, Quincy, WA
- Airway Heights Public Facility Planning, Airway Heights, WA
- Airway Heights Civil Center Phase 1 - Fire Station, Airway Heights, WA
- Lucy F. Covington Government Center, Confederated Tribes of the Colville Reservation, Nespelem, WA
- Town of Malden New City Hall and Fire Station, Malden, WA
- Boardman City Hall Expansion, Boardman, OR
- Town of Twisp New Town Hall, Twisp, WA
- City of Hermiston Civic Building Assessments, Hermiston, OR
- City of Hermiston Police Station Feasibility Study, Hermiston, OR
- City of Hermiston New City Hall, Hermiston, OR



BA: Fine Arts, *College of William and Mary*
 M Arch: *UCLA*
 License: *WA, OR, ID, IA*
 Experience: *37 years*
 Availability: *30%*

Paul Kinley, AIA, DBIA, LEED AP | Lead Designer

Paul's work in civic architecture has focused on how different users experience and successfully navigate spaces and how those spaces transform over time to accept new uses. His work encompasses feasibility studies that identify use, costs and options that allow clients to quickly forge paths forward with confidence.

Paul's campus work brings insights to how buildings and users function within a wider context of public visibility, accessibility and connectivity, with a lens towards today's needs as well as long-term use.

Paul's excellent communication skills, combined with strategic thinking, make him an invaluable member of every project team and a deeply experienced resource for the entire firm.

Select Relevant Experience:

- Reed College Science Building Feasibility Study, Portland, OR
- Schnitzer Family Campus Masterplan, Portland, OR
- Metro - Oregon Zoo Visitor Plazas, Portland, OR
- Metro - Oregon Zoo Education Center, Portland, OR
- Jesuit High School Smith Gym Study, Portland, OR
- Technical Services Building, Bonneville Power Administration, Vancouver, WA
- Campus Master Plan, Umpqua Community College, Roseburg, OR
- Hillsboro Community Recreation Center Predesign, Hillsboro Parks & Recreation District, Hillsboro, OR

TEAM MEMBER BIO	SELECT RELEVANT EXPERIENCE
 <p>B Interior Design: <i>WSU</i> M Arch: <i>ASU</i> License: <i>OR</i> Availability: 40%</p>	<p>Lauren Loosveldt, AIA, DBIA, LEED AP Programming Specialist Opsis Architecture</p> <p>A native of Kennewick, Lauren brings 18 years of experience in a wide range of project types. Rooted in place and focused on bringing community together, her work in higher education and civic projects encompasses all types of public spaces, with a common prioritization on the best use of public funds. As Programming Specialist, Lauren will lead stakeholder engagement, analyze existing and new space requirements for development of concept building plans and renovation studies to support the overall team.</p> <p>Richland City Hall, City of Richland, Richland, WA Kraken Iceplex Community Recreation Concept Study and Design, City of Kirkland, Kirkland, WA McArthur Court Feasibility Study, University of Oregon, Eugene, OR Schnitzer Family Campus Plan, Portland, OR Technical Services Building (CD Phase), BPA, Vancouver, WA Beaverton City Hall - South Office Building TI, Beaverton, OR* Kennewick City Hall Remodel, Kennewick, WA** <i>*Project Architect while with Henneberry Eddy Architecture, Inc</i> <i>**Designer while with ALSC Architects</i></p>
 <p>BS Arch: <i>U Idaho</i> License: <i>WA, MT, ID</i> Availability: 40%</p>	<p>Bryce Olberding, PLA, ASLA Landscape Architect Architects West</p> <p>Bryce brings to the team strong technical and creative design skills, while placing team and client communication first. His 17 years of professional experience is diverse and includes working at a Civil Engineering firm and as a landscape contractor before joining Architects West. As the Landscape Architect for your project, Bryce sees far beyond the paper drawings. You can expect the final product to be done correctly with the proper materials to provide years of return on your investment. An appreciation and understanding of the natural environment blended with practical experience of the construction industry is what you can expect from Bryce.</p> <p>City of Richland New City Hall, Richland, WA City of Quincy Public Safety Building, Quincy, WA Town of Twisp, New Town Hall, Twisp, WA City of Richland GSA Parking Lots, Richland, WA City of Richland Uptown Parking Lot Revisions & ADA Improvements, Richland, WA Port of Benton White Bluffs Archives & Storage Facility, Richland, WA AgWest Farm Credit Office, Pasco, WA Lucy F. Covington Government Center, Confederated Tribes of the Colville Reservation, Nespelam, WA</p>
 <p>BS Electrical Eng: U of Portland License: <i>WA, ID</i> Availability: 20%</p>	<p>Zach Yarbrough, PE Principal, Electrical Engineer Coffman Engineers</p> <p>Zach Yarbrough has over 21 years of experience designing electrical systems for municipal, commercial, industrial, and residential projects. He has a diverse background in power, communications, construction management, and photovoltaic design for both grid-tied and standby battery backup system applications. Zach has experience designing projects in the following fields: civil and government, education, sports and recreation, and multi-family residential. Zach has provided electrical engineering consulting for a wide variety of civic and government projects, including multiple projects with Architects West.</p> <p>Richland City Hall, Richland, WA Sandpoint Council Chambers, Sandpoint, ID Sandpoint City Hall Admin Remodel, Sandpoint, ID Boardman City Hall Addition, Hermiston, OR Sandpoint City Hall 2nd Floor TI, Sandpoint, ID Rathdrum City Hall, Rathdrum, ID Boundary County Court Facility, Bonners Ferry, ID Yakima Superior Court Remodel, Yakima, WA Yakima Superior Court Remodel Pre Design, Yakima, WA Kootenai County Admin HVAC Upgrade, Coeur d Alene, ID</p>

