



City Council Regular Meeting Agenda

November 7, 2023 at 6:30 PM

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

The City of Kennewick broadcasts Council meetings on the City's website at <https://www.go2kennewick.com/CouncilMeetingBroadcasts> and via Zoom. If you are unable to attend in person and wish to comment during one of the Visitors sections or if applicable to provide public testimony for a Public Hearing, please register at https://us02web.zoom.us/webinar/register/WN_selylxWvQFuKYAT2Cizquw. Registrations must be received by 4:00 p.m. on the day of the meeting.

The public can also submit comments by either filling out an online form at <https://www.go2kennewick.com/PublicComments> via e-mail to clerkinfo@ci.kennewick.wa.us, or submitting written comments to P.O. Box 6108, Kennewick, WA 99336. Comments must be received no later than 4:00 p.m. on the Monday before the meeting.

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome/Invocation

HONORS & RECOGNITIONS

- Service Recognition - Chris Littrell (Police) 17-years

2. VISITORS

Public comments for item(s) on the agenda not covered under a public hearing. Please limit your comments to three minutes. The public comment period is not an opportunity for dialogue with council members, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering. For this reason, Council will not directly respond to comments, questions or concerns. Records intended for Council (9 copies are required) must be given to the City Clerk by 4:00 p.m. on the Monday before the meeting.

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Kennewick City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion.

- Meeting Minutes - October 17, 2023
Motion to approve the meeting minutes of October 17, 2023.
- Meeting Minutes - November 1, 2023 (Special Meeting)
Motion to approve the meeting minutes of November 1, 2023, as presented.
- Claims Roster - September
Motion to approve the Claims Roster for September 2023 in the amount of \$5,828,086.09, comprised of electronic payments and check numbers 311352-311721.
- 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 September 2023 in the amount of \$670,516.47 comprised of check

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

numbers 26603-26710 in the amount of \$448,119.54 and electronic transfers in the amount of \$222,396.93.

- e. Claims Roster - Columbia Park Golf Course Account
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for September 2023 in the amount of \$37,019.85, comprised of check numbers 2775-2781, 313-314 in the amount of \$7,659.93 and electronic transfers in the amount of \$29,359.92.
- f. Payroll Roster Approval
Motion to approve the Payroll Roster for the pay period ending 10/15/2023.
- g. Resolution 23-13: ROW Vacation-11257 & 11343 W Clearwater Ave
Motion to adopt Resolution 23-13 setting the date of December 5, 2023 for a public hearing to consider the vacation of a public ROW adjacent to 11257 & 11343 W Clearwater Ave.
- h. Benton-Franklin Council of Governments (BFCOG) Interlocal Agreement
Motion to approve the BFCOG Interlocal Agreement and authorize the Mayor to sign.
- i. W. 6th Ave Sidewalk (CDBG) Project
Motion to accept the work of Ellison earthworks LLC for contract P2206-22, W. 6th Ave Sidewalk (CDBG) Project, in the amount of \$192,239.02.

5. ORDINANCES/RESOLUTIONS

- a. Resolution 23-15: Parks & Recreation Comprehensive Plan Adoption
- b. Ordinance 6038: Change of Zone (COZ-2023-0007) from Residential, Suburban (RS) to Residential, Low Density (RL) located at 408 W. 36th Ave

6. PUBLIC HEARINGS/MEETINGS

- a. Resolution 23-14: Vacation of a 10' wide utility easement located at 2125 W. 22nd Ave

7. NEW BUSINESS

- a. E. 4th Ave & Elm St Waterline Replacement Project

8. UNFINISHED BUSINESS

- a. Ordinance 6036: Comprehensive Plan Amendment CPA 2023-0003 from Industrial (I) to Low Density Residential (LDR)

9. VISITORS

Public comments for any item(s) the public wants to bring to Council. Please limit your comments to three minutes. The public comment period is not an opportunity for dialogue with council members, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering. For this reason, Council will not directly respond to comments, questions or concerns. Records intended for Council (9 copies are required) must be given to the City Clerk by 4:00 p.m. on the Monday before the meeting.

10. COUNCIL COMMENTS/DISCUSSION

11. EXECUTIVE SESSION

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- a. PER RCW 42.30.110(1)(f) to receive and evaluate complaints or charges brought against a public officer or employee (30 minutes)

12. ADJOURNMENT

DRAFT

CITY OF KENNEWICK
CITY COUNCIL
REGULAR MEETING
October 17, 2023

1. CALL TO ORDER

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

City Council and Staff Present:

Councilmember John Trumbo	Marie Mosley	Chad Michael
Councilmember Chuck Torelli	Lisa Beaton	Chris Guerrero
Councilmember Jim Millbauer	Cary Roe	Steve Donovan
Councilmember Brad Beauchamp	Anthony Muai	Evelyn Lusignan
Councilmember Loren Anderson	Krystal Townsend	
Mayor Pro Tem Gretl Crawford (<i>remote attendee</i>)	Dan Legard	
Mayor Bill McKay	Nick Farline	

Mr. Beauchamp led the Pledge of Allegiance.

No citizens were present to provide the invocation.

2. VISITORS – None.

3. APPROVAL OF AGENDA

Mr. Torelli moved, seconded by Mr. Trumbo, to approve the agenda as presented. The motion passed unanimously 7-0.

4. APPROVAL OF CONSENT AGENDA

Mr. Torelli moved, seconded by Mr. Millbauer, to approve the consent agenda as presented. The motion passed unanimously 7-0.

- a. Motion to approve the Meeting Minutes of October 3, 2023, as presented.
- b. Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for August 2023 in the amount of \$923,036.73 comprised of check numbers 26532-26598 in the amount of \$576,102.52 and electronic transfers in the amount of \$346,934.21.
- c. Motion to approve the Payroll Roster for the pay period ending 9/30/2023.
- d. Motion to approve the 2024 Tourism Promotion Area (TPA) Budget and Marketing Plan and the request from Visit Tri-Cities and the Tri-City Regional Hotel-Motel Commission to release reserve funds in the amount of \$225,000 in excess funds from the TPA Reserve Funds.
- e. Motion to adopt the 2024 legislative priorities.
- f. Motion to authorize the Mayor (or in his absence the Mayor Pro Tem) to sign the Final Plat of Symphony Ridge, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

5. ORDINANCES & RESOLUTIONS

- a. Ordinance 6034: Comprehensive Plan Amendment CPA-2023-001 from Low Density Residential (LDR) to Commercial (C).

Senior Planner Steve Donovan presented a staff report and outlined details of the ordinance. Council asked clarifying questions of staff.

Deputy City Clerk Townsend read Ordinance 6034 by title.

ORDINANCE 6034

AN ORDINANCE AMENDING THE CITY OF KENNEWICK'S COMPREHENSIVE PLAN (CPA 2023-0001, Brian Anderson)

Mr. Torelli moved, seconded by Mr. Anderson, to adopt Ordinance 6034. The motion passed unanimously 7-0.

- b. Ordinance 6035: Comprehensive Plan Amendment CPA-2023-0002 from Low Density Residential (LDR) to Medium Density Residential (MDR).

Senior Planner Steve Donovan presented a staff report and outlined details of the ordinance. Council asked clarifying questions of staff.

Deputy City Clerk Townsend read Ordinance 6035 by title.

ORDINANCE 6035

AN ORDINANCE AMENDING THE CITY OF KENNEWICK'S COMPREHENSIVE PLAN (CPA 2023-0002, JF Engineering, PLLC, c/o Daniel Kapsi)

Mr. Millbauer moved, seconded by Mr. Torelli, to adopt Ordinance 6035. The motion passed unanimously 7-0.

- c. Ordinance 6036: Comprehensive Plan Amendment CPA 2023-0003 from Industrial (I) to Low Density Residential (LDR)

According to Senior Planner Steve Donovan, two letters were received from property owners expressing interest in having their properties included in the rezone ordinance. These letters were received after the Planning Commission hearing and were not considered by the Commission. Mr. Donovan clarified that the ordinance will require rewriting to accommodate the new properties, should the Council decide to incorporate them. Council members posed questions to staff and discussed the feasibility of the additional property inclusion.

Mr. Beauchamp moved, seconded by Mr. Torelli, to table this topic until November 7, 2023. The motion passed unanimously 7-0. *(City Clerk's notation: The term "table" was used in the context of deferring the topic temporarily.)*

- d. Ordinance 6037: Amending KMC 18.12.020 Accessory Dwelling Units

Community Planning Director Anthony Muai presented a staff report and outlined details of the ordinance. Council asked clarifying questions of staff.

Deputy City Clerk Townsend read Ordinance 6037 by title.

ORDINANCE 6037

AN ORDINANCE RELATING TO ZONE DISTRICTS AND STANDARDS AND AMENDING SECTION 18.12.020 OF THE KENNEWICK MUNICIPAL CODE

Mr. Anderson moved, seconded by Mr. Beauchamp, to adopt Ordinance 6037. The motion passed unanimously 7-0.

6. PUBLIC HEARINGS/MEETINGS

a. Substantial Amendment to the 2019 Annual Action Plan (CDBG)

Kylie Peel, CDBG Coordinator, presented a staff report and outlined details of the amendment.

Council asked clarifying questions of staff.

Mayor McKay opened the public hearing at 7:13 p.m.

No citizens wished to provide public comment.

Mayor McKay closed the public hearing at 7:13 p.m.

Mr. Torelli moved, seconded by Mr. Millbauer, to approve the 2019 Community Development Block Grant (CDBG) Substantial Amendment, as recommended by the CDBG Advisory Board, and authorize the City Manager to sign the CDBG Substantial Amendment reallocation. The motion passed unanimously 7-0.

7. NEW BUSINESS – None.

8. UNFINISHED BUSINESS – None.

9. VISITORS

Enrique Rosas thanked the Council for their attendance at the mammoth dig site and encouraged citizens to participate as well.

Tina Gregory spoke about current affairs, political & religious concerns, and urged Council to take action on the same.

10. COUNCIL COMMENTS/DISCUSSION

Council members reported on their respective activities.

11. ADJOURNMENT

The meeting concluded at 7:44 p.m.



Krystal Townsend, CMC, CPRO
Deputy City Clerk

DRAFT

CITY OF KENNEWICK
CITY COUNCIL
SPECIAL MEETING
November 1, 2023

1. CALL TO ORDER

Mayor McKay called the meeting to order at 5:30 p.m.

City Council and Staff Present:

Councilmember John Trumbo	Marie Mosley
Councilmember Chuck Torelli	Lisa Beaton
Councilmember Jim Millbauer	Krystal Townsend
Councilmember Brad Beauchamp	
Councilmember Loren Anderson	
Mayor Pro Tem Gretl Crawford	
Mayor Bill McKay	

2. CITY MANAGER VACANCY

a. EXECUTIVE SESSION

At 5:31 p.m., the Mayor announced Council would adjourn to executive session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee pursuant to RCW 42.30.110 (g) and would return to open session at 6:01 p.m.

At 6:01 p.m., the Mayor returned to Chambers and extended the time of the executive session evaluate the qualifications of an applicant for public employment or to review the performance of a public employee pursuant to RCW 42.30.110 (g) and would return to open session at 6:11 p.m.

At 6:11 p.m., the Mayor and Council returned to open session.

b. CANDIDATE FOR INTERIM CITY MANAGER

Mr. Anderson moved, seconded by Mr. Beauchamp to enter into negotiations with Lisa Beaton as interim City Manager and return to Council at a future meeting for consideration.

The motion passed unanimously without discussion. **ADJOURNMENT**

3. ADJOURNMENT: The meeting concluded at 6:14 p.m.



Krystal Townsend, CMC, CPRO
Deputy City Clerk

Council Agenda Coversheet	Agenda Item Number: 4.c.	Council Date: 11/7/2023	Category: Consent Agenda								
	Agenda Item Type: General Business Item Subject: Claims Roster - September Department: Finance Ord/Reso # Project #	Contract # Permit #									
<p><u>Recommendation</u> That Council approve the Claims Roster for September 2023.</p> <p><u>Motion for Consideration</u> Motion to approve the Claims Roster for September 2023 in the amount of \$5,828,086.09, comprised of electronic payments and check numbers 311352-311721.</p> <p><u>Summary</u> The purchasing card detail is provided in a separate report following the claims roster. The payments on this Claims Roster are comprised of the following issuances during the period 9/1/2023-9/30/2023:</p> <table data-bbox="99 779 727 909"> <tr> <td>Check numbers 311352-311721:</td> <td>\$5,590,650.96</td> </tr> <tr> <td>Electronic payments (EFT):</td> <td>237,435.13</td> </tr> <tr> <td></td> <td>-----</td> </tr> <tr> <td>Total \$</td> <td>5,828,086.09</td> </tr> </table> <p><u>Alternatives</u> None.</p> <p><u>Fiscal Impact</u> Total \$5,828,086.09.</p>				Check numbers 311352-311721:	\$5,590,650.96	Electronic payments (EFT):	237,435.13		-----	Total \$	5,828,086.09
Check numbers 311352-311721:	\$5,590,650.96										
Electronic payments (EFT):	237,435.13										

Total \$	5,828,086.09										
<p><u>Attachments:</u> 1. Claims Roster</p>											

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT	
Fund 001					
000 - Fund Activity					
EFT	09/20/2023	167	WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$604.67
311353	09/06/2023	99992	CIVIC REC REFUNDS	RECREATION REFUND	\$100.00
311354	09/06/2023	99992	CIVIC REC REFUNDS	RECREATION REFUND	\$500.00
311355	09/07/2023	70001	BENTON COUNTY TREASURER	CRIME VICTIM'S COMPENSATION AUGUST 2023	\$702.68
311356	09/07/2023	99992	CIVIC REC REFUNDS	60466151 REFUND	\$610.00
311360	09/07/2023	70000	WASHINGTON STATE TREASURER	COURT FINES AUGUST 2023	\$42,851.27
311527	09/13/2023	99992	CIVIC REC REFUNDS	RECREATION REFUND	\$1,000.00
311533	09/19/2023	99992	CIVIC REC REFUNDS	RECREATION REFUND	\$500.00
311534	09/19/2023	99992	CIVIC REC REFUNDS	60785844 REFUND CIVIC REC	\$1,000.00
				000 - Fund Activity Subtotal:	\$47,868.62
011 - City Council					
311363	09/08/2023	730	ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$956.55
311382	09/08/2023	697	BILL MCKAY	TRAVEL REIMBURSEMENT	\$1,150.98
				011 - City Council Subtotal:	\$2,107.53
012 - City Manager					
311363	09/08/2023	730	ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$291.02
311462	09/08/2023	1406	MOSLEY, MARIE	TRAVEL REIMBURSEMENT	\$96.42
				012 - City Manager Subtotal:	\$387.44
023 - Recreation Services					
EFT	09/05/2023	77146	GLOBAL PAYMENTS	CIVIC REC MERCHANT FEES	\$2,127.90
EFT	09/20/2023	167	WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$137.22
311461	09/08/2023	8250	MOSES LAKE MENS SOFTBALL	UMPIRE FEES	\$156.00
311498	09/08/2023	6357	THREE RIVERS WINDOW FASHIONS, BUDGET BLINDS	SUN SHADES FOR COMMUNITY CENTER	\$877.46
311502	09/08/2023	694	TRICITY ESPORTS	E-SPORTS ACTIVITY AT FAMILY FUN DAY EVENT	\$200.00
311508	09/08/2023	3564	US LINEN AND UNIFORM	TABLE LINENS FOR NATIONAL NIGHT OUT EVENT.	\$173.26
311586	09/22/2023	7711	CULLIGAN WATER CONDITIONING	WATER DELIVERY	\$48.92
311700	09/22/2023	3564	US LINEN AND UNIFORM	LINENS FOR GOODWILL PICNIC EVENT.	\$162.93
311718	09/22/2023	8250	MOSES LAKE MENS SOFTBALL	UMPIRE FEES	\$2,100.00
				023 - Recreation Services Subtotal:	\$5,983.69
024 - Facilities Maintenance					
311368	09/08/2023	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2023 HVAC MAINT AUGUST	\$5,656.95
311370	09/08/2023	165	ARCTIC GLACIER USA INC	ICE DELIVERY	\$60.02
311385	09/08/2023	749	BUILDERS HARDWARE & SUPPLY CO	REPLACED RESTROOM DOOR HARDWARE THAT FAILED	\$372.87
311412	09/08/2023	166	FARMERS EXCHANGE	WEEDEATER STRING	\$128.74
311414	09/08/2023	8774	FASTENAL COMPANY	DOOR REPAIR	\$11.09

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
311416	09/08/2023	86 FERGUSON ENTERPRISES INC	IRRIGATION REPAIR	\$168.26
311425	09/08/2023	4759 GRIGG ENTERPRISES INC, ACE HARDWARE	OE UNIFORM	\$107.80
311429	09/08/2023	15 HARBOR FREIGHT TOOLS	RATCHET STRAPS AND BUNGIE CORDS	\$31.49
311445	09/08/2023	78 KENNEWICK INDUSTRIAL & ELEC	IRR. REPAIR	\$258.85
311459	09/08/2023	484 MILNE NAIL,POWER TOOL & REPAIR	TABLE SAW FOR NEW COURT	\$707.84
311477	09/08/2023	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	LIGHT FOR BALLFIELD SHOP	\$84.99
311479	09/08/2023	957 RANCH & HOME INC	TRAILER BALL FOR NEW TRUCK	\$365.19
311489	09/08/2023	7555 SHERWIN-WILLIAMS COMPANY	TOUCH UP PAINT FOR THE BIG AIR RETURN GRILL	\$37.48
311499	09/08/2023	5945 TK ELEVATOR	ELEVATOR MAINTENANCE	\$55.73
311508	09/08/2023	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$305.03
311514	09/08/2023	1035 WASHINGTON HARDWARE AND, FURNITURE CO	CHAIN OIL FOR POLE SAW	\$21.73
311541	09/22/2023	8623 ACE SALES & SERVICE INC	SCOTT BALL FIELDS PORTABLE TOILETS	\$7,439.11
311544	09/22/2023	5911 AMERICAN BUILDING MAINTENANCE	SERVICE FOR JULY	\$5,977.26
311548	09/22/2023	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	CONTACTORS AND CAPACITORS	\$1,449.88
311557	09/22/2023	4052 BATTERIES PLUS	SINK SENSORS	\$57.18
311563	09/22/2023	84 BENTON PUD NO. 1	ELECTRICITY	\$32,233.97
311569	09/22/2023	83 CASCADE NATURAL GAS	GAS SERVICE	\$556.20
311580	09/22/2023	10307 COLUMBIA RIVER PLUMBING & MECH, TANNER J. LINDSTR	REPLACE A TOILET FLANGE	\$1,163.41
311588	09/22/2023	3084 DAVIS, TYREL	UNIFORM ALLOWANCE JEANS	\$156.94
311594	09/22/2023	670 ELIJAH GOMEZ	REIMBURSEMENT FOR JEANS	\$97.81
311599	09/22/2023	166 FARMERS EXCHANGE	BACK PACK SPRAYER FOR HERBICIDE APPLICATION	\$118.46
311602	09/22/2023	86 FERGUSON ENTERPRISES INC	PARTS TO INSTALL NEW PUMP - MUSHROOM POOL	\$373.48
311616	09/22/2023	8130 HUNTER, JOSHUA	REIMBURSEMENT FOR BOOTS	\$70.76
311619	09/22/2023	303 INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - AUGUST 2023	\$12,533.00
311625	09/22/2023	78 KENNEWICK INDUSTRIAL & ELEC	IRRIGATION REPAIR	\$279.57
311630	09/22/2023	420 LEGACY POOL LLC	SHOCK TREATMENT	\$15.11
311638	09/22/2023	10507 MILLER, LUKAS	REIMBURSEMENT FOR JEANS	\$167.22
311654	09/22/2023	4520 OTIS ELEVATOR	SERVICE	\$434.80
311659	09/22/2023	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	LIGHT BULBS	\$134.94
311661	09/22/2023	957 RANCH & HOME INC	SPEED SQUARES	\$69.53
311675	09/22/2023	7555 SHERWIN-WILLIAMS COMPANY	PAINT FOR DOORS IN THE GYM	\$297.45
311676	09/22/2023	107 SHORTHILL, JOHN	REIMBURSEMENT FOR BOOTS & JEANS	\$88.50
311677	09/22/2023	680 SIERRA ELECTRIC, INC.	FIELD LIGHTS	\$13,505.31
311706	09/22/2023	104 WA STATE LABOR & INDUSTRIES	WHEELCHAIR LIFT CERTIFICATE	\$86.45
311708	09/22/2023	1035 WASHINGTON HARDWARE AND, FURNITURE CO	CAUTION TAPE - FAIR WEEK	\$357.14
311716	09/22/2023	2054 WOELBER, STEVE	REIMBURSEMENT FOR JEANS	\$155.55
311717	09/22/2023	7698 WRIGHT, DAMIEN	REIMBURSEMENT FOR JEANS	\$202.39
024 - Facilities Maintenance Subtotal:				\$86,395.48

026 - Economic Development

311363	09/08/2023	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$179.73
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City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
311570	09/22/2023	5265 CASCADE TITLE CO	FLAG PLAZA LIMITED LIABILITY REPORT	\$271.75
026 - Economic Development Subtotal:				\$451.48
032 - Accounting				
311471	09/08/2023	3700 OFFICE DEPOT INC	OFFICE SUPPLIES	\$55.14
311631	09/22/2023	202 LEGARD, DAN	TRAVEL REIMBURSEMENT - GU JOB FAIR	\$184.71
311704	09/22/2023	976 WA STATE AUDITOR'S OFFICE	AUDIT NO:58153 AUDIT PERIOD 22-22	\$2,176.00
032 - Accounting Subtotal:				\$2,415.85
033 - Human Resources				
311397	09/08/2023	1682 COLUMBIA FITNESS SYSTEMS	CITY HALL GYM PM	\$148.81
311420	09/08/2023	560 GMP CONSULTANTS LLC	ADVERTISING COSTS FOR HR DIRECTOR RECRUITMENT	\$12,921.92
311539	09/22/2023	6874 A WORKSAFE SERVICE INC	DOT PRE EMPLOYMENT TESTING	\$60.00
311607	09/22/2023	560 GMP CONSULTANTS LLC	INTERIM HR DIRECTOR	\$9,537.50
311644	09/22/2023	7969 MUSTANG SIGN GROUP, WANG ENTERPRISES	TRAFFIC BOX POWER SUPPLY WRAP	\$217.40
311646	09/22/2023	1030 NAVIA BENEFIT SOLUTIONS, CLIENT PAY	FLEX PLAN SERVICES	\$589.10
311680	09/22/2023	660 SMITH, CINDY	LODGING REIMBURSEMENT	\$953.66
311686	09/22/2023	8315 STERLING	NATIONAL CRIMINAL SEARCH	\$223.92
033 - Human Resources Subtotal:				\$24,652.31
035 - Customer Service				
EFT	09/05/2023	70016 U.S. BANK	MERCHANT FEES	\$23,929.93
311538	09/22/2023	929 1ST CLASS OFFICE SOLUTIONS	SUPPLIES FOR NEOPOST POSTAGE MACHINE	\$484.08
311710	09/22/2023	4479 WEBCHECK INC	LIEN SEARCH SVC - AUGUST 2023	\$1,255.49
035 - Customer Service Subtotal:				\$25,669.50
036 - Code Enforcement				
311373	09/08/2023	9813 B-F JUVENILE JUSTICE CTR	GRAFFITI ABATEMENT PROGRAM	\$3,100.83
036 - Code Enforcement Subtotal:				\$3,100.83
042 - City Attorney				
311478	09/08/2023	3467 PRONTO PROCESS SERVICE, INC	COURIER FEE - AUGUST 2023	\$52.50
311518	09/08/2023	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - AUGUST 2023	\$2,714.75
311574	09/22/2023	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHRED BIN SERVICE	\$102.63
311636	09/22/2023	5561 MENKE JACKSON BEYER EHLIS, & HARPER, LLP	GMA/COMP PLAN PRESENTATION - K. HARPER	\$3,277.14
311653	09/22/2023	9478 OREGON MOTOR VEHICLES DIVISION	CITY V JOEL O'CAMPO (3A0183968)	\$3.00
311685	09/22/2023	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES (FLASHDRIVES)	\$75.46
042 - City Attorney Subtotal:				\$6,225.48
051 - City Clerk				
311379	09/08/2023	34 BENTON COUNTY AUDITOR	RECORDING FEES - LA 7605 W DESCHUTES AVE	\$207.50
311380	09/08/2023	34 BENTON COUNTY AUDITOR	RECORDING FEES - LA 326 N CCB	\$206.50
311497	09/08/2023	172 THE TRI-CITY HERALD	PUBLICATION - ORDINANCES 6030-6031 SUMMARIES	\$104.62

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
051 - City Clerk Subtotal:				\$518.62
054 - Information Technology				
311363	09/08/2023	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$365.00
311400	09/08/2023	6375 COMPUNET INC	GLOBAL PROTECT SUPPORT - ONE TIME PASSWORD SETUP	\$225.00
311422	09/08/2023	4659 GOVERNMENT JOBS.COM INC	NEOGOV MAINTENANCE THROUGH 8/23/2024	\$2,001.00
311495	09/08/2023	8 TELCO WIRING & REPAIR INC	CITY NETWORK CONNECTIONS	\$7,244.62
311524	09/08/2023	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$7,203.02
311571	09/22/2023	8295 CENTURYLINK	PS/ALI - ALI/SR PER 100 REC	\$7.02
311581	09/22/2023	6375 COMPUNET INC	MERAKI SUPPORT RENEWAL - 3 YEARS	\$37,571.82
311609	09/22/2023	4659 GOVERNMENT JOBS.COM INC	SPARKHIRE VIDEO INTERVIEW LICENSE-SALES TAX	\$155.66
311670	09/22/2023	6976 SCIENS CONSULTING LLC	IT STRATEGIC PLAN	\$6,800.00
311679	09/22/2023	8210 SMARSH INC	NET GUARD	\$1,484.44
054 - Information Technology Subtotal:				\$63,057.58
062 - Planning				
311497	09/08/2023	172 THE TRI-CITY HERALD	LEGAL PUBLICATION - COZ-2023-0006 NOPH	\$446.34
311627	09/22/2023	399 KOTTKAMP, YEDINAK, ESWORTHY, PLLC	PUBLIC HEARING & DECISION SUB-2022-0018 CLEARWATER	\$1,275.00
311642	09/22/2023	7758 MUAI, ANTHONY	TRAVEL REIMBURSEMENT	\$409.58
062 - Planning Subtotal:				\$2,130.92
070 - Police Revenues				
EFT	09/20/2023	167 WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$20.31
311357	09/07/2023	99994 CPL REFUNDS	003657-0026 REFUND	\$49.25
311535	09/19/2023	99994 CPL REFUNDS	CPL REFUND 19801319003	\$49.25
311536	09/19/2023	99994 CPL REFUNDS	CPL REFUND 19816103102	\$49.25
070 - Police Revenues Subtotal:				\$168.06
071 - KPD-Administration				
311378	09/08/2023	14 BENTON COUNTY	RAT TRAPS - WATPA GRANT	\$2,608.80
311392	09/08/2023	100 CITY OF RICHLAND	POLICE MISC. REIMBURSEMENTS - WATPA GRANT	\$33,588.50
311393	09/08/2023	1516 CITY OF WEST RICHLAND	WATPA GRANT REIMBURSEMENT #2	\$13,587.50
311394	09/08/2023	422 CLARITY POINT PLLC	WELLNESS PROGRAM	\$1,200.00
311484	09/08/2023	619 RYAN YATES	POLYGRAPH EXAM	\$250.00
311493	09/08/2023	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	CARPET CLEANING SUPPLIES	\$59.28
311506	09/08/2023	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$130.11
311524	09/08/2023	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$234.75
311574	09/22/2023	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICES	\$412.98
311576	09/22/2023	422 CLARITY POINT PLLC	WELLNESS PROGRAM	\$763.27
311628	09/22/2023	2280 LANGUAGE LINE SERVICES, INC	INTERPRETATION SERVICES	\$223.84
311668	09/22/2023	619 RYAN YATES	POLYGRAPH EXAMS	\$500.00
311699	09/22/2023	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$135.20

City of Kennewick
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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
071 - KPD-Administration Subtotal:				\$53,694.23
072 - KPD-Criminal Investigation				
311694	09/22/2023	7228 TRANSUNION RISK ALTERNATIVE, DATA SOLUTIONS INC	PEOPLE SEARCH	\$213.92
072 - KPD-Criminal Investigation Subtotal:				\$213.92
073 - KPD-Patrol				
311363	09/08/2023	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$1,690.68
311458	09/08/2023	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$285.35
311463	09/08/2023	550 MOTOROLA SOLUTIONS INC	BATTERIES	\$746.99
311552	09/22/2023	677 ASHLEY MARSHALL	PRO-RATED UNIFORM ALLOWANCE	\$281.25
311635	09/22/2023	3284 MEL'S INTER-CITY TOWING	TOW SERVICE	\$589.73
311658	09/22/2023	241 PERFORMANCE SYSTEMS INTEGRATION	FIRE EXTINGUISHER RECERTS	\$826.67
311705	09/22/2023	104 WA STATE LABOR & INDUSTRIES	SWAT EXPLOSIVES LICENSE	\$75.00
073 - KPD-Patrol Subtotal:				\$4,495.67
074 - KPD-Staff Services				
EFT	09/05/2023	70016 U.S. BANK	MERCHANT FEES	\$59.99
311363	09/08/2023	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$137.00
311433	09/08/2023	675 HID GLOBAL CORPORATION	CROSSMATCH FINGERPRINT SCANNING RENEWAL	\$1,102.22
311463	09/08/2023	550 MOTOROLA SOLUTIONS INC	KPD RADIOS	\$2,262.48
311493	09/08/2023	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$142.38
311515	09/08/2023	1033 WASHINGTON STATE PATROL	CPL BACKGROUND CHECKS - AUGUST 23	\$596.25
311563	09/22/2023	84 BENTON PUD NO. 1	ELECTRICITY	\$18.67
311585	09/22/2023	4066 CREATIVE PRODUCT SOURCING, DARECATALOG.COM	DARE SUPPLIES	\$472.50
311685	09/22/2023	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES	\$73.88
074 - KPD-Staff Services Subtotal:				\$4,865.37
075 - KPD-Intergovernmental				
311446	09/08/2023	5291 KENNEWICK RADIOLOGY GROUP PC	PRISONER MEDICAL	\$1,849.00
311503	09/08/2023	9790 TRIOS HEALTH, RCCH TRIOS HEALTH LLC	PRISONER MEDICAL	\$15,586.66
311560	09/22/2023	14 BENTON COUNTY	JAIL SERVICE - AUGUST 23	\$129,145.63
075 - KPD-Intergovernmental Subtotal:				\$146,581.29
076 - KPD-Special Services				
311463	09/08/2023	550 MOTOROLA SOLUTIONS INC	PD RADIO MICROPHONES	\$1,139.83
311541	09/22/2023	8623 ACE SALES & SERVICE INC	PORTABLE TOILET - SHOOTING RANGE	\$68.90
311563	09/22/2023	84 BENTON PUD NO. 1	ELECTRICITY	\$20.41
311682	09/22/2023	9312 SOUND UNIFORM/BRATWEAR, SEATTLE SEWING SOLUTIONS	QUARTERMASTER SUPPLIES - NEW HIRES	\$785.90
076 - KPD-Special Services Subtotal:				\$2,015.04
081 - Fire Administration				
311396	09/08/2023	7849 COLUMBIA BASIN ICE AND, TRANSPORT	ICE - STATION 5	\$144.38

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
311506	09/08/2023	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$20.48
311546	09/22/2023	5681 AMERIGAS PROPANE LP	PROPANE	\$79.39
311574	09/22/2023	2481 CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICES	\$123.53
311590	09/22/2023	480 DEPENDABLE APPLIANCE	STATION 5 - WASHER REPAIR	\$318.39
311599	09/22/2023	166 FARMERS EXCHANGE	PROPANE	\$14.49
311685	09/22/2023	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	REG. OFFICE & NEW FS1 MISC. SUPPLIES	\$586.21
311692	09/22/2023	930 TOTAL ENERGY MANAGEMENT	NEDERMAN SYSTEM REPAIR	\$67.94
311699	09/22/2023	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$64.36
081 - Fire Administration Subtotal:				\$1,419.17
082 - Fire Suppression				
311390	09/08/2023	11060 CITIZENPRIME LLC, DBA, FIREPENNY	KUSSMAUL FEMALE CONNECTOR	\$324.00
311418	09/08/2023	5823 GALLS, LLC	UNIFORM BADGE AND PANEL	\$141.17
311448	09/08/2023	9379 KUSSMAUL ELECTRONICS CO., INC.	POWER CONNECTORS	\$588.04
311449	09/08/2023	4244 L N CURTIS & SONS	SCBA COMPRESSOR REPAIR	\$2,265.76
311464	09/08/2023	3450 MUNICIPAL EMERGENCY SVS, DEPOSITORY ACCOUNT	DUAL PURPOSE BOOTS	\$254.16
311468	09/08/2023	5059 NORTHWEST SAFETY CLEAN	CLEANING AND INSPECTION - TURNOUT	\$1,806.52
311472	09/08/2023	917 OXARC, INC.	HYDROTEST	\$490.05
311486	09/08/2023	7872 SEA WESTERN INC	PARTICULATE BLOCKING HOOD	\$2,605.26
311507	09/08/2023	5807 UPTOWN CLEANERS, SANDRA R NINEMIRE	UNIFORM CLEANING	\$126.90
311605	09/22/2023	5823 GALLS, LLC	UNIFORM SHIRT	\$130.20
311632	09/22/2023	10534 LIBERTY LAWN AND SAW SHOP	CHAIN-LOCKER SERVICE	\$2,963.70
311643	09/22/2023	3450 MUNICIPAL EMERGENCY SVS, DEPOSITORY ACCOUNT	MATEX FIRE HOSE	\$70,671.31
311655	09/22/2023	917 OXARC, INC.	FIRE EXTINGUISHER - RECHARGE	\$126.41
311661	09/22/2023	957 RANCH & HOME INC	STATION BOOTS	\$26.09
311671	09/22/2023	7872 SEA WESTERN INC	SUSPENDERS	\$39,784.38
311713	09/22/2023	702 WHOLESALE ONLINE GROUP, CORP	WILDLAND EXTRICATION GEAR	\$628.60
082 - Fire Suppression Subtotal:				\$122,932.55
083 - Fire Prevention/Investigation				
311490	09/08/2023	9797 SIGNS BY SUE	REFLECTIVE DECALS - GRANGER VEHICLE	\$1,005.15
311691	09/22/2023	7 THE SDM GROUP	COACHING/MENTORING	\$3,000.00
083 - Fire Prevention/Investigation Subtotal:				\$4,005.15
090 - Engineering				
311370	09/08/2023	165 ARCTIC GLACIER USA INC	ICE DELIVERY	\$10.00
311465	09/08/2023	3962 MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	\$13.07
311471	09/08/2023	3700 OFFICE DEPOT INC	OFFICE SUPPLIES	\$7.05
311501	09/08/2023	6270 TRI-CITY SIGN & BARRICADE, CONSTRUCTION AHEAD INC	SURVEY SUPPLIES P2313-23	\$63.52
311529	09/13/2023	704 ESF DEVELOPMENT DBA ESF SOLUTIONS	DPW-2023-1759 REFUND	\$75.00
311720	09/27/2023	718 J5 Infrastructure Partners	DPW-2023-2608 REFUND	\$75.00

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT	
090 - Engineering Subtotal:				\$243.64	
100 - GF-Nondepartmental					
EFT	09/18/2023	511	WA STATE DEPT OF RETIREMENT, SYSTEMS	PRIOR SERVICE CONTRIBUTION	\$217.00
311368	09/08/2023	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2023 HVAC MAINT AUGUST	\$526.13
311391	09/08/2023	435	CITY OF PASCO	ANIMAL SHELTER SERVICE/RENT/MAIN & ADMIN - JULY	\$85,986.18
311455	09/08/2023	8208	MCBRIDE PUBLIC AFFAIRS LLC, THOMAS AND ANGELA MCB	LOBBYIST EXPENSES	\$4,120.00
311543	09/22/2023	673	AMAREE TREVINO	TUITION REIMBURSEMENT	\$409.00
311559	09/22/2023	8297	BENTON CO COMMISSIONERS	BCDC/PROBATION AUGUST 2023 (16.89%)	\$117,971.42
311563	09/22/2023	84	BENTON PUD NO. 1	ELECTRICITY	\$4,655.07
311569	09/22/2023	83	CASCADE NATURAL GAS	GAS SERVICE	\$43.07
311575	09/22/2023	435	CITY OF PASCO	ANIMAL SHELTER SERVICE/RENT/MAIN & ADMIN - SEPT	\$57,055.08
311586	09/22/2023	7711	CULLIGAN WATER CONDITIONING	WATER DELIVERY	\$556.00
311619	09/22/2023	303	INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - AUGUST 2023	\$5,222.00
311625	09/22/2023	78	KENNEWICK INDUSTRIAL & ELEC	SPRAY HEAD ON SINK IN EMP. LUNCH RM	\$6.61
100 - GF-Nondepartmental Subtotal:				\$276,767.56	
Total For Fund 001				\$888,366.98	
Fund 102					
000 - Fund Activity					
EFT	09/20/2023	167	WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$1.31
000 - Fund Activity Subtotal:				\$1.31	
010 - Fund Activity					
311444	09/08/2023	5148	KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - AUGUST 2023	\$159.45
311465	09/08/2023	3962	MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	\$27.60
311479	09/08/2023	957	RANCH & HOME INC	DEF FOR EQUIPMENT ON GRINDER	\$65.30
311551	09/22/2023	2181	ARROW CONSTRUCTION SUPPLY LLC	COLD MIX	\$1,820.59
311618	09/22/2023	113	INLAND ASPHALT COMPANY, CPM DEVELOPMENT CORP	TACK OIL	\$447.57
311661	09/22/2023	957	RANCH & HOME INC	PROPANE	\$66.35
311666	09/22/2023	4618	RODDA PAINT COMPANY	THINNER FOR 7TH AVE PAINT PROJECT	\$197.86
311681	09/22/2023	4232	SOGGIE, JOSH	UNIFORM ALLOWANCE BOOTS	\$250.01
311693	09/22/2023	367	TRAFFIC SAFETY SUPPLY CO INC	SIGN POST FOR LIGHTED STOP SIGNS	\$626.96
311696	09/22/2023	6270	TRI-CITY SIGN & BARRICADE, CONSTRUCTION AHEAD INC	MARKING PAINT	\$143.30
010 - Fund Activity Subtotal:				\$3,804.99	
110 - Traffic					
311370	09/08/2023	165	ARCTIC GLACIER USA INC	ICE DELIVERY	\$50.02
311386	09/08/2023	1817	RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	\$55.75
311403	09/08/2023	35	CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	SIGNAL POLE AND ARM	\$19,756.23
311444	09/08/2023	5148	KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - AUGUST 2023	\$159.45
311465	09/08/2023	3962	MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	\$13.07

City of Kennewick
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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
311471	09/08/2023	3700 OFFICE DEPOT INC	TONER CARTRIDGE	\$106.01
311519	09/08/2023	2368 WESTERN SYSTEMS INC	RMBS FOR BATTERY BACKUP SYSTEM	\$191.52
311563	09/22/2023	84 BENTON PUD NO. 1	ELECTRICITY	\$23,997.16
311600	09/22/2023	8774 FASTENAL COMPANY	SET SCREWS	\$5.44
311652	09/22/2023	3700 OFFICE DEPOT INC	OFFICE SUPPLIES - TONER CARTRIDGE	\$210.50
311659	09/22/2023	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	STRUT STRAPS, SCREWS	\$202.87
311699	09/22/2023	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$7.26
110 - Traffic Subtotal:				\$44,755.28
Total For Fund 102				\$48,561.58
Fund 103				
010 - Fund Activity				
311424	09/08/2023	2842 GRANITE CONSTRUCTION COMPANY	P2301 PAY EST 3	\$597,068.42
010 - Fund Activity Subtotal:				\$597,068.42
Total For Fund 103				\$597,068.42
Fund 106				
010 - Fund Activity				
311495	09/08/2023	8 TELCO WIRING & REPAIR INC	CITY NETWORK CONNECTIONS	\$10,336.31
010 - Fund Activity Subtotal:				\$10,336.31
Total For Fund 106				\$10,336.31
Fund 107				
130 - CDBG				
311497	09/08/2023	172 THE TRI-CITY HERALD	CDBG 2024 APPLICATION PERIOD/PUBLIC HEARING AD	\$213.00
130 - CDBG Subtotal:				\$213.00
140 - HOME				
311392	09/08/2023	100 CITY OF RICHLAND	LOAN PAYOFF 2K9-31 J. CONNERS	\$14,000.00
140 - HOME Subtotal:				\$14,000.00
Total For Fund 107				\$14,213.00
Fund 116				
010 - Fund Activity				
311358	09/07/2023	73761 TRI-CITIES VISITOR & CONV. BUR	AUGUST 2023 TOURISM	\$82,939.01
311500	09/08/2023	176 TRI-CITIES VISITOR &, CONVENTION BUREAU	CONTRACT DUES 2023-AUGUST	\$22,639.00
010 - Fund Activity Subtotal:				\$105,578.01
Total For Fund 116				\$105,578.01

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 117				
010 - Fund Activity				
311625	09/22/2023	78 KENNEWICK INDUSTRIAL & ELEC	CONDUIT NIPPLE, LOCK NUTS, BOLTS	\$227.64
				010 - Fund Activity Subtotal:
				<u>\$227.64</u>
042 - City Attorney				
311363	09/08/2023	730 ADVANCE TRAVEL EXPENSE	REIMBURSE ADVANCE TRAVEL	\$217.46
311478	09/08/2023	3467 PRONTO PROCESS SERVICE, INC	COURIER FEE - AUGUST 2023	\$17.50
311518	09/08/2023	853 WEST GROUP PAYMENT CENTER	ONLINE SOFTWARE SUBSCRIPTION - AUGUST 2023	\$881.54
311685	09/22/2023	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	OFFICE SUPPLIES (FLASHDRIVES)	\$25.16
				042 - City Attorney Subtotal:
				<u>\$1,141.66</u>
				Total For Fund 117
				<u>\$1,369.30</u>
Fund 118				
010 - Fund Activity				
311389	09/08/2023	10777 CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	\$5,538.13
311407	09/08/2023	10225 DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	\$7,400.86
311411	09/08/2023	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$3,864.40
311417	09/08/2023	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$3,750.73
311430	09/08/2023	403 HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	\$3,405.97
311460	09/08/2023	301 MICHAEL J MIZER	NW HIDTA DRUG INTELLIGENCE OFFICER	\$3,750.00
311480	09/08/2023	10914 RASK, ANDREA ROBIN	NW HIDTA OPERATIONS MANAGER	\$5,089.02
311483	09/08/2023	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$4,860.13
311488	09/08/2023	396 SHAWN ALEXANDER MITCHELL	NW HIDTA INTELLIGENCE ANALYST	\$4,025.14
311517	09/08/2023	10001 WEINER, JONATHAN M	NW HIDTA DIRECTOR	\$8,661.36
311522	09/08/2023	10204 WILLIS OF FLORIDA INC	LAW ENFORCEMENT LIABILITY	\$5,248.95
311573	09/22/2023	10777 CHRISTINE, JULIE KATHLEEN	NW HIDTA FINANCIAL MANAGER	\$5,538.13
311591	09/22/2023	10225 DURAN, MATTHEW LAWRENCE	NW HIDTA DEPUTY DIRECTOR	\$7,400.86
311597	09/22/2023	10912 EVANS, KEITH A	NW HIDTA INTELLIGENCE ANALYST	\$3,864.40
311604	09/22/2023	397 GABRIEL JOHNSTON VELASCO	NW HIDTA INTELLIGENCE ANALYST	\$3,750.73
311613	09/22/2023	403 HAYLEY J. N. WEBSTER	NW HIDTA EXECUTIVE ASSISTANT	\$3,405.97
311639	09/22/2023	301 MICHAEL J MIZER	TRAVEL REIMBURSEMENT - NATIONAL TRIBAL OPIOID	\$4,378.52
311662	09/22/2023	10914 RASK, ANDREA ROBIN	NW HIDTA OPERATIONS MANAGER	\$5,089.02
311667	09/22/2023	10915 ROSS, BRANDON R	NW HIDTA ADMIN/SURV TECH	\$4,860.13
311673	09/22/2023	396 SHAWN ALEXANDER MITCHELL	NW HIDTA INTELLIGENCE ANALYST	\$3,864.40
311711	09/22/2023	10001 WEINER, JONATHAN M	NW HIDTA DIRECTOR	\$8,661.36
311721	09/27/2023	262 SELIG FAMILY HOLDINGS LLC	MONTHLY RENT & ELECTRICAL WORK	\$22,734.64
				010 - Fund Activity Subtotal:
				<u>\$129,142.85</u>
				Total For Fund 118
				<u>\$129,142.85</u>

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
Fund 300				
010 - Fund Activity				
311365	09/08/2023	9403 ALLSTAR CONSTRUCTION GROUP,INC	P2306 PAY EST 2 - FINAL	\$32,460.20
311409	09/08/2023	182 ELLISON EARTHWORKS LLC	P2111 PAY EST 1	\$9,164.06
010 - Fund Activity Subtotal:				<u>\$41,624.26</u>
160 - Land & Facilities				
EFT	09/06/2023	2900 U.S. ARMY CORPS OF ENGINEERS, WALLA WALLA DISTRIC	W912EF-1-04-16 PERMITTING FOR GOLF COURSE PROJECT	\$1,500.00
311381	09/08/2023	575 BERRY DUNN MCNEIL & PARKER LLC	CONSULTING SERVICE	\$13,180.00
311474	09/08/2023	1174 PBS ENGINEERING &, ENVIRONMENTAL	COLUMBIA PARK BOAT LAUNCH REHAB	\$2,029.00
311606	09/22/2023	244 GDM OF OREGON	21-025 CHLORINATOR ENGINEER SE	\$2,325.00
311659	09/22/2023	329 PLATT ELECTRIC SUPPLY COMPANY, REXEL USA INC	UPGRADE REMAINING LIGHTS TO LED	\$1,010.70
311715	09/22/2023	4505 WMS AQUATICS, WM SMITH ASSOCIATES INC.	NEW MUSHROOM POOL PUMP	\$3,431.44
160 - Land & Facilities Subtotal:				<u>\$23,476.14</u>
170 - Capital Purchases				
311505	09/08/2023	1566 TYLER TECHNOLOGIES INC	EDEN REPLACEMENT PROJECT - CONTRACT 19-013	\$11,270.00
311581	09/22/2023	6375 COMPUNET INC	ACCESS CONTROL FOR CITY HALL ANNEX DOOR	\$1,492.29
170 - Capital Purchases Subtotal:				<u>\$12,762.29</u>
Total For Fund 300				<u>\$77,862.69</u>
Fund 303				
010 - Fund Activity				
311369	09/08/2023	501 APOLLO, INC.	P2012 PAY EST 5	\$242,753.70
311374	09/08/2023	5867 BAER TESTING	TESTING FOR P2012 (STEPTOE & GAGE)	\$6,332.50
311465	09/08/2023	3962 MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	\$60.00
311556	09/22/2023	5867 BAER TESTING	TESTING FOR P2012 (STEPTOE & GAGE)	\$572.50
311570	09/22/2023	5265 CASCADE TITLE CO	P2010 OWNER'S POLICY	\$844.60
311582	09/22/2023	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	PEDESTRIAN PUSH BUTTON POLE FOR BREAKAWAY STYLE	\$6,913.32
311587	09/22/2023	867 DAVID EVANS & ASSOCIATES, INC.	P1402 CONSULTANT INVOICE	\$2,178.58
311707	09/22/2023	238 WASHINGTON APPRAISAL SERVICES INC	P2011 TEMP CONSTRUCTION EASEMENT RED LOBSTER	\$4,800.00
010 - Fund Activity Subtotal:				<u>\$264,455.20</u>
Total For Fund 303				<u>\$264,455.20</u>
Fund 371				
010 - Fund Activity				
311364	09/08/2023	10058 ALLIANCE MANAGEMENT &, CONSTRUCTION SOLUTIONS	CONTRACT 19-020 MOD.3 - FS #1 CONST. MGMT.	\$4,500.00
311375	09/08/2023	6720 BANLIN CONSTRUCTION LLC	FIRE STATION #1 CONSTRUCTION	\$556,264.65
311387	09/08/2023	10584 CAMTEK INC	FS#1 FIRE ALARM MONITORING INSTALLATION	\$719.00
311438	09/08/2023	529 INTERMOUNTAIN MATERIAL TESTING	FS #1 - MATERIALS TESTING & SAMPLING SERVICES	\$455.00

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT	
311476	09/08/2023	241	PERFORMANCE SYSTEMS INTEGRATION	FS#1 FIRE EXT., MOUNTS & INSP	\$2,662.62
311542	09/22/2023	109	ADVANCED FITNESS SOLUTIONS LLC	FS#1 - PT EQUIPMENT	\$18,970.32
311563	09/22/2023	84	BENTON PUD NO. 1	ELECTRICITY	\$755.31
311564	09/22/2023	84	BENTON PUD NO. 1	FIRE STATION #1 - PUD WORK REQUEST #652022	\$9,129.29
311569	09/22/2023	83	CASCADE NATURAL GAS	GAS SERVICE	\$95.26
311601	09/22/2023	7587	HIS DIME LLC - FASTSIGNS	90% PAYMENT FIRE STATION #1 INTERIOR SIGNAGE	\$6,927.20
311674	09/22/2023	687	SHEEHAN'S OFFICE INTERIORS INC	FS#1 LOBBY FURNITURE	\$5,247.92
311685	09/22/2023	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	REG. OFFICE & NEW FS1 MISC. SUPPLIES	\$177.91
311689	09/22/2023	7079	TCA ARCHITECTURE PLANNING INC	FIRE STATION #1 ARCHITECTURAL SERVICES	\$4,302.50
311690	09/22/2023	4028	TED BROWN MUSIC COMPANY	FIRE STATION #1 AV EQUIP	\$109,168.51
311695	09/22/2023	698	TRI-CITIES MONITORING, INC	SECURITY SERVICES FOR FIRE STATION 1 PRE-OPENING	\$3,200.00
				010 - Fund Activity Subtotal:	\$722,575.49
				Total For Fund 371	\$722,575.49
Fund 402					
000 - Fund Activity					
EFT	09/20/2023	167	WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$5.36
				000 - Fund Activity Subtotal:	\$5.36
010 - Fund Activity					
EFT	09/20/2023	167	WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$13,925.91
311367	09/08/2023	239	CHECK THE DOSE	MEDICINE CALCULATOR	\$674.37
311383	09/08/2023	3495	BOUND TREE MEDICAL LLC	BANDAGE	\$48.85
311388	09/08/2023	7715	CARDINAL HEALTH 411, INC	MEDS	\$274.66
311396	09/08/2023	7849	COLUMBIA BASIN ICE AND, TRANSPORT	ICE - STATION 5	\$144.37
311418	09/08/2023	5823	GALLS, LLC	UNIFORM BADGE AND PANEL	\$800.02
311451	09/08/2023	8868	LIFE-ASSIST	INFUSION NEEDLE	\$2,387.33
311457	09/08/2023	1206	MED-TECH RESOURCE INC	BANDAGES	\$116.54
311464	09/08/2023	3450	MUNICIPAL EMERGENCY SVS, DEPOSITORY ACCOUNT	DUAL PURPOSE BOOTS	\$187.86
311472	09/08/2023	917	OXARC, INC.	OXYGEN	\$193.39
311486	09/08/2023	7872	SEA WESTERN INC	DUAL PURPOSE BOOTS	\$159.20
311494	09/08/2023	10778	SYSTEMS DESIGN WEST LLC	EMS BILLING FOR JULY	\$10,602.78
311496	09/08/2023	7618	TELEFLEX LLC	NEEDLE & STABILIZER	\$1,278.71
311507	09/08/2023	5807	UPTOWN CLEANERS, SANDRA R NINEMIRE	UNIFORM CLEANING	\$710.06
311525	09/08/2023	6869	ZOLL MEDICAL CORPORATION	ELECTRODES	\$286.15
311546	09/22/2023	5681	AMERIGAS PROPANE LP	PROPANE	\$79.39
311566	09/22/2023	3495	BOUND TREE MEDICAL LLC	ENDOTRACHEAL TUBE	\$17.06
311568	09/22/2023	7715	CARDINAL HEALTH 411, INC	ROCURONIUM	\$129.29
311574	09/22/2023	2481	CI INFORMATION MANAGEMENT, CI SUPPORT LLC	SHREDDING SERVICES	\$123.52
311590	09/22/2023	480	DEPENDABLE APPLIANCE	STATION 5 - WASHER REPAIR	\$318.39
311599	09/22/2023	166	FARMERS EXCHANGE	PROPANE	\$14.48

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
311605	09/22/2023	5823 GALLS, LLC	UNIFORM SHIRT	\$737.31
311617	09/22/2023	8984 IMAGETREND INC	IMAGETREND COMMUNITY HEALTH MODULE	\$9,175.71
311633	09/22/2023	8868 LIFE-ASSIST	GENERAL MEDICAL SUPPLIES	\$1,570.39
311655	09/22/2023	917 OXARC, INC.	CYLINDER RENTAL	\$171.93
311661	09/22/2023	957 RANCH & HOME INC	STATION BOOTS	\$147.82
311671	09/22/2023	7872 SEA WESTERN INC	TURNOUTS - 11 SETS (PER QUO15720)	\$7,007.77
311685	09/22/2023	2536 STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	STATION 5 SUPPLIES	\$569.58
311692	09/22/2023	930 TOTAL ENERGY MANAGEMENT	NEDERMAN SYSTEM REPAIR	\$67.94
010 - Fund Activity Subtotal:				\$51,920.78
Total For Fund 402				\$51,926.14
Fund 403				
000 - Fund Activity				
311528	09/13/2023	683 Elite Construction and Development	BLDC-2022-7418 REFUND	\$3,354.35
000 - Fund Activity Subtotal:				\$3,354.35
010 - Fund Activity				
EFT	09/05/2023	70016 U.S. BANK	MERCHANT FEES	\$4,015.27
010 - Fund Activity Subtotal:				\$4,015.27
Total For Fund 403				\$7,369.62
Fund 404				
010 - Fund Activity				
311683	09/22/2023	597 SPYDERCORP LLC	TOYOTA CENTER BATHROOM REMODEL	\$38,705.14
010 - Fund Activity Subtotal:				\$38,705.14
Total For Fund 404				\$38,705.14
Fund 405				
010 - Fund Activity				
EFT	09/20/2023	167 WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$4,392.52
311372	09/08/2023	10835 ATLAS TECHNICAL CONSULTANTS, L	P2116 THIRD PARTY TESTING	\$1,562.50
311386	09/08/2023	1817 RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	\$55.75
311409	09/08/2023	182 ELLISON EARTHWORKS LLC	P2116 PAY EST 3	\$317,098.49
311465	09/08/2023	3962 MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	\$44.90
311524	09/08/2023	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$70.24
311553	09/22/2023	10835 ATLAS TECHNICAL CONSULTANTS, L	P2116 THIRD PARTY TESTING	\$357.50
010 - Fund Activity Subtotal:				\$323,581.90
Total For Fund 405				\$323,581.90

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT	
Fund 410					
000 - Fund Activity					
EFT	09/20/2023	167	WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$1,359.88
311431	09/08/2023	865	HD FOWLER COMPANY INC	INV 300/400 HD FOWLER	\$21,197.78
311526	09/13/2023	70027	CITY OF KENNEWICK	WTR USED ACT# 49009562-00	\$1,641.85
311530	09/13/2023	99995	HYDRANT REFUNDS	FHM-2023-2211 REFUND	\$166.24
311531	09/13/2023	99995	HYDRANT REFUNDS	FHM-2023-0779 REFUND	\$400.00
311532	09/13/2023	99995	HYDRANT REFUNDS	FHM-2023-2251 REFUND	\$191.91
311537	09/19/2023	717	Premier Excavation	FHM-2023-2134 REFUND	\$485.00
				000 - Fund Activity Subtotal:	\$25,442.66
010 - Fund Activity					
EFT	09/20/2023	167	WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$122,311.06
311368	09/08/2023	3088	APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	2023 HVAC MAINT AUGUST	\$2,463.70
311370	09/08/2023	165	ARCTIC GLACIER USA INC	ICE DELIVERY	\$80.04
311377	09/08/2023	3707	BAXTER AUTO PARTS	FLUID FOR POWER STEERING PUMP	\$29.10
311386	09/08/2023	1817	RADIO SERVICE COMPANY INC	MAINTENANCE CHARGES	\$55.74
311398	09/08/2023	114	COLUMBIA RIGGING CORPORATION	LANYARDS FOR FALL PROTECTION	\$154.31
311401	09/08/2023	10831	CONCEPT SYSTEMS INC	WASTEWATER ENGINEERING SUPPORT	\$1,080.00
311402	09/08/2023	4853	CONNELL OIL INC, 76 DISTRIBUTING	OIL FOR GEAR BOXES	\$670.38
311404	09/08/2023	13	CORE & MAIN LP	GASKET TO REPAIR FIRE HYDRANT	\$28.30
311406	09/08/2023	8116	D&D TELECOMMUNICATIONS, PROPERTIES, LLC	INSPIRATION POINT - SEPTEMBER 2023	\$782.87
311409	09/08/2023	182	ELLISON EARTHWORKS LLC	P2302 PAY EST 2 FINAL	\$15,633.73
311414	09/08/2023	8774	FASTENAL COMPANY	PARTS TO INSTALL 54TH AND OLY CHLORINE ANALYZER	\$42.01
311416	09/08/2023	86	FERGUSON ENTERPRISES INC	P1822 PAY EST 15	\$674,599.58
311431	09/08/2023	865	HD FOWLER COMPANY INC	PARTS TO STOCK TRUCK FOR WATER METERS.	\$2,076.51
311436	09/08/2023	9442	IIA LIFTING SERVICES INC.	INSPECTION ON OVERHEAD FILTER HOIST	\$221.05
311437	09/08/2023	113	INLAND ASPHALT COMPANY, CPM DEVELOPMENT CORP	HMA FOR WATER DISTRIBUTION PATCHES	\$433.93
311439	09/08/2023	4713	J-U-B ENGINEERS INC	P2114 CONSULTANT INVOICE	\$2,120.50
311443	09/08/2023	119	K&N ELECTRIC MOTORS INC	15 HP AERATOR REBUILD FOR LAGOONS	\$3,319.81
311444	09/08/2023	5148	KELLEY'S TELE-COMMUNICATIONS	ANSWERING SERVICE - AUGUST 2023	\$164.30
311445	09/08/2023	78	KENNEWICK INDUSTRIAL & ELEC	FITTINGS AND GLUE FOR HYPO LINE REPAIR AT RC5	\$72.24
311465	09/08/2023	3962	MUNICIPAL SVCS PETTY CASH	PW PETTY CASH REIMBURSEMENT	\$152.70
311467	09/08/2023	4466	NORTHSTAR CHEMICAL INC	SODIUM HYPOCHLORITE 12.5% ASR WELL	\$944.00
311472	09/08/2023	917	OXARC, INC.	CUT OFF WHEELS FOR GRINDER	\$64.80
311479	09/08/2023	957	RANCH & HOME INC	GREASE GUN HOSE	\$4.99
311506	09/08/2023	4764	UNITED PARCEL SERVICE, UPS	SHIPPING	\$226.65
311508	09/08/2023	3564	US LINEN AND UNIFORM	LINEN SERVICE	\$177.66
311509	09/08/2023	7925	HD SUPPLY INC	SAMPLE CELLS FOR BENCH TOP TURBIDIMETER	\$281.65
311510	09/08/2023	59	VAPEX ENVIRONMENTAL TECHNOLOGIES, LLC	YEARLY REBUILD KIT FOR JEFFERSON STATION	\$2,100.00

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
311524	09/08/2023	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$454.13
311547	09/22/2023	7400 ANALYTICAL SERVICES INC	AEROBIC ENDOSPORE SAMPLING	\$265.00
311548	09/22/2023	3088 APOLLO MECHANICAL CONTRACTORS, APOLLO SHEET METAL	CONDENSER DRAIN	\$587.22
311555	09/22/2023	108 BADGER METER INC	NEW BADGER FIRE HYDRANT METERS	\$13,028.73
311558	09/22/2023	3707 BAXTER AUTO PARTS	CLEANER FOR INTERIOR OF VEHICLES	\$15.10
311562	09/22/2023	93 BENTON FRANKLIN DISTRICT, HEALTH	BAC T SAMPLING	\$3,166.16
311563	09/22/2023	84 BENTON PUD NO. 1	ELECTRICITY	\$136,626.61
311569	09/22/2023	83 CASCADE NATURAL GAS	GAS SERVICE	\$86.12
311572	09/22/2023	5616 CERTIFIED LABORATORIES, NCH CORPORATION	INTAKE SCREEN CHAIN LUBE	\$1,005.93
311578	09/22/2023	6389 COLUMBIA ELECTRIC SUPPLY	SURGE PROTECTION DEVICE FOR SOFT STARTS AT RC4	\$346.77
311579	09/22/2023	376 COLUMBIA IRRIGATION DISTRICT	ROW ENCROACHMENT/LONG TERM PERMANENT PERMIT2023-1	\$1,250.00
311593	09/22/2023	8886 ELEMENT MATERIALS TECHNOLOGY, DALEVILLE, LLC	40 VECTOR TEST FOR LAGOON #2 DREDGING	\$588.50
311596	09/22/2023	9295 EUROFINS EATON ANALYTICAL INC	UCMRS SAMPLING	\$375.00
311599	09/22/2023	166 FARMERS EXCHANGE	GATORLINE FOR THE WEEDEATER	\$103.14
311602	09/22/2023	86 FERGUSON ENTERPRISES INC	2" METER SET NUTS AND BOLTS	\$143.96
311611	09/22/2023	4759 GRIGG ENTERPRISES INC, ACE HARDWARE	OE UNIFORM	\$215.60
311612	09/22/2023	7234 GROUNDWATER SOLUTIONS INC, GSI WATER SOLUTIONS	P2213 CONSULTANT INVOICE	\$2,767.84
311614	09/22/2023	865 HD FOWLER COMPANY INC	TRANSMISSION MAIN GASKET INVENTORY	\$2,769.04
311619	09/22/2023	303 INTERMOUNTAIN CLEANING SERVICE INC.	JANITORIAL SVC - AUGUST 2023	\$503.00
311620	09/22/2023	4713 J-U-B ENGINEERS INC	P2211 CONSULTANT INVOICE	\$18,720.64
311621	09/22/2023	4624 JCI JONES CHEMICALS INC	WTP CHEMICALS	\$22,008.57
311624	09/22/2023	669 KELLER ASSOCIATES INC	P2310 CONSULTANT INVOICE	\$10,323.75
311625	09/22/2023	78 KENNEWICK INDUSTRIAL & ELEC	COUPLERS TO REPAIR PERMANGANATE LINE	\$13.51
311637	09/22/2023	217 MILLER PAINT CO	YELLOW PAINT FOR FIRE HYDRANTS THROUGHOUT CITY	\$948.30
311640	09/22/2023	1086 MONARCH MACHINE & TOOL CO INC	BOX'S FOR FIRE HYDRANT METER RADIOS	\$2,450.25
311647	09/22/2023	1290 NCL OF WISCONSIN, INC.	LAB SUPPLIES	\$946.02
311650	09/22/2023	4466 NORTHSTAR CHEMICAL INC	SODIUM HYPOCHLORITE 12.5% ASR WELL	\$1,237.00
311652	09/22/2023	3700 OFFICE DEPOT INC	OFFICE SUPPLIES	\$67.85
311661	09/22/2023	957 RANCH & HOME INC	SPRAY NOZZLE FOR ROOT FOAMING	\$8.69
311663	09/22/2023	3569 RAY POLAND AND SONS INC	CRUSHED CONCRETE TO BUILD ROAD WAY FOR DREDGING	\$736.47
311665	09/22/2023	6065 RH2 ENGINEERING INC	P2308 CONSULTANT INVOICE	\$9,033.12
311677	09/22/2023	680 SIERRA ELECTRIC, INC.	TROUBLE SHOOT AERATOR IN LAGOON #1	\$733.12
311696	09/22/2023	6270 TRI-CITY SIGN & BARRICADE, CONSTRUCTION AHEAD INC	LOCATE PAINT	\$475.26
311699	09/22/2023	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$369.06
311701	09/22/2023	7925 HD SUPPLY INC	RC5 UV TRANSMITTANCE CUVETTE	\$304.92
311702	09/22/2023	3881 UTILITIES UNDERGROUND, LOCATION CENTER	MONTHLY LOCATE FEES	\$385.71
311708	09/22/2023	1035 WASHINGTON HARDWARE AND, FURNITURE CO	PENCIL SHARPENER	\$9.77
311709	09/22/2023	1346 WEBB, KEVIN	UNIFORM ALLOWANCE JEANS	\$130.41
311719	09/25/2023	7297 WA STATE DEPT OF HEALTH	LOAN INVOICE #: 02-65102-023 / 3228	\$612,587.30

010 - Fund Activity Subtotal: \$1,676,079.18

City of Kennewick
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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
205 - Sewer Area Charge				
311439	09/08/2023	4713 J-U-B ENGINEERS INC	P2209 CONSULTANT INVOICE	\$44,912.90
				205 - Sewer Area Charge Subtotal:
				\$44,912.90
				Total For Fund 410
				\$1,746,434.74
Fund 501				
000 - Fund Activity				
EFT	09/20/2023	167 WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$747.47
311359	09/07/2023	70008 WA. STATE DEPT OF LICENSING	VEHICLE TAXES	\$4,584.99
311405	09/08/2023	5727 COSTCO ANYWHERE CITI VISA	INV 700 BRAKE PARTS	\$2,315.26
311410	09/08/2023	10299 ENVIRONMENTAL PRODUCTS AND, ACCESSORIES LLC	INV 700 EPA SALES	\$70.16
311449	09/08/2023	4244 L N CURTIS & SONS	INV 700 AKRON VALVE KIT	\$178.18
311466	09/08/2023	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	INV 700 NAPA	\$708.45
311490	09/08/2023	9797 SIGNS BY SUE	INV 700 SIGNS BY SUE	\$402.93
311599	09/22/2023	166 FARMERS EXCHANGE	INV 700 PRE MIX FUEL	\$3,230.47
311608	09/22/2023	10783 GOODYEAR COMMERCIAL TIRE, GOODYEAR TIRE & RUBBER	INV 800 GOODYEAR TIRES	\$787.64
311641	09/22/2023	1355 MOTION INDUSTRIES INC	INV 700 KUSSMAUL	\$164.20
				000 - Fund Activity Subtotal:
				\$13,189.75
010 - Fund Activity				
311361	09/08/2023	8802 A1 TRUCK WASH	TRUCK WASH VEH 4104	\$87.12
311366	09/08/2023	4499 AMERICAN WHEEL SPECIALIST	WHEEL VEH 3313	\$407.63
311371	09/08/2023	5050 ARG INDUSTRIAL	HYDRAULIC HOSE VEH 5116	\$177.27
311376	09/08/2023	4052 BATTERIES PLUS	BATTERY VEH 5103	\$177.13
311395	09/08/2023	1310 COLEMAN OIL COMPANY	COLUMBIA PARK MOWER FUEL	\$39,016.18
311399	09/08/2023	8852 COMMERCIAL TIRE	FLAT REPAIR VEH 4104	\$70.66
311427	09/08/2023	651 GUARDIAN FLEET SAFETY, LLC	F150 POLICE RESPONDER K-9 VEH 7330	\$52,701.08
311435	09/08/2023	8711 HUGHES FIRE EQUIPMENT INC	VALVE KIT VEH 2307	\$762.48
311440	09/08/2023	3363 JIM'S PACIFIC GARAGES INC	SWITCH PROGRAMMING VEH 5201	\$2,842.80
311456	09/08/2023	2254 MCMASTER-CARR SUPPLY COMPANY	MAGNETS FOR PD VEHICLE LAPTOPS	\$368.19
311466	09/08/2023	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	BATTERY VEH 7339	\$342.30
311470	09/08/2023	4217 O'REILLY AUTO PARTS	BATTERY VEH 7107	\$1,512.26
311472	09/08/2023	917 OXARC, INC.	WELDING GAS FOR FLEET	\$250.44
311481	09/08/2023	5903 RIDENOW TRI CITIES LLC	INSTALL RIFLE MOUNT AND 1K SERVICE VEH 7103	\$5,162.54
311506	09/08/2023	4764 UNITED PARCEL SERVICE, UPS	SHIPPING	\$56.90
311508	09/08/2023	3564 US LINEN AND UNIFORM	LINEN SERVICE	\$168.15
311512	09/08/2023	5777 CLEARWATER VICS PROFESSIONAL AUTOMOTIVE PAINT DIST	BULB VEH 0466	\$7.60
311545	09/22/2023	2759 AMERICAN RADIATOR INC	CLEAN DIESEL FILTER VEH 2307	\$468.92
311549	09/22/2023	5557 APPLIED CONCEPTS INC	RADAR MOUNTS --2023 PATROL VEHICLES	\$2,066.17
311550	09/22/2023	5050 ARG INDUSTRIAL	FITTINGS VEH 0093	\$194.66

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CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
311554	09/22/2023	4247 AUTOZONE	V7826 TRANSMISSION MOUNT	\$118.36
311567	09/22/2023	2579 BUD CLARY FORD/HYUNDAI, CLARY LONGVIEW LLC	2023 FORD INTERCEPTOR PATROL VEH 7300	\$105,787.50
311577	09/22/2023	1310 COLEMAN OIL COMPANY	COLUMBIA PARK FUEL	\$887.08
311583	09/22/2023	7868 CORWIN FORD - TRI CITIES, CORWIN OF PASCO LLC	GAUGE REPAIR VEH 5901	\$4,963.41
311589	09/22/2023	9827 DAY WIRELESS SYSTEMS	V2717 CONNECTORS	\$12.17
311595	09/22/2023	9818 ENVIRO-CLEAN EQUIPMENT INC	CREDIT CYLINDERS VEH 4612	\$2,255.69
311599	09/22/2023	166 FARMERS EXCHANGE	CHARGER VEH 3907	\$81.46
311603	09/22/2023	81 FNS COLLISION GROUP LLC	V7300 RFQ 23-004 PD VEHICLE PAINT	\$4,032.78
311615	09/22/2023	8711 HUGHES FIRE EQUIPMENT INC	REPAIR VALVE, LIGHTS AND BRAKES VEH 2003	\$4,918.69
311622	09/22/2023	2285 JIFFY CAR WASH, INC.	MONTHLY VEHICLE WASH SERVICE	\$652.20
311623	09/22/2023	3363 JIM'S PACIFIC GARAGES INC	FILTER VEH 5520	\$4,286.43
311626	09/22/2023	6243 KIMBALL MIDWEST	PENETRATING OIL FOR FLEET	\$130.48
311634	09/22/2023	2254 MCMASTER-CARR SUPPLY COMPANY	HARDWARE VEH 3306	\$66.00
311635	09/22/2023	3284 MEL'S INTER-CITY TOWING	V7104 TOW SERVICE	\$81.53
311645	09/22/2023	8875 NAPA PASCO AUTO PARTS, THM MANAGEMENT INC	FUEL FILTER VEH 5116	\$712.42
311651	09/22/2023	4217 O'REILLY AUTO PARTS	SHIFT CABLE VEH 0214	\$498.01
311656	09/22/2023	6241 PASCO TIRE FACTORY INC	V0466 TIRES	\$357.78
311661	09/22/2023	957 RANCH & HOME INC	PROPANE VEH 0401	\$22.42
311669	09/22/2023	3660 SAS AUTO ELECTRIC, INC.	STARTER VEH 3907	\$467.41
311684	09/22/2023	247 SS EQUIPMENT, PASCO NEW HOLLAND	WHEEL MOTOR VEH 3904	\$803.75
311687	09/22/2023	696 M&A TIRE AND AUTO REPAIR INC	AIR CONDITIONER REPAIR VEH 4308	\$2,138.57
311688	09/22/2023	5689 STRYKER SALES CORPORATION, STRYKER MEDICAL	POWER LOADS FOR 2023 MEDIC UNITS	\$82,992.11
311698	09/22/2023	4283 TURF STAR - WESTERN	MOUNT VEH 3818	\$947.98
010 - Fund Activity Subtotal:				\$324,054.71
Total For Fund 501				\$337,244.46

Fund 502

000 - Fund Activity

EFT	09/20/2023	167 WA STATE DEPT OF REVENUE	EXCISE TAX- AUGUST 2023	\$18.46
311405	09/08/2023	5727 COSTCO ANYWHERE CITI VISA	INV 200 SUNSCREEN	\$725.01
311423	09/08/2023	1775 GRAINGER	INV 200 GRAINGER	\$7,342.48
311584	09/22/2023	5727 COSTCO ANYWHERE CITI VISA	INV 200 COSTCO	\$408.47
311598	09/22/2023	5426 EWING IRRIGATION PRODUCTS, INC	INV 500 EWING	\$810.49
311614	09/22/2023	865 HD FOWLER COMPANY INC	INV 500 IRRIGATION	\$303.25
311648	09/22/2023	4770 NETWORK SERVICES COMPANY	INV 200 DBA SUPPLY	\$1,162.22
311649	09/22/2023	2904 NORTHERN SAFETY CO., INC.	INV 200 NORTHERN SAFETY	\$144.57
000 - Fund Activity Subtotal:				\$10,914.95

010 - Fund Activity

311450	09/08/2023	6743 LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2023	\$519.59
311473	09/08/2023	3783 PACIFIC OFFICE AUTOMATION	CANON WIDE FORMAT QUARTERLY USAGE	\$6.49

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT
311540	09/22/2023	1526 ABADAN	12 COPIER MAINTENANCE - 2023	\$1,336.32
311629	09/22/2023	6743 LEAF CAPITAL FUNDING LLC	COPIER LEASE - 2022	\$2,597.09
010 - Fund Activity Subtotal:				\$4,459.49
Total For Fund 502				\$15,374.44
Fund 503				
010 - Fund Activity				
EFT	09/06/2023	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$15.00
EFT	09/11/2023	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$15.00
EFT	09/15/2023	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$15.00
EFT	09/25/2023	70008 WA. STATE DEPT OF LICENSING	DRIVING ABSTRACTS	\$45.00
311403	09/08/2023	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	REPLACE LIGHT POLE AT 4TH & STEPTOE	\$1,328.14
311428	09/08/2023	519 H&L AUTO GLASS LLC	WINDSHIELD REPLACEMENT FOR KPD #7324	\$868.07
311452	09/08/2023	10613 LOCUTION SYSTEMS, INC.	FS#1 LOCUTION STATION ALERTING SYSTEM	\$3,641.87
311519	09/08/2023	2368 WESTERN SYSTEMS INC	REPLACE RRFB AT CLODFELTER & RIDGELINE	\$137.57
311582	09/22/2023	35 CONSOLIDATED ELECTRICAL, DISTRIBUTORS INC	REPLACE LIGHT POLE AT GAGE NEAR COSTCO	\$23,327.03
311644	09/22/2023	7969 MUSTANG SIGN GROUP, WANG ENTERPRISES	REPLACE WRAP ON SIGNAL CABINET AT CANAL & EDISON	\$990.26
311657	09/22/2023	6876 PAYNEWEST INSURANCE INC	ANNUAL PROPERTY INSURANCE RENEWAL 9/1/23-9/1/24	\$313,615.00
311712	09/22/2023	2368 WESTERN SYSTEMS INC	REPLACE RRFB AT 6TH & WASHINGTON	\$12,038.09
010 - Fund Activity Subtotal:				\$356,036.03
Total For Fund 503				\$356,036.03
Fund 611				
010 - Fund Activity				
311565	09/22/2023	4065 BERNA, LETA	LEOFF 1 PENSION	\$386.03
311592	09/22/2023	5685 ECKERT, NANCY	LEOFF 1 PENSION	\$1,721.91
311610	09/22/2023	122 GRAVES, MARJORIE	LEOFF 1 PENSION	\$2,618.65
311660	09/22/2023	6700 PURDY, PAULA	LEOFF 1 PENSION	\$1,099.34
311664	09/22/2023	145 REMUS, LARRY J	LEOFF 1 PENSION	\$893.51
311672	09/22/2023	148 SHAW, LEONARD	LEOFF 1 PENSION	\$630.69
311678	09/22/2023	150 SLEATER, LARRY L	LEOFF 1 PENSION	\$1,467.49
311703	09/22/2023	152 VICKERMAN, THOMAS	LEOFF 1 PENSION	\$448.25
311714	09/22/2023	154 WILLEBY, DONALD R	LEOFF 1 PENSION	\$722.53
010 - Fund Activity Subtotal:				\$9,988.40
Total For Fund 611				\$9,988.40
Fund 612				
010 - Fund Activity				
311352	09/06/2023	50 MACE, BILL	RETIREE MEDICAL	\$340.20
311362	09/08/2023	24 ADKINS, WILLIAM	RETIREE MEDICAL	\$164.90

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CHECK #	CHECK DATE	VENDOR NAME	DESCRIPTION	AMOUNT	
311384	09/08/2023	185 BUCK, GARY E	RETIREE MEDICAL	\$982.90	
311408	09/08/2023	1894 EASLING, CONNIE	RETIREE MEDICAL	\$164.90	
311413	09/08/2023	41 FARNKOFF, ROBERT C	RETIREE MEDICAL	\$164.90	
311415	09/08/2023	58 FEARING, DOUG	RETIREE MEDICAL	\$2,492.69	
311419	09/08/2023	181 GIER, CHARLES W.	RETIREE MEDICAL	\$164.90	
311421	09/08/2023	134 GONDERMAN, DAVID A	RETIREE MEDICAL	\$164.90	
311426	09/08/2023	62 GROSS, ROBERT	RETIREE MEDICAL	\$164.90	
311432	09/08/2023	455 HEIMBIGNER, MICHAEL	RETIREE MEDICAL	\$164.90	
311434	09/08/2023	6744 HIRSCHHEL, ARTHUR D	RETIREE MEDICAL	\$104.90	
311441	09/08/2023	3891 JOPLIN, ALAN	RETIREE MEDICAL	\$164.90	
311442	09/08/2023	65 JUERGENS, CURT	RETIREE MEDICAL	\$1,763.90	
311447	09/08/2023	60 KRAFT, JAMES	RETIREE MEDICAL	\$164.90	
311453	09/08/2023	50 MACE, BILL	RETIREE MEDICAL	\$164.90	
311454	09/08/2023	52 MAPLETHORPE, JOHN G., JR	RETIREE MEDICAL	\$164.90	
311469	09/08/2023	142 O'HAIR, RONALD L	RETIREE MEDICAL	\$164.90	
311475	09/08/2023	5554 PENNEY, MICHAEL	RETIREE MEDICAL	\$134.00	
311482	09/08/2023	145 REMUS, LARRY J	RETIREE MEDICAL	\$139.50	
311485	09/08/2023	1821 SCHARNHORST, DEAN	RETIREE MEDICAL	\$164.90	
311487	09/08/2023	148 SHAW, LEONARD	RETIREE MEDICAL	\$164.90	
311491	09/08/2023	150 SLEATER, LARRY L	RETIREE MEDICAL	\$164.90	
311492	09/08/2023	66 SOUTHWICK, JOHN J., JR.	RETIREE MEDICAL	\$164.90	
311504	09/08/2023	1318 TRIPP, GREG	RETIREE MEDICAL	\$164.90	
311511	09/08/2023	152 VICKERMAN, THOMAS	RETIREE MEDICAL	\$164.90	
311513	09/08/2023	8584 WAGNER, BRIAN	RETIREE MEDICAL	\$164.90	
311516	09/08/2023	9944 WATERS, DENNIS	RETIREE MEDICAL	\$148.50	
311520	09/08/2023	154 WILLEBY, DONALD R	RETIREE MEDICAL	\$6,613.90	
311521	09/08/2023	2997 WILLIAMS, GARY	RETIREE MEDICAL	\$1,664.89	
311523	09/08/2023	9776 YADEN, MARK	RETIREE MEDICAL	\$164.90	
				010 - Fund Activity Subtotal:	\$17,683.38
				Total For Fund 612	\$17,683.38
Fund 642					
000 - Fund Activity					
311561	09/22/2023	14 BENTON COUNTY	METRO OT - AUGUST 2023	\$1,257.21	
				000 - Fund Activity Subtotal:	\$1,257.21
010 - Fund Activity					
311524	09/08/2023	5471 ZIPLY FIBER, NORTHWEST FIBER, LLC DBA	TELEPHONE SVC	\$158.93	
311697	09/22/2023	457 TRUCKS & AUTO AUCTIONS	VEHICLE STORAGE FEE (SEP)	\$825.00	
				010 - Fund Activity Subtotal:	\$983.93

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



				Total For Fund 642	<u>\$2,241.14</u>	
 Fund 888						
000 - Fund Activity						
EFT	09/22/2023	5000	COMMERCIAL CARD SOLUTIONS, JP MORGAN CHASE - VISA	PCARD PURCHASES- AUGUST 2023	<u>\$61,970.87</u>	
					000 - Fund Activity Subtotal:	<u>\$61,970.87</u>
					Total For Fund 888	<u>\$61,970.87</u>
						<u>\$5,828,086.09</u>

I, Dan Legard, 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.

Dan Legard, Finance Director

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

Check Numbers 311352 through 311721:	\$5,590,650.96
Electronic Payments (EFT):	<u>\$237,435.13</u>
Total	\$5,828,086.09

City of Kennewick
Claims Roster by Fund/Division
 9/1/2023 to 9/30/2023



CLAIMS SUMMARY		
FUND	DESCRIPTION	AMOUNT
001	GENERAL FUND	888,366.98
102	STREET FUND	48,561.58
103	ARTERIAL STREET FUND	597,068.42
106	BI-PIN OPERATIONS FUND	10,336.31
107	COMMUNITY DEVELOPMENT FUND	14,213.00
116	LODGING TAX FUND	105,578.01
117	CRIMINAL JUSTICE SALES TAX FND	1,369.30
118	HIDTA FIDUCIARY PROGRAM	129,142.85
300	CAPITAL IMPROVEMENTS FUND	77,862.69
303	URBAN ARTERIAL STREET FUND	264,455.20
371	GO BOND 2022 FUND	722,575.49
402	MEDICAL SERVICES FUND	51,926.14
403	BUILDING SAFETY FUND	7,369.62
404	COLISEUM FUND	38,705.14
405	STORMWATER UTILITY FUND	323,581.90
410	WATER AND SEWER FUND	1,746,434.74
501	EQUIPMENT RENTAL FUND	337,244.46
502	CENTRAL STORES FUND	15,374.44
503	RISK MANAGEMENT FUND	356,036.03
611	FIREMENS PENSION FUND	9,988.40
612	OPEB TRUST FUND	17,683.38
642	METRO DRUG FORFEITURE FUND	2,241.14
888	RESIDUAL FUND	61,970.87
Total:		5,828,086.09

City of Kennewick
PCard Roster by Fund
8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
001 - GENERAL FUND				
CITY COUNCIL	2708	HERC RENTALS INC, HERTZ EQUIPMENT RENTAL	RENTAL CAR CANCELLATION - BMCKAY.	(284.61)
CITY COUNCIL	2708	HERC RENTALS INC, HERTZ EQUIPMENT RENTAL	CANCELLED RENTAL CAR RESERVATION.	473.29
CITY COUNCIL	2708	HERC RENTALS INC, HERTZ EQUIPMENT RENTAL	RENTAL CAR RESERVATION CANCELLATION.	(473.29)
CITY COUNCIL	4223	COMFORT INNS	HOTEL REFUND FOR BMCKAY TRAVEL.	(0.68)
CITY COUNCIL	999998	ZAZZLE INC	SMALL NAME BADGE FOR COUNCILMEMBER TORELLI.	20.97
CITY COUNCIL	3717	AMAZON.COM	SUPPLIES FOR CITY COUNCIL INFORMATION BOARD.	128.23
CITY COUNCIL	11079	PROCARD, OUR COOKIE HOUSE	COUNCIL MEETING SUPPLIES.	81.52
City Council Subtotal:				(54.57)
CITY MANAGER	10158	PROCARD, CANVA	CANVA SUBSCRIPTION FOR DDOLLARHYDE.	12.99
CITY MANAGER	172	THE TRI-CITY HERALD	TRI-CITY HERALD SUBSCRIPTION FOR DDOLLARHYDE.	15.99
CITY MANAGER	3700	OFFICE DEPOT INC	OFFICE SUPPLIES.	82.47
CITY MANAGER	6006	ADOBE SYSTEMS, INC	CREATIVE CLOUD SUBSCRIPTION FOR DDOLLARHYDE.	32.60
CITY MANAGER	999998	TRI-CITY REGIONAL CHAMBER	WOMEN IN BUSINESS CONFERENCE REGISTRATION FOR DDOLLARHYDE.	149.00
City Manager Subtotal:				\$293.05
RECREATION SERVICES	6620	STK*SHUTTERSTOCK.COM	IMAGES FOR MARKETING	31.53
RECREATION SERVICES	3717	AMAZON.COM	IPHONE 13 CASE/SCREEN PROTECTOR - DREW TOMASINO	32.00
RECREATION SERVICES	6701	RED APPLE MARKET	DRINKING WATER FOR POOL	5.00
RECREATION SERVICES	3883	U R M CASH & CARRY	POPCORN SUPPLIES FOR KCC	58.80
RECREATION SERVICES	3717	AMAZON.COM	POPCORN OIL FOR KCC	110.42
RECREATION SERVICES	3717	AMAZON.COM	ROOM FAN FOR THE KCC	90.21
RECREATION SERVICES	3717	AMAZON.COM	OFFICE PAPER AND LAMINATOR SHEETS	27.74
RECREATION SERVICES	6701	RED APPLE MARKET	WATER JUG REFILL FOR POOL	10.00
RECREATION SERVICES	3717	AMAZON.COM	CLEANING SUPPLY FOR KCC	10.85
RECREATION SERVICES	3717	AMAZON.COM	COFFEE AND POPCORN SUPPLIES, MOP, FOR KCC	84.69
RECREATION SERVICES	3717	AMAZON.COM	CLEANING SUPPLIES FOR KCC	13.03
RECREATION SERVICES	999998	CROWD MGR TRAINING	CROWD MANAGEMENT TRAINING	119.70
RECREATION SERVICES	999998	WA FOOD WORKER CARD	FOOD HANDLERS CARD FOR KCC STAFF	10.00
RECREATION SERVICES	999998	ALPHABET SIGNS	SIGN HOLDER FOR KCC	86.55
RECREATION SERVICES	7217	FACEBOOK	RECREATION MARKETING	114.34
RECREATION SERVICES	7237	GOTPRINT.COM	HARVEST BAZAAR POST CARDS	135.91
RECREATION SERVICES	3717	AMAZON.COM	OFFICE SUPPLIES	83.67
RECREATION SERVICES	3717	AMAZON.COM	INK TONER	63.04
RECREATION SERVICES	172	THE TRI-CITY HERALD	HARVEST BAZAAR TRI CITY HERALD AD	213.00

City of Kennewick

PCard Roster by Fund

8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
RECREATION SERVICES	4564	GOOGLE	YOUTUBE TV FOR PAVILION	79.34
RECREATION SERVICES	3223	WALMART SUPERCENTER	PHONE CASE FOR BRANDON CITY CELL	21.67
RECREATION SERVICES	3234	JOANN FABRIC #1688	FALL DECOR	88.91
RECREATION SERVICES	7321	JIMMY JOHNS	LIFEGUARD APPRECIATION LUNCH	383.22
RECREATION SERVICES	7680	PANDORA*INTERNET RADIO	PANDORA FOR PAVILION	29.29
RECREATION SERVICES	3242	ALASKA AIRLINES	AIR REFUND FOR BRENDA	(1,299.99)
RECREATION SERVICES	1812	SUNBELT RENTALS	FORK LIFT RENTAL	715.76
RECREATION SERVICES	3717	AMAZON.COM	MAGNETIC CARD HOLDERS	25.60
RECREATION SERVICES	3223	WALMART SUPERCENTER	SNACKS FOR WRPA MEETING	73.65
RECREATION SERVICES	172	THE TRI-CITY HERALD	SUBSCRIPTION	20.99
RECREATION SERVICES	8680	PROCARD, SPUDNUT SHOP	SNACKS FOR AM WORKSHOP WITH CONSULTANTS	17.50
RECREATION SERVICES	754	DEPARTMENT OF LICENSING	NOTARY LICENSE-DREA	28.50
RECREATION SERVICES	6302	ATTORNEY & NOTARY SUPPLY, OF WASHINGTON, INC.	NOTARY SUPPLIES	112.97
Recreation Services Subtotal:				\$1,597.89
FACILITIES MAINTENANCE	7969	MUSTANG SIGN GROUP, WANG ENTERPRISES	DISCGOLF COURSE MAP	391.32
FACILITIES MAINTENANCE	3717	AMAZON.COM	CONTAINERS FOR FACILITY KEYS	41.29
FACILITIES MAINTENANCE	754	DEPARTMENT OF LICENSING	NOTARY LICENSE-DREA	28.50
FACILITIES MAINTENANCE	6302	ATTORNEY & NOTARY SUPPLY, OF WASHINGTON, INC.	NOTARY SUPPLIES	112.97
FACILITIES MAINTENANCE	3717	AMAZON.COM	DRAWERS FOR FACILITY KEYS	33.69
FACILITIES MAINTENANCE	9877	PROCARD, WASTE MGMT WM EZPAY	GARBAGE SERVICE AT THE LANDING	385.05
FACILITIES MAINTENANCE	999998	NRPA OPERATING	NRPA CONFERENCE FOR JAMIE O'NEILL	645.00
FACILITIES MAINTENANCE	5712	AMERICAN AIRLINES	FLIGHT FOR JAMIE O'NEILL NRPA CONFERENCE	527.10
FACILITIES MAINTENANCE	3554	DELTA AIRLINES	FLIGHT HOME NRPA CONFERENCE JAMIE O'NEILL	338.20
FACILITIES MAINTENANCE	999998	OREGON REC AND PARKS ASSO	CPSI TRAINING FOR TYREL	655.00
FACILITIES MAINTENANCE	999998	PY *GREG WALDEN	CLOTHING FOR CODY B (FEB 2023)	194.31
FACILITIES MAINTENANCE	3717	AMAZON.COM	BRUSH DRILL ATTACHMENT	14.20
Facilities Maintenance Subtotal:				\$3,366.63
ECONOMIC DEVELOPMENT	9890	PROCARD, PRINT PLUS	CARDSTOCK FOR MARKETING	26.41
ECONOMIC DEVELOPMENT	2420	MARCUS WHITMAN HOTEL AND, CONFERENCE CENTER, THE	HOTEL FOR EL TO ATTEND WEDA CONFERENCE	178.33
ECONOMIC DEVELOPMENT	10459	PROCARD, PAYFLOW/PAYPAL	TC HISPANIC CHAMBER LUNCHEON	25.00
ECONOMIC DEVELOPMENT	9571	PROCARD, WASHINGTON TRUST FOR HIST	REVITALIZEWA CONFERENCE REGISTRATION FOR RC AND KP	232.02
ECONOMIC DEVELOPMENT	8305	CONSTANT CONTACT INC	EMAIL MANAGEMENT FOR MARKETING PURPOSES	283.71
Economic Development Subtotal:				\$745.47
ACCOUNTING	11028	PROCARD, GOVERNMENT FINANCE OFFIC	GFOA WEBINAR - DAN	35.00

City of Kennewick
PCard Roster by Fund
8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
ACCOUNTING	3717	AMAZON.COM	OFFICE SUPPLIES	108.73
Accounting Subtotal:				\$143.73
HUMAN RESOURCES	3717	AMAZON.COM	AMAZON - FROST GYM WELLNESS	63.32
HUMAN RESOURCES	3717	AMAZON.COM	AMAZON - FROST GYM - WELLNESS	34.62
HUMAN RESOURCES	4393	SYMPPLICITY CORP	ADVERTISEMENT FOR ASSISTANT CITY ATTORNEY	600.00
HUMAN RESOURCES	999998	CBSHRM	WEBINAR REGISTRATION FOR TLENKERSDORFER	30.00
HUMAN RESOURCES	3325	YOKE'S FRESH MARKET	D. WILSON: AUGUST WELLNESS PICKLEBALL ACTIVITY	30.04
HUMAN RESOURCES	3700	OFFICE DEPOT INC	OFFICE SUPPLIES.	52.19
HUMAN RESOURCES	999998	GONZAGA U - CASHNET	CAREER FAIR REGISTRATION FOR HR TEAM.	100.00
HUMAN RESOURCES	7237	GOTPRINT.COM	BUSINESS CARDS CHAD CROUCH	36.52
Human Resources Subtotal:				\$946.69
CUSTOMER SERVICE	3717	AMAZON.COM	HP LASERJET PRO 4001DN - CUSTOMER SERVICE	303.27
CUSTOMER SERVICE	3717	AMAZON.COM	OFFICE SUPPLIES	38.98
CUSTOMER SERVICE	7237	GOTPRINT.COM	BUSINESS CARDS FOR STAFF - MARIBEL ANGEL	36.52
Customer Service Subtotal:				\$378.77
CITY ATTORNEY	4600	WSAMA	WSAMA 2023 FALL CONFERENCE REGISTRATION FEE - S ZIMMERMAN	260.00
CITY ATTORNEY	4600	WSAMA	REFUND WSAMA REGISTRATION FEE (LESS \$10 CC PROCESSING FEE) - S. ZIMMERMAN	(250.00)
CITY ATTORNEY	7458	PROCARD, WASHINGTON	FRANKLIN CO. SUPERIOR COURT CERTIFIED COPIES OF PARENTING PLAN - URIBE-CARRILLO, JOSE KPD #23-063623	4.28
City Attorney Subtotal:				\$14.28
CITY CLERK	7237	GOTPRINT.COM	BUSINESS CARDS BRANDI RALSTON AND DEBRA DENKE	36.06
City Clerk Subtotal:				\$36.06
INFORMATION TECHNOLOGY	10646	NEXVORTEX	MONTHLY PHONE LINE CHARGES - JULY	387.92
INFORMATION TECHNOLOGY	10459	PROCARD, PAYFLOW/PAYPAL	MONTHLY CREDIT CARD PROCESSING FEES	600.15
INFORMATION TECHNOLOGY	3717	AMAZON.COM	IPHONE 13 CASES/SCREEN PROTECTORS - IT	212.29
INFORMATION TECHNOLOGY	10195	ENOM.COM	GO2KENNEWICK DOMAIN NAME RENEWALS - DOMAIN NAMES	151.88
INFORMATION TECHNOLOGY	4052	BATTERIES PLUS	CABLE TESTER BATTERIES	22.50
INFORMATION TECHNOLOGY	10195	ENOM.COM	GO2KENNEWICK DOMAIN NAME RENEWALS - ID PROTECTION	24.00
INFORMATION TECHNOLOGY	5125	NAMECHEAP INC	PLAYSOUTHBRIDGE.COM DOMAIN NAME RENEWAL	29.52
INFORMATION TECHNOLOGY	5268	MINDJET	MIND MANAGER RENEWAL - GIS	107.61
INFORMATION TECHNOLOGY	39	BRIDGEPAY NETWORK SOLUTIONS	MONTHLY CREDIT CARD PROCESSING FEES	73.60
INFORMATION TECHNOLOGY	3717	AMAZON.COM	HEADPHONE ADAPTER CABLES FOR DESK PHONES	26.06
INFORMATION TECHNOLOGY	3717	AMAZON.COM	CABLE MANAGEMENT RACK HARDWARE - FIRE STATION 61	406.57
INFORMATION TECHNOLOGY	10738	BLUEBEAM INC	BLUEBEAM STUDIO PRIME ANNUAL RENEWAL	2,543.58
INFORMATION TECHNOLOGY	10646	NEXVORTEX	MONTHLY PHONE LINE CHARGES - AUGUST	383.96

City of Kennewick

PCard Roster by Fund

8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
INFORMATION TECHNOLOGY	999998	EEM CREATIVE	FALL ACCIS CONFERENCE REGISTRATION - JOHN BARADA	450.00
INFORMATION TECHNOLOGY	999998	EEM CREATIVE	FALL ACCIS CONFERENCE REGISTRATION - CODY LEWIS	450.00
Information Technology Subtotal:				\$5,869.64
PLANNING	999998	WA PLANNING DIR. CONF.	A.MUAI - 2023 WA PLANNING DIR. CONFERENCE REGISTRATION	602.75
PLANNING	924	AMERICAN PLANNING ASSOCIATION	M. HALITSKY: 2023 APA WA ANNUAL CONFERENCE REGISTRATION	355.00
PLANNING	3700	OFFICE DEPOT INC	OFFICE DEPOT: CHARPIE LIQUID HIGHLIGHTER PENS	13.44
PLANNING	3700	OFFICE DEPOT INC	OFFICE DEPOT: A. VON MOOS DIGITAL SPEAKERS	43.46
PLANNING	924	AMERICAN PLANNING ASSOCIATION	A. PIPER: 2023 APA WA ANNUAL CONFERENCE REGISTRATION	355.00
PLANNING	924	AMERICAN PLANNING ASSOCIATION	J. LARIS: 2023 APA WA CHAPTER ANNUAL CONF. REGISTRATION	355.00
PLANNING	3700	OFFICE DEPOT INC	OFFICE DEPOT: MISC OFFICE SUPPLES LABELS/VOICE MAIL LOG BOOKS	104.22
PLANNING	9994	NORTHWEST GIS USER GROUP, INC	A. VON MOOS: 2023 NWGIS CONFERENCE REGISTRATION	375.00
Planning Subtotal:				\$2,203.87
KPD-ADMINISTRATION	1748	FBI-LEEDA	TRAINING	795.00
KPD-ADMINISTRATION	1459	PASCO KENNEWICK ROTARY CLUB	QUARTERLY DUES - GUERRERO	190.00
KPD-ADMINISTRATION	2432	CHARTER COMMUNICATIONS	BASIC CABLE (2 MONTHS)	503.00
KPD-Administration Subtotal:				\$1,488.00
KPD-CRIMINAL INVESTIGATION	999998	FORCE SCIENCE INSTITUT	INVESTIGATIONS TRAINING	395.00
KPD-CRIMINAL INVESTIGATION	999998	SQ *ALL POINTS LOCKSMITH	UNLOCKING SUSPECT VEHICLE FOR SW	85.00
KPD-CRIMINAL INVESTIGATION	80	BUSINESS INTERIORS OF IDAHO	OFFICE CHAIR	358.33
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	HARD DRIVES	92.93
KPD-CRIMINAL INVESTIGATION	3717	AMAZON.COM	THUMB DRIVES	108.64
KPD-CRIMINAL INVESTIGATION	999998	BLAC RAC	VEHICLE RIFLE LOCKS	1,067.00
KPD-CRIMINAL INVESTIGATION	6662	TRI-TECH FORENSICS INC, NATIONAL LAW ENFORCEMENT	REFUND FOR CANCELLATION OF CLASS	(598.00)
KPD-CRIMINAL INVESTIGATION	7458	PROCARD, WASHINGTON	WEAPON FORFEITURE	87.15
KPD-CRIMINAL INVESTIGATION	2432	CHARTER COMMUNICATIONS	ICAC LAB INTERNET	129.99
KPD-Criminal Investigation Subtotal:				\$1,726.04
KPD-PATROL	9883	PROCARD, DOMINO'S 7165	PIZZA FOR SWAT CALLOUT	157.38
KPD-PATROL	716	CDW GOVERNMENT, INC.	LASER JET PRINTERS FOR PATROL CARS	1,769.47
KPD-PATROL	999998	WICKLANDER ZULAWSKI ASSO	TUITION FOR INTERVIEWING CLASS FOR OFC HOLDEN	585.00
KPD-PATROL	999998	AELEOEC.ORG	USE OF FORCE TRAINING FOR SGT TAYLOR	795.00
KPD-PATROL	3717	AMAZON.COM	BIOHAZARD GLOVES SIZE MEDIUM	641.30
KPD-PATROL	3717	AMAZON.COM	BIOHAZARD GLOVES L & XL	927.04
KPD-Patrol Subtotal:				\$4,875.19
KPD-STAFF SERVICES	191	LEIRA	LEIRA CONF TUITION FOR PSS WALTERS	450.00
KPD-STAFF SERVICES	191	LEIRA	LEIRA CONF TUITION FOR PSS NELSON	450.00

City of Kennewick

PCard Roster by Fund

8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
KPD-STAFF SERVICES	999998	AIRBNB HMXRTTCAD4	HOTEL FOR LERIA CONF FOR PSS NELSON AND WALTERS	948.32
KPD-STAFF SERVICES	191	LEIRA	NICOLE NELSON MEMBERSHIP	50.00
KPD-STAFF SERVICES	999998	STICKER MULE	STICKER BADGES	738.07
KPD-STAFF SERVICES	8559	PAPERDIRECT, INC.	OFFICE SUPPLIES	206.49
KPD-STAFF SERVICES	3883	U R M CASH & CARRY	WATER & ICE	39.69
KPD-Staff Services Subtotal:				\$2,882.57
KPD-SPECIAL SERVICES	10944	PROCARD, STREETPARKING	KPD FITNESS APP	16.31
KPD-SPECIAL SERVICES	552	10TH AVENUE CLEANERS,LLC	NEW HIRE UNIFORM CLEANING	33.41
KPD-SPECIAL SERVICES	957	RANCH & HOME INC	SPECIAL ORDER BOOTS FOR NEW HIRE OFFICER HAYNES	271.74
KPD-SPECIAL SERVICES	3717	AMAZON.COM	MAGAZINE HOLDER FOR NEW HIRE MARSHALL	45.31
KPD-SPECIAL SERVICES	3717	AMAZON.COM	DUTY BELT AND GEAR FOR NEW HIRE MARSHALL	394.46
KPD-SPECIAL SERVICES	3717	AMAZON.COM	KUBATONS FOR NEW HIRE OFFICERS	54.10
KPD-SPECIAL SERVICES	7070	PROCARD, SQUARE INC	FIREARM RANGE SIGNS	239.14
KPD-SPECIAL SERVICES	3649	AXON ENTERPRISE INC	AXON BWC MOLLE HOLDERS	408.28
KPD-SPECIAL SERVICES	999998	PAYPAL	4 NEW HIRE COATS FOR HAYNES, COVARRUBIAS, STANLEY, MARSHALL	1,201.12
KPD-SPECIAL SERVICES	999998	AMZN MKTP US	PORTABLE RADIO BATTERIES FORX XTS5000	265.90
KPD-SPECIAL SERVICES	10971	THE BUNKER	QUARTERMASTER SUPPLIES	251.54
KPD-SPECIAL SERVICES	11079	PROCARD, OUR COOKIE HOUSE	PROMOTIONAL SUPPLIES	97.83
KPD-SPECIAL SERVICES	11071	COSTCO	TRAINING OPERATING SUPPLIES	327.07
KPD-SPECIAL SERVICES	10971	THE BUNKER	QUARTERMASTER SUPPLIES - NEW HIRES	2,099.79
KPD-Special Services Subtotal:				\$5,706.00
FIRE ADMINISTRATION	221	DISCOUNT VAC AND SEW	NEW VACUUM FOR STATION 2, COMMERCIAL GRADE	372.95
FIRE ADMINISTRATION	3717	AMAZON.COM	IPHONE CHARGING CABLES 3'	18.88
FIRE ADMINISTRATION	3717	AMAZON.COM	VARIOUS OFFICE SUPPLIES	77.86
FIRE ADMINISTRATION	2010	TRI-CITIES WATER STORE, INC.	SOFTENER SALT FOR STATIONS	104.26
FIRE ADMINISTRATION	6590	MATTRESS DEPOT INC	REPLACEMENT MATTRESS X5	948.41
FIRE ADMINISTRATION	999998	BLUE ELK INN	LODGING (1ST NIGHT ONLY) - WFC ADMIN CONF. AMY MARTIN	93.41
FIRE ADMINISTRATION	258	WASHINGTON FIRE CHIEFS	CONF. REGISTRATION - WFC ADMIN. CONFERENCE AMY MARTIN	225.00
FIRE ADMINISTRATION	4642	STARBUCKS	COFFEE - SOC CONSULT. MTG. WITH AREA CHIEFS	21.74
FIRE ADMINISTRATION	9881	CIRCLE K STORES INC	DIESEL FOR HAZMAT 1.	104.66
FIRE ADMINISTRATION	999998	MIMEO PHOTOS	DECON SYSTEM PICTURE GUIDE.	43.63
FIRE ADMINISTRATION	9883	PROCARD, DOMINO'S 7165	REHAB SUPPLIES	78.97
Fire Administration Subtotal:				\$2,089.77
FIRE SUPPRESSION	3717	AMAZON.COM	100 FOOT AIR HOSE STATION 5	84.76
FIRE SUPPRESSION	3717	AMAZON.COM	LEATHER WORK GLOVES FOR WILDLAND	81.48
FIRE SUPPRESSION	999998	SP FIREHOSEDIRECTCOM	ADAPTER FOR NEW WILDLAND HOSE	796.12

City of Kennewick
PCard Roster by Fund
 8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
FIRE SUPPRESSION	3717	AMAZON.COM	LADDER AND TOOL REPAIR SUPPLIES	93.22
FIRE SUPPRESSION	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	SUPPLIES FOR E1835	110.00
FIRE SUPPRESSION	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	35' LADDER REPAIR	35.83
FIRE SUPPRESSION	999998	DALESIO INC	HELMET SHIELDS AND PASSPORT IDS	323.57
FIRE SUPPRESSION	3717	AMAZON.COM	REPAIR KIT FOR CONCRETE SAW	48.80
FIRE SUPPRESSION	10192	PROCARD, SIMSUSHARE.COM	TRAINING SOFTWARE	795.00
Fire Suppression Subtotal:				\$2,368.78
FIRE PREVENTION/INVESTIGATION	3717	AMAZON.COM	FLASHLIGHTS FOR PERSONNEL	127.96
Fire Prevention/Investigation Subtotal:				\$127.96
ENGINEERING	4031	AUTODESK INC	AUTODESK MONTHLY SUBSCRIPTION - ENGINEERING	364.15
Engineering Subtotal:				\$364.15
GF-NONDEPARTMENTAL	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	SUPPLIES FOR NATIONAL NIGHT OUT 2023	54.18
GF-NONDEPARTMENTAL	2536	STAPLES ADVANTAGE, STAPLES CONTRACT AND COMM	SUPPLIES FOR NATIONAL NIGHT OUT	44.39
GF-NONDEPARTMENTAL	999998	SQ *KONA ICE OF TRI-CITIE	NATIONAL NIGHT OUT SNOW CONES	2,250.00
GF-NONDEPARTMENTAL	999998	TRI-CITY REGIONAL CHAMBER	REGIONAL CHAMBER LUNCHEON.	90.00
GF-Nondepartmental Subtotal:				\$2,438.57
001 - GENERAL FUND Total:				\$39,608.54
102 - STREET FUND				
TRAFFIC	87	ITE- INSTITUTE OF, TRANSPORTATION ENGINEERS	UTILIZING TRAFFIC SIMULATION MODELS TRAINING - SORIN JUSTER	20.00
Traffic Subtotal:				\$20.00
102 - STREET FUND Total:				\$20.00
106 - BI-PIN OPERATIONS FUND				
FUND ACTIVITY	3717	AMAZON.COM	(2) SERVER HARD DRIVE REPLACEMENTS - BIPIN	180.41
Fund Activity Subtotal:				\$180.41
106 - BI-PIN OPERATIONS FUND Total:				\$180.41
117 - CRIMINAL JUSTICE SALES TAX FND				
CITY ATTORNEY	4600	WSAMA	WSAMA 2023 FALL CONFERENCE REGISTRATION FEE - L. SANGUINO	260.00
City Attorney Subtotal:				\$260.00
KPD-PATROL	2432	CHARTER COMMUNICATIONS	REDUNDANT INTERNET CONNECTION	580.00
KPD-Patrol Subtotal:				\$580.00
KPD-STAFF SERVICES	6006	ADOBE SYSTEMS, INC	ADOBE PREMIER PRO - VIDEO REDACTIONS	34.23
KPD-STAFF SERVICES	7237	GOTPRINT.COM	BUSINESS CARDS BRANDI RALSTON AND DEBRA DENKE	36.05
KPD-Staff Services Subtotal:				\$70.28

City of Kennewick
PCard Roster by Fund
 8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
117 - CRIMINAL JUSTICE SALES TAX FND Total:				\$910.28
300 - CAPITAL IMPROVEMENTS FUND				
LAND & FACILITIES	5904	WEST COAST NETTING	NEW NETTING PANELS FOR THE GOLF COURSE DRIVING RANGE	6,678.20
LAND & FACILITIES	5904	WEST COAST NETTING	GOLF COURSE NETTING ORDER WAS CANCELLED.	(6,678.20)
LAND & FACILITIES	999998	LOCKMASTERS INC	ELECTRIC PANIC BAR SOLENOID FOR CC DOOR	918.72
Land & Facilities Subtotal:				\$918.72
300 - CAPITAL IMPROVEMENTS FUND Total:				\$918.72
371 - GO BOND 2022 FUND				
FUND ACTIVITY	7148	GLOBAL EQUIPMENT COMPANY INC	PICNIC TABLE NEW STATION 1	1,309.78
FUND ACTIVITY	7148	GLOBAL EQUIPMENT COMPANY INC	PICNIC TABLE FOR NEW STATION 1	1,309.78
FUND ACTIVITY	11071	COSTCO	3 TELEVISION NEW STATION 1	1,217.41
FUND ACTIVITY	11071	COSTCO	THREE TELEVISION MOUNTS	489.12
FUND ACTIVITY	3239	TARGET STORES	KITCHEN SUPPLIES FOR NEW STATION 1	279.55
FUND ACTIVITY	11071	COSTCO	KITCHEN SUPPLIES FOR NEW STATION 1	322.78
FUND ACTIVITY	999998	CANNON WATER TECHNOLOGY	AUTOMATIC SOAP DISPENSER NEW STATION 1 EXTRACTOR	340.65
FUND ACTIVITY	3717	AMAZON.COM	STORAGE AND SORTING BOXES FOR STORE RMS NEW STATION 1	353.15
FUND ACTIVITY	6590	MATTRESS DEPOT INC	MATTRESSES AND BOX SPRINGS FIRE STATION 1	4,339.30
Fund Activity Subtotal:				\$9,961.52
371 - GO BOND 2022 FUND Total:				\$9,961.52
402 - MEDICAL SERVICES FUND				
FUND ACTIVITY	3717	AMAZON.COM	BLUE TOOTH KEYBOARD FOR MEDIC UNIT AND STRAPS FOR LADDER	48.67
FUND ACTIVITY	999998	ALL IN SAFETY/THE TARPS	TARPS FOR SUPPRESSION	206.25
FUND ACTIVITY	3223	WALMART SUPERCENTER	AIRWAY MANNIQUIN REPAIR AND UPDATE FOR SUCTIONING	16.17
FUND ACTIVITY	3426	THE HOME DEPOT PRO, DBA SUPPLY WORKS	AIRWAY MANNIQUIN REPAIR AND UPDATE FOR SUCTIONING	90.70
FUND ACTIVITY	999998	BLUE ELK INN	LODGING (1ST NIGHT ONLY) - WFC ADMIN CONF. AMY MARTIN	93.40
FUND ACTIVITY	258	WASHINGTON FIRE CHIEFS	CONF. REGISTRATION - WFC ADMIN. CONFERENCE AMY MARTIN	225.00
FUND ACTIVITY	9883	PROCARD, DOMINO'S 7165	REHAB SUPPLIES	78.96
FUND ACTIVITY	221	DISCOUNT VAC AND SEW	NEW VACUUM FOR STATION 2, COMMERCIAL GRADE	372.94
FUND ACTIVITY	3717	AMAZON.COM	IPHONE CHARGING CABLES 3'	18.88
FUND ACTIVITY	3717	AMAZON.COM	LEATHER WORK GLOVES FOR WILDLAND	81.47
FUND ACTIVITY	3717	AMAZON.COM	VARIOUS OFFICE SUPPLIES	77.85
FUND ACTIVITY	2010	TRI-CITIES WATER STORE, INC.	SOFTENER SALT FOR STATIONS	104.25
FUND ACTIVITY	999998	DALESIO INC	HELMET SHIELDS AND PASSPORT IDS	1,833.56
FUND ACTIVITY	6590	MATTRESS DEPOT INC	REPLACEMENT MATTRESS X5	948.41
Fund Activity Subtotal:				\$4,196.51

City of Kennewick
PCard Roster by Fund
 8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
402 - MEDICAL SERVICES FUND Total:				\$4,196.51
403 - BUILDING SAFETY FUND				
FUND ACTIVITY	3292	BEST BUY	MONITOR - DAN WILSON	304.35
FUND ACTIVITY	999998	PAYPAL	DAN WILSON: WEST. WA CHAPTER ICC	30.00
FUND ACTIVITY	999998	PAYPAL	T WOODS - WEST. WA CHAPTER ICC	30.00
FUND ACTIVITY	2093	INTERNATIONAL CODE COUNCIL, SO.CENTRAL WA CHAPTER	T OSTOJA: ICC GOVT. MEMBERSHIP	292.00
FUND ACTIVITY	999998	PAYPAL	D WOOLSEY: WEST. WA CHAPTER ICC	40.00
FUND ACTIVITY	581	CONSTRUCTION EXAM CENTER	L. MEDINA: CONSTRUCT. EXAM CENTER REGISTRATION	995.00
FUND ACTIVITY	581	CONSTRUCTION EXAM CENTER	A. MCFAYDEN: CONSTR. EXAM CENTER REGISTRATION	795.00
FUND ACTIVITY	2093	INTERNATIONAL CODE COUNCIL, SO.CENTRAL WA CHAPTER	T OSTOJA: ICC 2021 IBC CODE BOOKS	1,447.23
FUND ACTIVITY	3717	AMAZON.COM	TONER RETURN	(87.43)
Fund Activity Subtotal:				\$3,846.15
403 - BUILDING SAFETY FUND Total:				\$3,846.15
405 - STORMWATER UTILITY FUND				
FUND ACTIVITY	999998	ATLAS, NW	P2302 CONSTRUCTION MATERIALS TESTING	834.30
FUND ACTIVITY	295	SWANA - SOLID WASTE ASSOC, OF NORTH AMERICA	SWANA 2024 MEMBERSHIP DUES FOR JOSH SOGGIE	245.00
FUND ACTIVITY	3223	WALMART SUPERCENTER	NATIONAL NIGHT OUT SUPPLIES - STREETS	74.12
FUND ACTIVITY	295	SWANA - SOLID WASTE ASSOC, OF NORTH AMERICA	MOLO RECERTIFICATION FOR JOSH SOGGIE	250.00
Fund Activity Subtotal:				\$1,403.42
405 - STORMWATER UTILITY FUND Total				\$1,403.42
410 - WATER AND SEWER FUND				
FUND ACTIVITY	3223	WALMART SUPERCENTER	VACUUM CLEANER	172.83
FUND ACTIVITY	395	CITY OF KENNEWICK	PLAN - LOT LINE ADJUSTMENT FEE - WWTP PHASE 2	237.00
FUND ACTIVITY	3883	U R M CASH & CARRY	CLR & DISTILLED WATER FOR WTP	35.35
FUND ACTIVITY	7237	GOTPRINT.COM	BUSINESS CARDS JOE ROBLES	36.52
Fund Activity Subtotal:				\$481.70
410 - WATER AND SEWER FUND Total:				\$481.70
501 - EQUIPMENT RENTAL FUND				
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	REPORT OF SALE VEH 5313	13.65
FUND ACTIVITY	10015	PROCARD, WEATHERTECH DIRECT LLC	FLOOR MATS VEH 3306	144.52
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	VEHICLE REPORT OF SALE V040	13.65
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	VEHICLES REPORT OF SALE V7362	13.65
FUND ACTIVITY	754	DEPARTMENT OF LICENSING	VEHICLE REPORT OF SALE V016	13.65

City of Kennewick
PCard Roster by Fund
8/1/2023 to 8/31/2023



FUND/DIVISION	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
Fund Activity Subtotal:				\$199.12
501 - EQUIPMENT RENTAL FUND Total:				\$199.12
642 - METRO DRUG FORFEITURE FUND				
FUND ACTIVITY	15	HARBOR FREIGHT TOOLS	GAS CAN	23.90
FUND ACTIVITY	4759	GRIGG ENTERPRISES INC, ACE HARDWARE	TAHOE VEHICLE KEY (SPARE)	6.51
FUND ACTIVITY	3717	AMAZON.COM	POWER OUTLET ADAPTERS FOR VEHICLES	128.46
FUND ACTIVITY	999998	USPS PO 5471400352	POSTAGE EXPENSE (TF23-030-2,3,5)	5.49
FUND ACTIVITY	3717	AMAZON.COM	OFFICE SUPPLIES ("RECEIVED" INK STAMP)	29.24
FUND ACTIVITY	3717	AMAZON.COM	OFFICE SUPPLIES (BATTERIES, USB CABLES)	26.86
FUND ACTIVITY	999998	USPS PO 5471400352	POSTAGE EXPENSE (STAMPS)	13.20
FUND ACTIVITY	999998	SMOKE CITY FOR LESS	UC OP PROPS	10.84
Fund Activity Subtotal:				\$244.50
642 - METRO DRUG FORFEITURE FUND Total:				\$244.50
Grand Total:				\$61,970.87

City of Kennewick

PCard Roster by Fund

8/1/2023 to 8/31/2023



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

A handwritten signature in black ink that reads "Dan Legard".

Dan Legard, Finance Director

Council Agenda Coversheet	Agenda Item Number: 4.d.	Council Date: 11/7/2023	Category: Consent Agenda
	Agenda Item Type: General Business Item		
Subject: Claim Roster - Toyota Center Operations and Box Office Accounts			
Department: Finance			
Ord/Reso #		Contract #	
Project #		Permit #	
<u>Recommendation</u>			
Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for September 2023.			
<u>Motion for Consideration</u>			
Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for September 2023 in the amount of \$670,516.47 comprised of check numbers 26603-26710 in the amount of \$448,119.54 and electronic transfers in the amount of \$222,396.93.			
<u>Summary</u>			
None.			
<u>Alternatives</u>			
None.			
<u>Fiscal Impact</u>			
Total - \$670,516.47.			
<u>Attachments:</u>			
1. Claims Roster			

Toyota Center and Arena
Claims Roster
September 2023

<u>Date</u>	<u>Check</u>	<u>Method</u>	<u>Name</u>		<u>Amount</u>
<u>TOYO Sterling Operating Account</u>					
09/01/2023	26603	Auto Check	Abbott & Abbott LLC (00002770)		117.40
09/01/2023	448-011998		FiltaFry Fryer Service		117.40
	107508	F&B Equipment Repairs & Maintenance	FiltaFry Fryer Service	117.40	
09/01/2023	26604	Auto Check	Apollo Heating and Air Conditioning (00002933)		7,912.09
09/01/2023	KS-940051638		HVAC Maintenance Contract		3,583.95
	107210	HVAC Repairs & Maintenance	HVAC Maintenance Contract	3,583.95	
09/01/2023	KS-940051719		HVAC Repair		273.10
	107210	HVAC Repairs & Maintenance	HVAC Repair	273.10	
09/01/2023	KS-940051699		HVAC Repair		4,055.04
	107210	HVAC Repairs & Maintenance	HVAC Repair	4,055.04	
09/01/2023	26605	Auto Check	Apollo Mechanical Contractors (00000063)		49,290.02
09/01/2023	23070915		PO4190 - Zamboni Water Heater		49,290.02
	109010	Capital Improvements	Zamboni Water Heater	49,290.02	
09/01/2023	26606	Auto Check	Athletica Sport Systems Inc (00003517)		421.66
09/01/2023	419907		PO4340 - Ice Rink Supplies		421.66
	107601	Ice-Related Expenses	Ice Rink Supplies	421.66	
09/01/2023	26607	Auto Check	Benton PUD (00000121)		20,568.73
09/01/2023	07/08/2023-08/08/2023		Small Gen Service		411.88
	107216	Electricity	Small Gen Service	411.88	
09/01/2023	7/8/23-8/8/23		Large Gen Service		20,156.85
	107216	Electricity	Large Gen Service	20,156.85	
09/01/2023	26608	Auto Check	Craig Bond (00002810)		210.00
09/01/2023	LTS: August 2023		LTS: August 2023		210.00
	107304	Contracted Services	LTS: August 2023	210.00	
09/01/2023	26609	Auto Check	Culligan Water Conditioning (00002766)		61.70
09/01/2023	134938		Cooler Rentals		27.19
	107201	Tools & Supplies	Cooler Rentals	27.19	
09/01/2023	135303		Bottle Water		34.51
	107201	Tools & Supplies	Bottle Water	34.51	
09/01/2023	26610	Auto Check	Day Wireless Systems (00003576)		86,413.95
09/01/2023	INV786762		PO4189 - Radios		82,790.35
	109010	Capital Improvements	Radios	62,092.76	
				Due To/From TRCC	20,697.59
09/01/2023	INV786874		PO4285 - Additional Radios		3,212.14
	109010	Capital Improvements	Additional Radios	2,409.11	
				Due To/From TRCC	803.03
09/01/2023	INV787424		PO4285 - Accessory Kit		304.36
	109010	Capital Improvements	Accessory Kit	228.27	
				Due To/From TRCC	76.09
09/01/2023	CM17298		Clip Kit Return		-302.95
	109010	Capital Improvements	Clip Kit Return	-227.21	
				Due To/From TRCC	-75.74
09/01/2023	INV787626		PO4285 - Mics & Belt Clips		410.05
	109010	Capital Improvements	Mics & Belt Clips	205.03	
				Due To/From TRCC	205.02
09/01/2023	26611	Auto Check	DevFuzion (00000278)		1,269.52
09/01/2023	23020		PO4343 - Computer for David		1,269.52
	107103	Computer Equipment & Software	Computer Equipment for David	1,269.52	
09/01/2023	26612	Auto Check	Ford Audio Service (00003049)		7,812.21
09/01/2023	3646		PO4351 - Backdrop Control		7,812.21
	109010	Capital Improvements	Backdrop Control & Cables	7,812.21	

Toyota Center and Arena
Claims Roster
September 2023

Date	Check	Method	Name	Amount
09/01/2023	26613	Auto Check	Jennifer Bond (00002941)	1,180.00
09/01/2023	107304	LTS: August 2023 Contracted Services	LTS: August 2023	180.00
09/01/2023	107304	LTS: Sept 2023 Admin Contracted Services	LTS: Sept 2023 Admin	1,000.00
09/01/2023	26614	Auto Check	KNDO/KNDU (00002825)	4,738.75
09/01/2023	107402	216621A-1 Event Advertising	TV Ads - Dwight Yoakam	765.00
09/01/2023	107402	215722A-1 Event Advertising	TV Ads - PBR	3,973.75
09/01/2023	26615	Auto Check	Overhead Door Co (00002907)	203.94
09/01/2023	107212	30323 Building Repairs & Maintenance	Service Call - Emergency Service Call - Emergency Release Cord Reset	203.94
09/01/2023	26616	Auto Check	Purchase Power (00002904)	100.00
09/01/2023	107101	Postage Fees Postage & Shipping	Postage Fees	100.00
			Due To/From TRCC	50.00
				50.00
09/01/2023	26617	Auto Check	Roto-Rooter (00002782)	908.19
09/01/2023	107212	51736300 Building Repairs & Maintenance	Plumbing Repairs Plumbing Repairs	908.19
09/01/2023	26618	Auto Check	StageRight (00003123)	1,992.48
09/01/2023	107201	216134 Tools & Supplies	PO4259 - Stage Supplies Stage Supplies	1,005.48
09/01/2023	107201	216066 Tools & Supplies	Stage Supplies Stage Supplies	987.00
09/01/2023	26619	Auto Check	Sunbelt Rentals, Inc. (00002783)	2,126.00
09/01/2023	104370	143181616-0001 Reimbursed Outside Event Expense	Manlift for Frontera Manlift for Frontera	418.43
09/01/2023	107305	139508691-0001 General Rental Equipment	Manlift Manlift	1,228.18
09/01/2023	107305	140342425-0001 General Rental Equipment	Manlift - Sign Repair Manlift - Sign Repair	4,648.64
09/01/2023	107305	140342425-0003 General Rental Equipment	Manlift - Sign Repair Credit Manlift - Sign Repair Credit	-4,169.25
09/01/2023	26620	Auto Check	Taylor Lee Nelson (00003414)	48.00
09/01/2023	107304	LTS: August 2023 Contracted Services	LTS: August 2023	48.00
09/01/2023	26621	Auto Check	Tim Berry (00002808)	56.00
09/01/2023	107304	LTS: August 2023 Contracted Services	LTS: August 2023	56.00
09/01/2023	26622	Auto Check	WCP Solutions (00002788)	859.08
09/01/2023	107203	13333344 Janitorial Supplies	PO4270 - Janitorial Supplies Janitorial Supplies	501.13
09/01/2023	107203	13334919 Janitorial Supplies	PO4297 - Hand Soap Hand Soap	143.18
09/01/2023	107203	13333347 Janitorial Supplies	PO4297 - Hand Soap Hand Soap	214.77
09/08/2023		Wire Transfer	King Beverage (00000486)	6,307.40
09/08/2023	101413	50970019 Inventory - Beer	Beer Credit Beer Credit	-225.00
09/08/2023	101413	5070018 Inventory - Beer	Beer Credit Beer Credit	-29.35
09/08/2023	101413	2818967 Inventory - Beer	Beer Order Beer Order	6,561.75

Toyota Center and Arena
Claims Roster
September 2023

Date	Check	Method	Name		Amount
09/07/2023		Wire Transfer	Odom East LLC (00003343)		240.00
	09/07/2023	15344987	Beer Order		240.00
	101413	• Inventory - Beer	Beer Order	240.00	
09/08/2023		Wire Transfer	Southern Glazer's of WA (00002855)		1,925.22
	09/08/2023	4468714	Liquor Order		1,925.22
	101415	• Inventory - Liquor	Liquor Order	1,925.22	
09/08/2023	26623	Auto Check	Backstage Electric, Inc. (00002752)		10,943.00
	09/08/2023	2602	Labor for PBR		10,943.00
	107401	• Outside Event Expense	Labor for PBR	10,943.00	
09/13/2023		Wire Transfer	King Beverage (00000486)		3,480.45
	09/13/2023	2822718	Beer		3,480.45
	101413	• Inventory - Beer	Beer	3,480.45	
09/11/2023		Wire Transfer	Odom East LLC (00003343)		1,174.40
	09/11/2023	15344970	Beer Order		1,174.40
	101413	• Inventory - Beer	Beer Order	1,174.40	
09/15/2023	26624	Auto Check	3 Water Construction (00003481)		1,957.48
	09/15/2023	Half Down	Concession Cabinet Install		1,957.48
	107212	• Building Repairs & Maintenance	Concession Cabinet Install	1,957.48	
09/15/2023	26625	Auto Check	8x8, INC (00002829)		1,077.28
	09/15/2023	4016436	Phone Services: August		1,077.28
	107205	• Communications	Phone Services: August	538.64	
			Due To/From TRCC	538.64	
09/15/2023	26626	Auto Check	Advanced Life Systems (00003247)		2,520.00
	09/15/2023	23-200002	Ambulances		2,520.00
	104327	• Reimbursed Contract Labor	Ambulances	2,520.00	
09/15/2023	26627	Auto Check	Advanced Protection Services, Inc. (00002751)		3,053.94
	09/15/2023	R145473	TA Fire Monitoring		73.86
	107209	• Security & Fire Alarm System	TA Fire Monitoring	73.86	
	09/15/2023	R145474	Ammonia Monitoring		68.43
	107209	• Security & Fire Alarm System	Ammonia Monitoring	68.43	
	09/15/2023	R145475	Fire Monitoring		73.86
	107209	• Security & Fire Alarm System	Fire Monitoring	73.86	
	09/15/2023	R145476	OpenEye Video Cloud		418.50
	107209	• Security & Fire Alarm System	OpenEye Video Cloud	418.50	
	09/15/2023	R145477	Temp Security Monitoring		43.43
	107209	• Security & Fire Alarm System	Temp Security Monitoring	43.43	
	09/15/2023	R145478	Vault Security Monitoring		43.43
	107209	• Security & Fire Alarm System	Vault Security Monitoring	43.43	
	09/15/2023	16198	PO4174 - TV Cables Install		2,332.43
	107215	• Building Equipment	TV Cables Install	2,332.43	
09/15/2023	26628	Auto Check	All Doors (00003419)		868.52
	09/15/2023	66195	Door Repairs		868.52
	107212	• Building Repairs & Maintenance	Door Repairs	868.52	
09/15/2023	26629	Auto Check	Apollo Heating and Air Conditioning (00002933)		4,782.43
	09/15/2023	KS-940052449	HVAC Maintenance Contract		3,583.95
	107210	• HVAC Repairs & Maintenance	HVAC Maintenance Contract	3,583.95	
	09/15/2023	KS-940052431	Freezer Maintenance		1,198.48
	107508	• F&B Equipment Repairs & Maintenance	Freezer Maintenance	1,198.48	
09/15/2023	26630	Auto Check	Ascentis Corporation (00002983)		1,176.46
	09/15/2023	SI-154159	NOVA5000		1,176.46
	107070	• Payroll Processing	NOVA5000	588.23	
			Due To/From TRCC	588.23	

Toyota Center and Arena
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Date	Check	Method	Name			Amount
09/15/2023	26631	Auto Check	Atomic Screen Print (00002839)			2,315.51
	09/15/2023 107301	17566 • Uniforms	PO4353 - Campus Polos Campus Polos		270.43 270.44	540.87
				Due To/From TRCC		
	09/15/2023 107301	17596 • Uniforms	PO4357 - Guest Services Polos Guest Services Polos		1,774.64	1,774.64
09/15/2023	26632	Auto Check	Brashear Electric, Inc. (00002756)			896.78
	09/15/2023 104327	40239 • Reimbursed Contract Labor	Stage Set Up for Frontera Stage Set Up for Frontera		896.78	896.78
09/15/2023	26633	Auto Check	Canon Financial Services, Inc (00002793)			360.80
	09/15/2023 107105	31186835 • Printing / Copying	Copier Contract Copier Contract		180.40 180.40	360.80
				Due To/From TRCC		
09/15/2023	26634	Auto Check	Canon Solutions (00002757)			37.29
	09/15/2023 107105	6005421988 • Printing / Copying	QHM Copier Maintenance QHM Copier Maintenance		37.29	37.29
09/15/2023	26635	Auto Check	Chisholm's Saw & Supply, Inc. (00002760)			91.23
	09/15/2023 107201	81952 • Tools & Supplies	Zamboni Knife Maintenance Zamboni Knife Maintenance		91.23	91.23
09/15/2023	26636	Auto Check	CI Information Management (00002840)			0.00
				VOID		
09/15/2023	26637	Auto Check	City of Kennewick - Water (00002858)			8,094.28
	09/15/2023 107219	06/27/2023-08/29/2023 • Water	Water Service Water Service		8,094.28	8,094.28
09/15/2023	26638	Auto Check	Coca-Cola (00000213)			6,027.40
	09/15/2023 101411	144817 • Inventory - Food	Beverage Order Beverage Order		5,963.40	5,963.40
	09/15/2023 101411	145272 • Inventory - Food	Food Food		64.00	64.00
09/15/2023	26639	Auto Check	Concessions Supply (00002860)			1,887.29
	09/15/2023 101411	93160 • Inventory - Food	Food Order Food Order		1,290.75	1,290.75
	09/15/2023 106001	93258 • Concessions COGS - Food	Popcorn Tubs Popcorn Tubs		596.54	596.54
09/15/2023	26640	Auto Check	Cougar Digital Marketing & Design (00002861)			159.00
	09/15/2023 107302	12077 • Venue Marketing & Non-Event Advertising	Website Maintenance Website Maintenance		159.00	159.00
09/15/2023	26641	Auto Check	CTI (00003629)			1,752.22
	09/15/2023 107202	INV049731 • Small Equipment & Furniture	PO4347 - A/V Equipment A/V Equipment		1,752.22	1,752.22
09/15/2023	26642	Auto Check	DevFuzion (00000278)			5,670.44
	09/15/2023 107104	23060 • IT Support Services	Network Support Network Support		2,835.22 2,835.22	5,670.44
				Due To/From TRCC		
09/15/2023	26643	Auto Check	Imagicomm Yakima (00003628)			476.00
	09/15/2023 107402	108256-2 • Event Advertising	TV Ads - WWE TV Ads - WWE		238.00	238.00
	09/15/2023 107402	108256-1 • Event Advertising	TV Ads - WWE TV Ads - WWE		238.00	238.00
09/15/2023	26644	Auto Check	Jacob's Radio (00002833)			156.40
	09/15/2023 107402	23080081 • Event Advertising	Radio Ads - Yoakam Radio Ads - Yoakam		156.40	156.40

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Date	Check	Method	Name	Amount
09/15/2023	26645	Auto Check	John D. Peterson (00003352)	92.63
	09/15/2023	Reimbursement: 9/7/23	REIMB: 9/7/23	92.63
	101650	• 3rd Party Event Expense Holding Account	Propane - RoF	23.00
			Due To/From TRCC	69.63
09/15/2023	26646	Auto Check	KCMB Elkhorn Media Group (00002827)	323.00
	09/15/2023	2380032619	Radio Ads - Yoakam	32.30
	107402	• Event Advertising	Radio Ads - Yoakam	32.30
	09/15/2023	2380032618	Radio Ads - Yoakam	290.70
	107402	• Event Advertising	Radio Ads - Yoakam	290.70
09/15/2023	26647	Auto Check	Kennewick Union Firefighters L-1296 (00003455)	1,170.00
	09/15/2023	8-31-23	EMT Services - August	1,170.00
	107404	• Event Contracted Labor	EMT Services - August	1,170.00
09/15/2023	26648	Auto Check	KNDO/KNDU (00002825)	3,527.50
	09/15/2023	215722A-2	TV Ads - PBR	3,527.50
	107402	• Event Advertising	TV Ads - PBR	3,527.50
09/15/2023	26649	Auto Check	KWHT Elkhorn Media Group (00002826)	380.00
	09/15/2023	IN-1230831506	Radio Ads - Yoakam	380.00
	107402	• Event Advertising	Radio Ads - Yoakam	380.00
09/15/2023	26650	Auto Check	Loomis (00002895)	246.85
	09/15/2023	13317510	Armored Car Service	246.85
	107304	• Contracted Services	Armored Car Service	123.42
			Due To/From TRCC	123.43
09/15/2023	26651	Auto Check	Lowe's Commercial Services (00002776)	3,728.51
	09/15/2023	993080	PO4327 - Tools & Supplies	788.03
	107201	• Tools & Supplies	Tools & Supplies	788.03
	09/15/2023	975791	PO4304 - Adhesives	16.44
	107201	• Tools & Supplies	Adhesives	16.44
	09/15/2023	975902	PO4304 - Tools & Supplies	79.51
	107201	• Tools & Supplies	Tools & Supplies	79.51
	09/15/2023	975908	PO4291 - Light Bulbs	134.22
	107201	• Tools & Supplies	Light Bulbs	134.22
	09/15/2023	976760	PO4304 - Tools & Supplies	60.88
	107201	• Tools & Supplies	Tools & Supplies	60.88
	09/15/2023	995661	PO4291 - Tools	65.00
	107201	• Tools & Supplies	Tools	65.00
	09/15/2023	996764	PO4277 - Tools	33.14
	107201	• Tools & Supplies	Tools	33.14
	09/15/2023	973548	PO4304 - Tools & Supplies	150.61
	107201	• Tools & Supplies	Tools & Supplies	150.61
	09/15/2023	911418-LLJWDO	PO4242 - Tools & Supplies	146.54
	107201	• Tools & Supplies	Tools & Supplies	146.54
	09/15/2023	916959	PO4242 - Shovels	167.19
	107201	• Tools & Supplies	Shovels	167.19
	09/15/2023	991062	PO4291 - Tools & Supplies	53.14
	107201	• Tools & Supplies	Tools & Supplies	53.14
	09/15/2023	916782		39.99
	107201	• Tools & Supplies	Painting Supplies	39.99
	09/15/2023	916783	PO4242 - Tools & Supplies	40.31
	107201	• Tools & Supplies	Tools & Supplies	40.31
	09/15/2023	916873	PO4277 - Painting Supplies	52.22
	107201	• Tools & Supplies	Painting Supplies	52.22
09/15/2023	26652	Auto Check	(voided check stub, detail below included in previous check amount)	
	09/15/2023	916276	PO4277 - Painting Supplies	81.86
	107201	• Tools & Supplies	Painting Supplies	81.86
	09/15/2023	923248	PO4280 - AV Supplies	71.69
	107103	• Computer Equipment & Software	AV Supplies	71.69
	09/15/2023	916040	PO4277 - Painting Supplies	416.82
	107201	• Tools & Supplies	Painting Supplies	416.82
	09/15/2023	916041	PO4272 - Painting Supplies	49.56
	107201	• Tools & Supplies	Painting Supplies	49.56
	09/15/2023	980871	PO4335 - Wood for PBR	553.17
	104360	• Reimbursed Event Expense - Other	Wood for PBR	553.17

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Date	Check	Method	Name		Amount	
09/15/2023	981181			PO4338 - Washing Machine	700.14	700.14
	107202	• Small Equipment & Furniture		Washing Machine	700.14	
09/15/2023	976984			PO4339 - Trim Supplies	28.05	28.05
	107201	• Tools & Supplies		Trim Supplies	28.05	
09/15/2023	26653	Auto Check	Mid Columbia Hockey Officials Association (00002777)			3,660.00
09/15/2023	23-012			Games Worked - 7/3 - 7/30/23	3,660.00	3,660.00
	107304	• Contracted Services		Games Worked - 7/3 - 7/30/23	3,660.00	
09/15/2023	26654	Auto Check	Pacific Fire Inspection Services (00002879)			590.00
09/15/2023	2309050800			Fire Sprinkler Inspection	590.00	590.00
	107209	• Security & Fire Alarm System		Fire Sprinkler Inspection	590.00	
09/15/2023	26655	Auto Check	Performance Digital (00002778)			3,872.40
09/15/2023	4114			Advertising - Ludacris	3,872.40	3,872.40
	107402	• Event Advertising		Advertising - Ludacris	3,872.40	
09/15/2023	26656	Auto Check	Reign Drop LLC (00003211)			484.19
09/15/2023	S4176-23-0474			Pizza Order	191.39	191.39
	101411	• Inventory - Food		Pizza Order	191.39	
09/15/2023	RD-0831-BOXES			Pizza Slice Boxes	116.81	116.81
	101411	• Inventory - Food		Pizza Slice Boxes	116.81	
09/15/2023	S4176-23-0473			Pizza	175.99	175.99
	101411	• Inventory - Food		Pizza	175.99	
09/15/2023	26657	Auto Check	Rob Gierke (00002700)			274.75
09/15/2023	Reimbursement:Staff Lunch 8/30			REIMB: Staff Lunch 8/30	274.75	274.75
	107111	• Employee Development & Recognition		REIMB: Staff Lunch 8/30	137.38	
				Due To/From TRCC	137.37	
09/15/2023	26658	Auto Check	Sinclair Broadcast Group (00003118)			4,245.75
09/15/2023	R2034796-2			TV Ads - PBR	2,575.50	2,575.50
	107402	• Event Advertising		TV Ads - PBR	2,575.50	
09/15/2023	R2034796-3			TV Ads - PBR	1,670.25	1,670.25
	107402	• Event Advertising		TV Ads - PBR	1,670.25	
09/15/2023	26659	Auto Check	Spectrum Reach (00002871)			1,143.16
09/15/2023	280025014			TV Ads - PBR	1,143.16	1,143.16
	107402	• Event Advertising		TV Ads - PBR	1,143.16	
09/15/2023	26660	Auto Check	Stephens Media Group (00002844)			9,430.75
09/15/2023	IN-1230811466			Radio Ads - PBR	2,737.00	2,737.00
	107402	• Event Advertising		Radio Ads - PBR	2,737.00	
09/15/2023	IN-1230811464			Radio Ads - PBR	306.00	306.00
	107402	• Event Advertising		Radio Ads - PBR	306.00	
09/15/2023	IN-1230811459			Radio Ads - PBR	674.90	674.90
	107402	• Event Advertising		Radio Ads - PBR	674.90	
09/15/2023	IN-1230811455			Radio Ads - PBR	4,355.40	4,355.40
	107402	• Event Advertising		Radio Ads - PBR	4,355.40	
09/15/2023	IN-1230811358			Radio Ads - Ludacris	922.25	922.25
	107402	• Event Advertising		Radio Ads - Ludacris	922.25	
09/15/2023	IN-1230811357			Radio Ads - Ludacris	61.20	61.20
	107402	• Event Advertising		Radio Ads - Ludacris	61.20	
09/15/2023	IN-1230811501			Radio Ads - Yoakam	374.00	374.00
	107402	• Event Advertising		Radio Ads - Yoakam	374.00	
09/15/2023	26661	Auto Check	Sunbelt Rentals, Inc. (00002783)			1,119.49
09/15/2023	143772969-0001			Scissor Lift	396.00	396.00
	107305	• General Rental Equipment		Scissor Lift	396.00	
09/15/2023	144238425-0002			Forklift for PBR	723.49	723.49
	104370	• Reimbursed Outside Event Expense		Forklift for PBR	723.49	
09/15/2023	26662	Auto Check	Townsquare Media-Tri Cities (00002784)			3,968.65
09/15/2023	4250876-1			Radio Ads - PBR	2,774.40	2,774.40
	107402	• Event Advertising		Radio Ads - PBR	2,774.40	

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Date	Check	Method	Name		Amount
09/15/2023	4247621-1		Radio Ads - Yoakam		391.00
	107402	• Event Advertising	Radio Ads - Yoakam		391.00
09/15/2023	4260929-1		Radio Ads - Ludacris		803.25
	107402	• Event Advertising	Radio Ads - Ludacris		803.25
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09/15/2023	26663	Auto Check	Tri City Regional Chamber of Commerce (00002846)		100.00
09/15/2023	88234		E-Blast - PBR		100.00
	107402	• Event Advertising	E-Blast - PBR		100.00
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09/15/2023	26664	Auto Check	US Foods (00002786)		12,279.95
09/15/2023	4208417		PO4356 - Kitchen Supplies		2,534.82
	107513	• F&B Janitorial Supplies	Kitchen Supplies		2,534.82
09/15/2023	4208412		Food Order		5,704.24
	101411	• Inventory - Food	Food Order		5,704.24
09/15/2023	4323052		Food		753.95
	101411	• Inventory - Food	Food		753.95
09/15/2023	4388327		Food		3,286.94
	101411	• Inventory - Food	Food		3,286.94
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09/15/2023	26665	Auto Check	VenuWorks, Inc. (00000894)		10,406.41
09/15/2023	18898		Management Fee - September		10,406.41
	107306	• VenuWorks Management Fee	Management Fee - September		10,406.41
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09/15/2023	26666	Auto Check	Vistar Corporation (00002787)		3,211.81
09/15/2023	69408650		Food		1,731.46
	101411	• Inventory - Food	Food		1,731.46
09/15/2023	69491446		Food		1,520.49
	101411	• Inventory - Food	Food		1,520.49
09/15/2023	69461793		Food Credit		-40.14
	101411	• Inventory - Food	Food Credit		-40.14
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09/15/2023	26667	Auto Check	WCP Solutions (00002788)		1,224.32
09/15/2023	13353617		PO4354 - Janitorial Supplies		319.36
	107203	• Janitorial Supplies	Janitorial Supplies		319.36
09/15/2023	13353615		PO4354 - Janitorial Supplies		833.22
	107203	• Janitorial Supplies	Janitorial Supplies		833.22
09/15/2023	13353616		PO4354 - Janitorial Supplies		71.74
	107203	• Janitorial Supplies	Janitorial Supplies		71.74
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09/15/2023	26668	Auto Check	Zamboni Company USA, Inc (00003146)		501.34
09/15/2023	115251		PO4364 - Zamboni Supplies		456.10
	107211	• Equipment Repairs & Maintenance	Zamboni Supplies		456.10
09/15/2023	115287		PO4364 - Zamboni Supplies		45.24
	107211	• Equipment Repairs & Maintenance	Zamboni Supplies		45.24
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09/15/2023	26669	Auto Check	Backstage Electric, Inc. (00002752)		8,626.00
09/15/2023	2598		Labor for WWE		8,626.00
	107401	• Outside Event Expense	Labor for WWE		8,626.00
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09/15/2023	26670	Auto Check	Rocky Mountain Rigging (00002781)		8,540.80
09/15/2023	WWE		Rigging for WWE		5,670.40
	104370	• Reimbursed Outside Event Expense	Rigging for WWE		5,670.40
09/15/2023	PBR		Rigging for PBR		2,870.40
	104370	• Reimbursed Outside Event Expense	Rigging for PBR		2,870.40
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09/15/2023	26671	Auto Check	CI Information Management (00002840)		47.20
09/15/2023	0154975		Shred Service		47.20
	107304	• Contracted Services	Shred Service		47.20
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09/15/2023	26672	Auto Check	CTI (00003629)		7,745.86
09/15/2023	INV049692		PO 4308 - A/V Equipment		7,745.86
	107202	• Small Equipment & Furniture	A/V Equipment		3,471.56
			Due To/From TRCC		4,274.30
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09/18/2023		Wire Transfer	Odom East LLC (00003343)		425.00
09/18/2023	15385067		Beer		425.00
	101413	• Inventory - Beer	Beer		425.00

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<u>Date</u>	<u>Check</u>	<u>Method</u>	<u>Name</u>		<u>Amount</u>
09/19/2023		Wire Transfer	WWE (00002684)		186,057.74
	09/19/2023	WWE Settlement 9/16/23		186,057.74	
	102150	A/P Settlements	V-6240 WWE/WWE Settlement 9/16/23	186,057.74	
09/19/2023	26673	Auto Check	Legends MainGate, LLC (00003649)		14,508.68
	09/19/2023	PBR Kennewick merch proceeds		14,508.68	
	102150	A/P Settlements	PBR merch due to show	14,508.68	
09/19/2023	26674	Auto Check	Washington State Department of Licensing (00003654)		20,167.90
	09/19/2023	WWE Supershow Kennewick 9/16/23		20,167.90	
	101620	Cash Advances for Events	DOL Fee for WWE event 9/16	20,167.90	
09/25/2023		Wire Transfer	Washington State Department of Revenue (00002989)		17,037.40
	09/25/2023	TOYO B&O tax Aug		17,037.40	
	102325	B&O Tax Payable	B&O and Sales tax due Aug, paid Sept	6,948.00	
	102310	Sales Tax Payable - State	B&O and Sales tax due Aug, paid Sept	6,598.00	
	107603	B&O Taxes	B&O and Sales tax due Aug, paid Sept	3,491.40	
09/29/2023	26675	Auto Check	3 Water Construction (00003481)		1,957.48
	09/29/2023	INV0165	Countertop & Cabinet Install	1,957.48	
	107212	Building Repairs & Maintenance	Countertop & Cabinet Install	1,957.48	
09/29/2023	26676	Auto Check	Abbott & Abbott LLC (00002770)		195.66
	09/29/2023	448-012168	FiltaFry Fryer Service	195.66	
	107508	F&B Equipment Repairs & Maintenance	FiltaFry Fryer Service	195.66	
09/29/2023	26677	Auto Check	Advanced Life Systems (00003247)		840.00
	09/29/2023	23-200003	Ambulances for WWE	840.00	
	104327	Reimbursed Contract Labor	Ambulances for WWE	840.00	
09/29/2023	26678	Auto Check	Apollo Heating and Air Conditioning (00002933)		269.55
	09/29/2023	KS-940052534	HVAC Repair	269.55	
	107210	HVAC Repairs & Maintenance	HVAC Repair	269.55	
09/29/2023	26679	Auto Check	Backstage Electric, Inc. (00002752)		3,733.50
	09/29/2023	390	Labor - Cornejo	3,733.50	
	107401	Outside Event Expense	Labor - Cornejo	3,733.50	
09/29/2023	26680	Auto Check	Baskin Robbins (00002754)		1,710.19
	09/29/2023	23916	Third Party Sales 9/16/23	1,710.19	
	104690	Concession Sales - Third Party Expense	Third Party Sales 9/16/23	1,710.19	
09/29/2023	26681	Auto Check	Benton PUD (00000121)		18,625.08
	09/29/2023	08/08/2023-09/08/2023	Small Gen Services	393.63	
	107216	Electricity	Small Gen Services	393.63	
	09/29/2023	8/8/23-9/8/23	Large Gen Services	18,231.45	
	107216	Electricity	Large Gen Services	18,231.45	
09/29/2023	26682	Auto Check	Brashear Electric, Inc. (00002756)		1,440.28
	09/29/2023	40323	Stage Set-Up for WWE	1,440.28	
	104327	Reimbursed Contract Labor	Stage Set-Up for WWE	1,440.28	
09/29/2023	26683	Auto Check	Canon Solutions (00002757)		44.34
	09/29/2023	6005473091	Copier Maintenance	44.34	
	107105	Printing / Copying	Copier Maintenance	44.34	
09/29/2023	26684	Auto Check	Cascade Natural Gas (00000161)		782.30
	09/29/2023	08/11/2023-09/08/2023	TA Gen Com Service	782.30	
	107217	Natural Gas	TA Gen Com Service	782.30	
09/29/2023	26685	Auto Check	Cascade Natural Gas (00000161)		431.92
	09/29/2023	8/11/2023-9/08/2023	Gen Com Service	431.92	
	107217	Natural Gas	Gen Com Service	431.92	

Toyota Center and Arena
Claims Roster
September 2023

<u>Date</u>	<u>Check</u>	<u>Method</u>	<u>Name</u>		<u>Amount</u>
09/29/2023	26686	Auto Check	Central Washington Refrigeration, LLC (00002949)		2,808.78
	09/29/2023	47980	Machine Maintenance		2,808.78
	107212	• Building Repairs & Maintenance	Machine Maintenance	2,808.78	
09/29/2023	26687	Auto Check	Chem-Aqua (00002759)		4,021.80
	09/29/2023	8393946	Water Treatment Program		4,021.80
	107304	• Contracted Services	Water Treatment Program	4,021.80	
09/29/2023	26688	Auto Check	City of Kennewick - Misc (00002830)		1,334.94
	09/29/2023	15591	Leasehold Excise Tax - 3rd QTR		1,334.94
	102330	• Leasehold Tax Payable - COK	Leasehold Excise Tax - 3rd QTR	1,334.94	
09/29/2023	26689	Auto Check	Coca-Cola (00000213)		8,262.30
	09/29/2023	145751	Beverages		8,262.30
	101411	• Inventory - Food	Beverages	8,262.30	
09/29/2023	26690	Auto Check	CTI (00003629)		849.60
	09/29/2023	INV049835	Micro Converters		849.60
	107103	• Computer Equipment & Software	Micro Converters	849.60	
09/29/2023	26691	Auto Check	Culligan Water Conditioning (00002766)		162.25
	09/29/2023	135941	Cooler Rentals		27.19
	107201	• Tools & Supplies	Cooler Rentals	27.19	
	09/29/2023	135752	Bottle Water		135.06
	107201	• Tools & Supplies	Bottle Water	135.06	
09/29/2023	26692	Auto Check	DevFuzion (00000278)		7.07
	09/29/2023	23216	Ethernet Cable		7.07
	107103	• Computer Equipment & Software	Ethernet Cable	7.07	
09/29/2023	26693	Auto Check	Ford Audio Service (00003049)		7,351.92
	09/29/2023	3667	Audio System - Cornejo		7,351.92
	104370	• Reimbursed Outside Event Expense	Audio System - Cornejo	7,351.92	
09/29/2023	26694	Auto Check	Impact Lighting Systems, LLC (00003291)		6,190.20
	09/29/2023	Ivan Cornejo Lighting	Lighting - Cornejo		4,887.00
	104370	• Reimbursed Outside Event Expense	Lighting - Cornejo	4,887.00	
	09/29/2023	Ivan Cornejo Motor Package	Hoists - Cornejo		1,303.20
	104370	• Reimbursed Outside Event Expense	Hoists - Cornejo	1,303.20	
09/29/2023	26695	Auto Check	Pape Material Handling (00003034)		3,895.54
	09/29/2023	80087842	PO4292 -Toyota Zamboni Service		3,895.54
	107211	• Equipment Repairs & Maintenance	Toyota Zamboni Service	3,895.54	
09/29/2023	26696	Auto Check	Paul Boskovich (00002984)		300.00
	09/29/2023	23-0930366	Runner - Cornejo		300.00
	107404	• Event Contracted Labor	Runner - Cornejo	300.00	
09/29/2023	26697	Auto Check	Pearson, Corey (00000007)		560.23
	09/29/2023	Reimbursement: Exec Meeting	REIMB: Travel for Meeting		560.23
	107112	• Travel & Entertainment	REIMB: Travel for Meeting 9/21/23	280.11	
			Due To/From TRCC	280.12	
09/29/2023	26698	Auto Check	Pitney Bowes Global Financial Services LLC (00002894)		102.43
	09/29/2023	3318084300	Mailstation Lease		102.43
	107101	• Postage & Shipping	Mailstation Lease	51.21	
			Due To/From TRCC	51.22	
09/29/2023	26699	Auto Check	Purchase Power (00002904)		100.00
	09/29/2023	Postage Fees: Sept 23	Postage Fees: Sept 23		100.00
	107101	• Postage & Shipping	Postage Fees: Sept 23	50.00	
			Due To/From TRCC	50.00	

Toyota Center and Arena
Claims Roster
September 2023

Date	Check	Method	Name			Amount
09/29/2023	26700	Auto Check	Reign Drop LLC (00003211)			362.79
	09/29/2023	S4176-23-0532	Pizza			126.53
	101411	• Inventory - Food		Pizza		126.53
	09/29/2023	S4176-23-0531	Pizza			236.26
	101411	• Inventory - Food		Pizza		236.26
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09/29/2023	26701	Auto Check	Rocky Mountain Rigging (00002781)			1,285.20
	09/29/2023	1-107-2023	Rigging - Cornejo			1,285.20
	104370	• Reimbursed Outside Event Expense		Rigging - Cornejo		1,285.20
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09/29/2023	26702	Auto Check	Roto-Rooter (00002782)			511.43
	09/29/2023	52107674	Plumbing Repair			511.43
	107212	• Building Repairs & Maintenance		Plumbing Repair		511.43
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09/29/2023	26703	Auto Check	Springhill Suites of Kennewick (00002726)			534.52
	09/29/2023	206D500004292	Room Rentals - WWE			400.89
	104370	• Reimbursed Outside Event Expense		Room Rentals - WWE		400.89
	09/29/2023	206500004291	Room Rentals - WWE			133.63
	104370	• Reimbursed Outside Event Expense		Room Rentals - WWE		133.63
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09/29/2023	26704	Auto Check	Staples Advantage (00002740)			531.18
	09/29/2023	3547439256	PO4371 - Office Supplies			29.28
	107102	• Office Supplies		Office Supplies		14.64
					Due To/From TRCC	14.64
	09/29/2023	3547526610	PO4371 - Office Supplies			-14.15
	107102	• Office Supplies		Office Supplies Refund		-7.07
					Due To/From TRCC	-7.08
	09/29/2023	35474939255	PO4371 - Office Supplies			516.05
	107102	• Office Supplies		Office Supplies		258.02
					Due To/From TRCC	258.03
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09/29/2023	26705	Auto Check	Sunbelt Rentals, Inc. (00002783)			3,412.56
	09/29/2023	143156779-0001	Forklift for Frontera			1,235.59
	104370	• Reimbursed Outside Event Expense		Forklift for Frontera		1,235.59
	09/29/2023	144503648-0001	Manlift			677.89
	107305	• General Rental Equipment		Manlift		677.89
	09/29/2023	144625244-0001	Forklift for WWE			1,344.57
	104370	• Reimbursed Outside Event Expense		Forklift for WWE		1,344.57
	09/29/2023	144998704-0001	Gas Trash Pump			154.51
	107305	• General Rental Equipment		Gas Trash Pump		154.51
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09/29/2023	26706	Auto Check	US Foods (00002786)			4,865.60
	09/29/2023	4743394	Food			4,865.60
	101413	• Inventory - Beer		Beer		412.32
	101415	• Inventory - Liquor		Liquor		252.99
	101411	• Inventory - Food		Food		4,200.29
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09/29/2023	26707	Auto Check	Vistar Corporation (00002787)			2,512.15
	09/29/2023	69539039	Food			14.79
	101411	• Inventory - Food		Food		14.79
	09/29/2023	69644215	Food			2,497.36
	101411	• Inventory - Food		Food		2,497.36
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09/29/2023	26708	Auto Check	WCP Solutions (00002788)			1,165.10
	09/29/2023	13377641	PO4378 - Janitorial Supplies			883.04
	107203	• Janitorial Supplies		Janitorial Supplies		883.04
	09/29/2023	13377643	PO4378 - Janitorial Supplies			169.85
	107203	• Janitorial Supplies		Janitorial Supplies		169.85
	09/29/2023	13377642	PO4378 - Janitorial Supplies			112.21
	107203	• Janitorial Supplies		Janitorial Supplies		112.21
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09/29/2023	26709	Auto Check	Culligan Water Conditioning (00002766)			34.51
	09/29/2023	134389	Bottle Water			34.51
	107201	• Tools & Supplies		Bottle Water		34.51

Toyota Center and Arena
Claims Roster
September 2023

Date	Check	Method	Name	Amount
09/29/2023	26710	Auto Check	Sunbelt Rentals, Inc. (00002783)	715.77
	09/29/2023	144606399-0001	Manlift	715.77
	107305	General Rental Equipment	Manlift	715.77
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09/30/2023		Wire Transfer	American Payment Solutions - APS (00002969)	481.87
	09/30/2023	APS CC Fees TOYO Sept 23	APS CC Fees TOYO Sept 23	481.87
	107310	Credit Card Fees	APS CC Fees TOYO Sept 23	481.87
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09/30/2023		Wire Transfer	Revel Systems (00003299)	2,801.38
	09/30/2023	Revel POS Sept 23	Revel POS Sept 23	2,801.38
	107510	F&B Tools, Supplies & Equipment	Revel POS Sept 23	2,801.38
<hr/>				
09/30/2023		Wire Transfer	Revel Systems (00003299)	2,112.45
	09/30/2023	TOYO Concessions CC Fees	TOYO Concessions CC Fees	2,112.45
	107514	F&B Credit Card & Banking Fees	TOYO Concessions CC Fees	2,112.45
<hr/>				
09/30/2023		Wire Transfer	Revel Systems (00003299)	260.89
	09/30/2023	Arena CC Fees Sept 23	Arena CC Fees	260.89
	107310	Credit Card Fees	Arena CC Fees	260.89
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09/30/2023		Wire Transfer	Fintech (00003296)	23.37
	09/30/2023	Fintech Fees TOYO Sept 23	Fintech Fees TOYO Sept 23	23.37
	107514	F&B Credit Card & Banking Fees	Fintech Fees TOYO Sept 23	23.37
				Total Paid - TOYO Operating: 670,447.11

TOYO Sterling Box Office Account

09/30/2023		Wire Transfer	American Express Card Processing (00003298)	69.36
	09/30/2023	Amex Box Office Fees Sept 23	Amex Box Office Fees Sept 23	69.36
	107310	Credit Card Fees	Amex Box Office Fees Sept 23	69.36
				Total Paid - TOYO Box Office: 69.36
				Total Paid - Combined: 670,516.47

I, Dan Legard, 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.



Dan Legard, Finance Director

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

Check numbers 26603-26710	\$ 448,119.54
Electronic transfers - Operations	222,327.57
Electronic transfers - Box Office	69.36
Total	<u>\$ 670,516.47</u>

Exceptions:

**COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
SEPTEMBER 2023**

Check Number	Vendor Check Name	Check Date	Amount	Type
2775	DROP BOX	9/11/2023	\$204.48	Check
2776	KENNEWICK GOLF CORPORATION	9/11/2023	\$5,106.45	Check
2777	TOTAL E INTEGRATED INC.	9/11/2023	\$137.95	Check
2778	YELP	9/11/2023	\$40.00	Check
2779	LEE ANN MARCOTTE	9/20/2023	\$535.26	Check
2780	COLUMBIA POINT GOLF COURSE	9/25/2023	\$384.60	Check
2781	TOTAL E INTEGRATED INC.	9/25/2023	\$900.15	Check
313	REFUND	9/2/2023	\$157.58	Check
314	CURTIS DEWOODY	9/6/2023	\$193.46	Check
ADPTS 2872379	ADP TOTAL SOURCE (AUTOPAY)	9/10/2023	\$4,107.73	EFT
NATIONWIDE 0923	NATIONWIDE	9/1/2023	\$753.36	EFT
WA DOR 0035575729	DEPARTMENT OF REVENUE	9/25/2023	\$5,530.88	EFT
477248	POINTE PEST CONTROL	9/7/2023	\$179.36	EFT
Paid by ACH	COLEMAN OIL COMPANY	9/8/2023	\$224.07	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	9/8/2023	\$195.97	EFT
477584	TRACER GOLF ACCESSORIES	9/13/2023	\$248.85	EFT
Paid by ACH	CINTAS CORPORATION #085	9/14/2023	\$107.02	EFT
Paid by ACH	COLEMAN OIL COMPANY	9/14/2023	\$277.65	EFT
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO	9/28/2023	\$403.39	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	9/8/2023	\$7,812.15	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	9/22/2023	\$6,476.52	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	9/30/2023	\$1,053.31	EFT
Bank Deduction	MERCHANT SERVICES	9/1/2023	\$1,939.70	EFT
Bank Deduction	US Bank	9/15/2023	\$49.96	EFT
			<u>\$37,019.85</u>	

I, Dan Legard, 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.



Dan Legard, Finance Director

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

Check numbers 2775-2781, 313-314	\$	7,659.93
Electronic transfers		29,359.92
Total	\$	<u>37,019.85</u>

Exceptions:

Check	Vendor	Date	Amount	Debit	Credit
2775	DROP BOX PAY PURCH	9/11/2023 20005-000-244-00 52800-080-244-00	ACCOUNTS PAYABLE - GP SUBSCRIPTIONS & PUBLICATIONS	\$204.48 \$204.48	 \$204.48
2776	KENNEWICK GOLF CORPORATION PAY PURCH PURCH	9/11/2023 20005-000-244-00 59600-080-244-00 59610-080-244-00	ACCOUNTS PAYABLE - GP ACCOUNTING FEES MANAGEMENT FEE	\$5,106.45 \$1,277.20 \$3,829.25	 \$5,106.45
2777	TOTAL E INTEGRATED INC. PAY PURCH	9/11/2023 20005-000-244-00 51900-050-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$137.95 \$137.95	 \$137.95
2778	YELP PAY PURCH	9/11/2023 20005-000-244-00 53100-080-244-00	ACCOUNTS PAYABLE - GP ADVERTISING & MARKETING	\$40.00 \$40.00	 \$40.00
2779	LEE ANN MARCOTTE PAY PURCH	9/20/2023 20005-000-244-00 50000-000-244-00	ACCOUNTS PAYABLE - GP TEMPORARY ACCOUNT	\$535.26 \$535.26	 \$535.26
2780	COLUMBIA POINT GOLF COURSE PAY PURCH PURCH	9/25/2023 20005-000-244-00 50100-060-244-00 50100-080-244-00	ACCOUNTS PAYABLE - GP SALARIES SALARIES	\$384.60 \$192.30 \$192.30	 \$384.60
2781	TOTAL E INTEGRATED INC. PAY PURCH	9/25/2023 20005-000-244-00 51900-050-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$900.15 \$900.15	 \$900.15
313	FOODIES PAY PURCH	9/2/2023 20005-000-244-00 46000-050-244-00	ACCOUNTS PAYABLE - GP OTHER REVENUES	\$157.58 \$157.58	 \$157.58
314	CURTIS DEWOODY PAY PURCH	9/6/2023 20005-000-244-00 50000-000-244-00	ACCOUNTS PAYABLE - GP TEMPORARY ACCOUNT	\$193.46 \$193.46	 \$193.46
ADPTS 2872379	ADP TOTAL SOURCE (AUTOPAY) PAY PURCH PURCH	9/10/2023 20005-000-244-00 50800-050-244-00 50800-060-244-00	ACCOUNTS PAYABLE - GP HEALTH BENEFITS HEALTH BENEFITS	\$4,107.73 \$2,057.10 \$2,050.63	 \$4,107.73
NATIONWIDE 0923	NATIONWIDE PAY PURCH	9/1/2023 20005-000-244-00 18400-000-244-00	ACCOUNTS PAYABLE - GP PREPAID GEN LIAB INS	\$753.36 \$753.36	 \$753.36
WA DOR 0035575729	DEPARTMENT OF REVENUE PAY PURCH PURCH	9/25/2023 20005-000-244-00 20300-000-244-00 91101-000-244-00	ACCOUNTS PAYABLE - GP SALES TAX PAYABLE OTHER STATE TAXES	\$5,530.88 \$3,803.79 \$1,727.09	 \$5,530.88
477248	POINTE PEST CONTROL PAY PURCH	9/7/2023 20006-000-244-00 51900-080-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES	\$179.36 \$179.36	 \$179.36
Paid by ACH	COLEMAN OIL COMPANY PAY PURCH	9/8/2023 20006-000-244-00 58300-060-244-00 58300-060-244-00	ACCOUNTS PAYABLE - GP FUEL & OIL MAINTENANCE FUEL & OIL MAINTENANCE	\$224.07 \$103.09 \$120.98	 \$224.07
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO PAY PURCH PURCH	9/8/2023 20006-000-244-00 49150-070-244-00 49200-070-244-00	ACCOUNTS PAYABLE - GP COGS - PACKAGED FOOD COGS - SOFT BEVERAGE	\$195.97 \$36.10 \$159.87	 \$195.97
477584	TRACER GOLF ACCESSORIES PAY PURCH	9/13/2023 20006-000-244-00 47150-050-244-00	ACCOUNTS PAYABLE - GP COGS MERCHANDISE	\$248.85 \$248.85	 \$248.85
Paid by ACH	CINTAS CORPORATION #085 PAY PURCH PURCH	9/14/2023 20006-000-244-00 51900-080-244-00 51900-060-244-00	ACCOUNTS PAYABLE - GP CONTRACT SERVICES CONTRACT SERVICES	\$107.02 \$66.78 \$40.24	 \$107.02
Paid by ACH	COLEMAN OIL COMPANY PAY PURCH	9/14/2023 20006-000-244-00 58300-060-244-00	ACCOUNTS PAYABLE - GP FUEL & OIL MAINTENANCE	\$277.65 \$277.65	 \$277.65
Paid by ACH	PEPSI COLA BOTTLING CO. OF PASCO PAY PURCH PURCH	9/28/2023 20006-000-244-00 49150-070-244-00 49200-070-244-00	ACCOUNTS PAYABLE - GP COGS - PACKAGED FOOD COGS - SOFT BEVERAGE	\$403.39 \$109.70 \$293.69	 \$403.39

Check	Vendor	Date	Amount	Debit	Credit
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	9/8/2023		\$7,812.15	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$7,812.15
	PURCH	50200-050-244-00	HOURLY WAGES	\$4,131.37	
	PURCH	50200-060-244-00	HOURLY WAGES	\$3,163.95	
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$406.21
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$403.22
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$765.47	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$504.18	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$28.91	
	PURCH	52100-050-244-00	CELL PHONE	\$27.70	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	9/22/2023		\$6,476.52	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$6,476.52
	PURCH	50000-000-244-00	TEMPORARY ACCT		\$193.46
	PURCH	50200-050-244-00	HOURLY WAGES	\$3,735.27	
	PURCH	50200-060-244-00	HOURLY WAGES	\$2,580.33	
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$406.21
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$403.22
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$690.74	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$417.82	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$27.55	
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	9/30/2023		\$1,053.31	
	PURCH	50000-000-244-00	TEMPORARY ACCT		\$1,053.31
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$79.96	
	PURCH	52100-060-244-00	TELECOMMUNICATIONS	\$52.83	
	PURCH	52400-080-244-00	JANITORIAL SUPPLIES	\$22.74	
	PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS	\$9.26	
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$106.24	
	PURCH	54900-050-244-00	REPAIR GOLF CART OUTSIDE LABOR	\$48.68	
	PURCH	55000-050-244-00	GOLF CART PARTS	\$638.77	
	PURCH	55150-050-244-00	GOLF CART SUPPLIES	\$81.80	
Bank Deduction	MERCHANT SERVICES	9/1/2023		\$1,939.70	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$1,939.70
	PURCH	54000-080-244-00	BANK CHARGES	\$1,939.70	
Bank Deduction	US Bank	9/15/2023		\$49.96	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$49.96
	PURCH	54000-080-244-00	BANK CHARGES	\$49.96	

November 7, 2023

All Departments:

October 15, 2023

ADMINISTRATIVE TEAM	2,710.02
CITY COUNCIL	4,787.50
CITY MANAGER	13,416.50
CIVIL SERVICE	2,353.75
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	28,667.76
EMPLOYEE & COMMUNITY RELATIONS	54,793.93
ENGINEERING	56,130.73
FACILITIES & GROUNDS	93,217.84
FINANCE	54,832.67
FIRE	112,643.31
LEGAL SERVICES	19,653.56
MANAGEMENT SERVICES	108,119.11
POLICE	533,421.01
	<hr/>
Subtotal General Fund	1,084,747.69
STREETS	21,715.77
TRAFFIC	21,026.77
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Subtotal Street Fund	42,742.54
BI-PIN	11,398.43
BUILDING SAFETY	50,557.97
COMMUNITY DEVELOPMENT	2,828.84
CRIMINAL JUSTICE	87,761.94
EQUIPMENT RENTAL	13,395.23
MEDICAL SERVICES	365,151.70
RISK MANAGEMENT	4,078.73
STORMWATER UTILITY	19,988.69
WATER & SEWER	147,601.29
	<hr/>
Subtotal Other Funds	702,762.82
Total Salaries and Wages	1,830,253.05
<u>Benefits:</u>	
Dental Insurance	24,901.00
Industrial Insurance	54,514.05
Life Insurance	5,001.55
Long Term Disability Insurance	6,056.27
Medical Insurance	341,730.57
Medical Retirement Account	3,262.50
Retirement	128,993.39
Social Security (FICA)	104,706.23
Vision Insurance	3,600.22
WA Family Leave	3,756.44
	<hr/>
Total Benefits	676,522.22
Grand Total	<u><u>\$2,506,775.27</u></u>

I, Dan Legard, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$2,506,775.27 comprised of check numbers 76769 through 76781 and direct deposit numbers 217949 through 218416.

Approved for payment:



Dan Legard, Finance Director

Council Agenda Coversheet	Agenda Item Number: 4.g.	Council Date: 11/7/2023	Category: Consent Agenda Ordinance/Reso
	Agenda Item Type: Resolution		
Subject: ROW Vacation 11257 & 11343 W Clearwater Ave			
Department: Public Works			
Ord/Reso # 23-13		Contract #	
Project #		Permit # ENG-2023-0734	
<u>Recommendation</u>			
<p>Staff recommends that Council adopt Resolution 23-13 setting the date of December 5, 2023, for a public hearing to consider the vacation the public right-of-way (ROW) adjacent to 11257 and 11343 W Clearwater Ave.</p>			
<u>Motion for Consideration</u>			
<p>Motion to adopt Resolution 23-13 setting the date of December 5, 2023 for a public hearing to consider the vacation of a public ROW adjacent to 11257 & 11343 W Clearwater Ave.</p>			
<u>Summary</u>			
<p>Andy Clary is requesting the vacation of a portion of West 10th Ave adjacent to 11257 and 11343 W Clearwater Ave.</p>			
<p>This portion of W 10th Avenue is where it previously tied into W Clearwater Ave. As part of Solbrak and Michaels' future development, they established a new connection of W 10th Ave to W Clearwater Ave to the east.</p>			
<p>As part of the new alignment, the city agreed to vacate the portion of the old W 10th Ave connection which will allow Mr. Clary the ability to combine and develop the adjoining lots. A 15' waterline and 10' public utility easement will be retained for existing utilities within the right-of-way to be vacated.</p>			
<p>Affected city utility companies and city staff have reviewed the request and have no objection to the proposed vacation.</p>			
<u>Alternatives</u>			
<p>None recommended.</p>			
<u>Fiscal Impact</u>			
<p>None.</p>			
<u>Attachments:</u>			
<ol style="list-style-type: none"> 1. Resolution 2. Map 3. Exhibit 			

CITY OF KENNEWICK
RESOLUTION NO. 23-13

A RESOLUTION OF THE CITY OF KENNEWICK SETTING A DATE FOR A PUBLIC HEARING ON A REQUEST FOR VACATION OF A PORTION OF WEST 10TH AVENUE LYING ADJACENT TO 11257 AND 11343 WEST CLEARWATER AVENUE

WHEREAS, a petition has been received for the vacation of a portion of West 10th Avenue lying adjacent to 11257 and 11343 West Clearwater Avenue; and

WHEREAS, a petition has been signed by the owners of more than two-thirds of the property abutting upon the part of such street sought to be vacated; NOW, THEREFORE,

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, that a public hearing on said proposed vacation shall be held on December 5, 2023. The City Clerk shall give notice thereof as required by law and the City Attorney shall draft an ordinance for said vacation.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 7th day of November, 2023, and signed in authentication of its passage this 7th day of November, 2023.

Attest:

W.D. MCKAY, Mayor

TERRI L. WRIGHT, City Clerk

RESOLUTION NO. 23-13 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 8th day of November, 2023.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk



OLD WEST 10TH AVENUE
RIGHT OF WAY
TO BE VACATED
12,575 SQUARE FEET

W. CLEARWATER AVE.

NEW
W. 10TH AVE.

W. 10TH AVE.

W. 10TH CT.

W. 10TH CT.

11257 W. CLEARWATER AVE.
PARCEL # 1-0188-3BP-4583-001

11343 W. CLEARWATER AVE.
PARCEL # 1-0188-4BP-5063-017

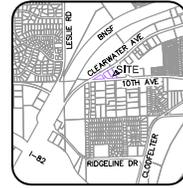
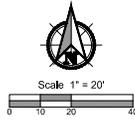


N.T.S.

60'

10TH COURT REALIGNMENT

SW 1/4 OF SEC. 01, T.08N., R.28E., W.M.,
CITY OF KENNEWICK,
BENTON COUNTY, WASHINGTON

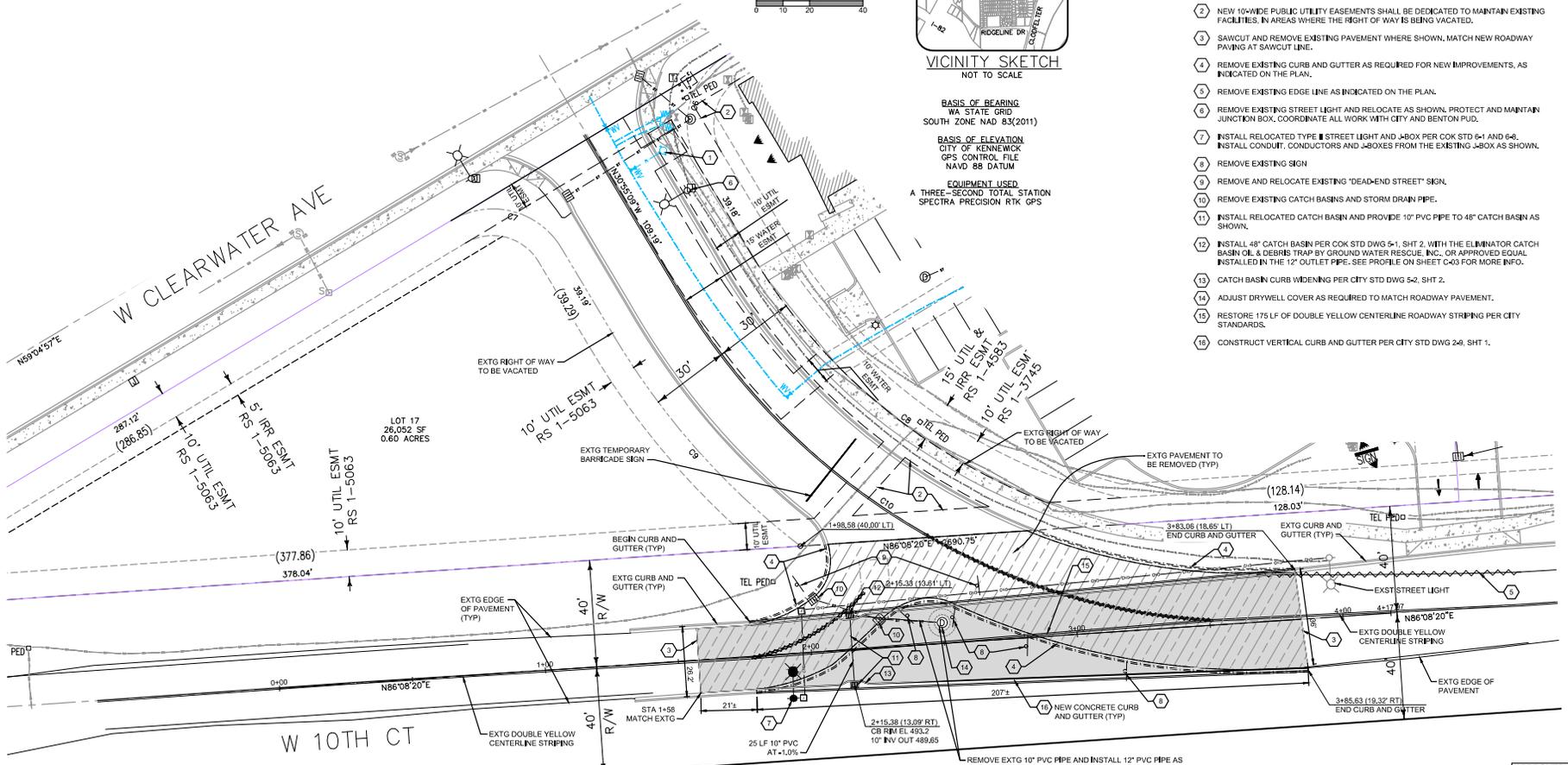


VICINITY SKETCH
NOT TO SCALE

BASIS OF BEARING
WA STATE GRID
SOUTH ZONE NAD 83(2011)
BASIS OF ELEVATION
CITY OF KENNEWICK
GPS CONTROL FILE
NAVD 88 DATUM
EQUIPMENT USED
A THREE-SECOND TOTAL STATION
SPECTRA PRECISION RTK GPS

- GENERAL GRADING NOTES:**
- ALL SITE GRADING ACTIVITIES SHALL CONFORM TO THE RECOMMENDATIONS INCLUDED IN THE GEOTECHNICAL ENGINEERING STUDY PERFORMED BY BAER TESTING, INC. DATED SEPTEMBER 2, 2014.
 - THE EXISTING CONDITIONS WERE COMPILED FROM A TOPOGRAPHIC SURVEY PERFORMED BY STRATON SURVEYING IN FEBRUARY 2023.
 - ALL DISTURBED AREAS OUTSIDE OF SITE IMPROVEMENTS OR LANDSCAPED AREAS SHALL BE HYDRO-SEEDED AT THE COMPLETION OF THE PROJECT.
 - THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY EROSION AND SEDIMENT CONTROLS. EROSION AND SEDIMENT CONTROLS SHALL BE AS RECOMMENDED IN CHAPTER 8 OF THE WSDOT CONSTRUCTION MANUAL AND CHAPTER 710 OF THE WSDOT ROADSIDE MANUAL.
 - SEE SHEET C-03 FOR ROAD PROFILE AND TYPICAL SECTION.