TEAM MEMBER BIO	SELECT RELEVANT EXPERIENCE
 <p>Larry Harris, PE Principal Structural Engineer LSB Consulting Engineers</p> <p>Larry has over 30 years of professional design and project management experience with a broad range of engineering knowledge ranging from the design of new buildings to the assessment and evaluation of existing facilities. New building types have included residential, multifamily, commercial, retail, institutional, industrial, and educational facilities. Larry's work on existing buildings has involved condition assessments, seismic rehabilitation and post-earthquake evaluations.</p> <p>BS Civil Eng: CSU Chico MS Civil Eng: UW SE License: WA, ID, CA PE Licence: MT, OR, MS, AL Availability: 20%</p>	<p>Renovations & Studies</p> <ul style="list-style-type: none"> City of Ephrata Feasibility Study, Ephrata, WA Monroe Court Building Condition Assessment Spokane, WA Benton County Juvenile Justice Remodel Kennewick, WA Kennewick Community Center Remodel Kennewick, WA <p>New Construction</p> <ul style="list-style-type: none"> City of Rathdrum New City Hall Rathdrum, ID City of Hermiston New City Hall Hermiston, OR City of Richland New City Hall Richland, WA
 <p>Brian Saylor, LEED AP Estimator, MACC Estimating Group</p> <p>Brian will serve as the Cost Estimator for each phase of design, assisting with feasibility of renovation costs versus new construction. He brings deep experience in the cost analysis of different systems and assemblies to find best value solutions. His contractor mindset means he frequently offer input throughout the study process to help establish the most reliable budgeting model that also keeps the end-user in mind.</p> <p>BS: Construction Technology, EWU Availability: 20%</p>	<ul style="list-style-type: none"> Liberty Lake City Hall, Liberty Lake, WA \$4.5M (Renovation) Spokane Valley City Hall, Spokane Valley, WA \$11.3M (New Construction) Kittitas PUD, Kittitas, WA \$9.3M (New Construction) City of Spokane Water Department (Renovation & Addition) Spokane, WA \$8.7M City of Pasco Maintenance & Operations Facility, Pasco, WA \$16M (New Construction) Three Rivers Convention Center Expansion, Kennewick, WA \$44M (Addition & Small Renovation)
 <p>Jess D. Stauffenberg, PE, LEED AP Principal/Project Engineer MSI Engineers</p> <p>As Principal of MSI Engineers, Jess has championed sustainable design within the firm and on the many projects he oversees. Providing the best possible system solutions for varied client demands, changing conditions and strict budget requirements is his main objective. He enjoys the challenge and takes pride in the finished product – satisfied building occupants.</p> <p>Jess has been designing HVAC and Plumbing Systems for 29 years as a project engineer. He has been responsible for mechanical systems design and construction administration for numerous K-12 and higher education facilities, public works facilities, municipal and other government facilities, and office and medical office buildings. These projects included new construction, phased construction and renovation/retrofit applications.</p> <p>BS: Architectural Engineering, U of Wyoming License: WA, ID, WY Availability: 20%</p>	<ul style="list-style-type: none"> Rathdrum City Hall, Rathdrum, ID Hermiston City Hall, Hermiston, OR Spokane Valley City Hall, Spokane, WA Richland City Hall, Richland, WA Quincy City Hall, Quincy, WA Deer Park City Hall Assessment, Deer Park, WA Missoula City Hall Assessment, Missoula, MT Cascade Elementary, Kennewick, WA Lincoln Elementary, Kennewick, WA Eastgate Elementary, Kennewick, WA Desert Hills Middle School, Kennewick, WA Kennewick High School, Kennewick, WA

TEAM MEMBER BIO	SELECT RELEVANT EXPERIENCE	
 <p>BS Civil Eng Tech, OIT MS Civil Eng: UW AAS, Eng Tech, Columbia Basin College License: WA, ID OR Availability: 20%</p>	<p>Darral S. Moore, PE Land Development Manager JUB Engineers</p> <p>Darral has over 31 years of engineering experience, specializing in land development for industrial, commercial, residential, and institutional developments. His extensive engineering experience includes</p> <ul style="list-style-type: none"> • land use planning and entitlements, land use permitting • long and short plat development and permitting • site feasibility analysis, site layout planning • stormwater master planning, stormwater modeling/analysis, stormwater permitting and system design • domestic water and sanitary sewer analysis and design • earthwork modeling/analysis and design, and • transportation engineering and studies 	<p>Site Civil Master Planning Queensgate Commercial Master Plan; Kennewick Irrigation District, Kennewick, WA Port of Kennewick Tri-City Raceway Master Plan; West Richland, WA Aerospace Innovation & Manufacturing Center Master Plan; Port of Pasco, WA</p> <p>Site Civil Design Three Rivers Convention Center and Hotel; Kennewick, WA Ben Franklin Vista Transit Center, Kennewick, WA Pacific Steel and Recycling, Kennewick, WA</p>
 <p>BS Construction Management, Purdue U Availability: 20%</p>	<p>Brandon Potts, DBIA, LEED AP Constructability Advisor</p> <p>With more than 20 years of experience in the construction industry, Brandon has successfully completed a number of alternative delivery projects. Today he leads Bouten’s Tri-Cities office, where he oversees projects in Oregon and Washington. Brandon holds a design-build professional certification from DBIA and has led multiple design-build projects in his career.</p>	<p>Pasco Aquatics Facility, Pasco, WA Columbia Valley Center For Recovery, Kennewick, WA Morrow County Courthouse, Heppner, OR Southridge High School Classroom Addition & Athletic Improvement, Kennewick, WA PMH Replacement Hospital, Prosser, WA LCH Replacement Hospital, Chelan, WA</p>
 <p>BS Family and Consumer Sciences, CWU AAS Arch Technology Scottsdale Community College Availability: 20%</p>	<p>KariAnne Clark Historic Advisor</p> <p>KariAnne Clark’s fourth-generation Kennewick roots run deep. Her great-grandfather was an auto mechanic and Roxy Theater projectionist; her grandfather served as Fire Chief (1971–1977), and her father, a 1967 Kennewick High School graduate and Vietnam veteran, retired as a Hanford tradesman. This extended legacy fuels KariAnne’s passion for preserving Kennewick’s rich history while inspiring its vibrant future. As Vice-Chair of the City’s Historic Preservation Commission and a member of the Historic Downtown Kennewick Partnership Design Team, she champions Kennewick’s heritage, exemplified by her 2016 purchase and restoration of the 1914 Richardson Building at 112 W Kennewick Avenue, added to the Kennewick Historic Register in 2023.</p> <p>KariAnne’s design journey began as a Kennewick High School sophomore, learning board drafting while her family restored the 1906 built A.H. Richards home. She earned a Bachelor’s in Family & Consumer Sciences (Interior Design & Textiles) from Central Washington University and later earned her AAS in Architectural Technology from Scottsdale Community College, while working as a residential drafter for Perlman Architects of Arizona. Following graduation, she moved back to Kennewick, spent five years as a drafter/designer, 13 years managing residential construction projects, and now works as a construction estimator for a Hanford contractor.</p> <p>KariAnne is thrilled to partner with Architects West and Opsis in an advisory role for proposed design of the new City Hall, blending her local expertise and enthusiasm to create an innovative landmark that honors both Kennewick’s past and inspires its generations to come.</p>	



Richland City Hall Feasibility Study and New City Hall

Richland, WA

Architects West

Pre-design services for the Richland City Hall involved identifying the vision by verifying and exploring the current and future facility needs. We then assessed how to house city functions, adapt to changing business practices, and created concept budgets for a new facility. The project included programming to consolidate agencies currently housed in five different facilities and to reallocate abandoned spaces. Graphic support and analysis were also provided to assist in site selection, budget reconciliation, land acquisition, and coordination between the GSA, Columbia Basin College, and city governments over long-range planning and land use at a critical downtown infill development site. The process also included downtown core master planning to create connections to critical city services and downtown amenities.

Architects West + Opsis

The new city hall was constructed adjacent to the existing city administration facility in a reclaimed federal parking lot formerly used by the GSA. The existing facility was demolished so that the high-visibility corner could be re-purposed for economic development. The 43,000 sf, three-story facility houses municipal administrative and service-related agencies, providing one-stop convenience for the public with billings and permits. The building is of a mid-century modern style to capture the history and spirit of Richland’s civic architecture. Site development was a coordinated effort for the new city hall project with simultaneous street improvements to Swift Boulevard and Jadwin Avenue. The integrated design focused on creating a seamless transition to the urban streetscape, while complementing the building’s mid-century modern style.



Delivery Method	Progressive Design-Build
Completed	Substantial Completion – August 2019, Closeout in 2020
Cost	\$16,542,395
Size	43,000 sf



Rathdrum City Hall, Police Department and Campus Plan

Rathdrum, ID

The initial phase involved a lengthy public input process to inform the master planning for a new 30-acre city campus, which will include the city hall, police department, a park development, space for future community recreation center, and economic development. Multiple iterations were created for the campus plan, and the public was involved in voting for the various options, as well as providing input on the architectural approach to the new facilities. The study included an assessment of the existing facility deficiencies, department interviews to develop growth projections and space needs, program development, and conceptual design. The design direction favored by the community features a Northwest timber style, and the profile of Rathdrum Mountain reflected in the building massing.

The new facility is a three-level structure with a daylight basement that provides physical and visual security for the police department. The building provides a one-stop public interface for city administration, finance and bill payment, planning and zoning, engineering, building department, parks and rec, and the police department.

Delivery Method	CM-GC
Completed	Anticipated 2027
Cost - Contractor GMP	\$16,500,000
Size	29,904 sf



Airway Heights Public Facility Planning & Civic Center

Airway Heights, WA

Architects West reviewed prior space planning studies, validated and updated the information to reflect current realities, assessed existing public facilities, and explored options for the public facilities campus. The studies involved the feasibility of different sites, adaptive reuse of existing facilities, updated estimates for phased construction for various approaches, and alignment with long-range planning goals. The opportunity arose for the City to purchase an existing single-story (40,000 sf) pre-engineered steel building. The programming, conceptual plans, and renderings provided by Architects West, illustrating how the building could be improved to meet City needs, were used by the City to obtain a grant to purchase the building.

The city conducted a successful bond campaign in August 2023 to raise funds to develop the fire station portion of the existing building, which totals approximately 16,000 sf of the available 40,000 sf space. Future phases will include the police department and city hall, each of which will occupy roughly 1/3 of the building space. The fire station was completed in 2025 and includes three apparatus bays, eight dorms, a large training room, multiple support spaces and offices.

Design for Phase 2 police department and city hall is scheduled to begin in December.

Delivery Method	Design/Bid/Build	
Completed	2025	
Phase 1 - Fire Station Cost	\$4,475,00	Phase 2 Police and City Hall Est. Cost \$11,000,000
Size	4,904 sf New 22,418 sf Remodel	Size 30,000 sf



Boardman City Hall Expansion & Police Department/Courts Facility Planning

Boardman, OR

This project was the design and construction administration of a new 4,084 sf expansion to incorporate the Planning Department into the existing City Hall. The work included the demolition and minor modernization of office space, as well as the creation of a new connection to the addition. The programming, space planning, and character development exercises created an entry with reception and vestibule space, offices, conference room, a public meeting/conference room, a workroom, and restrooms. Additional work included a new generator for emergency power, capable of powering the entire City Hall facility.

Since the completion of the City Hall expansion, the City retained Architects West to explore options for its future police department and circuit court on a city-owned property adjacent to City Hall. The study includes programming, concept designs, cost estimates and coordination of site design. Future components could also include Post Office relocation and renovation/reallocation of the existing police department space within the existing City Hall.

City Hall		Police Department/Circuit Court	
Delivery Method	Design/Bid/Build	Scope	Feasibility and concept design study
Completed	2024	Budget	\$17,000,000
Cost	\$2,710,000		
Size	4,084 sf New 966 sf Demo/ Modernization		

REFERENCES

City of Richland
Joe Schiessl, Deputy City Manager
 625 Swift Blvd.
 Richland, WA 99352
 (509) 942-7778
 jschiessl@ci.richland.wa.us

City of Rathdrum
Leon Duce, City Administrator
 8047 W. Main St.
 Rathdrum, ID 83858
 (208) 687-2700
 leon@rathdrum.org

City of Airway Heights Fire Department
Mitch Metzger, Fire Chief
 1208 S. Lundstrom St.
 Airway Heights, WA 99001
 (509) 244-3322
 mmetzger@cawh.org

City of Boardman
Brandon Hammond, City Manager
 200 City Center Circle
 Boardman, OR 97818
 (541) 481-9252
 hammondb@cityofboardman.com

Appendix "A"


Certifications and Assurances

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the City without further negotiation at any time within the -day period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of the City whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I understand that the City will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.
5. I/we warrant that, in connection with this procurement:
 - (a) The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - (b) Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Consultant/Vendor and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor.
 - (c) No attempt has been made or will be made by the Consultant/vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. The Consultant/Vendor certifies that neither the Consultant/Vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal or State department or agency. Further, the Consultant agrees not to enter into any arrangements or contracts related to this proposal with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at:

<https://www.sam.gov/> and

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



Signature

October 29, 2025
Date

Architects West

Architecture, Landscape Architecture &
Interior Design

210 East Lakeside Avenue
Coeur d'Alene, ID 83814
208.667.9402

850 E Spokane Falls Blvd, Ste 200
Spokane, WA 99202
509.209.8820
www.architectswest.com

Opsis Architecture LLP

Architecture, Interiors & Planning

975 SE Main Street,
Portland, OR 97214
503.525.9511
opsisarch.com



CITY HALL
210 W 6th Avenue
PO Box 6108
Kennewick, WA 99336
www.go2Kennewick.com

EXHIBIT D

CONSULTANT'S INSURANCE CERTIFICATES AND ENDORSEMENTS

CITY OF KENNEWICK
ORDINANCE NO. 26-_____

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED AT 3805 S. VANCOUVER STREET FROM RESIDENTIAL, SUBURBAN (RS) TO RESIDENTIAL, LOW DENSITY (RL) (COZ 2025-0005, AHBL Engineering, c/o Jessica Bruce)

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

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

Parcel No. 11489400004001:

THE NORTHWEST QUARTER OF THE SOUTH ONE/HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14 TOWNSHIP 8 NORTH RANGE 29 LESS THE WEST 30 FEET FOR COUNTY ROAD. LESS THE SOUTH 15 FEET THEREOF (DESCRIPTION CHANGE 12-31-84). 10 FOOT EASEMENT ON SOUTH BORDER. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, 4-10-73. PROTECTIVE COVENANTS, 11-13-73. 10 FOOT EASEMENT FOR ROAD SLOPE 6-24-76. RELEASE AND MERGER OF EASEMENT. IRRIGATION AGREEMENT 12-31-85, 12-31-84. CONVEYANCE OF INTEREST FROM P.U.D ON QCD, AF#2003-038447, 8/12/2003.

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

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

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 3rd day of February, 2026.

Attest:

JASON MCSHANE, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

City Council Meeting

CHANGE of ZONE

COZ-2025-0005

FEBRUARY 3RD, 2026



Application Summary

Applicant: Jessica Bruce of AHBL Engineering

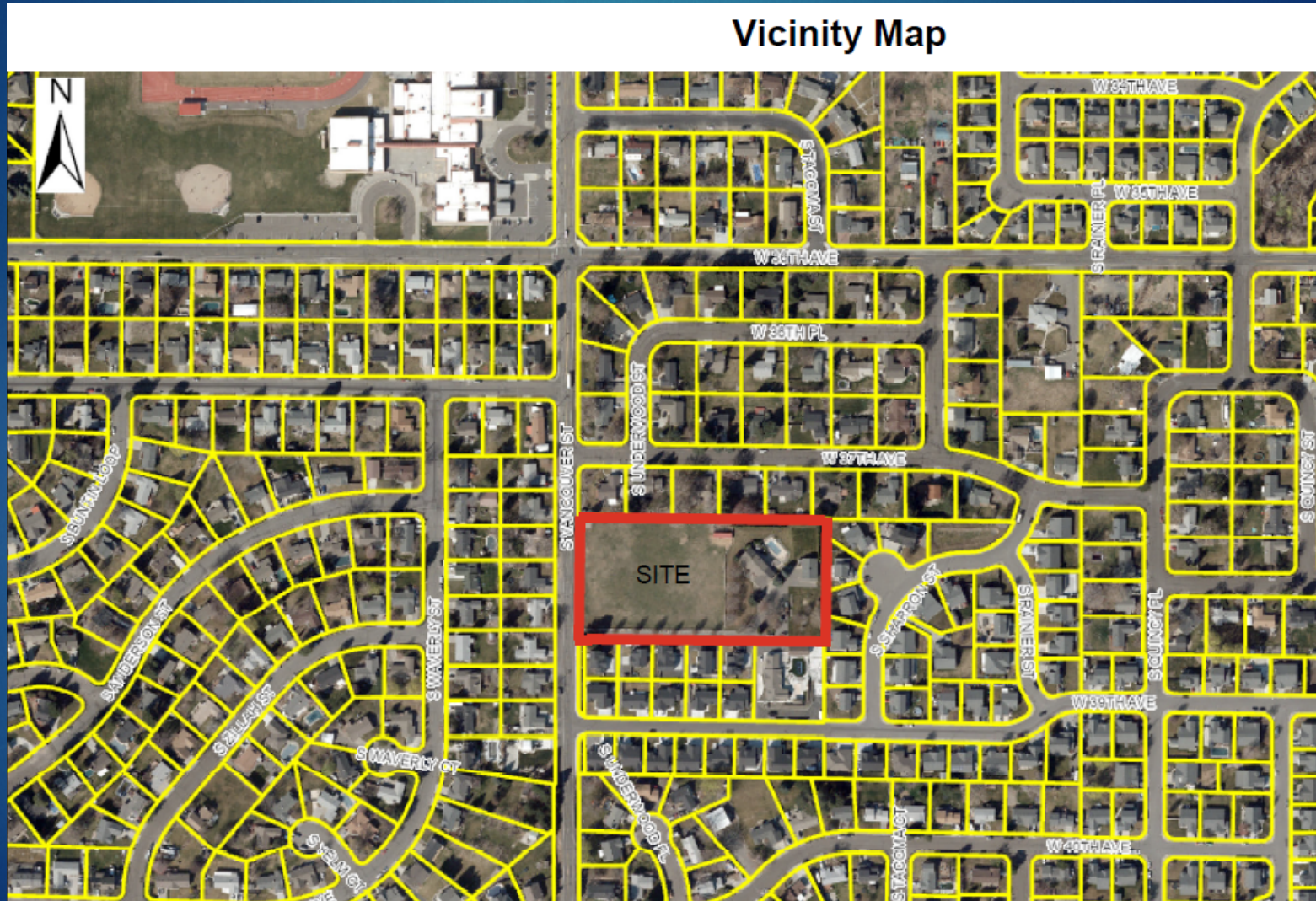
Owner(s): Hilario Zaragoza

Proposal: Rezone 4.61 acres from Residential, Suburban(RS) to Residential, Low Density(RL)

Comprehensive Plan Designation: Low Density Residential

Location: 3805 S Vancouver St

Vicinity Map



Property History

- The City annexed the site on May 15, 1979 by adopting Ordinance 2296 and zoned the property A - Agricultural. The property was rezoned to Residential, Suburban on February 22, 2006 via Ordinance 5124.

Permitted Uses

The RS and the RL zones both allow single family homes, but RL allows for smaller lots. The RS zone has an 8000 sq ft min lot size while RL has a 5500 sq ft minimum. Both zones allow for townhome lots with a 1800 sq ft min lot size.

Change of Zone Findings

KMC 18.51.070(2)

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

Hearing Summary

- ◆ The Planning Commission held a public hearing for the proposed Change of Zone on January 5th, 2026.
- ◆ Members of the public living adjacent to the subject property attended and spoke in opposition to the proposal.
- ◆ No testimony was given by the applicant.

Recommendation

The Planning Commission recommends approval of COZ-2025-0005.



COMMUNITY PLANNING DEPARTMENT

**STAFF REPORT AND RECOMMENDATION TO
THE PLANNING COMMISSION**

FILE No: COZ-2025-0005

Staff Report Date: December 22, 2025

Hearing Date & Location: January 5, 2026 at Kennewick City Hall and Virtual

Report Prepared By: Joseph Laris
Assistant Planner

Report Reviewed By: Steve Donovan, AICP
Planning Manager

Summary Recommendation: The City of Kennewick Planning Staff RECOMMENDS APPROVAL of Change of Zone, COZ-2025-0005

Summary of Proposal: A Change of Zone from Residential, Suburban (RS) to Residential, Low Density (RL) for 4.61 acres.

Proposal Location: 3805 S Vancouver St

Legal Description: Lot 1
THE NORTHWEST QUARTER OF THE SOUTH ONE/HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14 TOWNSHIP 8 NORTH RANGE 29 LESS THE WEST 30 FEET FOR COUNTY ROAD. LESS THE SOUTH 15 FEET THEREOF (DESCRIPTION CHANGE 12-31-84). 10 FOOT EASEMENT ON SOUTH BORDER. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, 4-10-73. PROTECTIVE COVENANTS, 11-13-73. 10 FOOT EASEMENT FOR ROAD SLOPE 6-24-76. RELEASE AND MERGER OF EASEMENT. IRRIGATION AGREEMENT 12-31-85, 12-31-84. CONVEYANCE OF INTEREST FROM P.U.D ON QCD, AF#2003-038447, 8/12/2003

Property Owner: Lot 1
MELGAREJO HILARIO ZARAGOZA
3805 S VANCOUVER ST
KENNEWICK, WA 99337

Applicant: AHBL Engineering
 c/o Jessica Bruce
 2215 N 30th St #300
 Tacoma, WA 98403

Regulatory Controls:

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

COZ Key Application Processing Dates:

Pre-Application/Feasibility Meeting	February 19, 2025
Application Submittal	November 14, 2025
Determination of Completeness Issued	November 24, 2025
Notice of Application Posted	November 24, 2025
SEPA Threshold Determination Issued	December 15, 2025
Property Posting Sign for SEPA Determination	December 15, 2025
SEPA Appeal Period	December 29, 2025
Date of Mailed Notice of Public Hearing	December 18, 2025
Property Posting Sign for Public Hearing	December 18, 2025
Date of Published Notice of Public Hearing	December 21, 2025

Exhibits:

1. Staff Report
2. Application/Supplemental Information
3. Vicinity/Site Map
4. Comprehensive Plan Map
5. Zoning Map
6. Notice of Public Hearing Mailing
7. Determination of Non-Significance
8. Benton Public Utility District Email
9. Kennewick Irrigation District Email
10. Traffic Division response to D. Clark Comments
11. Public Works response to D. Clark Comments
12. Benton County Assessor Comments
13. Bonneville Power Administration Comments
14. Public Comments

Zoning adjacent to the site:

North: Residential, Low Density (RL)
 East: Residential, Low Density (RL)
 South: Residential, Low Density (RL)
 West: Residential, Low Density (RL)

Applicable Goals and Policies of the Comprehensive Plan:

Residential Goals and Policies:

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

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

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

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

Kennewick Municipal Code Findings:

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

KMC 18.51.070(2): Findings:

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

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

Staff Response: The proposed Change of Zone abuts land currently zoned RL in all directions.