- KEYED CONSTRUCTION NOTES:**
- PROTECT AND MAINTAIN EXISTING FIRE HYDRANT WATER MAIN, VALVES AND OTHER APPURTENANCES. WATER EASEMENTS AS SHOWN SHALL BE DEDICATED TO THE CITY.
 - NEW 10'-WIDE PUBLIC UTILITY EASEMENTS SHALL BE DEDICATED TO MAINTAIN EXISTING FACILITIES. IN AREAS WHERE THE RIGHT-OF-WAY IS BEING VACATED.
 - SAWCUT AND REMOVE EXISTING PAVEMENT WHERE SHOWN, MATCH NEW ROADWAY PAVING AT SAWCUT LINE.
 - REMOVE EXISTING CURB AND GUTTER AS REQUIRED FOR NEW IMPROVEMENTS, AS INDICATED ON THE PLAN.
 - REMOVE EXISTING EDGE LINE AS INDICATED ON THE PLAN.
 - REMOVE EXISTING STREET LIGHT AND RELOCATE AS SHOWN. PROTECT AND MAINTAIN JUNCTION BOX. COORDINATE ALL WORK WITH CITY AND BENTON PUD.
 - INSTALL RELOCATED TYPE II STREET LIGHT AND 4-BOX PER COK STD 6-1 AND 6-8. INSTALL CONDUIT, CONDUCTORS AND 4-BOXES FROM THE EXISTING 4-BOX AS SHOWN.
 - REMOVE EXISTING SIGN
 - REMOVE AND RELOCATE EXISTING "DEAD-END STREET" SIGN.
 - REMOVE EXISTING CATCH BASINS AND STORM DRAIN PIPE.
 - INSTALL RELOCATED CATCH BASIN AND PROVIDE 10" PVC PIPE TO 48" CATCH BASIN AS SHOWN.
 - INSTALL 48" CATCH BASIN PER COK STD DWG 5-1, SHT 2, WITH THE ELIMINATOR CATCH BASIN OIL & DEBRIS TRAP BY GROUND WATER RESOLVE, INC. OR APPROVED EQUAL. INSTALLED IN THE 12" OUTLET PIPE. SEE PROFILE ON SHEET C-03 FOR MORE INFO.
 - CATCH BASIN CURB WIDENING PER CITY STD DWG 5-2, SHT 2.
 - ADJUST DRYWELL COVER AS REQUIRED TO MATCH ROADWAY PAVEMENT.
 - RESTORE 175 LF OF DOUBLE YELLOW CENTERLINE ROADWAY STRIPING PER CITY STANDARDS.
 - CONSTRUCT VERTICAL CURB AND GUTTER PER CITY STD DWG 2-48, SHT 1.



User: Kevin W. Blaney
 Date: 7/12/23
 Time: 11:40:00 AM
 Project: 10TH COURT REALIGNMENT
 Sheet: C-02

APPROVED FOR
CONSTRUCTION
6-2023_02

CITY OF KENNEWICK				
No.	Revision	Date	By	App'd
1	REVISED PER CITY REVIEW COMMENTS	7/12/23	KWB	[Signature]

PBS Engineering and
Environmental Inc.
1000 1st Ave, Suite 100
Kennewick, WA 98501
360.247.2119
pbsusa.com



SITE PLAN FOR:
10TH COURT REALIGNMENT
 LOCATED IN KENNEWICK, WA



DESIGNED:
KWB
CHECKED:
KWB
JULY 2023
66500.000

SHEET ID
C-02

SHEET 2 OF 3

Council Agenda Coversheet	Agenda Item Number: 4.h.	Council Date: 11/7/2023	Category: Consent Agenda
	Agenda Item Type: Contract/Agreement/Lease Subject: BFCOG Interlocal Agreement Department: City Manager Ord/Reso # Project #	Contract # Permit #	
<p><u>Recommendation</u> Staff and the BFCOG board recommend that the council approve the interlocal agreement and authorize the Mayor to sign.</p> <p><u>Motion for Consideration</u> Motion to approve the BFCOG Interlocal Agreement and authorize the Mayor to sign.</p> <p><u>Summary</u> Benton-Franklin Council of Governments (BFCOG) staff and board have been working on updating the interlocal agreement to be more in compliance with how they are currently operating. The attached interlocal with attachments showing the bylaws and standing committee policies is before you for consideration. The Technical Advisory Committee (TAC), the City Manager's and the Board have reviewed and commented on these modifications. These modifications appear to be in compliance with how the BFCOG is operating and provide a balanced approach to the modifications through discussions among the groups involved in reviewing the proposed changes.</p> <p>The BFCOG Board approved these modifications and recommended that the agencies approve the updated interlocal agreement.</p> <p><u>Alternatives</u> None Recommended</p> <p><u>Fiscal Impact</u> The City of Kennewick contributes a prorata share to BFCOG. However, these modifications do not change the City of Kennewick's allocation.</p>			
<p><u>Attachments:</u> 1. Agreement</p>			



INTERLOCAL COOPERATION AGREEMENT OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

Amended May 19, 2023

(As a total and complete replacement for all previous Interlocal Agreements)

Pursuant to Revised Code of Washington (RCW) Chapter 36, Laws of 1959, as amended (RCW 36.70.060) and Chapter 84, Laws of 1965, Extraordinary Session, (RCW 36.64.080), and be it resolved that the local governments of:

- Ben Franklin Transit,
- Benton County,
- City of Benton City,
- City of Connell,
- City of Kennewick,
- City of Pasco,
- City of Prosser,
- City of Richland,
- City of West Richland,
- Franklin County,
- Port of Benton,
- Port of Kennewick, and
- Port of Pasco

Each hereafter referred to as a “Member” or collectively, as “Members,” do hereby organize and reaffirm the establishment of a regional agency, hereinafter referred to as the Benton-Franklin Council of Governments or “COG”; and further establish, as an integral component thereof, an Economic Development District organization, hereinafter referred to as the “EDD” by this Interlocal Agreement or “Agreement.”

This Agreement terminates and supersedes in all respects the Benton-Franklin Council of Governments Interlocal Agreement dated September 18, 2020; the Benton-Franklin Council of Governments Articles of Association amended November 21, 2014; the Benton-Franklin Council of Governments Articles of Association amended May 22, 1998, and original Benton-Franklin Governmental Conference Articles of Association dated November 7, 1966, and any or all such agreements.

RECITAL

WHEREAS, each of the Members hereto is a public agency pursuant to the terms of RCW 39.34 Interlocal Cooperation Act, and it is the intent and purpose of the Members to exercise their powers and authority in accordance with its provisions; and

WHEREAS, pursuant to the provisions of RCW 39.34, two or more public agencies may jointly cooperate to perform functions that each may individually perform. Therefore, Members enter into this Interlocal Cooperation Agreement to provide for the joint and/or cooperative exercise of their powers, privileges, and authorities for the purpose of comprehensive transportation planning; and

WHEREAS, the Members acknowledge the need to engage in cooperative planning and decision-

making on transportation and economic development issues and the benefits to be derived therefrom as demonstrated by the attached signature pages; and

WHEREAS, Federal transportation legislation, Title 23 United States Code 134 and Title 49 United States Code 5303, requires the establishment, by agreement between the Governor of the State of Washington and units of general-purpose local government, of a Metropolitan Planning Organization (MPO), which, in cooperation with the State of Washington, is to develop transportation plans and programs for urbanized areas of Washington State; and

WHEREAS, 23 CFR §450 sets forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a Metropolitan Transportation Plan (MTP) and a Transportation Improvement Program (TIP); and

WHEREAS, the Washington State Growth Management Act, RCW 36.70A, requires local governments to adopt transportation plans that are consistent with comprehensive land use plans; and

WHEREAS, RCW 47.80 authorizes the formation of a Regional Transportation Planning Organization (RTPO) by the voluntary association of local governments within a county, provided each RTPO shall have as members all counties within the RTPO's boundaries and at least sixty percent of the cities and towns collectively, representing a minimum of seventy-five percent of the population of all incorporated municipalities; and

WHEREAS, pursuant to RCW 47.80.023(7), the Benton-Franklin Council of Governments is designated as the lead planning agency and governing body for the MPO and the RTPO; and

WHEREAS, RCW 47.80.40 provides each RTPO formed by local governments is required to create a Transportation Policy Board to provide policy advice to the RTPO and shall allow representatives of major employers within the region, the department of transportation districts, port districts, and member cities, towns, and counties within the region to participate in policy making; and

WHEREAS, the Members acknowledge the need to provide regional economic development planning and have established the Benton-Franklin Economic Development District for these purposes, which will provide these services through the US Department of Commerce Economic Development Administration's Partnership Planning Program and Comprehensive Economic Development Strategy (CEDs) process; and

WHEREAS, the Members acknowledge the need to promote economic development activities for the region in alignment with the Public Works Economic Development Act of 1965 and to provide services as promulgated by the US Department of Commerce Economic Development Administration, US Department of Agriculture, and other funding sources available to the region; and

WHEREAS, each of the Members has previously adopted one or more resolutions authorizing the execution of this Agreement and that such resolutions are in all ways valid and binding; and

WHEREAS, the Members agree to be governed by Bylaws of the COG approved by a two-thirds (2/3) majority vote of all members in good standing;

NOW, THEREFORE, pursuant to the above recitals that are incorporated into this Interlocal Cooperation Agreement as included below, and in consideration of the terms and conditions set forth below, it is hereby agreed as follows:

ARTICLE I
PURPOSE

The purposes which form the basis of this Agreement are as follows:

1. COUNCIL OF GOVERNMENTS: To study regional and governmental problems of mutual interest and concern as agreed to by the Board and consistent with RCW 36.64.80;
2. REGIONAL PLANNING AGENCY: To initiate regional planning programs and accept/receive state and federal grants and funding as agreed to by the Board and consistent with RCW 36.70.060;
3. METROPOLITAN PLANNING ORGANIZATION (MPO): To implement and perform the functions of an MPO for the Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future (23 USC 134 and USC 49; CFR 23 and 40)
4. REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO): To implement and perform the functions of an RTPO for Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future (RCW 47.80);
5. Economic Development District (EDD): To implement and perform the functions of an EDD for the Benton and Franklin Counties area as promulgated by the Economic Development Administration of the US Department of Commerce. (40 USC Subtitle V)
6. PUBLIC WORKS AND ECONOMIC DEVELOPMENT ACT (PWEDA) To implement the PWEDA of 1965, PL 89 136 42 USC 3121 et. seq., and all related/subsequent Federal and Washington State legislation related to the purpose of the said Act;
7. To strengthen the regional economy through planning, program development, and economic diversification activities, and
8. Implement and administer other functions and agencies of regional concern as determined by its Board of Directors.

ARTICLE II
BOUNDARIES

The boundaries of the regional planning district shall be the boundaries of Benton County, Franklin County, Washington, and the Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future, and any local, county, or state jurisdiction located within. All references to the "region" in this agreement shall mean Benton and Franklin Counties, and the Tri-Cities Urbanized Area unless changed by the Board as authorized by the COG Bylaws. The COG may be expanded to include contiguous geographic and statistically relevant areas and agencies economically and socially related to the region to provide mutual benefit.

ARTICLE III
FUNCTIONS AND AUTHORITIES

1. TRANSPORTATION. In meeting its responsibilities for regional transportation planning, the COG will:
 - a. Produce a Regional Transportation Plan (RTP) as prescribed by federal and state law and regulations and based on local comprehensive planning. The RTP will establish

planning direction for regionally significant transportation projects, as defined in state law, and shall be consistent with the regional growth management strategy, including but not limited to:

- i. Certify that transportation elements of local comprehensive plans are consistent with the regional transportation plan.
 - ii. Certify that all transportation projects within the region that have a significant impact on regional facilities or services are consistent with the RTP.
 - b. Carry out MPO functions as prescribed for federally funded projects in the region. These functions include preparing an RTP, an annual or biennial Unified Planning Work Program (UPWP), and a four-year capital plan (with an annual element).
2. ECONOMIC DEVELOPMENT. To further the purposes of regional economic development, pursuant to RCW 39.34, the COG will:
 - a. Cooperatively develop and maintain a regional economic development strategy that complies with the Federal requirements for a Comprehensive Economic Development Strategy (USC 42, Chapter 38 Public Works and Economic Development, Subchapter IV) and is also consistent with the requirements of the state of Washington for comprehensive planning under the Growth Management Act (RCW 47.80).
 - b. Contract for, administer, and manage state and federal economic development programs as authorized in the COG Bylaws.
3. REGIONAL DATABASE DEVELOPMENT. The COG shall provide for the establishment and maintenance of a regional database to:
 - a. Support the development of the Metropolitan Transportation Plan and other regional planning efforts of mutual concern to the Members.
 - b. Forecast and monitor the region's economic, demographic, and travel conditions.
 - c. Develop the database jointly with relevant state agencies for use in the region by local governments and the State of Washington.
 - d. Respond to data prepared by the State Office of Financial Management.
4. TECHNICAL ASSISTANCE. The COG shall provide technical assistance to local, state, and federal governments through regional data collection and forecasting services consistent with the agency's purpose, functions, and budget upon request. In addition, the COG may provide, upon request, general transportation or economic development planning assistance consistent with the COG's purpose and functions to Members.
5. DISCUSSION FORUM. The COG may provide a forum for discussion among local and state officials and other interested parties on common regional issues.
6. RESEARCH AND PLANNING. The COG may act as a research and fact-finding agency for the Members. To that end, it may make such surveys, analyses, research, and reports requested as authorized in the bylaws of the Agency. The COG, upon such authority or requests, may also:
 - a. Make inquiries, investigations, and surveys concerning the resources of Benton and Franklin Counties.
 - b. Assemble and analyze the data thus obtained, the systematic utilization and

development thereof.

- c. Cooperate with other commissions and public and private agencies of the Region, Washington State, and the United States in planning endeavors.
- d. Develop programs of Intergovernmental cooperation for the benefit of Members.

7. OTHER FUNCTIONS. The COG shall, insofar as possible:

- a. Coordinate general planning among and for the Members
- b. Provide a written report to the members each year
- c. Prepare, approve, and administer its own annual budget, which includes setting the amount of cost allocations, member assessments, and dues, hiring an Executive Director (who shall hire and supervise employees), hiring consultants, engaging professional accounting, legal and other services as needed, sue and be sued; and other such additional modified, or removed functions and authorities as authorized in the COG Bylaws.

ARTICLE IV

BYLAWS

The authority to make, amend, or repeal bylaws is vested in the COG so long as such bylaws are consistent with the provisions of these articles and applicable laws. Bylaws for the COG are separately adopted and included in Exhibit A of this Agreement.

ARTICLE V

MEMBERSHIP

General Units of Government (excluding small cities with a population of less than 2,500 population) or Special Units of Government (such as school districts, public utility districts, and port districts) located within the COG's planning area of Benton and Franklin Counties of the State of Washington and the Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future is eligible for voting membership in the COG through execution of this Agreement and the payment of such cost allocations as determined by the Board via dues or assessment. COG Membership shall be open to any general or special units of government located within the boundaries. The COG Board shall be comprised of delegates representing voting members as outlined in the Bylaws.

ARTICLE VI

ALLOCATION OF COSTS

Voting members in the COG shall contribute to the expense of the Agency in amounts as established annually by the COG and agreed to by participating jurisdictions pursuant to the budgetary laws outlined in the Revised Code of Washington (RCW). Members shall be assessed according to a per capita ratio or other equitable assessment established by the Board as authorized in the Bylaws. Services and facilities may be provided by participating agencies at a mutually agreed value in lieu of assessment, as authorized in the Bylaws.

ARTICLE VII

DURATION AND DISSOLUTION

The COG shall have perpetual existence until dissolved by: (1) a vote of 2/3 of the voting Members' provided that all members shall receive one month's written notice of the proposed dissolution and all members provided an opportunity for comment on the motion: or (2) withdrawal of such members so that the MPO/RTPO ratification thresholds are no longer met as required by 47.80 RCW and Ch. 468-86 WAC and/or Title 23 USC and Title 49 USC as currently adopted or as amended and 23 CFR Parts 450 and 500 and 40 CFR Part 613.

Upon termination of this Agreement, any money or assets in possession of the COG after payment of all liabilities, costs, expenses, and charges validly incurred under this Agreement shall be returned to all contributing governments in proportion to their assessment determined at the time of termination. The debts, liabilities, and obligations of the COG shall not constitute a debt, liability, or obligation of any member agency.

ARTICLE VIII

WITHDRAWALS

Any Member shall have the right to withdraw from this Agreement by giving written notice to the Board six months prior to the Board's annual meeting establishing the annual assessment. The Members agree that withdrawal will not absolve them of responsibility for meeting financial or other obligations of annual contracts or agreements which exist between the State of Washington or the federal government and the COG at the time of the withdrawal.

The formation of the MPO is based on the population of the metropolitan planning area. Withdrawal by any Member could put the existence of the MPO at risk, resulting in the loss of federal funding for transportation projects. Withdrawal of member jurisdictions could impact the organization with respect to its designation and funding as an RTPO under Washington State law.

ARTICLE IX

GENERAL PROVISIONS

- A. ADOPTION AND EFFECTIVE DATE. The effective date of this Agreement shall be upon ratification by the Counties and at least sixty percent (60%) of the cities and towns within the council area that represent seventy-five percent (75%) of the cities and towns population ("Ratification"). This Agreement shall be binding upon the Members who have executed this Agreement, their successors, and assigns, provided that upon Ratification, all prior agreements and bylaws between the parties shall be deemed terminated and replaced herewith. Thereafter, no city, town, tribe, or special district shall be a voting member of the Benton-Franklin Council of Governments, the Benton-Franklin Metropolitan Planning Organization/Regional Transportation Planning Organization Transportation Policy Board, or the Benton-Franklin Economic Development District until the Board has approved the entity's membership and the entity's governing body has approved this Agreement and paid assessed dues.
- B. AMENDMENTS. This Agreement may be amended by Board action pursuant to the COG Bylaws.
- C. FILING AND STATE APPROVAL. Pursuant to RCW 39.34.040, this Agreement shall be on the COG website or other electronically retrievable public source. To the extent any

state officer or agency has control over the operations which may be the subject of this Agreement, then this Agreement shall be submitted to such state officer or agency for approval pursuant to RCW 39.34.050 prior to its entry into force.

- D. INVALID PROVISIONS. If any portion of this Agreement, or its application to any local government, person, or circumstances, is held or determined to be invalid, such holding or determination shall not affect the validity or enforceability of any other term or provision, and the application of this Agreement to other local government entities, persons or circumstances shall not be affected.
- E. COUNTERPARTS. This Agreement may be executed in counterparts by the parties. Receipt of executed resolutions having the same effect as if all parties had signed the same agreement.

EXHIBITS

Exhibit A – Benton-Franklin Council of Governments Bylaws, Amended 5.19.2023

ADOPTION

This Interlocal Agreement is adopted as a total revision to and replacement of all previously existing Interlocal Agreements between the Benton-Franklin Council of Governments and its Regular Member Jurisdictions by the Benton-Franklin Council of Governments Board of Directors at their Meeting on the 19th day of May 2023 by BFCOG Resolution 04-23.



Brad Peck, Board Chair



Skip Novakovich, Board Vice-Chair

PARTICIPANTS

Participants in this agreement shall be whichever of the parties ratify this agreement. If any party fails to ratify this agreement, such action shall not affect this agreement as it pertains to the remaining parties.

WHEREAS, the *City of Kennewick* authorized the execution of this

Agreement adopted on November 7, 2023.

IN WITNESS WHEREOF, the parties hereto have set their hands.

By: _____

Attest: _____

Title: Mayor

Title: City Clerk

Date: November 7, 2023

Date: November 7, 2023



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS
Regional Planning Agency for Benton & Franklin Counties

Benton-Franklin Metropolitan Planning Organization • Regional Transportation Planning Organization
Benton-Franklin Economic Development District

RESOLUTION 03-23

A RESOLUTION OF THE BOARD OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS (BFCOG) ADOPTION OF UPDATED ORGANIZATION BYLAWS

WHEREAS, the Benton-Franklin Council of Governments (BFCOG), by Interlocal Agreement with its member jurisdictions, shall adopt Bylaws to carry out the purposes set forth in that Interlocal Agreement; AND

WHEREAS, the Benton-Franklin Council of Governments (BFCOG) operates under the Bylaws of the Benton-Franklin Council of Governments as amended September 18, 2020, in which Article 10 – Amendments, indicates the process by which Bylaws of the organization may be amended, repealed, or altered in whole or in part; AND

WHEREAS, the Board by Resolution 08-21, A Resolution of the Board of the Benton-Franklin Council of Governments Authorizing Bylaws Review, directed the formation of a Bylaws Review Committee recognizing that the current Bylaws amendments “were made expeditiously to meet Federal requirement” and that “a review of the Bylaws is necessary for the purpose of rectifying inconsistencies and is prudent to ensure organizational effectiveness”; AND

WHEREAS, a comprehensive set of Bylaws has been developed in cooperation between staff and the BFCOG Board, which rectifies identified inconsistencies and improves organizational effectiveness; AND

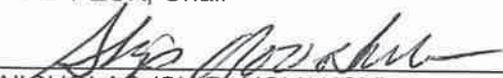
WHEREAS, this comprehensive set of Bylaws has been reviewed by the BFCOG Bylaws Committee, the BFCOG Executive Committee, and the state and federal program officers of stakeholder agencies; NOW THEREFORE

BE IT RESOLVED that the Board of the Benton-Franklin Council of Governments hereby adopts the attached updated Bylaws of the Benton-Franklin Council of Governments (Exhibit 1); AND

BE IT FURTHER RESOLVED that the Board of BFCOG now authorizes the Executive Director to provide these Bylaws to all member jurisdictions and necessary stakeholders on behalf of the organization.

ADOPTED by the Benton-Franklin Council of Governments Board by affirmative vote at the regularly scheduled Board meeting held on the 19th day of May 2023.

By: ; and
BRAD PECK, Chair

By: 
NICHOLAS (SKIP) NOVAKOVICH, Vice Chair

BYLAWS OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

(As a total and complete Replacement for all previous Bylaws Documents)

ARTICLE I

NAME and TERM

The name of this Agency shall be The Benton-Franklin Council of Governments, and it is referred to in these Bylaws as the "COG."

ARTICLE II

AREA SERVED

Benton and Franklin Counties of the State of Washington, and for the Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future by the US Census and designated by the Federal Highway Administration of the US Department of Transportation.

ARTICLE III

ORGANIZATION

SECTION 1. ORGANIZATION: The Benton-Franklin Council of Governments (COG) is organized under the Interlocal Cooperation Act (RCW 39.34) and other federal and state laws as:

1. a **Council of Governments** (RCW 36.64.080);
2. a **Regional Planning Commission** (RCW 36.70.060);
3. a **Metropolitan Planning Organization** (MPO) (23 CFR Part 450.310(b)) designated by agreement between the Washington State Governor and local governments;
4. a **Transportation Management Area** (TMA) (23 CFR Part 450.310(c)) designated by the Secretary of the US Department of Transportation;
5. a **Regional Transportation Planning Organization** (RTPO) (RCW 47.80.020) and;
6. an **Economic Development District** (EDD) promulgated by the Economic Development Administration of the US Department of Commerce under authority granted by the Public Works and Economic Development Act of 1965. (40 USC Subtitle V)

The COG is the designated Metropolitan Planning Organization/Transportation Management Area for the Tri-Cities Urbanized Area as determined by the US Census and defined by the Federal Highway Administration of the US Department of Transportation, and the Regional Transportation Planning Organization as designated by the Washington State Department of Transportation (WSDOT).

The COG is the designated Economic Development District of Benton and Franklin counties as specified by the Economic Development Administration of the United States Department of Commerce.

Separate Interlocal Agreements further establish relationships between the COG and other jurisdictional partners.

ARTICLE IV

PURPOSE

SECTION 1: PRIMARY PURPOSES:

1. As a COUNCIL OF GOVERNMENTS, the COG exists to study regional and governmental problems of mutual interest and concern, and to formulate recommendations for review and action by member jurisdiction's legislative bodies. Pursuant to the Interlocal Cooperation Act (RCW 39.34) and the Interlocal Agreement entered into between member jurisdictions, the COG may also serve as a lead agency in providing programs that serve the mutual interest of member jurisdictions.
2. As a REGIONAL PLANNING AGENCY, the primary purpose is to initiate regional planning programs, accept grants in aid, receive state and federal funds for planning, and to further planning programs for the Benton-Franklin metropolitan area. As such, the COG has accepted state and federal designations supporting this primary purpose.
 - a. METROPOLITAN PLANNING ORGANIZATION/TRANSPORTATION MANAGEMENT AREA (MPO/TMA): The COG is responsible for MPO/TMA and RTPO activities in Benton, Franklin, and the Burbank area of Walla Walla Counties. As such, the COG Board of Directors serves as both the governing Board and the Transportation Policy Board of the MPO/TMA. (See ARTICLE X. Metropolitan Planning Organization)
 - b. REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO): The COG is responsible for MPO/TMA and RTPO activities in Benton, Franklin, and the Burbank area of Walla Walla Counties. As such, the COG Board of Directors serves as both the governing Board and the Transportation Policy Board of the RTPO. (See ARTICLE XI. Regional Transportation Planning Organization)
 - c. ECONOMIC DEVELOPMENT DISTRICT (EDD): The COG is responsible for the EDD activities in Benton and Franklin Counties. As such, the BCOG Board serves as the governing Board of the EDD, acting on recommendations from the Economic Development District Advisory Committee per CFR 2018 Title 13 Volume 1 Section 304.2(c). (See ARTICLE XII. Economic Development District)

SECTION 2. SECONDARY PURPOSE:

1. The COG may provide administrative support and oversight to other local government entities and special districts. These other entities shall be governed per their own governing documents and be charged a fee for any services provided by the Benton-Franklin Council of Governments.
2. The COG may also provide various other administrative and planning assistance as requested by local government entities on a mutually agreed upon fee for services basis.

ARTICLE V

MEMBERSHIP ELIGIBILITY

SECTION 1. REGULAR MEMBERSHIP:

1. General Units of Government or Special Units of Government (such as school districts, public utility districts, and port districts) located within the COG's planning area of Benton and Franklin Counties of the State of Washington are eligible for Regular Membership in the COG; however, small cities with a population of less than 2,500, as determined by the Washington Office of Financial Management (OFM), are only eligible for Associate Membership.
2. Membership is established through acceptance of the Interlocal Agreement creating the COG and these Bylaws by the Jurisdiction's governing body.
3. Should a Native American tribe possess any trust land or reservation land located within the defined boundaries served by the COG, then such tribe shall be offered Regular Membership.
4. The Delegates of Regular Members shall occupy seats on the COG Board of Directors.

SECTION 2. VOTING RIGHTS: Regular Members each have the right to cast one vote on all matters coming to the Board for action.

1. In order to comply with RCW 47.80 and 23 CFR 450.310(d)(3), the COG as the designated MPO and RTPO for the Tri-Cities Urbanized Area, will grant Ex Officio membership and the right to designate one Delegate representative to vote on any MPO/RTPO matter coming to the COG Board for action to entities who are not Regular Members of the COG but require such rights. Currently, this includes:
 - a. Walla Walla County
 - b. Washington State Department of Transportation South Central Region

These Bylaws may be amended as provided in Article XVI of these Bylaws to accommodate other qualified Regular Members and different allocations of voting rights.

SECTION 3. ASSOCIATE MEMBERSHIP: Associate Members are authorized and shall be subject to annual dues in an amount to be determined annually by the Board. Associate Members are non-voting members of the organization. Community organizations and public agencies ineligible for Regular Membership in the COG may petition for Associate Membership. Associate Membership is granted upon application approval by the Board and payment of annual dues. Associate Members' Representatives are not eligible to be officers or voting Board members of the COG. They may participate as non-voting members of committees and may contract with BFCOG for technical assistance at a rate determined by the Board. An Associate Member representative may be appointed as a voting committee member by the Board Chair when deemed appropriate.

SECTION 4. EX OFFICIO MEMBERSHIP:

Ex Officio Membership may be granted upon approval of the Board to representatives of any regional, state, or federal agency representative at the Board's discretion or as required by regional, state, or federal program guidance.

SECTION 5. ALLOCATION OF COSTS, ASSESSMENTS, AND DUES:

1. Regular Members of the COG shall contribute to the expense of the COG by Assessment in amounts as established annually by the Board and agreed to by participating jurisdictions under the Budgetary laws as outlined in the Revised Code of Washington.

- a. Assessments for Regular Members, established annually by the Board, will be such that they ensure adequate operations of the COG and include funds necessary to meet matching requirements for federal or state programs approved by the Board.
 - b. Assessments for Regular Members will be assessed on a per capita ratio or other equitable assessment established by Board resolution.
 - c. Any Regular Member with Assessments outstanding after 120 days will automatically revert to non-voting Associate Member status until Dues are paid current.
2. Associate Members, while not contributing to the pro-rated expenses of the COG, shall be charged membership Dues which shall be established annually by Board at the same time as the Regular Members' contributions are established.
 3. The COG shall provide notice of annual Assessments and Dues for the upcoming fiscal year to all Members no later than November 1st of the current year, with payment due by February 15th of the new calendar year.
 4. The Board may also establish a Fee for Services schedule to be applied to services requested of the COG by individual Members or other organizations.
 5. The Board may also approve a Special or Emergency Assessment to Regular Members beyond the annual Assessment at any period if deemed necessary.

SECTION 6. ACTIVE MEMBER and MEMBER IN GOOD STANDING: An Active Member shall mean any Regular Member whose Delegate (primary or alternate) has been present for the immediate past three (3) consecutive Regular COG Board meetings. A Member in Good Standing shall mean a Regular or Associate Member whose Dues or Assessments are paid current with the COG.

ARTICLE VI

BOARD OF DIRECTORS

SECTION 1. PURPOSE, POWERS, and DUTIES: The COG shall be managed by a Board of Directors and is referred to in these Bylaws as the "Board." The Board has a general power and fiduciary responsibility to:

1. Formulate and set the policy for the operation of the COG;
2. Control and direct the affairs, funds, and property of the COG;
3. Be responsible for the COG's finances;
4. Set the amount of member dues, fees for service, and annual assessments;
5. Enter into contracts necessary to accomplish COG goals;
6. Disburse the COG's monies and dispose of its property in fulfillment of the COG's purpose;
7. Hire an Executive Director to manage the day-to-day operations as necessary to conduct the affairs of the COG and to evaluate the Executive Director's performance. The Board may delegate to the Executive Director through a Board-approved Delegation

of Authority document certain specific general powers and fiduciary responsibilities as the Board deems appropriate and in the best interest of the COG mission;

8. Adopt plans and act upon matters not formally delegated to the Executive Director; provided, however, the Board shall not permit any part of any assets or capital of the COG to inure to the benefit of any employee or private individual; and
9. Assure that the COG always operates under the guidelines of Title VI, ADA, and all other civil rights requirements imposed by local, state, and federal laws while providing opportunities for public involvement and participation.

SECTION 2. REPRESENTATION: The Board shall be comprised of Delegates representing Regular Members.

1. Each Regular Member shall be officially represented by one Delegate to the Board who is authorized to act on the Regular Member's behalf on any matter before the COG.
2. Each Regular Member shall designate and provide notice to the COG no later than February 28th of each year of the names and titles of one Primary Delegate and one Alternate Delegate who, in the absence of the Primary Delegate, is also authorized to act on the Regular Member's behalf on any matter which comes before the COG.
3. Primary and Alternate Delegates of Regular Member jurisdictions governed by an elected body must be elected officials of that governing body.
4. Primary Delegates of Regular Member jurisdictions governed by an appointed governing body shall be the chief executive officer of the jurisdiction, and the Alternate Delegate may be either a designated senior staff member or an appointed member of the jurisdiction's governing body.
5. Should it become necessary for a Regular Member to replace an appointed primary or alternate Delegate after their annual appointment, such member shall notify the COG of their appointment of a new Delegate before the next regularly scheduled COG Board meeting.

SECTION 3. TERM OF OFFICE: Delegates shall serve on the Board for such period as determined by their respective jurisdictional governing body.

SECTION 4. RESPONSIBILITIES: Board members will commit themselves to all Board responsibilities prescribed in these Bylaws and comply with all local, state, and federal laws.

1. Board members shall notify the Executive Director to request an excused absence and will coordinate participation by their designated alternate in such case.
2. Board members will advise the Executive Director of any issues of concern or particular interest to such members.
3. No member shall speak or act for the Board without the prior authorization of the Board.

SECTION 5. COMPENSATION: No member of the Board shall receive compensation for their services as a member of the Board. The Board may authorize reasonable reimbursement of expenses to any Board member for actual costs incurred when representing the COG officially to the extent the Board may deem appropriate.

SECTION 6. INVOLVEMENT IN CONTRACTS AND SERVICES: Nothing herein shall preclude a Board member from serving the COG in any other capacity and receiving reasonable

compensation for such service. However, should any Board member have a personal financial interest either directly or indirectly in any contract, transaction, or issue relating to the operations of the COG, the Board member must ensure that they comply with the COG's Procurement Policy and with all applicable conflict of interest and related provisions of federal and state law. Any Board member performing services unrelated to their duties as a Board member shall not request compensation for their services above their standard charges for the same or similar services assessed to others.

SECTION 7. CONFLICT OF INTEREST: Following Washington's Code of Ethics for Municipal Officers, Board members may not engage in any act that conflicts with properly discharging their official duties. Such conflicts of interest include but are not limited to holding a financial interest in a matter before the Board. In the event of a conflict of interest, a Board member must identify the conflict and recuse themselves from voting or taking any other action on the matter. Board members are bound by and shall comply with RCW 42.23, as amended. They shall not use their position on the Board for personal gain. Even where no conflict of interest exists under law, Board members are encouraged to disclose contacts or exposure they have had regarding a matter before the Board and recuse themselves from voting on measures relating to such a matter when they believe that such contact would prevent them from giving the action fair consideration or would injure the credibility of the Board.

SECTION 8. PERSONAL LIABILITY: No Board member or any uncompensated officer of the COG shall be personally liable to the COG or its members, if any, for monetary damages for conduct as a Board member or uncompensated Officer provided that this Article shall not eliminate the liability of a Board member or uncompensated Officer for any act or omission occurring before the date when this Article becomes effective and for any action or omission for which elimination of liability is not permitted under the RCWs of the State of Washington. Any Board member or uncompensated Officer shall be entitled to indemnification for any expenses or liability incurred in their capacity as a Board member or uncompensated Officer as provided by the laws of the State of Washington under which the COG is governed. The COG will maintain such officers and directors' liability insurance as recommended to provide adequate protection against liability.

SECTION 9. REMOVAL OF BOARD MEMBER: If an appointed Board member Delegate and Alternate of the same jurisdiction is absent for three (3) consecutive meetings, the Executive Director will notify the jurisdiction, and the jurisdiction will be invited to appoint another representative and delegate as necessary.

SECTION 10. MEMBER RESIGNATION: Should any Regular Member withdraw their membership relationship in the COG, that member's Delegate to the Board shall be deemed to have resigned effective as of the withdrawal date.

**ARTICLE VII
OFFICERS**

SECTION 1. PRINCIPAL OFFICERS: The principal officers of the COG shall be a Chair and a Vice Chair and are referred to in these Bylaws as "Officer/s." All Officers shall be elected to office at the Annual Meeting or at a meeting designated by the Board from among the Board members elected or appointed to the Executive Committee.

SECTION 2. DUTIES and POWERS: Each Officer shall perform the duties and exercise the powers usually attendant to their respective offices, including those duties stated in these Bylaws and such additional powers and duties as may be prescribed by the Board by resolution.

SECTION 3. ELECTION, ELIGIBILITY, and TERM OF OFFICE: The Officers of the COG shall be elected at the Annual Meeting or a designated meeting for such purpose.

1. The Board shall elect Officers from the Board members elected or appointed to the Executive Committee. The Chair shall call for and accept Officer nominations from the selected Executive Committee representatives.
2. To be eligible for election as an Officer, nominees must be the Primary Delegate representing a Regular member jurisdiction in Good Standing and have served on the Board for at least one year.
3. The newly elected Officers shall take office at the close of the meeting at which they were elected.
4. Officers shall be elected to serve a one-year term. They shall hold office until their successor has been elected, except in the case of death, resignation, or removal as provided in these Bylaws or the special provisions provided in Section 4 of this Article.

SECTION 4. OFFICE HOLDING LIMITATIONS:

1. No Board member shall hold more than one office at a time.
2. No Board member may serve in any one officer position for more than two consecutive terms; however
3. If no person is qualified or willing to assume an officer position at the end of the term of a current officer, as prescribed by these Bylaws, and the person currently serving in that officer position is willing to continue serving until another member of the Executive Committee becomes qualified and is willing to serve, the term limits for the Officer currently serving as written in Article VI, Section 3 of these Bylaws and Section 3 of this Article, may be suspended for the good of the COG by a two-thirds majority vote of the Board members to allow the Officer currently serving to continue to serve in that capacity as needed, or for a period not to exceed one year. Should this special provision be enacted, it will be the responsibility of the Board to ensure that another of their members becomes qualified and is willing to serve as quickly as possible, but in no event shall this take more than one year.

SECTION 5. REMOVAL OF OFFICERS: Any Officer may be removed for just cause at any time at any Board meeting at which a quorum is present by a vote of two-thirds of the Board membership.

SECTION 6. RESIGNATION OF OFFICERS: Any Officer may resign by giving written notice to the Board Chair or Vice Chair. Unless some measure prevents otherwise, the Board shall vote to accept such resignation at the next regularly scheduled Board meeting effective as to the date of the request.

SECTION 7. OFFICER VACANCIES: Vacancies among Officers, however arising, shall be filled by a majority vote of the Board members present at any regular or special meetings of the Board at which a quorum is present or by enacting the special provision provided for in Section 4 of this Article. The Board member filling the vacated officer position will fill that position for the remaining term of the Officer who left.

SECTION 8. CHAIR:

1. The Chair shall serve as Board and Executive Committee Chair, presiding over all Board and Executive Committee meetings.
2. The Chair will do and perform all acts incident to the office of the Chair, including the execution of all instruments on behalf of the COG, such as contracts, agreements, and other documents for which the Chair's signature is necessary or desirable.
3. The Chair shall officially represent the COG before other groups and agencies.
4. The Chair shall have such additional powers and duties as may be assigned to the Chair by resolution of the Board.
5. Unless otherwise provided for in these Bylaws, the Chair shall recommend for Board approval the establishment of committees, the chairperson, and the members for each committee. The Chair will also be an ex officio, non-voting member of each committee.

SECTION 9. VICE-CHAIR:

1. In the absence of the Chair, the Vice Chair shall exercise the powers and perform the Chair's duties.
2. The Vice-Chair shall assist the Chair, have other powers, and perform other duties designated by the Chair or the Board.

ARTICLE VIII**BOARD OF DIRECTORS MEETINGS****SECTION 1: SPECIFIC MEETING REQUIREMENTS:**

1. All meetings of the Board and Committees shall provide for public access, participation, and inclusivity unless SECTION 7 of this Article takes effect.
2. Meetings will be held in locations that comply with the American Disability Act (ADA), the Title VI of the Civil Rights Act of 1964, and the Open Public Meeting Act (OPMA) of the State of Washington, as currently amended.
3. To ensure appropriate notice, public involvement, and effective regional decision-making, all meetings and notices will comply with the OPMA requirements.

SECTION 2. ANNUAL MEETING: An Annual Meeting of the Board shall be held on such date as may be fixed by the Board, generally in December. The Annual Meeting may be combined with a regular meeting of the Board. The primary purpose of the Annual Meeting shall be for the election of officers, committee appointments, and to receive annual reports of officers, the Executive Director, and other appropriate staff members designated by the Executive Director. The program agenda and arrangements for the Annual Meeting shall be under the control and direction of the Chair with assistance from the Executive Director.

SECTION 3. REGULAR MEETINGS: Regular meetings of the Board may be held on dates and frequency as fixed from time to time by the Board. Meetings may be held anywhere designated by the Board, with proper notice given to all serving Board members and the public. A list of regular meeting dates for the succeeding calendar year shall be published and adopted at a meeting before the end of each calendar year.

SECTION 4. SPECIAL MEETINGS: Special meetings of the Board may be called at any time by the Chair or at the request of at least three (3) of the Regular Members in Good Standing. The purpose of the Special Meeting, date, time, and location shall be stated in the call for the meeting, providing at least twenty-four (24) hours advance notice to all Board members and the public.

SECTION 5. WORKSHOP MEETINGS: The Board may meet in workshop sessions to review and discuss current or proposed matters, including receiving information from Staff or others. No official final Board action shall be allowed at a workshop.

SECTION 6. EXECUTIVE SESSIONS: The Board may enter an Executive Session at any time during a regular or special meeting and shall convene and conduct such sessions in conformance with all applicable RCWs and all requirements of the Open Public Meeting Act as currently amended.

1. The Board may only discuss in executive session matters allowed by current RCWs and all other applicable laws.
2. No participant in an Executive Session shall disclose to any person the content or substance of any discussion which took place during said Executive Session.
3. The Board may take no action in an Executive Session.
4. Before convening an Executive Session, the Chair shall publicly announce the purpose of the Executive Session, citing applicable RCWs allowing for the Executive Session, announce who, in addition to Board members, will be invited to attend the Executive Session, announce whether a Board action will be taken once the meeting is reconvened, and the anticipated time the Executive Session will be concluded.
5. The announced time limit for an Executive Session may be extended by an announcement from the Chair to all meeting attendees excluded from the Executive Session. The Executive Session may be extended to a stated date and time by the Chair's announcement in an open session.

SECTION 7. VIRTUAL MEETING PARTICIPATION: Unless otherwise required by law to conduct meetings in person, at the discretion of the Board, the COG may conduct meetings in person, entirely virtual, or as a hybrid with both in-person and virtual participation. A Board member, alternate, staff member, or member of the public may virtually participate in a virtually enabled meeting so long as all attending may simultaneously hear each other and participate during the meeting, and proper accommodations for public attendance are provided to the extent reasonably possible.

1. Participation of Board members by such means shall constitute presence in person at a meeting to establish a quorum, vote, and other purposes.
2. Except as otherwise provided in these Bylaws or as prescribed by the Open Public Meetings Act of the State of Washington as currently amended or other applicable state and federal laws, meetings of the Board or any committee may be conducted through the use of the Internet or telephonic meeting services as approved by the Chair that supports audio and visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permit the retrieval of) text of pending motions, and showing the results of votes, and shall at all times provide for public accessibility and participation.

3. Virtual or hybrid meetings may be available if deemed appropriate, and technology and location allow for such.
4. Fully virtual or hybrid meetings of the Board shall be subject to all rules adopted by the Board to govern them, which may include reasonable limitations on and requirements for Board member participation. Any such rules adopted by the Board shall supersede any conflicting rules in parliamentary authority but may not otherwise conflict with or alter any rule or decision of the COG.
5. Any anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.
6. Names of all Board members participating in the meeting by virtual means must be announced, and their presence must be noted in the meeting minutes.

SECTION 8. NOTICE OF MEETINGS:

1. ANNUAL OR REGULAR MEETINGS. Written notice of the time and place of the Annual and Regular meetings shall be sent to each Board member in the care of the last known location of the business, residence, or contact address of the Board member at least seven (7) days, but not more than twenty-one (21) days, before the date of such Meeting and may be sent by electronic mail (Email) or first-class mail.
2. SPECIAL MEETINGS. Written notice of a Special meeting shall be made to each Board member in the care of the last known place of business, residence, or contact address of the Board member at least twenty-four (24) hours in advance of the Special Meeting and may be sent by electronic mail (Email) or first-class mail.
3. Any meeting may be recessed, continued, or adjourned from time to time without additional notice provided proper notice was given for the original Meeting.

SECTION 9. QUORUM: Unless otherwise provided in these Bylaws or required by law, the presence of a majority of the Delegates of Regular Members of the COG in good standing shall constitute a quorum for the transaction of any business before any meeting of the COG. In the absence of a quorum, a majority of the Board members present may, without giving notice other than announcement at the meeting, adjourn the meeting from time to time until a quorum is obtained. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Board members if at least a majority of the required quorum for such a meeting approves any action taken.

SECTION 10. VOTING: At any Board meeting at which a quorum is present, each Board member present shall be entitled to one vote and, except as otherwise provided by law or these Bylaws, the act of a majority of the Board members shall be considered the act of all of the Board. Only Regular Members in Good Standing retain the right to vote. Associate Members, Special Members, and Ex-Officio Members shall not have the right to vote except those specifically designated elsewhere in these bylaws. (See ARTICLE II - MEMBERSHIP, Section 2 Voting Rights, a.)

SECTION 11. OPEN MEETINGS AND PUBLIC PARTICIPATION: All Board meetings shall be held in facilities available to the public meeting all required provisions of Title VI of the Civil Rights Act of 1964 (Title VI) and the Americans with Disabilities Act (ADA), and will encourage public comments, suggestions, and assistance so long as such comments, advice, and assistance comply with the furtherance of the COG missions and purposes.

1. Board meeting agendas will include an item for public comment.
2. If a member of the public wishes to comment, they will need to be recognized by the Chair. They will be asked to state their name for the record, limit their remarks to three minutes unless granted additional time by the Chair, and deliver their comments courteously and efficiently directed to the Chair.
3. Board members will not be expected to engage in conversations with the public but may refer appropriate questions to staff and direct staff to follow up to provide answers. If action is required or has been requested, the Chair may have the request placed on a future agenda for action or investigation and a report.

SECTION 12. PROXIES: The COG does not authorize proxy voting at any board or committee meeting.

ARTICLE IX COMMITTEES

SECTION 1. STANDING COMMITTEES: The COG will have the following standing committees, the members of which will be elected at the Annual Meeting each year:

1. EXECUTIVE COMMITTEE

Additional standing committees in support of the COG's roles as an MPO, RTPO, and EDD are referenced in their respective Articles within these Bylaws. All standing committees shall meet and perform the duties incident to each committee and as directed or assigned by the Board but shall not have the power to act on behalf of the COG without explicit Board approval. All standing committees will have a Board-adopted Committee Policy that outlines the committee's purpose, composition, quorum, leadership, authority, and functions.

SECTION 2. ADDITIONAL COMMITTEES: The Board may, at any Board meeting, designate additional standing committees, ad hoc committees, and special committees of the Board. The Board may appoint advisory committees and honorary groups and set committee terms and expectations.

SECTION 3. COMMITTEE MEMBERSHIP:

1. Unless otherwise provided for in these Bylaws, a Board-adopted Committee Policy, or requirements mandated by any Washington State or Federal designation assumed by the COG, the Board Chair shall recommend for Board approval the establishment of committees, the means of appointing or selecting a chairperson, and the members for each committee from among the Delegates of Regular Members in Good Standing. Each committee shall consist of at least three members, at least one of whom shall be a voting Board member representing a Regular Member in Good Standing.
2. Unless otherwise provided for in these Bylaws or by the laws of the State of Washington, any committee designated by the Board may include as full voting members of such committee, persons regardless of whether they are Board members or Officers of the COG, as the Board shall determine.
3. Each such committee shall have powers to the extent delegated to it by the Board via resolution and by the laws of the State of Washington.

4. Each committee shall keep minutes of proceedings and report to the Board as requested by the Board Chair or any member of the Board.
5. At the discretion of the Board, at least one member of the COG staff may be appointed as an ex officio, non-voting, participating member of each Board committee.

SECTION 4. EXECUTIVE COMMITTEE:

1. **MEMBERSHIP.** The Executive Committee shall consist of five (5) members representing the following COG member sub-categories:
 - a. COUNTY REPRESENTATIVE
 - b. LARGE CITY REPRESENTATIVE (over 20,000 population)
 - c. SMALL CITY REPRESENTATIVE (under 20,000 population)
 - d. PORT DISTRICT REPRESENTATIVE
 - e. TRANSIT AGENCY REPRESENTATIVE
2. **SELECTION.** Each member sub-category representative to the Executive Committee will be selected by the members of that sub-category at their discretion by either election or consensus. Should any sub-category member not agree with the appointment method, they may request a dispute resolution process. If a resolution cannot be reached, the Board has the authority to select the Representative by a vote of the entire Board. In the event there is not a Delegate from the member sub-category able or willing to serve as the Executive Committee Representative, the sub-category members may request that the Board elect an At Large Representative to serve as their Representative.
3. **PURPOSE.** The Executive Committee shall, during intervals between meetings of the Board, exercise those powers of the Board in the management of the business and affairs of the organization, as provided by law, these Bylaws, or by Board resolution.
4. **POWER.** The Executive Committee shall have the power to take all required and necessary action on behalf of the Board between regularly scheduled Board meetings on issues and concerns requiring immediate attention. All actions by the Executive Committee shall also be reported to the Board at its next meeting and shall be subject to revision, alteration, change, or ratification by the Board. Actions that do not allow for revision, alternation, or change shall only be undertaken only by Board action. No action of the Executive Committee shall conflict with action taken by the Board.
5. **QUORUM.** The presence of a simple majority of the members of the Executive Committee then serving in office, including either the Chair or Vice-Chair, shall be necessary to constitute a quorum. The act of a majority of the Executive Committee members present at a meeting of the Executive Committee at which a quorum is present shall be the act of the Executive Committee.
6. **RECORDS.** The Executive Committee shall keep full and fair records and accounts of its proceedings and transactions. The minutes of the Executive Committee shall be distributed to all members of the Board of Directors.

SECTION 5. MEETINGS OF COMMITTEES:

1. Unless otherwise provided for in these Bylaws or a Board-adopted Committee Policy, the Committee Chair shall schedule the time, date, location, and number of regular meetings it will hold each year as necessary to accomplish the mission for which each committee was established.
2. Unless otherwise provided for in these Bylaws or a Board adopted Committee Policy, a majority of the members then serving on a committee constitutes a quorum for the Meeting of the committee, and the vote of a simple majority of those present at a meeting at which a quorum is present constitutes an action of the committee.
3. Meetings of all Committees shall be held in locations that comply with the American Disability Act, Title VI of the Civil Rights Act of 1964, and the Open Public Meeting Act of the State of Washington as currently amended. All Committee meetings shall provide for public access, participation, and inclusivity.

SECTION 6. TERM LIMITS: No person shall serve as committee chair for more than two consecutive one-year terms. Following a one-year absence, that person may be reappointed as Chair of the same committee. All committee appointments expire on December 31st of the year for which the appointment is made.

ARTICLE X

BENTON-FRANKLIN METROPOLITAN PLANNING ORGANIZATION

SECTION 1. ORGANIZATION: BFCOG, designated by agreement between the Washington State Governor and the local governments of Benton and Franklin Counties as the Metropolitan Planning Organization (MPO) for the Tri-Cities Urbanized Area. The MPO has further been designated as a Transportation Management Area (TMA) by the Secretary of the US Department of Transportation, based on an urbanized area with a population of over 200,000 as defined by the Bureau of the Census.

SECTION 2. PURPOSE: BFCOG, serving as the MPO/TMA, implements metropolitan planning functions for the Tri-Cities Urbanized Area as outlined in 23 USC 134, 49 USC 5303, 23 CFR Parts 450 and 50, and 40 CFR Part 613 as currently adopted or hereafter amended which outline the following duties:

1. All activities incidental, necessary, convenient, or expedient for maintaining continuing, cooperative, and coordinated transportation plans for Benton County, Franklin County, and the Burbank area of Walla Walla County;
2. Prioritizing and selecting federally funded projects;
3. Responsibilities for all duties required by current and future federal, state, and local transportation planning and coordination laws, in addition to all other applicable federal transportation legislation;
4. Responsibilities for federal and state Clean Air and Growth Management Act requirements; and
5. Responsibilities for the accomplishment of all other duties and requirements that Federal laws may, from time to time, require the laws of the State of Washington and any regional or local applicable laws.

SECTION 3. MEMBERSHIP/VOTING RIGHTS: 23 CFR 450.310(d)(1) stipulates each MPO that serves as a designated TMA shall consist of:

- (i) Local elected officials;
- (ii) Officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and
- (iii) Appropriate State officials.

In accordance with 23 CFR 450.310(d)(3)(i), these bylaws designate that all Regular Members of the COG (Article V. Membership (1) Regular Membership) are corresponding members of the MPO/TMA.

In accordance with 23 CFR 450.310(d)(3)(iii), these bylaws further designate that specific entities requiring voting rights will be granted Ex Officio Membership in the COG (Article V. Membership (2)(a) Voting Rights) and are granted the right to appoint one Delegate representative to vote on any MPO/RTPO matter coming to the Council for action. This includes:

- a. Washington State Department of Transportation South Central Region
- b. Any public agency that administers or operates major modes of transportation in the Tri-Cities Urbanized area that is not a Regular Member of the COG by Interlocal Agreement

SECTION 4. BOARD OF DIRECTORS/OFFICERS: These bylaws designate the Board (Article VI. Board of Directors), and its Officers (Article VII. Officers) also serve simultaneously as the BENTON-FRANKLIN TRANSPORTATION POLICY BOARD (Article X. Metropolitan Planning Organization, Section 6. Standing Committees, Benton-Franklin Transportation Policy Board).

SECTION 5. DUES ASSESSMENT: COG Regular Members commit to providing any matching funds required for Federal MPO/TMA program participation approved by the Board via annual assessment.

SECTION 6. STANDING COMMITTEES:

BENTON-FRANKLIN TRANSPORTATION POLICY BOARD (BFTPB):

MEMBERSHIP: The composition of the BFTPB shall remain consistent with federal and state law as currently adopted or amended. If such state or federal laws change, the composition of the BFTPB will automatically be adjusted to comply with such changes without requiring this agreement to be amended or approved by the membership.

PURPOSE: To ensure that metropolitan and regional transportation planning is conducted in a coordinated process that minimizes unnecessary duplication of work and oversight, the MPO and RTPO Transportation Policy Boards have been combined into the BFTPB. In addition to governing the metropolitan and regional transportation planning processes, the BFTPB is also charged with allocating the combination of federal, state, and local funds to the numerous projects in the Transportation Improvement Program (TIP).

TECHNICAL ADVISORY COMMITTEE:

MEMBERSHIP: The Technical Advisory Committee (TAC) shall consist of professional and technical planners, engineers, similar disciplines, and other appropriate employees of COG

Regular Members that create the MPO/RTPO and other designated agencies as determined by the Board and in compliance with Federal and State guidance.

At the discretion of the BFTPb, the TAC may be convened in sub-committees to ensure appropriate expertise and guidance based on the nature of the MPO/RTPO's planning and programmatic activities.

PURPOSE: At the direction of the BFTPb, the TAC works in an advisory capacity on technical matters relating to transportation planning and programming. The guidance provided by the TAC is intended to help the Board understand complex engineering and planning concepts and to provide advisory recommendations on how Board decisions on projects and programs of a technical nature are likely to impact local and regional constituencies.

SECTION 8. MISCELLANEOUS: Unless otherwise stipulated in this Article, all other sections of these Bylaws apply to the execution of the Benton-Franklin Metropolitan Planning Organization.

BFCOG facilitates a cooperative approach to establishing consensus regarding area needs and the actions required to solve local and interlocal problems of the region by ensuring opportunities for understanding and participation for all populations residing within its service boundaries, in full compliance with all requirements of the ADA and Title VI of the Civil Rights Act of 1965.

ARTICLE XI

BENTON-FRANKLIN-WALLA WALLA

REGIONAL TRANSPORTATION PLANNING ORGANIZATION

SECTION 1. ORGANIZATION: Under RCW 47.80.20 Regional Transportation Planning Organizations (RTPO) authorized, BFCOG has been designated as the lead planning agency for the Benton-Franklin-Walla Walla RTPO. By interlocal agreement, a Walla Walla Sub-RTPO was created, with Walla Walla Valley MPO serving as its lead agency and assuming all RTPO duties and responsibilities for Walla Walla County.

SECTION 2. PURPOSE: Per RCW 47.80.10, the legislature finds that while the transportation system in Washington is owned and operated by numerous public jurisdictions, it should function as one interconnected and coordinated system. Transportation planning, at all jurisdictional levels, should be coordinated with local comprehensive plans. Further, local jurisdictions and the state should cooperate to achieve statewide and local transportation goals. To facilitate this coordination and cooperation among state and local jurisdictions, the legislature declares it to be in the state's interest to establish a coordinated planning program for regional transportation systems and facilities throughout the state.

RCW 47.80.023 outlines the following RTPO duties:

1. Prepare and periodically update a transportation strategy for the region. The strategy shall serve as a guide in preparing the regional transportation plan.
2. Prepare a regional transportation plan outlined in RCW 47.80.030 consistent with countywide planning policies if such has been adopted under chapter 36.70A RCW, with county, city, and town comprehensive plans and state transportation plans.
3. Certify that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region reflect the guidelines and principles developed under

RCW 47.80.026, are consistent with the adopted regional transportation plan, and, where appropriate, conform with the requirements of RCW 36.70A.070.

4. Where appropriate, certify that countywide planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan are consistent.
5. Develop, in cooperation with the Department of Transportation, public transportation services operators, and local governments within the region. This six-year regional transportation improvement program proposes regionally significant transportation projects, programs, and transportation demand management measures.
6. Include specific opportunities and projects to advance special needs coordinated transportation, as defined in *RCW 47.06B.012, in the coordinated transit-human services transportation plan, after providing an opportunity for public comment.
7. Designate a lead planning agency to coordinate the preparation of the regional transportation plan and fulfill the other responsibilities of the organization. The lead planning agency may be a regional organization, a component county, city, or town agency, or the appropriate Washington state department of the transportation district office.
8. Review the level of service methodologies used by cities and counties planning under chapter 36.70A RCW to promote a consistent regional evaluation of transportation facilities and corridors.
9. Work with cities, counties, transit agencies, the department of transportation, and others to develop level-of-service standards or alternative transportation performance measures.

SECTION 3. MEMBERSHIP/VOTING RIGHTS:

1. To ensure consistency between the MPO/RTPO, these Bylaws designate that all Regular Members of the COG (Article V. Membership (1) Regular Membership) are corresponding members of the MPO/RPTO.
2. In accordance with RCW 47.80, as currently adopted or amended, these bylaws further designate that specific entities requiring voting rights will be granted Ex Officio Membership in the COG (Article V. Membership (2)(a) Voting Rights) and are granted the right to appoint one Delegate representative to vote on any RTPO matter coming to the Council for action. This includes:
 - a. Washington State Department of Transportation South Central Region
3. Under RCW 47.80.040, as currently adopted or amended, any members of the Washington State House of Representatives or Senate whose district is wholly or partly within the boundaries of the COG planning area boundary are granted Ex Officio, non-voting membership in the COG and the Transportation Policy Board by the COG's designation as RTPO.

SECTION 4. BOARD OF DIRECTORS/OFFICERS: These bylaws designate the COG Board (Article VI. Board of Directors), and its Officers (Article VII. Officers) also serve simultaneously as the BENTON-FRANKLIN TRANSPORTATION POLICY BOARD. (Article X. Metropolitan Planning Organization, Section 6. Standing Committees, Benton-Franklin Transportation Policy Board)

SECTION 5. DUES ASSESSMENTS:

Regular Members commit to meet any matching funds required for State RTPPO program participation approved by the Board via annual assessment.

SECTION 7. STANDING COMMITTEES

BENTON-FRANKLIN TRANSPORTATION POLICY BOARD (BFTPB): Acting as the Transportation Policy Board, the COG Board, plus the designated representatives from WSDOT and Walla Walla County, have the authority to conduct the RTPPO functions outlined in RCW 47.80 and WAC 468-86, as currently adopted, or hereafter amended. The composition of the Transportation Policy Board shall remain consistent with federal and state law as presently adopted or amended. If such state or federal laws change, the composition of the Transportation Policy Board will be automatically adjusted to comply with such changes without requiring this agreement to be amended or approved by the membership.

SECTION 8. MISCELLANEOUS

Unless otherwise stipulated in this Article, all other sections of these Bylaws apply to the execution of the Benton-Franklin-Walla Walla Regional Transportation Planning Organization.

BFCOG facilitates a cooperative approach to establishing consensus regarding area needs and the actions required to solve local and interlocal problems of the region by ensuring opportunities for understanding and participation for all populations residing within its service boundaries, in full compliance with all ADA and Title VI requirements.

ARTICLE XII

BENTON-FRANKLIN ECONOMIC DEVELOPMENT DISTRICT

SECTION 1. ORGANIZATION: The COG is the designated Economic Development District of Benton and Franklin counties as specified by the United States Department of Commerce Economic Development Administration. The Benton-Franklin Economic Development District (BFEDD) is a distinct and separate entity operated by the COG, as promulgated by the Economic Development Administration of the US Department of Commerce under authority granted by the Public Works and Economic Development Act of 1965.

SECTION 2. PURPOSE: The BFEDD Economic Planning Program helps lead a locally based, regionally driven economic development planning process that leverages the involvement of the public, private, and non-profit sectors to establish a strategic blueprint (Comprehensive Economic Development Strategy - CEDS) for regional collaboration to guide economic prosperity and resiliency for the Benton-Franklin area. Additionally, the BFEDD may engage in other approved programs that align with the goals of the Public Works Economic Development Act of 1965 (PWEDA).

SECTION 3. MEMBERSHIP:

1. To ensure consistency, these bylaws designate that all Regular Members of the COG (Article V. Membership (1) Regular Membership) are corresponding members of the BFEDD.
2. Community organizations and public agencies ineligible for Regular Membership in the COG, whose interests and mission align with those of the BFEDD, may petition for Associate Membership. Associate Membership is granted upon application approval by the Board of Directors and payment of annual dues.

SECTION 4. BOARD OF DIRECTORS: These Bylaws designate the Board (Article VI. Board of Directors) and its Officers (Article VII. Officers) also serve simultaneously as the governing body of the Benton-Franklin Economic Development District.

1. As the BFEDD governing body, the Board is responsible for all actions and activities of an Economic Development District as specified by the Economic Development Administration of the United States Department of Commerce per CFR 2018 Title 13 Volume 1 Part 304 Economic Development Districts.
2. The Board acts on recommendations from the Economic Development District Advisory Committee, ensuring compliance with CFR 2018 Title 13 Volume 1 Part 304.2(c).

SECTION 4. VOTING RIGHTS: Representatives of Associate Members are not eligible to be officers or voting Board members of the COG but may be appointed voting members of committees and may also contract with the COG for technical assistance at the prevailing rate.

SECTION 5. DUES ASSESSMENTS:

1. Regular Members commit to meet any matching funds required for Federal or State EDD program participation approved by the Board via annual assessment.
2. Associate Members are authorized and shall be subject to annual dues in an amount to be determined annually by the Board.

SECTION 6. MEETINGS: At its sole discretion, the Board may conduct business for the BFEDD as part of any scheduled COG meeting or convene a separate meeting of the BFEDD. Following CFR 2018 Title 13 Volume 1 Section 304.2(4)(i), public meetings where the business of the BFEDD is conducted must be held at least twice per calendar year.

SECTION 7. STANDING COMMITTEES

ECONOMIC DEVELOPMENT DISTRICT ADVISORY COMMITTEE (EDDAC):

MEMBERSHIP: The Economic Development District Advisory Committee (EDDAC) is appointed by the COG Board and is comprised of community stakeholders broadly representative of the principal economic interests of the Benton-Franklin region.

PURPOSE:

1. The EDDAC will provide advisory recommendations and advice on how the EDD can help lead a locally-based, regionally-driven economic development planning process involving active participation from the private sector, public officials, non-profit organizations, educational institutions, and private citizens.
2. The EDDAC will also serve as the Comprehensive Economic Development Strategy (CEDS) Committee, ensuring the creation of a CEDS to guide economic prosperity and resilience in the region.
3. The EDDAC will advise the COG, as the EDD governing board, on decisions related to projects and programs under the EDD.

SECTION 8. ADDITIONAL COMMITTEES:

REGIONAL REVOLVING LOAN FUND COMMITTEE (RRLFC):

MEMBERSHIP: The RRLFC will comprise a maximum of twelve members appointed by the Board. The three participating communities (Richland, Kennewick, and Pasco) and the two

counties will each appoint one designated primary representative and one alternate. The Board will appoint six (6) members-at-large; three (3) of whom will be selected for their commercial lending experience/legal acumen and experience, and three of whom will have small business ownership/management experience.

PURPOSE: The RRLFC's purpose is to provide oversight and direction to the revolving loan fund program administered by the COG. The primary function shall be to make recommendations to the Board regarding the following:

1. After Review, Recommend Loan Applications for Approval
2. Decision to call due, delinquent loans.
3. Decision to liquidate assets held as fund collateral.
4. Procedural changes in day-to-day fund operations and paperwork.

SECTION 9. MISCELLANEOUS: Unless otherwise stipulated in this Article, all other sections of these Bylaws apply to the execution of the Benton-Franklin Economic Development District.

BFCOG facilitates a cooperative approach to establishing consensus regarding area needs and the actions required to solve local and interlocal problems of the region by ensuring opportunities for understanding and participation for all populations residing within its service boundaries, in full compliance with all requirements of the ADA and Title VI of the Civil Rights Act of 1965.

ARTICLE XIII MISCELLANEOUS

SECTION 1. FISCAL YEAR: The fiscal year of the COG shall begin on January 1st and end on December 31st of each year.

SECTION 2. FISCAL PROCEDURES: The COG shall maintain fiscal records and accounts consistent with the procedures established by the Auditor of the State of Washington as they are presented in the Budgeting, Accounting, Reporting System (BARS) Manual and under the accounting rules prescribed for and applicable to, counties (RCW Chapter 36).

1. Non-salary expenditures of the COG shall be made by warrant, based upon a voucher summary bearing the signature of the Executive Director and at least two officers of the COG.
2. Salary and related expenditures shall be made by warrant, based upon a payroll voucher bearing the signature of the Executive Director.
3. The Board of Directors is authorized to select such banks or depositories as it shall deem proper for the funds of the COG. The Board shall determine who shall be authorized on the COG's behalf to sign checks, drafts, or other orders for the payment of money, acceptances, notes, or other evidence of indebtedness, to enter into contracts, or to execute and deliver other documents and instruments.

SECTION 3. CONTRACTS AND CONTRACTUAL SERVICES: The Board may authorize the COG to enter into any contract or reasonable agreement with a private or corporate individual, a private firm or association, the Federal government, the State of Washington, or any other governmental jurisdictions necessary to execute the designated organizational purposes described in these Bylaws. The Board, except as otherwise provided in these bylaws, may

authorize any officer or officers, agent or agents, in the name of and on behalf of the COG to enter into any contract or execute and deliver any instrument, and such authority may be general or confined to specific instances; but, unless so authorized by the Board, or expressly authorized by these bylaws, no officer, agent or employee shall have any power or authority to bind the COG by any contract or engagement or to pledge its credit or to render it financially liable in any amount for any purpose.

SECTION 4. LOANS: The Board may authorize loans to be contracted on behalf of the COG as determined necessary by resolution of the Board.

SECTION 5. CHECKS, DRAFTS, ETC: All checks, drafts, and other orders for the payment of money out of the funds of the COG, and all notes or other evidence of indebtedness of the COG, shall be signed on behalf of the COG in such manner as determined by resolution of the Board.

SECTION 6. DEPOSITS: All funds of the COG not otherwise employed shall be deposited to the credit of the COG in such banks, trust companies, or other depositories as the Board may select.

SECTION 7. SEVERABILITY: Should any of the covenants, terms, or provisions imposed in these Bylaws be or become unenforceable at law or in equity, the remaining provisions of these Bylaws shall, nevertheless, be and remain in full force and effect.

ARTICLE XIV

INDEMNIFICATION

The COG may indemnify any current or former member of the Board, any current or former member of the Executive Committee, any current or former uncompensated Officer, any other Board member, Officer, or former Board member or Officer, their heirs or assigns, for any judgments, settlement amounts, attorney's fees and litigation expenses incurred by them because of their having been made a party to litigation due to their current or former capacity as a member of the Executive Committee, member of the Board of Directors or current or former Board member or Officer of the COG. The provisions of ARTICLE VI, SECTION 8 also apply to this Article where those provisions are not repetitive or contradictory.

1. The COG may advance expenses where appropriate. Payment of indemnification must be reported at the Board's next regular Meeting.
2. The provisions of this section apply to any cause of action arising before the adoption of these Bylaws.
3. The indemnification rights set forth herein are not exclusive.
4. An Executive Committee member or Board of Director member is not entitled to indemnification if the COG itself brings the cause of action against an Executive Committee member or Board of Director member or if it is determined in judgment that the Executive Committee member or Board of Director member was derelict in the performance of their duties or had reason to believe their action was unlawful.
5. No Executive Committee member or Board of Director member, or any uncompensated Officer of the COG shall be personally liable to the COG for monetary damages for conduct as an Executive Committee member or Board of Director member, or uncompensated Officer provided that this Article shall not eliminate the liability of an Executive Committee member, Board of Director member, or uncompensated Officer for

any act or omission occurring before the date when this Article becomes effective and for any act of omission for which elimination of liability is not permitted under the laws of the State of Washington as well as all local and federal applicable laws.

ARTICLE XV

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the COG in all cases in which they are applicable and in which they are inconsistent with these Bylaws and any special rules of order the COG may adopt.

ARTICLE XVI

AMENDMENT OF BYLAWS

These Bylaws may be amended, modified, or replaced in whole or part by an affirmative vote of two-thirds of Regular Members in Good Standing of the Board at any Regular or Special meeting. Written notice of any proposed amendment or modification shall be given to all voting Board members at least ten (10) days before the Meeting at which the proposed amendment or modification is voted upon.

ADOPTION

These Bylaws were adopted as a total revision to and replacement of all previously existing Bylaws and amendments by the Benton-Franklin Council of Governments Board of Directors at their Meeting on the 19th day of May 2023 by BFCOG Resolution 03-23.



Brad Peck, Board Chair



Skip Novakovich, Board Vice-Chair



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

Regional Planning Agency for Benton & Franklin Counties

Benton-Franklin Metropolitan Planning Organization • Regional Transportation Planning Organization
Benton-Franklin Economic Development District

RESOLUTION 05-23

A RESOLUTION OF THE BOARD OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS (BFCOG) ADOPTING STANDING COMMITTEE POLICIES

WHEREAS, the Benton-Franklin Council of Governments (BFCOG) operates under the Bylaws of the Benton-Franklin Council of Governments as amended May 19, 2023, which outline the powers of the Board of Directors to manage the business affairs of the COG; AND

WHEREAS, the Bylaws, Article IX Committees, Section 1. Standing Committees identify the following standing committees for BFCOG: Executive Committee and Nominating Committee; AND

WHEREAS, the BFCOG Board of Directors serves simultaneously as the governing body of the Benton-Franklin Metropolitan Planning Organization as the Transportation Policy Board, and the Benton-Franklin Economic Development District; AND

WHEREAS, the Bylaws, Article X Benton-Franklin Metropolitan Planning Organization, Section 6. Standing Committees identify the following standing committee: Technical Advisory Committee; AND

WHEREAS, the Bylaws, Article XII Benton-Franklin Economic Development District, Section 7. Standing Committees identify the following standing committee: Economic Development Advisory Committee; AND

WHEREAS, the aforementioned Bylaws, Article IX Committees, Section 1. Standing Committees states, "All standing committees will have a Board-adopted Committee Policy outlining *the committee's purpose, composition, quorum, leadership, authority, and functions.*"

WHEREAS, the Executive Director, the Executive Committee, the Bylaws Committee, and the TAC have collaborated in drafting and reviewing these referenced policies; AND

NOW THEREFORE BE IT RESOLVED that the Board of the Benton-Franklin Council of Governments hereby adopts the attached Standing Committee Policies:

- BFCOG Executive Committee Policy & Delegation of Authority
- BFCOG Transportation Policy Board Committee Policy
- BFCOG MPO/RTPO Technical Advisory Committee Policy
- BFCOG Economic Development District Advisory Committee Policy

ADOPTED by the Benton-Franklin Council of Governments Board by affirmative vote at the regular scheduled Board meeting held on the 19th day of May 2023.

By: ; and
BRAD PECK, Chair

By: 
NICHOLAS (SKIP) NOVAKOVICH, Vice Chair

BENTON-FRANKLIN COUNCIL OF GOVERNMENTS
587 Stevens Drive • P.O. Box 217 • Richland, WA 99352 • (509) 943-9185
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BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

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Benton-Franklin Metropolitan Planning Organization • Regional Transportation Planning Organization
Benton-Franklin Economic Development District

Exhibits:

1. BFCOG Executive Committee Policy & Delegation of Authority
2. BFCOG Transportation Policy Board Committee Policy
3. BFCOG MPO/RTPO Technical Advisory Committee Policy
4. BFCOG Economic Development District Advisory Committee Policy

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BFCOG STANDING COMMITTEE POLICY & DELEGATION OF AUTHORITY FOR THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS

Policy Number: ##

Authority: Executive Director
Adopted: May 19, 2023, Resolution 05-23
Reviewed:
Updated:

1.0 POLICY

BFCOG Bylaws, Article IX - Committees, Section 1 – Standing Committees designates that the COG will have a standing Executive Committee, which will be elected at the Annual Meeting each year.

This committee “shall meet and perform the duties incident to each committee and as directed or assigned by the Board but shall not have the power to act on behalf of the COG without explicit Board approval. All standing committees will have a Board-adopted Committee Policy outlining the committee’s purpose, composition, quorum, leadership, authority, and functions.”

1.1 PURPOSE

The Executive Committee of the Board of Directors is referred to in this policy as the “Executive Committee.” *The Executive Committee shall, during intervals between meetings of the Board, exercise those powers of the Board in the management of the business and affairs of the organization, as otherwise by law, these Bylaws, or by Board resolution. **

1.2 COMPOSITION

- A. The Executive Committee shall consist of five (5) members representing the following COG member sub-categories:
 - a. COUNTY REPRESENTATIVE
 - b. LARGE CITY REPRESENTATIVE (over 20,000 population)
 - c. SMALL CITY REPRESENTATIVE (under 20,000 population)
 - d. PORT DISTRICT REPRESENTATIVE
 - e. TRANSIT AGENCY REPRESENTATIVE
- B. The Executive Director is a non-voting participant in Executive Committee meetings; however, may be excluded from meetings at the Chair’s determination.

1.3 QUORUM

The presence of a majority of the members of the Executive Committee then serving in office, including either the Chair or Vice-Chair, shall be necessary to constitute a quorum. The act of a majority of the members of the Executive Committee present at a meeting of the Executive Committee at which a quorum is present shall be the act of the Executive Committee. *

1.4 LEADERSHIP

The Board Chair shall serve as Chair of the Executive Committee. *

1.5 DELEGATED AUTHORITY

- A. The Executive Committee shall, during intervals between meetings of the Board, exercise those powers of the Board in the management of the business and affairs of the organization, as provided by law, these Bylaws, or by Board resolution. *
- B. The Executive Committee shall have the power to take all required and necessary action on behalf of the Board between regularly scheduled Board meetings on issues and concerns requiring immediate attention. *
- C. All actions by the Executive Committee shall also be reported to the Board at its next meeting and shall be subject to revision, alteration, change, or ratification by the Board.*
- D. The Executive Committee shall have the authority to act upon routine matters of an executive or administrative nature without ratification, providing that all agency-wide policy and legislative matters shall be approved or ratified by the Board.
- E. The Executive committee is empowered to review and make recommendations to the Board in all COG matters.

1.6 LIMITATION OF AUTHORITY

- A. Actions that do not allow for revision, alternation, or change shall only be undertaken only by Board action.*
- B. No acts of the Executive Committee shall conflict with action taken by the Board. *
- C. The Executive Committee shall not exercise authority or responsibilities concerning MPO/RTPO functions and powers, which shall be the responsibility of the Transportation Policy Board.
- D. Unless otherwise provided for in this Policy, the functions, and operations of all BFCOG committees are defined in the BFCOG Bylaws.

* See **BFCOG Bylaws, Article IX - Committees, Section 4 – Executive Committee**

2.0 PROCEDURE

2.1 SELECTION

Each member sub-category representative to the Executive Committee will be selected by the members of that sub-category at their discretion by either election or consensus. Should any sub-category member not agree with the appointment method, they may request a dispute resolution process. If a resolution cannot be reached, the Board has the authority to select the Representative by a vote of the entire Board. In the event there is not a Delegate from the member sub-category able or willing to serve as the Executive Committee Representative, the sub-category members may request that the Board elect an At Large Representative to serve as their Representative.

2.2 ELECTION OF OFFICERS

The Board shall elect Officers from the Board members elected or appointed to the Executive Committee. The Chair shall call for and accept Officer nominations from the selected Executive Committee representatives. *

To be eligible for election as a Board Officer, a Board Member must be a Primary Delegate of a Regular Member in Good Standing. *

Elections will be held by ballot with one vote per Regular Board member. (**BFCOG Bylaws, Article VII - Officers, Section 3 – Election, Eligibility & Term of Office**)

2.3 MEETINGS

The Committee will meet monthly to transact the business of a routine nature on behalf of the organization. The Committee may meet at other times as deemed necessary by the Chair.

2.4 PARTICIPATION

Meetings of the Executive Committee are open to any member of the Board; however, voting will be limited to the Executive Committee members exclusively.

2.5 VOTING AND MEETING CONDUCT

Each member of the Executive Committee shall be entitled to one (1) vote on any matter that comes before the Committee. A vote of the majority of the quorum present at any meeting of the Committee is required to decide any question.

2.6 MINUTES

The Board Chair will ensure that minutes of Executive Committee meetings are kept and presented to the Board at their next regularly scheduled meeting.

2.7 ANTICIPATED ACTIONS

The internal administration items below are anticipated to be procedurally handled by the Executive Committee on behalf of the Board:

A. ADMINISTRATION AND OPERATIONS

1. All matters relating to fiscal policy, organization, re-organization, or public policy, as distinguished from matters of internal administration, shall be processed through the Executive Committee for their review and recommendation to the Board.
2. Review all proposed programs or projects submitted to the COG for comment and recommendations.
3. Approve all programmatic reporting and actions of a routine nature, including Transportation Improvement Program amendments.

B. EMPLOYEE ADMINISTRATION

1. Direct oversight and evaluation of the performance and duties of the Executive Director.
2. Direct staff activities as appropriate through the Executive Director.
3. Approve the annual staffing plan.
4. Approve staffing changes not expressly delegated to the Executive Director, including addition or reduction of staff positions, compensation ranges, and employee benefits within the currently adopted annual budget.

C. CONTRACTS AND AGREEMENTS

1. Accept and authorize contracts and contract revisions in line with the annual budget and the COG's work program, including allocating revenue made available through new or revised contracts.
2. Approve submission of grant funding applications by staff.

D. POLICIES AND PROCEDURES

1. Authorization to approve policies and procedures of an administrative and operational nature.
2. Review governance policies for recommendation to the Board for adoption by resolution.

E. FISCAL AUTHORITY

1. Review the proposed annual budget, direct the Executive Director on necessary adjustments, and make the final recommendation to the Board.
2. Approve routine revisions to any budget category within the adopted budget so long as the individual expenditure and revenue revisions are in keeping with the overall work program of the COG.
3. Review and approve COG financial reports.
4. Approve vouchers and warrant registers.
5. Provide the Board with recommended member dues and assessments for the following year by considering all relevant circumstances, including a review of the proposed draft budget for the next fiscal year, the amount of reserves on hand, the COG's Work Plan for the current and projected next fiscal year, and the anticipated receipts from all funding sources including grants.
6. Assure compliance with all receipt and allocation of funds according to Washington State law, Federal law, and requirements of all funding agencies.



BFCOG STANDING COMMITTEE POLICY
METROPOLITAN PLANNING ORGANIZATION (MPO) &
REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO)
BENTON-FRANKLIN TRANSPORTATION POLICY BOARD (BFTPB)

Policy Number: ##

Authority: Executive Director
Adopted: May 19, 2023, Resolution 05-23
Reviewed:
Updated:

1.0 POLICY

BFCOG Bylaws, Article IX - Committees, Section 1 – Standing Committees designates that this committee *“shall meet and perform the duties incident to each committee and as directed or assigned by the Board but shall not have the power to act on behalf of the COG without explicit Board approval. All standing committees will have a Board-adopted Committee Policy outlining the committee’s purpose, composition, quorum, leadership, authority, and functions.”*

**** BFCOG Bylaws, Article X. Metropolitan Planning Organization, Section 6. Standing Committees, Benton-Franklin Transportation Policy Board**

1.1 PURPOSE

- A. The Benton-Franklin Transportation Policy Board (BFTPB) is referred to in this policy as the “BFTPB.” *To ensure that metropolitan and regional transportation planning is conducted in a coordinated process that minimizes unnecessary duplication of work and oversight, the MPO and RTPO Transportation Policy Boards have been combined into the BFTPB. In addition to governing the metropolitan and regional transportation planning processes, the BFTPB is also charged with allocating the combination of federal, state, and local funds to the numerous projects in the Transportation Improvement Program (TIP).***

1.2 COMPOSITION

- A. Per **BFCOG Bylaws, Article X. Metropolitan Planning Organization, Section 6. Standing Committees, Benton-Franklin Transportation Policy Board (BFTPB)**; the BFCOG Board serves simultaneously as the Benton-Franklin Transportation Policy Board.
- B. The composition of the BFTPB shall remain consistent with federal and state law as currently adopted or amended. If such state or federal laws change, the composition of the BFTPB will automatically be adjusted to comply with such changes without requiring this agreement to be amended or approved by the membership.

1.3 LIMITATION OF AUTHORITY

- A. Unless otherwise provided for in this Policy, the authority of the BFTPB is limited to governance matters of the MPO/RTPO.

1.4 FUNCTIONS

- A. Unless otherwise provided for in this Policy, the functions and operations of all BFCOG committees are defined in the BFCOG Bylaws.

2.0 PROCEDURE

2.1 MEETINGS

- A. The BFTPB will conduct business as part of scheduled COG Meetings.
- B. If necessary, the Board may convene a meeting specifically to conduct business as the BFTPB.

2.3 PARTICIPATION

Meetings of the BFTPB are open to the public. Public participation will be up to the discretion of the Chair.

2.5 MINUTES

The committee shall keep minutes of proceedings and report to the Board as requested by the Board Chair or by any Board member.

BFCOG STANDING COMMITTEE POLICY
METROPOLITAN PLANNING ORGANIZATION (MPO) &
REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO)
TECHNICAL ADVISORY COMMITTEE (TAC)

Policy Number: ##

Authority: Executive Director
Adopted: May 19, 2023, Resolution 05-23
Reviewed:
Updated:

1.0 POLICY

BFCOG Bylaws, Article IX - Committees, Section 1 – Standing Committees designates that this committee “shall meet and perform the duties incident to each committee and as directed or assigned by the Board but shall not have the power to act on behalf of the COG without explicit Board approval. All standing committees will have a Board-adopted Committee Policy outlining the committee’s purpose, composition, quorum, leadership, authority, and functions.”

**** BFCOG Bylaws, Article X. Metropolitan Planning Organization, Section 6. Standing Committees, Benton-Franklin Technical Advisory Committee**

1.1 PURPOSE

- A. The MPO/RTPO Technical Advisory Committee (TAC) is referred to in this policy as the “TAC.” *At the direction of the Benton-Franklin Transportation Policy Board (BFTPB)*, the TAC works in an advisory capacity on technical transportation planning matters. The advice provided by the TAC is intended to help the Board understand complex engineering and planning concepts and to advise how potential Board decisions on projects and programs of a technical nature are likely to impact local and regional constituencies.***
- B. *The TAC may be convened in sub-committees to ensure appropriate expertise and guidance based on the nature of the MPO/RTPO’s planning and programmatic activities.***

*Per **BFCOG Bylaws, Article X. Metropolitan Planning Organization, Section 6. Standing Committees, Benton-Franklin Transportation Policy Board (BFTPB)**; the BFCOG Board serves simultaneously as the Benton-Franklin Transportation Policy Board.

1.2 COMPOSITION

- A. *The Technical Advisory Committee (TAC) shall consist of professional and technical planners, engineers, or similar disciplines, and other appropriate employees of COG Regular Members that create the MPO/RTPO and other designated agencies as determined by the BFTPB and in compliance with Federal and State guidance.***

- B. The TAC shall be composed of appointed representatives from COG Regular Members that comprise the MPO/RTPO and non-voting advisors from designated public agencies, local governments, or major employers.
- C. The COG Regular Members that comprise the MPO/RTPO may each appoint two (2) representatives to the TAC; one (1) with responsibility for comprehensive planning and one (1) with responsibility for the operation, control, development, or improvement of the transportation or transit system.
- D. Appointed representatives to the TAC must be technically qualified and employed by that agency, department, or division for planning, engineering, and/or administration purposes. If a COG Regular Member is not of a size that has separate staff functions for planning and public works, they may request to either have a single individual serve in both capacities or request to be represented by a contracted agency (e.g., engineering firm).
- E. In compliance with RCW 47.80 and 23 CFR 450.310(d)(3), the Washington State Department of Transportation South Central Region may appoint two (2) people to the TAC; one (1) with responsibility for comprehensive planning and one (1) with responsibility for the operation, control, development or improvement of the transportation or transit system.
- F. Each COG Regular Member shall designate and provide notice to the COG by December 15th of each year of the names and titles of their TAC representative(s).
- G. At the discretion of the BFTPB, Non-voting staff advisors representing transportation and regional planning interests, public agencies, local governments, or major employers who are not COG Regular Members may be invited to appoint a TAC representative(s). These may include but are not limited to:
 - a. School District Transportation Departments
 - b. Department of Energy, Hanford Operations
 - c. Local Airport/Rail Infrastructure Interests
 - d. Other Major Employers
 - e. Walla-Walla MPO
- H. Alternate representatives may be designated to act on behalf of the represented agency members when necessary.
- I. TAC representatives serve at the pleasure of their respective governing bodies or agencies.
- J. A list of the membership of the TAC shall be maintained and updated by the MPO.
- K. The MPO Deputy Director and COG Executive Director are non-voting members of the TAC.

1.3 QUORUM

The presence of one appointed representative from a majority of the COG Regular Member jurisdictions at a TAC or TAC sub-committee meeting will constitute a quorum.

1.4 LEADERSHIP

The TAC membership shall elect a TAC Chair and two Vice-Chairs.