Public Comments:

Numerous comments were received from neighboring property owners concerned with aesthetic and density characteristics with the associated preliminary plat (SUB-2025-0012) that could affect property values and traffic volumes.

Agency Comments:

The Bonneville Power Administration, Columbia Irrigation District, and Benton Public Utility District have no comments on the proposal.

Benton Clean Air Agency has not provided any comment on the proposal.

Kennewick Irrigation District provided general comments concerning the irrigation service on the property.

Staff Analysis of Proposal & Discussion:

The proposed Change of Zone (COZ-2025-0005) is a request to change the zoning district for 4.61 acres. Pursuant to Table 1 of the Comprehensive Plan, the RL Zoning District is an implementing zoning district of the Low Density Residential Land Use Designation. RCW 36.70A, Growth Management Act, requires that a city's development regulations implement its comprehensive plan.

The City annexed the site in 1979 and zoned the property A – Agriculture. The property was rezoned to Residential, Suburban (RS) in 2006.

Per KMC 18.03.040 (2), the purpose of RL Zoning District is as follows:

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

Per KMC 18.03.040 (1), the purpose of the RS Zoning District is as follows:

RS - The purpose of the RS district is to establish areas for low density single-family and middle housing dwelling units, to stabilize and protect residential districts, and to promote and encourage a suitable environment for family life in a semi-rural setting.

The RL district permits smaller lots compared to the RS District. RL requires a 5500 sq ft minimum lot size compared to RS which requires an 8000 sq ft min lot size. Both RS and RL allow for townhome lots with a minimum lot size of 1800 sq ft.

The applicant proposed future development of the site to be an 18-lot residential subdivision. Future development of the site would be limited to only the permitted uses of the RL Zoning District and subject to the applicable development and design standards. Additionally, development will be subject to meeting applicable concurrency requirements, such as utility and street improvements.

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

Findings:

1. The applicant is AHBL Engineering, c/o Jessica Bruce, 2215 N 30th St #300, Tacoma, WA 98403.

2. The property owner is Hilario Melgarejo Zaragoza, 3805 S Vancouver St, Kennewick, WA 99337.
3. The proposed change of zone is located at 3805 S Vancouver St.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Low Density Residential.
5. The request is to change the zone from Residential, Suburban to Residential, Low Density.
6. The Residential, Low Density Zoning District is an implementing zone of the Low Density Residential Comprehensive Plan Land Use Map Designation.
7. The application was submitted on November 14, 2025.
8. The application was declared complete, routed for review to City Departments and outside agencies on November 24, 2025.
9. Access to the site is via S Vancouver St.
10. The Determination of Non-Significance, ED-2025-0018, was issued on December 15, 2025.
11. The property posting sign for the public hearing was posted on site December 18, 2025
12. The Notice of Public Hearing was published in the Tri-City Herald on December 21, 2025.
13. Hearing notices were mailed to property owners within 300 feet of the site on December 18, 2025.
14. The proposed amendment conforms to the comprehensive plan.
15. The proposed amendment promotes the public necessity, convenience and general welfare.
16. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
17. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

Conclusions:

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

Recommendation:

Staff have reviewed the application and recommend that the Planning Commission concur with the findings and conclusions contained in staff report COZ-2025-0005 and recommends approval to City Council.

Motion:

I move that the Planning Commission concur with the findings and conclusions in staff report COZ-2025-0005 and recommend approval of the request to City Council.

Planning Commission Action Summary
COZ-2025-0005 – AHBL Engineering, c/o Jessica Bruce

The Kennewick Planning Commission conducted a public hearing on January 5, 2026. All interested parties were notified to come before the commission and be heard. After reviewing the staff report and all oral and written facts and opinions, the Commission passed a motion on the proposed Change of Zone, concurring with the findings and conclusions in the staff report COZ-2025-0005 and recommends to City Council approval of the proposed Change of Zone contained in the staff report.

Findings of Fact

1. The applicant is AHBL Engineering, c/o Jessica Bruce, 2215 N 30th St #300, Tacoma, WA 98403.
2. The property owner is Hilario Zaragoza, PO Box 5494, Kennewick, WA 99336
3. The proposed Change of Zone is located at 3805 S Vancouver St. Parcel Number: 114894000004001.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Low Density Residential.
5. The request is to change the zoning from Residential, Suburban to Residential, Low Density.
6. The Residential, Low Density Zoning District is an implementing zone of the Low Density Residential Comprehensive Plan Land Use Map Designation.
7. The application was submitted on November 14, 2025.
8. The application was declared complete, routed for review to City Departments and outside agencies on November 24, 2025.
9. Access to the site is via Vancouver St.
10. The Determination of Non-Significance, ED-2025-0018, was issued on December 15, 2025.
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12. The Notice of Public Hearing was published in the Tri-City Herald on December 21, 2025.
13. Hearing notices were mailed to property owners within 300 feet of the site on December 18, 2025.
14. The proposed amendment conforms to the comprehensive plan.
15. The proposed amendment promotes the public necessity, convenience and general welfare.
16. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
17. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

Conclusions of Law

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

The motion to approve was moved by Commissioner Arneson and seconded by Commissioner Perez. The motion passed 5 to 1, with Commissioners Arneson, Hempstead, Gregory, Morales, and Perez in favor and Commissioner Rahimlou opposed.

KENNEWICK PLANNING COMMISSION

DRAFT - MEETING MINUTES

JANUARY 5, 2026

1. CALL TO ORDER:

Chairman James Hempstead called the regular meeting of the Kennewick Planning Commission to order at 6:30 p.m. Six Commissioners were present, one Commissioner absent and six Commissioners in the Council Chambers.

ATTENDANCE:

Commissioners Present:

James Hempstead, Chair
Tina Gregory, Vice Chair
Michelle Morales, Commissioner
Christopher Arneson, Commissioner
Douglas Perez, Commissioner
Ana Rahimlou, Commissioner (online)
***Commissioner Absent: Mark Barger, Commissioner**

City Staff Present:

Steve Donovan, AICP
Development Services Manager
Joseph Laris, assistant Planner
Melinda Didier, Planning Administrative Asst.

Ms. Didier announced a quorum was established.

MOTION: Vice Chair Gregory moved to excuse Commissioner Barger’s absence from the meeting.

SECOND: Commissioner Arneson.

DISCUSSION: None.

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

Chair Hempstead lead the Pledge of Allegiance.

2. CONSENT AGENDA:

a. Approval of Minutes Dated November 17, 2025, and December 15, 2025

b. Approval of Agenda

c. Motion to Enter Staff Report into Record

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

SECOND: Commissioner Arneson.

DISCUSSION: None.

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

3. PUBLIC HEARINGS:

Chair Hempstead made the following statement:

“Good evening and welcome to the January 5, 2026, Kennewick Planning Commission meeting.

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

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

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

The order of the hearings shall be as follows:

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

- a. **Change of Zone (COZ) 2025-0005 – an application proposing to change approximately 4.61 acres generally located at 3805 S. Vancouver Street from Residential, Suburban Density (RS) to Residential, Low Density (RL). Comprehensive Land Use Designation is Low Density Residential (LDR). Applicant is Jessica Bruce, AHBL Engineering, 2215 N. 30th Street #300, Tacoma, WA 98403. Owner is Melgarejo Hilario Zaragoza, 3805 S. Vancouver Street, Kennewick, WA 99337.**

Chair Hempstead opened the public hearing at 6:37 p.m. for Change of Zone (COZ) 2025-0005, a zone change from RS to RL for 4.61 acres of land located at 3805 S. Vancouver Street.

Applicant:
Jessica Bruce
AHBL Engineering
2215 N. 30th St. #300
Tacoma, WA 98403

Property Owner:
Melgarejo Hilario Zaragoza
3805 S. Vancouver St.
Kennewick, WA 99337

Mr. Laris described the application, presented the staff report, and Staff recommends the Planning Commission forward a recommendation for approval of COZ-2025-0005 to City Council.

Planning Commission Questions of Staff: Was the surrounding area rezoned from RS to RL (2006); the Planning Commission decision is a recommendation to City Council – City Council either approves or denies the proposal.

Testimony by Applicant/Applicant's Representative: None.

Testimony in Favor of the Request: None.

Testimony Against the Request:

Debbie Clark
1907 W. 37th Ave
Kennewick, WA 99337

Donna Brockman
1805 W. 37th Ave
Kennewick, WA 99337

Laura Staley
3804 S. Vancouver St.
Kennewick, WA 99337

Larry Singleton
1809 W. 37th Ave
Kennewick, WA 99337

Patrick Blaire
2003 W. 37th Ave
Kennewick, WA 99337

Arnold Porter
3702 S. Vancouver St.
Kennewick, WA 99337

Deanne Lemley
3902 S. Vancouver St
Kennewick, WA 99337

Heather Blaire
2003 W. 37th Ave
Kennewick, WA 99337

Comments included: The zone change not compliant with Comprehensive Plan; not a suitable location for dense development; streets (Vancouver) are not pedestrian friendly or suitable for emergency vehicle access; increased traffic count detrimental to pedestrian and motorist safety; will lower property values; Vancouver is currently not in sufficient condition to handle current traffic, increases will ; safety issues for children walking to school.

Testimony of Those Registered on Virtual Format: None.

Staff Final Comments: Staff commented the zone change request is a “non-project” action, and this hearing is for the change of zone only. The surrounding properties are zoned RL and developed according to the RL district zoning standards. The WA State Senate Bill for Middle Housing was passed and determines densities for residential zoning districts in Washington State.

Public Testimony Closed at 7:24 p.m.

The Planning Commissioners asked clarifying questions of staff.

MOTION: Commissioner Arneson moved that the Planning Commission concur with the findings and conclusions in staff report COZ-2025-0005 and recommend approval of the request to City Council.

SECOND: Commissioner Perez.

DISCUSSION: Statements by Planning Commissioners included the request meets requirements and is a recommendation to City Council; the zone change is a non-project action.

VOTE: The motion passed 5-1; Commissioners Arneson, Hempstead, Gregory, Morales & Perez in favor; Commissioner Rahimlou opposed. (5-1).

4. VISITORS NOT ON AGENDA: None.

5. OLD BUSINESS:

a. CITY COUNCIL ACTION UPDATES:

Mr. Donovan reported that the City Council approved the Co-Living Ordinance at their last meeting.

6. NEW BUSINESS:

a. DCA-2025-0006: Amend Kennewick Municipal Code (KMC) Section 18.12.010.B.1 to allow vehicle sales, incidental repair and service as permitted use in the Urban Mixed-Use Zone, other than Vista Field area.

b. New Chapter proposed in the Kennewick Municipal Code to establish development regulations for Unit-Lot Subdivisions.


Development Services Manager Steve Donovan presented Power Point slides for Items 6.a and 6.b, and answered clarifying questions for the planning commissioners.

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

Planning Commissioners thanked staff and commented on residential housing ordinance education for Kennewick residents. Mr. Donovan said the Planning Commission Chair will be presenting the 2026 Planning Commission Work Plan at the January 27th Council workshop meeting.

8. ADJOURNMENT: Chair Hempstead concluded the meeting at 8:00 p.m.

Melinda Didier, CPT
Administrative Assistant, Community Planning

Council Agenda Coversheet	Item Number: 6.a. Date: 2/3/2026	Category: Other
	Item Type: Presentation Subject: Grants: New Parks and Recreation Special Events Grant Program Department: Parks & Recreation	
<p><u>Recommendation</u> Staff recommends approving the Special Events Grant Program as presented for implementation in 2027.</p> <p><u>Motion for Consideration</u> Motion to approve the Special Events Grant Program as presented.</p> <p><u>Summary</u> The Parks and Recreation Department is proposing a new process to receive and manage special event fee waiver requests. The current process has inefficiencies, lacks proper structure, and hinders equitable distribution sponsorships. The goal is to create clearer guidelines, promote equitable and inclusive access to fee waivers, while encouraging events to become self-sustaining. If approved, staff will notify event coordinators this year with the new program beginning in 2027.</p> <p><u>Alternatives</u></p> <p><u>Fiscal Impact</u> The current fee waiver is set at an approximately annual total of \$28,000. Staff proposes limiting the grant program to \$25,000 annually. It is important to note that there are several events that could continue to receive fee waivers outside this program through city policy or an update to the KMC (we are in the process of administratively transitioning KAC 9-20 to staff policies and/or a section of the Kennewick Municipal Code). The Water Follies event is not included in this program due to its scope, scale, and economic impact for our community.</p>		
<p><u>Attachments:</u></p> <ol style="list-style-type: none"> 1. Presentation 2. Application 3. Ranking Form 4. Guidelines 		

Fee Waiver Grant Program

A New Approach for Community Events

Presented by Chase Wharton, Events Supervisor



Understanding the Current Grant Process

- **Why:** Fee waivers support community events
- **2025 Amount Waived:** 12 events, total of \$28,113.26
- **Example Recipients**
 - **Salmon Summit:** Waive \$3,990.00 - benefits 50+ local elementary schools and over 2,000 children
 - **Veterans Resource Expo:** Waive \$6,987.00 - connects 100's of veterans to housing, employment, counseling, social, clothing, and more
- **Pain Point #1:** Current process has inefficiencies, lacks proper structure, and hinders equitable distribution
- **Pain Point #2:** Current recipients are not encouraged to become self sufficient

Event Name	Event Sponsor	Total Event Cost	In-Kind Sponsorship	Amount Paid to City
Royal Family Fairy Tale Ball	Royal Family Kids	\$7,975.00	\$2,500.00	\$5,475.00
Salmon Summit	Benton Conservation District	\$4,440.00	\$3,990.00	\$450.00
Vintage at the Ridge	Gesa Carousel of Dreams	\$7,414.00	\$2,228.00	\$5,186.00
Camp Trios	Trios Health	\$4,570.00	\$4,320.00	\$250.00
Windy River Open	Tri Cities Disc Golf Club	\$775.00	\$675.00	\$275.00
WSU Benton Franklin Master Gardener Program Plant Sale	WSU Master Gardeners	\$769.26	\$419.26	\$50.00
Kennewick Police Community Cares Car Show	KPD/ High Desert Maintenance Inc.	\$1,916.00	\$1,216.00	\$250.00
KPD/KSD Crossing Guard Picnic	Kennewick Police Department	\$1,090.00		\$0.00
iCan Bike	Kiwanis of the Horse Heaven Hills	\$3,620.00	\$3,370.00	\$250.00
Nuclear Meltdown	Tri Cities Disc Golf Club	\$1,000.00	\$750.00	\$250.00
Riverfest	Pasco Chamber of Commerce	\$2,108.00	\$1,658.00	\$450.00
Veterans Stand Down	Columbia Basin Veteran's Center	\$7,337.00	\$6,987.00	\$350.00
		Total Due:	In-Kind Sponsorship	Total Collected:
		\$43,014.26	\$28,113.26	\$13,236.00

Purpose of Program

Supporting vibrant public events that benefit our community

- Clearer guidelines and selection process
- Promote equitable and inclusive access to fee waivers
- Strengthen review process and oversight
- Cap total amount available
- Cap amount available per event
- Encourage events to become self-sustaining
- Encourage other, new events, to use waiver as a jumping off point
- Involve Parks and Recreation Commission in process



Determine Eligibility

Essential criteria for qualification

- Event is Open to the public
- Community-focused
- Good financial standing with the City
- 501(c) nonprofits, government agencies, or proceeds support non-profits
- NOT receiving funding from any other City of Kennewick source*

*City of Kennewick has a separate policy adopted from the KAC 9-20 allowing certain events that provide extraordinary public benefit to receive direct fee waivers of all fees, outside of this Grant Process. Those receiving a direct waiver are not eligible for this grant process.