1.5 FUNCTIONS

BFCOG facilitates a cooperative approach to establishing consensus regarding area needs and the actions required to solve local and interlocal problems of the region by ensuring opportunities for understanding and participation for all populations residing within its service boundaries, in full compliance with all requirements of the ADA and the Title VI of the Civil Rights Act of 1965.

The functions of the TAC shall include, but are not limited to, the following:

- A. Educate and brief their BFTP member counterpart
- B. Provide a continuing forum for collaboration with local, state, and federal agencies involved in the transportation planning process.
- C. Provide a forum for sharing transportation information that can be used and coordinated with other planning efforts.
- D. Provide a forum for developing, discussing, and exchanging best practices utilized in transportation planning, including new techniques, technology, or methods.
- E. Promote communication and coordination among members to identify and resolve common transportation-related problems and concerns.
- F. Review and provide advice concerning transportation studies, reports, plans, amendments, or programs.
- G. Make priority recommendations to the MPO/RTPO based on the agreed-upon transportation needs of the area.

1.6 LIMITATION OF AUTHORITY

Unless otherwise provided for in this Policy, all BFCOG committees' functions and operations are defined in the BFCOG Bylaws.

2.0 PROCEDURE

2.1 ELECTION OF OFFICERS

- A. A Chair and two Vice-Chairs, one for each sub-committee of the TAC, shall be elected at the first regularly scheduled meeting of the calendar year and shall serve for that calendar year or until the next election is held.
- B. Any Regular Member may nominate or be nominated as Chair or a Vice-Chair. All elections shall be by the majority vote of the Regular Members present.
- C. The Chair shall preside over all full TAC meetings and shall be responsible for the conduct at meetings. In the absence of the Chair, the Vice-Chair shall have and exercise the duties and powers of the Chair.
- D. Any vacancy in office created by resignation or replacement of the Chair or Vice-Chair by the appointing agency shall be filled by a majority vote of members present at the next

regularly scheduled meeting. The new officeholder will serve the remainder of the unexpired term of the vacant office.

2.2 MEETINGS

- A. The TAC, as a whole or by sub-committee, will meet monthly, unless due to a lack of agenda items, but not less than quarterly. The MPO staff will determine the meeting date, time, and frequency based on planning and program advisory needs. Unless otherwise required by law to conduct meetings in person, the MPO staff and TAC Chair, in coordination, may conduct TAC meetings in person, entirely virtual, or as a hybrid within-person and virtual participation.
- B. Sub-committees of the TAC will be convened by COG staff to support the planning processes of the MPO/RTPO, including:
 - i. Transportation Technical Advisory Sub-committee (TTASC)
 - ii. Planning Technical Advisory Sub-Committee (PTASC)
- B. All MPO/RTPO items of business must be vetted through the TAC before being presented to the BFTPB for consideration.

2.3 PARTICIPATION

All TAC meetings shall be held in facilities available to the public meeting all required provisions of Title VI of the Civil Rights Act of 1964 (Title VI) and the Americans with Disabilities Act (ADA) and will encourage public comments so long as such comments comply with the furtherance of the TAC Committee mission and purpose. TAC meeting agendas will include an item for public comment. If a member of the public wishes to comment, they will need to be recognized by the Chair. They will be asked to state their name for the record, limit their remarks to three minutes unless granted additional time by the Chair, and deliver their comments courteously and efficiently directed to the Chair.

2.4 VOTING AND MEETING CONDUCT

- A. The TAC will work by consensus when providing advice to the BFTPB. If an agreement cannot be reached, the TAC Chair may call for a vote of the Committee.
 - i. When the TAC is convened as a whole, each COG Regular Member shall be entitled to one (1) vote on any matter before the Committee, even if that Regular Member has two appointed TAC representatives.
 - ii. When a TAC sub-committee is convened, the appropriate COG Regular Member TAC representative (Planning or Transportation) shall be entitled to one (1) vote on any matter before the Sub-committee.
 - iii. A vote of a simple majority of the quorum present at any meeting of the TAC is required to decide any question.
 - iv. Votes shall be voice votes except that an individual member can have their vote recorded in the minutes if desired.

2.5 MINUTES

The committee shall keep minutes of proceedings and report to the Board as requested by the Board Chair or any Board member.

2.6 STAFF DUTIES

- A. MPO staff will ensure that minutes of TAC meetings are kept and presented at the next regularly scheduled TAC meeting.
- B. MPO staff and TAC Chair in coordination shall determine the agenda and order of business in coordination with the Chair. MPO staff duties include preparing and distributing meeting agendas, minutes, and public notices.
- C. Agendas for meetings and minutes of the previous meeting should be transmitted to TAC members at least seven (7) days in advance of the meeting.
- D. MPO staff will prepare and present reports for the BFTPB of TAC committee activities.



BFCOG STANDING COMMITTEE POLICY
ECONOMIC DEVELOPMENT DISTRICT (EDD)
ADVISORY & COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY
COMMITTEE (EDDAC)

Policy Number: ##

Authority: Executive Director
 Adopted: May 19, 2023
 Reviewed: XXXX
 Updated: XXXX

1.0 POLICY

BFCOG Bylaws, Article IX - Committees, Section 1 – Standing Committees designates that this committee “*shall meet and perform the duties incident to each committee and as directed or assigned by the Board but shall not have the power to act on behalf of the COG without explicit Board approval. All standing committees will have a Board-adopted Committee Policy outlining the committee’s purpose, composition, quorum, leadership, authority, and functions.*”

***BFCOG Bylaws, Article XII - Benton-Franklin Economic Development District, Section 7 Standing Committees, Economic Development District Advisory Committee.**

1.1 PURPOSE

- A. The EDD Advisory Committee is referred to in this policy as the “EDDAC.” *The EDDAC will provide advisory recommendations and advice on how the EDD can help lead a locally-based, regionally-driven economic development planning process involving active participation from the private sector, public officials, non-profit organizations, educational institutions, and private citizens.**
- B. *The EDDAC will also serve as the Comprehensive Economic Development Strategy Committee, ensuring the creation of a CEDS to guide economic prosperity and resilience in the region.**
- C. *The EDDAC will advise the COG, as the EDD governing board, on decisions related to projects and programs under the EDD.**

1.2 COMPOSITION

- A. *The Economic Development District Advisory Committee (EDDAC) is appointed by the COG Board and is comprised of community stakeholders broadly representative of the principal economic interests of the Benton-Franklin region.**
- B. The COG may utilize appointment and/or open application processes to designate representatives from economic interest areas in the region, which may include:
 - Advanced Manufacturing
 - Agriculture
 - Arts & Culture

- Clean Energy
- Commercial Lending
- Construction
- Food Processing
- Freight/Distribution
- Healthcare
- Higher Education
- Hospitality/Entertainment
- K-12 Education
- Labor
- Minority-Owned Business
- Outdoor Recreation
- Real Estate
- Small Business
- Social Services (Non-Profit)
- Utilities
- Workforce Development

C. The COG may choose to appoint a regional committee outside of the COG to meet the responsibilities of the EDDAC in lieu of creating a duplicative committee.

1.3 QUORUM

A minimum of eight (8) members of the appointed EDDAC representatives present will constitute a quorum.

1.4 LEADERSHIP

- A. The EDDAC membership shall elect a Chair and Vice-Chair.
- B. If the EDDAC responsibilities are delegated to another regional committee, the Chair of that committee will be ratified by the COG board as the EDDAC Chair.

1.5 FUNCTIONS

- A. BFCOG facilitates a cooperative approach to establishing consensus regarding area needs and the actions required to solve local and interlocal problems of the region by ensuring opportunities for understanding and participation for all populations residing within its service boundaries, in full compliance with all requirements of the ADA and the Title VI of the Civil Rights Act of 1965.
- B. Unless otherwise provided for in this Policy, the functions, and operations of all BFCOG committees are defined in the BFCOG Bylaws and apply to the execution of the Benton-Franklin Economic Development District.

2.0 PROCEDURE

2.1 ELECTION OF OFFICERS

- A. A Chair and Vice-Chair of the EDDAC shall be elected at the first regularly scheduled meeting of the calendar year and shall serve for that calendar year or until the next election is held.
- B. Any regular member may nominate or be nominated as Chair or Vice-Chair. All elections shall be by the majority vote of the regular members present.
- C. The Chair shall preside over all meetings and shall be responsible for the conduct at all meetings. In the absence of the Chair, the Vice-Chair shall have and exercise the duties and powers of the Chair.
- D. Any vacancy in office created by resignation or replacement of the Chair/Vice-Chair by the appointing agency shall be filled by a majority vote of members present at the next regularly scheduled meeting. The new officeholder will fill the remainder of the unexpired term of the vacant office.

2.2 MEETINGS

- A. The EDDAC will be convened at least quarterly to discuss and/or brief members on EDD planning activities. The COG staff will determine the date, time, and frequency of meetings based on planning and program advisory needs.
- B. Working groups will be convened by staff to support the planning processes of the CEDS.
- C. A COG staff member will be assigned as the liaison to the EDDAC and will facilitate meetings in cooperation with the EDDAC Chair.

2.3 RESPONSIBILITIES

The EDDAC will provide the following service in support of the EDD:

- A. Actively provide information and feedback supporting the creation of the CEDS and its annual updates.
- B. Make recommendations to the COG Board, including:
 - i. Adoption of the CEDS and its updates;
 - ii. Application for funding opportunities in support of CEDS priorities; and
 - iii. Creation of new economic development programs

2.4 PARTICIPATION

Meetings of the EDDAC are open to the public. Public participation will be up to the discretion of the Chair. COG Board members are welcome to attend any EDDAC meetings; however, Board members do not serve on the EDDAC.

2.5 VOTING AND MEETING CONDUCT

- A. The EDDAC will work by consensus when making recommendations for the COG Board. If an agreement cannot be reached, the EDDAC Chair may call for a vote of the Committee.
 - i. Each Committee member shall be entitled to one (1) vote on any matter before the Committee.
 - ii. A vote of a simple majority of the quorum present at any meeting of the Committee is required to decide any question.
 - iii. Votes shall be voice votes except that an individual member can have their vote recorded in the minutes if desired.

2.6 MINUTES

The committee shall keep minutes of proceedings and report to the Board as requested by the Board Chair or by any Board member.

2.7 STAFF DUTIES

- A. COG staff will ensure that minutes of EDDAC meetings are kept and presented at the next regularly scheduled EDDAC meeting.
- B. COG staff shall determine the agenda and order of business in coordination with the Chair. COG staff duties include preparing and distributing meeting agendas, minutes, and public notices.
- C. Agendas for meetings and minutes of the previous meeting should be transmitted to EDDAC members at least seven (7) days in advance of the meeting.
- D. COG staff will prepare and present reports for the COG Board of EDDAC committee activities.

6th Ave. Sidewalk Contract (P2206-22)



VICINITY MAP



SR 397 (INTERTIE)
PROJECT SITE LOCATION

Council Agenda Coversheet	Agenda Item Number: 5.a.	Council Date: 11/7/2023	Category: Ordinance/Reso
	Agenda Item Type: Resolution Subject: P&R Comprehensive Plan Adoption Department: Parks & Recreation Ord/Reso # 23-15 Contract # Project # Permit #		

Recommendation

The Parks and Recreation Commission recommends that the City Council adopt Resolution 23-15 adopting the Parks & Recreation Comprehensive Plan .

Motion for Consideration

I move to adopt Resolution 23-15.

Summary

The Parks and Recreation Comprehensive Plan is a component of the citywide Comprehensive Plan and is a requirement for federal and state grant funding opportunities for park infrastructure growth, deferred maintenance, recreation program development and a wide variety of funding opportunities. To replace the current 2019-24 version, consultants Berry Dunn coordinated a comprehensive new look at the six-year plan from 2019-24, including a statistically valid survey sent to over 4,000 Kennewick residents, stakeholder meetings and four presentations to City Council including the City of Kennewick leadership team. Communication with the Parks and Recreation Commission included monthly updates, leading to a vote of 6-0 with one absent on October 26th 2023, to recommend adoption of the Parks and Recreation Comprehensive Plan by City Council. Changes and updates to the plan from the 2019-2024 version include but not limited to:

- New Vision and Mission Statement.
- Alignment with City of Kennewick published Strategic Goals.
- 6 year Parks and Recreation CIP Plan
- Developed Level of Service 1 mile
- GRASP assessment
- Recommendation of a Pathways & Trails Master Plan, Civic Center Master Plan, Feasibility Study of a new Recreation Center including a plan for Kenneth Serier Pool.

The Comprehensive Parks and Recreation Plan sets forth a plan for the protection and enhancement of recreation and open space facilities and uses in the City of Kennewick. The intent of the plan includes identifying gaps and shortfalls in staffing and funding with the goal of ensuring safe and high quality recreational amenities and parks systems for all residents of Kennewick in the present and future.

The plan is a guiding document that does not commit future funds through adoption.

Alternatives

None recommended

Fiscal Impact

None at this time.

Attachments:

1. Resolution
2. Comprehensive Plan

CITY OF KENNEWICK
RESOLUTION NO. 23-15

A RESOLUTION ADOPTING THE 2024-2029 PARKS AND RECREATION
COMPREHENSIVE PLAN

WHEREAS, the first Comprehensive Park and Recreation Plan was prepared by City Council direction and adopted by the City Council of the City of Kennewick in 1975. Said Plan was amended and revised in 1981, 1987, 1993, 2000, 2006, 2013, 2018, and now 2023; and

WHEREAS, said 2024-2029 Comprehensive Park and Recreation Plan covers a six-year period for park and recreation capital improvements; and

WHEREAS, the Park and Recreation Commission has held many public meetings on the proposed 2024-2029 Comprehensive Park and Recreation Plan; and

WHEREAS, the Park and Recreation Commission has reviewed and accepted the proposed 2024-2029 Comprehensive Park and Recreation Plan and recommend adoption by the City Council of the City of Kennewick; and

WHEREAS, the 2024-2029 Comprehensive Park and Recreation Plan will enable the City of Kennewick to be eligible for state and federal funding through the Washington State Recreation and Conservation Office; NOW, THEREFORE,

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, that the 2024-2029 Parks and Recreation Comprehensive Plan be adopted, and the same hereby is adopted by the City Council of the City of Kennewick, Washington.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 7th day of November 2023, and signed in authentication of its passage this 7th day of November, 2023.

Attest:

W.D. MCKAY, Mayor

TERRI L. WRIGHT, City Clerk

RESOLUTION NO. 23-15 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 8th day of November, 2023.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk



KENNEWICK
WASHINGTON
Parks & Recreation

DEPARTMENT OF PARKS & RECREATION Comprehensive Plan





ACKNOWLEDGMENTS

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James O'Neil, Park Infrastructure Supervisor

PARKS & RECREATION COMMISSION

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Jack Anderson

Ty Fischer

Linda Stroben, Vice Chair

Evelyn Martinez

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Sergio Villegas

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E



Executive Summary

The City of Kennewick, Department of Parks and Recreation (KPR) offers spaces where community members can play, connect with nature, spend time with family and friends, meet new people, and participate in year-round indoor and outdoor programming.

The Parks and Recreation Comprehensive Plan (Comprehensive Plan) update process was designed to strategically address the needs of parks, trails, open space, and recreation throughout the City of Kennewick. The Comprehensive Plan endeavors to provide a sustainable approach to KPR resource allocation for the next six years.

The development of the Comprehensive Plan was shaped by input from residents, park and recreation partners, community collaborators, and City of Kennewick team members from all organizational levels. The process produced a set of flexible recommendations that can adapt to available funding and partnership opportunities, while maintaining focus on elements which stakeholders determined are critical to the city’s long-term success.

The process reaffirmed essential goals and objectives of the 2019 Comprehensive Plan while recalibrating to help ensure KPR’s services are tailored to meet current and future community needs.

Leading the Way

The City of Kennewick has a long history of leading the way, setting a precedent for innovation and community-driven progress. Throughout its history, Kennewick has demonstrated a remarkable ability to anticipate the evolving needs of its community. By proactively identifying and addressing challenges, the City has consistently improved the quality of life for its residents. From building critical infrastructure to developing programs that enhance the well-being of its residents, Kennewick’s foresight has played a pivotal role in its continued growth and success.

Moreover, the City’s talent for leveraging resources efficiently has allowed it to achieve more with less. Kennewick’s commitment to responsible resource management has not only ensured financial stability but has also enabled the City to deliver exceptional services.

Kennewick’s unwavering dedication to accountability is another cornerstone of its success. The City understands the importance of being transparent, responsive, and responsible to its community. This commitment to openness and a strong sense of duty to its residents have cultivated trust and fostered a deep connection between the City and its citizens.

Additionally, Kennewick’s commitment to key priority areas, including Community Safety, Economic Development, Infrastructure & Growth, Quality of Life, and Responsible Government, reinforces its dedication to enhancing the overall well-being of its community.

- 
RESPONSIBLE GOVERNMENT
 Pursue Organizational Excellence and Ensure Financial Stewardship
- 
INFRASTRUCTURE AND GROWTH
 Maintain Recreation Infrastructure
- 
COMMUNITY SAFETY
 Enhance Community Safety through Safe Parks
- 
QUALITY OF LIFE
 Provide Inclusive Access to High-Quality Parks, Trails, and Programs
- 
ECONOMIC DEVELOPMENT
 Leverage the Potential of Recreation as an Economic Driver

“We are accountable to our community for innovative and collaborative efforts that anticipate needs, leverage resources and deliver solutions.”
-City of Kennewick

Through strategic investments and responsible governance, the City strives to create a safe, vibrant, and thriving environment for all its residents.

The Comprehensive Plan aligns with the City of Kennewick key priority areas. For each priority area, KPR has developed an initiative that is supported by specific objectives, all designed to advance the City's priority areas over the six-year vision outlined in the plan.



QUALITY OF LIFE:

Quality of life initiatives aim to enhance residents' overall well-being and satisfaction. This can include funding for parks and recreation, cultural programs, affordable housing, public amenities, and services that contribute to residents' quality of life.



RESPONSIBLE GOVERNMENT:

Responsible government focuses on efficient and accountable use of public resources. It includes investments in administrative functions, compliance, transparency, and governance to ensure that government operations are responsible and responsive to community needs.



ECONOMIC DEVELOPMENT:

Economic development efforts focus on strategies to promote growth, job creation, and economic prosperity within the community. This can involve investments in business development, workforce development, tourism, and initiatives to attract new businesses



INFRASTRUCTURE AND GROWTH:

This area covers the maintenance, improvement, and expansion of essential infrastructure, such as roads, utilities, parks, and facilities. It addresses the physical needs of the community and supports growth and development.



COMMUNITY SAFETY:

This priority area encompasses initiatives and investments aimed at ensuring the safety and well-being of the community. It may include funding for law enforcement, emergency services, and programs designed to enhance overall community safety.



Tomorrow's Vision

The Comprehensive Plan serves as a strategic roadmap, offering KPR a clear vision of its role in advancing the City of Kennewick's priorities. It outlines strategies and allows flexibility for KPR to adapt to change while remaining dedicated to the City's priority areas.

As part of this planning process, KPR reevaluated its vision and mission, guided by thoughtful discussions, careful examination of planning outcomes, and a deep commitment to improvement. Recognizing the importance of community building and its role in

advancing Kennewick's quality of life goals, KPR has strengthened and defined its future direction.

The following vision and mission are the result of input from a facilitated workshop with KPR staff coupled with findings from community engagement, stakeholder interviews, focus group sessions, and survey results. This inclusive approach has played a crucial role in aligning KPR's vision and shaping its core mission to closely align with and support the priorities of the City and the community it serves.



VISION

Enhancing premiere experiences for all through dynamic spaces where connections deepen, and thriving communities create unforgettable memories.



MISSION

Intentional development of parks and recreational experiences of the highest quality, ensuring opportunities for all, while focusing on sustainability, fostering community bonds, and creating memories that last a lifetime.

A Plan for Action

The Implementation Plan and Capital Investment Plan (CIP) are geared towards preserving and safeguarding KPR’s current resources. The Implementation Plan aligns with the City of Kennewick’s priority areas, featuring initiatives with objectives to advance these priorities over six years.

The CIP outlines the expected expenses for the Comprehensive Plan’s recommendations and establishes a prioritized roadmap for the next six years.

The estimated investment identified in this plan for 2024 - 2029 is \$10.5 million in 2024 dollars.

The following summary represents high priority objectives for KPR to implement in the first one to five years. These items are not listed in any particular order. The full Implementation Plan and CIP can be found in Chapter Seven.



RESPONSIBLE GOVERNMENT

Initiative One: Pursue Organizational Excellence and Ensure Financial Stewardship

This initiative aligns with the City of Kennewick’s priority of “Responsible Government.” Organizational excellence and sound financial management are essential for the sustainability and growth of KPR.

Optimizing resources, improving efficiency, and fostering a culture of continuous improvement will help ensure KPR operates effectively and efficiently. These efforts underscore KPR’s dedication to responsible governance within the City.

PRIORITY OBJECTIVES INCLUDE:

- Implement the recommended organizational chart as a means to improve morale, address deferred maintenance, and enhance the standard of care for

parks, facilities, and trails. The addition of 12 FTE over the next six years is strongly recommended. Suggested positions are outlined in Chapter Two.

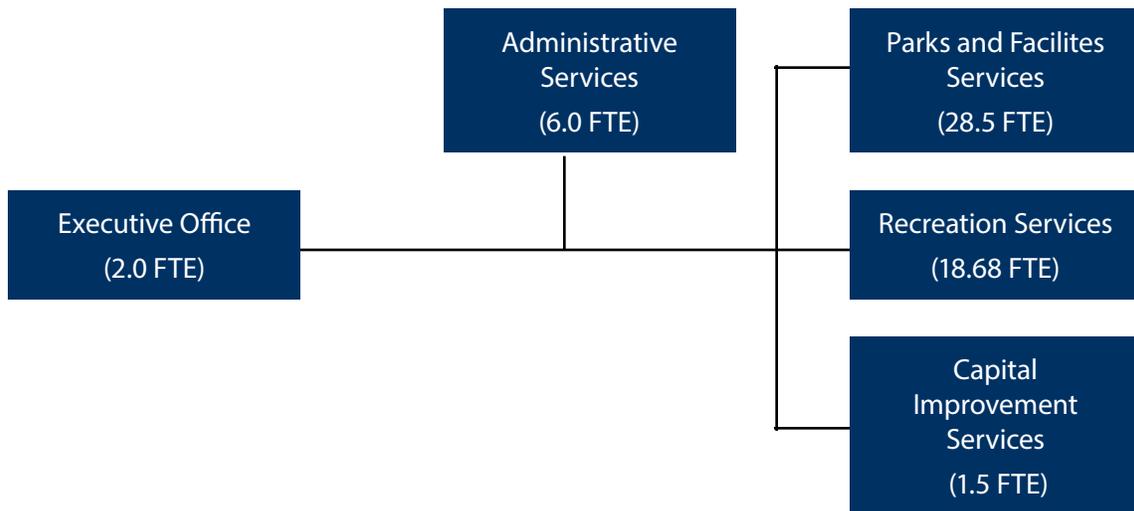


Figure 1: Suggested KPR Organizational Chart



RESPONSIBLE GOVERNMENT

Initiative One: Pursue Organizational Excellence and Ensure Financial Stewardship

PRIORITY OBJECTIVES CONTINUED:

- To address immediate departmental needs, a Project Supervisor, a Crew Leader, Strategic Partnership Manager, and a Guest Services Specialist should be added in the near term.
- Continue to explore dedicated Parks and Recreation funding sources. Evaluate the implementation of a voter-approved Metropolitan Park District (MPD) to provide a dedicated funding source for parks, trails, and recreation programs.
 - » MPDs have become an important tool for communities in Washington to secure dedicated funding for parks and recreation, helping to ensure the availability of quality recreational opportunities for all residents. Each MPD's structure and offerings vary based on the needs and desires of the community it serves. The creation of an MPD and any subsequent tax levies require voter approval through a ballot measure. Residents within the proposed district vote on whether to establish the district and authorize property tax levies to support its operations.
 - » MPDs are authorized to levy property taxes within their boundaries to generate revenue for park and recreational services. This local funding source allows MPDs to finance the acquisition, development, and maintenance of parks and facilities independently. The service area of an MPD is determined by the district's boundaries, which may encompass one or more cities or unincorporated areas. The district's services are intended to benefit the residents and properties within these boundaries.
 - » The property tax revenue collected by an MPD is dedicated solely to park and recreational purposes. This dedicated funding source allows MPDs to plan and invest in parks, facilities, and programs for the long term.
- Explore the implementation of a recreation revolving fund. This fund should have the flexibility to accumulate resources over time without being classified as part of the general fund. These accumulated funds can then be strategically allocated to bolster recreation programming and activities, or enhance park infrastructure.
 - » A recreation revolving fund is a financial mechanism often used by government agencies or organizations responsible for managing recreational facilities and programs. It operates by allowing the generated revenues from recreational activities, user fees, rentals, and other related sources to be collected and kept within a separate fund. This fund is then utilized to cover the costs of maintaining, improving, and expanding recreational facilities and programs.
 - » The term "revolving" implies that the fund sustains itself through the cycle of generating revenue, which is then reinvested into the maintenance, operation, and development of recreational assets. This approach can create a self-sustaining model where user fees and generated income contribute to the ongoing enhancement and sustainability of the recreational offerings, reducing reliance on external funding sources.
- Utilize the newly integrated maintenance management software to establish a comprehensive preventive maintenance strategy, encompassing scheduled inspections, assessments, and proactive repair and replacement of infrastructure, systems, and assets.



INFRASTRUCTURE AND GROWTH

Initiative Two: Maintain Recreation Infrastructure

This initiative aligns seamlessly with the City of Kennewick’s priority of “Infrastructure and Growth.” By focusing on maintaining high-quality parks, facilities and trails, this initiative contributes to the City’s broader infrastructure by providing essential amenities and recreation facilities for its growing community.

PRIORITY OBJECTIVES INCLUDE:

- Allocate sufficient resources for park maintenance and development to help ensure high-quality standards.
 - » It is advisable to gradually increase per-acre spending over the six-year life of the Comprehensive Plan. A substantial portion of this increased spending should be allocated to augment Park and Facilities Services with approximately 5 FTEs to enhance the standard of care for parks, trails, and facilities.
- Implement maintenance and operations management standards.
 - » KPR should adopt a maintenance and operation program and plan that is reviewed periodically for the management of all park and recreation areas and facilities. Each facility should be assigned an appropriate set of maintenance standards, including both recommended frequency and acceptable quality. See Appendix B for standard of care (frequency) and Appendix C for maintenance standards (quality).
- Perform a comprehensive facility audit of the Kennewick Activity Center to assess its viability for future use.
- Develop a Trails Master Plan.
 - » Consider a range of trail types to accommodate various activities, including walking, hiking, biking, and jogging.
 - » Design trails with universal accessibility in mind, incorporating features like smooth surfaces and gradual slopes.
 - » Gather input from trail users and local residents to understand preferences and prioritize improvements based on community needs.
 - » KPR should also coordinate with regional partners such as Visit Tri-Cities, the Kennewick Irrigation District, and the Benton-Franklin Council of Governments on regional trail planning, wayfinding, and other projects related to access and nonmotorized transportation and connectivity.
 - » Work with the Kennewick Irrigation District, promoting the retrofitting of open canals into underground, pressurized systems to allow the rights of way as accessible pathways and trails.

COMMUNITY SAFETY



Initiative Three: Enhance Community Safety through Safe Parks

This initiative aligns with the City of Kennewick’s priority of “Community Safety.” Safe parks not only enhance community well-being but create welcoming spaces for residents of all ages to participate in recreational activities with confidence.

PRIORITY OBJECTIVES INCLUDE:

- Explore Park Ranger model implemented by regional partners.
- Implement safety measures, including adequate lighting, clear signage, and well-marked paths, to enhance user safety on trails and within park spaces.



QUALITY OF LIFE

Initiative Four: Provide Inclusive Access to Parks, Programs, and Trails

Ensuring all residents have access to parks, programs, and trails enriches the community's quality of life, aligning with the City of Kennewick's central priority. Through comprehensive offerings, KPR serves the diverse needs of all residents contributing to community vitality.

PRIORITY OBJECTIVES INCLUDE:

- Adopt a LOS standard of four recreational components in a one-mile proximity. Low-service areas currently account for 7% of land area. These areas, by definition, have service, but the service does not currently meet the goal of four recreational components within a one-mile drive.
 - » Develop, partner, or acquire facilities to help bridge the gap between existing and needed recreational facilities, particularly in underserved locations.
- Explore the potential of developer land dedication to expand recreational spaces. Collaborate with local planning bodies to establish transparent and equitable criteria for assigning developer land donations.
 - » Initiate a Master Plan for the undeveloped acres at Southridge Sports Complex to enhance southwest Kennewick's recreational offerings.





ECONOMIC DEVELOPMENT

Initiative Five: Leverage the Potential of Recreation as an Economic Driver

This initiative directly aligns with the City of Kennewick’s priority for “Economic Development”. By focusing on recreation as an economic driver, this initiative acknowledges the significant economic benefits that vibrant recreation offerings can bring to the City. Quality recreational facilities attract visitors, tourists, and businesses to the area, stimulating economic activity. By fostering economic growth through recreation, Kennewick can create new job opportunities, increase revenue streams, and enhance the overall economic vitality of the City.

PRIORITY OBJECTIVES INCLUDE:

- Develop a comprehensive Civic Center Master Plan to include a phased approach for the replacement of City Hall, a potential Recreation Center and a vision for KSMP and Keewaydin Park.
- Develop a Feasibility Study for the construction of a state-of-the-art recreation center, encompassing facility design, budget allocation, community input, and coordination with relevant stakeholders
- Conduct a thorough assessment of Kenneth Serier Memorial Pool (KSMP) to determine the need for a new pool facility, including feasibility studies, budget considerations, and community demand.

Visit Tri-Cities aggressively promotes tourism to create a diverse economy for the region. In 2023, events and tournaments hosted in City of Kennewick parks are projected to generate economic activity of approximately \$7.8 million.

Explore potential collaboration with the Kennewick School District to enhance project viability and impact.



Introduction

The Parks, Recreation Comprehensive Plan (Comprehensive Plan) update considers the park and recreation needs of residents across the City of Kennewick. It provides updated inventories, demographic conditions, needs analysis, management considerations, and capital project priorities. The Comprehensive Plan reflects the community's interests and needs for parks, recreational facilities, trails, and programming. The planning process aimed to encourage and enable public engagement in the choices, priorities, and future direction of Kennewick's park and recreation system.

Project Purpose

The purpose of this Comprehensive Plan update is to conduct a thorough assessment of and recommend improvements to parks, recreation facilities, and open space in the City of Kennewick. This plan provides guidance for the continued development of the park system, including improvements and expansions to the existing system. The update establishes clear and realistic goals, objectives, and implementation strategies that will guide KPR decision-making for the next six years. The updated plan will position the City in such a way that residents, commuters, and visitors alike see Kennewick as a quality recreation destination within the Tri-Cities.

In February 2023, after a competitive selection process, a consultant team led by BerryDunn, including Bernardo Willis and ETC Institute, was chosen to develop and deliver the 2024 Comprehensive Plan. The process of developing the plan was driven by feedback received from the City of Kennewick, Department of Parks and Recreation (KPR) team members of all levels, park and recreation partners, community partners, and Kennewick residents. The included recommendations can be adapted depending upon available funding and partnership opportunities, while maintaining focus on the elements that Kennewick stakeholders determined to be critical to the long-term success of KPR.

Play, Connect, Thrive

As part of this planning process, KPR reevaluated its vision and mission, guided by thoughtful discussions, careful examination of planning outcomes, and a deep commitment to improvement. Recognizing the importance of community building and its role in advancing Kennewick’s livability goals, KPR has strengthened and defined its future direction. The following vision and mission are the result of input from a facilitated workshop with KPR staff coupled with findings from community engagement, stakeholder interviews, focus group sessions, and survey results. This inclusive approach helped shape the vision of KPR and define its core mission so that it resonates with the desires of the community it serves.

The vision statement emphasizes the idea of enhancing experiences for all individuals through dynamic spaces. This statement is supported by the growing understanding that public spaces, such as parks and recreational areas, significantly enhance the overall quality of life of residents.

The mission statement outlines the purpose and core values guiding the development of parks and recreational experiences. It supports principles of sustainable development, community engagement, and inclusive recreational opportunities.

Both the vision and mission statements are grounded in the principle of delivering impactful experiences.



VISION

Enhancing premiere experiences for all through dynamic spaces where connections deepen, and thriving communities create unforgettable memories.



MISSION

Intentional development of parks and recreational experiences of the highest quality, ensuring opportunities for all, while focusing on sustainability, fostering community bonds, and creating memories that last a lifetime.

Kennewick Context

Kennewick is a growing city with a diverse economy, rich history, and access to outdoor recreational activities, making it an attractive place to live and visit. Kennewick is fortunate to have spectacular views of the Horse Heaven Hills to the south, Rattle Snake Mountain to the west, the Columbia River to the north, and the broad plains of the Columbia Basin and Blue Mountains to the east.

POPULATION CHARACTERISTICS

Kennewick, Pasco, and Richland together constitute the Tri-Cities area in southeastern Washington. Among these three cities, Kennewick stands as the most populous. The population in the City of Kennewick was estimated at 86,201 people in 2022, and is expected to grow to 89,171 people by 2027.

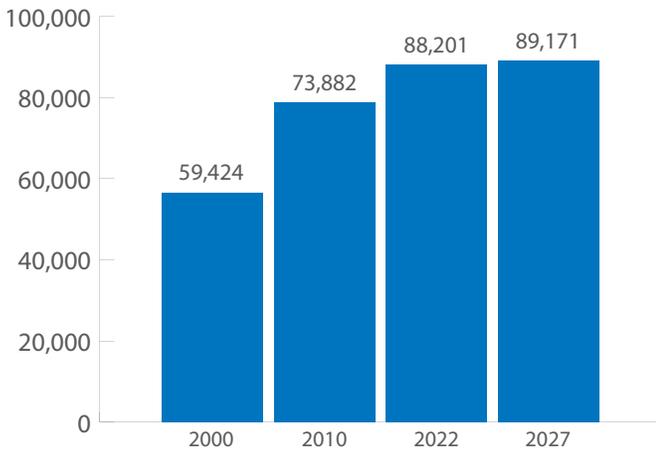


Figure 2: Population Change (2000 to 2027)



The Kennewick population is expected to grow by 0.68% annually from 2022 to 2027, a rate higher than both the State of Washington (0.52%) and the United States (0.25%).



Introduction

HOUSEHOLD CHARACTERISTICS

The household characteristics in Kennewick indicate that the community has a lower median income (\$66,824) than the State of Washington and the United States, and more households in poverty (13.11%) than the State of Washington and the United States.

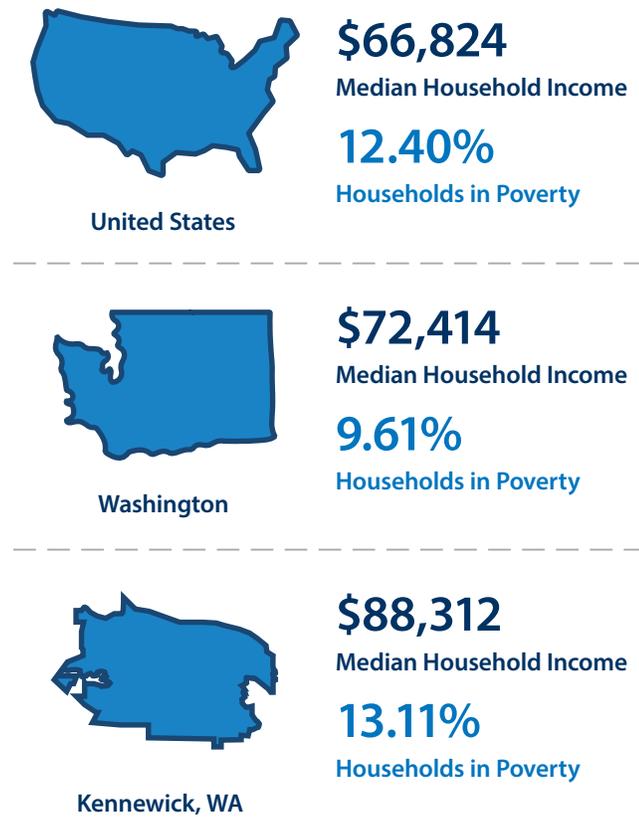


Figure 3: Household Characteristics (2022)

AGE DISTRIBUTION

The **median age of residents in Kennewick was 35.4 years old** in 2022, younger than the median age in the State of Washington (39.0) and the United States (38.9). The age groups making up the largest percentage of the population in the City were youth (0 to 19 years) at 28% and adults (ages 35 to 54 years) at 23%.

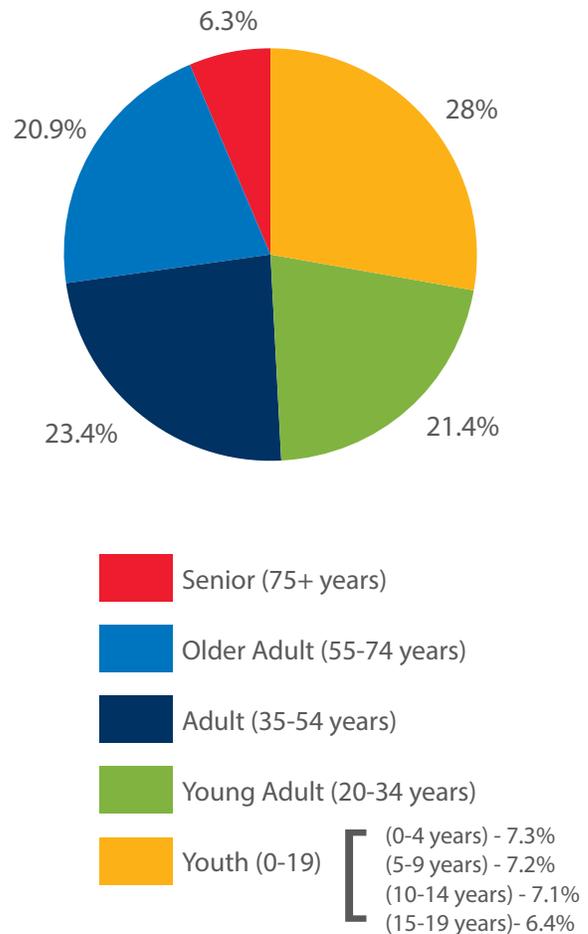


Figure 4: Age Distribution (2022)

Over the next five years, the age groups of **older adults, young adults, and youth** are expected to **shrink** in size, while **adults and seniors** expected to **increase**.

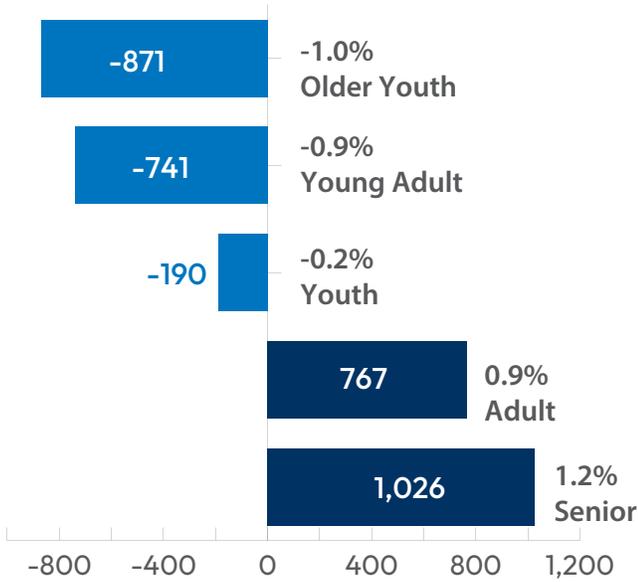


Figure 5: Age Growth Expected by 2027



RACIAL DIVERSITY

In the City of Kennewick, the demographic makeup is becoming increasingly more diverse. **From 2010 to 2022, the white population decreased by 14%.** Those of **“two or more races”** are making up more of the **population** (from 4% in 2010 to 13% in 2022), as well as **“other races”** not specifically defined in the census.

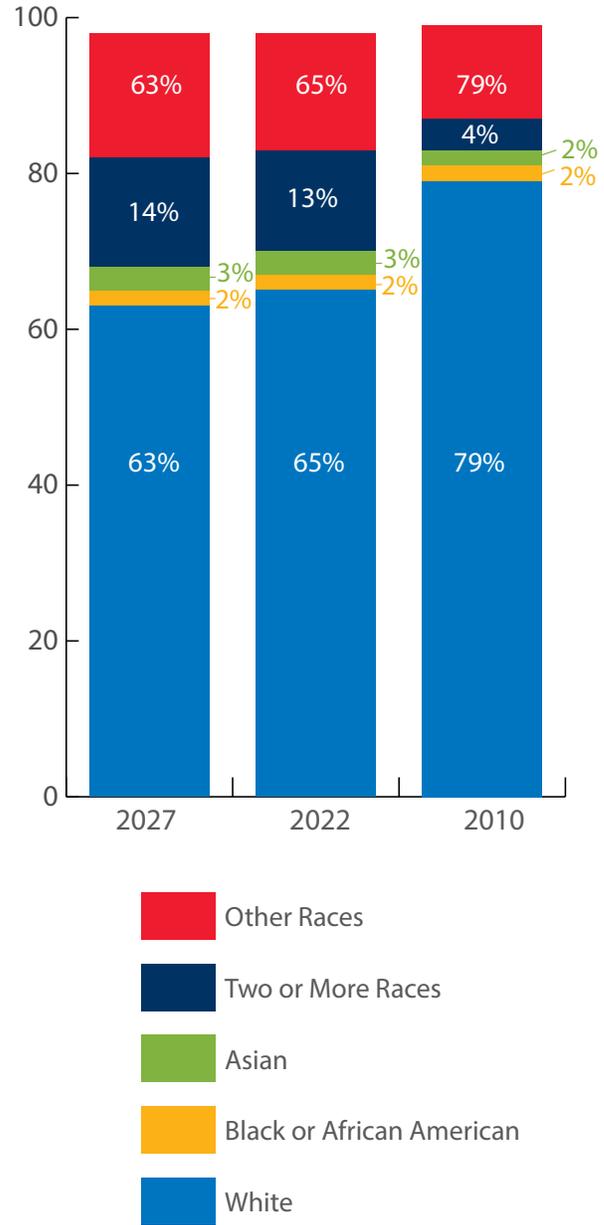
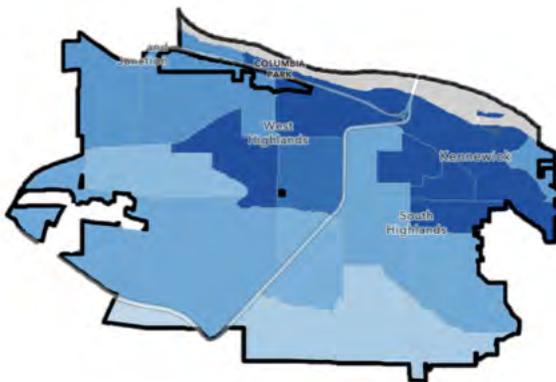


Figure 6: Change in Racial Diversity (2010 - 2027)

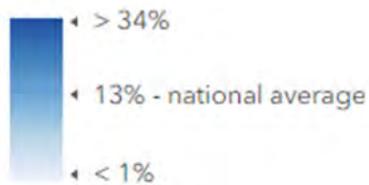


Approximately 24% (or 20,946 residents) in Kennewick speak Spanish. It is estimated that 30% of residents are of Hispanic origin (regardless of race), up from 24% in 2010.

Darker colors in the map represent the percent of population older than five years of age that speak Spanish at home.



Percent of Population Age 5+ Who Speak Spanish at Home



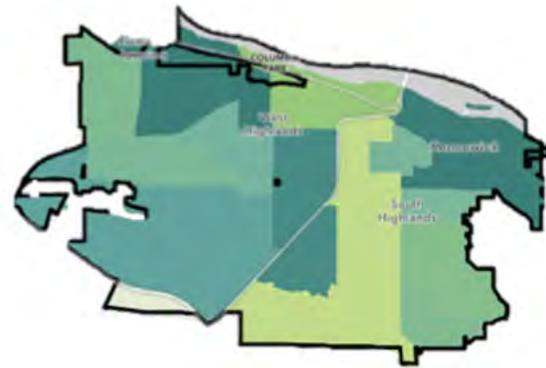
HEALTH AND DISABILITIES

According to the American Community Survey, 18.0% of individuals in the City live with a disability. Data from the American Community Survey indicates:

Approximately 8%, or 15,516 people, live with a vision or hearing difficulty.

The City of Kennewick has a growing population with a significant percentage of households in poverty and lower median income, which suggests a potential need for affordable and accessible parks and recreation programs.

Another 8.1% of the population live with an ambulatory difficulty, which means having serious difficulty walking or climbing stairs.



Percent of population with a disability



KEY FINDINGS

The following findings summarize the demographic information with potential impacts to the parks and recreation planning effort in the City of Kennewick:

- The City has a relatively younger population, with youth and adults between the ages of 35 to 54 making up the largest percentage, indicating a potential need for programs and services that cater to these age groups.
- The demographic makeup of Kennewick is becoming more diverse over time, which suggests a need for inclusive programming and services that cater to a variety of cultures and backgrounds.
- A significant percentage of individuals in Kennewick live with a disability, with vision, hearing, or ambulatory difficulties being the most prevalent, indicating a need for facilities and services that are accessible and accommodating to those with disabilities.
- With the expected increase in the adult and senior population, there may be a need for programs and services that cater to the aging population, such as senior fitness programs, community centers, and social programs.
- It may be important to consider the languages spoken at home in Kennewick when planning for programming and services, as the increasing diversity of the City suggests a need for multilingual materials and communication for inclusivity.
- Kennewick’s population is increasing, and many households have lower incomes, indicating a possible need for affordable and accessible parks and recreation programs



2



Budget, Staffing Assessment, & Benchmarking Review

BerryDunn assessed KPR's staffing structure and operating budget to evaluate its effectiveness and efficiency in meeting current and future community needs. This assessment drew heavily on benchmarks established by the 2023 NRPA Agency Performance Review, along with comparisons against five specific agencies.

Introduction

The 2023 NRPA Agency Performance Review compiles findings from NRPA Park Metrics, a benchmarking guide for effective resource and capital facilities management in the park and recreation field. This comprehensive data set, derived from over 1,000 unique park and recreation agencies across the U.S., offers insights into industry trends.

NRPA’s benchmarks are not meant to impose standards upon each agency; the uniqueness of communities’ needs, demographics, and services prevents a one-size-fits-all approach. The characteristics of residents, their preferences, and projected future trends inform the optimal mix of services and facilities an agency should provide.

The agencies selected for the comparative analysis were identified by the City of Kennewick as peer agencies, with data researched and sourced from 2023 budget documents.

The agencies that are compared include:

- Kennewick Parks and Recreation Department
- Auburn Parks, Arts, and Recreation Department
- Kirkland Parks and Community Services Department
- Meridian Parks and Recreation Department
- Pasco Parks and Recreation Department
- Richland Parks and Recreation Department

These cities were selected based on similarities in population size and geographic dimensions. In this study, all participating agencies, except Meridian, share a population below 100,000 residents, with Kennewick boasting 86,201 residents as of 2022. Geographically, the agencies vary from 23 square miles (Richland) to 43 square miles (Meridian), with Kennewick occupying an intermediate position at 28 square miles. This strategic selection provides context for the comparative analysis that closely aligns with Kennewick’s demographic and geographic characteristics.

Agency	Population	Square Miles
Richland Parks and Recreation Department	63,099	23
Auburn Parks, Arts, and Recreation Department	79,365	30
Pasco Parks and Recreation Department	80,646	27
Kennewick Parks and Recreation Department	86,201	28
Kirkland Parks and Community Services Department	92,165	24
Meridian Parks and Recreation Department	124,700	43

Table 1: Comparative Analysis – Population and Size

Organizational Context

KPR’s organizational structure outlines the activities and duties the department must take to achieve its goals. Its structure is the foundation on which its operating procedures and daily routines stand. KPR’s organizational functions are spread across three divisions: the Park and Facilities Services, Recreation Services, and Capital Improvement Services divisions. These divisions are supported by Administrative Services, which provides centralized support. Figure 7 maps KPR’s organizational structure.

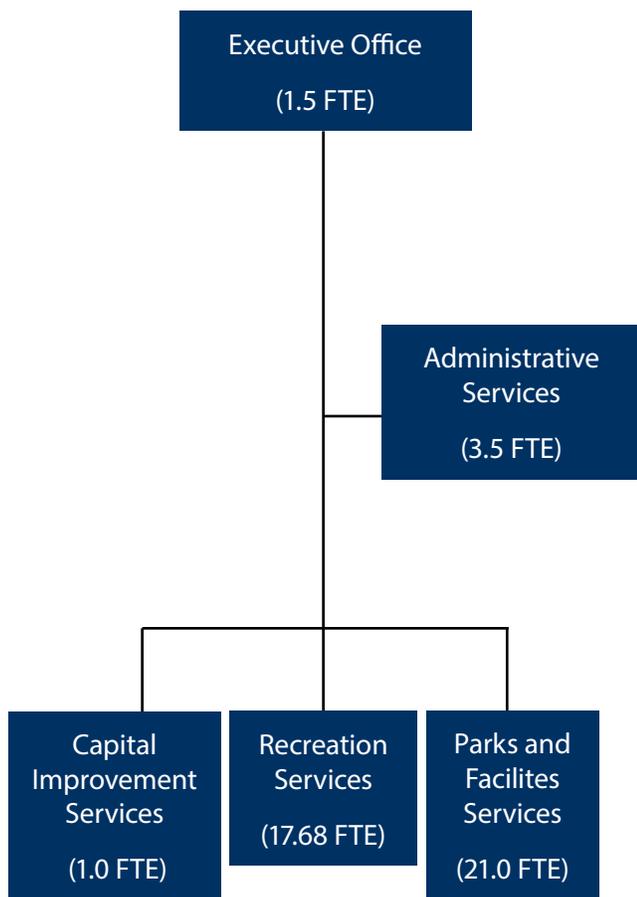


Figure 7: KPR Organizational Structure

DEPARTMENT FUNCTIONS

The Administration Services Division

handles day-to-day operations, fostering coordination and communication with the community and the Park Board.

The Capital Improvements Services Division

spearheads long-range strategic policy planning, park master planning, facility design, land acquisition, capital projects, and grant preparation.

The Parks and Facilities Services Division

oversees the utilization, safety, maintenance, and management of 698 acres of parkland. Moreover, this division upkeeps 19 facilities totaling 406,000 square feet and performs maintenance and repairs for the Kenneth Serier Memorial Pool (KSMP), along with other construction projects. City right-of-ways and 49 greenway acres also fall under Parks and Facilities Services Division maintenance.

The Recreation Services Division

offers comprehensive year-round recreation programs, special events, enrichment programs, and aquatics. This division operates and manages the KSMP, Numerica Pavilion, Keewaydin Community Center, Keenewick Activity Center, and Highlands Grange Building. Additionally, it coordinates almost 100 special event permits annually and hosts over 25 tournaments each year at the Southridge Sports and Events Complex. It oversees guest services operations and manages various business service functions, including facility and field scheduling.

FULL-TIME EQUIVALENT EMPLOYEE (FTE) ANALYSIS

Staff levels differ across park and recreation agencies. The 2023 NRPA Agency Performance Review finds the typical park and recreation agency includes 51.5 FTEs, with a mix of both full- and part-time staff. Staff size, however, varies significantly based on the size of the population served. Park and recreation agencies serving jurisdictions of 50,000 to 99,999 residents have a median of 75.8 FTEs on staff. Fiscal Year 2023 staffing for KPR consists of 44.7 FTEs.

Another way NRPA evaluates agency staffing is to measure staffing in relation to service population. The typical park and recreation agency has 8.9 FTEs on staff for every 10,000 residents in the jurisdiction served. Agencies in less populated areas tend to have more FTEs on staff per population. Agencies serving jurisdictions between 50,000 to 99,999 residents have a median of 11.2 FTEs for every 10,000 residents. KPR

operates with 5.2 FTEs per 10,000 residents. The low quartile is 6.6 FTEs for every 10,000 residents. KPR, serving a population of 86,201, operates with a staff of 44.7 FTE. Notably, this staffing level is about 12 FTEs lower than the lowest quartile of reporting agencies.

Table 2 illustrates the period between 2019 and 2023 when the FTE workforce growth at KPR remained stagnant, while the population expanded from approximately 81,000 to 86,000. Notably, in both 2020 and 2021, KPR had two more FTEs than its current count. A key observation is that the growth has been confined primarily to the Recreation Services Division, which saw an increase of 4.84 FTEs. However, it is important to highlight that this growth pertains exclusively to part-time seasonal Program Specialists and Lifeguards.

Division	2019	2020	2021	2022	2023	Net Change in FTEs
Executive Office	2.34	3	3	2	1	(1.34)
Administrative Services	4.3	3.8	3.8	3	4	(0.3)
Capital Improvement Services	2	2	2	1	0.5	(1.5)
Park and Facilities Services	22	20	20	20	21.5	(0.5)
Recreation Services	12.84	17.68	17.68	17.8	17.68	4.84
Total	43.48	46.48	46.48	44.68	44.68	1.2
FTE per 10,000 residents	5.0	5.4	5.4	5.2	5.2	.02

Table 2: FTE Count

In Figure 8, agency-specific benchmarking reveals an average FTE count of 7.4 per 10,000 residents.

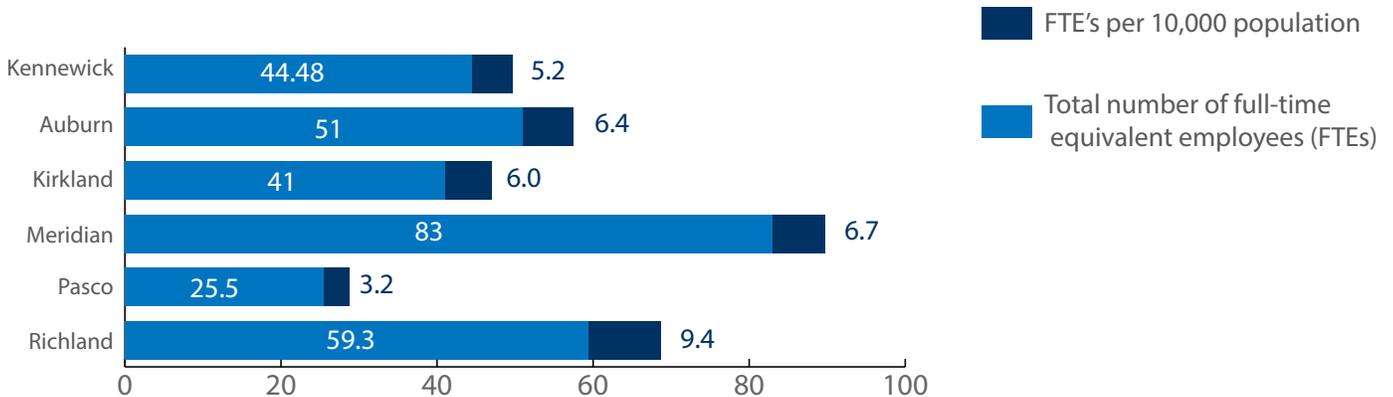


Figure 8: Comparative Analysis – FTE Count

Budget, Staffing Assessment, & Benchmarking Review

EXECUTIVE OFFICE:

- Deputy Parks and Recreation Director (1.0 FTE)

Assist the Parks and Recreation Director in overseeing the planning, development, and maintenance of parks, facilities, and recreational activities. The Deputy Director works closely with the Director to implement strategic initiatives, promote community engagement, and help ensure the effective operation of parks and recreation services.

ADMINISTRATIVE SERVICES:

- Guest Services Specialist (1.0 FTE)

Supports the smooth operation of the department by providing administrative support, facilitating communication, and helping to ensure efficient coordination of activities and resources.

- Strategic Partnerships Manager (1.0 FTE)

Enhance the quality and reach of park and recreation programs through effective volunteer engagement and strategic community partnerships.

PARK AND FACILITIES SERVICES:

- Crew Leader (3.0 FTE)

Responsible for managing and leading a team of workers engaged in various maintenance and operational tasks related to parks, recreational areas, events, and public spaces.

- Park Ranger (2.0) FTE

Park Rangers play a critical role in preserving the environment, supporting visitor safety, and providing educational programs and information to visitors.

- General Craftsperson (2.0 FTE)

Actively engage in hands-on maintenance tasks, addressing immediate maintenance needs and enhancing the overall upkeep of facilities.

RECREATION SERVICES:

- Program Coordinator (1.0 FTE)

Design recreational programs that synergize with community spaces, optimizing usage and well-being.

CAPITAL IMPROVEMENT SERVICES:

- Project Supervisor (1.0 FTE)

Manage procurement and contracting processes efficiently, allowing for cost-effective and timely execution of maintenance projects. Monitor budget allocations, helping to ensure funds are channeled toward critical deferred maintenance projects.

These positions have been recognized as crucial roles that significantly contribute to the effective functioning of the organization. The order of position priority is as follows:

1. Project Supervisor (1.0 FTE)
2. Crew Leader (1.0 FTE)
3. Strategic Partnerships Manager (1.0 FTE)
4. Guest Services Specialist (1.0 FTE)
5. General Craftsperson (2.0 FTE)
6. Crew Leader (2.0 FTE)
7. Park Ranger (2.0 FTE)
8. Deputy Parks and Recreation Director (1.0 FTE)
9. Program Coordinator (1.0 FTE)

Upon adopting the Comprehensive Plan, a Project Supervisor, a Crew Leader, a Strategic Partnership Manager and a Guest Services Specialist should be added to KPR staff to address immediate department needs.

The following 8 positions (12 FTE) have been identified as priority positions to be added within the next six years:

KPR’s budget has grown over the past three budget cycles, with its general fund budget increasing by 15% since 2019.

PER CAPITA SPENDING

Normalizing operating expenditure data by the agency’s service population is a meaningful way of articulating and comparing spending. By this measure, the 2023 NRPA Agency Performance Review finds the typical park and recreation agency has annual operating expenses of \$94.77 on a per capita basis. This measurement marks noncapital (i.e., for operational, services, and materials) dollar spending for each person living in a service area. In 2022, the median quartile spending for peer parks and recreation agencies catering to a population of 50,000 – 99,999 stood at \$121 per person within their service area. KPR’s projected expenditure for 2023 is \$88 per capita. Notably, the low quartile spending for agencies serving a population of 50,000 – 99,000 amounted to \$73.64 per capita. While KPR surpasses the low quartile spending benchmark, there remains a \$33 difference from the median quartile spending level.

In Figure 10, agency-specific comparative analysis reveals an average per capita spending of \$124. Kennewick is spending approximately \$36 less per capita than similar agencies.

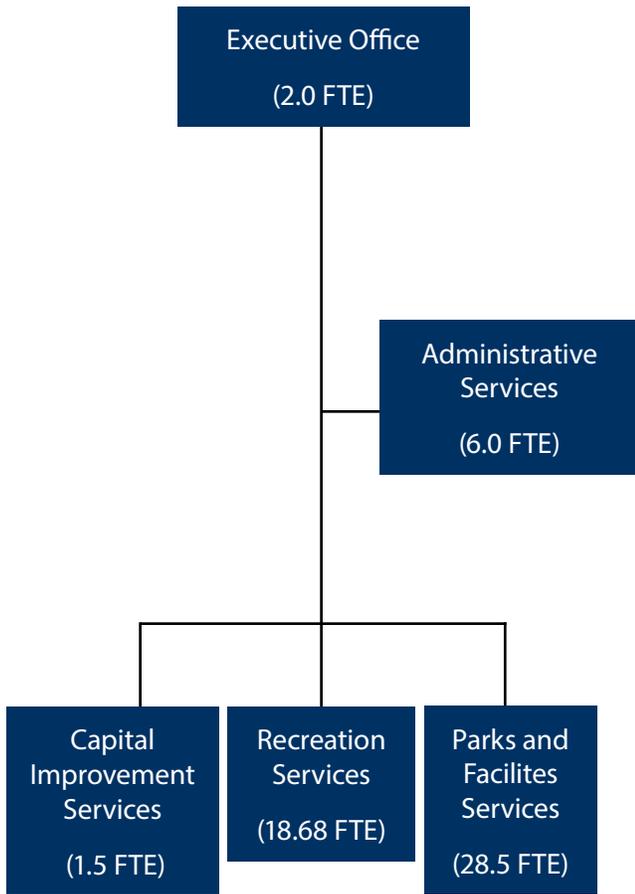


Figure 9: Future Organization Structure

Financial Assessment

The KPR budget is prepared on a biannual basis, for the year that begins January 1 and ends December 31. The general fund is the primary operating fund, which accounts for all financial and general revenues and expenditures. Table 3 provides the most recent general fund budget information.

	2019/2020	2021/2022	2023/24
General Fund	\$10,959,496	\$12,044,555	\$12,900,544
Columbia Park Golf Course	\$1,238,894	\$922,500	\$1,037,500
Total	\$12,198,390	\$12,967,055	\$13,938,044

Table 3: General Fund Budget

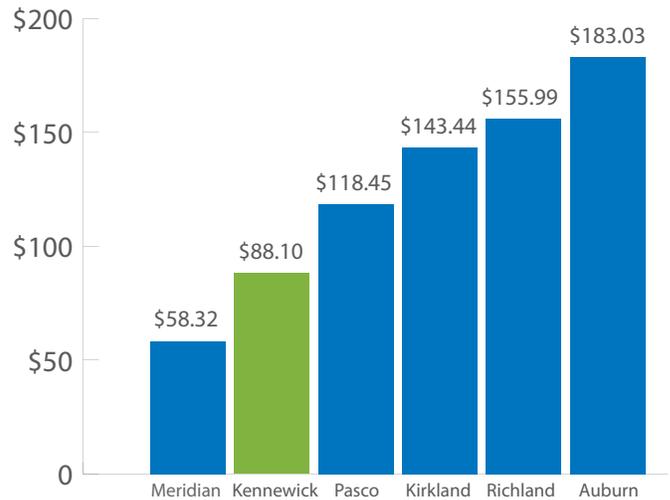


Figure 10: Comparative Analysis – Per Capita Spending

OPERATING EXPENDITURES PER ACRE

Operating expenditures can be normalized by the amount of parkland an agency manages. According to the 2023 NRPA Agency Performance Review for a typical agency, the median operating expenditure is \$7,388 per acre of park it manages. Agencies serving larger populations tend to have lower operating expenditures than those serving small- and medium-sized jurisdictions. The typical park and recreation agency serving a jurisdiction of fewer than 20,000 people spends a median of \$7,495 per acre of park and non-park sites. **The median increases to \$9,108 per acre for agencies serving jurisdictions with populations between 50,000 and 99,999**, but then declines to \$3,970 per acre managed for those serving more than 250,000 people.

KPR maintains 684 developed acres of parkland. Operating expenditures per acre are calculated by dividing total park-related operating expenditures by total parkland acres managed. KPR is projected to spend \$4,026 per acre in 2023. Given the existing budget allocation, achieving a spending level of \$8,106 is not feasible. For this analysis, aiming to match the low quartile spending of peer agencies is a more practical objective for KPR. The 2023 NRPA Agency Performance Review low quartile spending for jurisdictions with populations between 50,000 and 99,999 is \$5,434 per acre. This analysis finds KPR is spending 26% less than peer agencies when this metric is applied.

CAPITAL BUDGET SPENDING

Beyond day-to-day operations, the 2023 NRPA Agency Performance Review found park and recreation agencies have a median of \$10 million in capital expenditures budgeted for the next five years. Not surprisingly, the larger the agency, the larger its five-year capital budget. The typical park and recreation agency serving a population of 50,000 to 99,999 has a low quartile five-year capital budget of \$6 million. Five-year capital budgets increase greatly as the service population increases—to nearly \$43 million for those with more than 250,000 residents.

The 2023 KPR Capital Investment Plan (CIP) stands at around \$650,000. If KPR maintains this level of annual CIP investment, it will amount to \$3.2 million in capital investments over the next five years—half the investment made by peer agencies.

When a park or facility lacks sufficient funds for capital improvements, necessary repairs and upgrades are postponed, resulting in deferred maintenance. This postponement can lead to deterioration, increased repair costs over time, and a decrease in the overall quality of the park or facility. An undersized capital improvement budget can contribute to a growing backlog of deferred maintenance issues.

	Variables	Variance From Park Metric	Percentage Difference	Budget Difference
2023 Maintenance and Operations Budget	\$4,936,000			
Total Acres	684			
2023 Operating Expenditure per Acre	\$4,026			
Park Metric Low Quartile	\$5,434	\$1,408	26%	\$982,734
Park Metric Median Quartile	\$9,108	\$5,082	56%	\$3,547,236
Park Metric Upper Quartile	\$20,564	\$16,538	80%	\$11,543,524

Table 4: Per-Acre Spending Comparison



Community & Identified Needs

Community engagement played a pivotal role in the Comprehensive Plan update process, enabling an understanding of the present values and priorities of Kennewick residents. Soliciting community input has been integral in identifying the most frequently utilized facilities, pinpointing essential requirements, and gauging the preferred emphasis on recommendations.

Community & Identified Needs

Throughout the planning phase, BerryDunn used diverse approaches to gather community insights, including presentations to the Park and Recreation Commission, user-focused group sessions, stakeholder interviews, and a community-wide, statistically-valid survey. The recommendations outlined in the 2024 Parks and Recreation Comprehensive Plan Update are strategically aligned to mirror the recreational desires and preferences of Kennewick residents.

Key findings highlight strong support for KPR, a desire for partnership development, and a focus on enhancing indoor facilities and trails. Priorities for investment were identified in areas such as trails, aquatic, and waterfront access.



Stakeholder Interviews

BerryDunn interviewed individual stakeholders to identify pertinent concerns associated with recreation facilities and programs within the City. These interactions revealed a shared enthusiasm and endorsement for KPR, evident in their valuable insights into significant matters and contributions to devising strategies for an enhanced overall system. Recurring themes encompassed the necessity for a forward-looking plan that helps ensure the KPR's sustainability, increased indoor facilities and trails, and a strategic approach that acknowledges the importance of fostering partnerships.

Focus Group Sessions

In May 2023, BerryDunn orchestrated three focus group sessions to glean insights from user groups regarding current strengths, opportunities, and priorities. The objective was also to determine whether KPR effectively meets resident needs. A series of questions facilitated comprehensive input from all participants. The collective sentiment from the focus groups highlighted a community-wide consensus on KPR's responsiveness and receptiveness. Strengths were acknowledged in the form of the number and variety of parks available. Conversely, participants acknowledged maintenance as a weakness. Looking ahead to the next 5 to 10 years, there was a prevailing desire for KPR to amplify its focus on trail development. Preservation of existing assets emerged an additional key priority emphasized by participants.

Needs Assessment Survey

ETC Institute administered a parks and recreation Needs Assessment Survey for KPR during the spring of 2023. ETC Institute mailed a survey packet to a random sample of households in Kennewick. Each survey packet contained a cover letter, a copy of the survey, and a postage-paid return envelope. Residents who received the survey were given the option of returning the survey by mail or completing it online at [KennewickSurvey.org](https://www.kennewickrecreation.com/survey).

After the surveys were mailed, ETC Institute followed up by sending text messages and mailing postcards to encourage participation. The text messages and postcards contained a link to the online version of the survey to make it easy for residents to complete the survey. The goal was to collect a minimum of 400 completed surveys from residents. The goal was met with 414 completed surveys collected. The overall results for the sample of 414 households have a precision of at least +/-4.8 at the 95% level of confidence.

SURVEY FINDINGS

Use of Parks and Facilities

- Most respondents (91%) indicated that they had used parks, the recreation center, golf courses, Numerica Pavilion, or other facilities owned and maintained by the City of Kennewick during the past year. Of those who had visited those areas, most (74%) rated the overall quality as either good (56%) or excellent (18%).

Barriers to Use

- Respondents most often listed a lack of features they wanted to use (31%), lack of restrooms (28%), and not feeling safe using the parks/facilities (25%) as major barriers to use.

Satisfaction with Parks

- Respondents were asked to rate their level of satisfaction regarding 12 aspects of parks. Respondents were most satisfied (rating “satisfied” or “very satisfied”) with the adequacy of parking at parks (72%), maintenance of parks (63%), and quality of outdoor athletic fields and courts (53%). Respondents feel the most emphasis should be placed on the safety of parks (49%), maintenance of parks

(44%), and quality of swimming pools (30%) over the next five years.

Communications

- Respondents most often use the KPR website (KennewickRecreation.com) (59%), social media (51%), or word of mouth (50%) to learn about KPR news, events, programs, and activities. Respondents would most prefer to use the website (56%), social media (50%), email (26%), or television (24%).

Willingness to Volunteer

- Respondents were asked to select all the ways they would be interested in getting involved with volunteer work and advocacy with the City’s park system. Respondents were most interested in being special event volunteers (44%), getting involved with nature programming and education (37%), and joining friends of the park or a board of commission meeting (32%).

Agreement with Benefits

- Respondents were asked to rate their agreement with 11 statements regarding potential benefits of parks and recreation services. Respondents most agreed (selecting “agree” or “strongly agree”) that park and recreation services improves the overall quality of life in the City (85%), improves the health/wellbeing/fitness of residents (82%), and helps preserve open space and the environment (82%). These were also the three items most important to households. Improving the quality of life in the City (42%), contributing to a sense of community (33%), and improving health/wellbeing/fitness of residents (29%) were the three areas respondents said were most important to the future of the City.

Support for Improvements

- Respondents would most support (rating “somewhat supportive” or “very supportive”) improving/adding restroom facilities (86%), improving existing parks infrastructure (85%), and improving/expanding the existing trail system (84%). The three improvements most important to households are improving existing parks infrastructure (49%), developing an indoor aquatic center (40%), and developing new multi-use recreation facilities (37%).

PRIORITIES FOR FACILITY INVESTMENTS

The Priority Investment Rating (PIR) was developed by ETC Institute to provide organizations with an objective tool for evaluating the priority that should be placed on recreation and parks investments. The PIR equally weighs (1) the importance that residents place on amenities and (2) how many residents have unmet needs for the amenity.

Figure 11 shows the PIR for each of the 26 recreation facilities assessed on the survey.

Based on the PIR, the following parks and recreation facilities/amenities were rated as high priorities for investment:

- Trails—paved (PIR= 200)
- Bird and wildlife habitat areas (PIR= 187)
- Waterfront access (PIR= 184)
- Trails—unpaved (PIR= 156)
- Trails along canal pathways throughout City (PIR= 151)
- Park shelters, picnic areas (PIR= 149)
- Pools—outdoor (PIR= 134)
- Dog parks (PIR= 123)
- Playgrounds and play areas (PIR= 118)
- Biking trails (PIR= 104)

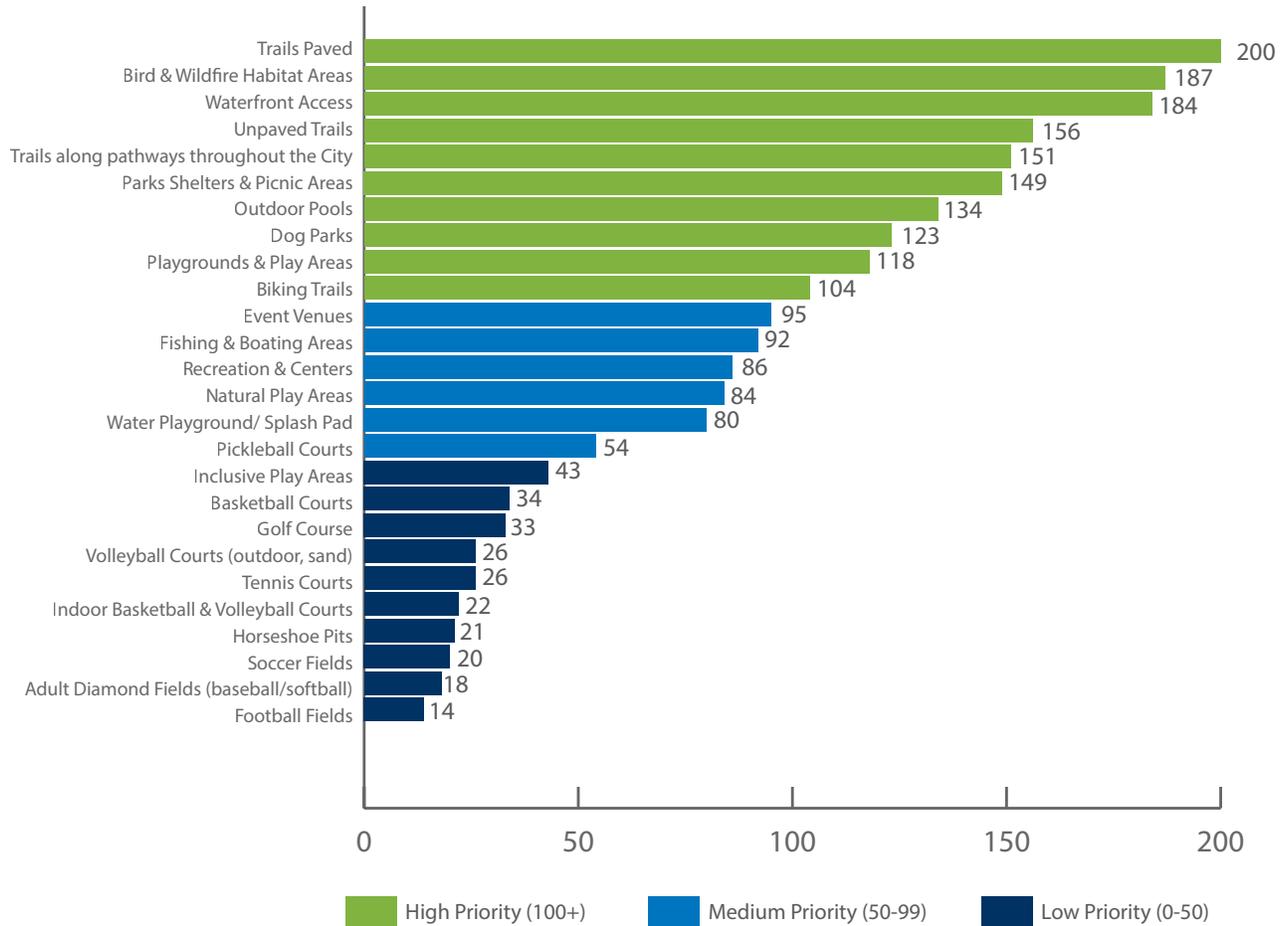


Figure 11: PIR for Facilities and Amenities

PRIORITIES FOR PROGRAM INVESTMENTS

The program investments PIR equally weights the importance residents place on a program and the unmet needs for the program. Based on the PIR, the following KPR programs were rated as high priorities for investment:

- Arts and culture (PIR=200)
- Fitness and wellness (PIR=187)
- Nature, environment, and ecology (PIR=182)
- Hobbies and life skills (PIR=176)
- Senior programs (PIR=167)
- Aquatics (PIR=165)
- Outdoor adventure (PIR=146)



Figure 12 shows the PIR for each of the 15 programs assessed.

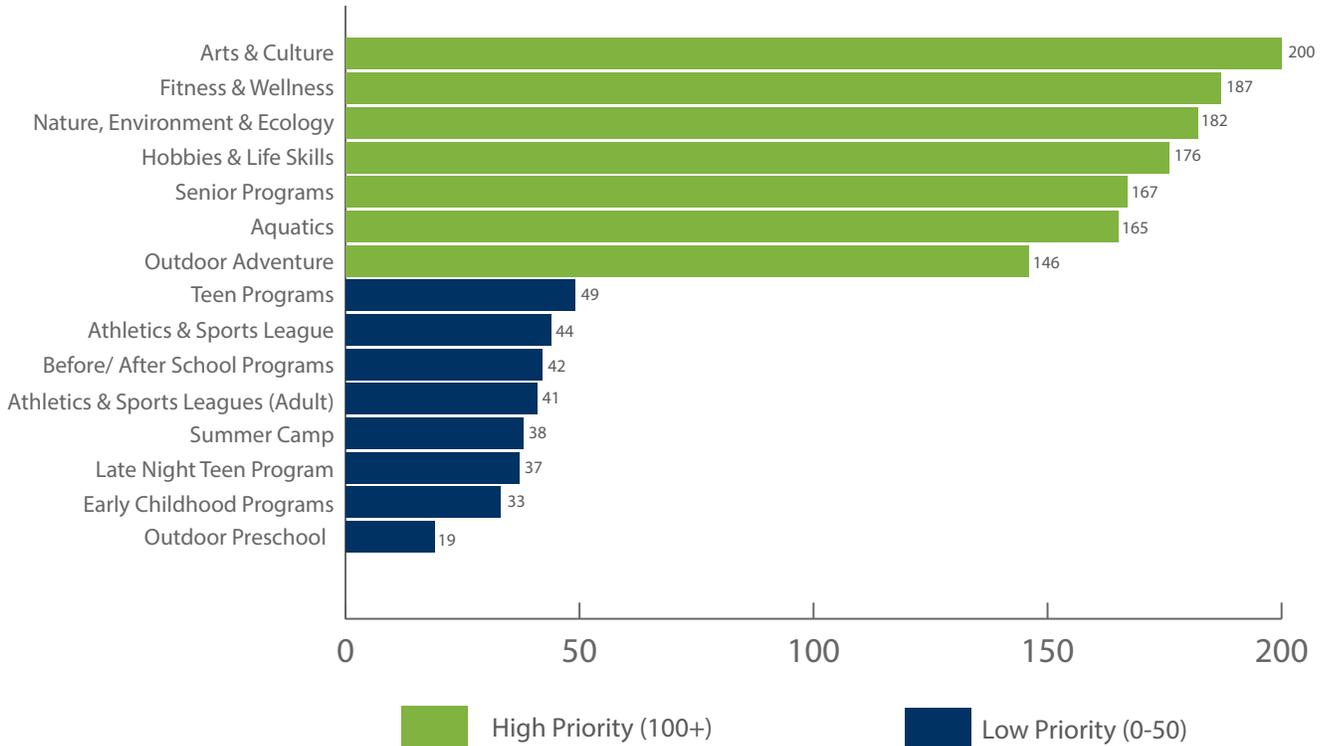


Figure 12: PIR for Programs

4



Facility Inventory & Level of Service Analysis

Level of Service (LOS) describes how a recreation system provides residents access to recreational assets and amenities. LOS indicates the ability of people to connect with nature and pursue active lifestyles, often reflects community values, and can have implications for health and wellness, the local economy, and quality of life.

Introduction

To help standardize parks and recreation planning, many parks and recreation professionals look for ways to benchmark and meet national standards. These standards might include how many acres, ballfields, pools, and playgrounds a community should have. In 1906, the fledgling Playground Association of America called for playground space equal to 30 square feet per child. In the 1970s and early 1980s, the first detailed published works on these topics began emerging (Gold, 1973; Lancaster, 1983). In time, “standard measurement” ratios emerged, with 10 acres of parklands per 1,000 becoming the most widely accepted norm. Other normative guides also have been cited as traditional standards but have been less widely accepted. In 1983, Roger Lancaster compiled a book called *Recreation, Park and Open Space Standards and Guidelines* published by the NRPA. Lancaster centered on a recommendation “that a park system, at minimum, be composed of a core system of parklands, with a total of 6.25 to 10.5 acres of developed open space per 1,000 population” (Lancaster, 1983, p. 56). The guidelines further recommended an appropriate mix of park types, sizes, service areas, acreages, and standards regarding the number of available recreational facilities per 1,000 people. The table became widely known as “the NRPA standards”, but these were never formally adopted for use by the NRPA.

Since that time, publications have updated and expanded upon possible standards, several of which the NRPA has published. Many of these publications did benchmark and other normative research to determine what an average LOS should be. Organizations such as NRPA and the American Academy for Park and Recreation Administration have focused on accreditation standards for agencies. These standards have been less directed toward outcomes and performance and more on planning, organizational structure, and management processes. NRPA standards for LOS do not exist.

Although the above standards can be valuable when referenced as norms for capacity, they are not necessarily the target standards for which a community should strive. Each agency is different, and the criteria above do not address several factors. For example:

- Does developed acreage include golf courses? What about indoor and passive facilities?
- What are the standards for skateparks? Ice arenas? Public art?
- What if it is an urban land-locked community? What if it is a small town surrounded by open federal lands?
- What about quality and condition? What if there are many ballfields, but they are not maintained?

GEO-REFERENCED AMENITIES STANDARDS PROGRAM® (GRASP®)

Parks, trails, recreation, and open space are part of an overall infrastructure for a community and are made up of various components, such as playgrounds, multipurpose fields, and passive areas. A methodology for determining the LOS is appropriate to address these and other relevant questions. Composite-values methods can be applied to measure and portray the service provided by parks and recreation systems. The trademarked name for the composite-values methodology process is called GRASP®.

This methodology records each park component’s geographic location, quantity, and capacity. It also uses comfort, convenience, and ambiance as characteristics that are part of the context and setting of a component. They are not characteristics of the element itself, but they enhance the value when they exist. Combining and analyzing each component’s composite value makes it possible to measure the service provided by a parks and recreation system from various perspectives and for any given location. Typically, this begins with deciding on relevant components, collecting an accurate inventory of those components, and conducting analysis.

KPR SYSTEM

KPR maintains 25 developed parks of varying sizes and intended uses. The City's two major regional parks are Columbia Park and the Southridge Sports and Events Complex. The 431-acre Columbia Park includes 5.5 miles of riverfront trail and a designated 70-acre regional linear park (the levee and Duffy's Pond Rivershore).

The system inventory map shows the relative size and distribution of existing parks and recreation facilities in and near the City of Kennewick. Green parcels represent parks. Map 1 also displays paths, trails, indoor facilities, other service providers, and schools. The map legend contains the complete list.

PARK CLASSIFICATIONS

While NRPA provides definitions for park classifications, it also acknowledges that each community is unique in terms of geographical, cultural, and socioeconomic makeup. As such, each community or park agency should develop its own standards for recreation, parks, and open space, with NRPA definitions as a guide.

As a means of organizing the City's public open space facilities, park areas are classified according to a hierarchy that provides for a comprehensive system of interrelated parks. All parks can be placed into specific categories or classifications. Some parks that meet neighborhood needs and have specialized amenities could be placed into more than one classification but are placed in the classification that meets the broadest definition. The park and open space classifications that are appropriate for KPR do not necessarily meet the NRPA guidelines in a strict sense as far as size or amenities, but they are appropriate to the overall offerings of the City. The KPR classifications are as follows:

- Neighborhood Parks (fewer than 25 acres)
- Premiere Parks (100+ acres)
- Community Parks (25 – 99 acres)
- Special Use Parks
- Natural Parks

NEIGHBORHOOD PARKS

In Kennewick, neighborhood parks are the most essential units of the park system and serve as the recreational and social focus of the neighborhood. Seventeen parks in the KPR system are classified as neighborhood parks. These parks typically include a playground, picnic areas, athletic fields or courts, open space, or other amenities. Kennewick neighborhood parks range in size from as small as the 0.06-acre Jay Perry Park to the 25-acre Hansen Park. Neighborhood parks serve an area within a 10-minute walk time or half-mile radius uninterrupted by major roads or other barriers. The desirable size is 3– 24 acres, but may be reduced based on neighborhood need.

COMMUNITY PARKS

Community parks are diverse in nature, serving a broader purpose than neighborhood parks. While community parks may include neighborhood park amenities—and act as neighborhood parks—the focus of a community park is on meeting community-based recreation, athletics, and open space needs. These parks may contain significant athletic complexes, aquatic amenities, walking paths, picnic areas, and various other active and passive amenities depending upon community needs and site suitability. In some cases, a park with only a single athletic field that provides a venue for community athletic organizations may fall into this category regardless of its small size. The community park may also be the venue of an activity or amenity that has broad community appeal but does not fit the “special use” designation.

Community parks usually serve multiple neighborhoods, with special amenities serving all City residents. For this park type, 25 acres or more are preferred, but special amenities of community interest or athletic fields that provide for the community as a whole may be on much smaller sites. Seven parks in the KPR system are classified as community parks. The desirable size is 25 – 40 acres.

PREMIERE PARKS

Regional parks are large park sites developed for organized play that generally contain a wide array of both passive and active recreation facilities and appeal to a diverse group of users. Regional parks provide a large expanse of open land designed to provide natural scenery and unique features of citywide and regional interest. They also offer pleasant environments and open space to engage in active and passive recreation. Effective utilization of woodlands, open lands, meadows, and, particularly, water features, are important to the design. The desirable size is 100 acres or more.

Columbia Park: The 431-acre Columbia Park, initially developed by the Army Corps of Engineers and Benton County, lies on the Kennewick side of the Columbia River. On March 21, 2000, the City completed the Master Development Plan for Columbia Park, which outlined future potential and standards for development of this regional asset. The plan and subsequent updates are incorporated into this Comprehensive Plan update document by reference. In addition, the 70-acre riverfront area from SR-395 to the Kennewick-Pasco Intercity Bridge—which encompasses the riverfront levee, associated uplands, and Duffy’s Pond—is considered part of the regional park service area. The Riverfront Master Plan II and the West End Master Plan address much of the future redevelopment at the site.

Southridge Sports and Event Complex: In March 2012, the Southridge Sports and Events Complex opened to the public. The complex provides sports fields and a 30,000-square foot pavilion that houses three full-size basketball and multisport courts and a multipurpose room. It also hosts the Carousel of

Dreams facility. An additional 10 acres adjacent to the facility is currently undeveloped but available for future growth and expansion.

SPECIAL USE PARKS

Special use parks cover a broad range of specialized park and recreation facilities, often with a single major use. Golf courses, historical sites, sports complexes, community center sites, and other special use facilities fall into this category. These parks may also include neighborhood or community park elements, but with amenities that have a regional appeal to visitors from outside City boundaries. The size of the park or facility site can vary significantly based on the needs of the facility. The Vietnam Memorial and Arboretum are classified as special use parks.

NATURAL PARKS

Open space areas are acquired to preserve the natural, unspoiled character of a particular location or geographic feature. These areas are typically important habitat conservation or environmentally-sensitive areas such as wetlands, shorelines, forest lands, and stream corridors. Passive recreation uses are appropriate for these sites, such as walking, bird watching, interpretive educational programs, and signage. Limited parking may be provided to support passive recreation needs with other support facilities, such as shelters and restrooms.

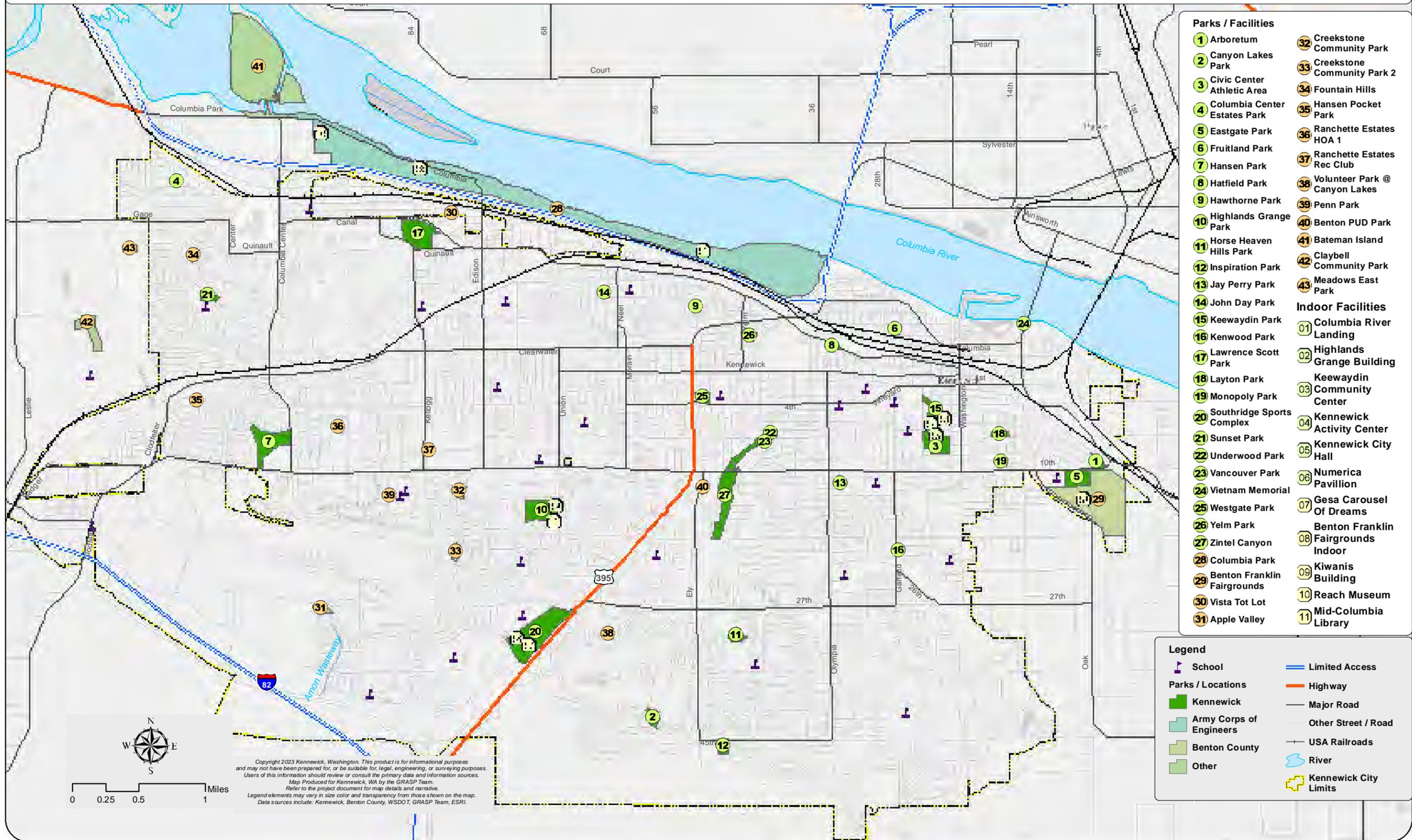
The desirable size is 25 acres or more, but smaller areas are acceptable, especially in developed areas, where the preserved open space is protecting environmentally-sensitive features. Smaller areas are encouraged to be maintained and protected through an HOA.





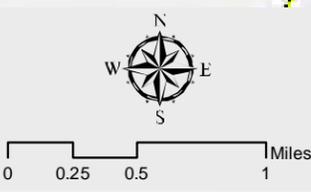
Parks & Recreation System Map

Kennewick, Washington



- Parks / Facilities**
- | | |
|--------------------------------|----------------------------------|
| 1 Arboretum | 32 Creekstone Community Park |
| 2 Canyon Lakes Park | 33 Creekstone Community Park 2 |
| 3 Civic Center Athletic Area | 34 Fountain Hills |
| 4 Columbia Center Estates Park | 35 Hansen Pocket Park |
| 5 Eastgate Park | 36 Ranchette Estates HOA 1 |
| 6 Fruitland Park | 37 Ranchette Estates Rec Club |
| 7 Hansen Park | 38 Volunteer Park @ Canyon Lakes |
| 8 Hatfield Park | 39 Penn Park |
| 9 Hawthorne Park | 40 Benton PUD Park |
| 10 Highlands Grange Park | 41 Bateman Island |
| 11 Horse Heaven Hills Park | 42 Claybell Community Park |
| 12 Inspiration Park | 43 Meadows East Park |
| 13 Jay Perry Park | |
| 14 John Day Park | |
| 15 Keewaydin Park | |
| 16 Kenwood Park | |
| 17 Lawrence Scott Park | |
| 18 Layton Park | |
| 19 Monopoly Park | |
| 20 Southridge Sports Complex | |
| 21 Sunset Park | |
| 22 Underwood Park | |
| 23 Vancouver Park | |
| 24 Vietnam Memorial | |
| 25 Westgate Park | |
| 26 Yelm Park | |
| 27 Zintel Canyon | |
| 28 Columbia Park | |
| 29 Benton Franklin Fairgrounds | |
| 30 Vista Tot Lot | |
| 31 Apple Valley | |
- Indoor Facilities**
- | |
|---------------------------------------|
| 01 Columbia River Landing |
| 02 Highlands Grange Building |
| 03 Keewaydin Community Center |
| 04 Kennewick Activity Center |
| 05 Kennewick City Hall |
| 06 Numerica Pavilion |
| 07 Gesa Carousel Of Dreams |
| 08 Benton Franklin Fairgrounds Indoor |
| 09 Kiwanis Building |
| 10 Reach Museum |
| 11 Mid-Columbia Library |

- Legend**
- | | |
|-------------------------|-----------------------|
| School | Limited Access |
| Parks / Locations | Highway |
| Kennewick | Major Road |
| Army Corps of Engineers | Other Street / Road |
| Benton County | USA Railroads |
| Other | River |
| | Kennewick City Limits |



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Inventory Methods and Process

In March 2023, BerryDunn used mobile tablets preloaded with GIS data to conduct site assessments at KPR parks, trails and open spaces. The inventory for this study focused primarily on components at outdoor public spaces. The following information was collected during site visits:

- Component type and geo-location
- Component functionality
- Assessment scoring is based on the condition, size, site capacity, and overall quality
- The inventory team used the following four-tier rating system to evaluate park components:
 - » 0 = Nonfunctioning
 - » 1 = Below Expectations
 - » 2 = Meets Expectations
 - » 3 = Exceeds Expectations
- Components were evaluated from two perspectives:
 - » The value of the component in serving the immediate neighborhood
 - » The value of the component to the greater community
- **NEIGHBORHOOD SCORE:**
 - » Each component was evaluated from the perspective of a resident who lives nearby
 - » High-scoring components are easily accessible to pedestrians in the neighborhood, are attractive for short and frequent visits, and are unobtrusive to the surrounding neighborhood
 - » Low-scoring components may have limited access to residents such as locked gates, have nuisance features such as sports lighting, or draw large crowds for which parking is not provided

- **COMMUNITY SCORE:**

- » Components were evaluated from resident perspectives in the greater community
- » High-scoring components in this category may be unique components within the parks and recreation system, have a broad draw throughout the community, have the capacity and associated facilities for community-wide events, or are in areas accessible only by car
- » An example of low-scoring components may be when a park’s components are limited to only homeowner association (HOA) residents

- **SITE MODIFIERS:**

- » In addition to standard components, the inventory also evaluates features that provide comfort and convenience to users
- » These are things a user might not go to the parks specifically to use, but are aspects that enhance their experience by making it a nicer place to be
- » Modifiers encourage people to stay longer and enjoy the components more fully
- » The presence of features such as water fountains, shade, seating, and restrooms in proximity to a component increases the component’s value
- » These features are scored as described above with the 0 – 3 system; scoring focuses on service to the user rather than the quantity

After the site visits, a scorecard and inventory map were created for each facility. Following review and approval of park scorecards and inventory maps by KPR, a GRASP® Inventory Atlas was created. The Atlas is provided as a supplemental document to the Comprehensive Plan update.

TRAIL CORRIDORS

Trail corridors provide access to park sites, environmental areas, community facilities, commercial districts, and residential neighborhoods. Trail corridors are linear parks that may have local and regional significance.

In recent years, much attention has been given to urban and non-urban trail development in the Tri-Cities. Trail development by definition should include provisions for bicycles, pedestrian, horseback riding, hiking, or other compatible trail type activities. Recent highway construction has created additional pathways from Richland to Kennewick; both Kennewick and Pasco have lowered the river levees and developed a

wide meandering surfaced pathway along the top of the lowered levees.

In focus group sessions and one-on-one discussions, trail access is a reoccurring theme that the City will need to address. It is vital to take a holistic approach to trail access and connectivity. The community survey assessed the importance residents placed on 26 facilities and amenities. Based on respondents' top four choices, trails ranked most important. The percentage of residents who selected each facility/amenity as one of their top four choices is shown in the chart below.

Facilities Most Important to Households

by percentage of respondents who selected the items as one of their top four choices

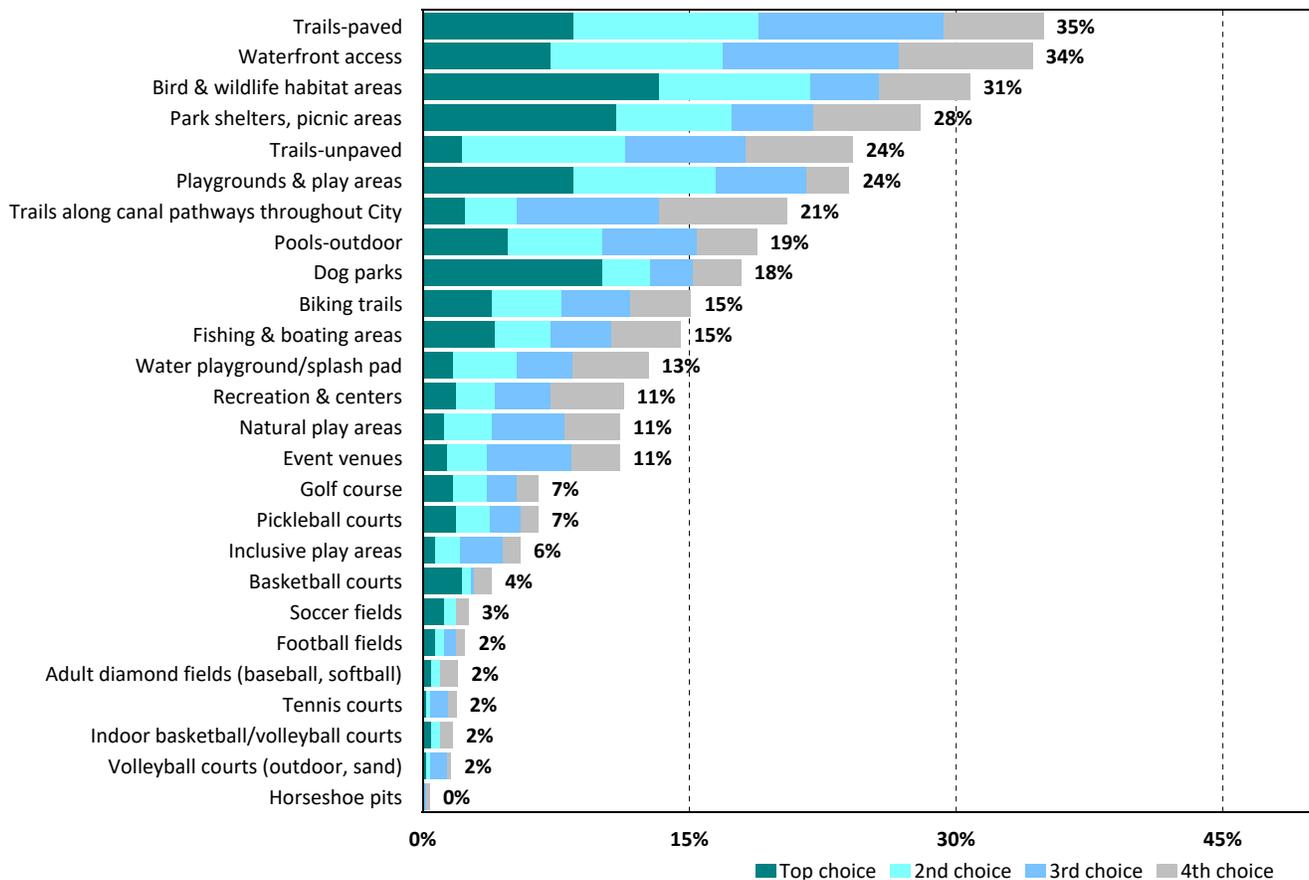


Figure 13: Community Survey – Facility Importance

To facilitate increased trail access, cooperation and coordination with the City's Transportation, Engineering, and Public Works Divisions are essential. Additionally, KPR should collaborate with regional partners like Visit Tri-Cities, the Kennewick Irrigation District, and the Benton-Franklin Council of

Governments for regional trail planning, wayfinding, and other access-related projects. Exploring the possibility of converting open irrigation canals into underground pressurized systems for use as paths or trails in conjunction with the Kennewick Irrigation District should also be considered.

Sacagawea Heritage Trail

The Sacagawea Heritage Trail is a scenic river trek along the Columbia River through Kennewick, Richland, and Pasco. The trail is a 23-mile blacktop loop with portions on both sides of the Columbia River. The Sacagawea Heritage Trail plays on the vision for a continuous bicycle and pedestrian route connecting

the Tri-Cities. The trail, showcasing interpretive opportunities, is intended to serve as an amenity for both local residents and visitors. The nonmotorized loop routes along the riverfronts in the Tri-Cities area and links with waterfront parks.



Figure 14: Sacagawea Heritage Trail Map

INDOOR FACILITIES

Across the country, community centers are evolving from their original purpose as a community gathering place with facilitated programs into recreation centers that offer a host of fitness and active-life options, including pools, exercise and dance classes, weight rooms, personal trainers, and sports courts. A well-run facility serves as a thriving hub of activity for youth, adults, families, older adults, and civic organizations. KPR operates four indoor facilities; two operate as traditional community centers. The presence of sports courts at Numerica Pavilion meets the definition of

a recreation center, but it is operated as a sports and event center.

Park Metrics finds 63% of reporting agencies offer an indoor facility that meets the definition of a recreation center. In 2022, peer parks and recreation agencies serving a population of 50,000 – 99,999 residents provided one recreation center per 38,000 residents. The community survey found 73% of Kennewick respondents to be very or somewhat supportive of developing a multiuse recreation facility.

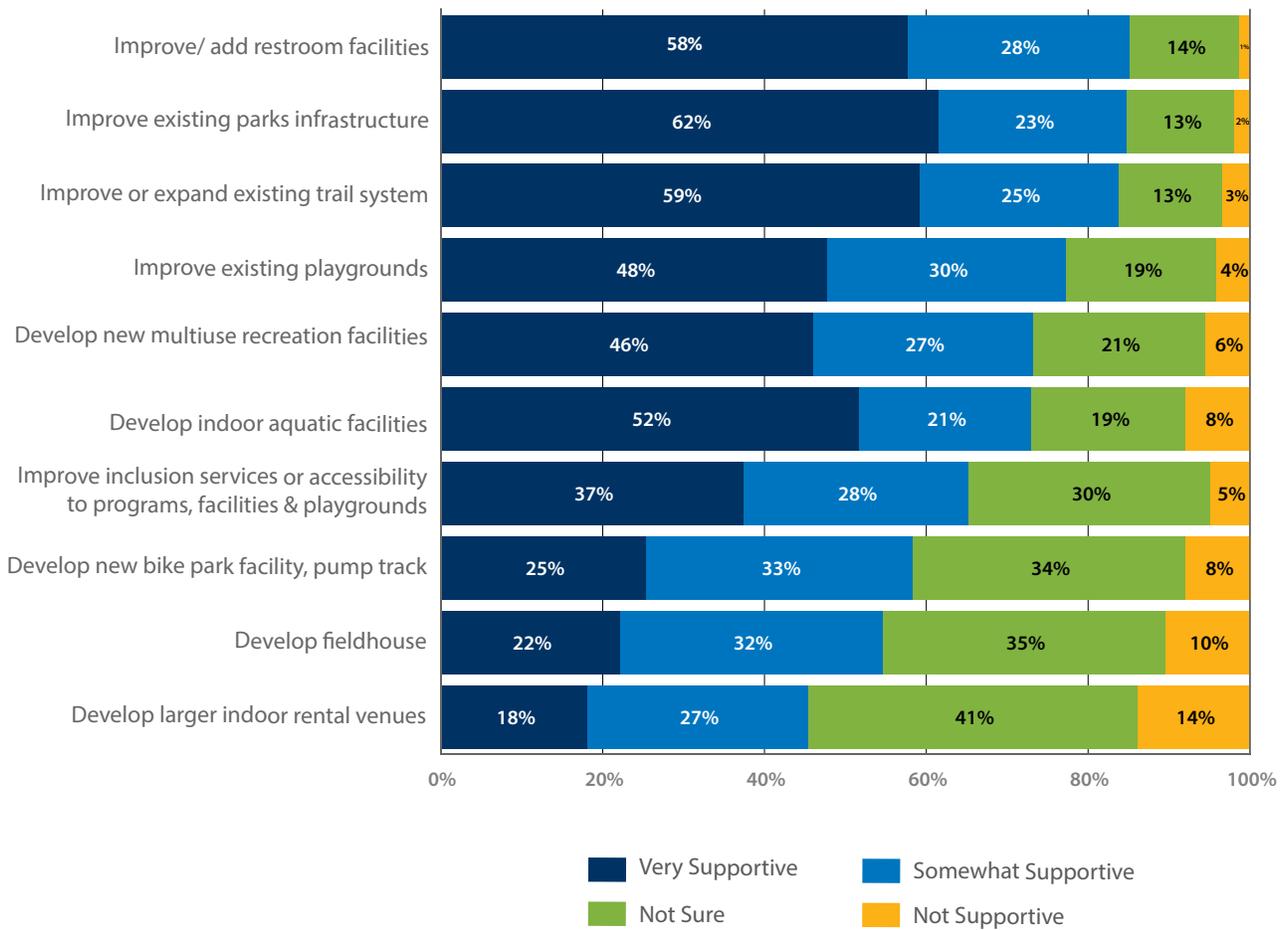
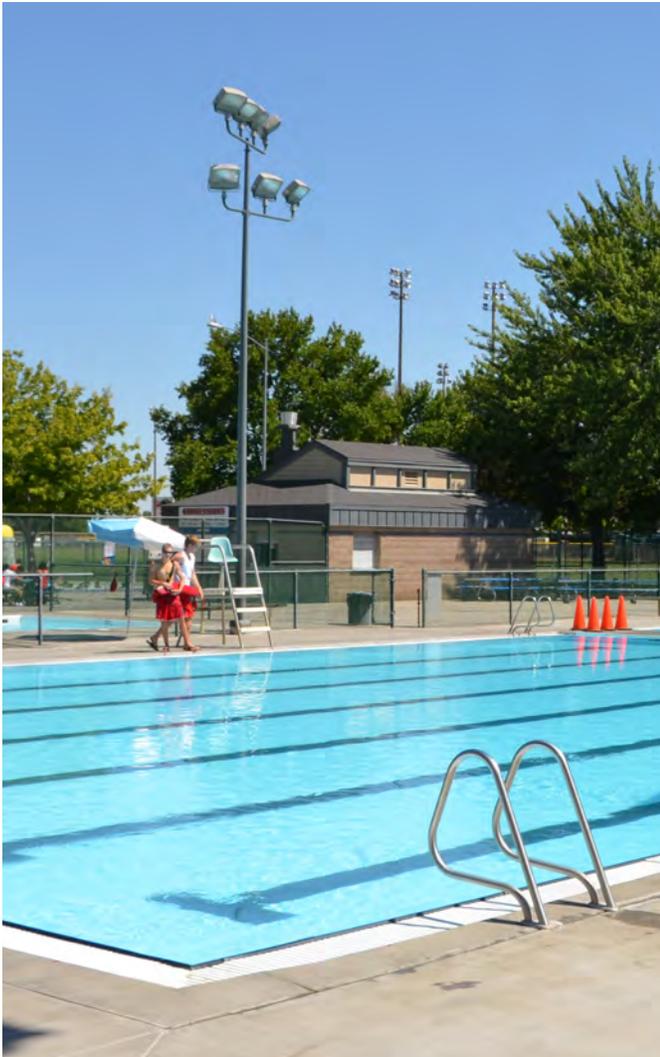


Figure 15: Community Survey – Support for Multiuse Recreation Center

AQUATIC FACILITIES

Opened in 1955, the Kenneth Serier Memorial Pool (KSMP) has served residents for nearly 70 years. With three separate swimming tanks, KSMP offers something for everyone. The main tank is a six-lane, 25-yard pool and varies in depth from four to six feet. The diving tank has a depth of 13 feet, has one diving board, and a climbing wall. The training tank starts at six inches and has a depth of three-and-a-half feet.



The last significant upgrade to KSMP occurred in 1987. KSMP has exceeded the average lifespan of an outdoor aquatic facility by 30 years. The community survey found 56% of respondents were dissatisfied or very dissatisfied with the quality of KPR swimming facilities.

Quality of Swimming Facilities

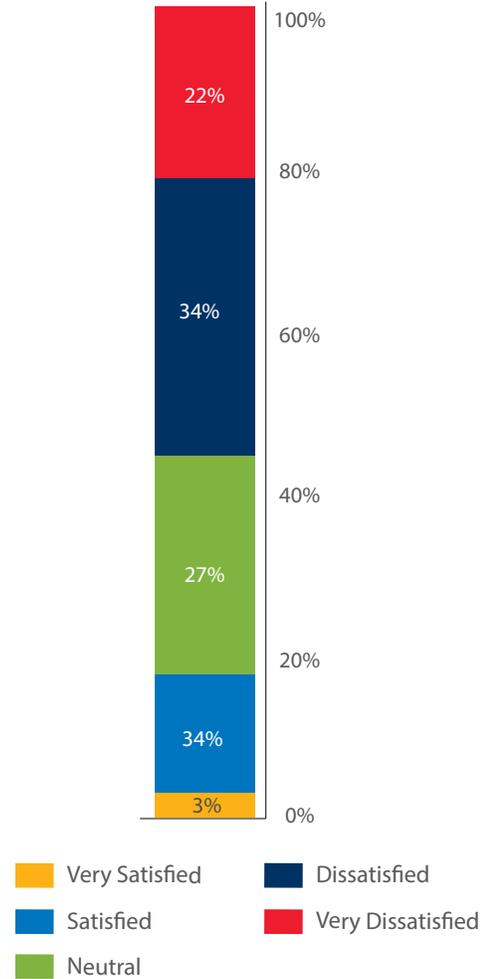


Figure 16: Community Survey for Pool Satisfaction

Facility Inventory & Level Of Service Analysis

Respondents identified the quality of swimming pools as one of the top three areas they feel the most emphasis should be placed on (30%) over the next five years.

Which three of the items from the list should receive the most emphasis over the next five years?
by percentage of respondents who selected the items as one of their top three choices

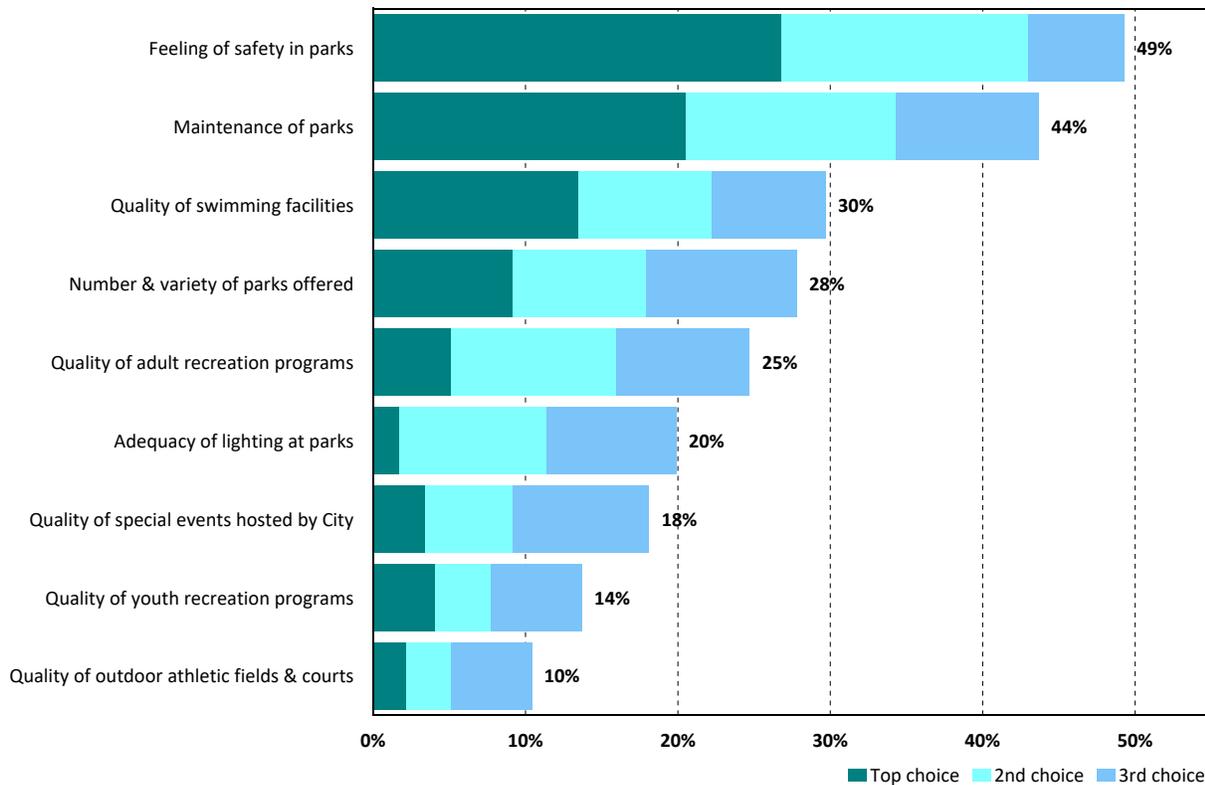


Figure 17: Community Survey – Emphasis Over the Next Five Years

JC Draggoo & Associates assessed sport facilities in the Kennewick area in 1995, summarizing results in a January 1996 report. The report was reviewed and updated in the Design Development Report, Economic Development Plan, and Asset Management Program for the Proposed Southridge Tournament Sports Fields Complex, dated September 13, 2004, by Public Enterprise Group (PEG). The Draggoo report highlighted the need to construct an indoor swimming pool.

Park Metrics finds 51% of reporting agencies offer an outdoor pool, and 28% have an indoor aquatics center. In 2022, peer parks and recreation agencies serving a population of 50,000 – 99,999 residents provided one outdoor pool per 43,100 residents and one indoor aquatic center per 64,150 residents.

The 2013 and 2018 Park and Recreation Comprehensive Plans each called for an additional outdoor and/or indoor swim facility. An indoor facility would reduce the existing outdoor facility demands by spreading lessons and classes over 12 months as opposed to 3 months.

Condition Audit

Each facility location and all on-site components have been assigned a GRASP® score. The resulting scores reflect the overall value of that site. A basic algorithm calculates scoring totals, accounting for components and modifiers for every park and facility in the inventory. Scores for each facility can be found in Table 5. Observations based on park and facility visits include the following:

- Kennewick has a variety of parks and components, but the system does not have a dog park.
- There is a need across the system for park and component updates; specifically, park signage, sport court surfacing, field fencing, curbing at playgrounds, and information kiosks. Many playgrounds and restrooms are also due for replacement.

COMPONENT SCORING

A component is any amenity—such as a playground, picnic shelter, basketball court, or athletic field—that allows people to exercise, socialize, and maintain healthy physical, mental, and social well-being. A list of GRASP® components and definitions can be found in Appendix A.

All components were scored based on condition, size, site capacity, and overall quality, reflecting the user’s expectations of recreational features. Beyond the quality and functionality of components, GRASP® considers other essential aspects of a park or recreation site. Not all parks are created equal, and their surroundings may determine the quality of a user’s experience. The GRASP® system acknowledges the differences to the user experience between identical playground structures in Figure 18.

Overall, component scoring in Kennewick differs from the national GRASP® database relative to distribution of scores. KPR components are 5% more likely to score 0 or 1 when compared to the national data set.

KPR Neighborhood Scores		National Data Set Neighborhood Scores		KPR Community Scores		National Data Set Community Scores	
Scores	%	Scores	%	Scores	%	Scores	%
0	8%	0	3%	0	11%	0	3%
1	15%	1	10%	1	68%	1	10%
2	71%	2	79%	2	6%	2	78%
3	6%	3	8%	3	5%	3	9%

Table 5: KPR Component Score Versus National Data Set



Figure 18: GRASP® User Experience Differences

KPR PARK SCORING

Park scoring measures how the parks and components serve residents and users. These scores often make the most sense when compared within the same classification (i.e., when comparing one neighborhood park to another). It may be reasonable that there is a wide range of scores within a category. Still, it may also be an opportunity to re-evaluate a park's particular classification based on the service to the community or neighborhood it serves.

Cumulative scores most directly reflect the number and quality of components. The availability of modifiers, such as restrooms, drinking fountains, seating, parking, and shade, also impact park scores. Higher scores reflect additional recreation opportunities than lower scores. There is no ultimate or perfect score. Each park has a GRASP® Neighborhood and Community Score. The biggest difference between these measurements is that the Neighborhood Score focuses on component diversity, while the Community Score also considers the quantity of each component. An example of this might be a park with several different components

(e.g., playground, picnic shelter, basketball court and four tennis courts). The GRASP® Neighborhood Score would reflect that users have access to four different components, but the GRASP® Community Score not only recognizes the four unique component types but also factors in the four tennis courts. In this case, the park would score a higher GRASP® Community Score than a GRASP® Neighborhood Score.

Park scores sorted by park classification are shown in Table 6. There is some variety in scores among park classifications. This may mean some adjustments to park classifications are needed to align services and public expectations.

There is no ultimate or perfect park score. Scores are cumulative and reflect the total number and quality of park components in addition to the availability of amenities, such as restrooms, drinking fountains, seating, parking, and shade. In general, parks with the highest scores offer more and better recreation opportunities than those with lower scores.



Facility Inventory & Level Of Service Analysis

KPR	GRASP® Neighborhood Score	GRASP® Community Score	Total Components	Park Classification	Acres
Columbia Park	231	315	64	Premiere	431
Southridge Sports Complex	60	103	17	Premiere	55
Lawrence Scott Park	59	205	35	Community	28
Westgate Park	5	34	5	Community	5
Highlands Grange Park	78	86	16	Community	25
Eastgate Park	46	79	16	Community	15
Civic Center Athletic Area	34	58	10	Community	15
Keewaydin Park	31	34	7	Community	13
Sunset Park	44	52	10	Neighborhood	6
Hansen Park	38	38	7	Neighborhood	25
Canyon Lakes Park	34	34	7	Neighborhood	5
Inspiration Park	34	34	6	Neighborhood	5
Horse Heaven Hills Park	20	31	12	Neighborhood	5
Fruitland Park	24	26	6	Neighborhood	3
Underwood Park	24	24	5	Neighborhood	3
Hawthorne Park	18	24	6	Neighborhood	1.4
Monopoly Park	20	20	4	Neighborhood	1
Vancouver Park	15	19	5	Neighborhood	2
Hatfield Park	12	12	2	Neighborhood	3
John Day Park	12	12	2	Neighborhood	2
Jay Perry Park	14	10	3	Neighborhood	0.6
Layton Park	8	10	5	Neighborhood	3
Kenwood Park	9	9	7	Neighborhood	1.1
Columbia Center Estates Park	8	8	3	Neighborhood	2
Yelm Park	8	8	4	Neighborhood	3
Vietnam Memorial	8	10	4	Special Use	1.1
Arboretum	4	4	1	Special Use	5
Zintel Canyon	31	31	6	Natural Park	34

Table 6: Park Scores

ALTERNATIVE SERVICE PROVIDERS

Evaluators conducted a widespread effort to identify and evaluate alternative service providers of outdoor recreation facilities. Each facility was evaluated using the same scoring method. Components were located using aerial photography and confirmed during site visits. Facilities with restricted access were noted.

Table 7 provides an alphabetical listing of facilities provided by alternative service providers located within or near Kennewick. Other service providers provide access to approximately 300 acres of parkland and 75 additional park components.

KPR	GRASP® Neighborhood Score	GRASP® Community Score	Total Components	Park Classification	Acres
Claybell Community Park	53	101	20	Community	16
Apple Valley	9	2	3	HOA	4
Creekstone Community Park	34	5	7	HOA	4
Creekstone Community Park 2	22	5	5	HOA	3
Fountain Hills	7	2	2	HOA	2
Hansen Pocket Park	14	5	2	HOA	0.5
Ranchette Estates HOA 1	9	2	6	HOA	1.2
Ranchette Estates Rec Club	13	4	2	HOA	1.0
Volunteer Park at Canyon Lakes	24	5	4	HOA	2
Benton-Franklin Fairgrounds	5	29	5	Special Use	101
Bateman Island	73	101	13	Natural Park	161
Vista Tot Lot	7	7	2	Neighborhood	0.3
Benton PUD Park	14	14	2	Neighborhood	1.3
Meadows East Park	6	6	2	Neighborhood	3
Penn Park	7	7	3	Neighborhood	0.8

Table 7: Other Service Providers

Facility Inventory & Level Of Service Analysis

Table 8 provides a component summary of schools within or near Kennewick. Limited access hours at schools result in a lower LOS.

To account for this restricted availability, schools are assessed at a discounted rate in the LOS analysis.

Location	Playground	Open Turf	Multiuse Court	Basketball	Rectangular Fields, All Sizes	Diamond, Practice	Diamond Ballfield	Tennis	Athletic Track
Amistad Elementary	2	1	2	4	1				
Amon Creek Elementary	2	1	2	2	3	1			
Canyon View Elementary	2	1	1	2	1	2			
Cascade Elementary	2	1	2	1	2	1			
Cottonwood Elementary	2	1	2	2	2	2			
Eastgate Elementary	2	1	1	2	2	1			
Edison Elementary	3	1	2	4	4	1			
Fuerza Elementary	2	1	2	2	1	1			
Hawthorne Elementary	3	1	2	3	2	1			
Lincoln Elementary	2	1	2	2	1	1			
Sage Crest Elementary	2	1	1	2	3	1			
Southgate Elementary	2	1	2	2	4	1			
Sunset View Elementary	2	1	1	2	2				
Vista Elementary	2	1	1	1	1	1			
Washington Elementary	2	1	1	1	3	1			
Westgate Elementary	3	1	1	1	2	1			

Facility Inventory & Level Of Service Analysis

Location	Playground	Open Turf	Multiuse Court	Basketball	Rectangular Fields, All Sizes	Diamond, Practice	Diamond Ballfield	Tennis	Athletic Track
Chinook Middle School		1		3	1		4		1
Desert Hills Middle School		1	1	3	3		4		1
Highlands Middle School		1	1	3	1		4		1
Horse Heaven Hills Middle		1	1	2	3		5		1
Park Middle School		1	1	2	2	4			1
Kamiakin High School		1			3	1	1	8	1
Kennewick High		1			2			8	1
Legacy High School		1		1					
Southridge High School		1		2	3	2	2	8	1
Total:	35	25	29	49	52	23	20	24	8

Table 8: School Component Summary

GRASP® COMPARATIVE DATA

Using GRASP® scores enables comparison between KPR to systems across the country. The GRASP® National Data Set consists of 86 agencies, 5,584 parks, and more than 31,000 components. Table 9 provides additional comparative data from communities of similar populations across the United States. Because each community is unique, there are no standards or

“correct” numbers, but the analysis offers interesting comparisons and insight into the Kennewick system versus other communities. For example, it might be concluded that Kennewick offers fewer parks than other agencies; however, it has higher-scoring, more developed parks. Fewer parks tend to limit walkable access.

Agency	Willamalane, OR	Perris, CA	Kennewick, WA	Kirkland, WA	Meridian, ID	Average
Year	2022	2020	2023	2021	2022	
Population	70,337	79,137	86,170	92,165	124,790	90,520
Study Area Size	14,610	20,285	39,694	11,678	23,191	21,892
Population Density (Per Acre)	4.8	3.9	2.2	7.9	5.4	5
Number of Sites	48	26	28	53	25	36
Total Number of Components	249	151	325	261	256	248
Average Number of Components per Site	5.2	5.8	11.6	4.9	10.2	8
Total GRASP® Value (System)	1511	800	1610	1411	1694	1,405
GRASP® Index	21	10	19	15	14	16
Average Score per Facility	31	31	58	27	68	43
Percentage of Total Area With LOS >0	100%	68%	100%	100%	97%	93%
Average LOS per Acre Served	148	107	129	285	179	170
Components per Capita	4	2	4	3	2	3
Average Population Density per Acre	31	27	59	36	33	37
Percentage of Population With Walkable Target Access	22%	17%	26%	63%	68%	39%
People per Park	1,465	3,044	3,078	1,739	4,992	2,864
Park per 1,000 People	0.7	0.3	0.3	0.6	0.2	0.4

Table 9: GRASP® Comparative Data

Level of Service (LOS)

To analyze the LOS of KPR assets, the inventory team used GRASP® analysis. This process yields analytical maps and data that show access to recreation across a study area. This analysis also combines the inventory with GIS software to produce analytic maps and data that show the quality and distribution of park and recreation services across the City. The ability to show where the LOS is adequate or inadequate is an advantage of GIS analysis. This is done by defining a service area and using park scores to establish a reasonable number of components residents should have access to within the service area.

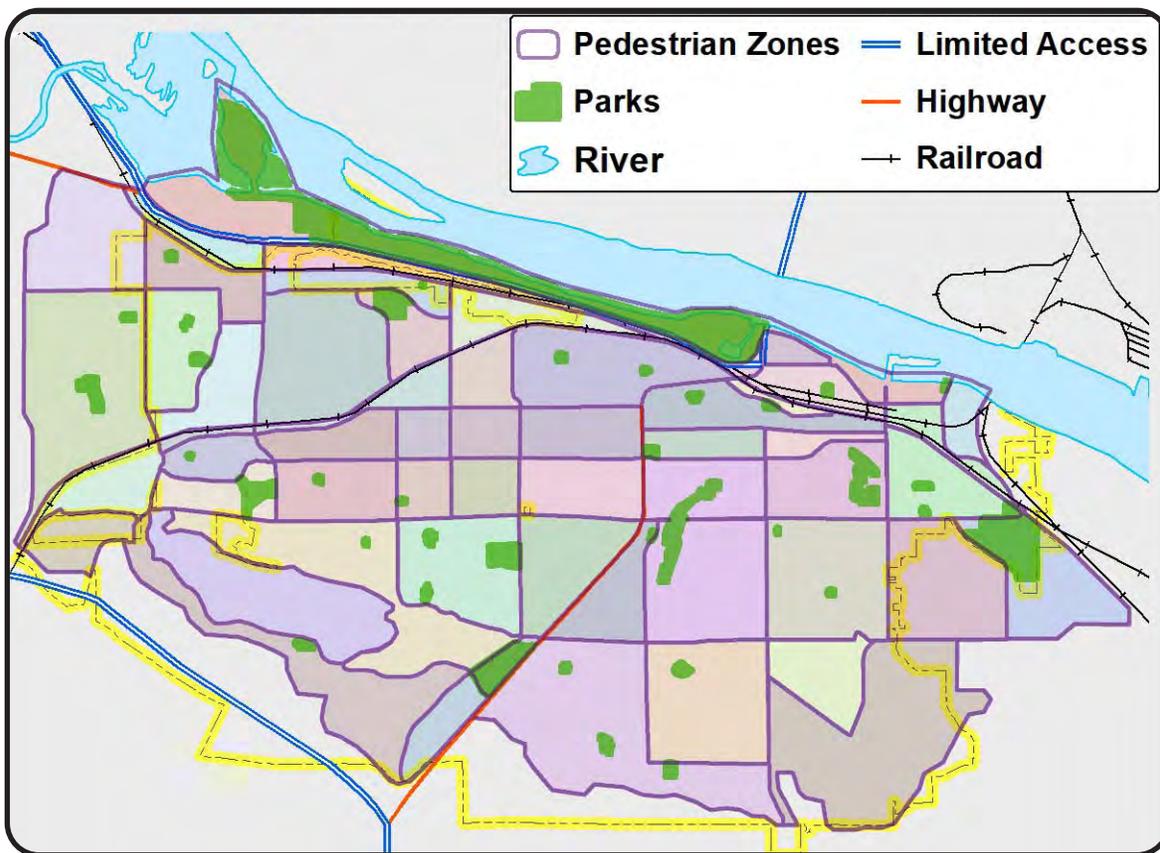
GRASP® scores suggest a reasonable LOS for Kennewick residents is four recreational components. The target value is comparable to a typical neighborhood park, which usually offers between three and seven components. For comparison, within KPR, access to Fruitland Park, Underwood Park, Hawthorne Park, Monopoly Park, or Vancouver Park would meet the target value. This target value may or may not be available at the same facility, and component makeups will vary. KPR has 275

components across its developed facilities. Columbia Park has the most with 64.

WALKABILITY ANALYSIS

Walkability analysis measures how conducive the built environment is to walking. Pedestrian barriers, such as highways, major streets, railroads, and natural features like rivers, impact walkable access. Map 2 denotes zones created by pedestrian barriers; these areas are accessible without crossing a major street or obstacle. Green parcels represent park properties. The yellow outline represents the City limit.

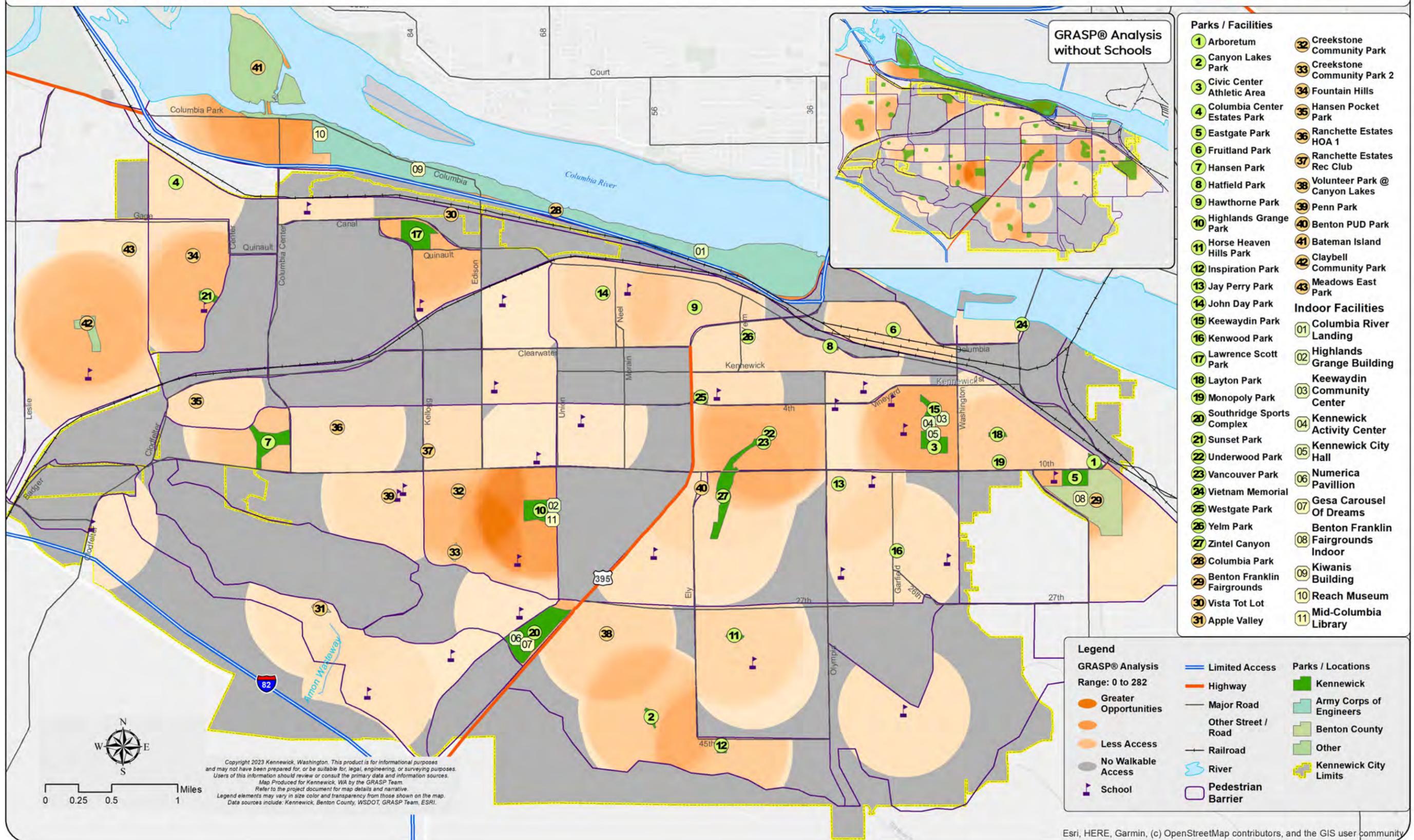
Map 3 represents the walkable LOS across Kennewick based on a 10-minute walk. Darker orange gradient areas indicate higher access to recreation components. Gray areas fall outside of a 10-minute walk. The walkability analysis provides the distribution and equity of service across the community. The walkability analysis includes components provided by KPR and by schools and other service providers.



Map 2: Pedestrian Barriers

GRASP® Analysis: Walkable Access to Outdoor Recreation Opportunities (10-minute)

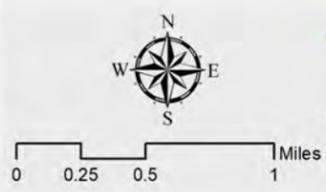
Kennewick, Washington



- Parks / Facilities**
- 1 Arboretum
 - 2 Canyon Lakes Park
 - 3 Civic Center Athletic Area
 - 4 Columbia Center Estates Park
 - 5 Eastgate Park
 - 6 Fruitland Park
 - 7 Hansen Park
 - 8 Hatfield Park
 - 9 Hawthorne Park
 - 10 Highlands Grange Park
 - 11 Horse Heaven Hills Park
 - 12 Inspiration Park
 - 13 Jay Perry Park
 - 14 John Day Park
 - 15 Keewaydin Park
 - 16 Kenwood Park
 - 17 Lawrence Scott Park
 - 18 Layton Park
 - 19 Monopoly Park
 - 20 Southridge Sports Complex
 - 21 Sunset Park
 - 22 Underwood Park
 - 23 Vancouver Park
 - 24 Vietnam Memorial
 - 25 Westgate Park
 - 26 Yelm Park
 - 27 Zintel Canyon
 - 28 Columbia Park
 - 29 Benton Franklin Fairgrounds
 - 30 Vista Tot Lot
 - 31 Apple Valley
 - 32 Creekstone Community Park
 - 33 Creekstone Community Park 2
 - 34 Fountain Hills
 - 35 Hansen Pocket Park
 - 36 Ranchette Estates HOA 1
 - 37 Ranchette Estates Rec Club
 - 38 Volunteer Park @ Canyon Lakes
 - 39 Penn Park
 - 40 Benton PUD Park
 - 41 Bateman Island
 - 42 Claybell Community Park
 - 43 Meadows East Park
- Indoor Facilities**
- 01 Columbia River Landing
 - 02 Highlands Grange Building
 - 03 Keewaydin Community Center
 - 04 Kennewick Activity Center
 - 05 Kennewick City Hall
 - 06 Numerica Pavillion
 - 07 Gesa Carousel Of Dreams
 - 08 Benton Franklin Fairgrounds Indoor
 - 09 Kiwanis Building
 - 10 Reach Museum
 - 11 Mid-Columbia Library

Legend

GRASP® Analysis Range: 0 to 282	Limited Access	Parks / Locations
Greater Opportunities	Highway	Kennewick
Less Access	Major Road	Army Corps of Engineers
No Walkable Access	Other Street / Road	Benton County
School	Railroad	Other
	River	Kennewick City Limits
	Pedestrian Barrier	



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Map 3: Walkability Analysis

Facility Inventory & Level Of Service Analysis

Figure 19 provides the highest service area in Kennewick. Within a 10-minute walk time, users can access 28 components between Highlands Grange Park and two HOA parks.

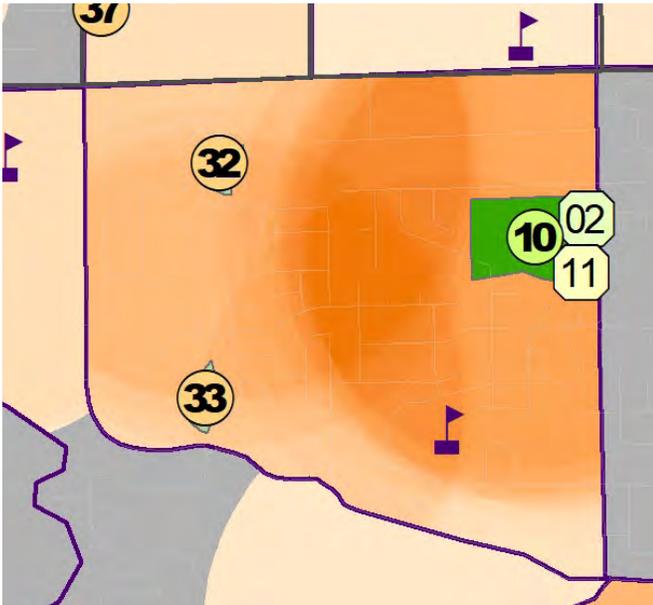


Figure 19: High-Value Walk Area

Analysis shows that more than two-thirds of Kennewick residents (69%) are within walking distance of outdoor recreation opportunities; 26% live within a target value service area. Figure 20 reflects the percentage of residents meeting the LOS target value based on where they live. Map 4 reflects access to the LOS target value. Purple indicates where LOS values meet or exceed the target value, while yellow areas provide access to limited recreation opportunities. Yellow areas offer some services but do not meet the target value of four components in a half-mile service area. Gray areas are currently not served within a half-mile service area.

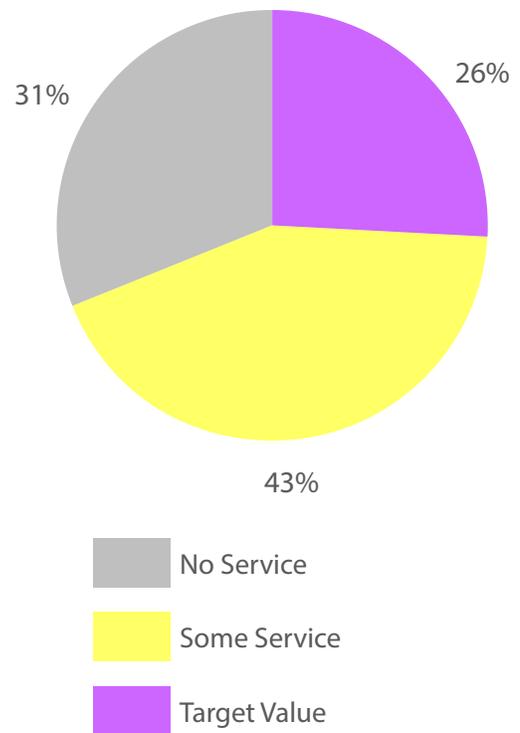
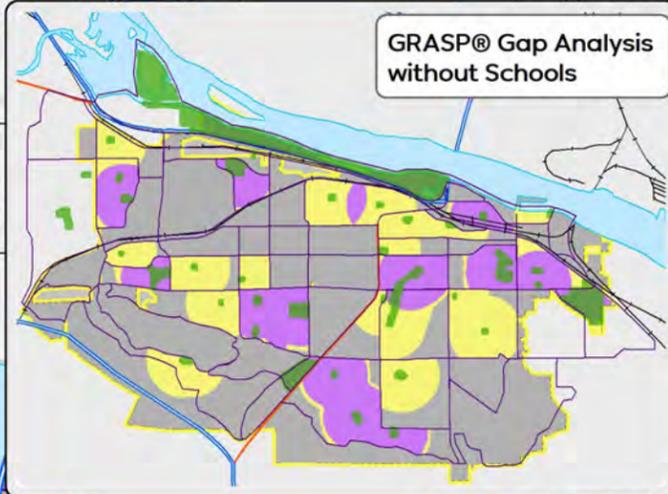
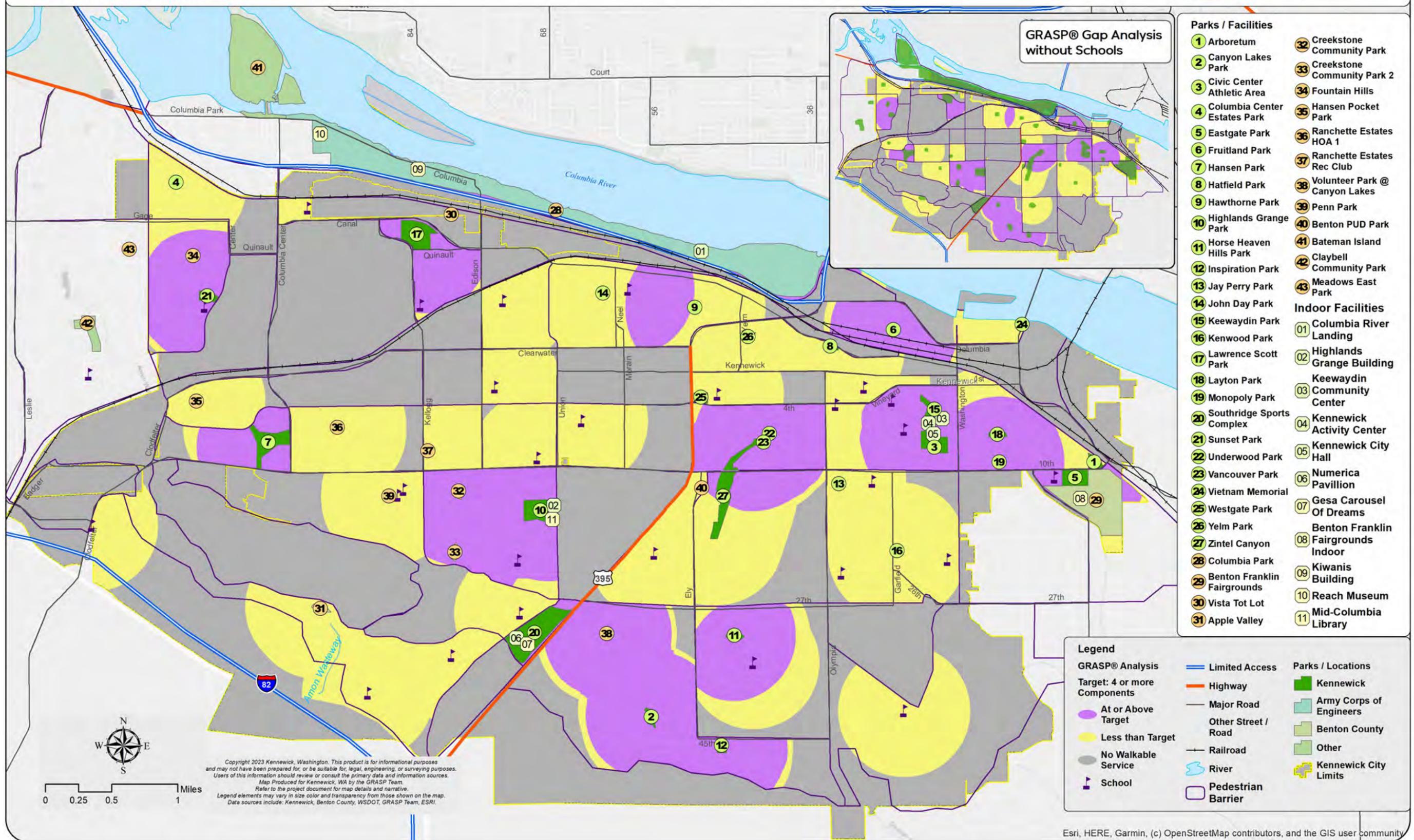


Figure 20: Percentage of Residents Meeting LOS Target Value with Walkable Access

GRASP® Gap Analysis: Walkable Access to Outdoor Recreation Opportunities (10-minute)

Kennewick, Washington

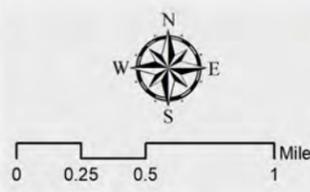


- Parks / Facilities**
- 1 Arboretum
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 - 09 Kiwanis Building
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 - 11 Mid-Columbia Library

Legend

GRASP® Analysis	— Limited Access	Parks / Locations
Target: 4 or more Components	— Highway	■ Kennewick
■ At or Above Target	— Major Road	■ Army Corps of Engineers
■ Less than Target	— Other Street / Road	■ Benton County
■ No Walkable Service	— Railroad	■ Other
■ School	— River	■ Kennewick City Limits
	— Pedestrian Barrier	

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Map 4: Walkable Gap Analysis

ONE-MILE GAP ANALYSIS

Based on walkability analysis, a one-mile service area for KPR is recommended. Map 5 provides the volume of recreation opportunities based on a one-mile service area. Darker gradient areas indicate a higher volume of opportunities. In general, KPR has effective distribution of parks and facilities in terms of one-mile access.

Nearly all Kennewick residents have access to active or passive recreation opportunities within a one-mile service area. Gap analysis, however, shows that 93% of residents live within an area that meets the LOS target value of four components. Figure 21 reflects the percentage of residents meeting the LOS target value based on where they live. Map 6 reflects access to the LOS target value. Purple indicates where LOS values meet or exceed the target value, while yellow areas provide access to limited recreation opportunities. Yellow areas offer some services but do not meet the target value of four components in a three-mile service area. Gray areas are currently not served within a three-mile service area.

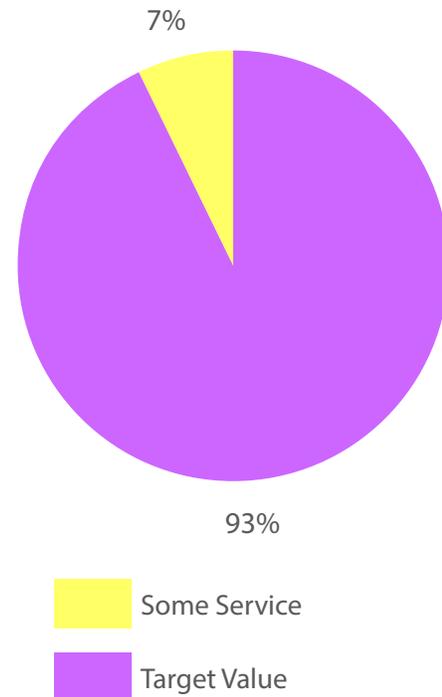
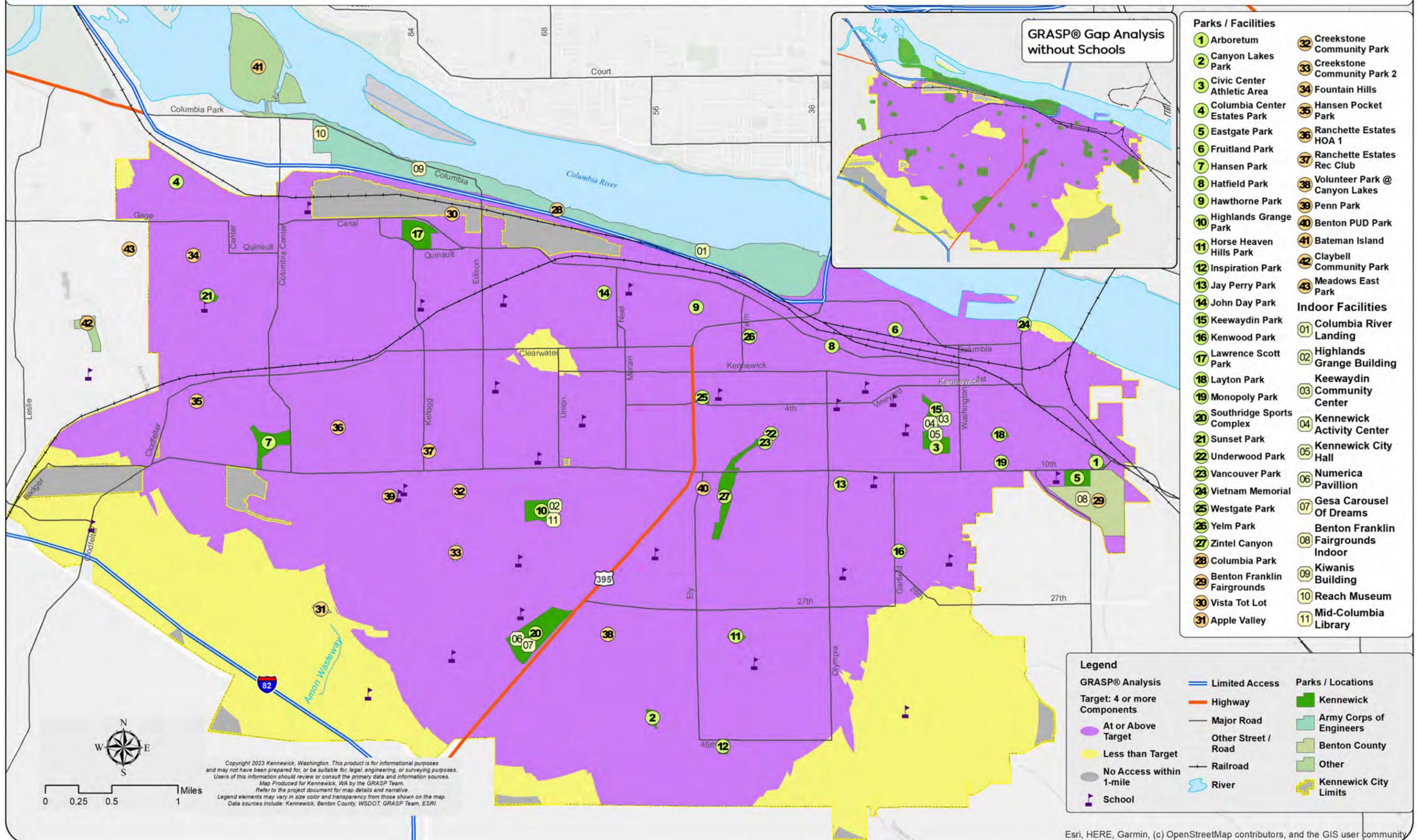


Figure 21: One-Mile Gap Analysis



GRASP® Gap Analysis: Access to Outdoor Recreation Opportunities (1-mile)

Kennewick, Washington

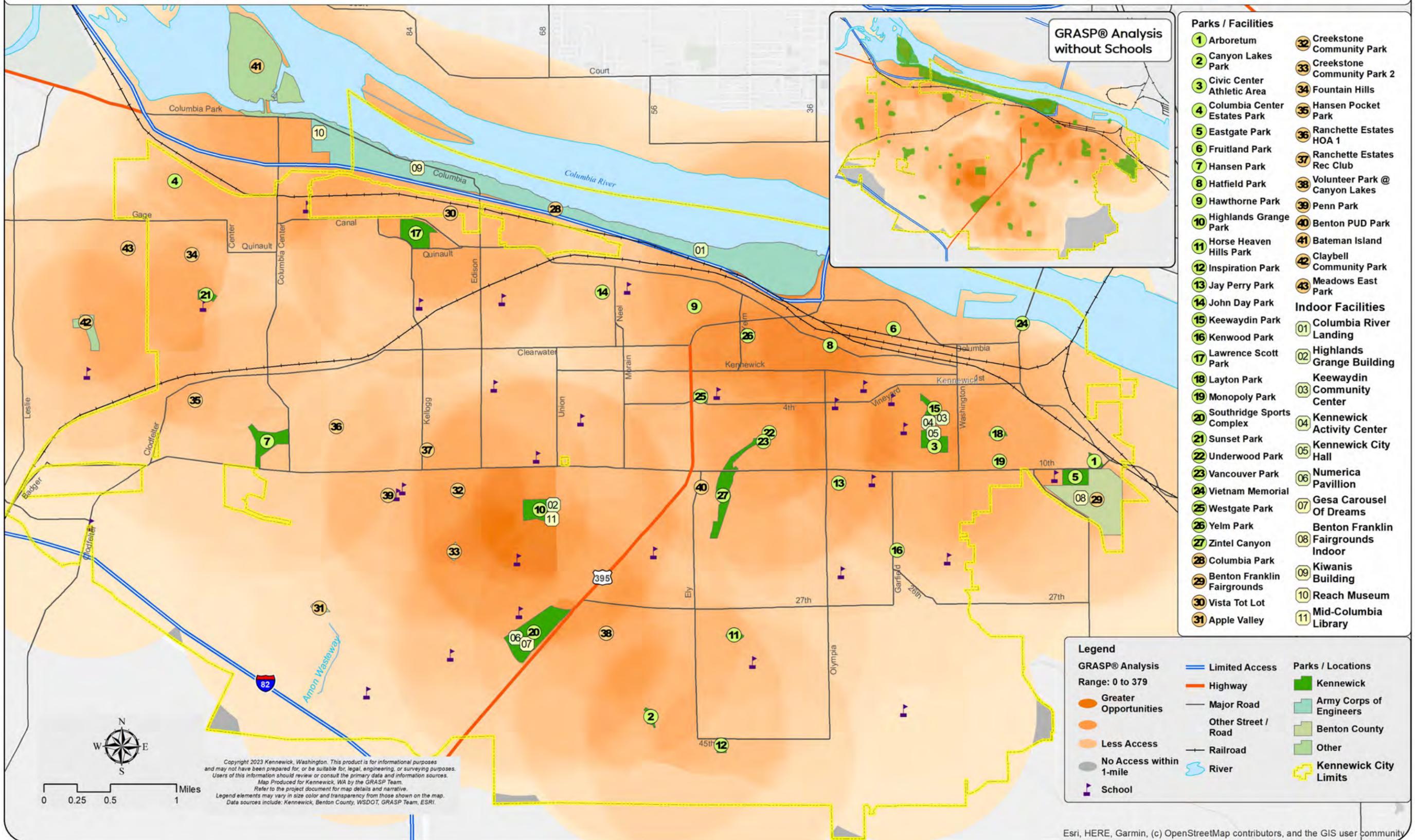


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Map 6: One-mile Gap Analysis

GRASP® Analysis: Access to Outdoor Recreation Opportunities (1-mile)

Kennewick, Washington



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Map 5: One-Mile Access to Outdoor Recreation

PARK METRIC ANALYSIS

The park metric analysis compares KPR to recent NRPA national statistics from its 2023 Agency Performance Review. KPR is below the NRPA median for park acres per capita, with 8.1 acres per 1,000 residents, versus the NRPA median of 11.2 acres. In 1993, the City adopted a ratio of 3 acres of park land to 1,000 population. Total open space goals were established at 20 acres per 1,000 population for a citywide average. The City of Kennewick 2017 Comprehensive Plan reiterated this overall goal in calling for 3 acres of park land per 1,000 residents. The 2019 Parks and Recreation Comprehensive Plan utilized a standard of 8 acres per 1,000 population for community parks and 2 acres per 1,000 residents for neighborhood parks.

Considering population increases, the analysis finds the need for 24 additional developed acres of parkland

in the next five years to maintain the current LOS of 8.1 acres per 1,000 residents.

When comparing specific components to the NRPA Park Metrics, KPR meets the median in most categories. Tennis courts, basketball courts, dog parks, and multipurpose synthetic fields are the exceptions. Park Metrics are not intended to represent any standards against which each park and recreation agency should measure itself. There is not one single set of standards for parks and recreation because different agencies serve different communities with unique needs, desires, and challenges. Table 10 provides a NRPA park metric comparison, but the community survey findings shown in Figure 22 provide greater understanding of the importance of amenities to KPR residents.

Outdoor Facility	Agencies Offering This Facility	Median Number of Residents per Facility	KPR Current Quantity*	KPR Residents per Facility	Need to Add to Meet NRPA Median
Playgrounds	95%	3,779	23	3,747	0
Basketball Courts	86%	8,790	7	12,310	3
Tennis Courts	76%	5,577	8	10,771	7
Pickleball Courts	31%	11,150	17	5,069	(9)
Diamond Fields: Multipurpose	79%	7,237	21	4,103	(9)
Rectangular Fields: Multipurpose	69%	13,244	13		(6)
Multipurpose Synthetic Field	25%	43,1000	0	N/A	1
Dog Parks	68%	54,119	0	N/A	1
Swimming Pool	51%	43,100	1	86,201	1
Skate Parks	41%	52,906	2	43,085	0
Community Gardens	52%	62,927	2	43,055	(1)

Table 10: Park Metric Analysis

Facility Inventory & Level Of Service Analysis

Facilities Most Important to Households

by percentage of respondents who selected the items as one of their top four choices

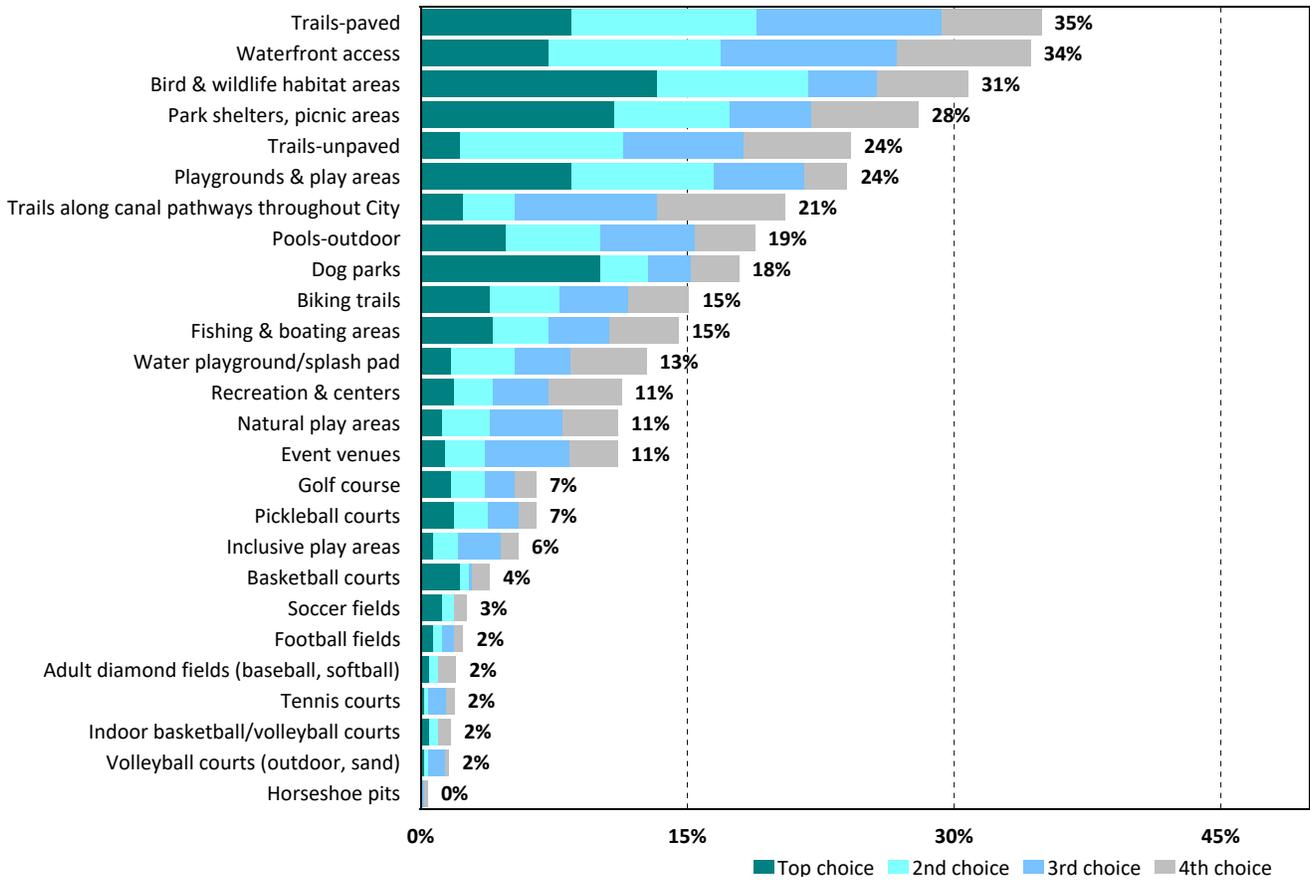


Figure 22: Survey Findings – Facility Importance

5



Maintenance Assessment

High-performing maintenance operations help ensure quality experiences through well-managed spaces and places. The work that is completed routinely—daily, weekly, monthly, or annually—often defines the quality of a park system.

Maintenance not only determines the outward appearance and supports the daily use of parks, but it also contributes to the longevity of facilities, the ability of plant materials to successfully mature, and consistent user experiences.

Introduction

Strategic, regular maintenance helps ensure the ongoing quality and longevity of the park. The ability to provide successful maintenance is positively supported by well-designed facilities, the use of high-quality materials, established maintenance practices, an adequately funded capital project renovation and replacement program, and trained, dedicated, professional maintenance staff.

Professional maintenance practices are a key factor in the long-term success of KPR goals for maintaining premiere parks for customer satisfaction in recreation programs and general drop-in use of parks and trails. In addition, maintenance and operations practices fulfill goals related to resource protection through tree and landscape planting and maintenance and invasive weed removal.

BerryDunn assessed the maintenance and operations resources and practices of KPR to increase efficiency and effectiveness. This assessment identifies best practices and recommendations for the future.



Financial and Staff Resources

The per-acre spending analysis shown in Chapter Two finds the investment less than peer agencies. In 2023, KPR is projected to spend \$4,026 per acre. Analysis suggests this is 26% less than peer agencies. To bring the KPR in line with peer agencies, an additional annual investment of \$982,734 is recommended. Table 6 provides per-acre spending comparisons. As new parks are developed, additional resources for park maintenance will be needed. Operations and maintenance estimates for new parkland should be calculated at \$5,434 per acre.

Several key organizational and operational aspects within the Parks and Facilities Services division require improvement, including:

- **HIGH SPAN OF CONTROL:** The Parks and Facilities Service Manager currently oversees a substantial number of staff—both full-time and seasonal. This can be an organizational challenge, as a high span of control may limit the manager’s ability to provide sufficient supervision and support to each team member.
- **ROLES OF CREW LEADER:** The Parks and Facilities Crew Leader is actively involved in scheduling work assignments, assigning overtime, and addressing low-level disciplinary matters. While these responsibilities are essential for efficient operations, they do not significantly reduce the span of control, as Crew Leaders are also represented employees. The addition of three Crew Leaders is recommended, each specializing in specific areas such as events, Columbia Park, and/or general parks.
- **FOCUS AREAS OF PARKS CREW LEADER:** The Parks Crew Leader’s role encompasses a wide range of responsibilities, including parks, events, and Columbia Park. This diverse set of responsibilities may require a more proactive approach to help ensure effective management, especially given the overlap between Parks and Facilities teams.

- **OVERTIME AND EMPLOYEE WELL-BEING:** The significant amount of scheduled overtime, while embraced by some employees, raises concerns about potential burnout and reduced productivity during extended work periods. It is important to strike a balance between meeting operational demands and maintaining the well-being of staff.
- **CAPITAL PROJECTS MANAGEMENT:** Additional funds have been allocated to capital projects for addressing deferred maintenance. To effectively manage these projects, there's a recognized need for a Projects Supervisor to assist with project management. This investment is seen as crucial for successful project execution.
- **CHALLENGES IN FACILITY MANAGEMENT:** Managing 406,000 square feet of facilities with only three dedicated FTEs poses operational challenges. This includes responsibilities such as winterizing restrooms, playground inspections, pool operations, and mechanical system, roof, and janitorial contract coordination. The overlapping responsibilities between facility management and parks requires attention. It is recommended to include two General Craftspersons to address these needs effectively.

These points collectively underscore the importance of improving organizational structures, resource allocation, and employee well-being to help ensure effective park and facilities management. Balancing workload, addressing deferred maintenance, and improving project management processes are key areas for consideration and improvement. **The FTE analysis in Chapter Two suggest Park and Facility Services is operating with a 6.5 FTE shortfall.**



Maintenance and Operations Observations

Maintenance refers to actions performed to help ensure components continue to function at expected levels of efficiency and effectiveness. Operations refers to decisions that help ensure systems achieve desired levels of efficiency and effectiveness. In simplest terms, maintenance is doing, and operations is deciding what needs to be done.

Efficient and effective operations are critical to the success of an organization's mission. Among the major reasons are enhanced recreational experiences, increased economic efficiencies, reduced liability, and improved public image and environmental stewardship.

The objective of the maintenance and operations assessment is to provide guidance for staff involved in parks and grounds maintenance to manage in an efficient manner. Changes will be required within Park and Facility Services to increase efficiency and effectiveness. The following are observations that need to be addressed:

- Maintenance and operations managements standards are in development but have not been adopted. KPR should adopt a maintenance and operation program and plan that is reviewed periodically for the management of all park and recreation areas and facilities. Each facility should be assigned an appropriate set of maintenance standards, including both recommended frequency and acceptable quality. Appendix B contains standard of care considerations (frequency), and Appendix C contains maintenance standards (quality) recommendations.
- A preventative maintenance plan is not in place. KPR should leverage the recently implemented maintenance management software to develop a comprehensive preventative maintenance plan to provide periodic, scheduled inspections, assessment, and repair, as well as replacement of infrastructure, systems, and assets.
- The existing signage for the parks system appears to be limited to signs for each park. No hierarchy or wayfinding signage exist for trails. KPR should develop a signage and wayfinding master plan.

- A park ranger program with service seven days a week could greatly assist with education in parks, homelessness, compliance issues (dogs on leash, inappropriate use of spaces, etc.) and the closing of parks.
- There is limited preventative maintenance. Staff has historically spent a significant amount of time reacting to park issues.
- KPR does not have standards for park features such as benches, pour-in-place playground surfacing, ramadas, signage, courts, and trash receptacles.

Standard of Care

All park assets (buildings, infrastructure, and amenities) are proactively managed to provide longevity. KPR maintains safe parks by routinely assessing conditions of and addressing needed maintenance or repairs to playground areas, hard surfaces, trees, sports fields, furniture, and park structures. Maintenance of the parks system is essential for KPR to:

- Be accountable to the community in preserving the value of its parks and recreation assets
- Help ensure the community’s continued safe access to those amenities
- Provide proactive maintenance that helps prevent replacement or loss of park assets at a much higher cost and impact
- Maintain quality of life in the City

While no universal standard of care exists across park systems, it is common to organize maintenance practices in levels based on recognized criteria. The standards of care, as detailed in Appendix B, are based on a level (e.g., 1, 2, or 3) and mode (tasks and frequencies of each task) and follow NRPA best practices.

LEVEL 1 (GRAY): High-maintenance applications usually associated with high-use/high-participation elements that predominately provide upper gradient programs and services. Any element with a high safety risk exposure (i.e., play equipment, splash pads) are considered Level 1. Additionally, certain environmentally sensitive conservation/natural resource management areas are considered Level 1.

LEVEL 2 (LIGHT BLUE): Moderate-level maintenance applications usually associated with reasonably moderate visitation that accommodates structured recreational gradient programs and services.

LEVEL 3 (BLUE): Low-maintenance applications usually associated with low levels of visitation.

These guidelines are intended to provide a general framework for establishing sound and appropriate maintenance standards. To gain a better understanding of the standard of care, it’s beneficial to compare the current maintenance level for each task against established best practices. As shown in Table 11, the maintenance standard currently indicates that only a quarter of maintenance tasks are performed at Level 1.

Level 1	24% of Tasks
Level 2	16% of Tasks
Level 3	63% of Tasks

Table 11: Maintenance Standards by Level

To enhance maintenance standards, it is recommended that KPR increases park maintenance standards closer to Level 1. Currently, most tasks are carried out at very low frequency. For the overall health of the system, additional and more frequent maintenance is necessary. Appendix C provides general maintenance standard to serve as starting points for KPR to review and consider as a basic desired maintenance standard for all parks and recreational facilities. The following recommendations are provided to guide future resource allocation efforts.

- Implement regular GMAX testing and proper grooming of artificial fields to increase safety and longevity.
- Introduce overseeding and regular fertilization to parks with increased aeration for soil health.
- Enhance the appearance and health of landscape beds by increasing efforts in shrub trimming, edging, and mulch application.
- Double the standards for aeration, overseeding, fertilization, and weed control for better sports field turf quality.
- Establish routine inspections and power washing for sport courts to ensure safety and longevity.



Recreation Assessment

BerryDunn conducted an assessment of KPR's recreational and program service offerings through three separate analyses: program life cycle, age segmentation, and program performance. This assessment also included a review of services provided by benchmark agencies and a comprehensive review of other alternative service providers. The insights gathered from these analyses will be instrumental in identifying opportunities for shaping KPR's future program direction.

Introduction

To begin the Recreation Program Assessment, a focus group session was held with four programming staff to discuss system strengths, weaknesses, and opportunities and to review the core program areas offered by KPR.

Strengths	Weakness		
<ul style="list-style-type: none"> • Following the Covid-19 pandemic, most recreation programs have returned to pre-pandemic levels. • Staff members are quick to make changes when programs are not successful and eliminate them from the program menu. • Specific program types have gained significant attendance and community respect: <ul style="list-style-type: none"> » Summer swim lessons consistently reach capacity, with limited room for additional sessions during the summer season. » The youth softball program is experiencing growth and typically operates at full capacity. » Senior fitness classes enjoy high popularity and attendance. » A drop-in art class for seniors attracts between 10 and 15 participants per session. » A newly introduced event, “America Family Fun Day,” provided by the Department, exceeded expectations by attracting nearly 1,000 attendees in its first year, far surpassing the initial goal of 200. • KPR provides space to external organizations for events, with approximately 90% of public events organized by outside groups. Some organizations, like the softball association, have been utilizing these spaces successfully for over two decades. <ul style="list-style-type: none"> » The support received from City marketing, accounting, and information technology departments is strong and greatly appreciated by KPR. 	<ul style="list-style-type: none"> • Staff has identified a need for additional indoor programming space to meet the community’s growing demand. This demand encompasses rentals and the introduction of new programs, aligning with the findings from the community survey. These programs include arts and culture, fitness and wellness, hobbies, and life skills, as well as new senior programs. • A significant weakness highlighted is the shortage of personnel, both full-time and part-time, required to ensure the effective operation of KPR. The shortage occasionally impacts the quality of customer service, particularly when part-time staff handle registration and phone inquiries. • Communication challenges have surfaced with certain part-time staff groups, mainly due to the lack of overlap with full-time staff schedules. The reliance on evening part-time staff necessitates additional training, as they are expected to have comprehensive knowledge about KPR operations. • Participation in several senior drop-in programs has shown a recent decline. While historically attracting up to 20 attendees at each session, activities such as cards and board games now draw fewer than 8 participants. Additionally, low attendance led to the discontinuation of Bingo. • The City’s Human Resources Department’s support has been limited, partly due to vacancies, including the director position. With only four staff members in this department serving the entire City, the delay in posting and filling positions has created challenges for KPR’s full-time staff, particularly in situations such as the need to open the outdoor pool without sufficient hired or trained lifeguards. 		
Opportunities			
<ul style="list-style-type: none"> • There is an opportunity to create a Memorandum of Understanding (MOU) with the local school district. This MOU would confirm the roles and responsibilities of each and make it easier for KPR to utilize indoor school space to help meet the recreation programming needs of residents. • Currently, KPR contracts the operation of many programs to outside vendors. These vendors collect all the program data and registration fees from participants. In some instances (Jiu Jitsu for example), it is difficult to determine where payment should be made (KPR or the contractor). • New program spaces – via new partners, construction, renovation, or rental – would allow Department staff to provide new programs that are not currently offered. Some of these have already been noted regarding the survey results, others include: <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> » Esports » Dance for youth and adults » Music – voice and instrument instruction </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> » Programs for children that are homeschooled » Do It Yourself (DIY) programs for adults such as gardening, home repair, etc. » Family and senior trips </td> </tr> </table> 		<ul style="list-style-type: none"> » Esports » Dance for youth and adults » Music – voice and instrument instruction 	<ul style="list-style-type: none"> » Programs for children that are homeschooled » Do It Yourself (DIY) programs for adults such as gardening, home repair, etc. » Family and senior trips
<ul style="list-style-type: none"> » Esports » Dance for youth and adults » Music – voice and instrument instruction 	<ul style="list-style-type: none"> » Programs for children that are homeschooled » Do It Yourself (DIY) programs for adults such as gardening, home repair, etc. » Family and senior trips 		

Table 12: Focus Group Conclusions

Core Program Areas

Following the focus group with staff and a review of the data, the BerryDunn team determined that KPR's core programs include:

- Adult programs
- Aquatics
- Camps
- Events
- Seniors
- Youth Sports

Nearly all the camp programs and the adult programs are sports related. **KPR programming outside of sports is extremely limited.**

ADULT PROGRAMS

For adults over the age of 18, KPR offers spring and fall co-ed softball leagues, Jiu Jitsu, summer lap swim, fencing, and parent-child swim lessons.

AQUATICS

During the summer months, a multitude of swim lessons are offered at the Kenneth E. Serier Memorial Pool. The aquatics program strives to provide a safe, fun, and creative experience to patrons of all ages. On average, the Department provides swim lessons to more than 2,500 registered participants annually through over 200 opportunities. There are parent-child options for those 6 months to 3 years followed by Polywogs for ages 4 to 6 years, and then five levels of swimming for youth. KPR provides opportunities for private lessons and adaptive swim lessons for those with disabilities. A swim team for ages 6 to 17 years is also offered. The pool operates from Memorial Day to Labor Day. After the Labor Day closure, the Kennewick High School swim team utilizes the pool for training and hosts approximately four swim meets each year.

CAMPS

A number of sports camps are offered for you during the summer. These include:

- Tennis camp for 5 – 12-year-olds
- M.A.D. Inspiration Camp for children in grades 4 through 6 and 7 through 10
- Themed dance camps for ages 4 – 8 years
- Sports camps for ages 6 – 12 years

For better control of the registration data and revenue, KPR might consider taking the registration for all KPR programs offered and pay the contracted vendors according to the terms of their agreement. The standard contractual agreement in parks and recreation is between 60/40 and 70/30 with the higher percentage being paid to the agency providing the program space – which includes the space, utilities, building staffing, and registration.

EVENTS

KPR provides many large events throughout the year for people of all ages. These include:

- Vintage at the Ridge
- Family Fun Day
- Harvest Bazaar
- National Night Out*
- River of Fire*
- Kids Fishing Day*
- Columbia Cup*

Three of these annual events (*) KPR partners with other agencies to provide but the Department plays a lead role in all.

SENIORS

Most of the KPR senior programs are drop-in opportunities where participants are charged \$1 to attend including:

- Bunco
- Creative Palette Art
- Bridge
- Dominos
- Pinochle
- Chinese Mah-Jongg
- Sewing
- Woodcarving
- Billiards (\$20/month or \$2/day)

In addition, there is a senior swim during the summer and two fitness classes that attract a senior population including Life Done Right and Momentum Fitness.

YOUTH SPORTS

The largest number of programs that KPR offers annually to residents are youth sports. There are a wide variety of offerings for children as young as 2 through 17 years of age. These programs are offered all year round, often by contracted services. These sports programs include:

- Basketball instruction and leagues (ages 2 – 12 years)
- Baseball (ages 3 – 5 years)
- Co-ed T-Ball (ages 5 and 6 years)
- Co-ed Coach Pitch baseball/softball (ages 7 and 8 years)
- Co-ed Machine Fastpitch softball (ages 9 – 11 years)
- Soccer (ages 2 – 12 years)
- Fencing (ages 12 and up)
- Siri Brazilian Jiu Jitsu (ages 4 – 13 years)
- Volleyball (ages 5 – 12 years)
- Flag Football (ages 5 – 12 years)
- Tennis (ages 5 – 12 years)
- Football Tots (ages 3 – 5 years)

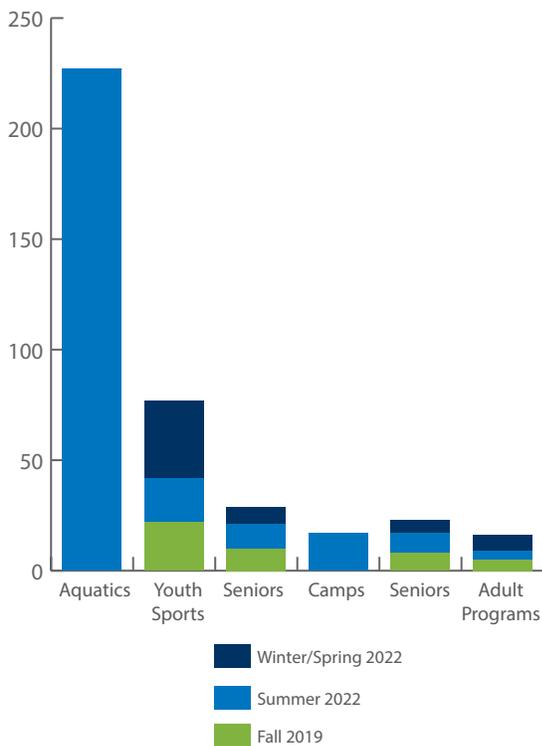


Figure 23: 2022 Programs by Core Program Category and Season

Program Distribution

Understanding how KPR’s program menu is distributed across the core program areas helps to identify the extent of programming within each area in relation to the whole. Figure 23 depicts the total of programs offered in 2022 according to program area and season.

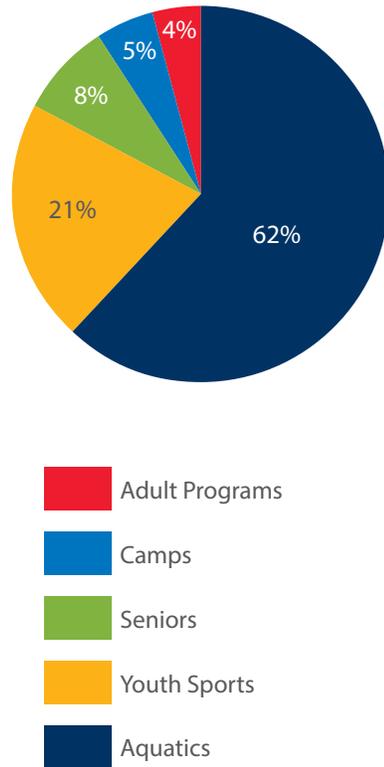


Figure 24: 2022 Program Distribution

Aquatics was the largest quantity of programs (227), regardless of season. Youth sports was the second-largest quantity of programs (77). Conversely, the areas with the lowest quantity of programming were camps (17) and adult programs (16). The distribution of the core program areas in relation to each other is depicted in Figure 24.