\$25,000

Total Grant Pool Available

\$3,000

Maximum Grant Amount Per Event

3 Years

Duration of Declining Support

Waivable Fees

Understanding fees that can be waived for eligible events

- Park and facility rentals
- Set-up and teardown fees
- City-owned equipment rentals

The City does not waive fees for:

- City Staffing
- Any contractual services the City has with other companies (i.e Waste Management, Janitorial)
- Beer or liquor permits or related costs
- Reimbursement for past events or expenses
- Events that promote political agendas



Application Review Process

- Submission of completed applications after conditional event approval is granted
- Review by the evaluation committee
 - Three City Parks and Recreation Staff
- Scoring based on established criteria - *next slide*
- Final recommendations provided to Parks and Recreation Director
- Recreation Director briefs Parks and Recreation Commission, allowing for questions and comments
 - Final decision made by Parks and Recreation Director



Application Scoring Criteria

- Merit (25%) - 15 pts Available
 - Brings a unique event to the community.
 - Event will become self-sustaining by year 4.
- Equity (25%) - 15 pts Available
 - Focuses on reaching underserved or underrepresented audiences.
 - Creates access and opportunity to the community.
- Community Impact (25%) - 15 pts Available
 - Meets a specific community need or demand.
 - Encourages collaboration with local organizations, groups, and businesses.
- Marketing & Promotion (25%) - 15 pts Available
 - The Event positively impacts the Kennewick Parks system.
 - Plans to maintain or increase the amount of attendees.



Scoring Matrix

Each Year The Amount Available to a Single Event Diminishes, encouraging self-sustaining habits and Opening Opportunity for Others

Score	Year 1	Year 2	Year 3	Year 4
50 – 60 pts	100%	70%	30%	0%
40 – 49 pts	80%	40%	20%	0%
30 – 39 pts	60%	30%	10%	0%
20 – 29 pts	40%	20%	0%	0%
10 – 19 pts	20%	10%	0%	0%
0 – 9 pts	10%	0%	0%	0%





Questions?

Thank you - We welcome your inquiries.

Name | Title

Chase Wharton | Events Supervisor

Email

chase.wharton@ci.kennewick.wa.us

Phone Number

509-975-1238

City of Kennewick 2027 Fee Waiver Grant Application

This is intended to be an outline. We can create the application through our admin site

Section 1: Organization Information

- Year Organization first began:
- How long has the Organization operated in Kennewick?
- Is your Organization a community-based nonprofit with IRS recognized status?
 - Yes
 - No
- Upload your documents if applicable and select one
 - Government
 - Non-profit
 - For-profit business holding a non-profit event free and open to the public

Section 2: Event Information

- Anticipated Total Event Cost:
- Amount requested (Maximum \$3,000):
- Expected number of total participants/spectators:
- Expected number of out-of-town participants/spectators:
- Will your event have a positive impact on local businesses (e.g., hotels, restaurants, or vendors)? Please describe how:

Section 3: Organizational Capacity

- Number of full-time paid staff
- Number of volunteers supporting this event
- Describe your Organization's experience and readiness to execute this event successfully. What community, volunteer, or sponsor support did you secure or do you plan to secure?

Section 5: Funding History

- Did your organization receive grant funding through this process last year? If so, what was the amount?
- Is your organization applying for funding from any other public sources?

The below questions in Sections 6-9 are going to be scored and evaluated to determine the amount awarded.

Section 6: Project Merit (15%)

- How does the Event offer something unique to the Kennewick community? (10 pts)
- How will your Event become self-sustaining by year 4? (5 pts)

Section 7: Equity & Inclusion (15%)

- Is the Event focused on reaching underserved or underrepresented audiences? How? (10 pts)
- How is your Event creating access and opportunity to the community? (5 pts)

Section 8: Community Impact (15%)

- What specific community need or demand does the Event aim to address? (10 pts)
- How will the Event encourage collaboration with local organizations, groups, or businesses? (5 pts)

Section 9: Marketing & Promotion (15%)

- How does the Event positively impact the Kennewick Parks system? (10 pts)
- How do you plan to maintain or increase the amount of attendees at your Event? (5 pts)

Section 10: Application Certification

I certify that all information provided in this application is accurate and complete to the best of my knowledge. I acknowledge that if awarded, any granted funds will be applied as a credit to the event balance and will not be disbursed directly to my organization. I understand that any portion, or the entirety, of this credit may be subject to revocation or revision if the event does not align with the description provided in the application.

Signature of Applicant: _____

Date: _____

Reviewer Notes:

Score	Year 1	Year 2	Year 3	Year 4
50 – 60 pts	100%	70%	30%	0%
40 – 49 pts	80%	40%	20%	0%
30 – 39 pts	60%	30%	10%	0%
20 – 29 pts	40%	20%	0%	0%
10 – 19 pts	20%	10%	0%	0%
0 – 9 pts	10%	0%	0%	0%

Fee Waiver Amount Requested:

Previous Year's Fee Waiver Award:

Fee Waiver Amount Approved:

City of Kennewick

2027 Fee Waiver Grant Guidelines

Overview

Each year, the City of Kennewick designates a portion of its Parks and Recreation budget to help offset the costs for organizations hosting special events at City-operated venues that provide a benefit to Kennewick residents. This support is available through the City's **Fee Waiver Grant** Program.

Purpose

The City of Kennewick's Fee Waiver Grant Program is designed to support equitable, inclusive, and high-quality public events that provide meaningful benefits to residents and visitors of Kennewick. The program helps event organizers reduce costs associated with City services and facility rentals through a fee waiver of up to \$3,000 per event. The intent of the fee waiver is not to cover the costs of the entire event, but to assist in the City's expenses associated with the event (e.g., park/facility rental space cost, staffing fees, contract administration fees, and set-up and teardown fees).

The program is intended to:

- Encourage high-quality events that are equitable, inclusive, and accessible.
- Strengthen the capacity of local organizations to sustain community events.
- Activate public spaces and bring vibrancy to the Kennewick Parks system.
- Provide public benefit in exchange for City support.
- Assist emerging organizations in bringing their events to life.

Grant Funding Structure

The City of Kennewick's Fee Waiver Grant pool is \$25,000, with a maximum of \$3,000 available per organization per year, with grant support declining over a three-year period.

Events are expected to be self-sufficient by year four.

The Fee Waiver Grant Process is organized in "steps" to allow for a better understanding of the Grants process.