Age Segmentation

The age segment analysis reviews the distribution of program offerings according to the age segments serviced. For the purposes of this assessment, BerryDunn delineated age categories according to the following age structure:

- Early Childhood, ages 0 – 5 years
- Youth, ages 6 – 12 years
- Teens, ages, 13 – 18 years
- Adults, ages 18 – 54 years
- Seniors, ages 55+ years

BerryDunn tallied the number of program opportunities (both registration based and drop-in) geared toward particular age groups for the three seasons (winter/spring, summer, and fall). If a program spanned clearly across two age categories (e.g., ages 8 – 14 years), BerryDunn counted that section once in the youth category and once in the teen category. Figure 25 displays KPR’s 2022 program menu’s percentage of programs offered according to each age segment.

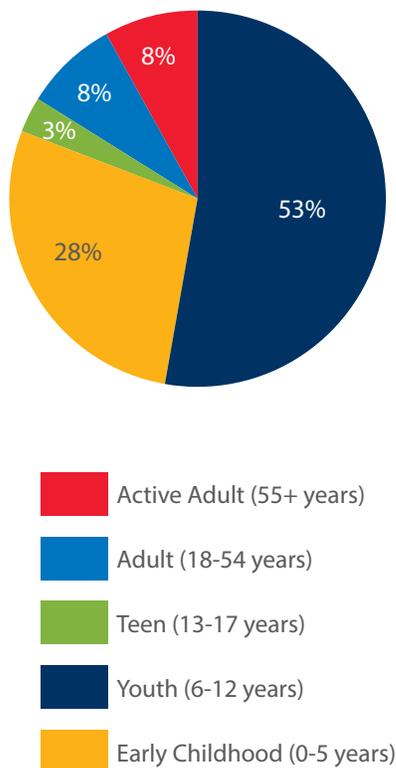


Figure 25: 2022 Age Segmentation of Programs

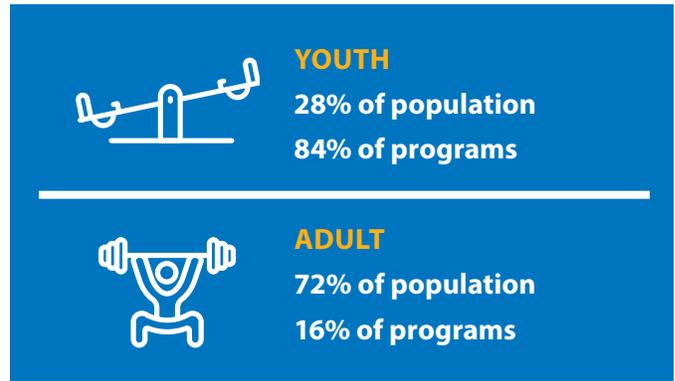


Figure 26: Population vs. Program Menu

Of all the age-specific programming, 84% of the programs are designed for youth 18 years and younger while 16% are designed for adults 18 years of age and older.

The age segmentation analysis is a useful method to review recreation programming related to community demographics. Demographic data can be helpful to consider how programming efforts are aligned with the makeup of the community. The adjacent comparison of the community’s population and program offerings in Figure 26 demonstrates two key age segments’ relationship between the population percentage and the percentage of programs offered.

Most (84%) of KPR’s programs are designed for youth, while the youth age segment represents 28% of the population. Adults, over 18 years of age, make up 72% of the population while 16% of programming is designed for adults. The notion of offering a majority of programming for youth is consistent with most park and recreation agencies’ program menus across the county; that said the percentage of youth is typical within the 60 to 70% range.

Program Life Cycle

The recreation assessment included a life cycle analysis of programs core programs. This type of assessment helps to determine if Department staff need to develop new and more innovative programs, reposition programs that are in the decline state, or continue with the current balance of life cycle stages. BerryDunn based this assessment on staff members’ opinions of how their core programs were categorized according to the four life cycle stages: introduction, growth, mature, and decline. Table 13 outlines the descriptions of those life cycle stages and KPR’s percentage of programs within each stage.

Life Cycle Stage	Description	KPR Percentage
Introduction	Getting the program off the ground, heavy marketing	7%
Growth	Moderate and interested customer base, high demand, not as intense marketing	48%
Mature	Steady and reliable performer, but increased competition	28%
Decline	Decreased registration	17%

Table 13: Life Cycle Stages



Figure 27 depicts the percentage of programs in each life cycle stage. A healthy balance between the stages is optimal with the bulk of programs in the growth and mature stages.

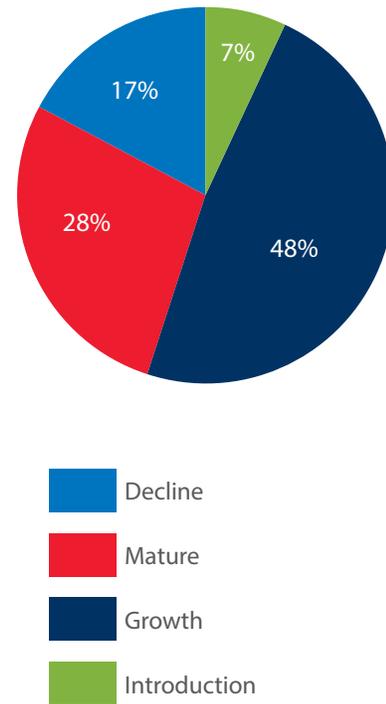


Figure 27: Life Cycle Stages

As a normal part of the planning cycle, there should always be programs in the introduction stage that bring new and innovative programming to the menu. There will typically also be programs in the decline stage; those programs that should either be repositioned or decommissioned. The percentage of KPR programs in the decline stage (17%) is somewhat high. To reduce this percentage, staff should identify programs to either reposition or decommission. Additionally, efforts to encourage the introduction of new programs, as well as to shift programs from growth into mature status, will create a more balanced menu.

Figure 28 provides a visual representation of age categories and their respective spread across life cycle stages.



Figure 28: Life Cycle Distribution of Programs

Programmers should strive to have programming for each age group that falls into all four life cycle stages, with the majority in the growth and mature stages. Only one age group, adults, has programs in all four categories. The creation of new programs for early childhood and seniors will begin to create a more balanced menu. For senior programming, it appears there is an opportunity to either reinvest or divest from a high number of programs in the decline stage.

Additional Metrics to Measure and Track

With solid data, there are other program performance measures that can be measured and tracked from season to season and year to year. Some of these metrics include:

- Program performance: total enrollment by program type and by season and revenue generated in each program area by program type and by season.
- Program cancellation rate: the difference between the number of courses offered and the number of courses held.

- Resident Participation: the total number of residents and nonresidents served in each program area and by season and annually.
- Participant reach: with all the registration data, a heat map can be created of all participants to visually depict where participants live who are in programs for a specific period of time (seasonally or annually).
- Wait list analysis: the total number of participants that cannot be accommodated during a specific season due to lack of space or instructors).
- Number of programs offered compared to the number of programs that ran successfully in each season.

Because KPR does not take all the registration for programs, there is not currently enough information to evaluate and track these metrics. It is highly recommended that KPR begin the process of taking all the registration to have more control over the revenue, to know who is in programs (residents and nonresidents), and to be able to monitor a variety of program success factors.

Benchmarked Agencies Programs and Services

Recreation programs are core to the primary services that park and recreation agencies provide. The type of programs varies based off several factors, including facility space, staff/instructor availability and expertise, alternative service providers in the area, benefit to the community, and program demand.

Consistent to all agencies compared in this study is fitness classes, team sports, social recreation events, and individual sports. Kennewick was the only agency in the study that did not offer health and wellness education and safety training. Running and/or cycling races are also an opportunity that other agencies offer. Very few agencies in the study offer eSports/eGaming, cultural crafts, performing arts, and visual arts.

Programs and Services	Kennewick	Auburn	Kirkland	Meridian	Pasco	Richland
Health and wellness education	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Safety training	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Fitness enhancement classes	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Team sports	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Individual sports	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Running/cycling races	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Racquet sports	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Martial arts	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aquatics	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Golf	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Social recreation events	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Cultural crafts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Performing arts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visual arts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Natural and cultural history activities	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Themed special events	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Trips and tours	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
eSports/eGaming	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legend	<input checked="" type="radio"/> YES <input type="radio"/> NO					

Table 14: Programming Offered by Parks and Recreation Agencies

TARGETED PROGRAMS FOR CHILDREN, SENIORS, AND PEOPLE WITH DISABILITIES

Among the key programs and services offered by park and recreation agencies nationwide are those that provide activities for youth, teens, seniors, and people with disabilities. These might be in the form of summer camps, before/after school programs, or STEM programs.

In the case of these benchmarked agencies, all agencies offer summer camps and senior programs. Many agencies offer accommodations for those with disabilities to participate in programs, but KPR was the only agency explicit about offering this type of inclusive programming.

Programs and Services	Kennewick	Auburn	Kirkland	Meridian	Pasco	Richland
Summer camp	●	●	●	●	●	●
Before-school programs	○	○	○	○	○	○
After-school programs	○	○	●	○	●	○
Preschool	○	●	●	○	○	○
Full daycare	○	○	○	○	○	○
Specific teen programs	○	●	●	●	●	●
Specific senior programs	●	●	●	●	●	●
Programs for people with disabilities	○	○	○	○	●	○
STEM programs	○	●	●	○	○	●
Legend	● YES ○ NO					

Table 15: Targeted Programs for Children, Seniors, and People with Disabilities

Alternative Service Providers

An alternative service provider review, or gap analysis, is a process used to assess the availability of recreational services and facilities in a specific area. The goal is to help organizations make informed decisions about how to allocate resources and prioritize initiatives.

In August 2023, a comprehensive inventory of over 100 service providers in the Tri-Cities region was collected and organized into six categories that relate to programs and services provided by KPR:

- Aquatic Facilities (7)
- Fitness Centers and Gyms (41)
- Adult Sports Centers (2)
- Recreation Centers (6)
- Youth Enrichment (23)
- Youth Sports (16)

The inventory prepared for this study offers a snapshot in time. Service providers are continuously updating their offerings. The review seeks to capture 90% of alternative service providers at the time of the study.

After a thorough review of the Tri-Cities area, while numerous alternative service providers are present, the market does not appear oversaturated. In fact, specific gaps were identified, particularly in areas such as adult sports, aquatics, and youth sports. Additionally, there are few Recreation Centers available in the area. Out of the six facilities identified, only one offers comprehensive programming suitable for all age groups.

The deficiency in aquatic facilities correlates with the results of the Needs Assessment Survey, which highlighted the heightened priority placed on aquatic facilities by the community. Out of the seven identified aquatic facilities, only one offers public swim opportunities. The absence of Recreation Centers is also consistent with the survey results, which indicated that 73% of Kennewick respondents are very or somewhat supportive of developing a multiuse recreation facility.

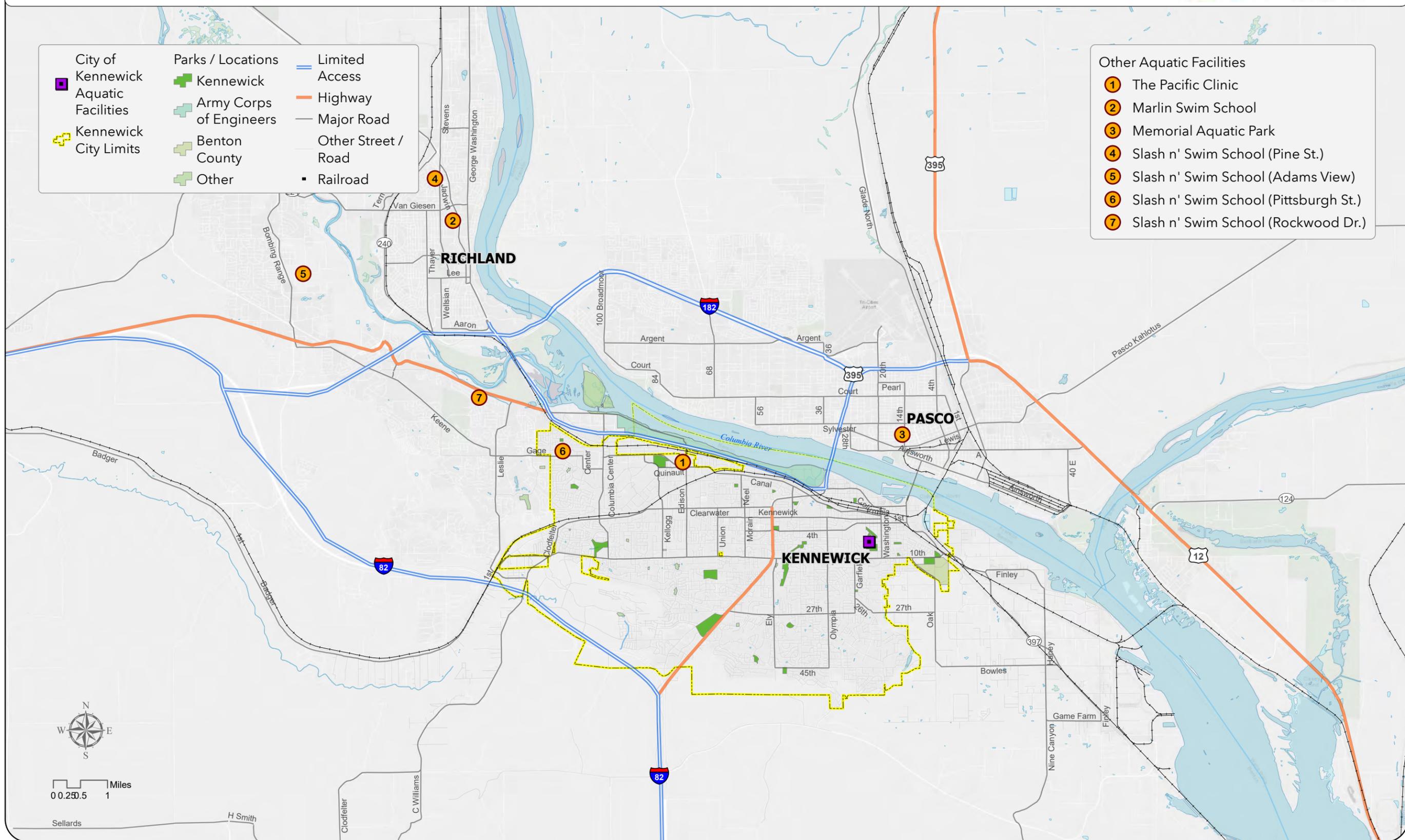
The following series of maps displays alternative service providers with an orange icon, and City of Kennewick parks and facilities with purple squares.





Parks & Recreation: Aquatic Facilities

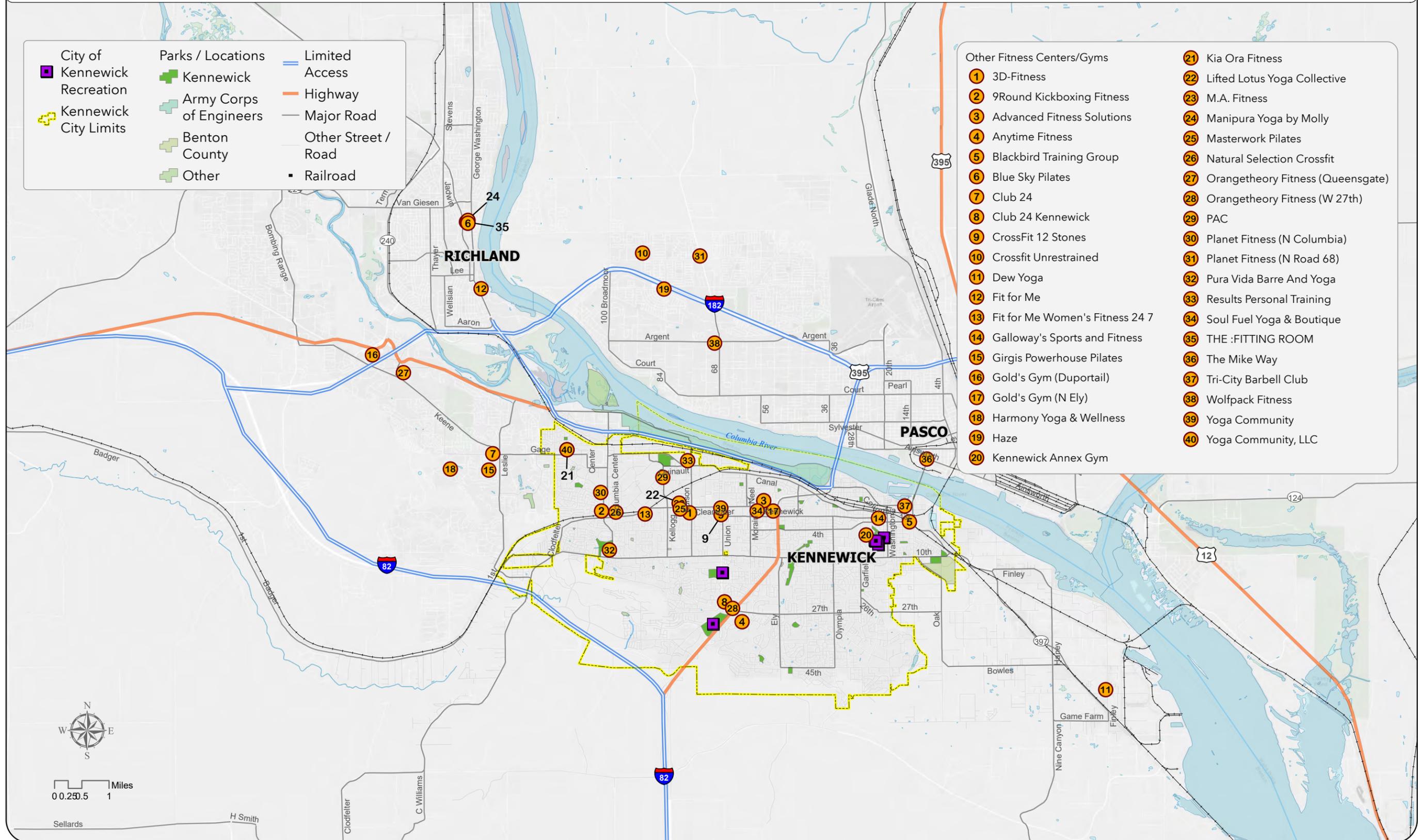
Kennewick, Washington



Map 7: Aquatic Facilities

Parks & Recreation: Fitness Centers & Gyms

Kennewick, Washington

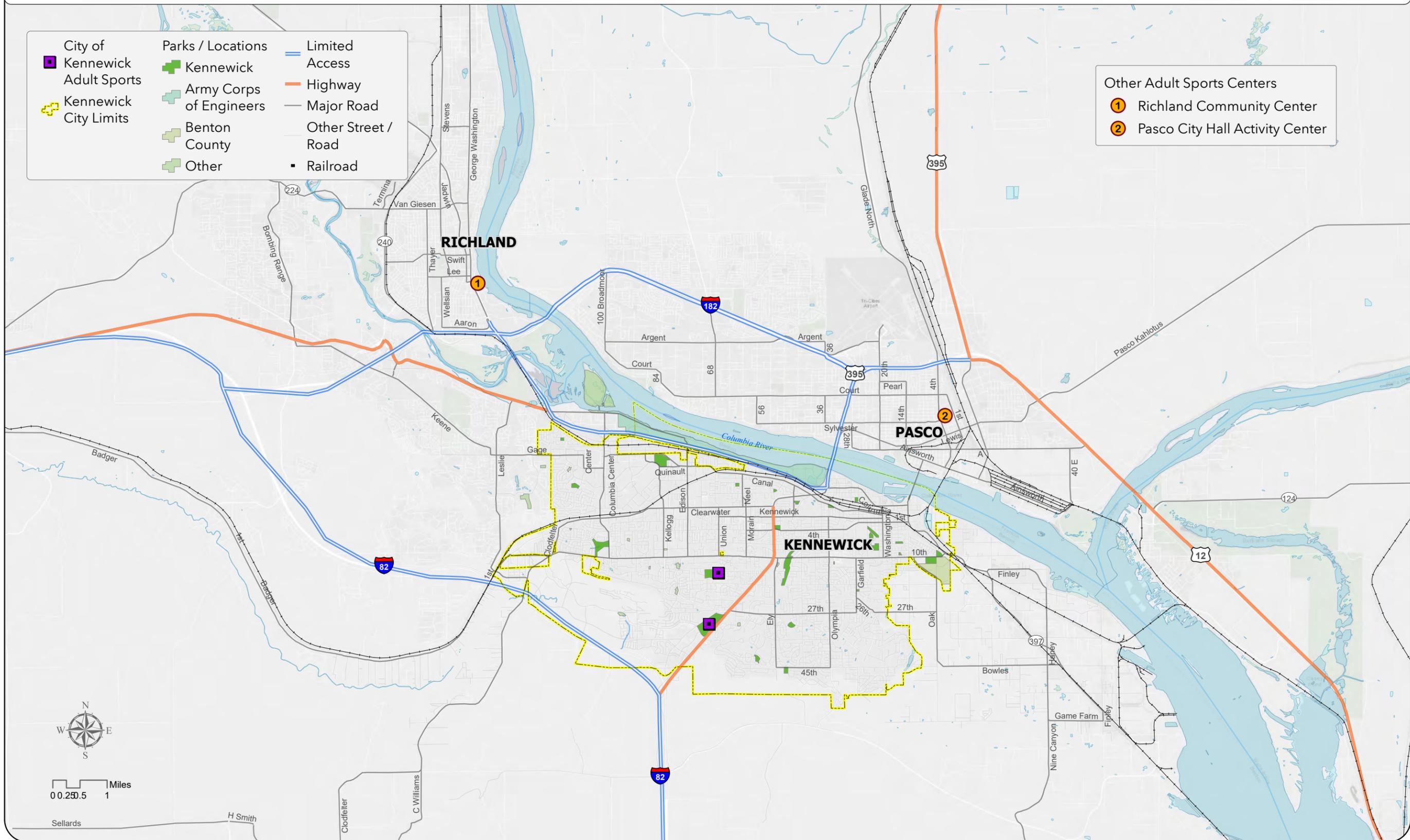


Map 8: Fitness Centers and Gyms



Parks & Recreation: Adult Sports Centers

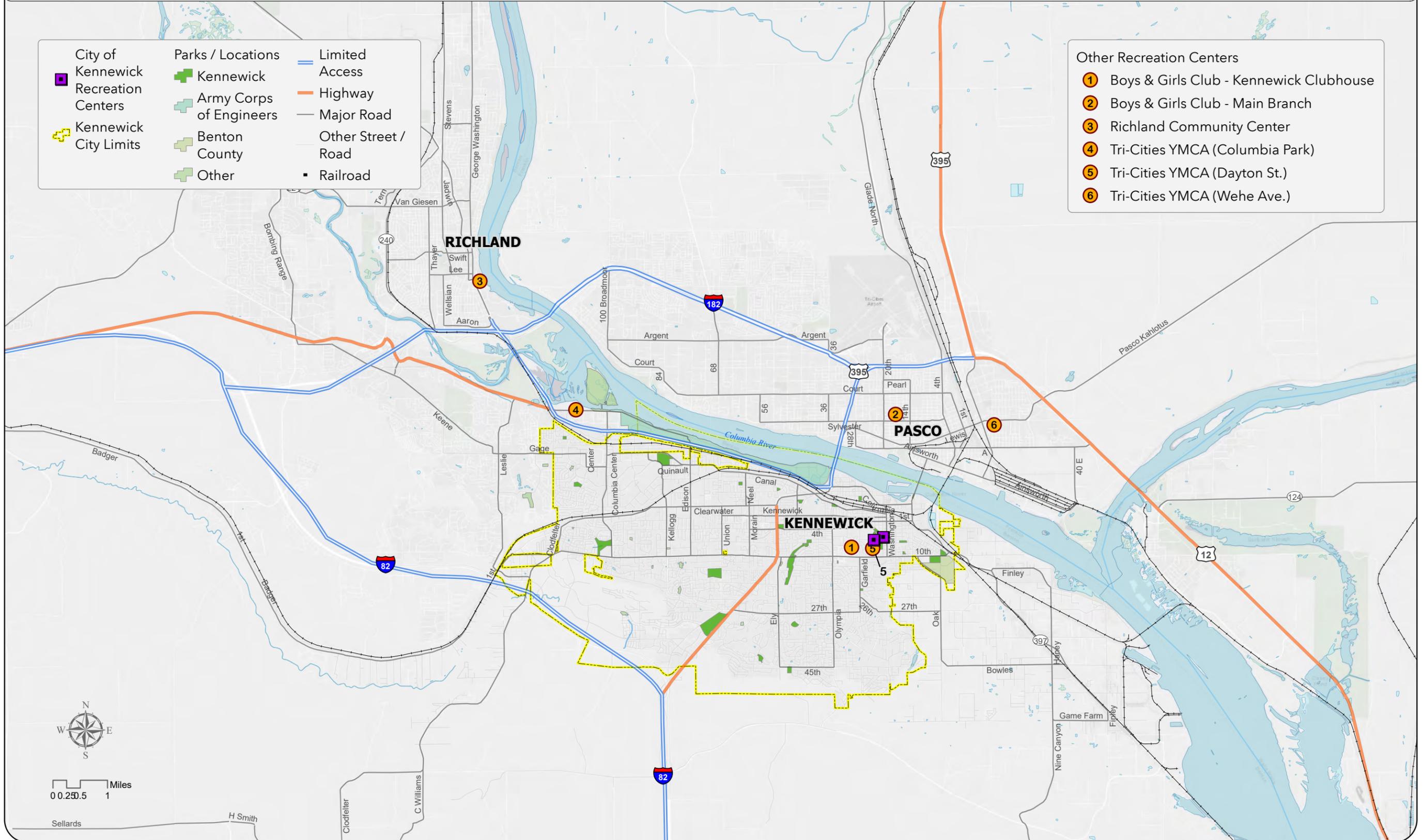
Kennewick, Washington



Map 9: Adult Sports Centers

Parks & Recreation: Recreation Centers

Kennewick, Washington



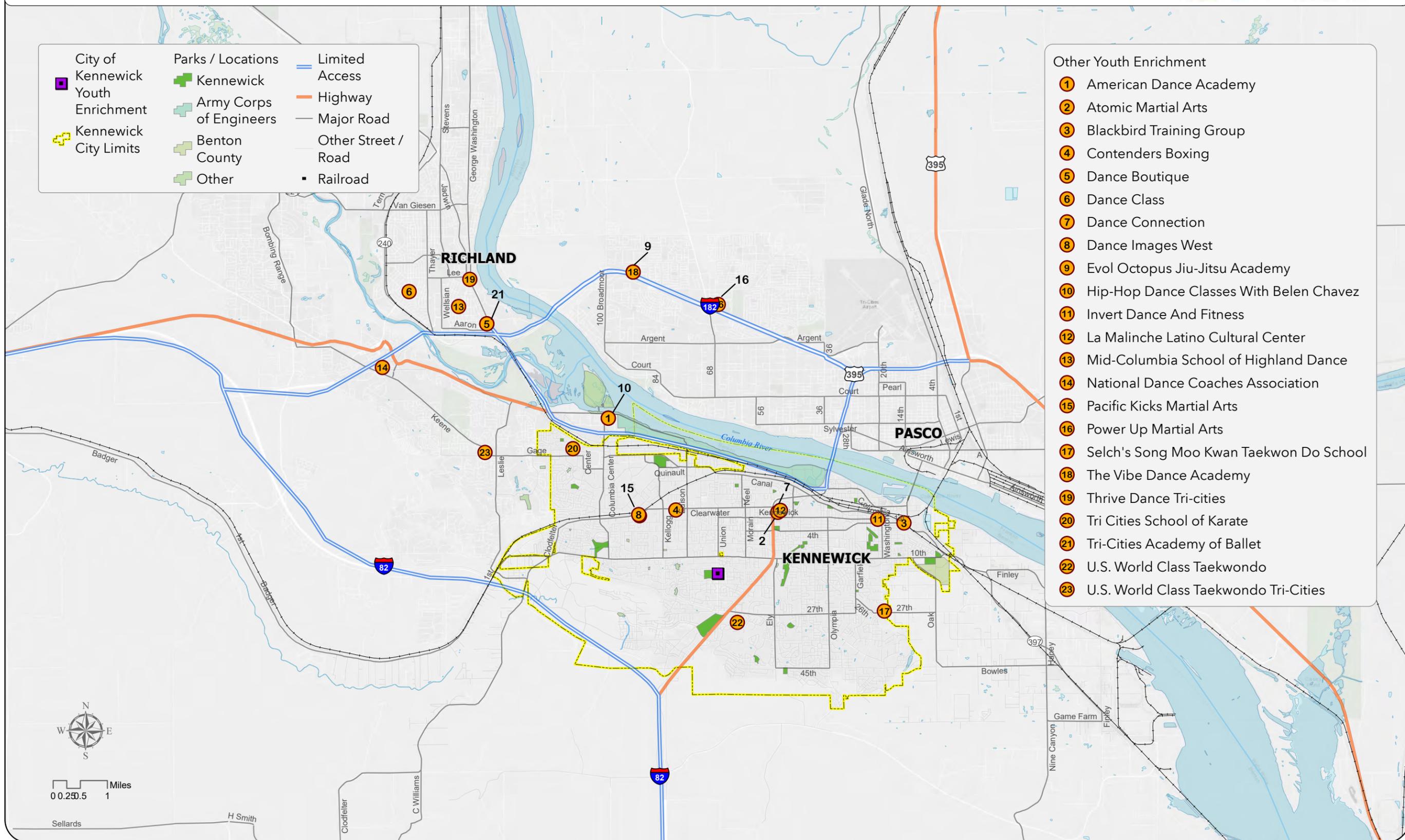
0 0.25 0.5 1 Miles

Map 10: Recreation Centers



Parks & Recreation: Youth Enrichment

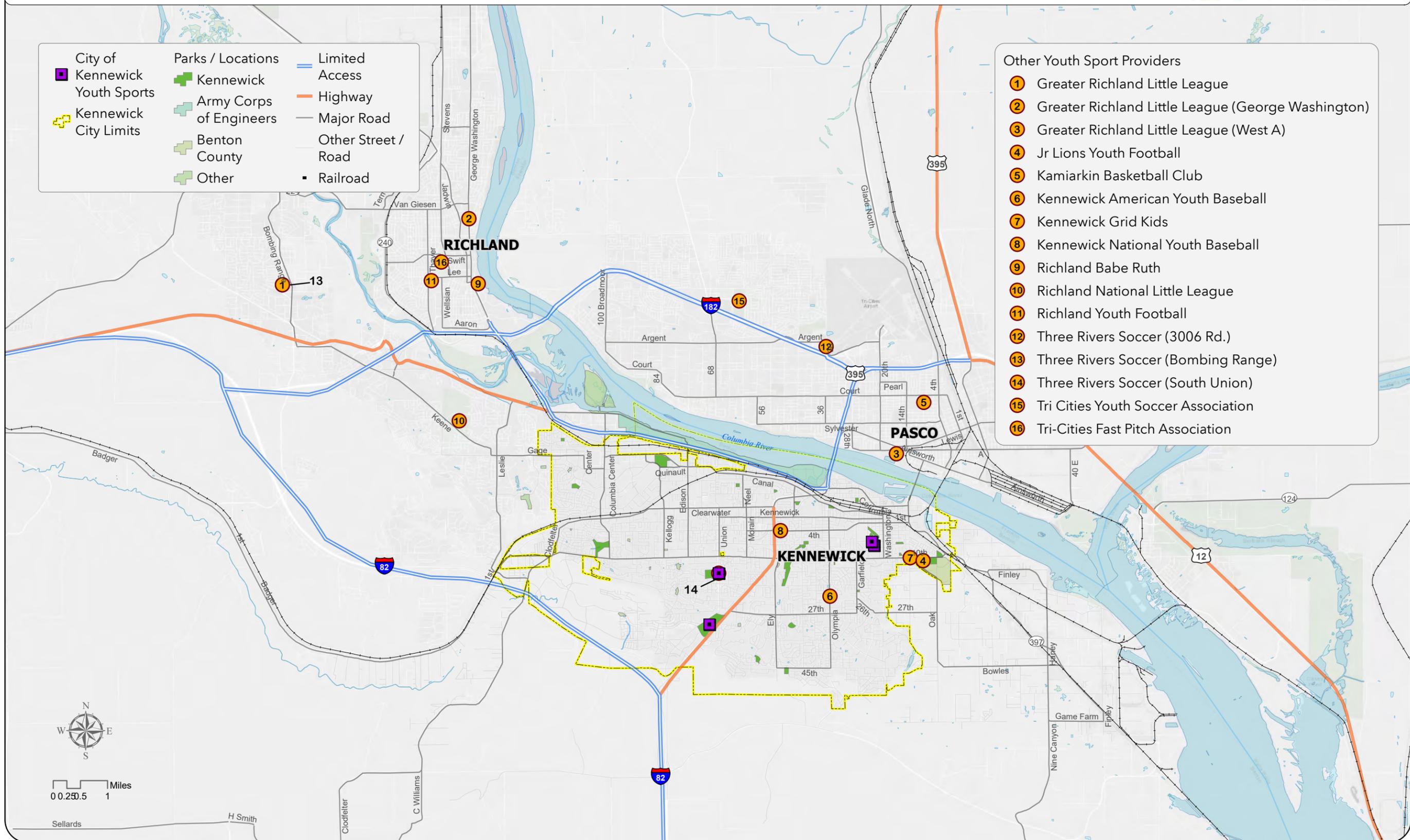
Kennewick, Washington



Map 11: Youth Enrichment

Parks & Recreation: Youth Sports

Kennewick, Washington



0 0.25 0.5 1 Miles

Map 12: Youth Sports



Implementation Plan & CIP

The Implementation Plan and CIP are geared toward preserving and safeguarding KPR's current resources, while also setting up the operational foundations needed to realize the City's vision. The Implementation Plan delineates the initiatives and objectives to support City priorities. The CIP outlines the expected capital expenses for the plan's recommendations and establishes a prioritized implementation roadmap for the next six years. Together, they serve as a guiding framework, aligning with KPR's commitment to "Intentional development of parks and recreational experiences of the highest quality, ensuring opportunities for all, while focusing on sustainability, fostering community bonds, and creating memories that last a lifetime."

Introduction

The Implementation Plan identifies five initiatives to support the City of Kennewick priorities. Each initiative is accompanied by objectives to guide the Department for the next six years. **Priority objectives are shown below.**

The plan improvements will require additional funding sources and FTEs to complete. Many factors, both inside and outside KPR's control, will define the implementation of the Plan. The realization of the plan will address needs and desires of the Kennewick community and establish a solid foundation for City's long-term success.

VISION

Enhancing premiere experiences for all through dynamic spaces where connections deepen, and thriving communities create unforgettable memories.

MISSION

Intentional development of parks and recreational experiences of the highest quality, ensuring opportunities for all, while focusing on sustainability, fostering community bonds, and creating memories that last a lifetime.



RESPONSIBLE GOVERNMENT

Pursue Organizational Excellence and Ensure Financial Stewardship



INFRASTRUCTURE AND GROWTH

Maintain Recreation Infrastructure



COMMUNITY SAFETY

Enhance Community Safety through Safe Parks



QUALITY OF LIFE

Provide Inclusive Access to High-Quality Parks, Trails, and Programs



ECONOMIC DEVELOPMENT

Leverage the Potential of Recreation as an Economic Driver



Initiative One: Organizational Excellence and Financial Stewardship

This initiative aligns with the City of Kennewick’s priority of “Responsible Government.” Organizational excellence and sound financial management are essential for the sustainability and growth of KPR. Optimizing resources, improving efficiency, and

fostering a culture of continuous improvement will help ensure KPR operates effectively and efficiently. These efforts underscore KPR’s dedication to responsible governance within the City.

OBJECTIVES	
1.1	Implement the recommended organizational chart as a means to improve morale, address deferred maintenance, and enhance the standard of care for parks, facilities, and trails. The addition of 12 FTE over the next six years is recommended. Suggested positions are outlined in Chapter Two. To address immediate departmental needs, a Project Supervisor, a Crew Leader, a Strategic Partnership Manager, and a Guest Services Specialist should be added in the near term.
1.2	Facilitate and encourage opportunities for staff engagement, involvement, and recognition to foster a positive and collaborative work environment.
1.3	Implement a process for soliciting feedback from staff regarding operational challenges and improvement suggestions.
1.4	Conduct regular evaluations of departmental operations to identify areas for streamlining processes and improving efficiency.
1.5	Provide ongoing professional development opportunities for staff to enhance skills, leadership, and departmental effectiveness.
1.6	Evaluate the implementation of a voter-approved Metropolitan Park District (MPD) to provide a dedicated funding source for parks, trails, and recreation programs.
1.7	Explore the implementation of a recreation revolving fund. This fund should have the flexibility to accumulate resources over time without being classified as part of the general fund. These accumulated funds can then be strategically allocated to bolster recreation programming and activities, or enhance park infrastructure.
1.8	Establish a formal planning partnership with regional partners, including Cities of Pasco and Richland, to plan for amenities that serve the entire region.
1.9	Maintain a capital improvement program, which specifies a six-year schedule for component replacement and park development. Allocate funding for park development projects based on identified priorities and community feedback.
1.10	Use alternative and dedicated funding mechanisms such as sponsorships, advertising, and other revenue sources to support parks and recreation programs and facilities.
1.11	Collaborate closely with the school district and special interest user groups to foster shared recreational facilities and programs. Prioritize finalizing a Memorandum of Understanding (MoU) with the school district to formalize and solidify this partnership.
1.12	Utilize the newly integrated maintenance management software to establish a comprehensive preventive maintenance strategy, encompassing scheduled inspections, assessments, and proactive repair and replacement of infrastructure, systems, and assets.
1.13	Explore the implementation of automated field lighting systems to improve efficiency.
1.14	Shift from instructor-led program registrations to a department-managed registration process. All registration fees should be directed to the City, with instructor compensation disbursed by the City in accordance with their contractual terms.
1.15	Pilot new technologies through small-scale projects to assess their viability and impact.

Initiative Two: Maintain Recreation Infrastructure

This initiative aligns seamlessly with the City of Kennewick’s priority of “Infrastructure and Growth.” By focusing on maintaining high-quality parks, facilities and trails, this initiative contributes to the City’s broader infrastructure by providing essential amenities and recreation facilities for its growing community.

OBJECTIVES	
2.1	<p>Allocate sufficient resources for park maintenance to help ensure high-quality standards.</p> <ul style="list-style-type: none"> Gradually, increase per-acre spending by about 26% over the six-year life of the plan, amounting to an annual investment increase of \$982,734. To align with operational needs, it is advisable to augment Park and Facilities Services by approximately 5 FTEs over the plan’s duration.
2.2	<p>Implement maintenance and operations management standards.</p> <ul style="list-style-type: none"> KPR should adopt a maintenance and operation program and plan that is reviewed periodically for the management of all park and recreation areas and facilities. Each facility should be assigned an appropriate set of maintenance standards, including both recommended frequency and acceptable quality. See Appendix B for standard of care (frequency) and Appendix C for maintenance standards (quality).
2.3	<p>Develop a comprehensive preventative maintenance plan to provide periodic/scheduled inspections, assessment and repair, and replacement of infrastructure, systems, and assets.</p>
2.4	<p>Perform an annual park audit using GRASP® GIS. Prioritize improvements based on annual identification of low-scoring components.</p>
2.5	<p>Adopt standards for park features, such as benches, pour-in-place playground surfacing, ramadas, signage, courts, and trash receptacles.</p>
2.6	<p>Develop a Trails Master Plan.</p> <ul style="list-style-type: none"> Consider a range of trail types to accommodate various activities, including walking, hiking, biking, and jogging. Design trails with universal accessibility in mind, incorporating features like smooth surfaces and gradual slopes. Gather input from trail users and local residents to understand preferences and prioritize improvements based on community needs. KPR should also coordinate with regional partners such as Visit Tri-Cities, the Kennewick Irrigation District, and the Benton-Franklin Council of Governments on regional trail planning, wayfinding, and other projects related to access and nonmotorized transportation and connectivity. Work with the Kennewick Irrigation District, promoting the retrofitting of open canals into underground pressurized systems to allow the rights of way as accessible pathways and trails.
2.7	<p>Implement a routine inspection and maintenance schedule for trails, addressing issues such as erosion, signage, and accessibility.</p> <ul style="list-style-type: none"> Zintel Canyon is a nature trail that is under-utilized and requires mitigation to function as intended. Identify priority needs and long-term goals to increase use and safety. Establish a dedicated trail maintenance team to help ensure regular upkeep and safety. <p>Implement a trail repair and improvement schedule to address safety concerns and optimize trail accessibility.</p>
2.8	<p>Organize quarterly volunteer-driven trail clean up events to engage the community.</p>
2.9	<p>Perform a comprehensive facility audit of the Kennewick Activity Center to assess its viability for future use.</p>

Initiative Three: Enhance Community Safety through Safe Parks

This initiative aligns with the City of Kennewick’s priority of “Community Safety.” Safe parks not only enhance community well-being but creates welcoming spaces for residents of all ages to participate in recreational activities with confidence.

OBJECTIVES	
3.1	Explore Parks Ranger staff program similar to regional agencies.
3.2	Implement safety measures, including adequate lighting, clear signage, and well-marked paths, to enhance user safety on trails and within park spaces.
3.3	Conduct regular safety audits to identify potential hazards and areas for improvement.

Initiative Four: Provide Inclusive Access to Parks, Programs, and Trails

Ensuring all residents have access to parks, programs, and trails enriches the community’s quality of life, aligning with the City of Kennewick’s central priority. Through comprehensive offerings, KPR serves the diverse needs of all residents contributing to community vitality.

OBJECTIVES	
4.1	<p>Adopt a LOS standard of four recreational components in a one-mile proximity. Low-service areas currently account for 7% of land area. These areas, by definition, have current service, but the service does not currently meet the goal of four recreational components within a one-mile drive.</p> <ul style="list-style-type: none"> Develop, partner with, or acquire facilities to help bridge the gap between existing and needed recreational facilities, particularly in underserved locations. Initiate a Master Plan for the undeveloped acres at Southridge Sports Complex to enhance offerings in southwest Kennewick.
4.2	Explore the potential of developer land dedication to expand recreational spaces. Collaborate with local planning bodies to establish transparent and equitable criteria for assigning developer land donations.
4.3	Collaborate with disability advocacy groups to identify specific needs and implement changes that cater to a diverse range of abilities.
4.4	Develop and distribute multilingual materials and communications for equitable access to information about park offerings and events.
4.5	Collaborate with community organizations representing various cultural groups to design culturally relevant programming that fosters inclusivity.
4.6	Create a transparent financial assistance application process, making it easy for eligible individuals to access support.
4.7	Regularly assess the success and impact of existing recreational programs and events to gather feedback for improvement.
4.8	<p>Develop creative and engaging programs that cater to both established and emerging recreational interests. In response to survey findings, consider introducing offerings in the following categories:</p> <ul style="list-style-type: none"> Arts and culture Fitness and wellness Hobbies and life skills <p>This expansion should also address age-group gaps, with a focus on serving teens, adults, and seniors.</p>

Initiative Five: Leverage the Potential of Recreation as an Economic Driver

This initiative directly aligns with the City of Kennewick’s priority for “Economic Development”. By focusing on recreation as an economic driver, this initiative acknowledges the significant economic benefits that vibrant recreation offerings can bring to the City. Quality recreational facilities attract visitors, tourists, and businesses to the area, stimulating economic activity. By fostering economic growth through recreation, Kennewick can create new job opportunities, increase revenue streams, and enhance the overall economic vitality of the City.

OBJECTIVES	
5.1	Develop a Feasibility Study for the construction of a state-of-the-art recreation center, encompassing facility design, budget allocation, community input, and coordination with relevant stakeholders.
5.2	Conduct a thorough assessment of KSMP to determine the need for a new pool facility, including feasibility studies, budget considerations, and community demand. Explore potential collaboration with the Kennewick School District to enhance project viability and impact.
5.3	<p>Collaborate with stakeholders to enhance riverfront properties for recreational use.</p> <ul style="list-style-type: none"> In conjunction with the neighboring jurisdictions and stakeholders in the community, continue to work with federal legislators and the U.S. Army Corps of Engineers (USACE) to allow conveyance of the shoreline that is currently owned by the USACE and leased to the local jurisdictions to maintain. Take advantage of the river frontage as a recreational, natural, and scenic asset. Develop Columbia Park in accordance with the 2018 Columbia Park Master Plan Vision. This includes development of Columbia Park, the Columbia Levee, adjacent lagoons, wetlands, access points and other riverfront property for water access and natural resource recreation.
5.4	Perform a comprehensive facility audit of the Kennewick Activity Center to assess its viability for future use.



Six-Year CIP

At the heart of this implementation plan lies the CIP, serving as the cornerstone for guiding the development, and revitalization of park spaces and facilities. Spanning six years, this plan hinges on the availability of funds and remains adaptable.

All cost estimates are based on 2024 figures and were provided by Washington licensed Landscape Architects at Bernardo Willis. Estimates are dependent on the extent of the enhancements and improvements known at this time. Estimates of probable costs are shown in today's dollars and are a Rough Order

of Magnitude (ROM) intended for general budget purposes. They are not detailed cost estimates and will require additional research as designs continue to be developed in the future. As a best practice, however, ROMs are derived from reputable databases, such as RSMeans Data Online. They are also based on "real world" numbers, including previous bid figures and/or direct communication with contractors, vendors, and manufacturers.

The ROM for the six-year CIP is \$10.5 million.

Facility	Rough Order of Magnitude
Columbia Center Estates Park	\$1,423,746
Add shelter (16x16)	\$154,746
Splash pad replacement	\$1,269,000
Eastgate Park	\$364,212
Upgrade irrigation and reorient fields	\$197,400
Repair, upgrade and enhance the loop walk.	\$166,812
Derelict Building	\$325,000
Demolition	\$325,000
Fruitland Park	\$208,145
Remove horseshoe pits, update seating area and diamond	\$208,145
Hawthorn Park	\$91,650
Add shelter (16x16)	\$91,650
Highlands Grange Park	\$1,476,270
Splash pad replacement	\$1,269,000
Several amenities are showing ware, including trash cans and benches	\$207,270
Horse Heaven Hills Park	\$881,250
Playground and surface replacement	\$881,250
Jay Perry Park	\$130,264
Court hoops, and resurfacing (concrete)	\$105,644
Improved accessibility to the community garden	\$24,620
Kenwood Park	\$290,674
Court hoops, and resurfacing (concrete)	\$203,005

Implementation Plan & CIP

The addition of park paths and seating	\$87,669
Facility	Rough Order of Magnitude
Lawrence Scott Park	\$4,366,311
Synthetic Turf Fields. includes fencing, backstops and fabric	\$1,200,000
Building renovation, field lights and concrete replacement	\$1,800,000
Basketball court and three pickleball courts are due for resurfacing (concrete)	\$616,311
Destination size playground and reconceptualized entry/concrete area	\$750,000
Layton Park	\$572,180
Small back stop in south/east corner and soccer goal posts	\$32,430
Shelter Removal	\$11,000
New pre fab restroom	\$528,750
Recreation and Aquatics Center Feasibility Study	\$120,000
Feasibility Study	\$120,000
Underwood Park	\$145,000
Swing set replacement	\$145,000
Yelm Park	\$111,038
Accessible picnic grove	\$111,038
Grand Total	\$10,505,739

Table 16: 2024 - 2029 CIP

FUNDING SOURCES

The Capital Improvement Fund accounts for the acquisition or construction of major capital assets, including continued development of City parks. Sources of revenue include taxes, state grants, federal grants, impact fees, contributions, and allocations from the Park Reserves and Recreational Trails and Paths Funds.

Some funding sources are dedicated to parks and recreation. The Recreational Trails and Paths Fund receives revenue from 0.5% of the motor vehicle fuel tax, according to provisions of RCW 46.68. These funds are to be expended for the planning, accommodation, establishment, and maintenance of facilities for pedestrian, equestrian, or bicycle traffic.

Park impact fees are levied on new housing construction to fund system improvements related to new growth. A per-unit fee, park impact fees are collected at the time a project is issued a building permit. Impact fee revenues go to a separate fund and are dedicated to park capital projects. Once collected, fees are placed into the park reserve fund and are used for the acquisition or development of park and recreation facilities within the designated park service area for which the fees were imposed. Fees are meant for park development within the area they are collected. In the past, this was limited to small geographical area. This limited the ability for the City to “pool funds” to make more substantial improvements. In 2018, two park zones were

FUTURE FUNDING CONSIDERATIONS

KPR should explore additional dedicated funding sources to bring the plan recommendations to fruition. This section outlines potential opportunities for KPR to actively seek out.

Partnerships

KPR proactively partners with other recreational providers to create a broader range of activities and programming opportunities. The services are especially designed to meet the physical, mental, cultural, and social needs of residents while enhancing their quality of life. Partnering with neighboring municipalities, local schools, nonprofit organizations, and private businesses can give residents access to a much more diverse array of recreational opportunities. It can also increase the user base for existing programs and facilities.

Partnerships can help accomplish tasks with limited resources, respond to compelling issues, encourage cooperative interaction and conflict resolution, involve outside interests, and serve as an education and outreach tool. Partnerships can take the form of cash gifts and donor programs, improved access to alternative funding sources, property investments, charitable trust funds, labor, materials, equipment, sponsorships, technical skills and/or management skills, and other forms of value.

Partnerships are typically associated with collaborations between public and private entities; however, they also extend to alliances between public agencies, nonprofit organizations, and other governmental bodies. To enhance service offerings, KPR should persist in nurturing partnerships with fellow public agencies like the Kennewick School District, City of Pasco, City of Richland, Benton County, and State of Washington. Additionally, forging alliances with partner organizations like Friends of Badger Mountain and Chinook Cycling Club can further enrich opportunities.

Recreation Revolving Fund

A recreation revolving fund is a financial mechanism often used by government agencies or organizations responsible for managing recreational facilities and programs. It operates by allowing the generated revenues from recreational activities, user fees, rentals, and other related sources to be collected and kept within a separate fund. This fund is then utilized to cover the costs of maintaining, improving, and expanding recreational facilities and programs.

The term “revolving” implies that the fund sustains itself through the cycle of generating revenue, which is then reinvested into the maintenance, operation, and development of recreational assets. This approach can create a self-sustaining model where user fees and generated income contribute to the ongoing enhancement and sustainability of the recreational offerings, reducing the reliance on external funding sources.

Land Dedication Requirement

Land dedication requirement refers to a policy or practice where property developers are required to dedicate a portion of their land for public use or community development as a condition of receiving development approvals.

For example, a city or municipality may require a developer to set aside a certain percentage of their land for parks, green spaces, schools, or other public amenities. This helps ensure that as new developments are built, there is also an expansion of public facilities and spaces to accommodate the growing population.

Developer land dedication is a common practice used by local governments to help balance the need for urban development with the preservation of public spaces and community infrastructure. It contributes to the creation of well-planned and livable communities.



Metropolitan Park District (MPD)

MPDs have become an important tool for communities in Washington to secure dedicated funding for parks and recreation, helping to ensure the availability of quality recreational opportunities for residents. Each MPD's structure and offerings vary based on the needs and desires of the community it serves. The creation of an MPD and any subsequent tax levies require voter approval through a ballot measure. Residents within the proposed district vote on whether to establish the district and authorize property tax levies to support its operations.

MPDs are authorized to levy property taxes within their boundaries to generate revenue for park and recreational services. This local funding source allows MPDs to finance the acquisition, development, and maintenance of parks and facilities independently. The service area of an MPD is determined by the district's boundaries, which may encompass one or more cities or unincorporated areas. The district's services are intended to benefit the residents and properties within these boundaries.

The property tax revenue collected by an MPD is dedicated solely to park and recreational purposes. This dedicated funding source allows MPDs to plan and invest in parks, facilities, and programs for the long term.

Washington Recreation and Conservation Office (RCO)

The primary land conservation grant program managed by the RCO is called the Washington Wildlife and Recreation Program (WWRP), which was created by the Legislature in 1989. WWRP is funded by appropriations in Washington State's capital construction budget, primarily from the sale of general obligation bonds. The legislature establishes funding levels for WWRP on a biennial basis at approximately \$50 million. According to state statute, WWRP funds must be distributed equally between Outdoor Recreation and Habitat Conservation purposes. Local agencies, special purpose districts (such as park and recreation districts), state agencies, Native American tribes, salmon recovery lead entities, and nonprofits can apply for WWRP funding. Local agencies, special purpose districts, salmon recovery lead entities, and nonprofits must provide 50% match and at least 10 percent of the total project cost must be from a non-state, non-federal contribution. State agencies do not have to provide match. Native American tribes must provide 50% match.

RCO provides funding for a broad range of land protection and outdoor recreation, including park acquisition and development, habitat conservation, farmland preservation, and construction of outdoor recreation facilities. Typical projects include protecting wildlife habitat, building athletic complexes, building or renovating community parks, protecting farmland, and developing regional trails.

Future Investment Summary: Long-Range CIP

The long-range CIP provides a long-term vision for parks, recreation, and open space in Kennewick, based on an analysis of existing conditions, community demographics, residents’ needs and interests, and regional trends for parks and recreation activities. No long-range CIP can be certain of the characteristics of a dynamic population over a 15-year period. Therefore, the long-range CIP will most effectively meet the

needs of Kennewick residents if it is updated on an ongoing basis to help ensure consistency between the KPR mission and vision and residents’ needs.

Projects that KPR anticipates having funding to implement in the next six years are included in the six-year CIP. Projects anticipated in the next 15 years are provided in Table 17.

Project and Scope	
Canyon Lakes Park	<ul style="list-style-type: none"> Court replacement (concrete)
Hatfield Park	<ul style="list-style-type: none"> Playground replacement
Highlands Grange Park	<ul style="list-style-type: none"> Playground replacement
John Day Park	<ul style="list-style-type: none"> Playground replacement Add a shelter (16x16)
Layton Park	<ul style="list-style-type: none"> Playground replacement Court replacement (concrete) Sunset Park Safe Routes to Play: neighborhood access from the east
Columbia Center Park	<ul style="list-style-type: none"> Playground replacement
Fruitland Park	<ul style="list-style-type: none"> Playground replacement
Hansen Park	<ul style="list-style-type: none"> Playground replacement
Hatfield Park	<ul style="list-style-type: none"> Pre-fab restroom
Hawthorn Park	<ul style="list-style-type: none"> Playground replacement Court replacement (concrete)
Sunset Park	<ul style="list-style-type: none"> Add a tot lot
Underwood Park	<ul style="list-style-type: none"> ADA accessibility Improvements Splashpad replacement
Yelm Park	<ul style="list-style-type: none"> ADA accessibility Improvements
Zintel Park	<ul style="list-style-type: none"> Shade structure for playground

Table 17: Long-Range CIP

A



Appendix A: GRASP Components & Definition

GRASP® Outdoor Component List	
Component	Definition
Adventure Course	An area designated for activities such as ropes courses, zip lines, challenge courses.
Amusement Ride	Carousel, train, go-carts, bumper cars, or other ride-upon features. The ride has an operator and controlled access.
Aquatics, Complex	An aquatic complex has at least one immersion pool and other features intended for aquatic recreation.
Aquatics, Lap Pool	A swimming pool intended for swimming laps.
Aquatics, Leisure Pool	A swimming pool intended for leisure water activities. May include zero-depth entry, slides, and play-and-spray features.
Aquatics, Spray Pad	A play feature without immersion intended for interaction with moving water.
Aquatics, Therapy Pool	A temperature-controlled pool intended for rehabilitation and therapy.
Basketball Court	A dedicated full-sized outdoor court with two goals.
Basketball, Practice	A basketball goal for half-court play or practice, including goals in spaces associated with other uses like parking lots.
Batting Cage	A stand-alone facility with pitching machines and restricted entry.
Bike Complex	A bike complex accommodates various bike skills activities with multiple features or skill areas.
Bike Course	A designated area for nonmotorized bicycle use may be constructed of concrete, wood, or compacted earth. Includes pump tracks, velodrome, and skills courses.
Camping, Defined	Defined campsites may include a variety of facilities such as restrooms, picnic tables, and a water supply. Use the official agency count for quantity if available.
Camping, Undefined	Allows users to stay overnight outdoors in undefined sites and receives a quantity of one for each park or location.
Climbing, Designated	A designated natural or human-made facility provided or managed by an agency for recreation climbing but is not limited to play.
Climbing, General	Allows users to participate in a climbing activity. Use a quantity of one for each park or other location.
Concession	A facility used for selling, renting, or other provisioning of food, drinks, goods, and services to the public.
Diamond Field	Softball and baseball fields suitable for organized diamond sports games. Not specific to size or age appropriateness.
Diamond Field, Complex	Many ballfields at a single location suitable for tournaments.
Diamond Field, Practice	An open or grassy area used to practice diamond sports and is distinguished from a ballfield. Does not lend itself to organized diamond sports games or open turf by the presence of a backstop.
Disc Golf	A designated area for disc golf. Quantities: 18-hole course = 1; 9-hole course = 0.5

Appendix A: GRASP Components & Definition

Component	Definition
Dog Park	An area explicitly designated as an off-leash area for dogs and their guardians.
Educational Experience	Signs, structures, or features provide an educational, cultural, or historical experience. They are distinguished from public art by the presence of interpretive signs or other information. Assign a quantity of one for each contiguous site.
Equestrian Facility	An area designated for equestrian use and typically applied to facilities other than trails.
Event Space	A designated area or facility for an outdoor class, performance, or special event, including an amphitheater, bandshell, and stage.
Fitness Area	Features intended for personal fitness activities. Fitness areas are groupings of equipment in immediate proximity.
Fitness Course	Features intended for personal fitness activities are typically located along a path or trail. A course receives one for each complete grouping of fitness equipment.
Game Court	Outdoor court designed for a game other than tennis, basketball, and volleyball that is distinguished from a multiuse pad, including bocce, shuffleboard, and lawn bowling. The type specified in the comments. Quantity counted per court.
Garden, Community	A garden area that provides community members a place to have a personal vegetable or flower garden.
Garden, Display	An area designed and maintained to provide a focal point or destination, including a rose garden, fern garden, native plant garden, wildlife/habitat garden, and an arboretum.
Golf	A course designed and intended for the sport of golf counted per 18 holes. Quantities: 18-hole course = 1; 9-hole course = 0.5
Golf, Miniature	A course designed and intended as a multihole golf putting game.
Golf, Practice	An area designated for golf practice or lessons, including driving ranges and putting greens.
Historic Feature	A site designated to commemorate an event, person, or place of local, statewide, or national significance.
Horseshoe Court	A designated area for the game of horseshoes, including permanent pits of regulation length. Quantity counted per court.
Horseshoes Complex	Several regulation horseshoe courts in a single location. They are suitable for tournaments.
Ice Hockey	Regulation-size outdoor rink explicitly built for ice hockey games and practice.
In-Line Hockey	Regulation-size outdoor rink built specifically for in-line hockey games and practice.
Loop Walk	Opportunity to complete a circuit on foot or by nonmotorized travel mode. Suitable for use as an exercise circuit or leisure walking. Quantity of one for each park or other location unless more than one particular course is present.

Component	Definition
Multiuse Pad	A painted area with games such as hopscotch, four square, and tetherball found in schoolyards. As distinguished from “game court,” which is typically single use.
Natural Area	Describes an area in a park that contains plants and landforms that are remnants of or replicate undisturbed native regions of the local ecology. It can include grasslands, woodlands, and wetlands.
Open Turf	A grassy area not suitable for programmed field sports due to size, slope, location, or physical obstructions. It may be used for games of catch, tag, or other informal play and uses that require an open grassy area.
Other	An active or passive component that does not fall under another definition. Specified in comments.
Passive Node	A place designed to create a pause or particular focus within a park such as seating areas, plazas, and overlooks; not intended for programmed use.
Pickleball Court	A designated court designed primarily for pickleball play.
Picnic Ground	A designated area with a grouping of picnic tables suitable for organized picnic activities. Account for individual picnic tables as Comfort and Convenience modifiers.
Playground, Destination	A destination playground attracts families from the entire community. Typically has restrooms and parking on-site. May include special features like a climbing wall, spray feature, or adventure play.
Playground, Local	A local playground serves the needs of the surrounding neighborhood. Includes developed playgrounds and designated nature play areas. These parks generally do not have restrooms or on-site parking.
Public Art	Any art installation on public property. Art receives a quantity of one for each contiguous site.
Rectangular Field Complex	Several rectangular fields in a single location. A complex is suitable for tournament use.
Rectangular Field, Large	Describes a specific field large enough to host one adult rectangular field sports game, such as soccer, football, lacrosse, rugby, and field hockey. The approximate field size is 180 feet by 300 feet (60 by 100 yards). The field may have goals and lines specific to an individual sport that may change with the permitted use.
Rectangular Field, Multiple	Describes an area large enough to host one adult rectangular field sports game and a minimum of one other event/game, but with an undetermined number of actual fields. This category describes a large open grassy area arranged in configurations for any number of rectangular field sports. Sports may include soccer, football, lacrosse, rugby, and field hockey. The field may have goals and lines specific to an individual sport that may change with the permitted use.
Rectangular Field, Small	Describes a specific field too small to host a regulation adult rectangular field sports game but accommodates at least one youth field sports game. Sports may include soccer, football, lacrosse, rugby, and field hockey. A field may have goals and lines specific to a particular sport that may change with a permitted use.
Shelter, Large	A ramada, shade shelter, or pavilion large enough to accommodate a group picnic or other event for a minimum of 16 seated individuals.. Address lack of seating in scoring.
Shelter, Small	A ramada, shade shelter, or pavilion large enough to accommodate a family picnic or other event for approximately 4 – 16 people, with seating for a minimum of 4. Covered benches are included in comfort and convenience scoring and should not be included here.
Skate Feature	A small or single feature primarily for wheel sports, such as skateboarding and in-line skating. The component may or may not allow freestyle biking. Categorize dedicated bike facilities as bike courses.

Appendix A: GRASP Components & Definition

Component	Definition
Skate Park	An area set aside primarily for wheel sports, such as skateboarding and in-line skating. The park may allow freestyle biking. It may be specific to one user group or allow for several user types and accommodate various abilities. Typically has a variety of concrete or modular features.
Target Range	A designated area for practice or competitive target activities. The type specified, such as archery or firearms, in comments.
Tennis Complex	Multiple regulation courts in a single location with amenities suitable for tournament use.
Tennis Court	A court suitable for recreation or competitive play. Quick-start or other nonstandard types specified in comments.
Tennis, Practice Wall	A wall intended for practicing tennis.
Track, Athletic	A multilane, regulation-sized running track appropriate for track and field events.
Trail Access Point	A point of connection to a trail or trail system, without amenities generally associated with a trailhead.
Trail, Multiuse	A trail, paved or unpaved, is separated from the road and provides recreational opportunities or connections to walkers, bikers, rollerbladers, and equestrian users. Paths that make a circuit within a single site are loop walks.
Trail, Primitive	An unpaved path within a park or natural area that provides recreational opportunities or connections to users. Minimal surface improvements that may or may not meet accessibility standards.
Trail, Water	A river, stream, canal, or other waterway trail for floating, paddling, or other watercraft.
Trailhead	A designated staging area at a trail access point may include restrooms, an information kiosk, parking, water fountains, trash receptacles, and seating.
Volleyball Court	One full-sized court. It may be a hard or soft surface, including grass and sand. May have permanent or portable posts and nets.
Wall Ball Court	Walled courts are associated with handball and racquetball—the type specified in the comments.
Water Access, Developed	A developed water access point includes docks, piers, kayak courses, boat ramps, and fishing facilities. It is specified in comments, including the quantity for each unique type.
Water Access, General	Measures a user's general ability to access the edge of open water. May include undeveloped shoreline. Typically receives a quantity of one for each contiguous site.
Water Feature	This passive water-based amenity provides a visual focal point of fountains and waterfalls.
Water, Open	A body of water, such as a pond, stream, river, wetland with open water, lake, or reservoir.
Winter Sport	An area designated for a winter sport or activity. For example, a downhill ski area, Nordic ski area, sledding hill, toboggan run, and recreational ice. The type specified in the comments.

Table 18: Grasp® Outdoor Component List

B



Appendix B: Standard of Care

Appendix B: Standard Of Care

The standard of care is based on a level (e.g., 1, 2, and 3) and mode (tasks and frequencies of each task) and follow NRPA best practices.

Level 1 (yellow): Very high-maintenance applications usually associated with high-use/high-participation elements that predominately provide upper gradient programs and services. Any element with a very high safety risk exposure (i.e., play equipment) are considered Level 1. Additionally, certain environmentally-sensitive areas are considered Level 1.

Level 2 (blue): High-level maintenance applications usually associated with reasonably moderate visitation that accommodates structured recreational gradient programs and services.

Level 3 (green): Moderate- to low-maintenance applications usually associated with low levels of visitation.

Task	KPR's Current Level	Level 1	Level 2	Level 3
Turf				
Mow/Trim/Blow Clippings	1x/7 days	1x/7 days	1x/7 – 10 days	1 or 2x/year
Aerate	As needed	2x/year	1x/year	As needed
Overseed	Not performed	1x/year	As needed	Not performed
Fertilize	Not performed	2 – 4x/year	1x/year	Not performed
Apply weed control	1x Year	2x/year and as needed	As needed	As needed
Trim shrubs	As needed	1x/7 days	1x/year	As needed
Pick up trash prior to mowing	1x/7 days	1x/7 days	1x/10 days	1x/10 days
Control pest	As needed	Biweekly	As needed	As needed
Manage leaves	2x/year and as needed	2x/year and as needed	2x/year and as needed	1x/year
Line trim	1x/week	1x/week	1x/week	Monthly
Edge	As needed	1x/month	1x/year	As needed
Pavilion/Shelters/Picnic Areas				
Clean and Sweep/Blow	As needed	Daily	Weekly	As needed
Remove and/or replace garbage bags and trash cans	As needed	Daily	As needed	As needed
Paint	As needed	As needed	As needed	As needed
Power wash	As needed	Daily	Weekly	As needed
Inspect electrical system	1x/year	1x/year	1x/year	1x/year
Inspect picnic tables	Monthly	1x/week	1x/week or as needed	Monthly

Task	KPR's Current Level	Level 1	Level 2	Level 3
Restrooms				
Clean and restock	Daily	1x/day (weekdays); 2x/day weekend	Daily	Daily
Repair vandalism	As needed	As needed	As needed	As needed
Remove and/or replace garbage bags and trash cans	Daily	Daily	Daily	As needed
Mechanical inspection (plumbing)	1x/month	Weekly	1x/month	1x/month
Schedule Lighting/ Mechanical systems	1x/year	1x/week	1x/week	1x/year
Seasonal start-up and close-down	2x/year	2x/year	2x/year	1x/year
Fence				
Inspect	1x/year and following storms	Monthly	1x/year and following storms	1x/year and following storms
Repair	As needed	As needed	As needed	As needed
Replace	As needed	As needed	As needed	As needed
Repaint	As needed	As needed	As needed	As needed
Vegetation Control	1x/year and as needed	1x/year and as needed	1x/year and as needed	1x/year and as needed
Mulching				
Apply mulch	As needed	2x/year	1x/year	As needed
Weed control	As needed	2x/year	1x/year	As needed
Playgrounds				
Inspect and document	Bimonthly (4x/ year)	Weekly	Monthly (7x/year)	Bimonthly (4x/ year)
Major inspection	Semiannually	Monthly	Semiannually	Annually
Repair	As needed	As needed	As needed	As needed
Clean and pick up trash	Daily	Daily	Daily	Weekly
Remove graffiti	As needed	As needed	As needed	As needed
Inspect water fountains	As needed	Weekly	Monthly	As needed
Seal rubberized, poured in place	Every 2 years	Annually	Annually	Every 2 years
Replace	Every 15 years	Every 10 years	Every 15 years	As needed
Inspect for Pest/Bees/etc.	Monthly	Weekly	Monthly	As needed
Clean and Sweep/blow	Daily	Daily	Weekly	As needed

Appendix B: Standard Of Care

Task	KPR's Current Level	Level 1	Level 2	Level 3
Sports Field Turf				
Mow/Trim/Blow Clippings	1x/7 days	1x/7 days	1x/7 – 10 days	1 or 2x/year
Aerate	1x/year	2x/year	1x/year	As needed
Overseed	As needed	1x/year	As needed	Not performed
Fertilize	1x/year	2 – 4x/year	1x/year	Not performed
Apply weed control	As needed	2x/year and as needed	As needed	As needed
Pick up trash prior to mowing	1x/7 days	1x/7 days	1x/10 days	1x/10 days
Control pest	As needed	Biweekly	As needed	As needed
Manage leaves	2x/year and as needed	2x/year and as needed	2x/year and as needed	1x/year
Line Trim	1x/week	1x/week	1x/week	Monthly
Edge	1x/month	1x/month	1x/year	As needed
Artificial Turf				
Repairs	1 or 2x/year	1x/7 days	1x/7 – 10 days	1 or 2x/year
Infill	As needed	2x/year	1x/year	As needed
Inspection gmax testing	Not performed	1x/year	As needed	Not performed
Groom	1x/year	2 to 4x/year	1x/year	Not performed



Task	KPR's Current Level	Level 1	Level 2	Level 3
Sports Court				
Pressure washing	Not performed	1x/7 days	1x/7 – 10 days	1 or 2x/year
Inspection	Not performed	2x/year	1x/year	As needed
Line Striping	As needed	1x/year	As needed	Not performed
Fence Maintenance	As needed	2 – 4x/year	1x/year	Not performed
Apply weed control	As needed	2x/year and as needed	As needed	As needed
Trim shrubs	As needed	1x/7 days	1x/year	As needed
Manage leaves (blowing)	1x/year	2x/year and as needed	2x/year and as needed	1x/year
Landscape Bed Maintenance				
Prune trees	As needed	1x/7 days	1x/7 – 10 days	1 or 2x/year
Fertilize	Not performed	2 – 4x/year	1x/year	Not performed
Apply weed control	As needed	2x/year and as needed	As needed	As needed
Trim shrubs	As needed	1x/7 days	1x/year	As needed
Pick up trash	1x/7 days	1x/7 days	1x/10 days	1x/10 days
Control Pest	Not performed	Biweekly	As needed	As needed
Manage leaves	2x/year and as needed	2x/year and as needed	2x/year and as needed	1x/year
Line trim	1x/week	1x/week	1x/week	Monthly
Edge	As needed	1x/month	1x/year	As needed

Table 19: Current Standard of Care

C



Appendix C: Maintenance Standards

These general maintenance standards are meant to serve as starting points for KPR to review and consider as a basic desired maintenance standard for all parks and recreational facilities.

PARKS

Grounds

- Grounds mowed and trimmed regularly
- Park is free of litter, debris, and hazards
- Parking lots, if applicable, are clean, striped, and free of debris, holes, and tripping hazards

Drinking Fountains (Where Applicable)

- Fountains are accessible and operational
- Fountains are in appropriate locations and comply with ADA requirements
- Fountains are installed on a solid surface and free of standing water and debris
- Drain system is operational

Signage

- Park identification signs are secure and properly installed in a noticeable location
- Handicapped parking signs are secure, visible, and installed to code
- Park rules signs are secure and properly installed in a noticeable location
- Restroom signs are secure and visible
- Signs are clean, painted, and free of protrusions and graffiti
- Directional signs provided as needed in appropriate locations
- Signs include the KPR logo and contact phone number

Ornamental Plants and Trees

- Plants and trees are healthy and free of disease and insects
- Plant beds are free of litter, debris, and weeds
- Plant selection is appropriate for season and area usage
- Trees trimmed and shaped regularly; inspect and remove hazardous trees as needed
- Tree species selection should provide a wide variety of native and selected non-native trees where appropriate
- Tree wells and planting beds mulched for protection and water conservation

Walkways and Trails

- May be hard surface or soft surface depending on location and intended use
- Soft-surface trails are free of water-collecting depressions and erosion
- Walkways and trails have a uniform surface, have positive drainage, are level with the ground, and free of trip hazards and excessive material deflection
- Walkways and trails are free of litter, debris, sediment, and seasonal snow
- Walkways and trails meet ADA requirements
- Walkways and trails provide unobstructed access and are free from low and protruding tree limbs, guide wires, signposts, and ornamental plants
- Walkways in irrigated park areas are neatly edged
- Walkways and trails are clear of weeds and grass growth in cracks and expansion joints; adequate trash receptacles provided
- Guard rails and safety fencing provided in appropriate locations
- Routine safety and function inspections are performed including surface, culverts, water crossings, signage, and vegetation

Appendix C: Maintenance Standards

Trash Receptacles (Random Locations)

- Receptacles are clean and free of odor with liners in place
- Receptacles are painted, free of damage and missing parts, and properly anchored
- Roll-off containers and dumpsters are clean, screened, and placed in nonintrusive locations
- Area around trash receptacles is clean and free of trash and debris
- Area around roll-off containers and dumpsters is clean and free of trash and debris

Fencing

- Fences are intact, structurally sound, and free of damage or deterioration
- Nails, bolts, and screws are flush with surface with no exposed sharp points
- Fences have no excessive voids, cracks, or splintering

Security and Exterior Lights

- In total, 90% of security and exterior lights are operational
- No electrical conducting wires are exposed
- Lights comply with appropriate building code
- Poles and components are secured in the ground and are operational and straight

Bridges

- Bridges have a uniform surface, are free of trip hazards, and are free of graffiti
- Lumber and other materials are structurally sound, free of cracking deterioration and splintering
- Bridges comply with ADA requirements
- Bridges have handrails intact and properly installed and anchored
- Bridges are free of litter and debris

General Use Turf Areas

- Turf areas are free of litter and debris
- Turf areas are mowed and trimmed regularly
- Turf areas have a uniform surface and are well drained
- Areas have clean trash receptacles in good condition
- Turf is free of disease, insects, and weeds
- Supplemental irrigation is provided as needed
- Turf areas are fertilized and aerated regularly

Athletic Use Turf Areas

- Turf areas are free of litter and debris
- Turf areas are mowed and trimmed according to usage schedule
- Turf areas have a uniform surface and are well drained
- Playing surface maintained according to sport-specific guidelines
- Areas have clean trash receptacles in good condition
- Turf is free of disease, insects, and weeds
- Supplemental irrigation is provided as needed
- Turf areas are fertilized and aerated regularly

Irrigation

- Irrigation system is fully operational with complete and uniform coverage
- System is free of leaks; backflow prevention devices are in place and functioning properly
- Heads are installed properly for intended use
- Heads are properly adjusted with rotations and arcs to reduce water runoff
- Systems are set to run at specific times to minimize evaporation and waste
- System function checks are conducted regularly
- Repair excavations are properly compacted, and turf is restored

Open Space Areas

- Native grasses are mowed, if necessary, according to specific management plans, with focus on promoting natural growth heights and cycles and wildlife habitat
- Trail corridors and picnic areas are mowed as needed
- Trail surfaces are free of debris and weeds
- Native tree and shrub growth are encouraged
- Wildlife habitat and water quality preservation are emphasized
- Rules and regulations and identification signs are posted in noticeable locations
- Annual and noxious weeds are controlled as needed
- Property access points and boundaries are clearly marked

ATHLETIC FACILITIES AND COMPETITIVE PLAY FIELDS

Turf

- Turf has a healthy, dense stand of grass, and coverage is no less than 95% of playable area
- Play area has a uniform surface and is well drained
- Turf to be mowed at the appropriate height for the type of grass used, time of season, and type of field use
- Turf is free of any litter or debris
- Apply top dressing and over seeding, as needed, to maintain healthy grass
- Fields may be closed for use periodically to allow for turf recovery
- Turf is free of disease, insects, and weeds

Artificial Turf

- To help ensure a synthetic turf field is operating at its best, conducting a GMAX test annually is recommended; GMAX scores should not exceed a score of 200 G's according to American Society of Testing Materials International, or a score of 165 G's according to the Synthetic Turf Council

- Sweep and drag to keep the carpet fibers in an upright position; once a week or once a month depending on use
- Loosen and redistribute infill to improve footing, reduce static electricity, and improve the look of the field; groom fields before each game
- Check and replenish the infill level, especially in high-use areas; the infill creates the padding and shock absorption for the synthetic turf system and restores the field's resiliency at least once a year (it takes about 20 tons of crumb rubber to provide a 0.25-inch layer)
- Use a vacuum or leaf blower to remove debris, like sunflower seeds, weekly
- Treat turf with antimicrobial products to remove bacterial growth, weekly to monthly
- Troubleshoot for common problems and minor repairs, such as seam repair

Softball Infields

- Infields have a uniform surface and are free of lips, holes, and trip hazards
- Infields are well drained with no standing water areas
- Infields have proper soil composition for intended use, with ballfield mix added as needed
- Infields are free of weeds and grass
- Infields are free of rocks, dirt clods, and debris
- Bases and plates are properly installed, level, at proper distances, and anchored according to manufacturer's specifications and league requirements
- Fields dragged and lined as needed according to use schedules

Bleachers

- Hardware is intact, and bracing and safety rails are tightly connected
- Seating surface is clean, smooth, free of protrusions, and have no exposed sharp edges or pointed corners
- Clean trash receptacles provided and in good condition; the area under the bleachers is free of trash

Appendix C: Maintenance Standards

Lights

- Electrical system and components are operational and comply with applicable building codes
- A majority (90%) of lamps for each field are operational
- No electrical conducting wires exposed
- Ballast boxes and components are properly installed and secured
- Lights provide uniform coverage on facilities and fixtures and are adjusted to eliminate dark or blind areas
- Fixtures securely fastened to poles, with poles secured in the ground according to manufacturer's specifications
- Poles and fixtures inspected immediately after any major wind, ice, or hailstorm

Fencing

- Fencing material is galvanized chain link and appropriate gauge wire for specified use
- Fencing material is properly secured to support rails
- Support rails are properly connected and straight
- Fencing is free of holes and protrusions
- Fabric is straight and free of bending and sagging
- Gates and latches are operational

Restrooms/Portable Toilets

- Toilets are clean, sanitary, and properly stocked with paper products
- Lights and ventilation systems are operational
- Toilets, stall doors, and hand air dryers are operational
- Buildings and enclosures are free of graffiti
- Doors are properly marked for visitors
- Restrooms have clean trash receptacles
- All doors and locks are operational
- Restrooms/portable toilets comply with ADA requirements
- All restrooms stocked with hand sanitizer

PLAYGROUNDS

Play Equipment

- Equipment and surrounding play areas meet ASTM International and National Playground Safety Institute (NPSI) standards
- Play equipment and hardware is intact
- Play equipment is free of graffiti
- Age appropriateness for equipment is noted with proper signage
- Regular inspection and repair program is in place and enforced

Surfacing

- Fall surface is clean, level, and free of debris
- Fall surface meets ASTM and NPSI standards
- Fall surface is well drained
- Rubber cushion surfaces are free of holes and tears
- Rubber cushion surfaces are secure to base material and curbing

Borders

- Playground borders are well defined and intact
- Playground borders meet ASTM and NPSI standards

General

- Slides and climbing devices are properly anchored
- All moving parts are properly lubricated and functioning as intended
- S-hooks and swing seats are in good operating condition
- Damaged or under-repair equipment is removed or properly marked and isolated from public use until repaired
- Playgrounds should adhere to ADA standards

PICNIC AREAS AND SHELTERS

General

- Access to facilities complies with ADA
- Shelters are clean, sanitary, and free of graffiti
- Lights and electrical plugs are operational and comply with appropriate building codes
- Vegetation around structure is trimmed back to reduce hazards and does not impede entry and egress
- Grounds around structure are mowed, trimmed, and free of litter, debris, and hazards
- Shelters are structurally sound, clean, painted, have no rotted lumber or rusted metal, and have no loose siding or shingles
- Water fountains and hose bibs (if provided) are operational
- Signage and rules and regulations information are posted in a noticeable location

Tables

- Tables are clean, free of dust, mildew, and graffiti
- Table hardware is intact
- Table frames are intact, and slats are properly secured
- Table seats and tops are smooth with no protrusions and have no exposed sharp edges or pointed corners

Grills

- Grills are operational and free of rust and metal deterioration
- Grills are clean and free of grease buildup
- Grill racks are operational and secure, and grills are properly anchored to reduce hazard and theft

Trash Receptacles

- Receptacles are clean, free of odors, and have liners in place
- Receptacles are painted, free of damaged or missing parts, and properly anchored
- Area around receptacles is clean and free of trash and debris

TENNIS COURTS

Surfacing

- Surface is smooth, level, and well drained with no standing water
- Surface is free of large cracks, holes, and trip hazards
- Surface is painted and striped in accordance with U.S. Tennis Association court specifications and for pickleball where appropriate
- Worn painted surfaces do not exceed 30% of total court surface
- Surface is free of litter, debris, gravel, and graffiti

Nets

- Nets and wind screens are free of tears and frays
- Nets are properly installed and secured to support poles
- Nets have center stripes installed at the regulated height and are anchored to the court
- Support poles have hardware intact and are properly anchored and installed
- Wind screens are properly installed and secured to fencing

Fencing

- Fencing is galvanized chain link and is the appropriate gauge wire for specified use
- Fencing material is properly secured to support rails
- Support rails are properly secured and straight
- Fencing is free of holes, protrusions, and catch points
- Fabric is straight and free of bending or sagging
- Gates and latches are operational
- Windscreens are tightly secured and free of tears and holes

Appendix C: Maintenance Standards

OUTDOOR BASKETBALL COURTS

Surfacing

- Surface is smooth, level, well drained, and free of standing water
- Surface is free of large cracks, holes, and tripping hazards
- Surface is painted and striped per court specifications
- Surface is free of litter, debris, gravel, and graffiti

Goals and Backboards

- Goals and backboards are level with hardware intact
- Goals and backboards are painted
- Nets are properly hung and free of tears and fraying
- Support poles are secure in ground and straight

PONDS AND LAKES

Water

- Aerators, if provided, are operational
- Pond surface is at least 90% free of vegetation
- Water area is free of trash and debris
- Bank areas are smooth and free of washouts and erosion; riprap in place where needed
- Ponds and lakes, where appropriate, are stocked with appropriate species of fish
- Inlet and outlet structures are operational
- Appropriate and seasonal rules and regulations signage is in place at noticeable locations

Fishing Piers and Decks

- Planks are intact, smooth, structurally sound, free of splinters, and have no cracks greater than 0.25 inches
- Nails, bolts, and screws are flush with surface
- Planks are level with no excessive warping
- Handrails are present and structurally sound
- Piers and decks comply with ADA requirements
- Trash receptacles are provided nearby

Benches

- Hardware is intact and structurally sound
- Nails, bolts, or screws are flush with surface
- Seats and backing are smooth with no protrusions, have no sharp edges or pointed corners, and are structurally sound
- Benches are secured in ground and properly installed

Decks

- Planks are intact, smooth, structurally sound, free of splinters, and have no cracks greater than 0.25 inches
- Nails, bolts, and screws are flush with surface
- Planks are level with no excessive warping



KENNEWICK
WASHINGTON
Parks & Recreation

**DEPARTMENT OF
PARKS & RECREATION**
Comprehensive Plan

 BerryDunn

Council Agenda Coversheet	Agenda Item Number: 5.b.	Council Date: 11/7/2023	Category: Ordinance/Reso Quasi-Judicial
	Agenda Item Type: Ordinance Subject: Change of Zone from RS to RL Department: Community Planning Ord/Reso # 6038 Contract # Project # PROJ 23-0141 Permit # COZ-2023-0007		

Recommendation

The Planning Commission recommends City Council concur with the findings and conclusions contained within staff report COZ-2023-0007 by adopting Ordinance 6038.

Motion for Consideration

I move to adopt Ordinance 6038.

Summary

Jim Brock has applied to change the zone of a portion of one parcel totaling 0.39 acres from Residential, Suburban (RS) to Residential, Low Density (RL). The RL zone is an implementing zoning district of the Low Density Residential Land Use Designation. The request is consistent with the Comprehensive Plan.

The subject property is located at 408 W. 36th Ave, and is currently developed with a single family dwelling and a detached accessory structure. It is the applicant's intent to complete a Boundary Line Adjustment and transfer the area in question to the property to the north at 411 W. 32nd Ave. Adjacent properties to the north and south are zoned Residential, Low Density (RL), while the properties to the east and west are zoned Residential, Suburban (RS).

The Planning Commission held a public hearing to review the proposal on 16 October 2023. At the hearing, staff presented an overview of the staff report and findings. No public testimony either for or against the proposed Change of Zone was received. The Planning Commission voted unanimously to recommend approval of COZ-2023-0007 to City Council.

Alternatives

None recommended.

Fiscal Impact

None.

Attachments:

1. Ordinance
2. Vicinity Map
3. Presentation
4. Staff Report
5. Survey
6. PC Action Summary
7. Minutes

CITY OF KENNEWICK
ORDINANCE NO. 6038

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED AT 408 W. 36th AVENUE FROM RESIDENTIAL, SUBURBAN (RS) TO RESIDENTIAL, LOW DENSITY (RL) (COZ 2023-0007, Jim Brock)

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. 1-1389-101-0200-003:

THE NORTH 164.00 FEET OF LOT 3 OF THE SHORT PLAT RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 200, RECORDS OF BENTON COUNTY, WASHINGTON.

CONTAINS 16,890 SF

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

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, this 7th day of November, 2023, and signed in authentication of its passage this 7th day of November, 2023.

Attest:

W.D. MCKAY, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 6038 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington this 8th day of November, 2023.

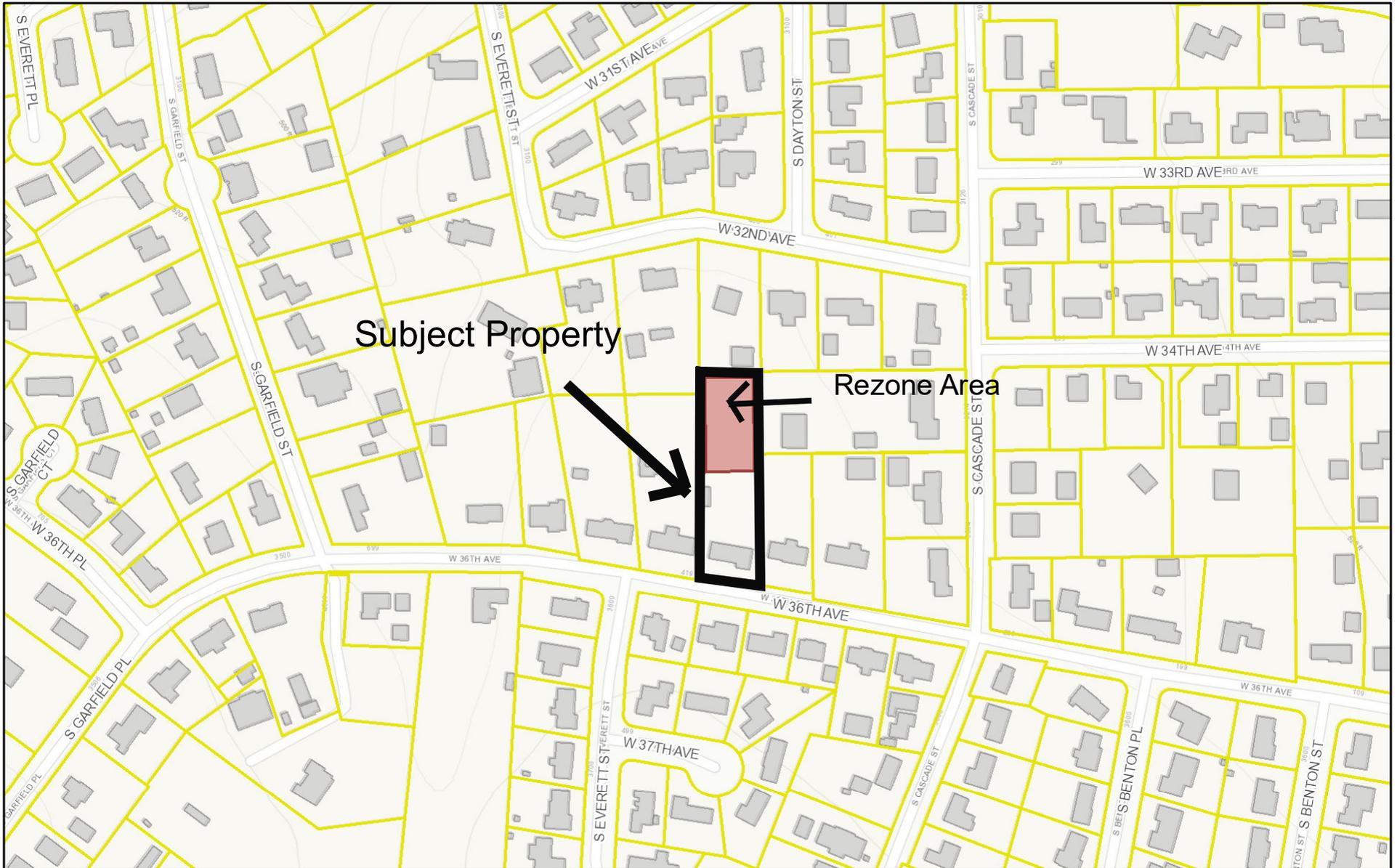
Approved as to form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION: _____

Vicinity Map



October 2, 2023

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

- | | | | | |
|---------------------------|-----------|-------------|-------------------------|-------------------|
| StreetName | Apartment | Mobile Home | SurveyCityLimits | SV_CI_COUNTY_1 |
| SurveyAddressPoint | Building | Parcel | SV_CI_KENNEWICK_10 | SV_CI_RICHLAND_10 |
| <all other values> | Condo | | | |



1 inch = 250 feet

1:3,000

0 0.0225 0.045 0.09 mi

0 0.035 0.07 0.14 km

Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,

City Council Meeting

Change of Zone COZ-2023-0007

7 November 2023



Application Summary



Applicant: Jim Brock

Owner: Claire Stegall Trust

Proposal: Rezone 0.39 acres from Residential, Suburban (RS) to Residential, Low Density (RL)

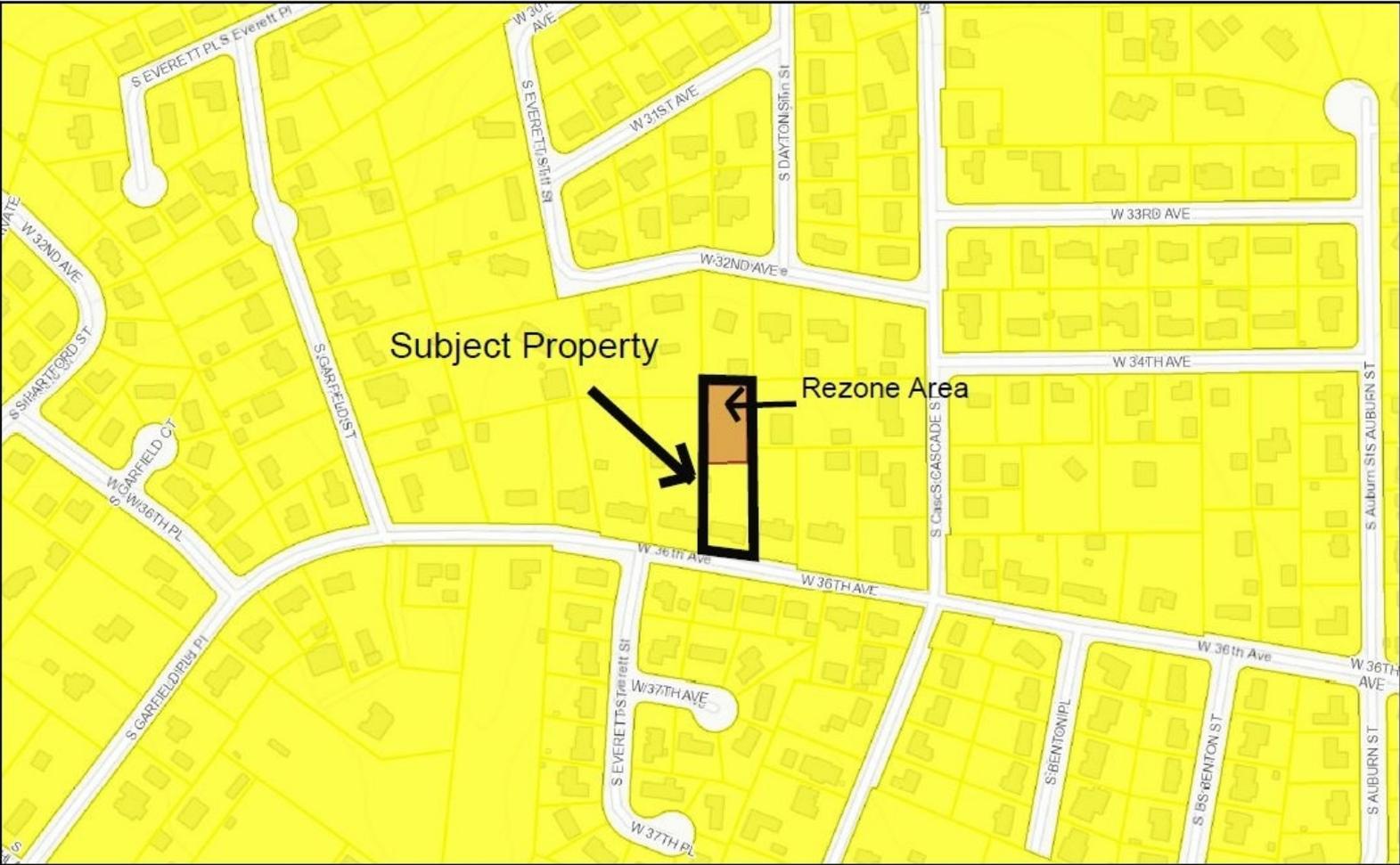
Comprehensive Plan Designation: Low Density Residential

Location: 408 W 36th Ave

Vicinity Map



Land Use Map



Permitted Uses

The purpose of both the RS and RL districts is to establish areas for low density single-family residential buildings, to stabilize and protect the residential districts, and to promote and encourage a suitable environment for family life in either a semi-rural or urban setting.

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) 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.

Recommendation

The Planning Commission recommends City Council concur with the Findings and Conclusions contained within staff report COZ-2023-0007 and approve the Change of Zone.



COMMUNITY PLANNING DEPARTMENT

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

FILE No: COZ-2023-0007

Staff Report Date: 2 October 2023

Hearing Date & Location: 16 October 2023, City Council Chambers

Report Prepared By: Matt Halitsky, AICP
Senior Planner

Report Reviewed By: Steve Donovan, AICP
Planning Manager

Summary Recommendation: The City of Kennewick Planning Staff RECOMMENDS APPROVAL of Change of Zone 2023-0007

Summary of Proposal: A Change of Zone from Residential, Suburban (RS) to Residential, Low Density (RL) for 0.39 acres.

Proposal Location: 408 W 36th Ave

Legal Description: THE NORTH 164.00 FEET OF LOT 3 OF THE SHORT PLAT RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 200, RECORDS OF BENTON COUNTY, WASHINGTON.

CONTAINS 16,890 SF

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

Property Owner: Stegall Trust, Claire Stegall Trustee
408 W 36th Ave
Kennewick, WA 99337

Applicant: Jim Brock
411 W 32nd Ave
Kennewick, WA 99337

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:

Application Submittal	7 September 2023
Determination of Completeness Issued	12 September 2023
Notice of Application Posted	12 September 2023
Date of Mailed Notice of Public Hearing	29 September 2023
Property Posting Sign for Public Hearing	29 September 2023
Date of Published Notice of Public Hearing	1 October 2023

Exhibits:

1. Staff Report
2. Supplemental Questionnaire
3. Vicinity Map
4. Drawing
5. Legal Description
6. Comprehensive Plan Map
7. Zoning Map
8. Notice of Mailing
9. SEPA Determination of Non-significance

Zoning Adjacent to the Site:

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

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*

The proposed Change of Zone conforms to the Comprehensive Plan as the RL zoning district is an implementing zoning district of the site's current Low Density Residential land use designation.

- b. *Promotes the public necessity, convenience and general welfare; and*

The proposed Change of Zone promotes public necessity, convenience, and welfare by establishing a zoning district that is compatible with 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*

The proposed Change of Zone will not impose an additional burden on public facilities. Future development shall be required to meet applicable levels of service. Both the RS and the RL zoning districts are single-family zones.

- 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*

The proposed amendment will maintain a zoning district that complies with the 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.*

The proposed Change of Zone abuts land currently zoned RL to the north.

Public & Agency Comments:

To date, there are no public comments either for or against the requested Change of Zone.

Staff Analysis of Proposal & Discussion:

The subject property was annexed by the City on 19 June 2007 via Ordinance 5183 and established the zoning as Residential, Suburban (RS).

The proposed Change of Zone (COZ-2023-0007) is a request to change the zoning district of 0.39 acres located at 408 W 36th Ave from RS to RL. 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.

Per KMC 18.03.040(10) 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, residential buildings, to stabilize and protect residential districts, and to promote and encourage a suitable environment for family life in an urban setting.

It is the applicant's intent to complete a Boundary Line Adjustment with the property to the north, transferring the 0.39 acres currently under review to the property located at 411 W 32nd Ave. This property is currently zoned Residential, Low Density. In order to accommodate the Boundary Line Adjustment, both the receiving parcel and the transfer portion need to have the same zoning designation. The land transfer is between family members.

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

Findings:

1. The applicant is Jim Brock, 411 W 32nd Ave, Kennewick, WA 99337.
2. The property owner is Claire Stegall, Trustee, Stegall Trust, 408 W 36th Ave, Kennewick, WA 99337.
3. The proposed change of zone is located at 408 W 36th Ave. Parcel Number 1-1389-101-0200-003.
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 (RS) to Residential, Low Density (RL).
6. The Residential, Low Density (RL) zoning district is an implementing zone of the Low Density Residential Comprehensive Plan Land Use Map Designation.
7. On 7 September 2023, the application was submitted, and declared complete for processing on 12 September 2023.
8. The application was routed for review to City Departments and outside agencies for comment on 12 September 2023.
9. Access to the site is currently via W 36th Ave. This will change to W 32nd Ave after the completion of a Boundary Line Adjustment.
10. The Environmental Determination of Non-Significance (ED-2023-0025) was issued on 25 September 2023.
11. The Property Posting sign for the public hearing was posted on site 29 September 2023.

12. Notice of the public hearing for this application was published in the Tri-City Herald on 1 October 2023. Notices were also mailed to property owners within 300 feet of the site on 29 September 2023.
13. The proposed amendment is consistent with the Comprehensive Plan.
14. The proposed amendment promotes the public necessity, convenience and general welfare.
15. 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.
16. 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 Land Use 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 has reviewed the application and recommends that the Planning Commission concur with the findings and conclusions contained within staff report COZ-2023-0007 and recommend approval to City Council.

Proposed Motion:

I move that the Planning Commission concur with the findings and conclusions contained within staff report COZ-2023-0007 and recommend approval of the request to City Council.

Change-of-Zone Supplemental Information

The following questions will be reviewed by both the Planning Commission and City Council as a means of assisting in their consideration of change-of-zone requests. Use additional pages if necessary.

1. Does the public necessity, convenience, and general welfare require the adoption of the proposed amendment? Please explain:

NO

2. Are there sites presently available on the market which are correctly zoned for the proposed use? Are these sites within a 1/2 mile of the proposed site? Within 1 mile of the proposed site? If yes, please indicate the general location of the site(s) and the reasons why these sites are not proposed to be utilized:

NO

3. Is the proposed amendment consistent with the existing land use pattern in the area? Please explain

YES - ALL AREA IS RL AND RS

4. Are the existing uses, in the area, in conformance with the area's zoning classification? If no, please explain the differences:

YES

5. Will the proposed amendment create an isolated district, or introduce a more intense land use to the area? Please explain.

NO

6. Does the existing zoning prohibit reasonable use of the property? Please explain.

NO

7. Will any residential character, in the immediate area, be adversely affected by the proposed amendment? If yes or maybe, please explain:
NO

8. Will property values in the vicinity be changed by the proposed amendment? If yes or maybe, please explain:
NO

9. Will approval of the proposed amendment set a precedent for other similar proposals or uses? Will this deter the use, improvement or development of adjacent property in accordance with the existing Zoning Districts? Please explain:
NO

10. Will the proposed amendment encourage more private investments which will be beneficial to the redevelopment of a deteriorated area? Please explain:
NO

11. Will the proposed amendment combat any economic segregation and allow greater choice in the market? Please explain.
NO

12. Will the proposed amendment create conflict between potential land uses and transportation patterns? Or safety concerns? Please explain:
NO

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan
Short Plat Conditional Use Other _____

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: James and Stephanie Brock

Address: 411 West 32nd Avenue, Kennewick WA 99337

Telephone: _____ Cell Phone: 509-521-0042 Fax: _____ E-mail: jimkbrock@charter.net

Property Owner (if other than applicant): _____

Address: _____

Telephone: _____ Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. 113891020011008 Acres _____ Zoning: RL

Address of property: 411 West 32nd Ave, Kennewick WA 99337

Number of Existing Parking Spaces n/a Number of Proposed (New) Parking Spaces n/a

Present use of property Residential

Size of existing structure: n/a sq. ft. Size of Proposed addition/New structure: n/a sq. ft.

Height of building: n/a Cubic feet of excavation: n/a Cost of new construction n/a

[Benton County Assessor Market Improvement Value:](#) _____

Description of Project: Rezone

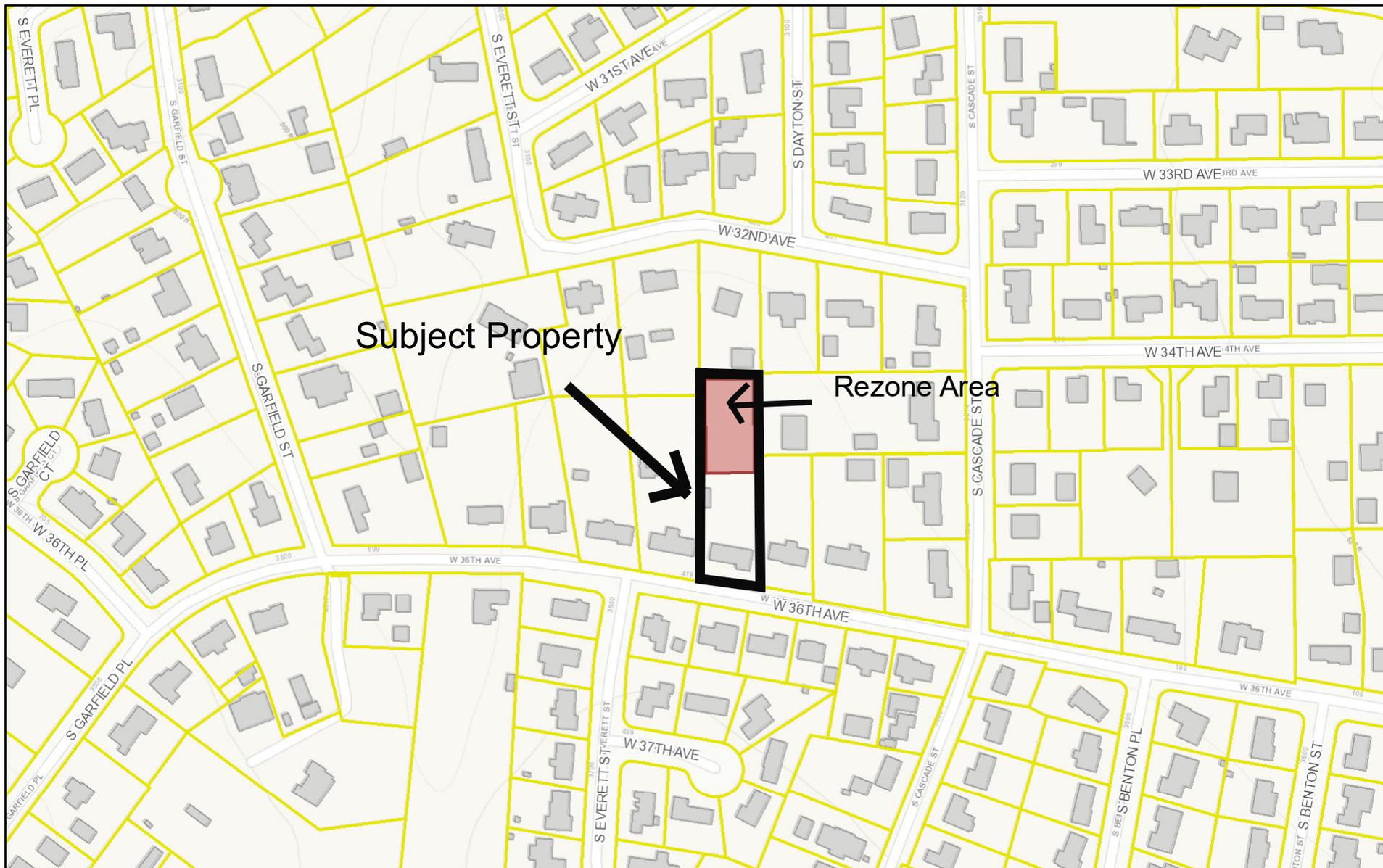
I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Applicant's Signature

Signature of owner or owner's authorized representative

Date: _____

Vicinity Map



October 2, 2023

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

- | | | | | |
|--------------------|-----------|-------------|--------------------|-------------------|
| StreetName | Apartment | Mobile Home | SurveyCityLimits | SV_CI_COUNTY_1 |
| SurveyAddressPoint | Building | Parcel | SV_CI_KENNEWICK_10 | SV_CI_RICHLAND_10 |
| <all other values> | Condo | | | |

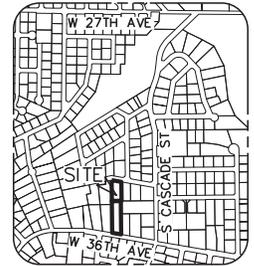


1 inch = 250 feet
 0 0.0225 0.045 0.09 mi
 0 0.035 0.07 0.14 km

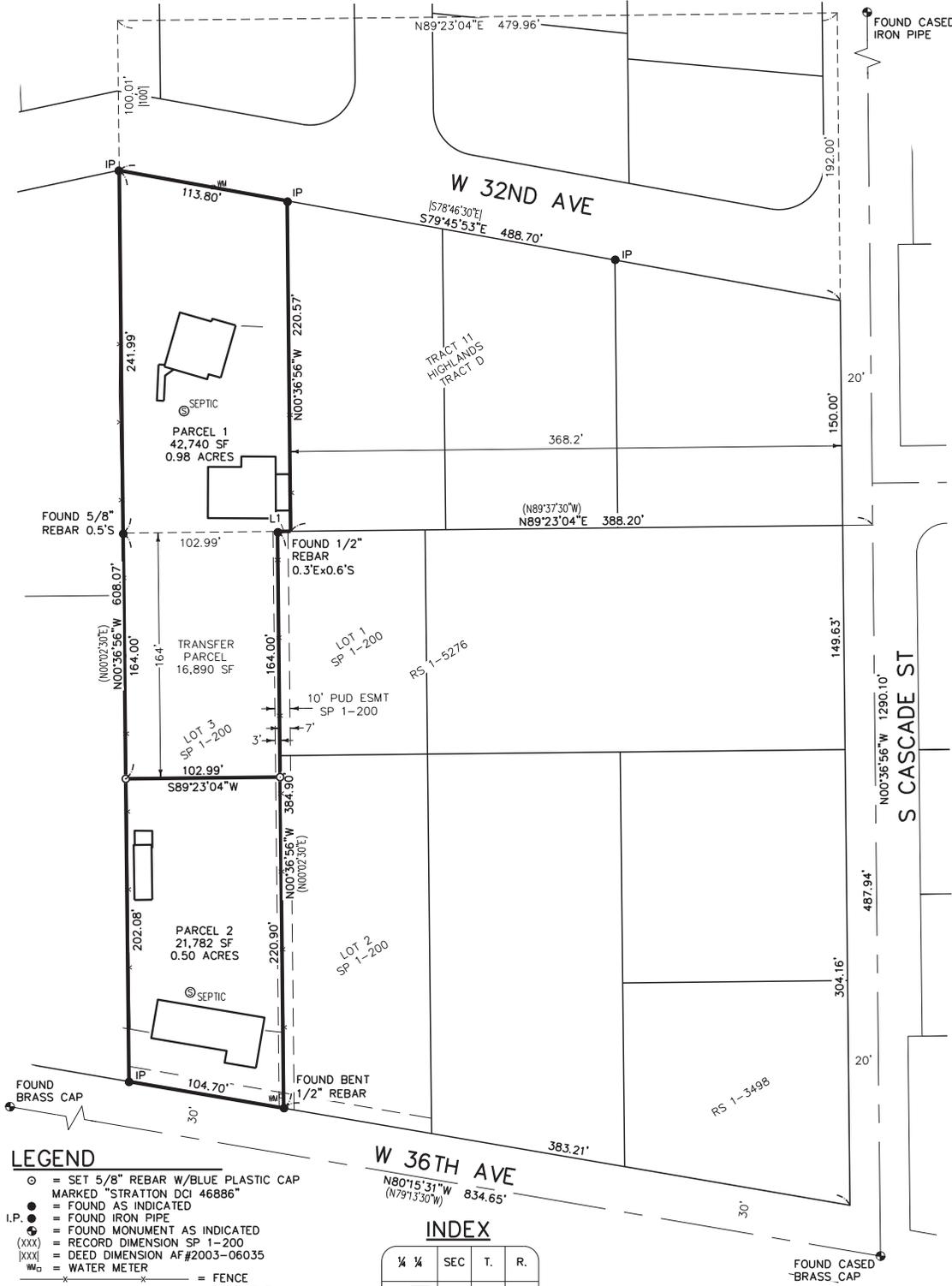
Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,

RECORD SURVEY NO. _____

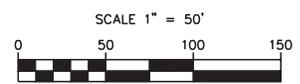
FOR A BOUNDARY
LINE ADJUSTMENT
NE 1/4 OF SEC. 13,
T.08N., R.29E., W.M.
CITY OF KENNEWICK,
BENTON COUNTY,
WASHINGTON



VICINITY SKETCH
NOT TO SCALE



LINE TABLE		
LINE	LENGTH	DIRECTION
L1	8.77	S89°23'04"W



BASIS OF BEARING
WA STATE GRID
NAD83(11)

EQUIPMENT USED
A THREE-SECOND TOTAL STATION
SPECTRA PRECISION RTK GPS

LEGEND

- = SET 5/8" REBAR W/BLUE PLASTIC CAP
- = MARKED "STRATTON DCI 46886"
- = FOUND AS INDICATED
- = FOUND IRON PIPE
- = FOUND MONUMENT AS INDICATED
- (xxx) = RECORD DIMENSION SP 1-200
- [xxx] = DEED DIMENSION AF#2003-06035
- WM = WATER METER
- = FENCE
- - - = EASEMENT
- — — = PROPERTY BOUNDARY
- - - - - = OLD LOT LINE
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SURVEYOR'S CERTIFICATE

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DEREK C. INGALSBE LS46886 DATE _____

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____ 20__ AT _____ M, IN VOLUME _____ OF SURVEYS AT PAGE _____ AT THE REQUEST OF DEREK C. INGALSBE, P.L.S.

_____ BENTON COUNTY AUDITOR

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313 NORTH MORAIN STREET
KENNEWICK, WA 99336
(509) 735-3364
FAX: (509) 735-6560
stratton@strattonsurvey.com

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DATE: 09/28/23 SHT. 1 OF 2
DRAWN BY: DCI JOB # 6110

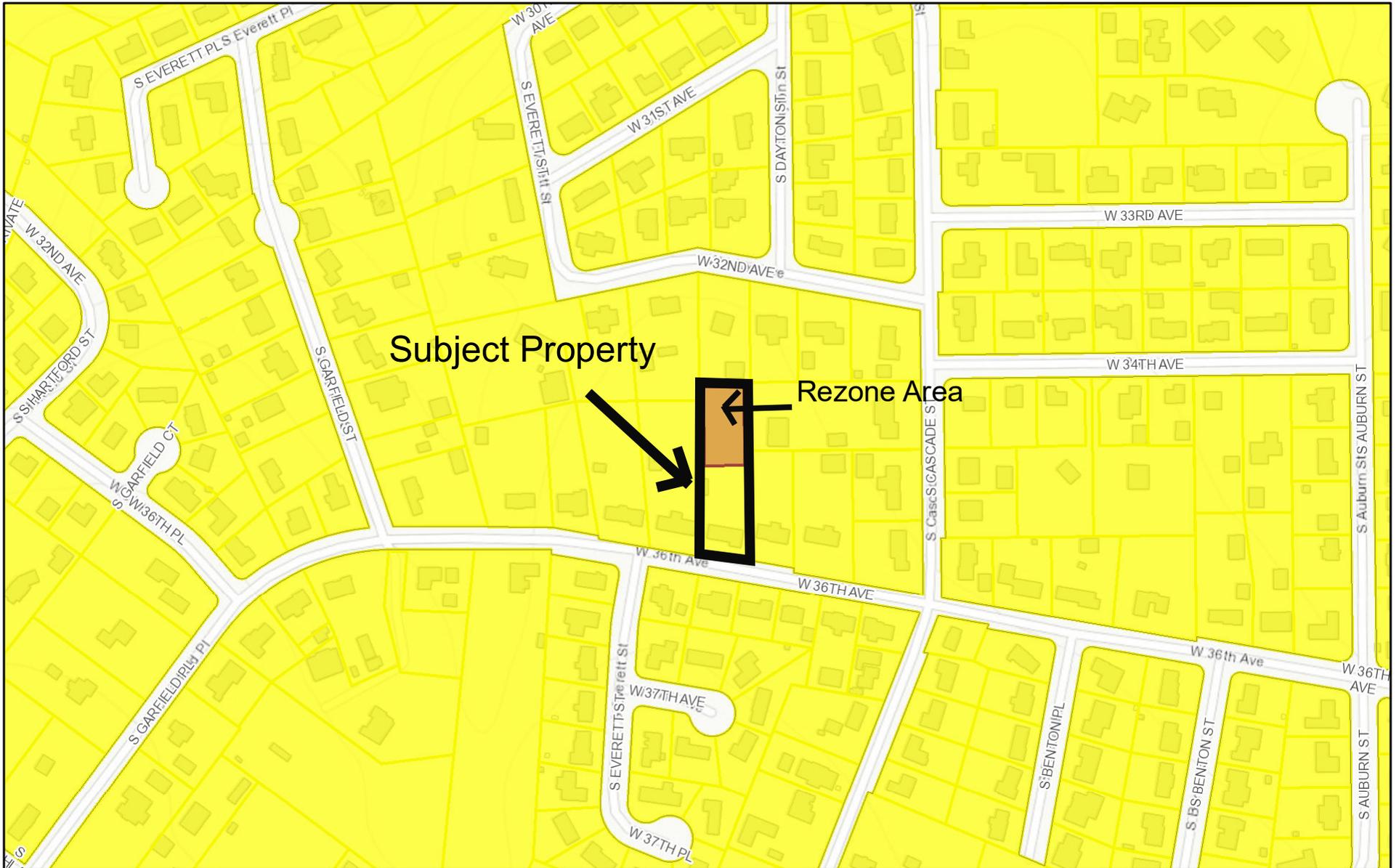
Legal Description

THE NORTH 164.00 FEET OF LOT 3 OF THE SHORT PLAT RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 200, RECORDS OF BENTON COUNTY, WASHINGTON.

CONTAINS 16,890 SF

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

Land Use Map



October 2, 2023

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

- | | | | | |
|---------------------------|-----------|-------------|-------------------------|-------------------|
| StreetName | Apartment | Mobile Home | SurveyCityLimits | SV_CI_COUNTY_10 |
| SurveyAddressPoint | Building | Parcel | SV_CI_KENNEWICK_10 | SV_CI_RICHLAND_10 |
| <all other values> | Condo | | | |



1 inch = 300 feet
0 0.0275 0.055 0.11 mi
0 0.0425 0.085 0.17 km

Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,



NOTIFICATION OF MAILING

I, Matt Halitsky, on 29 September, 2023

Mailed 30 copies of Notice of Public Hearing

for COZ-2023-0007

to property owners within 300'

as shown on the attached list.

Signature



37 JONES WILLIAM KIM 3217 S GARFIELD STREET KENNEWICK, WA 99337	37 WOOD RICHARD W & KATHLEEN A 3004 S DAYTON ST KENNEWICK, WA 99337-5060	37 JOHNSON WILLIAM D 3016 S EVERETT ST KENNEWICK, WA 99337-5078
37 URSUA XAVIER P 431 W 30TH AVE KENNEWICK, WA 99337-5019	37 PAINTER MARK L 425 N COLUMBIA CENTER BLVD #J111 KENNEWICK, WA 99337	37 WILLIAMS DARIA & BRANDY 429 W 30TH AVE KENNEWICK, WA 99337
37 DUNHAM RANDALL A & NANCY K 426 W 31ST AVE KENNEWICK, WA 99337	37 HAWKINS LISA D 425 W 30TH AVE KENNEWICK, WA 99337-5019	37 HELTON JOHN W & BARBARA A 424 W 31ST AVE KENNEWICK, WA 99337-5024
37 GREENWALT ADAM R & GALEN M 421 W 31ST AVE KENNEWICK, WA 99337	37 MCINTOSH JOHN D & LINDA S 420 W 31ST AVE KENNEWICK, WA 99337-5024	37 HOCKING MICHAEL J 416 W 31ST AVE KENNEWICK, WA 99337-5024
37 FOUTS JOHN P 3303 S GARFIELD ST KENNEWICK, WA 99337	37 PEREZ MARCELLA 3221 S GARFIELD ST KENNEWICK, WA 99337	37 KIMBALL TONY L 3216 S AUBURN ST KENNEWICK, WA 99337
37 KIMBALL TONY L 3216 S AUBURN ST KENNEWICK, WA 99337	37 KING JAKE M & ROBIN J 3214 S AUBURN ST KENNEWICK, WA 99337	37 SAUTELL SCOTT J 3212 S AUBURN ST KENNEWICK, WA 99337
37 KIMBALL JERRY A 3202 S AUBURN ST KENNEWICK, WA 99337	37 LEMUS MENDOZA ISRAEL & KIMBERLY 3205 S CASCADE ST KENNEWICK, WA 99337	37 HAGAN PAUL B & NANCY K SIMS 3125 S EVERETT PL KENNEWICK, WA 99337
37 ANGELES ESTEBAN 3310 W HOOD AVE KENNEWICK, WA 99336	37 WEIR KATHERINE A 3111 S CASCADE ST KENNEWICK, WA 99337-5053	37 FIOCCHI ROBERT J & ELECE M 3107 S EVERETT PL KENNEWICK, WA 99337-5073
37 LEONARD ROBERT J & LINDA M 3107 S DAYTON ST KENNEWICK, WA 99337	37 DIMOND CHERYL L 3106 S DAYTON ST KENNEWICK, WA 99337-5062	37 GAJEWSKI TRUSTEE MARY C 3103 S EVERETT PL KENNEWICK, WA 99337-5073
37 DAVEY CLAYTON G 3103 S DAYTON ST KENNEWICK, WA 99337	37 MOON JEREMY J & CASSIDY P 3102 S CASCADE ST KENNEWICK, WA 99337	37 WILLIAMS KENT R & RONETTE F 3017 S DAYTON ST KENNEWICK, WA 99337-5061

KENNEWICK PLANNING COMMISSION**NOTICE OF PUBLIC HEARING**

October 16, 2023 6:30 p.m.

The Kennewick Planning Commission will hold a Public Hearing on Monday, October 16, 2023, at City Hall Council Chambers, 210 West 6th Avenue, at 6:30 p.m. or as soon as possible thereafter, to receive public comment on a proposed Change of Zone. Staff will be presenting their analysis and the Planning Commission will make a recommendation to the City Council on the item. The public hearing will be conducted in a hybrid setting which will allow interested parties to participate in person or virtually. To participate virtually in the hearing, use the link found at <https://www.go2kennewick.com/598/Planning-Commission>.

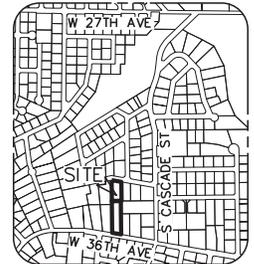
Project# COZ-2023-0007 – A Change of Zone of 0.39 acres from Residential, Suburban (RS) to Residential, Low Density (RL), located at 408 W 36th Ave. The property has a Comprehensive Plan land use designation of Low Density Residential. (See map on back)

Submit written comments to Matt Halitsky at matt.halitsky@ci.kennewick.wa.us or mail to PO Box 6108, Kennewick, WA 99336. For questions about this project, please call Matt Halitsky (509) 585-4416

The City of Kennewick welcomes full participation in public meeting by all citizens. No qualified individual with a disability shall be excluded or denied the benefit of participating in such meetings. If you wish to use auxiliary aids or require assistance to comment at this public meeting, please contact Matt Halitsky at (509) 585-4416 or the Washington Relay Service Center TTY at #711 at least ten days prior to the date of the meeting to make arrangements for special needs.

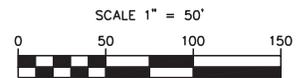
RECORD SURVEY NO. _____

FOR A BOUNDARY
LINE ADJUSTMENT
NE 1/4 OF SEC. 13,
T.08N., R.29E., W.M.
CITY OF KENNEWICK,
BENTON COUNTY,
WASHINGTON



VICINITY SKETCH
NOT TO SCALE

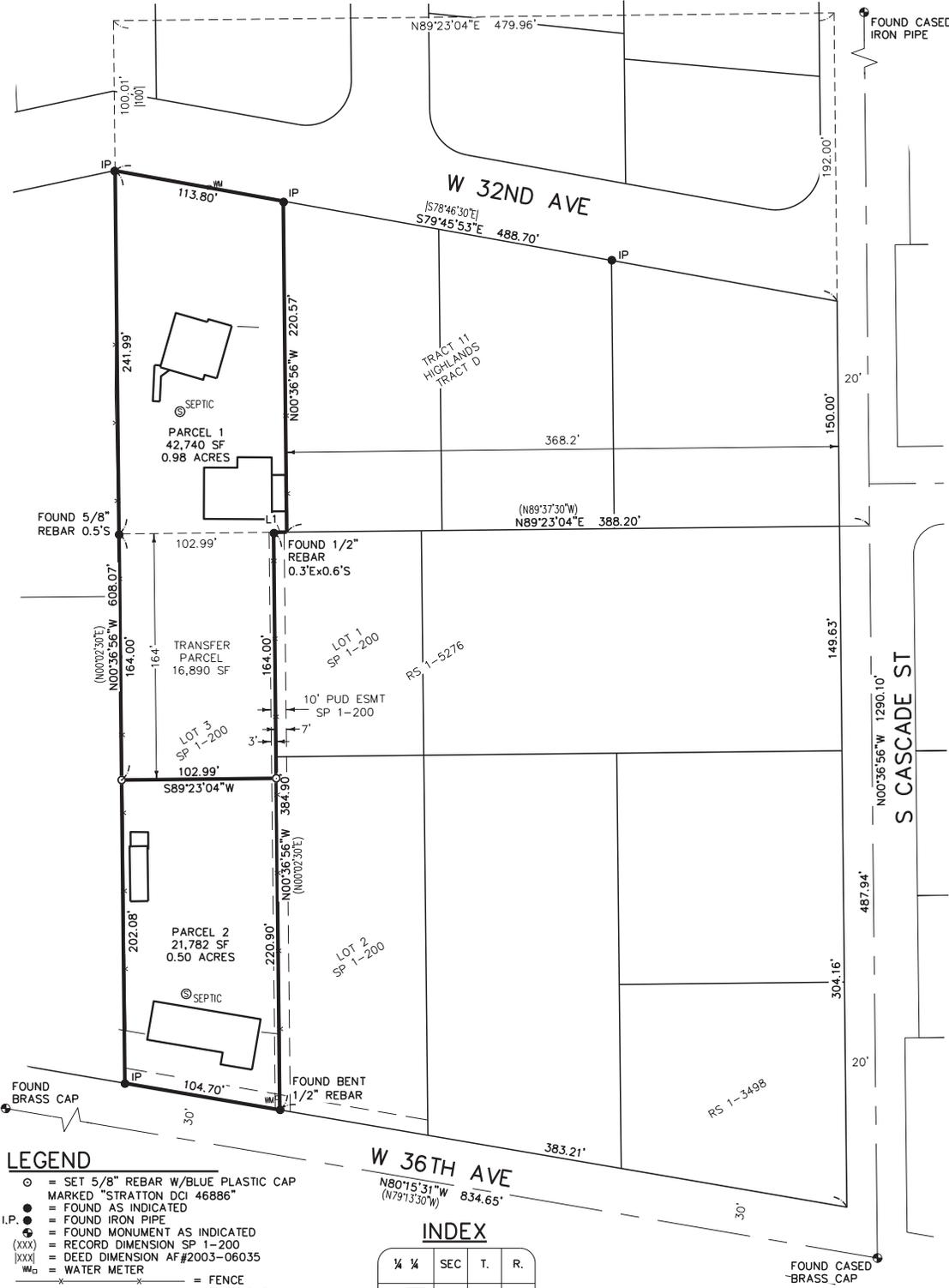
LINE TABLE		
LINE	LENGTH	DIRECTION
L1	8.77	S89°23'04"W



BASIS OF BEARING
WA STATE GRID
NAD83(11)

EQUIPMENT USED
A THREE-SECOND TOTAL STATION
SPECTRA PRECISION RTK GPS

SURVEY FOR
JIM BROCK



LEGEND

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- = FOUND AS INDICATED
- = FOUND IRON PIPE
- = FOUND MONUMENT AS INDICATED
- (xxx) = RECORD DIMENSION SP 1-200
- [xxx] = DEED DIMENSION AF#2003-06035
- WM = WATER METER
- = FENCE
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DEREK C. INGALSBE LS46886 DATE _____

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FILED FOR RECORD THIS _____ DAY OF _____ 20__ AT _____ M, IN VOLUME _____ OF SURVEYS AT PAGE _____ AT THE REQUEST OF DEREK C. INGALSBE, P.L.S.

_____ BENTON COUNTY AUDITOR

STRATTON SURVEYING & MAPPING P.C.
313 NORTH MORAIN STREET
KENNEWICK, WA 99336
(509) 735-3364
FAX: (509) 735-6560
stratton@strattonsurvey.com

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DATE: 09/28/23 SHT. 1 OF 2
DRAWN BY: DCI JOB # 6110



Community Planning Department

210 West 6th Avenue
Kennewick, WA 99336
Phone: (509) 585-4280
cedinfo@ci.kennewick.wa.us

DETERMINATION OF NON-SIGNIFICANCE

FILE/PROJECT NUMBER: ED-2023-0025

DESCRIPTION OF PROPOSAL: Change of Zone from Residential, Suburban (RS) to Residential, Low Density (RL).

PROPONENT: Jim Brock

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: 408 W 36th Avenue

LEAD AGENCY: City of Kennewick

DETERMINATION: The City of Kennewick has determined that this proposal does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) will not be required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the City. This information is available to the public on request. Application for other required permits may require further review under SEPA procedures.

- There is no comment period for this DNS.
This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
This DNS is issued under 197-11-340(2); the City will not act on this proposal for fifteen days from the date below. Comments must be submitted by... After the review period has elapsed, all comments received will be evaluated and the DNS will be retained, modified, or withdrawn as required by SEPA regulations.

RESPONSIBLE OFFICIAL: Anthony Muai, AICP
POSITION/TITLE: Community Planning Director
ADDRESS: 210 W 6th Ave., P.O. Box 6108, Kennewick, WA 99336
PHONE: (509) 585-4361

- Changes, modifications and /or additions to the checklist have been made on the attached Environmental Checklist Review.

This DNS is subject to the attached conditions:

- No conditions.
See attached condition(s).

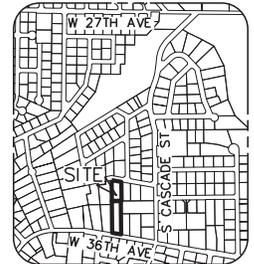
Date: 25 September 2023 Signature: [Handwritten Signature]

Appeal: An appeal of this determination must be submitted to the Community Planning Department within fourteen (14) calendar days after the date issued. This appeal must be written and make specific factual objections to the City's threshold determination. Appeals shall be conducted in conformance with Section 4.12.090(9) of the Kennewick Municipal Code and the required fees pursuant to the City's adopted Fee Schedule shall be paid at time of appeal submittal.

Copies of this DNS were emailed to Benton Clean Air Authority, Confederated Tribes of Umatilla Indian Reservation, Department of Ecology SEPA Register, Department of Fish & Wildlife, Department of Natural Resources, Washington State Department of Transportation.

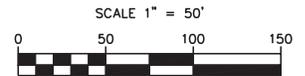
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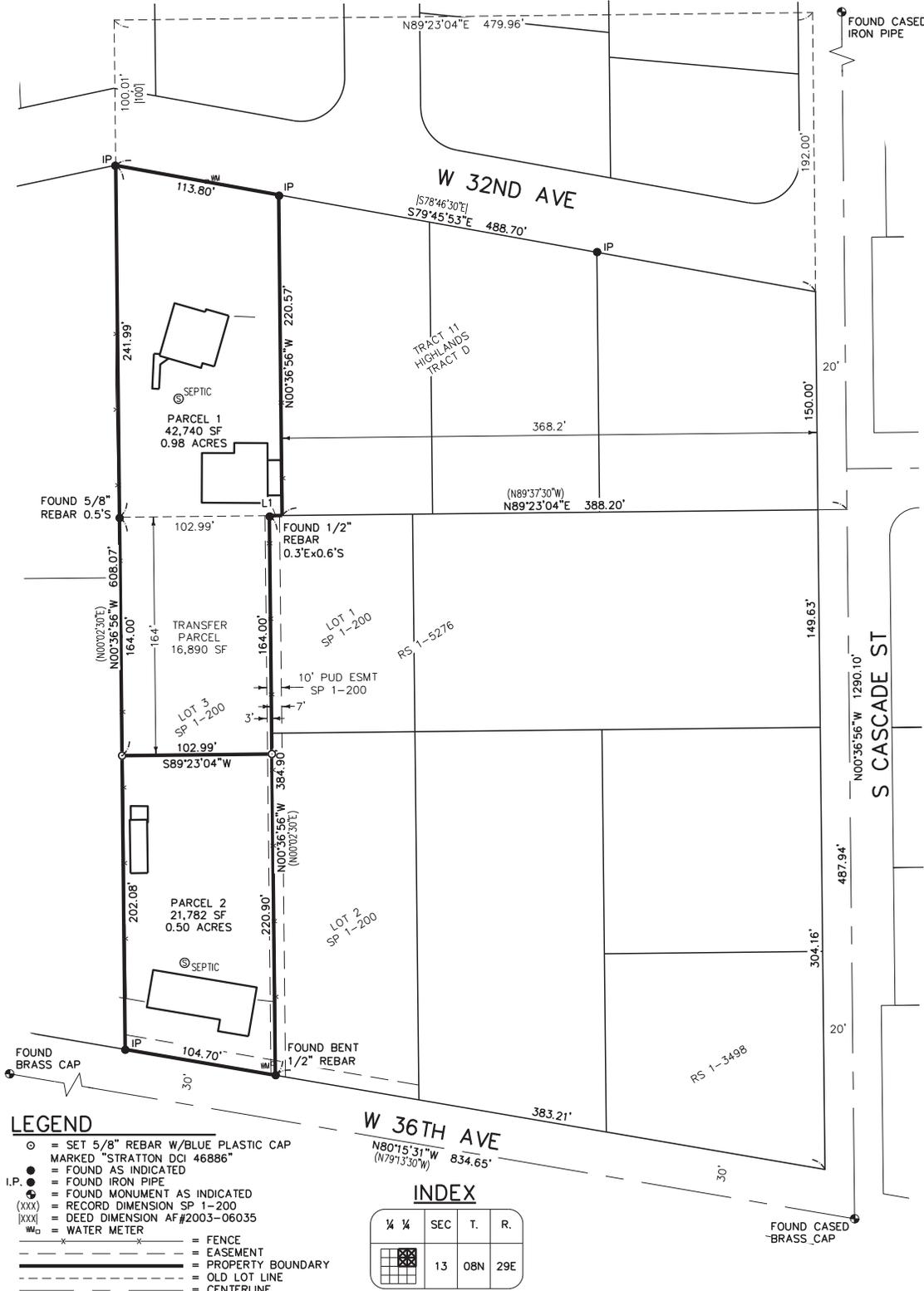
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NAD83(11)

EQUIPMENT USED
A THREE-SECOND TOTAL STATION
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SURVEY FOR
JIM BROCK



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DATE: 09/28/23 SHT. 1 OF 2
DRAWN BY: DCI JOB # 6110

Planning Commission Action Summary

COZ-2023-0007 (RS to RL)

The Kennewick Planning Commission conducted a hybrid in-person/virtual public hearing on 16 October 2023. 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, Commissioner Helgeson moved that the Planning Commission concur with the findings and conclusions contained within staff report COZ-2023-0007 and recommend to City Council approval of the proposed Change of Zone.

Findings:

1. The applicant is Jim Brock, 411 W 32nd Ave, Kennewick, WA 99337.
2. The property owner is Claire Stegall, Trustee, Stegall Trust, 408 W 36th Ave, Kennewick, WA 99337.
3. The proposed change of zone is located at 408 W 36th Ave. Parcel Number 1-1389-101-0200-003.
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 (RS) to Residential, Low Density (RL).
6. The Residential, Low Density (RL) zoning district is an implementing zone of the Low Density Residential Comprehensive Plan Land Use Map Designation.
7. On 7 September 2023, the application was submitted, and declared complete for processing on 12 September 2023.
8. The application was routed for review to City Departments and outside agencies for comment on 12 September 2023.
9. Access to the site is currently via W 36th Ave. This will change to W 32nd Ave after the completion of a Boundary Line Adjustment.
10. The Environmental Determination of Non-Significance (ED-2023-0025) was issued on 25 September 2023.
11. The Property Posting sign for the public hearing was posted on site 29 September 2023.
12. Notice of the public hearing for this application was published in the Tri-City Herald on 1 October 2023. Notices were also mailed to property owners within 300 feet of the site on 29 September 2023.
13. The proposed amendment is consistent with the Comprehensive Plan.
14. The proposed amendment promotes the public necessity, convenience and general welfare.
15. 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.

16. 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 Land Use 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 was seconded by Commission Hempstead. The motion passed unanimously, with Commissioners Gregory, Griffith, Short, Hempstead, Helgeson, and Chair Morris all in favor.

**KENNEWICK PLANNING COMMISSION
OCTOBER 16, 2023
MEETING MINUTES**

1. CALL TO ORDER

Chairman Morris called the meeting to order at 6:30 p.m.

Chairman Morris led the Pledge of Allegiance.

Community Planning Administrative Assistant Melinda Didier called the roll and found the following present:

PRESENT: Chairman Victor Morris, Commissioners James Hempstead, Tina Gregory, Nikki Griffith, Vice Chair Thomas Helgeson. (*All in person*); Commissioner Ken Short (*attended remotely*).

ABSENT: Commissioner Lola Franklin (*Excused*).

STAFF: Anthony Muai, AICP Planning Director; Steve Donovan, AICP Development Services Manager; Matt Halitsky, AICP Senior Planner; Alisha Piper Planner (*attended remotely*); Joseph Laris, Assistant Planner; Melinda Didier, Community Planning Administrative Assistant.

Six commissioners were present and one absent; Ms. Didier declared a quorum was established.

2. CONSENT AGENDA

- a. Approval of the minutes dated October 2, 2023.
- b. Approval of the agenda.
- c. Motion to enter Staff Report(s) into the Record.

MOTION: Commissioner Griffith moved to approve the Consent Agenda; Commissioner Hempstead seconded the motion.

DISCUSSION: None.

VOTE: The motion passed on a unanimous roll call vote.

3. PUBLIC HEARINGS:

Chairman Morris made the following statement:

“Good evening and welcome to the October 16, 2023 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) #2023-0007:

Chairman Morris opened the public hearing at 6:35 pm for Change of Zone (COZ) #2023-0007

1. Mr. Halitsky described the application, presented the staff report, and recommended the Planning Commission forward a recommendation for approval of COZ #2023-0007 to City Council.

Planning Commission Questions: Is it the northern half rezoned to RL.

2. Testimony of Applicant/Applicant's Representative: None.
3. Testimony in Favor of the Request: None.
4. Testimony Neutral/Against the Request: None
5. Testimony of Those Registered on Virtual Format: None
6. Applicant/Owner Final Testimony: None
7. Staff Final Comments: None
8. Public Testimony Closed at 6:38 p.m.

MOTION: Vice Chair Helgeson moved to concur with the findings and conclusions in staff report COZ-2023-0007 and recommend City Council APPROVE the request. Commissioner Hempstead seconded the motion.

DISCUSSION: None

VOTE: The motion passed on a unanimous roll call vote.

4. VISITORS NOT ON AGENDA:

- a. None

5. OLD BUSINESS:

- a. The three 2023 Comp Plan Amendments and the ADU amendment will go before the City Council on October 17th.

6. NEW BUSINESS:

a. None

7. REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF:

None.

8. ADJOURNMENT: The meeting concluded at 6:41 p.m.

Council Agenda Coversheet	Agenda Item Number: 6.a.	Council Date: 11/7/2023	Category: Public Mtg / Hrg Ordinance/Reso
	Agenda Item Type: Public Hearing Subject: Utility Easement Vacation - 2125 W. 22nd Ave Department: Public Works Ord/Reso # 23-14 Contract # Project # Permit # ENG-2023-2787		

Recommendation

Staff recommends that Council adopt Resolution 23-14 declaring surplus a portion of a 10 foot utility easement located at 2125 W. 22nd Ave.

Motion for Consideration

I move to adopt Resolution 23-14.

Summary

STO;LO First Nations Kennewick Tribe LLC is requesting the vacation of a portion of a 10 foot utility easement at 2125 W. 22nd Ave.

STO;LO First Nations Kennewick Tribe LLC would like to utilize the area where the existing easement is for the construction of a house.

The current easement is not being used and there is no future plans to utilize this easement.

Affected City utility companies and City staff have reviewed the request and have no objection to the proposed vacation.

Alternatives

None recommended.

Fiscal Impact

None.

Attachments:

1. Resolution
2. Deed
3. Map

CITY OF KENNEWICK
RESOLUTION NO. 23-14

A RESOLUTION OF THE CITY OF KENNEWICK DECLARING SURPLUS
A PORTION OF A 10.00 FOOT WIDE UTILITY EASEMENT WITHIN 2125
WEST 22ND AVENUE

WHEREAS, **STO;LO FIRST NATIONS KENNEWICK TRIBE LLC** have requested
the vacation of a certain utility easement located on their property; and

WHEREAS, RCW 35.94.040 provides for the disposal of surplus property originally required for
public utility purposes; and

WHEREAS, notice has been published on October 27, 2023, that a public hearing would be held
on this date concerning disposal of this property; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK,
WASHINGTON that property originally acquired for the purpose of a utility easement and
described as follows:

Parcel Numbers: 1-1189-309-0000-003

10 foot wide Utility Easement to be vacated lying in a portion of Lot 3, The Plat
of Lauria Meadows, A.F. 2019-016536, as recorded in Volume 15, of Plats, Page
640, Records of Benton County, Washington being more particularly described as
follows:

The west 10 feet of said Lot 3;

Except the north 10 feet and except the south 10 feet of said Lot 3

is hereby found to be surplus to the City's needs and not required for the providing of continued
services; and

BE IT FURTHER RESOLVED that the consideration to be paid for the release of this easement
shall be \$50.00; and

BE IT FURTHER RESOLVED that the Mayor of the City of Kennewick is authorized to deed
by quit claim to **STO;LO FIRST NATIONS KENNEWICK TRIBE LLC** the above-described
easement and deliver the same upon payment.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 7th day of November, 2023, and signed in authentication of its passage this 7th day of November, 2023.

Attest:

W.D. MCKAY, Mayor

TERRI L. WRIGHT, City Clerk

RESOLUTION NO. 23-14 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 8th day of November, 2023.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

Return To:

**City of Kennewick
PO Box 6108
Kennewick, WA 99336**

QUIT CLAIM DEED

Location: 2125 W. 22nd Ave.
Tax Parcel ID #: 1-1189-309-0000-003

THE GRANTOR, CITY OF KENNEWICK, for and in consideration of mutual interest, conveys and quit claims to **STO;LO FIRST NATIONS KENNEWICK TRIBE LLC** the following described Vacated 10 foot wide utility easement situated in the County of Benton, State of Washington, together with all after acquired title of the Grantor therein:

EASEMENT VACATION

10 foot wide Utility Easement to be vacated lying in a portion of Lot 3, The Plat of Lauria Meadows, A.F. 2019-016536, as recorded in Volume 15, of Plats, Page 640, Records of Benton County, Washington being more particularly described as follows:

The west 10 feet of said Lot 3;

Except the north 10 feet and except the south 10 feet of said Lot 3;

Dated: November 7, 2023

CITY OF KENNEWICK, WASHINGTON

W.D. MCKAY, Mayor

STATE OF WASHINGTON)
)ss.
COUNTY OF BENTON)

I certify that on this 7th day of November, 2023, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared W.D. MCKAY known to be the Mayor of the City of Kennewick, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated is authorized to execute said instrument.

Witness my hand and official seal hereto affixed the day and year first above written.

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

W. 22ND AVE.

10' UTIL. EASE

10'

10' UTILITY EASEMENT
PROPOSED TO BE VACATED
1,563 SQUARE FEET
2125 WEST 22ND AVENUE

10'

N.T.S.

LAURIA MEADOWS

10' UTIL. EASE

W. 23RD AVE.

S. VANCOUVER ST.

Council Agenda Coversheet	Agenda Item Number: 7.a.	Council Date: 11/7/2023	Category: Other
	Agenda Item Type: Contract/Agreement/Lease Subject: 4th & Elm Waterline Replacement Project Department: Public Works Ord/Reso # Project # P2308-23	Contract # Permit #	

Recommendation

Staff recommends that City Council reject all bids received for the E. 4th Ave & Elm St Waterline Replacement Project.

Motion for Consideration

I move to reject all bids received for the E. 4th Ave & Elm St Waterline Replacement Project.

Summary

Three (3) bids were received for the E. 4th Ave & Elm St Waterline Replacement Project:

Industrial Construction of WA	\$1,368,122.98	Engineer's Estimate: \$1,468,876.14
Culbert Construction Inc.	\$1,401,619.07	
Premier Excavation, Inc.	\$1,792,558.71	

The East 4th Ave and Elm St Watermain Replacement project consists of the installation of water mains and new fire hydrants within the City of Kennewick right of way, and crossing a Columbia Irrigation District Canal. This project also includes the relocation of existing water meters and service lines along the water main alignment, and relocating existing backyard water meters and service lines out to street fronts.

State law requires that we award contracts to a responsible bidder with the lowest responsive bid but also allows the Agency to reject bids if they are significantly over budget. Staff has reviewed all bids and has found the two low bidders (Industrial Construction of WA and Culbert Construction) have submitted bids that are considered as non-responsive since they did not comply with the City's bidding requirements (See attached memo for additional information). This would leave Premier Excavation's bid as the only responsive bid, which is \$324,000 over what the City has estimated. By comparison, the other two bidders are between \$67,000 and \$100,000 below the City's estimate. Staff recommends Council reject all bids, make minor revisions to the plan set to improve bid-ability, and re-advertise immediately to maintain the project's schedule.

Alternatives

Award the contract to Premier Excavation.

Fiscal Impact

None.

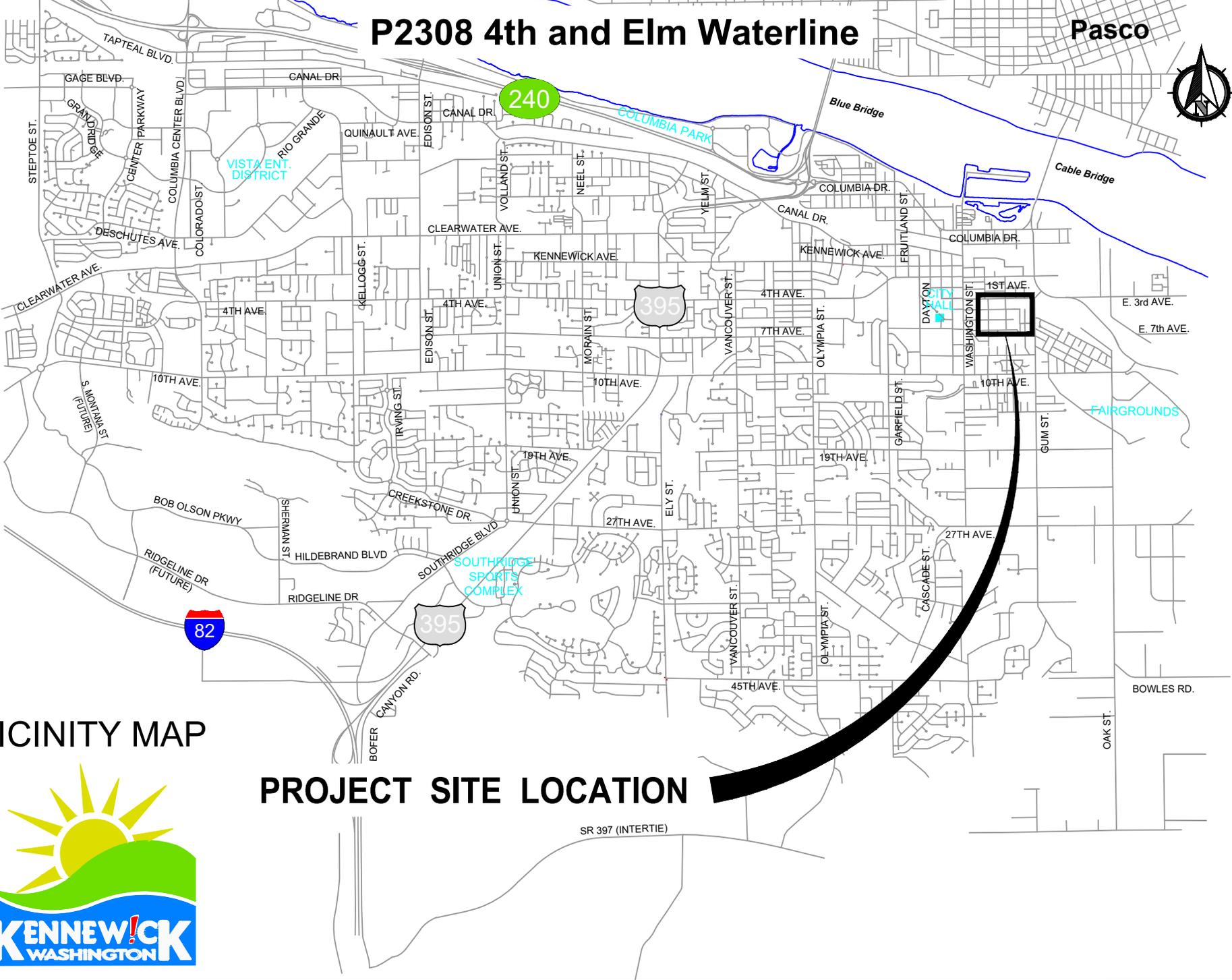
Attachments:

1. Map
2. Memo

P2308 4th and Elm Waterline

Pasco

Richland



VICINITY MAP

PROJECT SITE LOCATION





Memorandum

Public Works

To: Cary M. Roe, P.E.
Public Works Director

From: Heath Mellotte, PE *AM*
Design Services Manager

Date: 11/1/23

Subject: P2308 E. 4th & Elm Waterline Replacement Project
Recommendation to Reject All Bids

Public Bid Opening

On October 24, 2023 at 10:00 am, we opened three bids for the P2308 E. 4th & Elm Waterline Replacement Project. Apparent low bidder was Industrial Construction of WA at \$1,368,122.98. The second low bid was from Culbert Construction Inc. at \$1,401,619.07, and the third bid was from Premier Excavation, Inc. at \$1,792,558.71. During bid opening when bid packages were publicly opened and read aloud, it became immediately apparent that Culbert did not submit a signed addendum in their bid packet, and so was immediately determined as non-responsive. The other two bidders submitted all of the required documents in the proposal.

Formal Written Protest

On October 25th, Premier Excavation requested a copy of all bids. Sandra Quandt complied and sent a copy of all bid packages to Premier. At close of business that day, Premier submitted a formal Bid Protest (see attachment). In their protest, Premier claims that the apparent low bidder, Industrial Construction, failed to list a plumbing subcontractor on the Local Agency Subcontractor List as required in RCW 39.30.060. They also claim that Industrial Construction cannot self-perform plumbing work since they are not listed as a licensed plumber with Washington State, and therefore are considered non-responsive. Premier's bid protest further claimed that Culbert did not provide a signed copy of the addendum in their bid package thus deeming their bid as non-responsive bid, and thereby by default award the contract to Premier since they were the only bidder to submit a complete and responsive bid package.

Staff, upon consultation with the City attorney, reviewed Premier Excavations bid protest and concludes the following:

1. The contract bid item for "Under House Connection" calls for the Contractor to connect the new service line beneath a house within an existing crawl space. Code requires that all work performed in or under the house must be completed by a **licensed plumber**. The Contractor shall obtain applicable plumbing permits from the Building Department and all work under the house will be inspected by City Building Services. Failing to list a plumbing subcontractor, or themselves to perform this work, shall render Industrial Construction's bid as non-responsive and void as required in RCW 39.30.060. In

addition, even if Industrial Construction had listed themselves to perform the plumbing work on the subcontractor list, they are in fact not listed with the State of Washington as a licensed plumber at the time of bid opening.

2. Review of Culbert's bid documents at bid opening immediately revealed that their bid was non-responsive since they did not include a signed addendum with their bid, and thereby staff agrees with Premier's claim that Culbert's bid is non-responsive.

Recommendation

Based on the City's bidding requirements, both Industrial Construction's and Culbert's bids are considered non-responsive, which leaves Premier's bid as being the only responsive bid for this contract work. In regard to the submitted pricing, Premier's bid is around \$324,000 **over** the City's estimate. By comparison, the other two bidders are between \$67,000 and \$100,000 **below** the City's estimate.

Based on these findings, staff recommends to reject Premier's bid since it would not be in the best interest of the City to accept such a high bid, and thereby call for re-advertisement of this project since all bids would be rejected.

Submitted by Industrial Construction

City of Kennewick
P.O. Box 6108
Kennewick, WA 99336

Local Agency Subcontractor List

Prepared in compliance with RCW 39.30.060 as amended

To Be Submitted with the Bid Proposal

Project Name E. 4th Ave & Elm St. Waterline Replacement

Failure to list subcontractors with whom the bidder, if awarded the contract, will directly subcontract for performance of the work of structural steel installation, rebar installation, heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical, as described in Chapter 19.28 RCW or naming more than one subcontractor to perform the same work will result in your bid being non-responsive and therefore void.

Subcontractor(s) with whom the bidder will directly subcontract that are proposed to perform the work of structural steel installation, rebar installation, heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor(s) name.

To the extent the Project includes one or more categories of work referenced in RCW 39.30.060, and no subcontractor is listed below to perform such work, the bidder certifies that the work will either (i) be performed by the bidder itself, or (ii) be performed by a lower tier subcontractor who will not contract directly with the bidder.

Subcontractor Name Nelson Corp
Work to be performed Concrete / rebar installation

Subcontractor Name _____
Work to be performed _____

* Bidder's are notified that it is the opinion of the enforcement agency that PVC or metal conduit, junction boxes, etc, are considered electrical equipment and therefore considered part of electrical work, even if the installation is for future use and no wiring or electrical current is connected during the project.

Bids on public works—Identification, substitution of subcontractors—Review, report of subcontractor listing requirements.

(1) Every invitation to bid on a prime contract that is expected to cost \$1,000,000 or more for the construction, alteration, or repair of any public building or public work of the state or a state agency or municipality as defined under RCW 39.04.010 or an institution of higher education as defined under RCW 28B.10.016 shall require each prime contract bidder to submit:

(a) Within one hour after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air conditioning); plumbing as described in chapter 18.106 RCW; and electrical as described in chapter 19.28 RCW, or to name itself for the work; and

(b) Within 48 hours after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of structural steel installation and rebar installation.

(2) The prime contract bidder shall not list more than one subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the prime contract bidder must indicate which subcontractor will be used for which alternate. Failure of the prime contract bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the prime contract bidder's bid nonresponsive and, therefore, void.

(3) Substitution of a listed subcontractor in furtherance of bid shopping or bid peddling before or after the award of the prime contract is prohibited and the originally listed subcontractor is entitled to recover monetary damages from the prime contract bidder who executed a contract with the public entity and the substituted subcontractor but not from the public entity inviting the bid. It is the original subcontractor's burden to prove by a preponderance of the evidence that bid shopping or bid peddling occurred. Substitution of a listed subcontractor may be made by the prime contractor for the following reasons:

(a) Refusal of the listed subcontractor to sign a contract with the prime contractor;

(b) Bankruptcy or insolvency of the listed subcontractor;

(c) Inability of the listed subcontractor to perform the requirements of the proposed contract or the project;

(d) Inability of the listed subcontractor to obtain the necessary license, bonding, insurance, or other statutory requirements to perform the work detailed in the contract;

(e) Refusal or inability to provide a letter of bondability from a surety company; or

(f) The listed subcontractor is barred from participating in the project as a result of a court order or summary judgment.

(4) The requirement of this section to name the prime contract bidder's proposed subcontractors applies only to proposed HVAC, plumbing, electrical, structural steel installation, and rebar installation subcontractors who will contract directly with the prime contract bidder submitting the bid to the public entity.

(5) This section does not apply to design-build requests for proposals under RCW 39.10.330, to general contractor/construction manager requests for proposals under RCW 39.10.350, or to job order contract requests for proposals under RCW 39.10.420.

(6) The legislature finds that there are hundreds of capital construction projects completed each year which include complex contracting and bidding requirements. It is the intent of the legislature to review current subcontractor listing requirements to allow fair, transparent, and competitive bidding while prohibiting bid shopping. The capital projects advisory review board must submit a report to the governor and the appropriate committees of the legislature by November 1, 2020, and a second report by November 1, 2022. The reports must:

(a) Evaluate current subcontractor listing policies and practices;

(b) Recommend appropriate expansion of the number of subcontractors that may be listed in order to improve transparency and fairness without reducing competitive bidding and access to public works by minority and women-owned businesses; and

(c) Recommend possible project threshold and time frames for purposes of subcontractor listings for all scopes of work that are not required to list under law, including: The timing of subcontractor listing, bond requirements for subcontractors, general contractors standard contract request, and general contractor/construction manager and design-build applications.

[2021 c 103 § 1; 2020 c 140 § 1; 2003 c 301 § 5; 2002 c 163 § 2; 1999 c 109 § 1; 1995 c 94 § 1; 1994 c 91 § 1; 1993 c 378 § 1.]

NOTES:

Intent—2002 c 163: "This act is intended to discourage bid shopping and bid peddling on Washington state public building and works projects." [2002 c 163 § 1.]

Application—1994 c 91: "This act applies prospectively only and not retroactively. It applies only to invitations to bid issued on or after June 9, 1994." [1994 c 91 § 2.]

Application—1993 c 378: "This act applies prospectively only and not retroactively. It applies only to invitations to bid issued on or after July 25, 1993." [1993 c 378 § 2.]

ITEM	ITEM WITH UNTI PID PRICE	APPROX. QTY	UNIT	Engineer's Estimate		Industrial Construction of WA		Culbert Construction, Inc.		Premier Excavation, Inc.	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LS	\$ 114,000.00	\$ 114,000.00	\$ 44,777.68	\$ 44,777.68	\$ 98,911.88	\$ 98,911.88	\$ 32,950.00	\$ 32,950.00
2	SPCC PLAN	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 624.45	\$ 624.45	\$ 193.59	\$ 193.59	\$ 750.00	\$ 750.00
3	PROJECT TEMPORARY TRAFFIC CONTROL	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 37,467.32	\$ 37,467.32	\$ 8,893.11	\$ 8,893.11	\$ 12,500.00	\$ 12,500.00
4	FLAGGERS & SPOTTERS (MINIMUM BID = \$7,000)	1	LS	\$ 7,000.00	\$ 7,000.00	\$ 12,489.08	\$ 12,489.08	\$ 16,205.44	\$ 16,205.44	\$ 7,000.00	\$ 7,000.00
5	PEDESTRIAN TRAFFIC AND SAFETY CONTROL (INCLUDES PEDESTRIAN ACCESS ROUTE PLAN)	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 9,366.81	\$ 9,366.81	\$ 3,140.97	\$ 3,140.97	\$ 3,500.00	\$ 3,500.00
6	PROJECT MAINTENANCE	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 24,680.79	\$ 24,680.79	\$ 3,442.16	\$ 3,442.16	\$ 6,500.00	\$ 6,500.00
7	CONSTRUCTION SURVEY STAKING	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 25,621.99	\$ 25,621.99	\$ 3,942.70	\$ 3,942.70	\$ 7,200.00	\$ 7,200.00
8	8-INCH PVC WATER LINE (INCLUDES CSTC FOR TRENCH BACKFILL)	2152	LF	\$ 100.00	\$ 215,200.00	\$ 56.52	\$ 121,631.04	\$ 66.62	\$ 143,366.24	\$ 60.08	\$ 129,292.16
9	8-INCH DI WATER LINE (INCLUDES CSTC FOR TRENCH BACKFILL)	195	LF	\$ 110.00	\$ 21,450.00	\$ 84.40	\$ 16,458.00	\$ 111.05	\$ 21,654.75	\$ 143.54	\$ 27,990.30
10	6-INCH PVC WATER LINE (INCLUDES CSTC FOR TRENCH BACKFILL)	179	LF	\$ 100.00	\$ 17,900.00	\$ 44.20	\$ 7,911.80	\$ 66.41	\$ 11,887.39	\$ 61.65	\$ 11,035.35
11	16-INCH STEEL CASING	125	LF	\$ 180.00	\$ 22,500.00	\$ 238.21	\$ 29,776.25	\$ 143.82	\$ 17,977.50	\$ 336.80	\$ 42,100.00
12	IMPORTED PIPE BEDDING (MAINLINE)	2526	LF	\$ 10.00	\$ 25,260.00	\$ 4.81	\$ 12,150.06	\$ 7.58	\$ 19,147.08	\$ 4.30	\$ 10,861.80
13	TRENCH SAFETY SYSTEMS	2526	LF	\$ 2.00	\$ 5,052.00	\$ 4.94	\$ 12,478.44	\$ 0.87	\$ 2,197.62	\$ 1.00	\$ 2,526.00
14	12-INCH X 12-INCH X 8-INCH CUT-IN TEE (FL)	1	EA	\$ 4,670.00	\$ 4,670.00	\$ 3,750.17	\$ 3,750.17	\$ 1,522.38	\$ 1,522.38	\$ 6,720.00	\$ 6,720.00
15	10-INCH X 8-INCH X 10-INCH X 8-INCH CUT-IN CROSS (FL)	2	EA	\$ 5,960.00	\$ 11,920.00	\$ 3,586.59	\$ 7,173.18	\$ 1,967.99	\$ 3,935.98	\$ 7,177.50	\$ 14,355.00
16	8-INCH X 8-INCH X 8-INCH CUT-IN TEE (FL)	2	EA	\$ 3,200.00	\$ 6,400.00	\$ 2,874.80	\$ 5,749.60	\$ 1,172.41	\$ 2,344.82	\$ 5,675.00	\$ 11,350.00
17	12-INCH FLANGE COUPLING ADAPTER	1	EA	\$ 1,700.00	\$ 1,700.00	\$ 2,594.06	\$ 2,594.06	\$ 625.89	\$ 625.89	\$ 1,280.00	\$ 1,280.00
18	10-INCH FLANGE COUPLING ADAPTER	5	EA	\$ 1,500.00	\$ 7,500.00	\$ 1,626.95	\$ 8,134.75	\$ 1,286.00	\$ 6,430.00	\$ 1,266.00	\$ 6,330.00
19	8-INCH FLANGE COUPLING ADAPTER	5	EA	\$ 900.00	\$ 4,500.00	\$ 1,290.29	\$ 6,451.45	\$ 607.73	\$ 3,038.65	\$ 764.20	\$ 3,821.00
20	6-INCH SADDLE TAP	1	EA	\$ 1,800.00	\$ 1,800.00	\$ 2,804.06	\$ 2,804.06	\$ 2,327.98	\$ 2,327.98	\$ 5,240.00	\$ 5,240.00
21	8-INCH SADDLE TAP	1	EA	\$ 2,500.00	\$ 2,500.00	\$ 3,041.69	\$ 3,041.69	\$ 2,541.18	\$ 2,541.18	\$ 6,540.00	\$ 6,540.00
22	8-INCH 90° DI BEND	1	EA	\$ 900.00	\$ 900.00	\$ 1,547.37	\$ 1,547.37	\$ 461.83	\$ 461.83	\$ 1,200.00	\$ 1,200.00

ITEM	ITEM WITH UNIT PRICE	APPROX. QTY	UNIT	Engineer's Estimate		Industrial Construction of WA		Culbert Construction, Inc.		Premier Excavation, Inc.	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
23	8-INCH 45° DI BEND	12	EA	\$ 900.00	\$ 10,800.00	\$ 1,357.91	\$ 16,294.92	\$ 498.58	\$ 5,982.96	\$ 1,050.25	\$ 12,603.00
24	12-INCH BUTTERFLY VALVE	1	EA	\$ 3,100.00	\$ 3,100.00	\$ 3,526.89	\$ 3,526.89	\$ 2,591.17	\$ 2,591.17	\$ 3,120.00	\$ 3,120.00
25	10-INCH GATE VALVE	2	EA	\$ 4,000.00	\$ 8,000.00	\$ 3,755.12	\$ 7,510.24	\$ 3,129.30	\$ 6,258.60	\$ 3,412.50	\$ 6,825.00
26	6-INCH GATE VALVE	1	EA	\$ 1,700.00	\$ 1,700.00	\$ 2,024.84	\$ 2,024.84	\$ 1,441.41	\$ 1,441.41	\$ 1,800.00	\$ 1,800.00
27	8-INCH GATE VALVE	9	EA	\$ 2,500.00	\$ 22,500.00	\$ 2,655.94	\$ 23,903.46	\$ 2,018.44	\$ 18,165.96	\$ 2,394.44	\$ 21,549.96
28	12-INCH X 10-INCH REDUCER	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 2,039.22	\$ 2,039.22	\$ 352.89	\$ 352.89	\$ 1,240.00	\$ 1,240.00
29	8-INCH X 6-INCH REDUCER	2	EA	\$ 480.00	\$ 960.00	\$ 1,147.27	\$ 2,294.54	\$ 535.63	\$ 1,071.26	\$ 730.00	\$ 1,460.00
30	8-INCH X 8-INCH X 8-INCH TEE (FL)	1	EA	\$ 810.00	\$ 810.00	\$ 3,050.54	\$ 3,050.54	\$ 298.91	\$ 298.91	\$ 1,370.00	\$ 1,370.00
31	8-INCH DI COUPLING	2	EA	\$ 540.00	\$ 1,080.00	\$ 1,206.40	\$ 2,412.80	\$ 574.06	\$ 1,148.12	\$ 742.50	\$ 1,485.00
32	8-INCH LONG BODY SLEEVE	1	EA	\$ 700.00	\$ 700.00	\$ 996.95	\$ 996.95	\$ 396.23	\$ 396.23	\$ 740.00	\$ 740.00
33	FIRE HYDRANT ASSEMBLY (INCLUDES LATERAL, VALVE, AND OTHER APPURTENANCES SHOWN IN DETAIL 4-4)	2	EA	\$ 9,500.00	\$ 19,000.00	\$ 7,708.08	\$ 15,416.16	\$ 8,347.83	\$ 16,695.66	\$ 8,095.00	\$ 16,190.00
34	FIRE HYDRANT GUARD POSTS (DETAIL 4-4)	4	EA	\$ 750.00	\$ 3,000.00	\$ 1,810.42	\$ 7,241.68	\$ 550.67	\$ 2,202.68	\$ 685.00	\$ 2,740.00
35	2-INCH COMBINATION AIR RELEASE & VACUUM VALVE ASSEMBLY	1	EA	\$ 2,100.00	\$ 2,100.00	\$ 7,519.11	\$ 7,519.11	\$ 6,348.90	\$ 6,348.90	\$ 5,900.00	\$ 5,900.00
36	2-INCH BLOW-OFF ASSEMBLY	1	EA	\$ 1,300.00	\$ 1,300.00	\$ 2,576.38	\$ 2,576.38	\$ 1,656.78	\$ 1,656.78	\$ 2,935.00	\$ 2,935.00
37	1-INCH STREET SERVICE ASSEMBLY	79	EA	\$ 1,300.00	\$ 102,700.00	\$ 1,442.95	\$ 113,993.05	\$ 659.78	\$ 52,122.62	\$ 1,723.35	\$ 136,144.65
38	3/4-INCH HOUSE SERVICE ASSEMBLY	79	EA	\$ 140.00	\$ 11,060.00	\$ 743.25	\$ 58,716.75	\$ 466.82	\$ 36,878.78	\$ 810.76	\$ 64,050.04
39	UNDER HOUSE CONNECTION	5	EA	\$ 1,500.00	\$ 7,500.00	\$ 926.22	\$ 4,631.10	\$ 1,421.33	\$ 7,106.65	\$ 1,370.00	\$ 6,850.00
40	3/4-INCH WATER SERVICE LINE	8000	LF	\$ 12.00	\$ 96,000.00	\$ 9.22	\$ 73,760.00	\$ 47.38	\$ 379,040.00	\$ 40.75	\$ 326,000.00
41	RECONNECT EXISTING WATER SERVICE	86	EA	\$ 140.00	\$ 12,040.00	\$ 692.65	\$ 59,567.90	\$ 326.07	\$ 28,042.02	\$ 331.40	\$ 28,500.40
42	DIGGING & VERIFYING	31	EA	\$ 350.00	\$ 10,850.00	\$ 705.17	\$ 21,860.27	\$ 216.34	\$ 6,706.54	\$ 900.00	\$ 27,900.00
43	REMOVE & DISPOSE EXISTING METER BOX	79	EA	\$ 150.00	\$ 11,850.00	\$ 379.08	\$ 29,947.32	\$ 228.02	\$ 18,013.58	\$ 450.00	\$ 35,550.00

ITEM	ITEM WITH UNTI PID PRICE	APPROX. QTY	UNIT	Engineer's Estimate		Industrial Construction of WA		Culbert Construction, Inc.		Premier Excavation, Inc.	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
44	REMOVE & SALVAGE EXISTING METER BOX	6	EA	\$ 150.00	\$ 900.00	\$ 705.17	\$ 4,231.02	\$ 432.68	\$ 2,596.08	\$ 450.00	\$ 2,700.00
45	NEW METER BOX	79	EA	\$ 510.00	\$ 40,290.00	\$ 1,116.52	\$ 88,205.08	\$ 648.09	\$ 51,199.11	\$ 925.95	\$ 73,150.05
46	CONNECT TO AND ABANDON EXISTING WATER MAINS	9	EA	\$ 2,900.00	\$ 26,100.00	\$ 962.81	\$ 8,665.29	\$ 2,533.27	\$ 22,799.43	\$ 1,544.44	\$ 13,899.96
47	GRAVEL DRIVEWAY RESTORATION (2-INCH CSTC)	7	TONS	\$ 110.00	\$ 770.00	\$ 179.68	\$ 1,257.76	\$ 307.05	\$ 2,149.35	\$ 365.50	\$ 2,558.50
48	CRUSHED SURFACE TOP COURSE	320	TONS	\$ 110.00	\$ 35,200.00	\$ 38.65	\$ 12,368.00	\$ 69.08	\$ 22,105.60	\$ 52.50	\$ 16,800.00
49	ROCK EXCAVATION	5	CY	\$ 1,170.00	\$ 5,850.00	\$ 352.58	\$ 1,762.90	\$ 0.20	\$ 1.00	\$ 300.00	\$ 1,500.00
50	2-INCH COLD MIX PATCHING	1200	SY	\$ 40.00	\$ 48,000.00	\$ 26.49	\$ 31,788.00	\$ 25.28	\$ 30,336.00	\$ 36.38	\$ 43,656.00
51	TRENCH PAVEMENT RESTORATION (2-INCH HMA ONLY)	2674	SY	\$ 60.00	\$ 160,440.00	\$ 24.28	\$ 64,924.72	\$ 21.98	\$ 58,774.52	\$ 41.42	\$ 110,757.08
52	REMOVE AND REPLACE CONCRETE (INCLUDES EX. SIDEWALK, DRIVEWAY, PATIOS, AND MONOLITHIC CURB)	164	SY	\$ 150.00	\$ 24,600.00	\$ 124.49	\$ 20,416.36	\$ 127.36	\$ 20,887.04	\$ 399.58	\$ 65,531.12
53	CONCRETE CURB AND GUTTER	132	LF	\$ 120.00	\$ 15,840.00	\$ 84.10	\$ 11,101.20	\$ 81.59	\$ 10,769.88	\$ 89.09	\$ 11,759.88
54	CANAL DITCH LINER	1920	SF	\$ 11.00	\$ 21,120.00	\$ 23.74	\$ 45,580.80	\$ 22.25	\$ 42,720.00	\$ 13.74	\$ 26,380.80
55	CDF	40	CY	\$ 250.00	\$ 10,000.00	\$ 238.68	\$ 9,547.20	\$ 151.88	\$ 6,075.20	\$ 240.00	\$ 9,600.00
56	CANAL CROSSING CASING CUT-OFF WALL, AND RELATED IMPROVEMENTS	1	LS	\$ 5,400.00	\$ 5,400.00	\$ 29,568.74	\$ 29,568.74	\$ 16,332.80	\$ 16,332.80	\$ 14,800.00	\$ 14,800.00
57	LANDSCAPE AND SITE RESTORATION	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 71,741.57	\$ 71,741.57	\$ 35,481.34	\$ 35,481.34	\$ 197,900.00	\$ 197,900.00
58	RECORD DRAWINGS (MINIMUM BID \$500)	1	LS	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 499.76	\$ 499.76	\$ 2,100.00	\$ 2,100.00
CONSTRUCTION SUBTOTAL:						\$ 1,351,312.00		\$ 1,258,622.80		\$ 1,289,437.97	\$ 1,649,088.05
8.7% SALES TAX:						\$ 117,564.14		\$ 109,500.18		\$ 112,181.10	\$ 143,470.66
PROJECT TOTAL:						\$ 1,468,876.14		\$ 1,368,122.98		\$ 1,401,619.07*	\$ 1,792,558.71

*Non-responsive bid, failed to submit signed addendum #1

To the best of my ability, I hereby certify that this is a true and correct bid tabulation for Contract P2308-23 E.4th & Elm Waterline Replacement Project. A bid analysis was completed for unbalanced bids.


 Caleb Shannon, PE Utility Services Capital Project Engineer

CITY OF KENNEWICK
ORDINANCE NO. 6036

AN ORDINANCE AMENDING THE CITY OF KENNEWICK'S COMPREHENSIVE
PLAN (CPA 2023-0003, Courtney Raeder)

WHEREAS, the City of Kennewick, by and through its City Council, and pursuant to the Growth Management Act, directed the Planning Commission of the City of Kennewick to review and update the Comprehensive Plan for the purposes of coordinating all plans and programs relating to the physical and social development of the Kennewick Urban Growth Area and the people therein; and

WHEREAS, the City of Kennewick, in accord with the Growth Management Act and RCW 36.70A.130 and implementing municipal regulations, has directed the Department of Community Planning and the Planning Commission to review and update the plan annually; and

WHEREAS, appropriate public notice has been given and a public hearing held by the Planning Commission on September 18, 2023, concerning the proposed changes, and the same has been reviewed by the Department of Commerce for the review required under RCW 36.70A.106; NOW, THEREFORE:

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

Section 1. The following amendment is made to the City of Kennewick Comprehensive Plan Land Use Map as adopted by Resolution 07-12:

1. CPA 2023-0003 – 16.12 acres located at 331 S. Oak Street, 205 S. Oak Street, 201 S. Oak Street, 203 S. Oak Street, 211 S. Oak Street, 1511 E. 3rd Avenue, 1411 E. 3rd Avenue, 1531 E. 3rd Avenue, 1543 E. 3rd Avenue, 1601 E. 3rd Avenue, 1619 E. 3rd Avenue, 102 S. Quince Place, 203 S. Quince Place, and 207 S. Quince Place (Industrial (I) to Low Density Residential (LDR)).

Section 2. The property is legally described as follows:

Industrial to Low Density Residential

Parcel No. 1-0580-301-0158-002:

SHORT PLAT #158, LOT 2

Parcel No. 1-0580-201-0280-003:

A PORTION OF LOT 2, SHORT PLAT NO. 280, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 716802, RECORDS OF BENTON COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE SOUTH 154 FEET OF THE NORTH 376 FEET OF THE WEST 5 ACRES OF TRACT 9: CHICAGO TEN ACRE TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, PAGE 46, RECORDS OF BENTON COUNTY, WASHINGTON; EXCEPT THE SOUTH 15 FEET OF THE WEST 165 FEET OF THE NORTH 376 FEET OF SAID TRACT 9, (ALSO KNOWN AS TRACT 2-B OF SURVEY NO. 657 RECORDED UNDER AUDITOR'S FILE NO. 835733.)

Parcel No. 1-0580-201-0280-001:

SHORT PLAT #280, LOT 1. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

Parcel No. 1-0580-201-0280-002:

SHORTPLAT #280, LOT: THE NORTH 222 FEET OF LOT 2. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

Parcel No. 1-0580-202-0009-001:

THE NORTH 137 FEET OF THE SOUTH 279 FEET OF THE WEST 165 FEET OF TRACT 9, CHICAGO TEN-ACRE TRACTS, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 1 OF PLATS, PAGE 46, RECORDS OF BENTON COUNTY, WASHINGTON.

Parcel No. 1-0580-202-0009-002:

CHICAGO TEN-ACRE TRACTS: THE SOUTH 142 FEET OF THE WEST 105 FEET OF TRACT 9. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD

Parcel No. 1-058-202-0009-003:

CHICAGO TEN-ACRE TRACTS: THE SOUTH 142 FEET OF THE WEST 165 FEET OF TRACT 9: LESS THE WEST 105 FEET THEREOF. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD

Parcel No. 1-0580-202-0009-004:

CHICAGO TEN-ACRE TRACTS: THE WEST 82.5 FEET OF THE EAST 165 FEET OF THE SOUTH 264 FEET OF THE WEST 5 ACRES OF TRACT 9

Parcel No. 1-058-202-0009-005:

CHICAGO TEN-ACRE TRACTS: THE EAST 82.5 FEET OF THE SOUTH 264 FEET OF THE WEST 5 ACRES OF TRACT 9

Parcel No. 1-0580-202-0009-006:

CHICAGO TEN-ACRE TRACTS: TRACT 9, EXCEPT THE WEST 5 ACRES

Parcel No. 1-0580-202-0010-002:

THE WEST HALF OF THE WEST HALF OF TRACT 10, CHICAGO TEN ACRES TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, AT PAGE 46, RECORDS OF BENTON COUNTY WASHINGTON; EXCEPT THE NORTH 264 FEET THEREOF.

Parcel No. 1-0580-202-0010-001:

THE NORTH TWO HUNDRED SIXTY-FOUR (264) FEET OF THE WEST ONE-HALF($\frac{1}{2}$) OF THE WEST ONE-HALF($\frac{1}{2}$) OF TRACT TEN (10), CHICAGO TEN-ACRE TRACTS, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 1 OF PLATS, PAGE 46, RECORDS OF BENTON COUNTY, TOGETHER WITH AN EASEMENT FOR ROAD PURPOSES OVER THE WEST TEN (10) FEET OF THE EAST HALF($\frac{1}{2}$) OF THE WEST HALF($\frac{1}{2}$) OF SAID TRACT TEN (10), AND AN EASEMENT FOR ROAD PURPOSES OVER THE WEST TEN (10) FEET OF THE WEST HALF($\frac{1}{2}$) OF THE WEST HALF($\frac{1}{2}$) OF SAID TRACT TEN (10).

Parcel No. 1-0580-202-0010-003:

CHICAGO TEN-ACRE TRACTS: THE EAST 154.69 FEET OF THE WEST 319.69 FEET OF TRACT 10, EXCEPT THE SOUTH 244 FEET THEREOF. TOGETHER WITH ROAD EASEMENTS. SUBJECT TO ROAD EASEMENTS.

Parcel No. 1-0580-202-0010-004:

THE SOUTH 244 FEET OF THE EAST 154.69 FEET OF THE WEST 319.69 FEET OF TRACT 10, CHICAGO TEN ACRE TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IS VOLUME 1 OF PLATS, AT PAGE 46, RECORDS OF BENTON COUNTY, WASHINGTON

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

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 7th day of November, 2023, and signed in authentication of its passage this 7th day of November, 2023.