Step 1: Determine Eligibility

- In order to be eligible to apply for the fee waiver grant, the event must be an open to the public, community event, and the organization must meet at least one of the following criteria and are in good financial standing with the City of Kennewick.
- Non-profit organization with a current 501(C) certificate
- Government Agency
- An event held by a for-profit business supporting a non-profit agency

City of Kennewick

2027 Fee Waiver Grant Guidelines

Entities receiving funding from any other source offered by the City of Kennewick shall be ineligible for waivers distributed from the Event Fee Waiver Grant program.

In strictly limited circumstances, certain events and activities that provide extraordinary public benefit or directly support City Park services beyond the typical scope of this grant may be eligible for a direct fee waiver or continual fee waiver outside of the three-year limit as outlined in “grant funding structure” above. This designation is reserved for a small number of events that demonstrate a unique and essential community impact. Under the KAC 9-20, the Director retains the discretion to grant standing or immediate approval for these exceptional cases without the standard Commission review cycle. All other requests must proceed through the regular grant evaluation process.

Step 2: Review Which Fees Can be Waived

Fee waivers may be awarded for direct City costs associated with producing the event, including:

- Park and Facility Rental Fees
- Set-up and Teardown Fees
- City-Owned Equipment Rentals

The City does not waive fees for:

- City Staffing
- Any contractual services the City has with other companies (i.e., Waste Management, Janitorial)
- Beer or liquor permits
- Reimbursement for past events or expenses
- Events that promote political agendas

Step 3: Submit Application Materials

All organizations must complete a special event application and provide the application fee for the proposed event date. Organizations that do not receive the grant will be charged for all fees associated with the event. The Special Event Application can be found here:

<https://www.go2kennewick.com/440/Special-Events-Tournaments>

Step 4: Apply for Grant Funding for your Event

The Grant application can be submitted once your event date has been approved through the Special Events process. Applicants for Grant funding must complete the application found here: **Insert Link to Grant Application Here**

You will need to provide:

City of Kennewick

2027 Fee Waiver Grant Guidelines

- Organization Contact Info and a brief description of the event
- Narrative responses addressing Equity, Community Impact, and Capacity
- Plan for how the event intends to become self-sustaining by year 4

Step 5: Application Review and Scoring

Upon receiving the application, the City of Kennewick's Parks and Recreation Staff will undergo an evaluation period where they will review applications and give a recommendation to the Parks and Recreation Director. The Parks and Recreation Director will brief the Parks and Recreation Commission, providing the Commission with an opportunity to ask questions and offer suggestions regarding the recommendations. While the Parks and Recreation Director has the final say on grant issuance, decisions will be informed by the recommendations and feedback provided by the Commission. All determinations are final and no appeals can be made. Events that are denied can reapply the next year.

The Fee waiver must be received no later than 120 days prior to the Event date. Below are the dates that applications will be presented to the Parks and Recreation Commission.

- The 4th Thursday of February
- The 4th Thursday of May
- The 4th Thursday of August
- The 4th Thursday of November
- Supplementary dates as needed and determined by Recreation Director

The following criteria will be scored:

Merit (15%)

- Brings a unique event to the community.
- Event will become self-sustaining by year 4.

Equity (15%)

- Focuses on reaching underserved or underrepresented audiences.
- Creates access and opportunity to the community.

Community Impact (15%)

- Meets a specific community need or demand.
- Encourages collaboration with local organizations, groups, and businesses.

Marketing & Promotion (15%)

- The Event positively impacts the Kennewick Parks system.
- Plans to maintain or increase the amount of attendees.

City of Kennewick

2027 Fee Waiver Grant Guidelines

Fee Waiver Grant Matrix:

The requested amount of expenses to be waived by the City shall be determined by the cost of the event, and the total points earned during the scoring process. If your anticipated fees are less than the potential allocation, the lower amount shall be waived. The breakdown of the amount from Year 1- Year 3 shall be waived as follows:

Score	Year 1	Year 2	Year 3	Year 4
50 - 60 pts	100%	70%	30%	0%
40 - 49 pts	80%	40%	20%	0%
30 - 39 pts	60%	30%	10%	0%
20 - 29 pts	40%	20%	0%	0%
10 - 19 pts	20%	10%	0%	0%
0 - 9 pts	10%	0%	0%	0%

Step 6: If Approved

If your application is approved:

- You will receive a Fee Waiver Award Letter, detailing the amount and services covered
- You must submit a post-event report within 30 days of the event, including:
 - Final attendance estimates
 - Documentation of public benefit (photos, survey results)
 - Summary of successes, challenges, and community response

Note: Submitting a Fee Waiver Grant Application does not guarantee the award of the grant or approval of an event. Previously awarded grant funding is NOT a guarantee for future funding. If your organization fails to meet any deadline, it will not be eligible for funding the following year.

Joint Letter of Support – Tri-Cities Shoreline Reconveyance Legislation

[Date]

The Honorable Dan Newhouse
United States House of Representatives
460 Cannon House Office Building
Washington , DC 20515

Dear Congressman Newhouse:

We write in strong, unified support of legislation to direct the transfer of the Columbia River shoreline in the Tri-Cities from the U.S. Army Corps of Engineers to local governments and Tribes. This legislation would resolve longstanding inefficiencies associated with federal ownership of land that has been locally managed as public shoreline and parks for decades, while ensuring protection of Tribal Treaty Rights and cultural resources.

Following major flooding events in the mid-20th century, the Army Corps of Engineers acquired much of the Columbia River shoreline in the Tri-Cities for flood control purposes. Since that time, cities and counties have entered into long-term leases with the Corps and have been responsible for operating and maintaining this land for public use. Today, local governments collectively spend approximately \$2 million every year maintaining land they do not own, while federal ownership adds delay, cost, and complexity to even routine maintenance activities.

Congress previously recognized the appropriateness of local ownership by authorizing shoreline transfers in the FY 1996 Water Resources Development Act. However, the existing parcel-by-parcel federal regulatory process has proven impractical. Under current authority, the City of Kennewick has spent approximately \$1 million over the past decade to pursue transfer of just 72 acres, and the process remains incomplete. With thousands of acres of shoreline involved, this approach is not viable at scale.

In response, the undersigned governments and Tribes formed the Tri-Cities Shoreline Reconveyance Working Group in 2021 to develop a comprehensive, collaborative solution. Central to this effort is a framework that ensures Treaty Rights, cultural resources, and Tribal access are protected if the land is transferred out of federal ownership. This framework includes binding Memoranda of Agreement between each Tribe and participating local governments, clear protocols governing ground-disturbing activities, and Perpetual Cultural Practices Easements to ensure continued Tribal use and access.

The proposed legislation would build on this collaborative work by directing a no-cost transfer of the shoreline without requiring duplicative federal regulatory review, while relying on executed agreements and easements to provide durable protections. It would, however, require a cultural resource survey before transfer, and the Washington State Environmental Policy Act (SEPA) would be in place for future environmental review if a change in use is contemplated for any portion of the shoreline.

This approach reflects decades of successful local and Tribal stewardship, reduces unnecessary federal administrative burden, and allows shoreline management decisions to be made more efficiently and responsively at the local level.

We respectfully urge Congress to advance this legislation and appreciate your consideration of this targeted, consensus-based solution. We stand ready to work with you and your staff to provide any additional information or technical assistance that may be helpful.

Sincerely,