Attest:

W.D. MCKAY, Mayor

ORDINANCE NO. 6036 filed and recorded
in the office of the City Clerk of the City of
Kennewick Washington, this 8th day of
November, 2023

TERRI L. WRIGHT, City Clerk

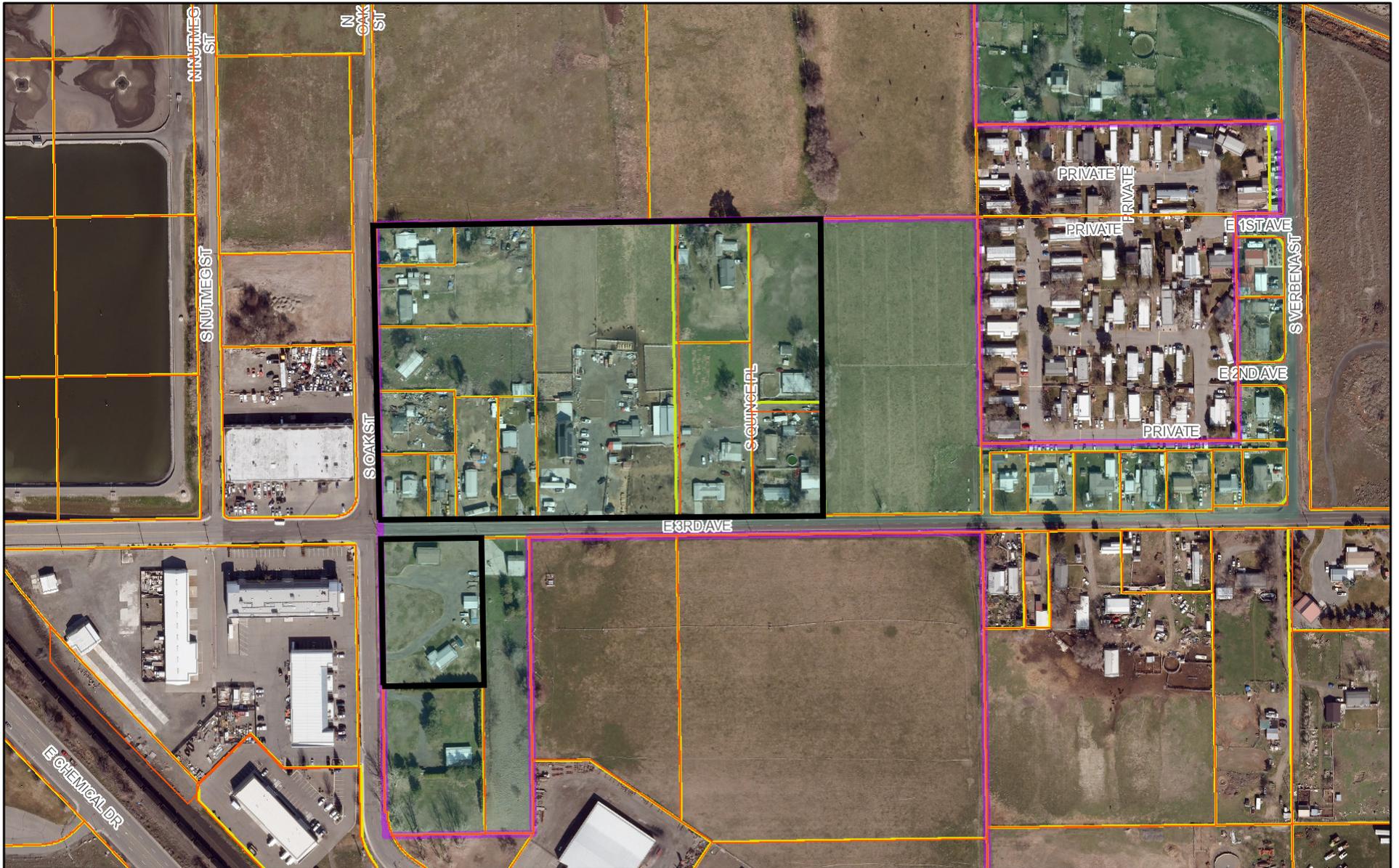
Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

Site Map



October 23, 2023 This plan is suitable for informational use only. City of Kennewick accepts no liability for any error whatsoever.



1 inch = 300 feet 1:3,600
 0 0.0275 0.055 0.11 mi
 0 0.0425 0.085 0.17 km

Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,

EXHIBITS

- **Exhibit A-1:** Aerial Map
- **Exhibit A-2:** Land Use Map
- **Exhibit A-3:** Application/Supplemental Questions
- **Exhibit A-4:** Environmental Determination
- **Exhibit A-5:** City of Kennewick Public Works Comments
- **Exhibit A-6:** Ziplly Fiber Comments
- **Exhibit A-7:** Bonneville Power Administration Comments
- **Exhibit A-8:** Washington Department of Natural Resource Comments
- **Exhibit A-9:** Applicant and Public Comments

APPLICATION PROCESS

- Application Submitted: May 1, 2023
- Application routed for comments: June 21, 2023
- Determination of Non-Significance (DNS) was issued July 11, 2023.
- Appeal Period for the DNS ended July 25, 2023
- Notice of Public Hearing was posted August 31, 2023
- Notice of Public Hearing was published September 3, 2023
- Notice of Public Hearing was mailed August 31, 2023.

SURROUNDING COMPREHENSIVE PLAN, ZONING AND LAND USES

North	Comprehensive Plan – Industrial, City of Kennewick Zoning – Industrial, Heavy (IH), City of Kennewick Existing Land Uses – Pastureland proposed to be a rock crushing operation.
South	Comprehensive Plan – Industrial, City of Kennewick Zoning – Industrial, Light (IL), City of Kennewick Existing Land Uses – Vacant Land and industrial businesses
East	Comprehensive Plan – Industrial, Benton County and High Density Residential, City of Kennewick Zoning – Light Industrial, Benton County and Residential, High (RH), City of Kennewick Existing Land Uses – Vacant, Multi-family and Single-Family Residential
West	Comprehensive Plan – Industrial , City of Kennewick Zoning – Industrial, Light (IL) and Industrial, Heavy (IH), City of Kennewick Existing Land Uses – Vacant Land and Industrial Businesses

REGULATORY CONTROLS

- Benton County Development Regulations
- City of Kennewick Comprehensive Plan
- Kennewick Municipal Code (KMC) Title 4

DESCRIPTION OF REQUEST

The applicant has requested to change the land use designation of 12.33-acres from Industrial to LDR. The KMC contains specific criteria and additional factors to consider when approving the requested amendment. An evaluation of the criteria and additional factors follow:

COMPLIANCE WITH TITLE 4 (ADMINISTRATIVE PROCEDURES)

KMC 4.12.110(7): Approval Criteria. The City may approve Comprehensive Plan Amendments and area-wide zone map amendments if it finds that the request meets one or more of the following:

1. The proposed amendment bears a substantial relationship to the public health, safety, welfare, and protection of the environment;
The proposed amendment is not likely to have a negative impact to the environment, future uses will be subject to Critical Area and Development Regulations. The proposed amendment has the potential to affect the welfare of adjacent industrial lands/uses in a negative manner. The LDR designation allows for an increased residential density on the properties and expansion of existing or future industrial uses may not occur because of that. The area has been designated Industrial since 1996 and in addition to City of Kennewick and Port of Kennewick properties there are existing private businesses/land in the immediate area. Industrial and residential uses are usually not compatible neighbors; increased residential density may affect the existing and future industrial businesses.
2. The proposed amendment is consistent with the requirements of Chapter 36.70A RCW and with the portion of the City's adopted comprehensive plan not affected by the amendment;
This amendment is consistent with the requirements of Chapter 36.70A RCW and with the portion of the City's adopted comprehensive plan not affected by the amendment.
3. The proposed amendment corrects an obvious mapping error; or
This request does not correct a mapping error.
4. The proposed amendment addresses an identified deficiency in the Comprehensive Plan.
The proposed amendment does not address an identified deficiency in the Comprehensive Plan. The City has approximately a 1,387.2-acre surplus of lands designated LDR. Additionally, the City has roughly a 500-acre deficit of Industrial designated lands. This proposed amendment will add to the deficit.

KMC 4.12.110(8): Additional Factors. The City must also consider the following factors prior to approving Comprehensive Plan Amendments:

1. The effect upon the physical environment;
Only the possible remodel or replacement of a home at 331 S Oak Street is the proposed development to take place at the amendment site. Additional residential development may result from approving the request.
2. The effect on open space and natural features including, but not limited to topography, streams, rivers, and lakes;
All of the property involved in the amendment is under private ownership with no public access. No designated critical areas are on-site. At this time, it is unknown what the impact future development will have on the surrounding area.
3. The compatibility with and impact on adjacent land uses and surrounding neighborhoods;
It is staff's opinion that the proposed amendment will not be compatible with the majority of the surrounding Industrial, Light and Heavy zoned properties. Although the applicant has stated she has no intention to develop her property, circumstances can change and increased residential development is a possibility at some time in the future.

Increased residential density adjacent to the existing industrial uses have the potential to limit future expansion of the industrial uses by reducing the desirability of the land due to the close proximity and added potential for increased residential development.

Future development of residences should have no substantial impact on the site's existing residences.
4. The adequacy of, and impact on community facilities, including utilities, roads, public transportation, parks, recreation, and schools;

The City is in the process of expanding its wastewater treatment facility that is to the NE of the amendment site. The purpose of the expansion is to better serve the residents of Kennewick and allow for future growth. Residential growth in the general area may negatively affect the operation of the facility.

The City designated the area Industrial in 1996 to serve the industrial uses that existed and allow for future industrial uses.

The site will not be subject to the City's concurrency requirements until annexation into the City.

5. The quantity and location of land planned for the proposed land use type and density and the demand for such land;
Comprehensive Plan Table 2: Land Inventory; shows that the City has a deficit of 774.5 acres for lands designated Industrial and a 1,387 acres surplus for lands designated LDR. The acreage deficit of Industrial land has decreased by 279.5 acres because of a 2019 annexation.
6. The current and projected project density in the area; and
Current densities for LDR vary between 4-5 units/acres, depending on the zoning district. The recently adopted Middle Housing Legislation that goes into effect no later than 2026 will allow the development of approximately 286 homes on the 12.33 acres, if the land use designation is amended to LDR and the properties are annexed into the City.
7. The effect, if any upon other aspects of the Comprehensive Plan.
The Capital Facilities Plan is what provides the framework for the City to provide adequate essential services to the residents and accommodate growth. It is unknown; what if any effect the proposed amendment will have on the operation of the expanded wastewater treatment facility.

PUBLIC COMMENT

Staff has received comments in favor of the proposal from the applicant and property owners within the proposed amendment area. All received public comments are included in Exhibit A-9.

AGENCY COMMENTS

The City of Kennewick Public Works Department submitted concerns about having increased residential density adjacent to its wastewater treatment plant, see Exhibit A-5.

Zipty Fiber stated that prior to developing locates will be needed, see Exhibit A-6.

The Bonneville Power Administration stated that the proposal would not have a direct impact on its facilities, see Exhibit A-7.

The Washington Department of Natural Resources, Washington Geological Survey stated that there are no changes related to mineral resource lands, see Exhibit A-8

ANALYSIS OF REQUEST

This request is to amend the land use designation of 12.33-acres from Industrial to LDR. The proposed land use designation and the Middle Housing Legislation will allow for approximately 286 homes on the properties at the time of annexation. The proposed amendment does not require annexation into the City.

The applicant may remodel or replace the existing home at 331 S Oak Street, no other residential development is proposed for the properties.

The amendment site is not in the Kennewick City Limits, but it is in the City's urban growth area. Since the properties are in the UGA, the City can establish a land use designation for them. All of the properties are under the jurisdiction of the Benton County Development Regulations.

The City is currently in the process of expanding its wastewater treatment plant on N Oak Street. Additionally, the property owner to the north has started the process to operate a rock crushing business on the adjacent property.

Staff is concerned that if additional homes are developed on the properties, they may limit or hinder future expansion or operation of the wastewater treatment plant. It is staff's opinion that industrial and residential uses are not compatible.

The City has an approximate 1,387.2-acre surplus of LDR and an approximate 500-acre deficit for Industrial. The impact to the industrial land supply will most likely be minimal. Pursuant to Table 3: Acres Per Capita – Capital Facilities (public facilities and schools), in 2037 the city will need an additional 215.9-acres for Capital Facilities. When considering the proposed changes to the comprehensive plan and ultimately rezoning the property, other factors and issues must be considered rather than only looking at the immediate issue.

Staff's review to the comprehensive plan has determined that the following goal and policy provides a basis to deny the request:

Industrial Goal 1:

Policy 3. Protect industrial lands from encroachment by incompatible land uses, which would reduce the Economic viability of industrial lands.

Industrial Goal 3: Maintain an adequate amount of industrial land within the City Limits and Urban Growth Boundary.

FINDINGS

1. The applicant is Courtney Raeder, 66511 S Meals Road, Kennewick, WA 99337.
2. The owners are Roy Sitton, Shepard Commercial, LLC, Luis Licea, Enrique Cervantes, Alice Reser, Catherine Raeder, Barbara Mansfield, José and Beatriz Guizar, Robert and Sarah Cassano, and Chantal Nault.
3. The request is to change the land use designation for the subject parcels from Industrial to Low Density Residential.
4. The City received the application on May 1, 2023 and routed it for review to various City Departments and other local, state and federal agencies for comment on June 21, 2023.
5. City water and sewer are adjacent to the properties.
6. S Oak Street and E 3rd Avenue provide access to the properties.
7. The proposed amendment is adjacent to property designated Industrial.
8. The City issued a Determination of Non-Significance on July 11, 2023.
9. No appeal was filed for the Determination of Non-Significance.
10. A public hearing notification sign was posted at the SE corner of the S Oak Street and E 3rd Avenue intersection.
11. The Notice of Public Hearing was published in the Tri-City Herald on September 3, 2023
12. Staff mailed or emailed the hearing notice to property owners within 300 feet of the site and parties of record on August 31, 2023.
13. The proposed amendment will not allow the property to be rezoned to a zoning district that will permit uses that may negatively influence the public health, safety, welfare and protection of the environment.
14. This proposed amendment is consistent with the review/processing requirements of Chapter 36.70A RCW and with the portion of the City's adopted comprehensive plan not affected by the amendment.
15. The proposed amendment does not correct an obvious mapping error.
16. Proposed amendment does not address an identified need in the comprehensive Plan.

CONCLUSIONS

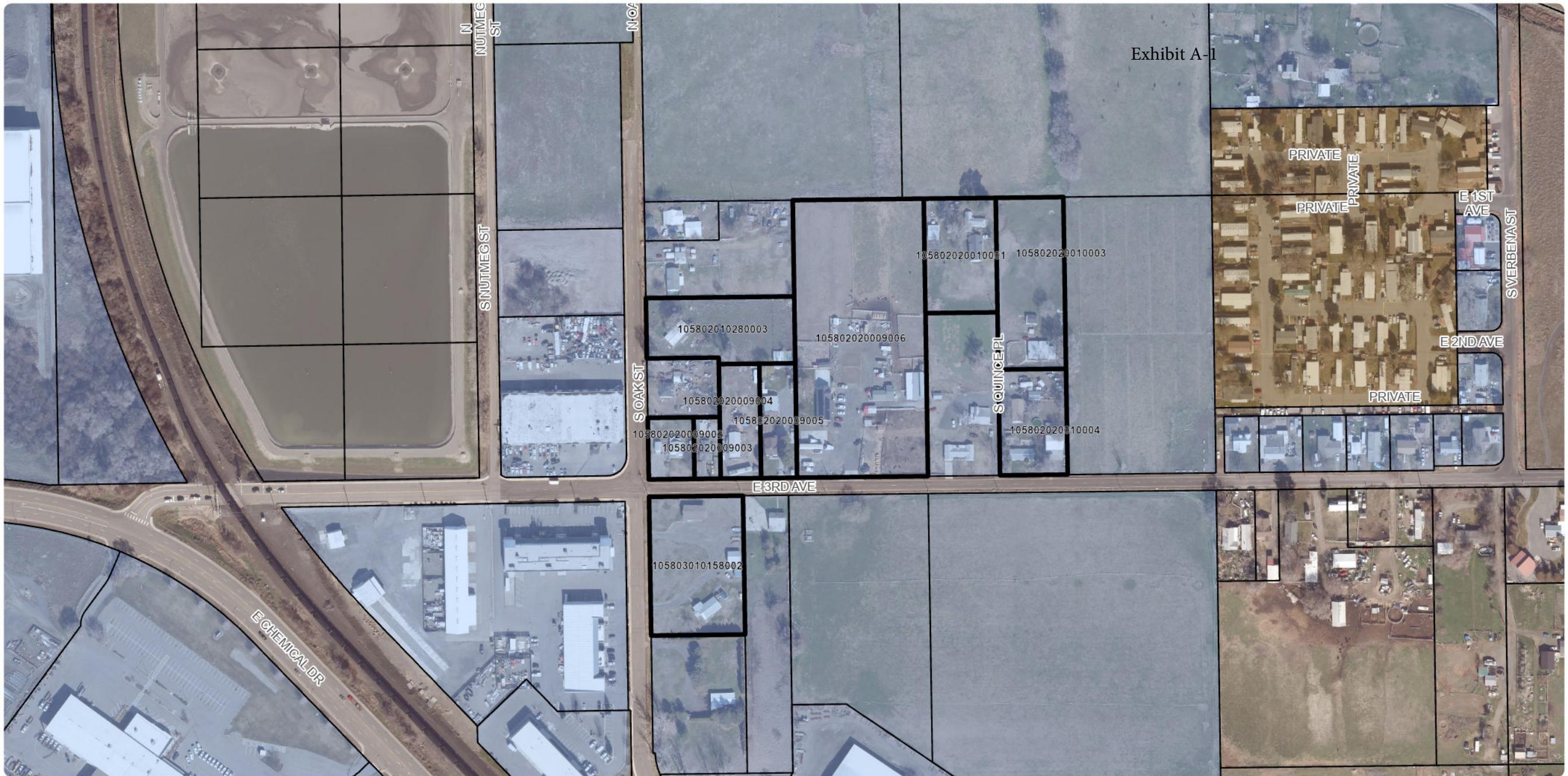
1. Pursuant to Chapter 4.08 of the Kennewick Municipal Code, the lead agency has determined that no mitigating measures are required to reduce probable significant adverse impacts on the environment.
2. The proposed amendment will change the land use designation for the subject sites from Industrial to Low Density Residential.
3. The proposed amendment is not consistent with the City of Kennewick Comprehensive Plan Industrial Goal 1, Policy 3 and Industrial Goal 3.
4. The proposed amendment will permit an increase to residential activities in the immediate area of the industrial properties.
5. Future development of the site(s) has the potential to affect the future development of the City's Waste Water Treaty Facility expansion and the operation of the proposed adjacent rock crushing operation.

Recommendation

Staff recommends that the Planning Commission concur with the findings and conclusions of CPA-2023-0003 contained in the staff report and recommend denial to City Council.

Motion

I move that the Planning Commission concur with the findings and conclusions of CPA-2023-0003 contained in the staff report and recommend to City Council denial of the request.



CPA-2023-0003

- | | | |
|---|--|---|
|  COMMERCIAL |  LOW DENSITY RESIDENTIAL |  OPEN SPACE |
|  HIGH DENSITY RESIDENTIAL |  MEDIUM DENSITY RESIDENTIAL |  PUBLIC FACILITY |
|  INDUSTRIAL |  MIXED | |

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. ***Incomplete applications will not be accepted.***

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan

Short Plat Conditional Use Other _____

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 591-2921 Cell Phone: _____ Fax: _____ E-mail csraeder217@gmail.com

Property Owner (if other than applicant): Please see the attached pages for each property included in this application.

Address: _____

Telephone: _____ Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. _____ Acres _____ Zoning: _____

Address of property: _____

Number of Existing Parking Spaces _____ Number of Proposed (New) Parking Spaces _____

Present use of property _____

Size of existing structure: _____ sq. ft. Size of Proposed addition/New structure: _____ sq. ft.

Height of building: _____ Cubic feet of excavation: _____ Cost of new construction _____

Benton County Assessor Market Improvement Value: _____

Description of Project: _____

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Applicant's Signature

Signature of owner or owner's authorized representative

Date: 4-30-23

**CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)**

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. ***Incomplete applications will not be accepted.***

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan
 Short Plat Conditional Use Other Land use designation change
 Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 591-2921 Cell Phone: _____ Fax: _____ E-mail CSraeder217@gmail.com

Property Owner (if other than applicant): Catherine Raeder

Address: 331 South Oak St Kennewick, WA 99337

Telephone: (509) 582-8461 Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. 105803010158002 Acres 1.58 Zoning: Light Industrial County ?

Address of property: 331 S Oak St Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 1,470.00 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Benton County Assessor Market Improvement Value: _____

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Catherine Raeder
 Applicant's Signature Courtney Raeder

Catherine Raeder
 Signature of owner or owner's authorized representative

Date: April 20, 2023

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan

Short Plat Conditional Use Other Land use designation change

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 941-2921 Cell Phone: _____ Fax: _____ E-mail csraeder212@gmail.com

Property Owner (if other than applicant): Alice Reser

Address: 1511 E. 3rd AVE Kennewick, WA 99337

Telephone: 509-586-1421 Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. 105802020009002 Acres .44 Zoning: Light Industrial ^{County?}

Address of property: 1511 E 3rd Ave Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 963 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Courtney Raeder
Applicant's Signature

Alice Reser
Signature of owner or owner's authorized representative

Date: 4-15-23

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. ***Incomplete applications will not be accepted.***

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan

Short Plat Conditional Use Other Land use designation change

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Zaeder

Address: 66511 S Meals Rd Kennewick, WA 99357

Telephone: (509) 991-2921 Cell Phone: _____ Fax: _____ E-mail csraeder217@gmail.com

Property Owner (if other than applicant): Luis Licea

Address: 1411 E. 3rd Ave Kennewick WA 99337

Telephone: _____ Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. ~~109802020009003~~ 109802020009003 Acres .22 Zoning: Light Industrial County: ?

Address of property: 1411 E 3rd Ave Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 676 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Benton County Assessor Market Improvement Value: _____

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Courtney Zaeder
Applicant's Signature

[Signature]
Signature of owner or owner's authorized representative

Date: 2/16/2023

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan

Short Plat Conditional Use Other Land use designation change

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 911-2921 Cell Phone: _____ Fax: _____ E-mail csraeder217@gmail.com

Property Owner (if other than applicant): Jose And Beatriz Guizar

Address: 1543 E. 3rd Ave Kennewick, ^{Betty} WA 99337

Telephone: (509) 308-1823 Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. 105802020009005 Acres .48 Zoning: Light Industrial ^{County!}

Address of property: 1543 E 3rd Ave Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 1008 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Applicant's Signature

Courtney Raeder

Signature of owner or owner's authorized representative

Jose F. Guizar Beatriz R. Guizar
(Betty)

Date: 4-15-23

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan

Short Plat Conditional Use Other Land use designation change

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 591-2921 Cell Phone: _____ Fax: _____ E-mail csraeder217@gmail.com

Property Owner (if other than applicant): Barbara A. Mansfield

Address: 203 S. Quince Pl. Kennewick, WA 99337

Telephone: (509) 492-1243 Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. 105802020010003 Acres 1.39 Zoning: Light Industrial County: ?

Address of property: 203 S Quince Pl Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 1428 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Benton County Assessor Market Improvement Value: _____

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

[Signature]
Applicant's Signature

Barbara A. Mansfield
Signature of owner or owner's authorized representative

Date: 4/15/23

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan
Short Plat Conditional Use Other Land use designation change
Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 941-2921 Cell Phone: _____ Fax: _____ E-mail csraeder217@gmail.com

Property Owner (if other than applicant): Robert & Sarah Cassano

Address: 1531 E. 3rd Ave. Kennewick, WA 99337

Telephone: 509-851-1192 Cell Phone: _____ E-mail sarahcassano76@gmail.com

SITE INFORMATION

Parcel No. 105802020009004 Acres .5 Zoning: County 3 Light Industrial

Address of property: 1531 E. 3rd Ave. Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Primary residence

Size of existing structure: 1034 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Benton County Assessor Market Improvement Value: _____

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Sarah Cassano
Applicant's Signature Courtney Raeder

Sarah Cassano
Signature of owner or owner's authorized representative

Date: 4/15/23

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. ***Incomplete applications will not be accepted.***

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan
Short Plat Conditional Use Other Land use designation change
Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 591-2921 Cell Phone: _____ Fax: _____ E-mail csraeder217@gmail.com

Property Owner (if other than applicant): Roy L Sutton

Address: 102 So. Quince Pl. Kennewick, WA 99337

Telephone: 509-586-1845 Cell Phone: 509-528-5958 E-mail _____

SITE INFORMATION

Parcel No. 105802020010001 Acres 1.00 Zoning: Light Industrial County: 3

Address of property: 102 S Quince Pl Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 1464.5 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Benton County Assessor Market Improvement Value: _____

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Courtney Raeder
Applicant's Signature

Roy L Sutton
Signature of owner or owner's authorized representative

Date: 2-20-2023

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan

Short Plat Conditional Use Other Land use designation change

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 91-2921 Cell Phone: _____ Fax: _____ E-mail csraeder217@gmail.com

Property Owner (if other than applicant): Shepard Commercial, LLC

2 Places: ¹ Address: 207 S Quince Pl Kennewick WA 99336 ² 1621 E 3rd Ave Kennewick WA 99336

Telephone: 509 528 5765 Cell Phone: 509 539 3158 E-mail: tinatshp@yahoo.com

SITE INFORMATION

Parcel No. 105802020010004 Acres .87 Zoning: Light Industrial County: ?

Address of property: 207 S Quince Pl Kennewick, WA 99336 / 1621 E 3rd Ave Kennewick, WA 99336

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 1338 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Benton County Assessor Market Improvement Value: _____

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Shepard Commercial, LLC
Applicant's Signature Courtney Raeder

Tina Shepard / member
Signature of owner or owner's authorized representative

Date: 3-17-23

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan

Short Plat Conditional Use Other Land use designation change

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 991-2921 Cell Phone: _____ Fax: _____ E-mail csrneider217@gmail.com

Property Owner (if other than applicant): Enrique Cervantes

Address: 1601 E 3rd Ave Kennewick, WA 99337

Telephone: (509) 947-3272 Cell Phone: _____ E-mail _____

SITE INFORMATION

Parcel No. 105802020009006 Acres 4.70 Zoning: Light Industrial County: _____

Address of property: 1601 E 3rd Ave Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 2,640 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Courtney Raeder
Applicant's Signature

Enrique Cervantes
Signature of owner or owner's authorized representative

Date: 4/15/23

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. ***Incomplete applications will not be accepted.***

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 Tier 2 Tier 3 Binding Site Plan
Short Plat Conditional Use Other Land use designation change
Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Courtney Raeder

Address: 66511 S Meals Rd Kennewick, WA 99337

Telephone: (509) 591-2921 Cell Phone: _____ Fax: _____ E-mail csraeder217@gmail.com

Property Owner (if other than applicant): Ryan Nourse

Address: 2055 oak st Kennewick, WA 99337

Telephone: 509 438 8850 Cell Phone: _____ E-mail _____

SITE INFORMATION

Robert Nourse 208 576 1587 County: ?

Parcel No. 105802010280003 Acres 1.15 Zoning: Light Industrial

Address of property: 205 S oak st Kennewick, WA 99337

Number of Existing Parking Spaces N/A Number of Proposed (New) Parking Spaces N/A

Present use of property Residential Home

Size of existing structure: 1680 sq. ft. Size of Proposed addition/New structure: N/A sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Benton County Assessor Market Improvement Value: _____

Description of Project: No project. This application is being submitted to ask that the land use designation be changed from industrial to residential based on the current use of the property.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Courtney Raeder
Applicant's Signature

Robert Nourse
Signature of owner or owner's authorized representative

Date: 4/13/23

Comprehensive Plan Amendment Supplemental Information

The following questions will be reviewed by both the Planning Commission and City Council as a means of assisting in their consideration of the Comprehensive Plan Amendment request. Use additional pages if necessary.

1. State the requested amendment:

I am asking that the properties included in this amendment application have their land use designation changed from industrial to residential.

2. What are the reasons for the requested amendment:

The land use designation of industrial has caused Benton County to rezone these properties from residential to light industrial because these properties are included in the City of Kennewick urban grown area and their zoning must be compatible with the land use designation in the comprehensive plan. Although these properties are already residential properties and always have been used as residential properties (in my Grandma's case for almost 50 years), the Benton County's non-conforming use code severely limits how these property owners are allowed to use their property. Changing the land use designation to residential will make it possible for Benton County to rezone these properties back to a more appropriate residential zoning.

3. Which elements of the Comprehensive Plan will be affected and how. Include detailed information on the provision of utilities such as water, sewer, power, etc., and how such utilities correspond with the City's various utility plans. Detailed information must also be submitted regarding what effect the proposed change will have on such services as fire, police, parks, schools, etc:

Nothing will be changed or affected outside of the land use designation. There is no change in utilities or services.

4. Indicate how the requested amendment will implement the Comprehensive Plan and be in the best interest of the Kennewick area, reference specific Comprehensive Plan policies that will be implemented:

There won't be a change to the Kennewick area, but to the owners of the properties it makes a huge difference. Right now the owners of these properties can't update their homes, add an outbuilding, and wouldn't even be permitted to rebuild a shop or garage if it were to burn down due to the Benton County light industrial zoning and non-conforming use code.

5. Include any other substantiated information in support of the requested amendment:

Please see attached page labeled, Comprehensive Plan Amendment Supplemental Information - Question 5.

Comprehensive Plan Amendment Supplemental Information – Question 5

5. I have spoken to many people within the city and county about why these properties were rezoned and why there seems to be so much pushback against getting them zoned back to residential. Basically, it comes down to the sewage treatment plant and the planned expansion. I understand if you don't live in this area how that can seem like a valid reason, but the sewage treatment plant goes completely unnoticed most days. It's not a daily threat, it just smells bad from time to time. Residential homes being mixed into industrial areas isn't a new thing. There are plenty of examples throughout Benton County of homes being near places where it may not be considered ideal. A couple of examples are the homes in finely near the chemical plants on E Lechelt Rd and E SR 397/Chemical Rd which have hazardous chemicals and can smell like sulfur or the homes that have a train track practically going through their backyard. I spent a lot of my childhood with my grandparents, so I grew up in this neighborhood as well. Not once did the sewage treatment plant become anything more than an occasional smelly nuisance. It's nothing more than a barking dog or annoyingly nosy neighbor. Well, it's actually probably significantly less of a nuisance than that. The businesses and the sewage treatment plant should not cause an industrial land use designation on the homes around them. It's no different than living next to a gas station or a business in town. Does it come with some annoyances? Yes, but it's not a big deal. There are people who have lived here for well over 20 years, and a couple of people, my grandma included, for 50 or more years and they are being denied the opportunity to build, add on, and fix their homes due to the land use designation and zoning.

While making this decision I ask that you put yourself in the shoes of these homeowners. A home is something you quite literally work your entire life for. It's no secret that this situation is unfair, that fact is obvious, but it is an unfair situation that can be corrected. The actual land use won't be changed with this amendment, it's only the land use designation label. The properties are already being used, sold, and bought as residential properties. With the residential land use designation, Benton County will be able to rezone these properties from light industrial back to residential, removing the unfair restrictions placed on these properties.



**CITY OF KENNEWICK
DETERMINATION OF NON-SIGNIFICANCE**

FILE/PROJECT NUMBER: ED-2023-0014

DESCRIPTION OF PROPOSAL: To change the land use designation of 12.33 acres, acres from Industrial to Low Density Residential. With the potential to add an additional 3.79 acres for a total of 16.12 acres.

PROPONENT: Courtney Raeder, 66511 S Meals Drive, Kennewick, WA 99337

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: 205 & 331 S Oak Street, 102, 203 & 207 S Quince Place and 1411, 1511, 1531, 1543 and 1601 E 3rd Avenue. With the potential to add 201, 203 and 211 S Oak and 1619 E 3rd to the proposal.

LEAD AGENCY: City of Kennewick

DETERMINATION: The City of Kennewick has determined that this proposal does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) will not be required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the City. This information is available to the public on request. Application for other required permits may require further review under SEPA procedures.

- There is no comment period for this DNS.
- This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
- This DNS is issued under 197-11-340(2); the City will not act on this proposal for fifteen days from the date below. Comments must be submitted by _____. After the review period has elapsed, all comments received will be evaluated and the DNS will be retained, modified, or withdrawn as required by SEPA regulations.

RESPONSIBLE OFFICIAL: Anthony Muai, AICP
POSITION/TITLE: Planning Director
ADDRESS: 210 W 6th Ave., P.O. Box 6108, Kennewick, WA 99336
PHONE: (509) 585-4386

Changes, modifications and/or additions to the checklist have been made on the attached Environmental Checklist Review.

This DNS is subject to the attached conditions:

- No conditions.
- See attached condition(s).

Date: July 11, 2023

Signature: _____

Appeal: An appeal of this determination must be submitted to the Community Planning Department within fourteen (14) calendar days after the date issued and no later than 5 p.m. This appeal must be written and make specific factual objections to the City's threshold determination. Appeals shall be conducted in conformance with Section 4.12.090(9) of the Kennewick Municipal Code and the required fees pursuant to the City's adopted Fee Schedule shall be paid at time of appeal submittal.

Copies of this DNS were mailed to: Dept. of Ecology
WA Dept. of Fish & Wildlife
WSDOT
Yakama Nation
CTUIR
ED-2023-0014 File

From: [John Cowling](#)
To: [Steve Donovan](#)
Cc: [Jeremy Lustig](#); [Cary Roe](#); [Caleb Shannon](#)
Subject: RE: CPA-2023-0003
Date: Tuesday, May 23, 2023 7:49:08 AM

Steve,

Can you add the following from Public Works:

Public Works has reviewed the location of the proposed Comprehensive Plan Amendment changing properties East of the Wastewater Treatment Plant from Industrial to Low Density Residential. The subject properties are adjacent to City owned property reserved for future expansions of the Wastewater Treatment Plant. The City is currently working on the design phase to address odor concerns with the existing Wastewater Treatment Plant lagoon system. Although these plans will help address odors, future plant expansion to the east will increase noise to these adjacent properties. Rezoning to residential would be less compatible with existing use and future expansion of the Wastewater Treatment Plant.

Thanks

John A. Cowling, PE

City of Kennewick

Deputy Public Works Director

O: 509.585.4301 | F: 509.585.9811

john.cowling@ci.kennewick.wa.us

This communication (and any reply) is subject to the public records act, RCW 42.56. The City of Kennewick is committed to transparency in government and we will provide our customers the fullest assistance possible when they request access to public records. Individuals wishing to obtain public records shall submit their requests in accordance with the [City's Public Records Policy](#).

From: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
Sent: Tuesday, May 23, 2023 7:15 AM
To: John Cowling <John.Cowling@ci.kennewick.wa.us>
Subject: RE: CPA-2023-0003

John,

Attached are the comments from 2020.

This years proposed Comprehensive Plan Amendment is to the change the land use designation from Industrial to Low Density Residential.

Thanks,

Steve

From: John Cowling <John.Cowling@ci.kennewick.wa.us>
Sent: Tuesday, May 23, 2023 7:11 AM
To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
Subject: CPA-2023-0003

Morning Steve,

Do you have the comments we had for the previous rezone? Thanks

John A. Cowling, PE

City of Kennewick

Deputy Public Works Director

O: 509.585.4301 | F: 509.585.9811

john.cowling@ci.kennewick.wa.us

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From: [Gonzalez, Homero](#)
To: [Matt Halitsky](#)
Subject: RE: City of Kennewick CPA-2023-0003, ED-2023-0014
Date: Friday, June 23, 2023 7:15:21 AM
Attachments: [image002.png](#)
[image008.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image001.png](#)

Matt,

ZiPLY has existing facilities withing right of way and if any dig work would be needed prior to starting locates would be needed.

Thank you,

Homero Gonzalez, OSP Engineer
509.736.3734 (o)
Homero.gonzalez@ziPLY.com
ziPLYfiber.com



From: Matt Halitsky <Matt.Halitsky@ci.kennewick.wa.us>
Sent: Thursday, June 22, 2023 4:52 PM
To: Ashley M. Morton <AshleyMorton@ctuir.org>; Ben Franklin Transit - Bill Barlow <bbarlow@bft.org>; Ben Franklin Transit - Kevin Sliger <ksliger@bft.org>; Benton Clean Air Authority - Tyler Thompson <tyler.thompson@bentoncleanair.org>; Benton Clean Air John Lyle <john.lyle@bentoncleanair.org>; Benton Franklin Health Dept. - Erin Hockaday <erint@bfhd.wa.gov>; Benton Franklin Health Dept. - Sean Domagalski <seand@bfhd.wa.gov>; Benton Franklin Health Dept.- Jack Howard <Jack.howard@bfhd.wa.gov>; Benton PUD - engineering services <engservice@bentonpud.org>; Benton PUD - Jeff Vosahlo <vosahloj@bentonpud.org>; Benton PUD Chad Brooks <brooksc@bentonpud.org>; Benton PUD Evan Edwards <edwardse@bentonpud.org>; Benton PUD Shanna Everson <eversons@bentonpud.org>; Benton PUD Tina Glines <glinest@bentonpud.org>; BPA - Deborah Rodgers <dxrodgers@bpa.gov>; BPA - Nicole Cummings <NMCummings@bpa.gov>; Cascade Gas James Thomas <james.thomas@cngc.com>; Cascade Natural Gas - Sara Pineda <sara.pineda@cngc.com>; Cascade Natural Gas- Arnie Garza <arnie.garza@cngc.com>; Casey Barney <Casey_Barney@Yakama.com>; Charter - Junior Campos <junior.campos@charter.com>; Charter-Ryan Sams <Ryan.Sams@charter.com>; Columbia Irrigation District <cid@columbiairrigation.com>; Dept of Arhaeology and Historic Preservation (sepa@dahp.wa.gov) <sepa@dahp.wa.gov>; Dept of Fish & Wildlife <harvepjh@dfw.wa.gov>; Dept of Natural Resources SEPA Center <sepacenter@dnr.wa.gov>; Dustin Fisk - Kennewick School District (dustin.fisk@ksd.org) <dustin.fisk@ksd.org>; Greg Wendt (Greg.Wendt@co.benton.wa.us)

From: [Rodgers,Deborah \(CONTR\) - TERR-TRI CITIES RMHQ](#)
To: [Matt Halitsky](#)
Cc: [Cummings,Nicole M \(BPA\) - TERR-TRI CITIES RMHQ](#)
Subject: RE: [EXTERNAL] City of Kennewick CPA-2023-0003, ED-2023-0014
Date: Wednesday, July 5, 2023 4:08:18 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image008.png](#)

Matt,

Bonneville Power Administration's (BPA) has had the opportunity to review City of Kennewick CPA-2023-0003, ED-2023-0014, to change the land use designation of 12.33 acres from INDUSTRIAL (I) to LOW DENSITY RESIDENTIAL (LDR), located at 205 & 331 S Oak Street; 102, 203 & 207 S Quince Place; and 1411, 1511, 1531, 1543 & 1601 E 3rd Avenue, in Unincorporated Benton County, WA.

In researching our records, we have found that this proposal will not directly impact BPA facilities approximately 1 mile from the subject property. BPA does not have any objections to the approval of this request at this time.

If you have any questions or need additional information, please feel free to contact Nicole Cummings at (509) 542-5499 or by email at nmcummings@bpa.gov.

Thank you for the opportunity to review this application.



Deborah Rodgers

Realty Technician Contractor
2211 North Commercial Avenue, Pasco, WA 99301
Bonneville Power Administration | TERR/Tri-Cities-RMHQ
Real Property Field Services | P 509.544.4749
dxrogers@bpa.gov

From: Matt Halitsky <Matt.Halitsky@ci.kennewick.wa.us>
Sent: Thursday, June 22, 2023 4:52 PM
To: Ashley M. Morton <AshleyMorton@ctuir.org>; Ben Franklin Transit - Bill Barlow <bbarlow@bft.org>; Ben Franklin Transit - Kevin Sliger <ksliger@bft.org>; Benton Clean Air Authority - Tyler Thompson <tyler.thompson@bentoncleanair.org>; Benton Clean Air John Lyle <john.lyle@bentoncleanair.org>; Benton Franklin Health Dept. - Erin Hockaday <erint@bfhd.wa.gov>; Benton Franklin Health Dept. - Sean Domagalski <seand@bfhd.wa.gov>; Benton Franklin Health Dept. - Jack Howard <Jack.howard@bfhd.wa.gov>; Benton PUD - engineering services <engservice@bentonpud.org>; Benton PUD - Jeff Vosahlo <vosahloj@bentonpud.org>; Benton PUD Chad Brooks <brooksc@bentonpud.org>; Benton PUD Evan Edwards <edwardse@bentonpud.org>; Benton PUD Shanna Everson <eversons@bentonpud.org>; Benton PUD Tina Glines <glinest@bentonpud.org>; Rodgers,Deborah (CONTR) - TERR-TRI CITIES RMHQ

<dxrogers@bpa.gov>; Cummings, Nicole M (BPA) - TERR-TRI CITIES RMHQ
 <NMCummings@bpa.gov>; Cascade Gas James Thomas <james.thomas@cngc.com>; Cascade
 Natural Gas - Sara Pineda <sara.pineda@cngc.com>; Cascade Natural Gas- Arnie Garza
 <arnie.garza@cngc.com>; Casey Barney <Casey_Barney@Yakama.com>; Charter - Junior Campos
 <junior.campos@charter.com>; Charter-Ryan Sams <Ryan.Sams@charter.com>; Columbia Irrigation
 District <cid@columbiairrigation.com>; Dept of Archaeology and Historic Preservation
 (sepa@dahp.wa.gov) <sepa@dahp.wa.gov>; Dept of Fish & Wildlife <harvepjh@dfw.wa.gov>; Dept
 of Natural Resources SEPA Center <sepacenter@dnr.wa.gov>; Dustin Fisk - Kennewick School District
 (dustin.fisk@ksd.org) <dustin.fisk@ksd.org>; Greg Wendt (Greg.Wendt@co.benton.wa.us)
 <Greg.Wendt@co.benton.wa.us>; Homero Gonzalez <Homero.Gonzalez@ziply.com>; Jessica Lally
 <Jessica_Lally@Yakama.com>; KID Development <development@kid.org>; Kyle McCauley
 <Kyle.McCauley@cngc.com>; Maikis, Troy (DFW) <troy.maikis@dfw.wa.gov>; Michelle Cooke
 <Michelle.Cooke@co.benton.wa.us>; Mike Beck - Spectrum <Mike.Beck@charter.com>; Mike
 Stevens - (mstevens@ci.richland.wa.us) <mstevens@ci.richland.wa.us>; Noah Lee
 <noah.lee@bentoncleanair.org>; Noah Oliver <Noah_Oliver@Yakama.com>; US Army Corps of
 Engineers <CENWW-RE@usace.army.mil>; WDFW (R3Planning@dfw.wa.gov)
 <R3Planning@dfw.wa.gov>; Williams Pipeline - Audie Neuson <audie.neuson@williams.com>;
 WSDOT <scsplanning@wsdot.wa.gov>; Yakama Nation - Thalia Sachtelban
 <enviroreview@yakama.com>; Ziplly Fiber Christy Ross <christy.ross@ziply.com>
Cc: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
Subject: [EXTERNAL] City of Kennewick CPA-2023-0003, ED-2023-0014

Hello

The City of Kennewick has received applications for a Comprehensive Plan Amendment and associated Environmental Determination:

Project Description: Comprehensive Plan Amendment to change the land use designation of 12.33 acres from INDUSTRIAL (I) to LOW DENSITY RESIDENTIAL (LDR), located at 205 & 331 S Oak Street; 102, 203 & 207 S Quince Place; and 1411, 1511, 1531, 1543 & 1601 E 3rd Avenue, in Unincorporated Benton County.

Please review the attached files relative to your agency's applicable regulations and submit any comments on or before **7 July 2023**. Comments may be submitted via e-mail to steve.donovan@ci.kennewick.wa.us or mailed to: Development Services Division, PO Box 6108, Kennewick, WA 99336.

Thank you.

Matthew Halitsky, AICP
 Senior Planner
 Community Planning Department
 City of Kennewick



O: 509.585.4416 | F: 509.585.4442
matt.halitsky@ci.kennewick.wa.us



From: [Sears, Tricia \(DNR\)](#)
To: [Matt Halitsky](#)
Cc: [Sears, Tricia \(DNR\)](#); [Davenport, Steve \(COM\)](#)
Subject: Kennewick's Comprehensive Plan update: WGS comments
Date: Wednesday, June 28, 2023 12:14:23 PM

6/28/23

Hello Matt,

In keeping with the interagency correspondence principles, I am providing you with draft comments on Kennewick's Critical Areas Comprehensive Plan update (Commerce ID# 2023-S-6188).

I looked at the entire proposal and focused on areas related to WGS work.

-

There are no changes related to mineral resource lands. There are no changes to geologically hazardous areas in the text.

If you have not checked our interactive database, the WGS Geologic Information Portal, lately, you may wish to do so. [Geologic Information Portal | WA - DNR](#)

If you have not checked out our Geologic Planning page, you may wish to do so. [Geologic Planning | WA - DNR](#)

Thank you for considering our comments. If you have any questions or need additional information, please contact me. For your convenience, if there are no concerns or follow-up discussion, you may consider these comments to be final as of the 60-day comment deadline of 8/120/23.

Cheerio,
Tricia

Tricia R. Sears (she/her/hers)

Geologic Planning Liaison

Washington Geological Survey (WGS)

Washington Department of Natural Resources (DNR)

Cell: 360-628-2867 | Email: tricia.sears@dnr.wa.gov

From: [Courtney Raeder](#)
To: [Steve Donovan](#)
Subject: Re: Comprehensive Plan Application
Date: Tuesday, May 23, 2023 8:07:39 PM

Realistically speaking only a few of these properties could add additional homes, but let's say they all add one or two more homes. I think it's safe to say there wouldn't be 4 homes added to each property in a realistic situation. One home added to each property isn't even realistic but I'll go with it. All it would take is an additional 10 - 20 adults complaining or opposing the sewage treatment expansion to stop or postpone it? That's it?

I don't know of anyone who wants to add a home to their property. From what I've been told they just want to fix up their home up, tear down and rebuild a home for themselves, or add an outbuilding. But I'm failing to see your reasoning. The expansion is either so needed that it would take hundreds of people opposing it to stop it or it's so unimportant that it won't take very many people opposing it to stop it. And from what I've been told so far, it doesn't really matter who opposes it, it'll ultimately happen anyway.

These properties are being treated like they're the only ones who can oppose the expansion. Outside of a few businesses, there are only homes in this area. All homes which could do the same thing yet they are allowed to keep their residential zoning and have no restrictions.

It's a real disappointment how little you all care about the lives you're impacting. You could support this application and make it easy, but you're choosing to make it difficult for no reason at all.

On Tue, May 23, 2023 at 4:57 PM Steve Donovan <Steve.Donovan@ci.kennewick.wa.us> wrote:

Anyone can complain about the facility, it would have to be determine what merit or standing the person has in regard to the issue they are complaining about.

You are correct in regard to the UGAR Zoning.

It is a collective recommendation from the City of Kennewick Planning and Public Works Staff (Directors/Managers).

From: Courtney Raeder <csraeder217@gmail.com>
Sent: Tuesday, May 23, 2023 2:40 PM
To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
Subject: Re: Comprehensive Plan Application

Can anyone complain about the facility or do they have to specifically live in that area? And same question for the expansion. Can anyone oppose the expansion or do they have to specifically live in that area?

So with the UGAR zoning that would be assigned by Benton County with the land use designation change, more homes would be allowed to be built on the land whereas before the recent changes, additional homes wouldn't have been allowed? Am I understanding that correctly?

I don't think the potential of additional homes justifies the restrictions that are being placed on the property owners by any means. Most people live there because they like having the extra land. But I want to make sure I'm understanding your reasoning correctly.

When you say the staff will not be recommending that the application be put on the 2023 Docket, who is ultimately making that decision? Is it you making the decision or is it a collective decision by all the City of Kennewick planning staff?

Thank you!

Courtney

On Tue, May 23, 2023 at 12:53 PM Steve Donovan <Steve.Donovan@ci.kennewick.wa.us> wrote:

You are correct, the land use designation will can only change for the property on the application.

The change to Low Density Residential has the potential to increase the density of residential units in the area. If the designation changes, County Code will then allow duplexes on the properties. With the changes approved by the governor last week, within the few years an additional four residential units have the potential to be added to each of the properties.

The issue is not what is allowed at the waste water treatment site. The issue is what happens once the treatment facility is surround by more dense residential development and what impact will that have once the residents start complaining about the facility.

The Planning Commission will receive an overview of the proposal at the 6/5 meeting. If the application is added to the docket the Planning Commission and City Council then review the entire application.

Steve

From: Courtney Raeder <csraeder217@gmail.com>
Sent: Tuesday, May 23, 2023 11:15 AM
To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
Subject: Re: Comprehensive Plan Application

Hello,

My understanding was that the land use designation will only change for the properties that were on the application. How does that affect what can be done on the site that's designated for the expansion?

What are the possible uses that you are concerned about that can or cannot take place on the site if the land use designation changes for the properties included on the application?

Also does the planning commission and the city council review the application or is it just the staff?

Thank you!

Courtney

On Tue, May 23, 2023 at 10:21 AM Steve Donovan
<Steve.Donovan@ci.kennewick.wa.us> wrote:

Ms. Raeder,

It is the impacts from the waste water treatment facility expansion. We look at the all the possible uses that can take place on the site if the land use designation changes.

Thanks,

Steve

From: Courtney Raeder <csraeder217@gmail.com>
Sent: Tuesday, May 23, 2023 9:56 AM
To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
Subject: Re: Comprehensive Plan Application

Good Morning,

Can you please let me know why the staff is not recommending that my application be placed on the 2023 docket?

Thank you!

Courtney

On Tue, May 23, 2023 at 8:38 AM Steve Donovan
<Steve.Donovan@ci.kennewick.wa.us> wrote:

Ms. Raeder,

The Planning Commission will hold a meeting on June 5th at 6:30 at City Hall. The meeting is for the Planning Commission to make a recommendation on what Comprehensive Plan Amendment Applications should be placed on the 2023 Docket. Staff will not be recommending that your application be placed on the 2023 Docket.

There will be no opportunity to speak or comment at the June 5th meeting, it is not a public hearing.

It is important to note, that just because staff recommends not placing the application on the docket, that does not mean that the Planning Commission and City Council won't have a different decision.

Feel free to contact me if you have questions.

Steve

From: Courtney Raeder <csraeder217@gmail.com>
Sent: Monday, May 22, 2023 5:20 PM
To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
Subject: Re: Comprehensive Plan Application

Good Evening!

Can you let me know about any meetings where this application or these properties will be discussed? Some of the property owners would like to attend as well so I just want to make sure I don't miss anything.

Thank you!

Courtney

On Mon, May 15, 2023 at 6:07 AM Courtney Raeder <csraeder217@gmail.com> wrote:

Good morning,

The low residential land use designation will work. Sorry it took me awhile to respond. It was a busy end of the week with Mother's Day.

Thank you!

Courtney

On Wed, May 10, 2023 at 12:47 PM Steve Donovan <Steve.Donovan@ci.kennewick.wa.us> wrote:

Ms. Raeder,

Those are the City's land use designations.

The land use designations do not establish what uses are permitted or not, the zoning district is what establishes what uses are permitted. The County is who will establish the zoning district for the site.

For reference you can review the Kennewick Municipal Code 18.12.010 A.1 and 18.12.010 B.1 to see what is allowed in the RS and RL Zones. The City's zoning district only comes into play when the site is annexed by the City.

Steve

From: Courtney Raeder <csraeder217@gmail.com>
Sent: Wednesday, May 10, 2023 12:06 PM
To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
Subject: Re: Comprehensive Plan Application

I looked it up and the only land use designations I could find are mixed use, open space, low, medium, and high density residential, commercial, industrial, and public facility. Are those the only options for land use designations?

Can you send me the information or the links if it's online, on what is allowed for the low, medium, and high density residential designations and what instances farm animals are allowed in? I'm assuming since they're county properties the farm animals shouldn't be an issue, but I just want to double check. There are only a couple people with animals so it's not a big deal, I'm just trying to meet everyone's needs the best I can.

Sorry, I would've had this figured out if I knew there were different designations. I thought it was just industrial vs residential.

Thank you!

Courtney Raeder

On Wed, May 10, 2023 at 11:02 AM Steve Donovan
<Steve.Donovan@ci.kennewick.wa.us> wrote:

Low Density Residential will allow for single-family residential and farm animals in certain instances.

Steve

From: Courtney Raeder <csraeder217@gmail.com>
Sent: Wednesday, May 10, 2023 10:50 AM

To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>

Subject: Re: Comprehensive Plan Application

Yeah, I think Low Density Residential is appropriate. Their goal is to be able to use and update the homes/property as a normal homeowner would while keeping their animals (pigs, cows, chickens, etc.) There is a property with a second address associated with it. Would that designation still work for them?

Thank you!

Courtney

On Wed, May 10, 2023 at 6:56 AM Steve Donovan
<Steve.Donovan@ci.kennewick.wa.us> wrote:

Ms. Raeder:

I need to know what land use designation you are applying for. You have the option of three residential designations, Low Density Residential, Medium Density Residential and High Density Residential.

I am assuming that you are requesting Low Density Residential, but I need confirmation.

Let me know if you have questions.

Thanks,

Steve

From: Courtney Raeder <csraeder217@gmail.com>

Sent: Tuesday, May 9, 2023 8:38 PM

To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>

Subject: Comprehensive Plan Application

Hello,

Sorry I missed your call today! What was the question you have about the application?

Thank you!

Courtney Raeder

From: [Melinda Didier](#)
To: [Steve Donovan](#)
Subject: FW: Online Form Submittal: Planning Commission Public Comments - Agenda Item No. 4. - Visitors Not on Agenda
Date: Monday, June 5, 2023 11:57:46 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, June 4, 2023 5:35 PM
To: Melinda Didier <Melinda.Didier@ci.kennewick.wa.us>
Subject: Online Form Submittal: Planning Commission Public Comments - Agenda Item No. 4. - Visitors Not on Agenda

Planning Commission Public Comments - Agenda Item No. 4. - Visitors Not on Agenda

City Council passed Resolution 20-08 on June 23, 2020, which temporarily designates the location for regular, special and study session meetings to the virtual location until Benton County enters into Phase Three of the Governor’s Safe Start Reopening Plan. This form allows the public to submit comments for the Vistors section on the agenda. Please submit your comments no later than 4:30 p.m. on the Thursday before the meeting, to allow time to forward to the Planning Commissioners.

Public Comments

This is an opportunity for anyone who would like to speak about any issue NOT covered under a public hearing.

First Name	Sarah
Last Name	Cassano
Planning Commission Meeting Date	6/5/2023
Address	1531 E 3rd Ave
City	Kennewick
Email Address	knnsarah@aol.com
Phone Number (optional)	5098511192

4.a. - Visitors: Public Comment

This is an opportunity for anyone who would like to speak about any issue NOT covered under a public hearing.

Subject/Comments

Land use for our address.

My husband and I purchased the address above almost 10 years ago with the intent to rebuild in 12 to 15 years to something slightly larger and more accommodating for our retirement years.

It has been brought to our attention as we have paid the land off and are in process of changing it over to our name to start the new build project that we had planned may not be possible.

Now I know I am in a small part of county land surrounded by the city. This said the city should not be able to dictate how I use my land. If I choose to live and die here and build a bigger house or a shop to house our grandchildren's toys the city should not be allowed to tell me that it doesn't meet the code. I should be allowed to have animals and a home.

Give the county back the land and allow those of us living in the area the ability to use it as residential. After all we choose to live here and smell human poop so it really shouldn't be the cities choice to tell us it's industrial. It's families and animals out here after all.

Sarah Cassano

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

From: [Anthony Muai](#)
To: [Steve Donovan](#)
Subject: FW: Seven Planning Commission Members - Leadership
Date: Monday, June 5, 2023 9:47:05 AM

From: Tom Raeder <t2raeds@gmail.com>
Sent: Sunday, June 4, 2023 10:18 PM
To: Anthony Muai <anthony.muai@ci.kennewick.wa.us>
Subject: Seven Planning Commission Members - Leadership

E 3rd Avenue and S Oak Street Area: Zoning Change from Residential to Light Industrial and BCC Chapter 11.51

A Leadership or Servant of the People should never put upon others what they would not put upon themselves.

All 7 Planning Commission Members please state whether you will or will not voluntarily apply BBC Chapter 11.51 to their residence in the same manner they as the Planning Commission Members have forced BBC Chapter 11.51 on the Benton County Residents in the E 3rd Avenue and S Oak Street area.

This means they cannot change the foot print of their home in anyway. If more than 50% of your home is destroyed, you will remain homeless.

The Planning Commission Members have attacked these easy target residents (many are elderly and have incomes far below the poverty level) taking away their rights to live on their property, may not engage in normal residential activity, not be allowed to modify their resident. A grandchild could not build her grandmother a new place to live on her property.

How many of the 7 Planning Commission Members will give up their normal residential activity at their home? All should gladly succumb to the laws they have forced upon others. If the 7 Planning Commission Members will not succumb, then remove BCC Chapter 11.51 from the residents in the E 3rd Avenue and S Oak Street area.

As the Lord said in Matthew 7:12 (NIV):

So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.

Concerned Citizen,
Tom Raeder
509-551-3573

From: [Courtney Raeder](#)
To: [Steve Donovan](#)
Subject: June 5th Meeting Comment
Date: Monday, June 5, 2023 4:19:50 PM

Hello,

I just tried to submit the comment below to the form online. It stated that I had until 4:30pm today to submit it, but it's telling me the form is no longer available. Can you please make sure this gets submitted?

Thank you!

Courtney

After a year of working on this issue, I have spent a substantial amount of time, effort, and money just to submit this comprehensive plan amendment application. Now all that time, effort, and money has finally come down to your decision. Last week I wrote the email below to the City Council members. I would like the Planning Commission to read it as well. I would have included you in the email, but I couldn't find your email addresses. After the email, I have added an additional few paragraphs. It is a long email, but this is very important to me. This process started with me trying to help my grandma and has turned into so much more.

Good Evening,

I am writing to you regarding my concerns with a Comprehensive Plan application that I submitted to the City of Kennewick that the planning and public works staff has told me they will not be recommending be put on the 2023 docket. I was also informed that neither I nor any of the property owners will be allowed to speak or comment at the meeting so I decided to reach out to you now. I'll briefly explain why I submitted the application and then go into more detail about why the staff told me they would not be recommending it and why I disagree with their reasoning. I also attached the application in case you would like to review it first before reading this email.

I submitted an application to change the land use designation of 10 properties with residential homes on them from industrial to residential. The land use designation of industrial caused Benton County to rezone these properties in 2011 from residential to light industrial because they are included in the City of Kennewick urban growth area and their zoning must be compatible with the land use designation in the comprehensive plan. Benton County chose not to inform the homeowners of this change at that time. Although these properties are already used as residential properties and have always been used as residential properties, Benton County's non-conforming use code severely limits what these homeowners can do to their homes and land. Changing the land use designation to residential will make it possible for Benton County to rezone these properties back to a more appropriate residential zoning.

In the very beginning of this process I spoke with Benton County about revising their non-conforming use code and was told that they are happy with it and do not wish to make any changes. That has landed me where I'm at today trying to change the land use designation in the City of Kennewick Comprehensive Plan so I can ultimately get the zoning corrected with the county. I have been working on this issue for the past year or so and as of this last week I

was informed by a member of the planning and public works staff that they will not be recommending my application for the 2023 docket. When I asked why they would not be recommending it I was given this response,

"The change to Low Density Residential has the potential to increase the density of residential units in the area. If the designation changes, County Code will then allow duplexes on the properties. With the changes approved by the governor last week, within the few years an additional four residential units have the potential to be added to each of the properties.

The issue is not what is allowed at the waste water treatment site. The issue is what happens once the treatment facility is surround by more dense residential development and what impact will that have once the residents start complaining about the facility."

I have a few different issues with this reasoning. The first is the City of Kennewick planning and public works staff justifying 14 property owners not being able to update their homes as a normal homeowner would or, according to the Benton County planning staff, rebuild their homes if they were to be damaged more than 50%, all so the City of Kennewick doesn't have to deal with the potential of more complaints about the sewage treatment facility. I can't imagine any scenario where a homeowner would be okay with this situation or would agree with their reasoning.

The second issue I have with this reasoning is what happens in the future if these homes really do stay with the industrial land use designation and light industrial zoning. Some day the properties might get sold, possibly to a business now that everyone is aware of the zoning and why they have been denied the updates they've wanted to do. New businesses will attract a lot of people to the area. Not only will they attract new people in the form of employees, but there will be clients and customers as well. I asked a member of the planning and public works staff if anyone can complain about the sewage treatment facility and they said, "Anyone can complain about the facility, it would have to be determine what merit or standing the person has in regard to the issue they are complaining about." If you add just one business to this area, let alone 10 plus businesses instead of homes, that means every employee and customer that goes to those businesses will be able to complain about the sewage treatment facility. A complaint from a homeowner is one thing. The argument can always be made that they chose to live there, but a complaint from a business owner, employees, and/or a concerned customer, has the potential to cause a lot more issues than a few homeowners. Not only can they complain to the City of Kennewick themselves, but they can also complain to the business owner who in return could approach the city over the issue. Even if you look at a business that doesn't require a lot of employees like a storage facility. I'm sure there would be complaints and concerns from customers of that business regarding the possibility that their possessions could end up smelling like the sewage treatment facility. For any business owner, those types of concerns and feedback could provoke them to approach the city because they would be concerned about the impacts on their income and reputation. One business has the potential to produce far more complaints than one home.

The third issue I have with their reasoning simply comes down to what is realistic. An additional four homes or a duplex added to every property is not a realistic scenario. The City of Kennewick has received a 29 million dollar loan from the Department of Ecology and already has plans to start the sewage treatment facility expansion at the end of the year. The possibility of a few more complaints from homeowners IF a homeowner decides to build a new home on their property is not going to stop the facility from being built, nor would that

cause some massive issue with the existing sewage treatment facility which is what the planning and public works staff seem to be so concerned about. I can say from first-hand experience, changing something with the City of Kennewick or Benton County takes a massive amount of work and dedication. This zoning issue for instance includes 14 different properties and even with 10 of them signing to change their land use designation (I couldn't contact the other 4) and addressing their concerns with their own properties, it has still been a year-long fight that I have had to stay consistently dedicated to. I can't even imagine the number of complaints, work, years, and dedication it would take to have even the smallest effect on a sewage treatment facility that is necessary for the community.

The City of Kennewick and Benton County planning departments aren't denying these people a silly or simple request. They're openly denying these people the right to use their land as every other homeowner can, including the other homes in this area that have a residential zoning. There is even a mobile home park right next to these properties that alone has the potential to generate more complaints than all of these properties combined.

Throughout this entire process I have been met with nothing but resistance with the exception of one person who was genuinely helpful. I have been told time and time again that what I'm doing is not wanted and is near impossible. My dad was recently told by a planning member at Benton County that if more than 50% of my grandma's home were to be destroyed they would not allow her to rebuild it and they would have effectively made her homeless after living there for 50 years. He was also told at this time that the zoning is essentially set in stone.

This zoning isn't written in stone. It ultimately just comes down to a decision made by individuals. These properties are already used as homes. The actual use isn't changing and they can complain about the sewage treatment facility whether the land use designation is changed or not. The other homeowners in the area not affected by this zoning can add additional homes to their properties generating the potential for more complaints as well, but the city staff still continues to argue the necessity of these 14 properties keeping their industrial designation to mitigate the possibility of development. Are these properties the closest to the facility? Yeah, but a few hundred feet doesn't miraculously make the sewage treatment facility smell like roses instead of sewage on bad days. It doesn't matter whether there are homes or businesses on these properties, there will always be the potential for complaints. The land use designation and zoning will not change that fact.

Someone reached out to me that heard about this issue and let me know that you have gone against the planning and public works staff's recommendations in the past and I hope you choose to do so for my application. These homeowners go to work every day to pay their mortgage, pay homeowners insurance, and pay taxes on a home they can't add on to or rebuild. They can't even build a shop, garage, or other outbuilding if they wanted to nor could they rebuild their existing ones if they were to burn down. These aren't just parcel numbers on a zoning map. They're real people.

Thank you for reading this email. I really appreciate your time. I attached the application that I submitted to the City of Kennewick in case you would like to look it over. I also attached a second version with just my answers to the application questions and the signature pages from the property owners that I collected (one signature page is missing because I picked it up on my way in to submit the application.)

Thank you for your time,

[End of email]

The other day I came across another location that is a prime example of why the homes included on my application should be allowed to be zoned residential and the smell as I drove by is what caught my attention. The Waste Management facility located on the corner of S Ely St and W 27th Ave in Kennewick not only has an entire neighborhood of townhomes built right across the street, but it has homes that share a boundary with it as well. The zoning for the homes in this area is medium density. The only reasoning I have been given against my application, and I quote again is, "The issue is what happens once the treatment facility is surround by more dense residential development and what impact will that have once the residents start complaining about the facility." The waste management facility stinks just as bad if not worse than the sewage treatment facility and it's allowed to have medium density development next to it, but existing homes next to the sewage treatment facility are not even allowed to keep a low density residential land use designation.

I understand that one is considered a public facility and one is a business and the city may not deal with the complaints about the waste management facility, but the concerns that would arise for each are the same. If complaints by the 56+ homeowners in the townhomes across the street and the 49+ homes that are right next to it haven't caused that facility to move somewhere else, then I have a hard time believing future potential complaints from 10 properties will have any sort of impact on the sewage treatment facility. After my own experience with this application, I think it would take a good amount of community involvement to make any sort of impact. And I get it, it's the potential of more homes being built in the area if the land use designation is changed to low density residential, but even if we indulge in the unrealistic situation that each property owner adds an additional 4 homes to their property, that's still a fraction of what is next to the waste management facility. And an actual developer was allowed to build right next to it with a higher density zoning and a low density land use designation.

What is being done to these homeowners goes beyond what is fair and what is right. I'm assuming many of you, if not all, are homeowners, and if one day you found out your home was rezoned industrial with the purpose of stopping you from being able to use your home and land as you bought it and so you couldn't build additional homes on it for the sake of the City of Kennewick, how would you feel? How would you feel knowing you've now involuntarily sacrificed your home, land, mortgage, and decades of working? Not to mention the stress it would cause to know that if a structure on your property burns down you couldn't rebuild it.

I could obviously go on, but I've said more than enough so I'll end here. If I'm having to try this hard to change the land use designation and zoning of 10 properties, there is no way a few more complaints from homeowners will have any sort of significant impact on the sewage treatment facility.

Thank you for your time.

From: [Courtney Raeder](#)
To: [Steve Donovan](#); [Dana Dollarhyde](#)
Subject: 6/13 Meeting Verification (Please forward to City Manager)
Date: Tuesday, June 13, 2023 10:47:36 AM
Attachments: [June 5th Meeting Email.pdf](#)

Good Morning,

I wanted to verify that we can go in and listen to the workshop meeting today at 6:30pm. I know it was mentioned that we cannot speak, but I wanted to make sure we are able to attend in person as well since it wasn't on the schedule that Steve sent me.

I also want to apologize to both of you (Steve and Marie) for letting my emotions get the best of me last week. I do my best to keep my personal feelings out of this as much as I can. Everything just came to the surface between my grandma, the email fiasco and the focus on annexing into the city. I put a lot of pressure on myself when I took this on. I asked before I submitted the application if this would put anyone in the city and I was told no, but the focus on annexing still makes me uneasy. I asked that question before I submitted the application because I knew I had some signatures from those who specifically didn't want to be included if the application put them in the city. From what I understand that is a separate process, but it is still stressful knowing that was the favored discussion over changing the land use designation. I know this isn't personal. Sometimes it just gets hard to separate everything we, and others, have gone through because of the zoning from this process.

I do want to ask that an explanation be sent to the planning commission as to why no one showed up to the June 5th meeting that includes the attached email. I would send one, but I don't have their email addresses. I don't know the ins and outs of these meetings and when I was told I would not have the opportunity to speak at the meeting, I understood that as I couldn't speak or comment at the meeting at all. I had stumbled upon the online comment submission form and sent it to everyone because I thought we couldn't speak and to me that was an opportunity to maybe get some eyes on comments other than mine before the meeting. At the meeting it was said that if those who submitted the comments had shown up in person they could have stated their comments at the meeting. Some of them would have shown up if we had known. I definitely would have been there. From an outsider's perspective, the email was really confusing.

I planned to send this email last week, but I needed some time away from this process to clear my head. I'm sorry this email is a week later, but I just needed to step back for a bit.

Thank you!

Courtney Raeder



Virus-free. www.avast.com



Comprehensive Plan Application

Courtney Raeder <csraeder217@gmail.com>

Mon, May 22, 2023 at 5:20 PM

To: Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>

Good Evening!

Can you let me know about any meetings where this application or these properties will be discussed? Some of the property owners would like to attend as well so I just want to make sure I don't miss anything.

Thank you!

Courtney

[Quoted text hidden]



Comprehensive Plan Application

Steve Donovan <Steve.Donovan@ci.kennewick.wa.us>
To: Courtney Raeder <csraeder217@gmail.com>

Tue, May 23, 2023 at 8:38 AM

Ms. Raeder,

The Planning Commission will hold a meeting on June 5th at 6:30 at City Hall. The meeting is for the Planning Commission to make a recommendation on what Comprehensive Plan Amendment Applications should be placed on the 2023 Docket. Staff will not be recommending that your application be placed on the 2023 Docket.

- There will be no opportunity to speak or comment at the June 5th meeting, it is not a public hearing.

It is important to note, that just because staff recommends not placing the application on the docket, that does not mean that the Planning Commission and City Council won't have a different decision.

Feel free to contact me if you have questions.

[Quoted text hidden]

From: [Keri Mansfield](#)
To: [Steve Donovan](#)
Subject: CPA2023003
Date: Saturday, July 1, 2023 5:22:22 PM

Sat, Jul 1 at 3:28 PM

To whom it may concern.

Thank you in advance for your consideration of changing back the properties listed in the above claim back to low density residential from the light industrial designation they currently hold. Many of the families listed on the application have been in their homes for 50+ years. My parents moved to our home 1966 and have been here every since (dad passed in 1988, Mom and I are still here, she is 87.) We have always been proud Kennewick residents. My brothers and I all attending Eastgate, Park and Kennewick High School, GO LIONS! In fact my dad and all of his siblings went there as well. Again thank you in advance.

Keri Mansfield

It is clear the cons for changing the land use designation are now centered around the industrial development close to these homes, but I want to put that aside for the moment and address the more personal aspects that surround these properties.

A stranger may pull up to my grandma's property and only see a home that needs to be replaced or a shop that needs fixing up, but that's not what I see. When I pull into the driveway of her home, I see nothing but memories and my home away from home. I see my grandma in her apron in the kitchen, I see where I almost fell into a cactus only to be caught by my grandpa right before the needles went through my coat. I see where I learned to ride a motorcycle and drive a golf cart.

I see the shop and remember all the times I followed my dad and grandparents out there and played while they worked on projects. I see all the Christmases, Thanksgivings, and homemade pies and cakes. I see my grandpa pulling up in his El Camino or van as I run out to greet him and Mitsy.

I feel the bond that was created between myself and my grandparents when I was 12 weeks old and my mom got sick and was paralyzed. And although everyone helped take care of me and my brother, I stayed mostly with my grandparents. There are not enough words to describe how amazing of a woman my grandma was. Not to just me, but to anyone who met her. Even the business that bought the property next to her from the Port of Kennewick immediately showed her the utmost respect and that is something I will never forget. When I pull into her driveway, I see a safe haven.

You see, the sewage treatment plant and the buildings across the street didn't make an impact on any of those memories, but listening to my grandparents and dad worry about what would happen to their property when I was a little girl did. I may not remember what was said, but those conversations stuck with me and now I have witnessed what they dealt with for myself as an adult.

Most of the owners in this area have lived there themselves or their parents/grandparents did for well over 40 years before they bought their home. They all have their own memories and values attached to their home the same way I do to my grandma's home. They don't talk about the businesses; they talk about their memories.

If you take away the rock crusher, what are you left with? A sewage treatment plant that will soon smell less, some office buildings, the humane society, and some other miscellaneous businesses. The rock crusher is the oddball, not the standard. In the same way homeowners can't buy a property in this area without noticing the sewage treatment plant, the rock crusher business bought a property knowing there are homes and businesses surrounding it.

There are approximately 70+ homes in this area and maybe a dozen business-related buildings. And if you keep going down third and seventh, there are only homes. If you look in town and in the county, there are plenty of areas with mixed industrial/commercial/residential areas that have heavy truck traffic by homes. I know a lot of truck drivers and they're some of the most respectful people you'll meet. If countless semis can drive down Bowles Road past all those

homes to Nutrien and Lineage Logistics and trucks can drive in and out of Waste Management or the businesses farther up S Ely St in Kennewick, I see no reason why that can't be okay in this area as well. Especially when there are already semis in this area because of the homeowners themselves.

You can see homes backed up to an industrial area near Southridge Blvd in Kennewick. In Burbank, you can see homes backed up to heavy and light industrial areas with plenty of truck traffic, all of which are still zoned residential as well. Not to mention trucks are constantly traveling down Ice Harbor Dr past all those homes at much higher speeds than they will be traveling by these properties. If it can be allowed everywhere else, why not in this neighborhood?

The businesses in this area did not go beyond Oak St until very recently. The sewage treatment plant may have a bad smell sometimes, but it really doesn't cause any other disturbances. But again, it's no different than the Waste Management building off 27th which stinks just as bad if not worse. The Port of Kennewick may eventually sell off some of their land and I'm sure buildings will be put up, but how is that any different than living next to a Walmart, Costco, or any other large store in town?

The county put you in this position and the county put the homeowners in this position. I had a choice to walk away and leave it alone or to help and fight for what I believe is right. I made my choice with no hesitation, and no matter what happens, I will always be glad I did.

I really appreciate everyone's time and all the effort that has gone into this process. I cannot express how grateful I am to finally feel heard.

From: [Keri Mansfield](#)
To: [Steve Donovan](#)
Subject: CPA-2023-003
Date: Monday, September 18, 2023 1:41:28 PM

Good afternoon. This email is in regard to the hopeful rezoning of the 12.23 acres in east Kennewick, (unincorporated Benton county) from light industrial to low density residential. Please take into consideration that there are no plans for any of the residents who live here to build apartments, condos, duplex's or houses on their property. People just want to maintain the homes they have lived in, many for over 50 years. I know there have always been plans to expand that facility since it was built but it seems there is available spots across the street from it. Just please consider rezoning back to light industrial so people can relax and not worry about being uprooted, thank you.

Sent from my iPhone

CPA-2023-0003 PC Findings and Conclusions

Findings

1. The applicant is Courtney Raeder, 66511 S Meals Road, Kennewick, WA 99337.
2. The owners are Roy Sitton, Shepard Commercial, LLC, Luis Licea, Enrique Cervantes, Alice Reser, Catherine Raeder, Barbara Mansfield, José and Beatriz Guizar, Robert and Sarah Cassano, and Chantal Nault.
3. The request is to change the land use designation for the subject parcels from Industrial to Low Density Residential.
4. The City received the application on May 1, 2023 and routed it for review to various City Departments and other local, state and federal agencies for comment on June 21, 2023.
5. City water and sewer are adjacent to the properties.
6. S Oak Street and E 3rd Avenue provide access to the properties.
7. The proposed amendment is adjacent to property designated Industrial.
8. The City issued a Determination of Non-Significance on July 11, 2023.
9. No appeal was filed for the Determination of Non-Significance.
10. A public hearing notification sign was posted at the SE corner of the S Oak Street and E 3rd Avenue intersection.
11. The Notice of Public Hearing was published in the Tri-City Herald on September 3, 2023
12. Staff mailed or emailed the hearing notice to property owners within 300 feet of the site and parties of record on August 31, 2023.
13. The proposed amendment will not allow the property to be rezoned to a zoning district that will permit uses that may negatively influence the public health, safety, welfare and protection of the environment.
14. This proposed amendment is consistent with the review/processing requirements of Chapter 36.70A RCW and with the portion of the City's adopted comprehensive plan not affected by the amendment.
15. The proposed amendment does not correct an obvious mapping error.
16. Proposed amendment does not address an identified need in the comprehensive Plan.

Conclusions

1. Pursuant to Chapter 4.08 of the Kennewick Municipal Code, the lead agency has determined that no mitigating measures are required to reduce probable significant adverse impacts on the environment.
2. The proposed amendment will change the land use designation for the subject sites from Industrial to Low Density Residential.
3. The proposed amendment is consistent with the City of Kennewick Comprehensive Plan Residential Goal 3 and Policy 1.
4. The proposed amendment is consistent with the City of Kennewick Comprehensive Plan Housing Goal 3 and Policy 3.

Planning Commission Action Summary
CPA-2023-0003 – Courtney Raeder

The Planning Commission conducted a public hearing on September 18, 2023. 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 Planning Commission Public continued the public hearing to October 2, 2023 and passed a motion to approve CPA-2023-0003.

Findings of Fact

1. The applicant is Courtney Raeder, 66511 S Meals Road, Kennewick, WA 99337.
2. The owners are Roy Sitton, Shepard Commercial, LLC, Luis Licea, Enrique Cervantes, Alice Reser, Catherine Raeder, Barbara Mansfield, José and Beatriz Guizar, Robert and Sarah Cassano, and Chantal Nault.
3. The request is to change the land use designation for the subject parcels from Industrial to Low Density Residential.
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15. The proposed amendment does not correct an obvious mapping error.
16. Proposed amendment does not address an identified need in the comprehensive Plan.

Conclusions of Law

1. Pursuant to Chapter 4.08 of the Kennewick Municipal Code, the lead agency has determined that no mitigating measures are required to reduce probable significant adverse impacts on the environment.
2. The proposed amendment will change the land use designation for the subject sites from Industrial to Low Density Residential.
3. The proposed amendment is consistent with the City of Kennewick Comprehensive Plan Residential Goal 3 and Policy 1.
4. The proposed amendment is consistent with the City of Kennewick Comprehensive Plan Housing Goal 3 and Policy 3.

The motion to approve was moved by Commissioner Griffith and seconded by Commissioner Gregory. The motion was passed 4-1, with Commissioners Griffith, Gregory, Short, and Vice Chairman Helgeson in favor and Commissioner Franklin against.

B. COMPREHENSIVE PLAN AMENDMENT (CPA) #2023-0002:

Chairman Morris opened the public hearing at 6:45 pm for Comprehensive Plan Amendment (CPA) #2023-0002.

Mr. Donovan described the application, presented the staff report, and recommended the Planning Commission forward a recommendation for approval of CPA #2023-0002 to City Council.

Planning Commission Questions: the timing of construction; is it east of Washington Street.

1. Testimony of Applicant/Applicant's Representative: None.
2. Testimony in Favor of the Request: None.
3. Testimony Neutral/Against the Request: None
4. Testimony of Those Registered on Virtual Format: None
5. Applicant/Owner Final Testimony: None
6. Staff Final Comments: None
7. Public Testimony Closed at 6:51 p.m.

MOTION: Commissioner Gregory moved to concur with the findings and conclusions in staff report CPA-2023-0002 and recommend City Council APPROVE the request. Commissioner Short seconded the motion.

DISCUSSION: None

VOTE: The motion passed on a unanimous roll call vote.

C. COMPREHENSIVE PLAN AMENDMENT (CPA) #2023-0003:

Chairman Morris opened the public hearing at 6:52 pm for Comprehensive Plan Amendment (CPA) #2023-0003.

1. Mr. Donovan described the proposed application and presented the staff report, noting that the properties are currently in the County but are located in the City's UGA; the properties are under the development regulations in the County. Mr. Donovan said that Planning Department staff recommended the Planning Commission forward a recommendation of denial of CPA-2023-0003 to City Council.

Planning Commission Questions included: What actions have this commission taken on this property so far; are you saying the waste treatment facility and rock crushing plant incompatible with residential use; are there potential adverse impacts to the industrial uses currently situated there by having residential uses nearby; is there any activity happening that is allowed in the Industrial zone but not the low density residential; is it still being treated as a residential zone; do we know how many other people who live there that are not being represented by the applicant. ***At 7:08 pm Commissioner Hempstead left the meeting (Commissioner Hempstead was attending remotely).***

2. Testimony of Applicant/Applicant's Representative: Courtney Raeder, 66511 S. Meals Road, Kennewick; although the industrial and residential uses may not be compatible as per code, many people choose to live there and don't have a problem with the mixed uses; the zone should never have been changed from residential to industrial in the first place; biggest concern seems to be protecting the industrial land uses; the 12 acres shouldn't be impacted by the wastewater treatment plant since it hasn't been an issue for the past 40 years; the rock crushing business doesn't have much if any impact on the surrounding residences; the industrial zone makes it impossible for us to rebuild if destroyed or to add on.
3. Testimony in Favor of the Request: None.
4. Testimony Neutral/Against the Request: None
5. Testimony of Those Registered on Virtual Format: None
6. Applicant/Owner Final Testimony: Property Owner Thomas Raeder, 3809 Road 109, Pasco; grew up there and are trying to build a new house there due to damage to the cinder block foundation from the trains idling nearby; the house has resettled and you can't shut the doors; not allowed to tear down the house and rebuild, new build, or add on to the residences because of the current industrial zoning; the Port of Kennewick and the City have been after that land.
7. Staff Final Comments: None
8. Public Testimony Closed at 7:13 p.m.

MOTION: Commissioner Gregory moved to approve against the findings of the Planning Department on CPA-2023-0003 and recommend City Council APPROVE the request. Commissioner Short seconded the motion.

Mr. Donovan advised the Planning Commission that if they decide to approve it, then either tonight or at the next meeting they will have to develop new finding and conclusion to present to the Council.

DISCUSSION: How does that work coming up with new findings and conclusions, does the Planning Department require to come up with those; would like to find a way to pass along a recommendation for approval to City Council and help these people; how do we make a motion to approve; do we withdraw the motion then make a motion to continue to the next meeting for findings and conclusions to approve; what happens if we just make a motion to approve and don't come up with new findings and conclusions; where do we come up with the findings and conclusions; Mr. Muai addressed the questions and said that a workshop just prior to the meeting would be helpful to assist the Planning Commissioners with the findings and conclusions; Mr. Muai recommended a workshop at 6:00 pm with the regular meeting to follow at 6:30 pm.

MOTION: Commissioner Gregory moved to withdraw her motion to approve against the findings and conclusions in staff report CPA-2023-0003. Commissioner Short seconded the motion.

VOTE: The motion passed on a unanimous roll call vote.

MOTION: Commissioner Franklin moved that CPA-2023-0003 be continued to October 2, 2023 for a Planning Commission workshop for findings and conclusions. Commissioner Gregory seconded the motion. Commissioner Franklin

corrected her motion to hold a workshop on October 2nd for additional findings and conclusions for the regular meeting.

Ms. Didier restated the motion: The motion was to table this item to hold a workshop at 6:00 pm on October 2, 2023 for findings and conclusions for the regular meeting at 6:30 pm on October 2, 2023. Commissioner Short restated his second.

DISCUSSION: None

VOTE: The motion passed on a unanimous roll call vote.

4. VISITORS NOT ON AGENDA:

- a. None

5. OLD BUSINESS:

- a. City Council Action Updates – at the September 5, 2023 Council meeting COZ-2023-0005 & CPA-2023-0006 were both approved; the code amendment for daycare centers in single-family zones was not approved.

6. NEW BUSINESS:

- a. None

7. REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF:

- a. Commissioner Short thanked staff for their hard work on the comprehensive plan amendments; Chair Morris reported his attendance at the Short Course on Local Planning on September 13th and presented his certificate of completion to Ms. Didier; Chairman Morris will be unable to attend the October 2, 2023 Planning Commission meeting(s).

- 8. ADJOURNMENT:** The meeting concluded at 7:38 p.m.

**KENNEWICK PLANNING COMMISSION
OCTOBER 2, 2023
WORKSHOP AGENDA & REGULAR MEETING MINUTES**

1. CALL TO ORDER

Vice Chair Helgeson called the workshop meeting to order at 6:00 p.m.; Commissioners Nikki Griffith, Tina Gregory, Ken Short (remotely), Lola Franklin and Vice Chair Helgeson were present.

Workshop Agenda – 1. CPA-2023-0003: Establish Findings & Conclusions

Vice Chair Helgeson adjourned the Workshop meeting at 6:30 pm.

Ms. Didier announced a ten-minute intermission to reconfigure the Council Chambers for the regular meeting.

CALL TO ORDER

Vice Chair Helgeson called the regular meeting to order at 6:40 p.m.

Vice Chair Helgeson led the Pledge of Allegiance.

Community Planning Administrative Assistant Melinda Didier called the roll and found the following present:

PRESENT: Vice Chair Thomas Helgeson, Commissioners Tina Gregory, Lola Franklin, Nikki Griffith (*All in person*), and Commissioner Ken Short (*attended remotely*).

ABSENT: Chairman Victor Morris, Commissioner James Hempstead (*Excused*).

STAFF: Anthony Muai, AICP Planning Director; Steve Donovan, AICP Development Services Manager; Matt Halitsky, AICP Senior Planner; Melinda Didier, Community Planning Administrative Assistant.

Five commissioners were present and two absent; Ms. Didier declared a quorum was established.

2. CONSENT AGENDA

- a. Approval of the minutes dated September 18, 2023.
- b. Approval of the agenda.
- c. Motion to enter Staff Report(s) into the Record.

MOTION: Commissioner Griffith moved to approve the Consent Agenda; Commissioner Gregory seconded the motion.

DISCUSSION: None.

VOTE: The motion passed on a unanimous roll call vote.

3. PUBLIC HEARINGS:

Vice Chair Helgeson made the following statement:

“Good evening and welcome to the October 2, 2023 Kennewick Planning Commission meeting.

Please note that there is no Public Testimony at the Continued Public Hearing scheduled for tonight's meeting, as the Public Testimony portion of the September 18, 2023 meeting was closed."

4. VISITORS NOT ON AGENDA:

- a. None

5. OLD BUSINESS:

- a. September 18, 2023 *Continued* Planning Commission Meeting: Comprehensive Plan Amendment (CPA) 2023-0003.
- b. City Council Action Updates – CPA's 2023-0001, -0002, -0003 and the Development Code Amendment for ADU's to go to Council on October 17, 2023.

COMPREHENSIVE PLAN AMENDMENT (CPA) #2023-0003:

Vice Chair Helgeson opened the public hearing at 6:44 pm for Continued Comprehensive Plan Amendment (CPA) #2023-0003.

Vice Chair Helgeson made the following declaration: "Before we begin deliberations, I would like to make a statement on the record regarding my participation in the hearing for CPA-2023-0003. I was not present at the September 18, 2023 meeting, but since that time I have listened to the recording of the meeting, including the comments from the public and reviewed the material from the meeting, including all exhibits. Having done so, I believe that I can participate fairly in the proceedings this evening. Are there any other Commissioner declarations?"

Commissioner Griffith declared the same as Vice Chair Helgeson.

- 1. Mr. Donovan gave a brief review of the staff report and entered into record Exhibit A-11, Planning Commission Findings and Conclusions to support a recommendation of approval.

Planning Commission Questions of staff included: If the applicant wanted to withdraw & apply at the County, would that have an impact on what the City does; is all the land surrounding this area in the City's Urban Growth Area.

Vice Chair Helgeson stated that the Public Testimony portion of the Public Hearing for Comprehensive Plan Amendment (CPA) 2023-0003 closed at the September 18, 2023 meeting. As such, no further public Testimony is allowed.

The Public Hearing for Continued CPA-2023-0003 closed at 6:51 p.m.

MOTION: Commissioner Griffith moved that the Planning Commission concur with the Findings and Conclusions established in the preceding Workshop meeting as Exhibit A-11 and recommend to City Council APPROVAL of the request. Vice Chair Helgeson restated the motion for clarity; Commissioner Gregory seconded the motion.

DISCUSSION: None.

VOTE: The motion passed on a 4-1 call vote; Commissioners Gregory, Griffith, Short and Vice Chair Helgeson in favor, Commissioner Franklin opposed.

6. NEW BUSINESS:

- a. None

7. REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF:

- a. Vice Chair Helgeson thanked staff for putting together the workshop and assisting the Planning Commissioners. Mr. Muai reported on the August Public Hearing item for Accessory Dwelling Units (ADU) – this item will go to the City Council on October 17th as well. Vice Chair Helgeson commented that it is not a light undertaking to disagree with staff, and the Commissioners appreciate their help with this.

- 8. ADJOURNMENT:** The meeting concluded at 6:58 p.m.